

Submitting a Test Shift

Live-in IP: You are exempt from Electronic Visit Verification (EVV). You may use the **DirectMyCare Web Portal** to submit service time, training time, mileage, and paid time off.

● **Action:** You must submit a test shift in the DirectMyCare Web Portal.

Non-Live-in IP: Service time must be submitted through an approved Electronic Visit Verification (EVV) method. You may use either the **CareAttend App** or Interactive Voice Response (**IVR**) to submit service time. Training time, mileage, and paid time off are submitted through the **DirectMyCare Web Portal**.

● **Action:** You must submit a test shift in both the DirectMyCare Web Portal and the CareAttend App/IVR.

DirectMyCare Web Portal

1. Log in to CDWA's [DirectMyCare Web Portal](#).
2. Select the **Sign in** button.
3. Enter your email address and password and select the **Sign in** button.
4. From the My Dashboard screen, select the **Time/Mileage Entry** button to go to your Time Card. (Fig. 01)
5. If you are an IP with multiple Clients, choose a Client from the dropdown menu in the top left corner. (Fig. 02)
6. Use the arrows in the top right corner of the screen, or select the calendar icon, to view the weeks of service. (Fig. 03)
7. To enter a shift, select the cell for the day of the week where you wish to enter a shift, making sure the service code says **Test Shift**. (Fig. 04)
8. A black panel will appear on the right side of the screen. (Fig. 05) Enter the total hours and minutes worked that day (in 15-minute increments).
9. Select the **Submit** button to complete the test shift entry.
10. An attestation window will open after you submit your test shift. Read the attestation and select **OK**.



Fig. 01

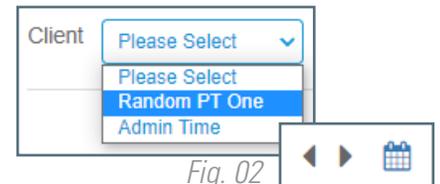


Fig. 02

Fig. 03

Service Code	Sun 4/23
Test Shift	

Fig. 04

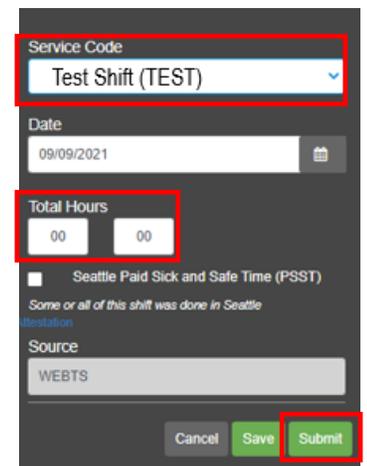


Fig. 05

Congratulations! Your test shift has been submitted. If you would like to add more test shifts under this Client, follow steps 7 through 10 above.

- Your dashboard will show your test shift with the daily hours next to the TEST symbol. (Fig. 07)
- Total daily and weekly hours do not populate.

Service Code	Sun 5/21	Mon 5/22	Tue 5/23
Test Shift	4.25 TEST	2 TEST	4 TEST

Fig. 07

NOTE: Test shifts will not count towards a Client's total monthly hours. You will not be paid for any time you submit as a test shift.

If you do not live with the Client, please continue for instructions on using the CareAttend app to submit a test shift.

Live-in IPs can stop here.

CareAttend App

Electronic Visit Verification (EVV) is an electronic method for submitting your time worked. It is a federal requirement included in the 21st Century Cures Act. CDWA has its own EVV system called CareAttend that IPs use to record their time worked. Follow the instructions below to log into CareAttend and submit a test shift. For more information about EVV, please visit the [CDWA website](#).

1. Go to the Apple or Google Play app store on your mobile device.
 - Search for "CareAttend" and click on the application to install the CareAttend app on your device. (Fig. 08)

2. Open the CareAttend app and select the **Sign In** button.

3. On the **Select your sign in method** screen, select the circle next to Consumer Direct Care Network. (Fig. 09)

- Select the **Next** button.

4. Sign in using your login information from the DirectMyCare Web Portal.

5. After you log in, you will see a Welcome screen. Select **Create Passcode**.

- Enter in a six-digit passcode. The passcode cannot be six consecutive digits

NOTE: Remember this passcode, you will need to enter it each time you log in.

Optional- If your device supports the feature, you may choose to enable Fingerprint or Face Unlock:

- Select the **Enable** button if you would like to use the feature

- Select **Skip for now** if you do not want to enable the feature.

6. On the Location Services Screen, click the **Allow GPS** button. (Fig. 10)

7. On the Save Battery Screen, select the **Allow Motion Access** button.

8. Your account has been set up. Select the **Get Started** button.

For more detailed instructions for using the CareAttend app and other time entry methods, visit the [Time and Mileage Entry Materials page](#) in the IP Resources section of our website.

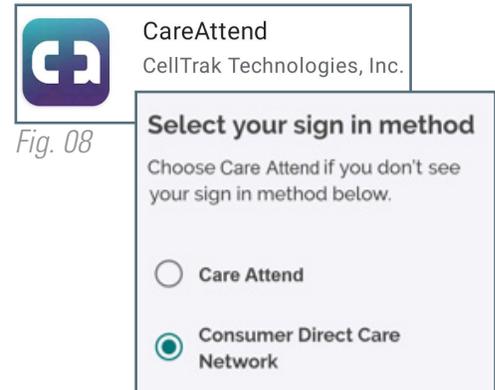


Fig. 08

Fig. 09

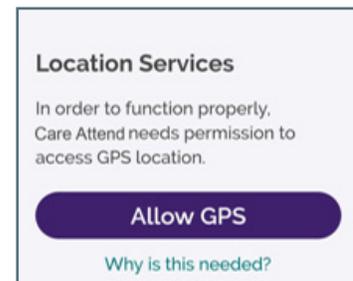
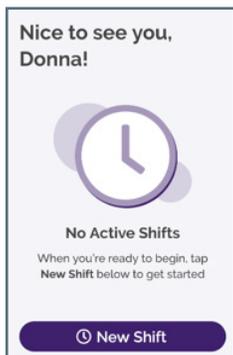


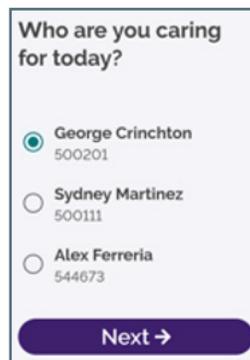
Fig. 10

To Start a New Shift

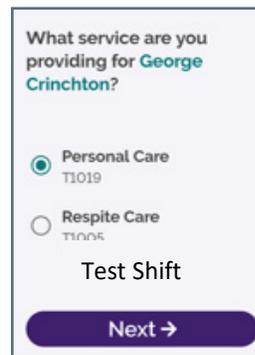
Select the **New Shift** button.



Choose your **Client**.

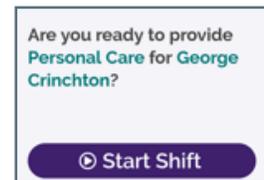


Select **Test Shift**.



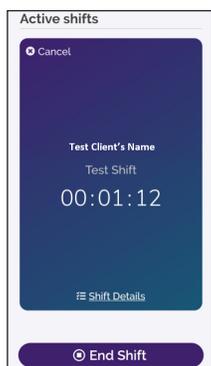
Select **Start Shift**.

You will see a running time clock with the name of the Client that you selected.

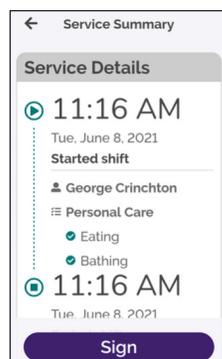


To End a Shift

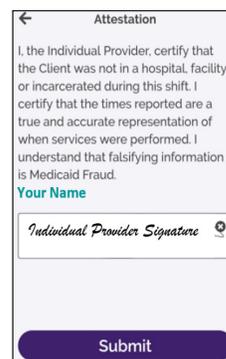
Select the **End Shift** Button.



View the **Service Summary**.



Sign the attestation and select **Submit**.



If you'd like a bigger space to sign, turn your device sideways, sign, then return the device to its original position to Submit.

NOTE: Test shifts will not count towards a Client's total monthly hours. You will not be paid for any time you submit as a test shift.