



MYDIRECTCARE.COM INSTRUCTIONS

OVERVIEW

MyDirectCare is a website for individuals who self-direct their services through Consumer Direct. Our goal is to provide tools and resources that empower you to choose and direct your care, enabling you to live independently in your home and community.

MyDirectCare is one of these tools. Through this secure site, you will receive a username and password which enables you to enter your time online, view online spending summaries, and access the online job board.

- Online time entry and approval provides an efficient and error minimizing way to enter time into the Consumer Direct payroll system. The electronic timecard also provides information on the status of all time and payroll entries.
- Online Spending Summaries provide up to date budget and spending information. Both summary and detailed information is available regarding staff gross wages, employer related taxes, and vendor payments.
- The online Job Board is a tool for individual employers and managing employers to post job openings they may have and for job seekers to respond.

Note: Due to significant differences between programs and regions, the terms Employee and Client will be used for the purposes of this document.

INSTRUCTIONS

1. Log Into the Web Portal

- 1.1. Open up a browser window and go to www.MyDirectCare.com. This should take you to the web site shown in Figure 1.

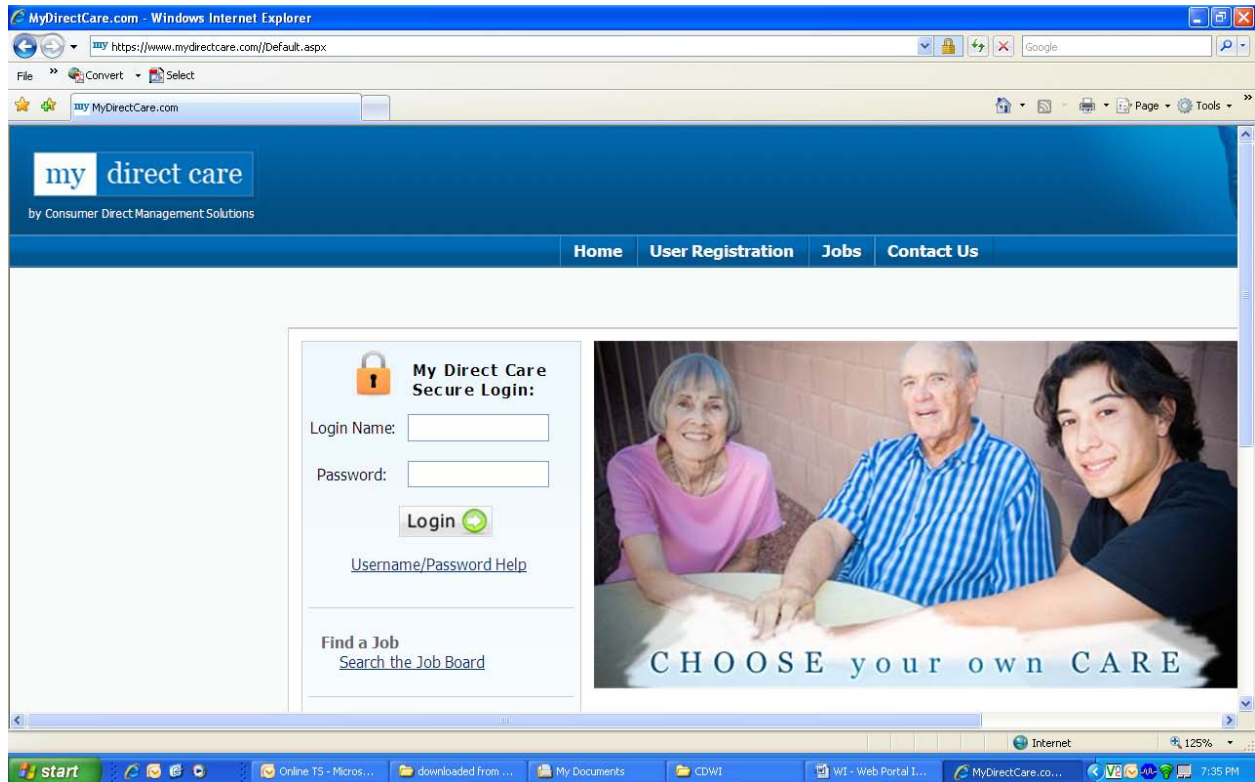


Figure 1: My Direct Care Home Page

- 1.2. Click on the **User Login** link

- 1.3. From the Login page, see Figure 1:

- Enter the **Login Name**
- Enter the **Password** provided by CDWI
- Hit **Login**

1.4. The First Time You Log Into the System

- 1.4.1. When logging into the Web Portal for the first time, you will see a popup window similar to Figure 2. Hit **OK** and enter the information requested on the following **User Information** screen. This information will subsequently be used for communication and verification of identity.

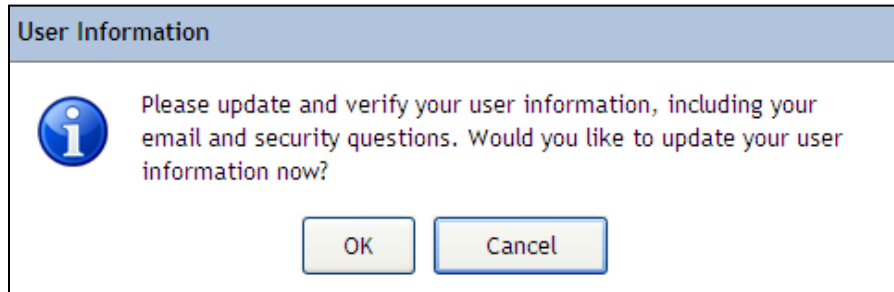


Figure 2: First Time Login Pop-Up

- 1.4.2. This information can be updated at any time by selecting **Settings** and **Update Your Online Information** from the Home Page
- 1.4.3. You can change your password at any time by selecting **Settings** and **Update Password** from the Home Page

General Overview of the Time Entry and Approval Process

1. The Employee will log into the Web Portal and enter their time. Time entry will include selection of the Service Date, Client, and the appropriate Service Code.
2. At the end of the payroll period when timesheets would normally be due, the Client will log into the Web Portal, review, and approve the Employee's time.
3. Once the time has been approved by the Client, the entries can be processed and paid by Consumer Direct.

2. Employees

2.1. Timesheet Entry

- 2.1.1. Click on the **Timecard** link at the top of the page. This will take you to an options page similar to Figure 3.

Use **Option A** to View your time entries and their status.

Use **Option B** to Create a New Time Entry.

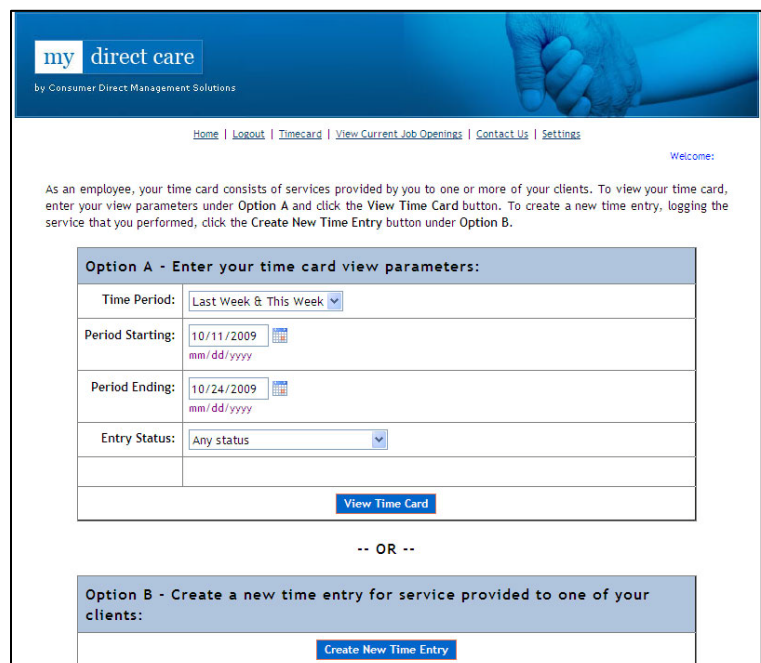
A screenshot of the 'my direct care' web portal interface. The header includes the logo 'my direct care' and the tagline 'by Consumer Direct Management Solutions'. Below the header is a navigation bar with links: 'Home | Logout | Timecard | View Current Job Openings | Contact Us | Settings'. A 'Welcome:' message is displayed. The main content area contains a text block explaining that as an employee, the time card consists of services provided to clients, and provides instructions on how to view or create a new time entry. Below this text are two options: 'Option A - Enter your time card view parameters:' and 'Option B - Create a new time entry for service provided to one of your clients:'. Option A includes a 'Time Period' dropdown set to 'Last Week & This Week', 'Period Starting' and 'Period Ending' date pickers (both set to 10/11/2009 and 10/24/2009 respectively), and an 'Entry Status' dropdown set to 'Any status'. A 'View Time Card' button is located below these fields. Option B has a 'Create New Time Entry' button. The two options are separated by '-- OR --'.

Figure 3: Timesheet Entry Options











2.1.2. Timecard View

The Timecard View page (an example is shown in Figure 4) provides a view similar to a paper timesheet which includes details about the employee's time and the status of the individual entries. Each line on the Timecard View is equivalent to one line on a paper timesheet but provides information on the Service Date, Client, Service Code, Pay Rate, Start Time, End Time, Hours, Status, History, and whether the entry can be Edited.


Time card for employee Jane Smith [ID: 1000XXX]										
Showing 15 service entries from 09/09/2009 thru 10/24/2009 for a total of 59.50-hours										
Show entries between: 09/09/2009 and 10/24/2009 -- OR -- Choose entry period: -- Select a period --										
With status: Any status Update View										
ID	Date	Client	Service	Rate	Start Time	End Time	Hours	Status	History	Edit
107006	09/09/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	\$	🕒	🚫
107007	09/10/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	\$	🕒	🚫
107008	09/11/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	\$	🕒	🚫
107009	09/12/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	\$	🕒	🚫
110960	09/13/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
110961	09/14/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
110962	09/15/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
110963	09/16/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
110964	09/17/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
110965	09/18/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
110966	09/19/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	09:00 AM	01:00 PM	4.00	🚫	🕒	🚫
116222	10/20/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	08:00 AM	11:30 AM	3.50	🚫	🕒	🚫
116223	10/20/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	02:00 AM	04:00 AM	2.00	🚫	🕒	📝
116224	10/20/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	06:00 PM	12:00 AM	6.00	🚫	🕒	📝
116225	10/21/2009	Client, Joe	T1019 - Personal Care Worker (PCW)	\$9.00 / Unit	12:00 AM	04:00 AM	4.00	🚫	🕒	📝
							Total	59.50		
Create New Time Entry										

Figure 4: Employee Timecard View

The Status, History, and Edit fields contain graphical symbols indicating the current status of the entry:

-  Entry Paid
-  Internally Approved
-  Client Entered/Approved
-  Employee Entered/Approved
-  Entry Deleted
-  Entry History
-  Entry Cannot be Edited
-  Edit Entry
-  Entry Held
-  Over Budget

The Timecard View can be sorted in various ways by clicking on the heading at the top of the desired column. In addition, the page can be filtered by a specific status, or by changing the dates shown, the employee can select and display only the specific time frame of interest.

When the Edit Entry icon  shows in the Edit column, the employee can click on the icon and will be able to edit or correct the entry prior to approval by the Client. In addition to editing the entry, while the Edit Entry icon still shows, the entry can be deleted entirely by the Employee.

2.1.3. Create New Time Entry

To create a new time entry, click on the **Create New Time Entry** button at the bottom of the Timesheet View page (Figure 5) or in the Option B section of the first timesheet page as shown in Figure 3. This button goes to a timesheet entry page as shown in Figure 6 below.

<u>Service Date</u>	This is the date on which the service was performed. It can be entered directly or via the popup calendar.
<u>Client</u>	Click on the Client drop down box to select the appropriate client for the time entry. If an employee works for more than one client, they must be sure to select the appropriate client for the time being entered.
<u>Service Code</u>	Click on the drop down menu to select the appropriate Service Code for the time being entered. The service code selected should reflect the activity performed.
<u>Service Start Time</u>	Enter the Start Time using the format shown below the box, hh:mm, then select AM or PM.
<u>Service End Time</u>	Enter the End Time using the format shown below the box, hh:mm, then select AM or PM.
<u>Service Duration</u>	This field shows the total number of hours represented by the Start and End times entered. Verify that this field shows the number of hours expected before creating the time entry. If not or if there is no time showing, double check the Start and End times.
<u>Create Time Entry</u>	The Create Time Entry button creates a timesheet entry based on the information shown in the Time Entry form.
<u>Reset Steps</u>	The Reset Steps button will clear the form without creating a timesheet entry. Although the form is cleared, the screen remains on the Create New Time Entry form.
<u>Cancel</u>	The process of creating a new time entry can be cancelled without creating a timesheet entry by hitting the Cancel button. When an entry is cancelled, the user is taken to the Time Card View page.

2.2. Reports

With the exception of the Timecard View which provides a report of time entry and payroll status, there are currently no reports available to Employees.

Create New Time Entry for Pooh Bear [ID: 1000XXX]	
Step 1:	Service Date: <input type="text"/> mm/dd/yyyy
	Client: -- Select a client --
	Service Code: <input type="text"/>
	Service Start Time: <input type="text"/> AM <input type="radio"/> PM <input type="radio"/> hh:mm
	Service End Time: <input type="text"/> AM <input type="radio"/> PM <input type="radio"/> hh:mm
	Service Duration: --
	Comment: <input type="text"/>
<input type="button" value="Create Time Entry"/> <input type="button" value="Reset Steps"/> <input type="button" value="Cancel"/>	

Figure 5: Create New Time Entry

3. Clients

For Clients, the online timesheet process is similar to the paper timesheet process in that both systems require the Review and Approval of Employee timesheets. The main differences are that the online timesheet system minimizes data entry errors and provides the Client with far more information regarding the exact status of their budget, payroll, and employee hours.

3.1. Timesheets

When a Client selects the **Timecard** link at the top of the web page, an options page very similar to that shown in Figure 5 above opens in exactly the same manner as for employees. Use **Option A** to View and Approve the employee's timesheets. Use **Option B** to Create a New Time Entry for an employee.

3.1.1. Timesheet Review and Approval

Select Option A to Review and Approve employee timesheets. This button takes the Client to a Timecard View page very similar to that shown for Employees (Figure 5). The only significant differences between the Client and Employee Timecard View page are that the Client page has the following changes:

Check Boxes

The left hand column contains a series of check boxes which are used to select which time entries to approve.

Employee vs. Client

The Client sees an "Employee" column rather than a "Client" column as viewed by the Employee.

"Select All" Button

The "Select All" button at the bottom of the page allows the Client to select all the Approval Check Boxes showing on the screen at once.

- “Deselect All” Button This button will uncheck all the check boxes
- “Approve Selected” This button will approve all selected timesheet entries

The remaining Timecard View fields are identical to those shown for the Employees and are discussed in detail in Section 2.1.2 above.

When a Client has reviewed the employee time entries and is satisfied with their accuracy, the appropriate check boxes should be selected and the “Approve Selected” button pushed. This will change the Status field from **E**, Employee Approved, to **C**, Client Approved, and flags the entry as ready for internal Consumer Direct review and payment. Once the entry has been approved it can still be edited or deleted by the Client, but it can no longer be edited by the Employee. The Client Approved status will remain until the entry has been reviewed and approved by internal Consumer Direct payroll auditors at which point no further changes are allowed.

3.1.2. Create a New Time Entry

The Client may occasionally need to make a time entry for one of their employees. This is done by selecting Option B or Create New Time Entry. The instructions for creating a time entry for an employee are essentially identical to those for an employee creating their own entry and are presented in detail in Section 2.1.3 above. The one difference is that when an entry is made by the Client on behalf of the Employee, it is both created and approved simultaneously and does not need to go through an additional Review and Approval process.

3.2. Reports

The My Direct Care Web Portal provides access to custom budget and spending reports which are available to both Clients and the External Case Managers. Although these reports display some slight variations between programs that reflect the individual needs of the various programs, they fall into two primary report categories: a Spending Summary Report and a Spending Detail Report.

3.2.1. **Spending Summary** – The Spending Summary is a report summarizing the Client’s year-to-date spending against their Approved Plan. The report indicates the approved service codes, the amount spent per code and the elapsed time for the authorization period. This report provides a concise status of spending and the remaining budget, both overall and per service code. The report can be generated and reviewed at any time by either the Client or External Case Manager via the Web Portal.

Spending Summary as of: 10/23/2009

CONSUMER DIRECT For Wisconsin, LLC

Name: Franklin, Benjamin | Phone: 7776665555 | Address: 111 N. 2nd St | City: Washington | Participant Number: J0000000

DQB: 12/12/1912 | Program: FEA | External Cdt: Heister, Maddy | Program Coordinator

Start	End	% Elapsed	
Auth Period	1/1/2009	12/31/2009	81.04%

Service	Annual Budget	Spent	Processing to be Paid	Remaining
PM/PM and/or Adm Fee 99499 TS	\$1,920.00	\$1,440.00	\$0.00	\$480.00
	100.00 %	75.00 %	0.00 %	25.00 %
Respite Evening T1005 EVE	\$2,796.64	\$1,755.29	\$0.00	\$1,043.35
	100.00 %	62.72 %	0.00 %	37.28 %
SHC GEN SERV HOUR 99600 TU	\$10,646.32	\$4,492.72	\$0.00	\$6,153.60
	100.00 %	42.20 %	0.00 %	57.80 %
Service	Annual Budget	Spent	Processing to be Paid	Remaining
Total	\$15,363.96	\$7,688.01	\$0.00	\$7,675.95
	100.00 %	50.04 %	0.00 %	49.96 %

Ran On: 10/23/2009 12:16:31 PM

Figure 6: Spending Summary

3.2.2. **Spending Detail Report** – This report details the Client’s spending between the dates selected for the report range. The report shows all spending and is broken down by employee and vendor. The Spending Detail Report provides highly detailed spending data to support and provide enhanced clarity to the information in the Spending Summary. Note, the format of this report is program dependent.

Participant Name: Cow, Lisa
 Phone: 998887777
 Address: 235 S. Wiese Street
 City: Foudry
 Participant Number: XXXXXXX

Service between: 1/1/2009 and 10/23/2009

Month - Year	Hours - Units	Gross Payroll	Employer Taxes	Bill Total
Jan - 2009	39.5	\$316.00	\$9.19	\$325.19
Feb - 2009	36	\$288.00	\$9.38	\$297.38
Mar - 2009	40	\$320.00	\$9.31	\$329.31
Apr - 2009	38.5	\$308.00	\$8.96	\$316.96
May - 2009	40.5	\$324.00	\$9.44	\$333.44
Jun - 2009	38	\$304.00	\$8.99	\$312.99
Jul - 2009	41	\$328.00	\$9.78	\$337.78
Aug - 2009	39	\$312.00	\$9.32	\$321.32
Sep - 2009	38.5	\$308.00	\$9.24	\$317.24
Oct - 2009	3.5	\$28.00	\$0.84	\$28.84
Emp Total	354.5	\$2,836.00	\$83.30	\$2,919.30
Service Code Total			\$83.30	\$2,919.30
Total	354.5	\$2,836.00	\$83.30	\$2,919.30

Fees	Month - Year	Bill Total
PMFM	Jan - 2009	\$164.00
PMFM	Feb - 2009	\$164.00
PMFM	Mar - 2009	\$164.00
PMFM	Apr - 2009	\$164.00
PMFM	May - 2009	\$164.00
PMFM	Jun - 2009	\$164.00
PMFM	Jul - 2009	\$164.00
PMFM	Aug - 2009	\$164.00
PMFM	Sep - 2009	\$164.00
Total		\$1,476.00

Total Spending: \$4,395.30

Figure 7: Spending Detail, Example #1

Spending Detail: 8/14/2009 12:00:00 AM - 10/23/2009 12:00:00 AM

Employee	Participant	Pay Units	Period Start	Period End	Pay Rate	ServDate	PayDate	Svc	Pay Total	FICA	FUTA	MED	DUTA	WC	ADMN	BillTotal
Admin Fee	Winkler, Henry	2.5	7/19/2009	8/1/2009	\$8.00	8/1/2009	8/14/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/2/2009	8/15/2009	\$8.00	8/5/2009	8/11/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/2/2009	8/15/2009	\$8.00	8/5/2009	8/11/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/2/2009	8/15/2009	\$8.00	8/15/2009	8/11/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/19/2009	8/11/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/22/2009	8/11/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/26/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/29/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Fanzonell, Arthur	Winkler, Henry	2.5	7/19/2009	8/1/2009	\$8.00	8/1/2009	8/14/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/2/2009	8/15/2009	\$8.00	8/5/2009	8/11/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/2/2009	8/15/2009	\$8.00	8/5/2009	8/11/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/2/2009	8/15/2009	\$8.00	8/15/2009	8/11/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/19/2009	8/11/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/22/2009	8/11/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/26/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	8/16/2009	8/29/2009	\$8.00	8/29/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Participant Total:		40						\$196.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$222.20
Admin Fee	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/2/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/2/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/5/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/12/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/16/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/16/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/23/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Admin Fee	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/26/2009	10/9/2009 9449 15		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/2/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/5/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/5/2009	9/12/2009	\$8.00	9/12/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/16/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/19/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/23/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Fanzonell, Arthur	Winkler, Henry	2.5	9/13/2009	9/26/2009	\$8.00	9/26/2009	10/9/2009 95120 14	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Participant Total:		40						\$174.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$198.40

Figure 8: Spending Detail, Example #2

4. Caregiver Job Board

The Caregiver Job Board is a tool that provides another means for recruiting new or additional assistance. The Caregiver Job Board also provides a method for Job Seekers to find individuals who need assistance. When an individual posts a job (Job Poster), the posting will remain active for 30 days and allows the Job Poster to include as much detail as desired, including notes and requirements. Job Seekers can review the postings and submit an emailed application to the Job Poster via the Job Board. Following the 30 day active period, the posts are archived. Archived posts can be edited, deleted, or reposted as needed. The Job Poster’s name, address, email and other contact information remains confidential throughout the process.

4.1. Job Poster

4.1.1. When a Job Poster selects the **View Current Job Openings** link (see Figure 9) there are several submenus available, including:

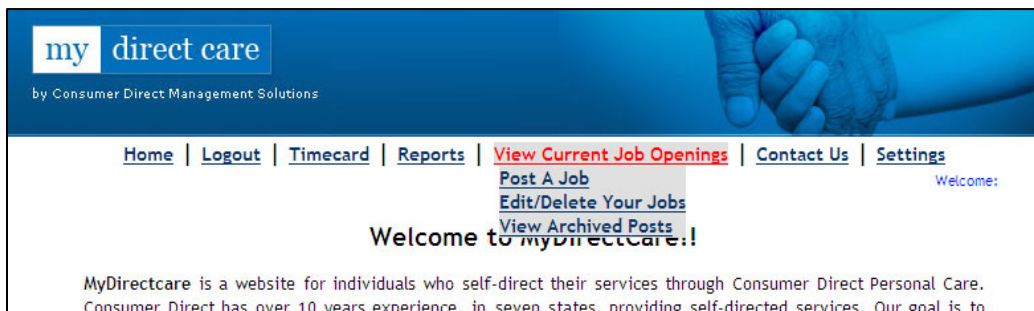


Figure 9: Current Job Openings Submenu

4.1.1.1. View Current Job Openings: The main job posting board

my direct care
by Consumer Direct Management Solutions

[Home](#) | [Logout](#) | [Timecard](#) | [Reports](#) | [View Current Job Openings](#) | [Contact Us](#) | [Settings](#) Welcome:

Current Job Openings

Date Posted	Title	Location	Wage-Min	City	Job Details
10-27-2009	Caregiver Test	Southern heights	\$10.00	Bigtown	Details
10-27-2009	Another Test Position	Northern Lowlands	\$08.00	Smalltown	Details

*Click Job details to apply for a job.

Please Note
Mydirectcare.com is not the job poster, and does not have information on these jobs. The job poster will contact you if interested in your resume, and you may contact the job poster by following on-screen instructions.

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Figure 10: Current Job Openings

4.1.1.2. Post a Job: The form for entering the job description to be posted is shown in Figure 11.

Required Information

Job Title:

Date Posted: Expire Date:

City:

Geographic Area:

Client's Disability:

Client's Gender:

Client's Age:

Periods: Morning Afternoon Evening Overnight *Check all that apply

Days Needed: Monday Tuesday Wednesday Thursday Friday Saturday Sunday *Check all that apply

Total Hours Weekly:

Wage Range:

Special Skills Required:

Notes:

Figure 11: New Job Posting Form

4.1.1.3. Edit/Delete Your Jobs: Current postings with Edit/Delete/Archive options

The screenshot shows the 'my direct care' website interface. At the top, there is a navigation menu with links for Home, Logout, Timecard, Reports, View Current Job Openings, Contact Us, and Settings. Below the navigation is a 'Participant's Posted Jobs' section containing a table with columns for Date Posted, Title, Location, Wage-Min, City, Job Details, Edit Job, and Archive/Delete Job. Two job listings are shown: 'Caregiver Test' in Southern heights and 'Another Test Position' in Northern Lowlands. Below the table is a 'Please Note' section with a disclaimer and a 'Click Job details to apply for a job.' instruction. The footer includes the Consumer Direct Management Solutions logo and copyright information.

Date Posted	Title	Location	Wage-Min	City	Job Details	Edit Job	Archive/Delete Job
10-27-2009	Caregiver Test	Southern heights	\$10.00	Bigtown	Details	Edit Job	Archive
10-27-2009	Another Test Position	Northern Lowlands	\$08.00	Smalltown	Details	Edit Job	Archive

Please Note
Mydirectcare.com is not the job poster, and does not have information on these jobs. The job poster will contact you if interested in your resume, and you may contact the job poster by following on-screen instructions.

[Click Job details to apply for a job.](#)

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Figure 12: Participant's Current Postings

4.1.1.4. View Archived Posts: Postings that have expired or been manually archived

The screenshot shows the 'my direct care' website interface. At the top, there is a navigation menu with links for Home, Logout, Timecard, Reports, View Current Job Openings, Contact Us, and Settings. Below the navigation is a 'Participant's Archived Jobs' section containing a table with columns for Date Posted, Title, Location, Wage-Min, City, Job Details, and Re post Job. Two job listings are shown: 'Caregiver Test' in Southern heights and 'Another Test Position' in Northern Lowlands. Below the table is a 'Please Note' section with a disclaimer and a 'Click Job details to apply for a job.' instruction. The footer includes the Consumer Direct Management Solutions logo and copyright information.

Date Posted	Title	Location	Wage-Min	City	Job Details	Re post Job
10-27-2009	Caregiver Test	Southern heights	\$10.00	Bigtown	Details	Repost
10-27-2009	Another Test Position	Northern Lowlands	\$08.00	Smalltown	Details	Repost

Please Note
Mydirectcare.com is not the job poster, and does not have information on these jobs. The job poster will contact you if interested in your resume, and you may contact the job poster by following on-screen instructions.

[Click Job details to apply for a job.](#)

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Figure 13: Archived Posts

4.1.2. When a Job Seeker submits a resume via the Caregiver Job Board, an email is generated that transmits their application information to the Job Poster for review. The Job Seeker's email address is included to facilitate direct communication between the Job Poster and the Job Seeker.

4.2. Job Seeker

4.2.1. When a Job Seeker selects the **View Current Job Openings** link they are taken directly to the main job posting board where they can View and Apply to Current Job Openings.

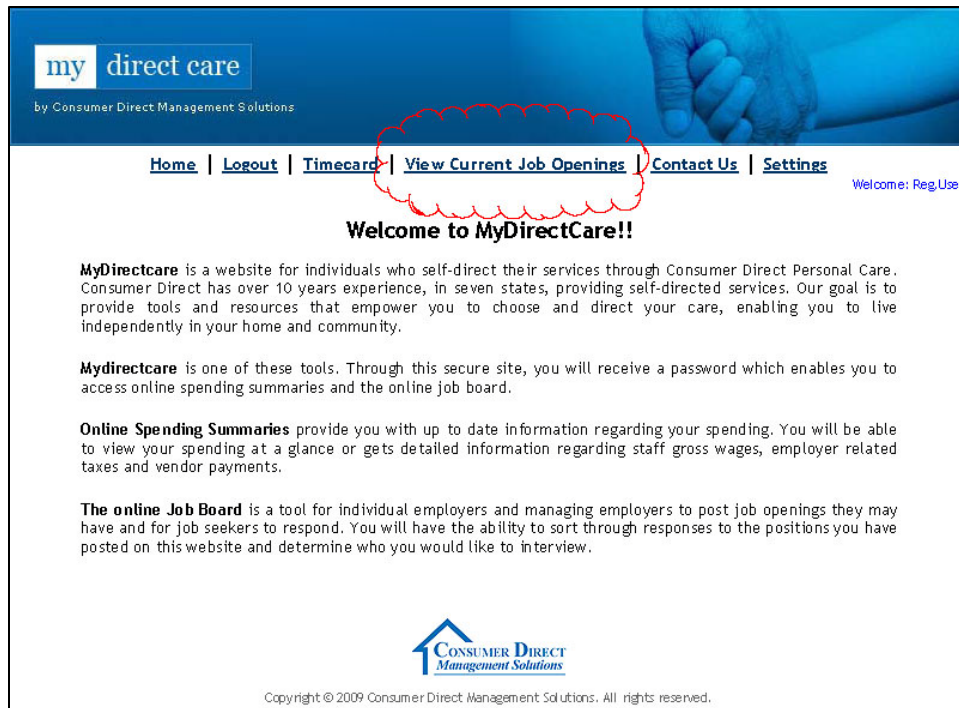


Figure 14: View Current Job Openings - Registered User

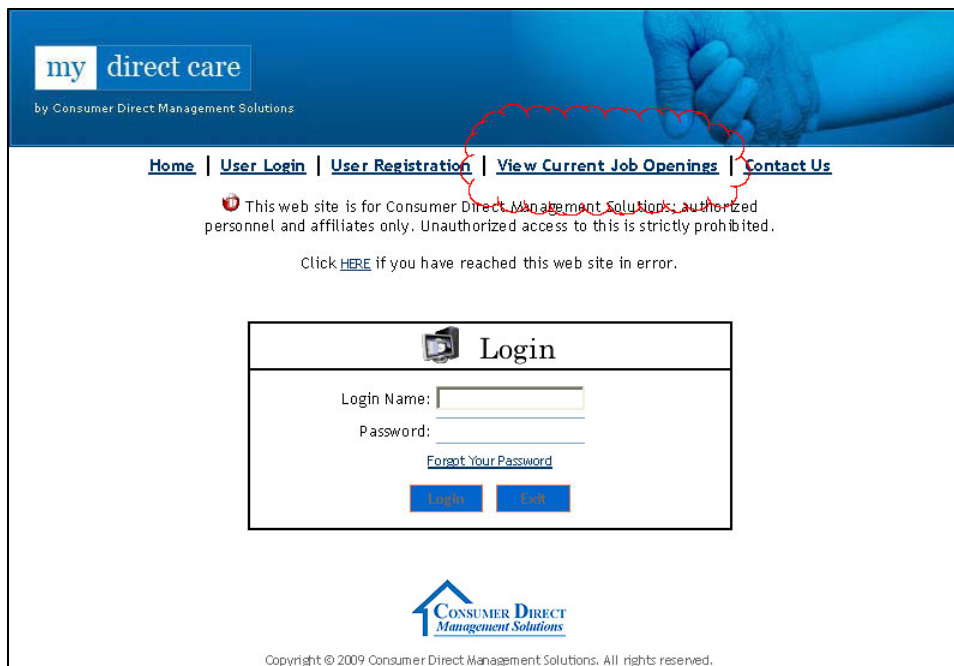


Figure 15: View Current Openings - New User



by Consumer Direct Management Solutions

[Home](#) | [Logout](#) | [Timecard](#) | [View Current Job Openings](#) | [Contact Us](#) | [Settings](#) Welcome: Reg.User

Current Job Openings

Date Posted	Title	Location	Wage-Min	City	Job Details
10-27-2009	Caregiver Test	Southern heights	\$10.00	Big town	Details
10-27-2009	Another Test Position	Northern Lowlands	\$08.00	Small town	Details

✦ [Click Job details to apply for a job.](#)

Please Note
 Mydirectcare.com is not the job poster, and does not have information on these jobs. The job poster will contact you if interested in your resume, and you may contact the job poster by following on-screen instructions.



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Figure 16: Current Job Openings



by Consumer Direct Management Solutions

[Home](#) | [Logout](#) | [Timecard](#) | [View Current Job Openings](#) | [Contact Us](#) | [Settings](#) Welcome: wiemp1

[::back to job board::](#)

[Apply for this Job](#)

MyDirectCare.com is not the job poster and does not have extra information on these jobs. Once you fill out and submit this form an email will be sent to the job poster and a copy will be sent to you. The job poster will contact you directly for any follow-up interviews.
 MyDirectCare.com DOES NOT store your application information. The information collected here is passed directly to the job poster.

Job Information

Job Title: Caregiver Test
 Date Posted: 10/27/2009 Expire Date: 11/26/2009
 City: Bigtown
 Geographic Area: Southern heights
 Client's Disability: Various
 Client's Gender: Female
 Client's Age: 25

Periods:

Morning <input checked="" type="checkbox"/>
Afternoon <input checked="" type="checkbox"/>
Evening <input checked="" type="checkbox"/>

Days Needed:

Monday <input checked="" type="checkbox"/>	Thursday <input checked="" type="checkbox"/>
Tuesday <input checked="" type="checkbox"/>	Friday <input checked="" type="checkbox"/>
Wednesday <input checked="" type="checkbox"/>	Saturday <input type="checkbox"/>
	Sunday <input type="checkbox"/>

Total Hours Weekly: From 35 To 40
 Wage Range: \$10 To \$12
 Special Skills Required: Special Skill Box

Notes: Note Box

Figure 17: View Position Details

Please Complete the form below to apply for this job

[::back to job board::](#)

Please Note

Mydirectcare.com is not the job poster and does not have information on these jobs. Once you fill out this form an email will be sent to the job poster. An additional email will be sent to you with the information that was sent to the job poster. If the job poster is interested in your resume they will contact you directly. Mydirectcare.com DOES NOT store your application information. The information collected here is sent directly to the job poster.

You are currently applying for:

Title: Caregiver Test

Notes: Note Box

Periods: Morning
Afternoon
Evening

Days:
Monday: True
Tuesday: True
Wednesday: True
Thursday: True
Friday: True
Saturday: False

Name:

Home Phone:

Address:

Gender: Female Male

Do you have valid driver's license? Yes No

Do you have a vehicle to use for work? Yes No

What is the highest level of education you have completed?

Additional Education Comments:

Do you have training working with people with disabilities? Yes No

Special skill areas/experience that you might like to add:

Radius in miles you would be willing to travel to work (one way)?

Hours you wish to work [choose all that apply?]

Morning
 Afternoon
 Evening
 Overnight

What days of the week are you willing to work?

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Willing to work overnight? Yes No


Additional Comments:

Figure 18: Job Application Form

4.2.2. When a Job Seeker is interested in a position, they will need to register as a user.

The screenshot shows the 'my direct care' website header with the navigation menu: Home | **User Login** | **User Registration** | View Current Job Openings | Contact Us. The 'User Registration' link is circled in red. Below the navigation is a disclaimer: 'This web site is for Consumer Direct Management Solutions; authorized personnel and affiliates only. Unauthorized access to this is strictly prohibited. Click [HERE](#) if you have reached this web site in error.' A 'Login' form is visible with fields for 'Login Name' and 'Password', a 'Forgot Your Password' link, and 'Login' and 'Exit' buttons. The footer includes the 'CONSUMER DIRECT Management Solutions' logo and copyright information: 'Copyright © 2009 Consumer Direct Management Solutions. All rights reserved.'

Figure 19: Job Seeker Registration



by Consumer Direct Management Solutions

[Home](#) | [User Login](#) | [User Registration](#) | [View Current Job Openings](#) | [Contact Us](#)


MyDirectCare - User Registration

User registration for MyDirectCare.com is intended for three types of users: job seekers, Consumer Direct Management Solutions clients and Consumer Direct Management Solutions caregivers. By registering as a job seeker you will be able to apply for any job listed on MyDirectCare.com.

Consumer Direct Management Solutions clients will be able to post job openings and view spending report information regarding staff gross wages, employer related taxes and vendor payments.

Consumer Direct Management Solutions caregivers will have access to details reports.

Required Information	
Username:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Email Address:	<input type="text"/>
Confirm Email:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Register as?	Please Select An Item. <input type="button" value="v"/> ?
Security Question 1:	Favorite pet's name? <input type="text"/> ?
Security Question 2:	What was the name of your first stuffed an <input type="text"/> ?
Optional Information	
Address:	<input type="text"/>
City:	<input type="text"/>
Zip:	<input type="text"/>
Home Phone:	<input type="text"/>
Other Phone:	<input type="text"/>
This reCAPTCHA key isn't authorized for the given domain. More info	
<input type="checkbox"/> I agree to the Terms of Use	



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Figure 20: Job Seeker Registration Form

- 4.2.3. When a Job Seeker is interested in a position and submits an application via the Caregiver Job Board, an email is generated that transmits their application to the Job Poster for review. A confirmation email is also sent to the Job Seeker to verify that the email was transmitted.
- 4.2.4. The Job Seeker's email address is included with their application email to facilitate direct communication between the Job Poster and the Job Seeker.