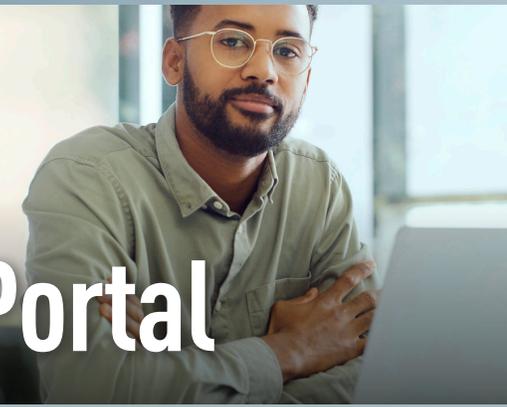
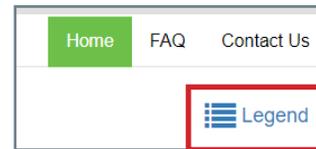


Reading the Legend Icons In the DirectMyCare Web Portal



To access the legend of icons in the DirectMyCare web portal, start by going to your Time/Mileage Entry screen. You will see the Legend in the top right corner below the Home button.



Approved: The time has been sent to CDWA for processing.

Deleted: The Individual Provider deleted the shift.

Denied: CDWA denied the shift. The denial reason can be seen by clicking on the shift.

Edited: CDWA edited the shift to ensure appropriate pay and billing.

In Progress: CDWA received the shift and is prepping it for pay.

Paid: Pay has been issued to the Individual Provider.

Ready to be paid: The time is ready to be paid according to the payroll schedule.

Never to be paid: Shift will not be paid by CDWA

Rejected: *This status is not applicable in Washington.*

Removal in Progress: Individual Provider has submitted a Ready to be paid shift for removal.

Saved: The shift has been entered by the Individual Provider. It has not been submitted to CDWA for payment.

Submitted: *This status is not applicable in Washington.*

Suspended: Shift is unable to be processed, reach out to CDWA for further support.

Test Saved: The test shift has been entered but not yet submitted.

Test Submitted: *This status is not applicable in Washington.*

Test Approved: This is an approved test shift.

Not Ok to Work: The Individual Provider's qualifications have not been met or have expired. The Individual Provider is not authorized to work until they have the minimum qualifications to perform the services.

