Adding Mileage in the DirectMyCare Web Portal

Caregivers should enter mileage weekly. See the payroll calendar for submission deadlines.

Navigate to the Time/Mileage Entry Screen

1. Log in to CDNV's DirectMyCare web portal.
2. From the My Dashboard screen, select the **Time/Mileage Entry** button to go to your Time Card. (Fig. 01)
3. If you work with multiple Members, choose a Member from the dropdown menu in the top left corner. (Fig. 02)
4. Use the arrows in the top right corner of the screen, or select the calendar icon, to view the weeks of service. (Fig. 03)
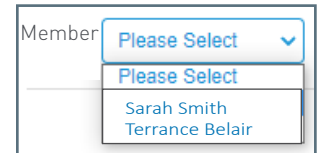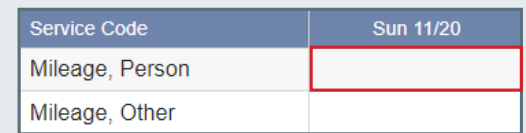

Fig. 01

Fig. 02

Fig. 03

Entering Mileage

1. **To enter mileage, scroll down to the lower part of the screen.**
2. Click in the cell for the day of the work week you wish to enter mileage. (Fig. 04)
   - A black panel on the right side of the screen will appear. (Fig. 05)
3. Fill in the information
   - The window will display the service code and date of service. This can be changed if needed by clicking the dropdown arrow.
4. Enter total miles for that day.
5. Click the Save or Submit button to complete the mileage entry.
   - If you click **Save**, you will need to Submit your entry for payment.
   - Click **Submit** to immediately submit the mileage entry to CDNV for processing.
6. Repeat the Mileage entry process for each additional day.

***If you select **Save**, your mileage will **NOT** be submitted for payment. Select **Submit** to immediately send mileage to CDNV for processing.

Fig. 04

Fig. 05

Making Corrections to Saved Mileage Entries

Mileage entries in a "saved" status can be changed or deleted before it is submitted.

Sun 12/18	Mon 12/19
12 👍	10 💾

Fig. 06

1. Select the **saved** shift (black disk) you'd like to edit. (Fig. 06)
2. A black panel will appear on the right side of the screen. (Fig. 07)
3. Edit any of the information in the panel, or click the garbage can in the top right to delete the entry. (Fig. 07)
4. Selecting **Update** will continue to keep the shift in "saved" status. Selecting **Submit** will submit the shift to CDNV to be paid.

***If you select **Save**, your mileage will **NOT** be submitted for payment. Select **Submit** to immediately send mileage to CDNV for processing.
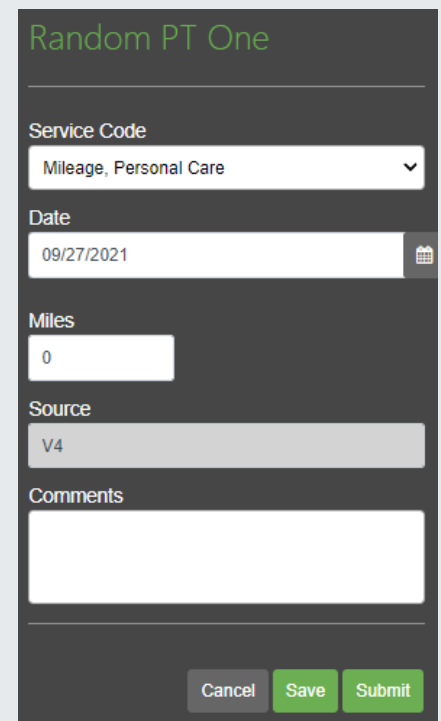
Service Code
Mileage, Personal Care

Date
12/19/2022

Miles
10

Source
V4

Comments

Cancel   Update   Submit

Fig. 07

Making Corrections to Submitted Mileage Entries

Mileage entries in "ready to be paid" status, that are showing a green thumbs up, can be removed if there is an error, then re-entered correctly. **To edit entries other than "ready to be paid" or "saved" requires the help of someone at CDNV.**

1. Select the shift by clicking on the "ready to be paid" icon (green thumbs up). (Fig. 08)
2. A panel will appear on the right side of the screen. (Fig. 09)
3. Select the red "**Remove Mileage**" button.
4. From the pop-up message, choose the reason for removing the shift, by selecting an option from the dropdown menu.
   - ➤ If you do not see the exact reason in the dropdown menu, choose the option that is closest to the exact reason.
5. You may see a red arrow icon next to the shift you just removed indicating that the removal is in progress. Once the removal has been processed, the shift will no longer be visible. (Fig. 10)

Sun 12/18	Mon 12/19
12 👍	10 💾

Fig. 08

Sun 12/18	Mon 12/19
	10 💾

Fig. 10

Red Pepper

— Remove Mileage   + Add Mileage

Service Code
Mileage, Personal Care

Date
12/18/2022

Miles
12

Source
V4

Comments

Fig. 09