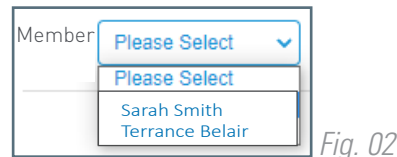


Deleting a Shift in DirectMyCare.com

If any changes need to be made to a shift that has been submitted, whether or not it has been approved by the Client/Employer, it will need to first be deleted. Then, a new shift with the correct information needs to be entered in CareAttend. Please see instructions for entering a late shift on the [CDNV Training Materials page](#).

Navigate to the Time/Mileage Entry Screen

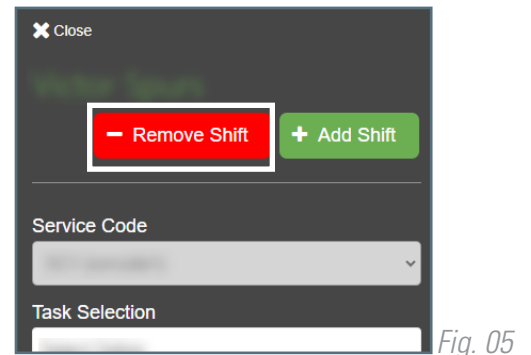
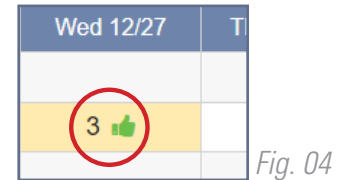
1. Log in to CDNV's DirectMyCare web portal.
2. From the My Dashboard screen, select the **Time/Mileage Entry** button to go to your Time Card. (Fig. 01)
3. If you work with multiple Members, choose a Member from the dropdown menu in the top left corner. (Fig. 02)
4. Use the arrows in the top right corner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



Remove Shift in Ready To Be Paid Status

Shifts 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 any shift other than "ready to be paid" or "saved" requires the help of someone at CDNV.**

6. Select the shift by clicking on the "ready to be paid" icon (green thumbs up). (Fig. 04)
7. A **black panel** will appear on the right side of the screen. (Fig. 05)
8. Select the **"Remove Shift"** button.
9. 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.



You may see a **red arrow icon** next to the shift you just removed indicating that the removal is in progress. (Fig. 06) Once the removal has been processed, the shift will no longer be visible.

Service Code	Sun 7/3	Mon 7/4	Tue 7/5	Wed 7/6	Thurs 7/7	Fri 7/8	
Relief Care	2 ⬅	4 ⚡		7 ⚡			⚡ Rejected
Respite Care	1 ⚡						⬅ Removal In Progress
							📄 Saved


Fig. 06

Ready To Be Paid Status

Shifts 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 any shift 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. 06)



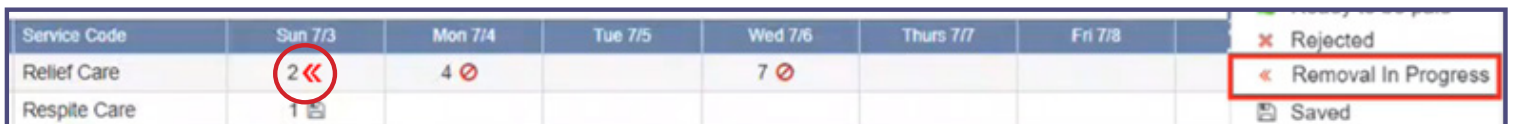
Service Code	Sun 7/3
Relief Care	2 
Respite Care	1 
Personal Care	

Fig. 06

2. A black panel will appear on the right side of the screen. (Fig. 07)
3. Select the “Remove Shift” 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. (Fig. 08) Once the removal has been processed, the shift will no longer be visible.

Fig. 07






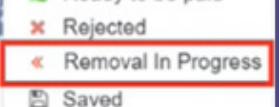


Service Code	Sun 7/3	Mon 7/4	Tue 7/5	Wed 7/6	Thurs 7/7	Fri 7/8	
Relief Care	2 	4 		7 			
Respite Care	1 						

Fig. 08