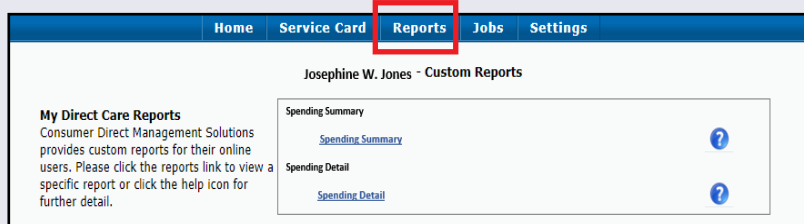




# My Direct Care Custom Reports

My Direct Care provides access to custom budget and spending reports available to both Employers and External Case Managers. Although these reports display some slight variations between programs, they fall into two primary categories: **Spending Summary** and **Spending Detail**. To access reports, click **Reports** from the top menu. This will open a page allowing you to choose between a Spending Summary Report and a Spending Detail Report. Clicking on either report link will open a blank report in a new browser window.



## SPENDING SUMMARY

The Spending Summary is a report summarizing the Individual receiving service's year to date spending against their approved Service Authorization. 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.

## SPENDING DETAIL

The Spending Detail Report details the Individual Receiving Service'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. The format of this report is program dependent.

When the report window opens, select the parameters at the top of the report window and click on the **View Report** button in the upper right corner to generate the report.

After your report has been generated you can export the report to one of several file formats such as to PDF, or to a Microsoft Word or Excel file. Select your export file choice by clicking on the **Export** button.