

# New Jersey DDD - DCI Systems Training for Individuals and Authorized Representatives

## Welcome to Acumen!

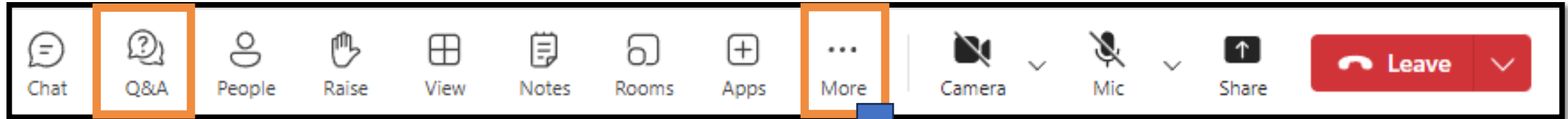
Thank you for joining the Acumen Family!



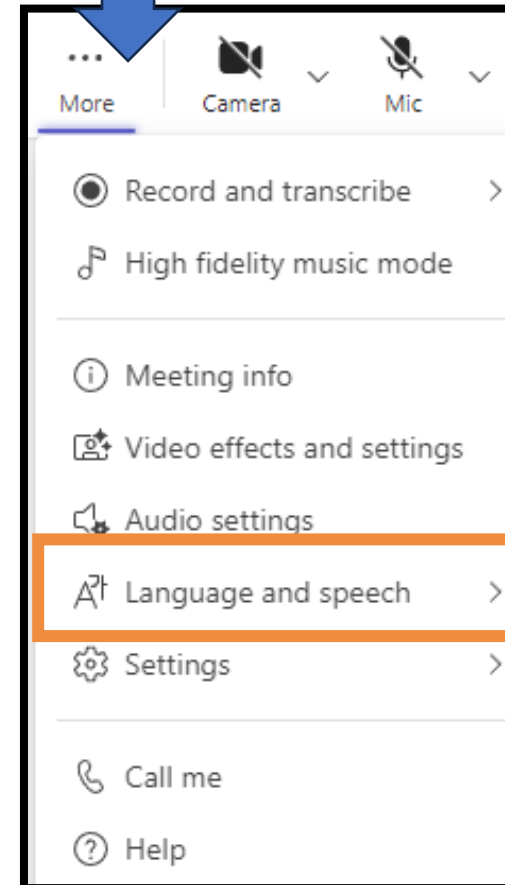
**Acumen powered by DCI**

Helping create a positive, long-lasting  
impact on people's lives.

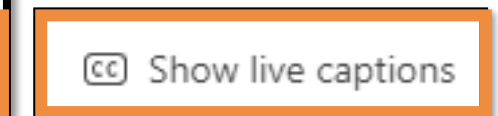
# Using Microsoft Teams



- Ensure both the Camera & the Mic are disabled (as pictured above with a line through them)
- Today we will not be using the Chat (disabled) or Raise hand features
- Click the **Q&A** button to type & send your question during the meeting

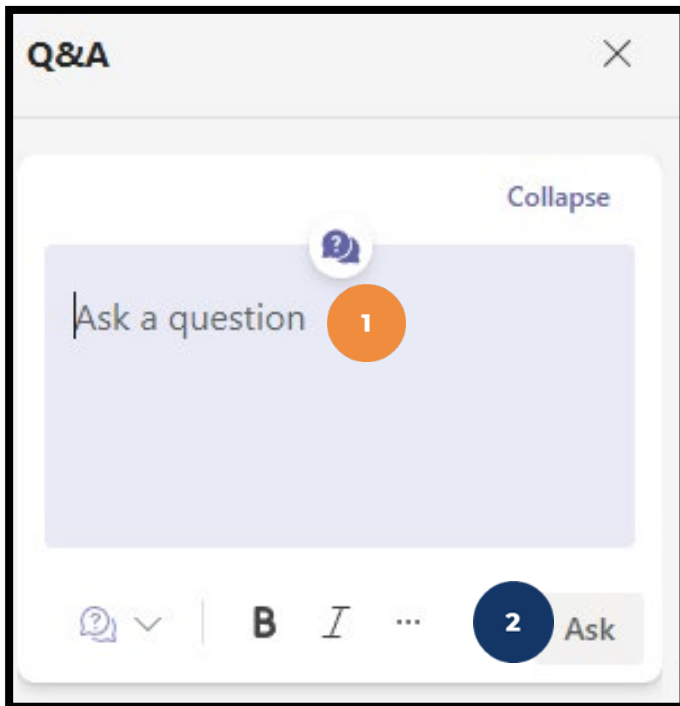
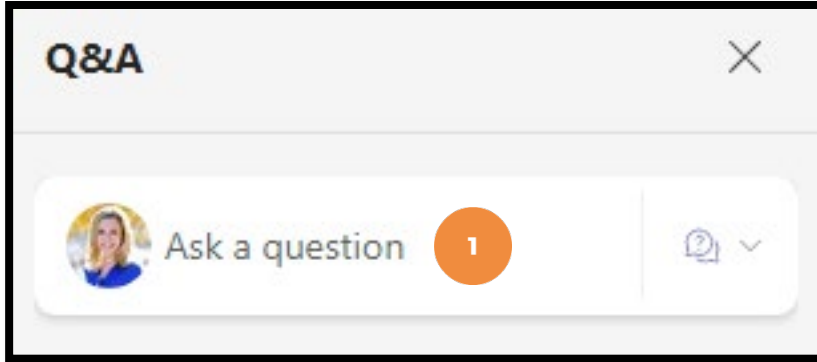


- To enable closed captioning:
  - ✓ Click the **More** button (three dots)
  - ✓ Select **Language and speech**
  - ✓ Click **Show live captions**



- OR press **ALT+Shift+C** on your keyboard

# Using the Q&A button

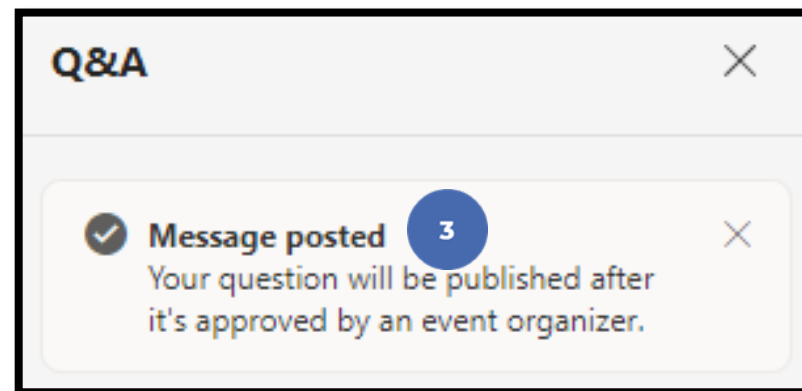


1. After clicking the Q&A button, **type your question** in the Ask a question field

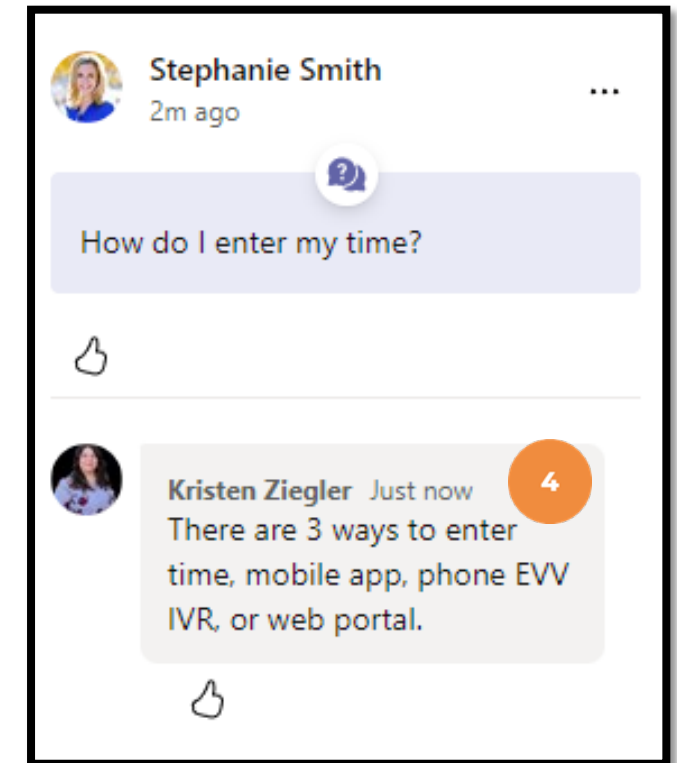
❖ Please do not include any confidential information or the question cannot be published & answered

2. Click the **Ask** button

3. Message posted displays



4. Moderators review, approve & answer your question.



# Agenda



**Why You Are Here/Acumen & DCI**



**DCI Web Portal & Profile Settings**



**Vendor Lists, Approve & Reject Payment Entries**



**Clients, Employees & Reports in DCI**



**FAQ's & Resources**

# Why Are You Here?

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# Why Are You Here?



As you may know, the Division of Developmental Disabilities (**DDD**) Vendor Fiscal/Employer Agent Model will be transitioning Fiscal Intermediary (**FI**) services from Public Partnerships, LLC (**PPL**) to Acumen Fiscal Agent (**Acumen**) starting in *early June*. Acumen will help manage both Community Vendor Services and Self-Directed Employee (**SDE**) Services in this model.

Transition enrollments with Acumen will happen at staggered intervals over the next four months, with groups of participants called **cohorts** assigned to enroll within a specific window of time. Using this approach will help ensure a smooth and organized transition for everyone.

In this training, we will review the specific details to our training sessions for the New Jersey DDD program as well as several critical dates you may need to be aware of. We will also review the process flow, so you have a good comprehension of what comes next.

# **Training Sessions**



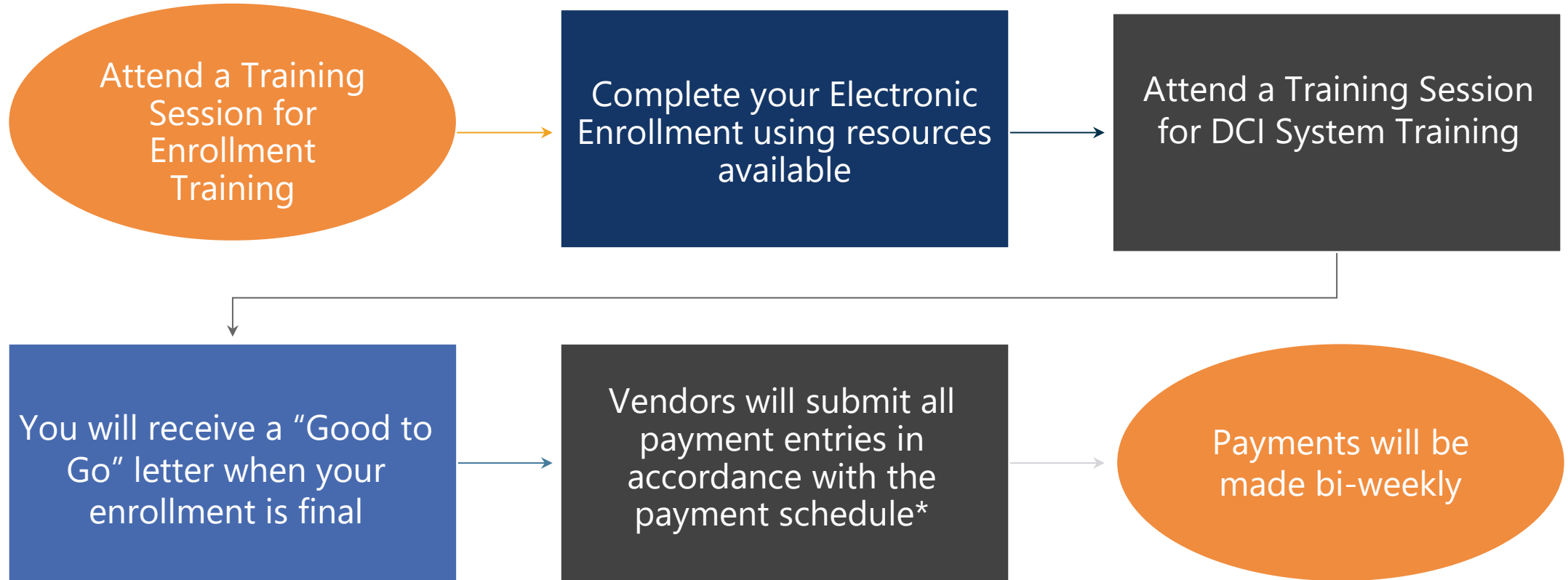
## **Enrollment**

In Enrollment training, you'll learn how to create an account in Acumen's electronic enrollment system, complete all required enrollment information, and electronically sign enrollment packets. The session will include a live demonstration, and you'll have the chance to ask questions along the way. By the end of the training, you'll feel confident navigating the system and completing the enrollment process smoothly.

## **DCI System**

In DCI System training, you'll learn how to navigate the DCI system using both the web and mobile versions to complete the essential tasks required for your role. These sessions will include a live demonstration, and you'll have the opportunity to ask questions in real time. By the end of the training, you'll be comfortable using DCI to manage your responsibilities efficiently.

# Overview of NJ DDD Enrollment Process



**Note:** \*Approve and submit all time sheets/entries and vendor/reimbursement requests by 9pm EST of the due date, **even if it falls on a weekend or holiday.** Those received *after* 9pm EST of that date will be processed in the following payment period.



# Acumen & DCI

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# Who is Acumen?



- One of the largest, most experienced fiscal management entities in the U.S.
- Servicing multiple states across the country
- Over 30 years of experience
- Customized approach for your needs

# What is DCI?

DCI is the electronic invoicing system that allows community vendors to securely submit supporting documentations and documentation for payment approval by the individual or their authorized representative.

## Web Browsers

- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari



# DCI Terms

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# DCI Terms



**Client:** The Individual receiving services

**Authorized Representative:** An individual who is allowed to represent a Client, manage the Client's care, and manage the Client's enrollment.

- **Note:** The Authorized Representative and the Client can be the same person. For Client's receiving vendor only services, an employer is **NOT** required. Authorized Representatives who completed the electronic enrollment in EES will be referred to as Employers in DCI.

# DCI Web Portal

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Accessed on a laptop or desktop computer

# Accessing the DCI Web Portal

1. Open an internet browser on a computer (Google Chrome is preferred) and navigate to the [DCI Web Portal](#)
2. Enter the **Auth Rep Username** (created during enrollment)
3. Enter the **Auth Rep Password** (created during enrollment)
4. Utilize the “**Forgot your password?**” link if needed
5. Click the blue **Sign In** button

1 [acumen.dcisoftware.com](https://acumen.dcisoftware.com)



The screenshot shows the 'Sign In' page of the DCI Web Portal. It features a 'Sign In' heading at the top. Below it are two input fields: 'Username' and 'Password'. The 'Username' field is marked with a blue circle containing the number '2'. The 'Password' field is marked with a blue circle containing the number '3'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link labeled 'Forgot your password?' which is marked with an orange circle containing the number '4'. At the bottom is a blue 'Sign In' button marked with a blue circle containing the number '5'.

**\*Please note:** Contact Acumen Support with login issues

# Initial Log In



**\*Please note:** You must verify via the link in your email to login in for the first time

**When logging in for the first time, you will be asked to change your password.**

1. Hover over the circular “i” icon on the right to see the password requirements
2. Enter the same password in both password fields
3. Click the blue **Change Password** button

**\*Please note:** After changing the password, an email will be sent to you stating that you have changed your password.

The screenshot shows the 'Change Password' interface. At the top, it says 'Acumen Powered by DCI'. Below that, the title 'Change Password' is centered. Underneath, it states 'You're logged in as test@dcisoftware.com'. There are two input fields: 'Please enter New Password' and 'Please confirm password'. A blue button labeled 'Change Password' is at the bottom. Numbered callouts are present: '1' points to an information icon (i) on the right, '2' points to the password input fields, and '3' points to the 'Change Password' button.

- Password Criteria**
- 1. Must be at least 10 characters.
  - 2. Must contain 1 uppercase letters, lowercase letters, numbers and special characters
  - 3. Must not contain more than two repeated characters in a row.
  - 4. The password should be different from the 3 previous passwords.

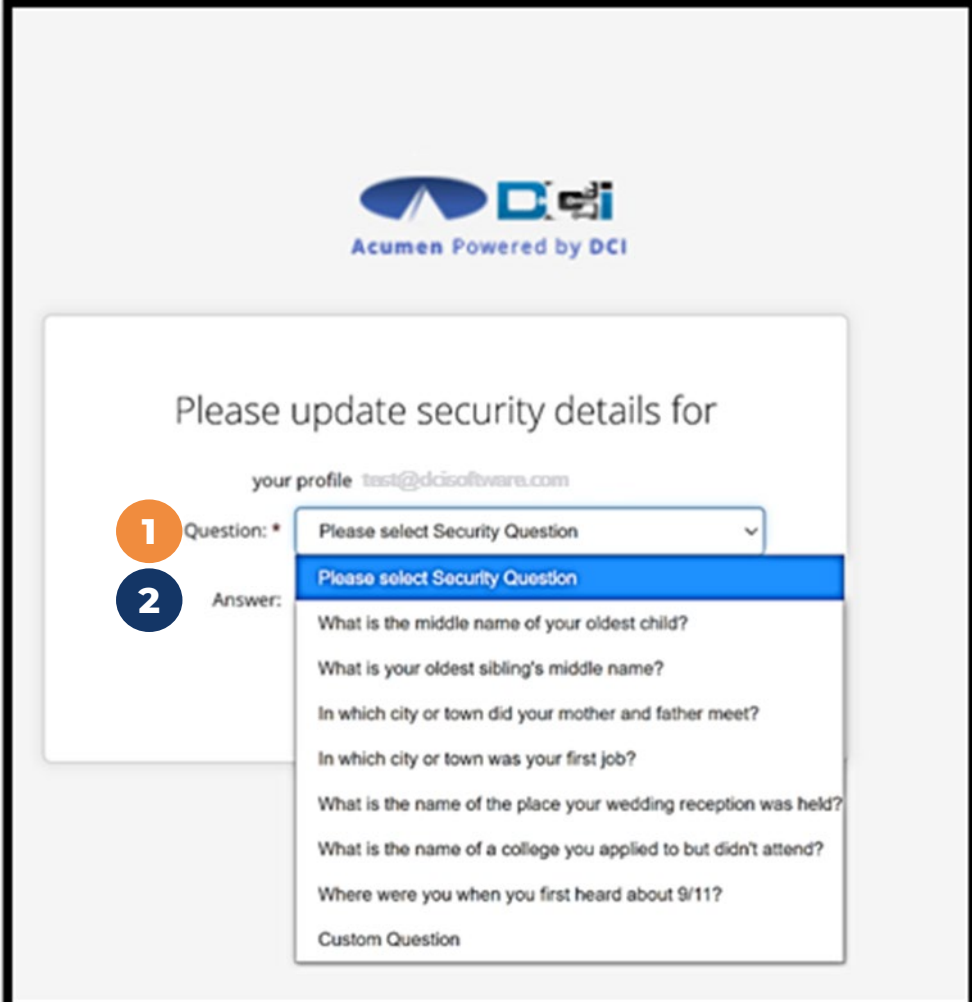


# Security Question

**To keep your profile safe, you will need to choose a security question the first time you log in.**

1. Select a question from the drop-down menu
2. The answer must be at least five characters which cannot be repeated in a row

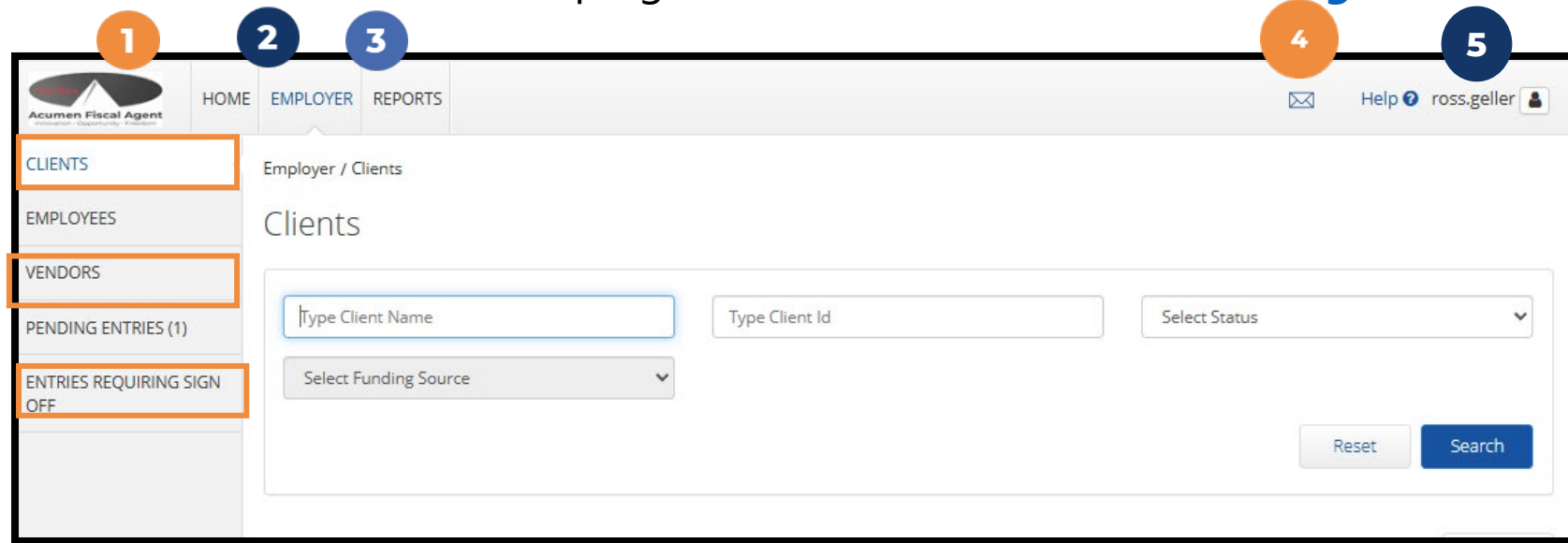
**\*Please note:** Remember the answer to the security question you chose, to reset your password in the future.



The screenshot shows the Acumen logo and "Acumen Powered by DCI" at the top. Below, a white box contains the text "Please update security details for" followed by "your profile test@dcisoftware.com". A numbered list on the left indicates step 1: "Question: \*" and step 2: "Answer:". The "Question" field is a dropdown menu with "Please select Security Question" selected. The "Answer" field is a text input area with a blue header "Please select Security Question" and a list of questions: "What is the middle name of your oldest child?", "What is your oldest sibling's middle name?", "In which city or town did your mother and father meet?", "In which city or town was your first job?", "What is the name of the place your wedding reception was held?", "What is the name of a college you applied to but didn't attend?", "Where were you when you first heard about 9/11?", and "Custom Question".

# Home/Dashboard

1. Select the **Home** or Acumen Icon to view your home page/dashboard
2. Select **Employer** to see your Employer submenu
  - You can view your Clients, Vendors, and Vendor Entries Requiring Sign Off
3. Select **Reports** to show the Reports available
4. The envelope icon will open your [Messaging Module](#)
5. Select the **username** in the top right corner to access [Profile Settings](#)



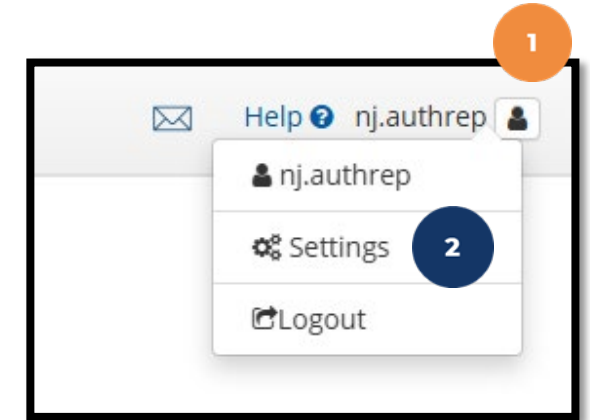
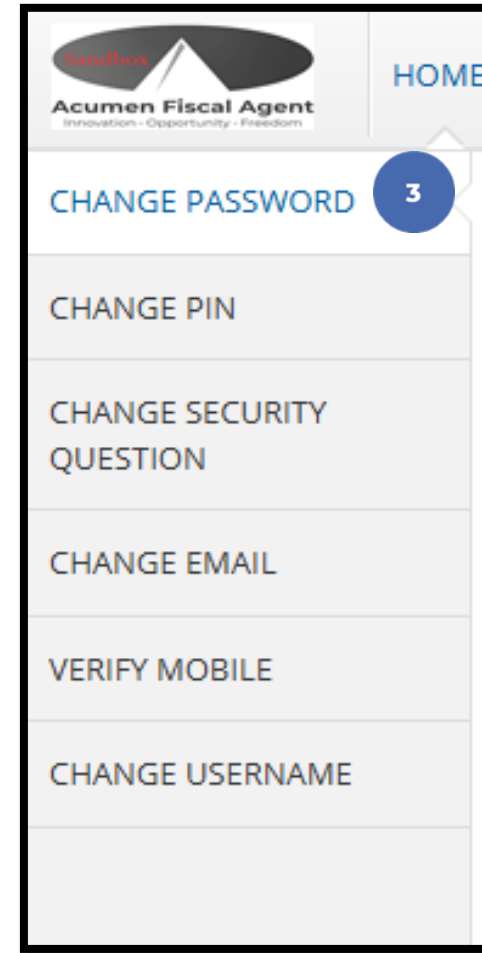
**Note:** You will **not** need to use the Employee and the Pending Entries on the submenu

# Profile Settings

**\*Please note!** Profile settings are only available on the full site



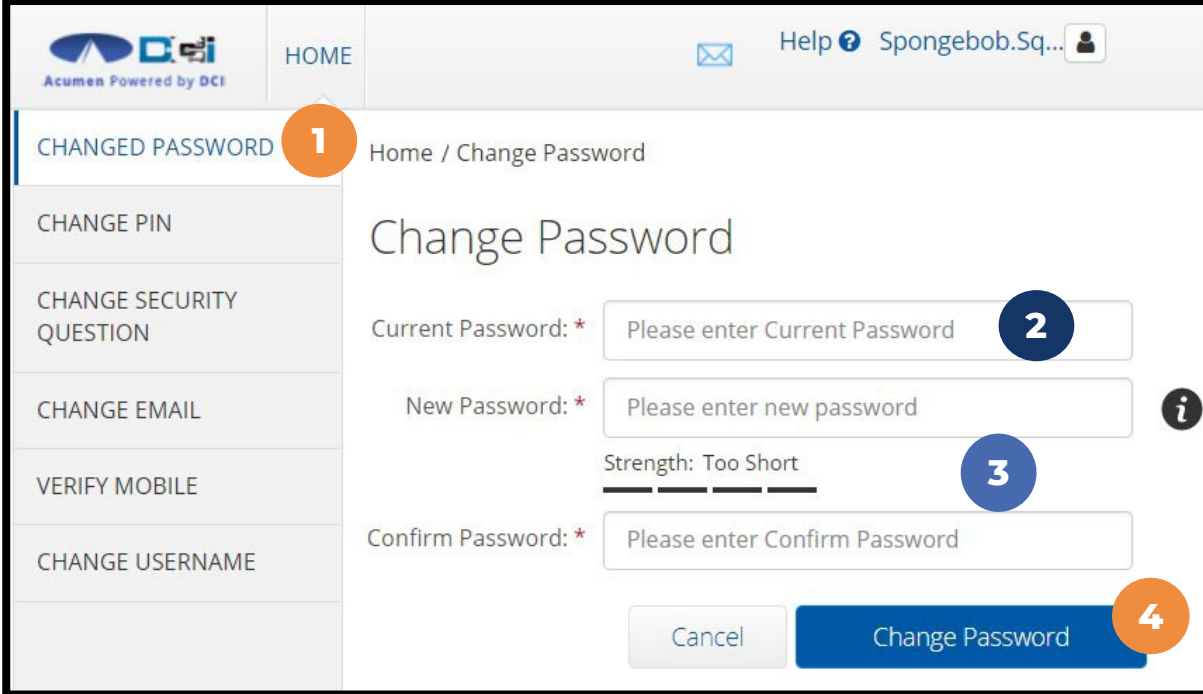
1. Click the **username** in the top right corner of the main menu
2. Click **Settings**
3. Select a submenu tab to update:
  - **Change Password** – Used for login
  - **Change Security Question**
  - **Change Email** – A valid and correct email address is required for password recovery
  - **Verify Mobile**
  - **Change Username** – Used for login



# Change Password

## Once Profile Settings are open

1. Select Change Password from the sub menu
2. Enter current password
3. Enter new password twice
4. Select Change Password and Confirm



### Pro Tip:

Be sure to follow Password Criteria.  
Make it secure & easy to remember.



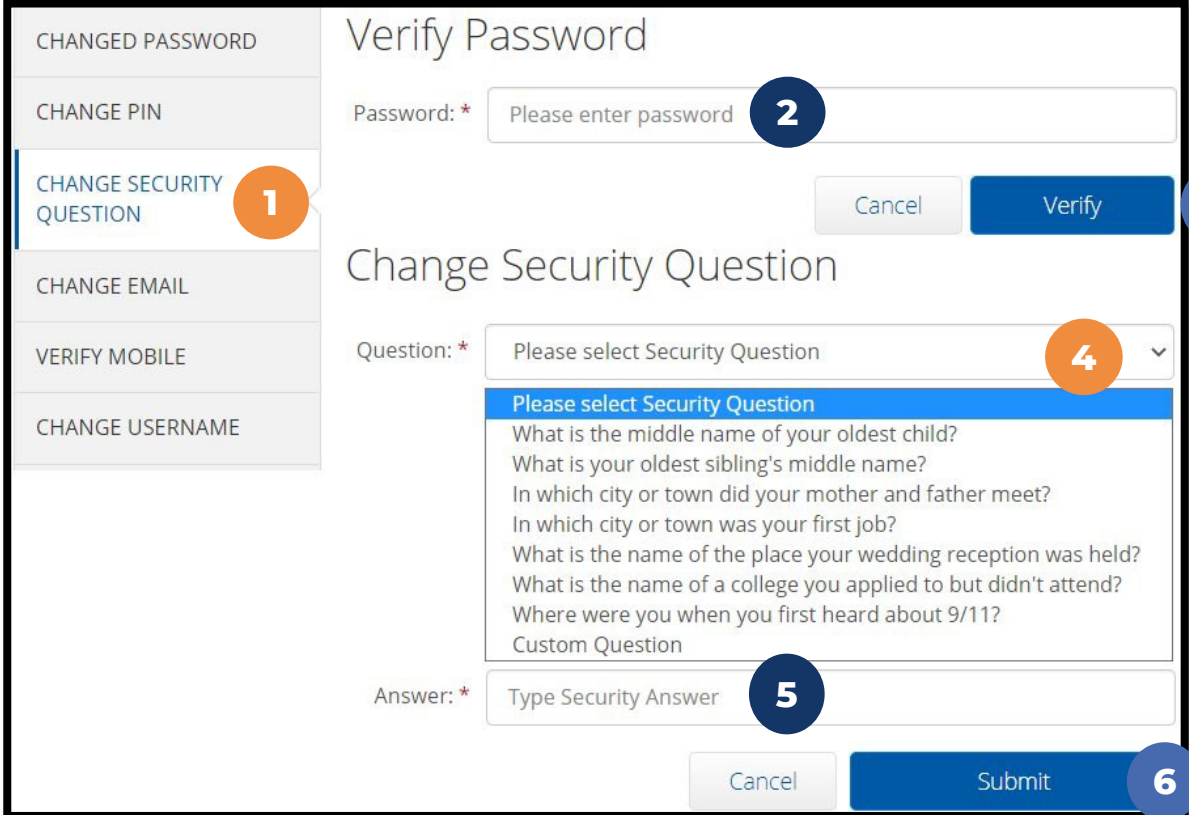
### Password Criteria

1. Must be at least 10 characters.
2. Must contain 1 uppercase letters, lowercase letters, numbers and special characters
3. Must not contain more than two repeated characters in a row.
4. The password should be different from the 3 previous passwords.

# Change Security Question

## Once Profile Settings are open

1. Select Change Security Question
2. Enter current password
3. Select Verify
4. Select question from list
5. Type answer to question
6. Select submit and confirm



The screenshot displays the 'Change Security Question' interface. On the left is a sidebar menu with options: CHANGED PASSWORD, CHANGE PIN, CHANGE SECURITY QUESTION (highlighted with a blue bar and an orange circle with the number 1), CHANGE EMAIL, VERIFY MOBILE, and CHANGE USERNAME. The main content area is titled 'Verify Password' and contains a 'Password: \*' field with a placeholder 'Please enter password' (circled with a blue circle and the number 2). Below this are 'Cancel' and 'Verify' buttons (the 'Verify' button is circled with a blue circle and the number 3). The section below is titled 'Change Security Question' and features a 'Question: \*' dropdown menu with a placeholder 'Please select Security Question' (circled with an orange circle and the number 4). The dropdown is open, showing a list of questions: 'What is the middle name of your oldest child?', 'What is your oldest sibling's middle name?', 'In which city or town did your mother and father meet?', 'In which city or town was your first job?', 'What is the name of the place your wedding reception was held?', 'What is the name of a college you applied to but didn't attend?', 'Where were you when you first heard about 9/11?', and 'Custom Question'. Below the dropdown is an 'Answer: \*' field with a placeholder 'Type Security Answer' (circled with a blue circle and the number 5). At the bottom are 'Cancel' and 'Submit' buttons (the 'Submit' button is circled with a blue circle and the number 6).

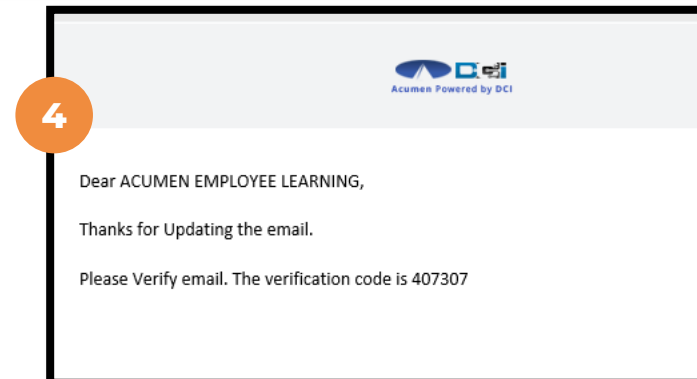
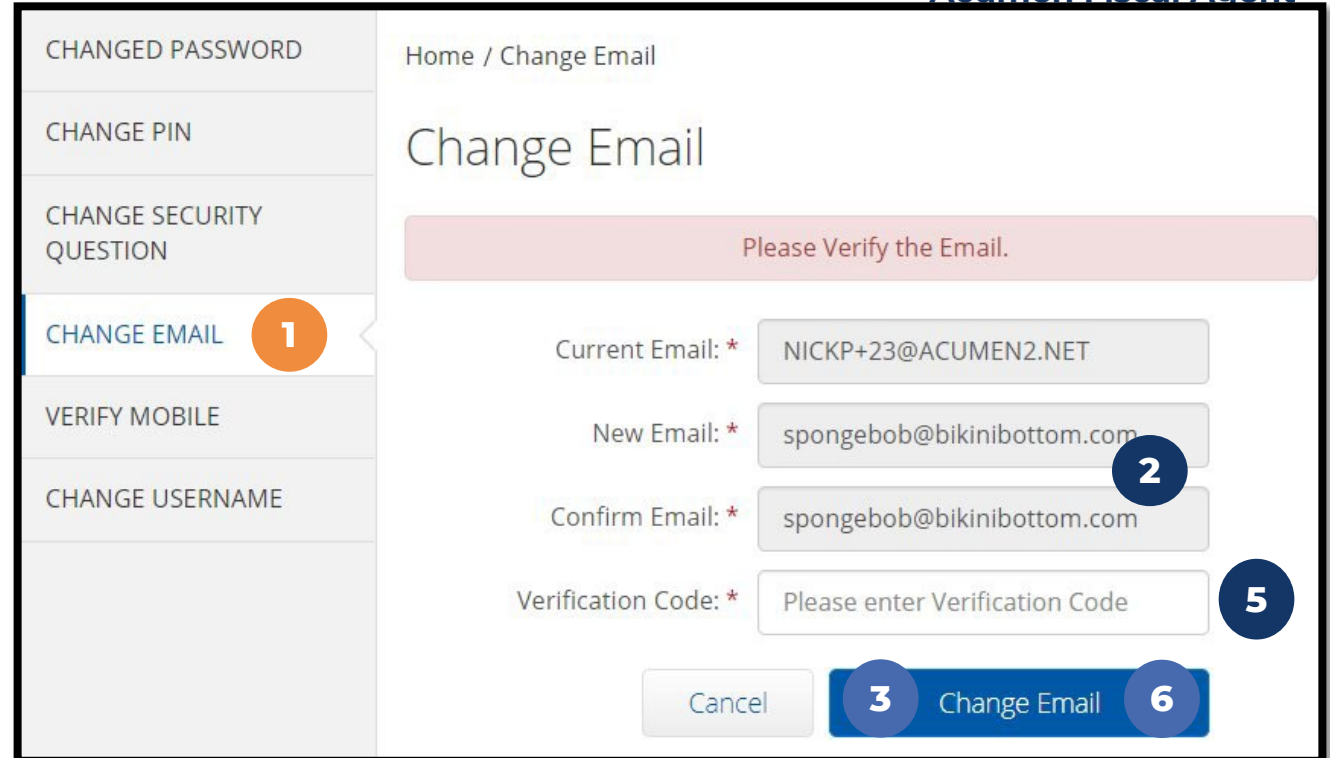
# Change Email

## Once Profile Settings are open

1. Select Change Email from the menu
2. Enter new email twice to confirm
3. Select Change Email
4. Check email for verification code
5. Enter code from email
6. Select Change Email and confirm

### Pro Tip:

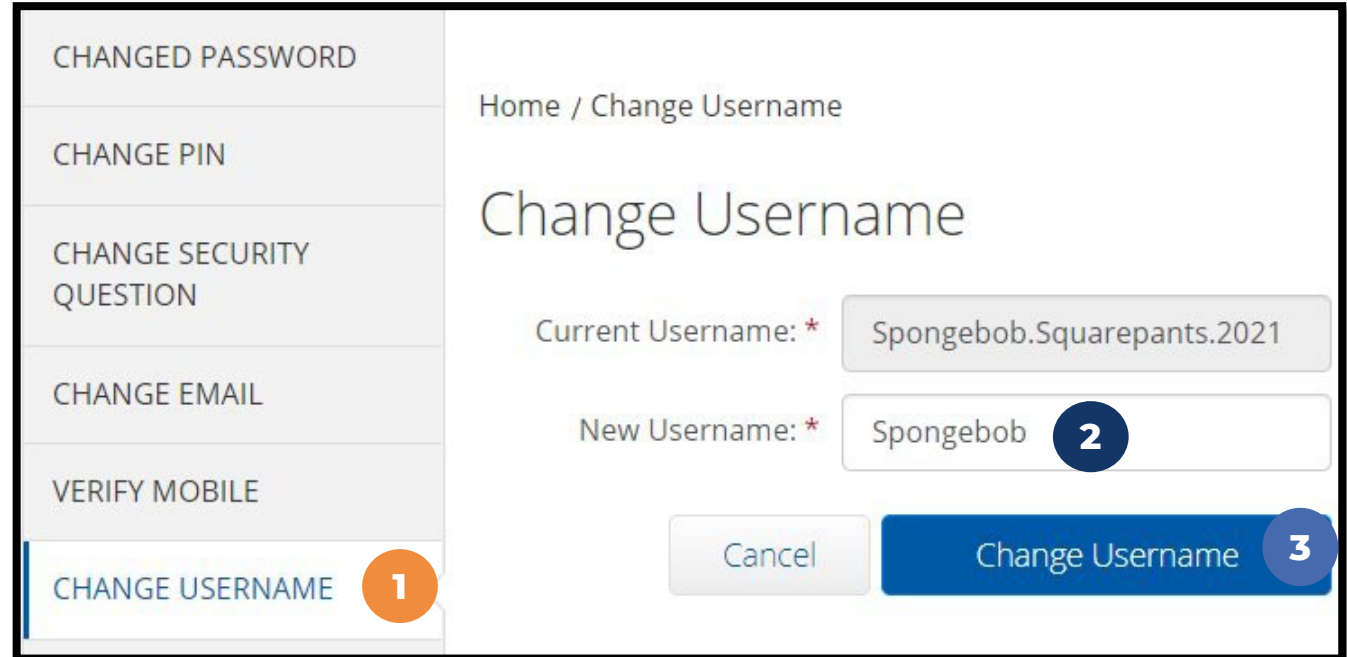
Emails will help you reset passwords on your own.



# Change Username

## Once Profile Settings are open

1. Select Change Username
2. Enter new Username
3. Select Change Username and confirm



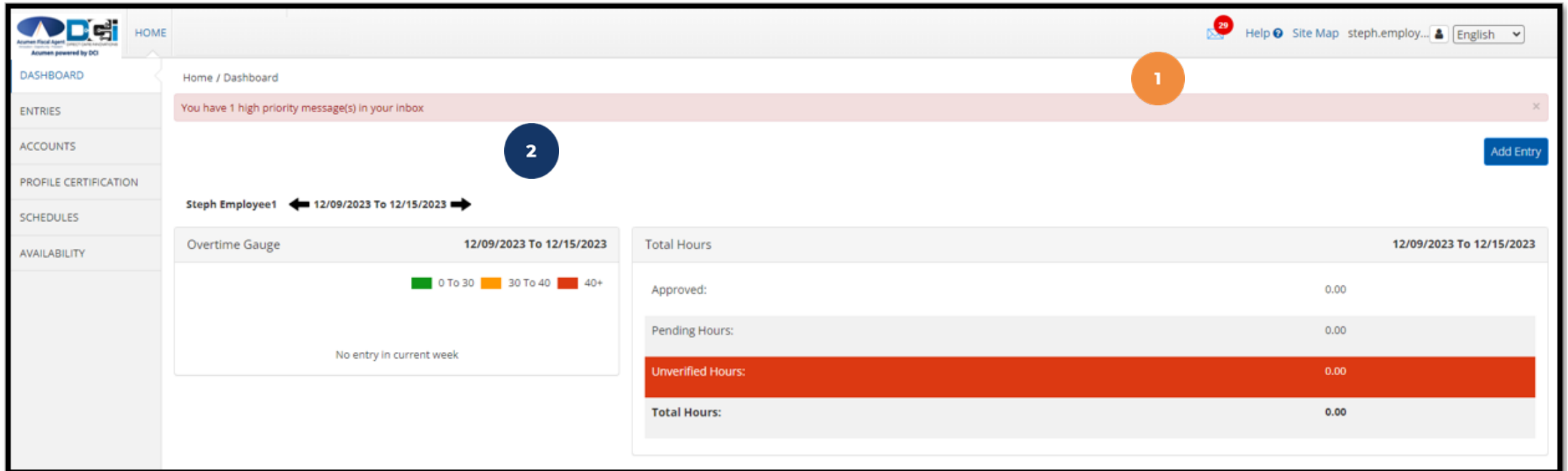
### **Pro Tip:**

*Create a Username that is both secure & easy to remember*



# Web Portal Messaging Module

1. Click the **Mail** icon (envelope) in the top right corner of the main menu to access the inbox
2. Alternatively, if the red **high priority message banner** displays, click it to access the inbox.



HOME

Acumen Fiscal Agent  
Acumen powered by DCI

DASHBOARD

ENTRIES

ACCOUNTS

PROFILE CERTIFICATION

SCHEDULES

AVAILABILITY

Home / Dashboard

You have 1 high priority message(s) in your inbox

Steph Employee1 12/09/2023 To 12/15/2023

Overtime Gauge 12/09/2023 To 12/15/2023

0 To 30 30 To 40 40+

No entry in current week

Total Hours 12/09/2023 To 12/15/2023

Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00



# Web Portal Messaging Module

Select a message to view by clicking anywhere on the line

- ✓ Bold text indicates the message has not been read
- ✓ Light text indicates the message has been read
- ✓ A yellow star indicates a high priority message
- ✓ A paperclip indicates an attachment













Archive

Delete


Export

Showing 30 out of 72 records




<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		DCI Support	Account Statement	11/02/2023 02:00 AM	 
<input type="checkbox"/>	★		Kristen Ziegler	hello there	12/08/2023 05:19 PM	 
<input type="checkbox"/>	★		Steph Client1	Checking on the status	11/02/2023 11:50 AM	 
<input type="checkbox"/>	★		DCI Support	Punch Rejected	10/12/2023 08:33 AM	 

# View Messages via Messaging Module

1. Locate messages to read in the inbox and click anywhere on the line to view it
2. Click the **Attachments** tab
3. Click the **eye** icon in the download column to view the account statements or the **download** icon to download it

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		DCI Support	Account Statement	07:13 PM	 

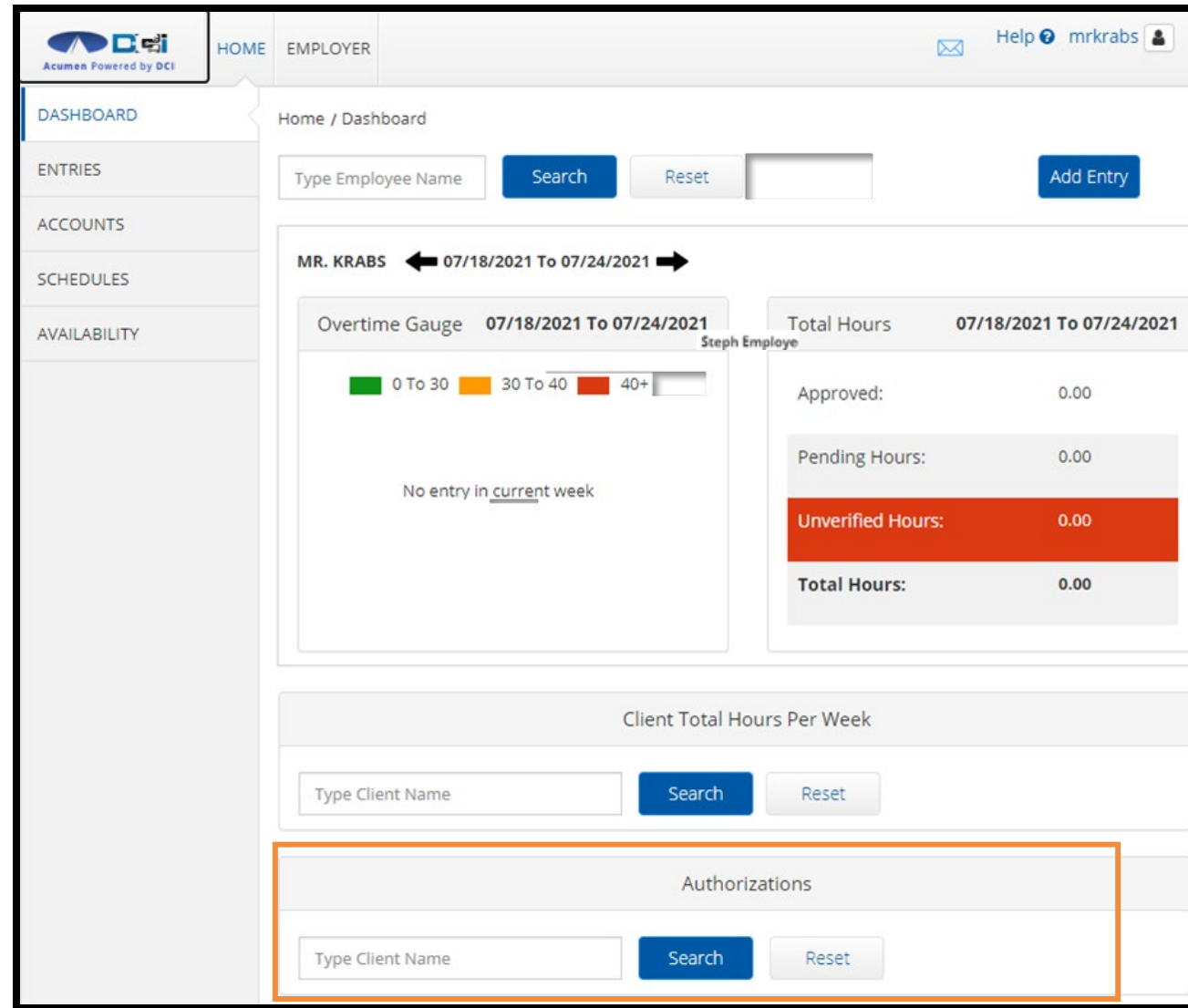
Notes **Attachments**

<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Dec 08, 2023	Account Statement		2554.02 KB	Kristen Ziegler	 	Active

# Authorization Widget on Home Page

Let's take a moment  
to talk about an  
additional resources  
you can find, right  
on the home page.

It is the  
Authorization  
widget!



Acumen Powered by DCI

HOME EMPLOYER

Help mrkrabs

Home / Dashboard

Type Employee Name Search Reset Add Entry

MR. KRABS 07/18/2021 To 07/24/2021

Overtime Gauge 07/18/2021 To 07/24/2021

0 To 30 30 To 40 40+

No entry in current week

Total Hours 07/18/2021 To 07/24/2021

Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00

Client Total Hours Per Week

Type Client Name Search Reset

Authorizations

Type Client Name Search Reset

# Authorizations (Budget) Widget



- The authorizations (budget) widget allows the user to search by client and optionally by date to view approved authorizations (budgets) in the past, present, or future.
- For units-based authorizations, optionally click the Display as Time button to view the data in time instead of units.
- As employees clock in and clock out, their time is deducted from the authorization and placed into a pre-authorization hold.
- Units or dollars in a pre-authorization hold remain in that status until billing and payroll have been processed, then are deducted from the remaining balance and an updated remaining balance will be displayed.

Authorizations

KZ Client2 - T45158

Date of Service

Search

Reset

Display as Time

Authorization for Client: KZ Client2

1

2

3

4

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorization Holds	Current Available Balance	Monthly Max	Weekly Max	Daily Max
PCS	01/17/2022	01/31/2024	1000.00 Dollars	785.00 Dollars	0.30 Dollars	784.70 Dollars	100.00 Dollars	100.00 Dollars	20.00 Dollars

1. Initial Balance - Total amount of authorization
2. Remaining Balance - Amount remaining after pre-authorization holds have been processed for billing and payment
3. Pre-Authorization Holds - Amount deducted from the authorization that has not yet been processed for billing and payment
4. Current Available Balance - The total of the remaining balance minus any pre-authorization holds

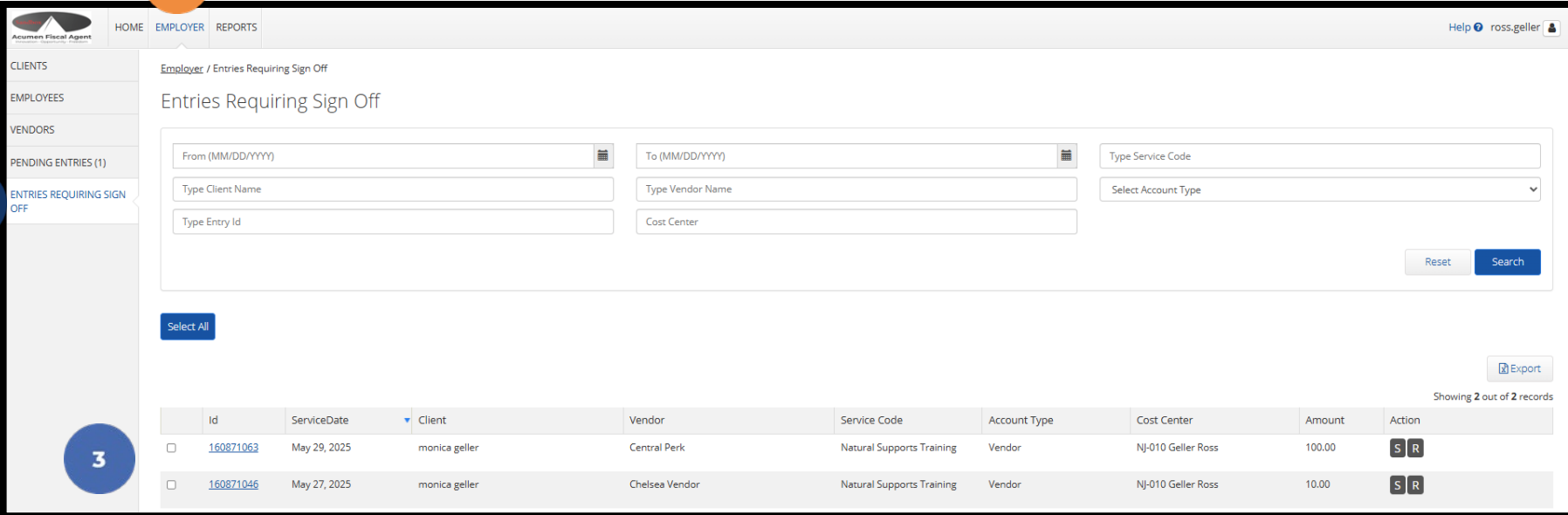
# **Sign Off or Reject Vendor Payment Entries**

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# Sign Off or Reject Payment Entries

1. Click **Employer** on the main menu
2. Select **Entries Requiring Sign Off** on the submenu
  - ✓ All entries/invoices requiring review/action appear in the table
3. All vendor payments requiring sign off will be listed at the bottom of the page

Important: To prevent any disruption in vendor payments, all vendor payment entries must be signed off by the timesheet due date listed on the payroll schedule.



**Entries Requiring Sign Off**

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Service Code

Type Client Name Type Vendor Name Select Account Type

Type Entry Id Cost Center

Reset Search

Select All

Export

Showing 2 out of 2 records

	Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
<input type="checkbox"/>	160871063	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	S R
<input type="checkbox"/>	160871046	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	S R

# Sign Off or Reject Payment Entries

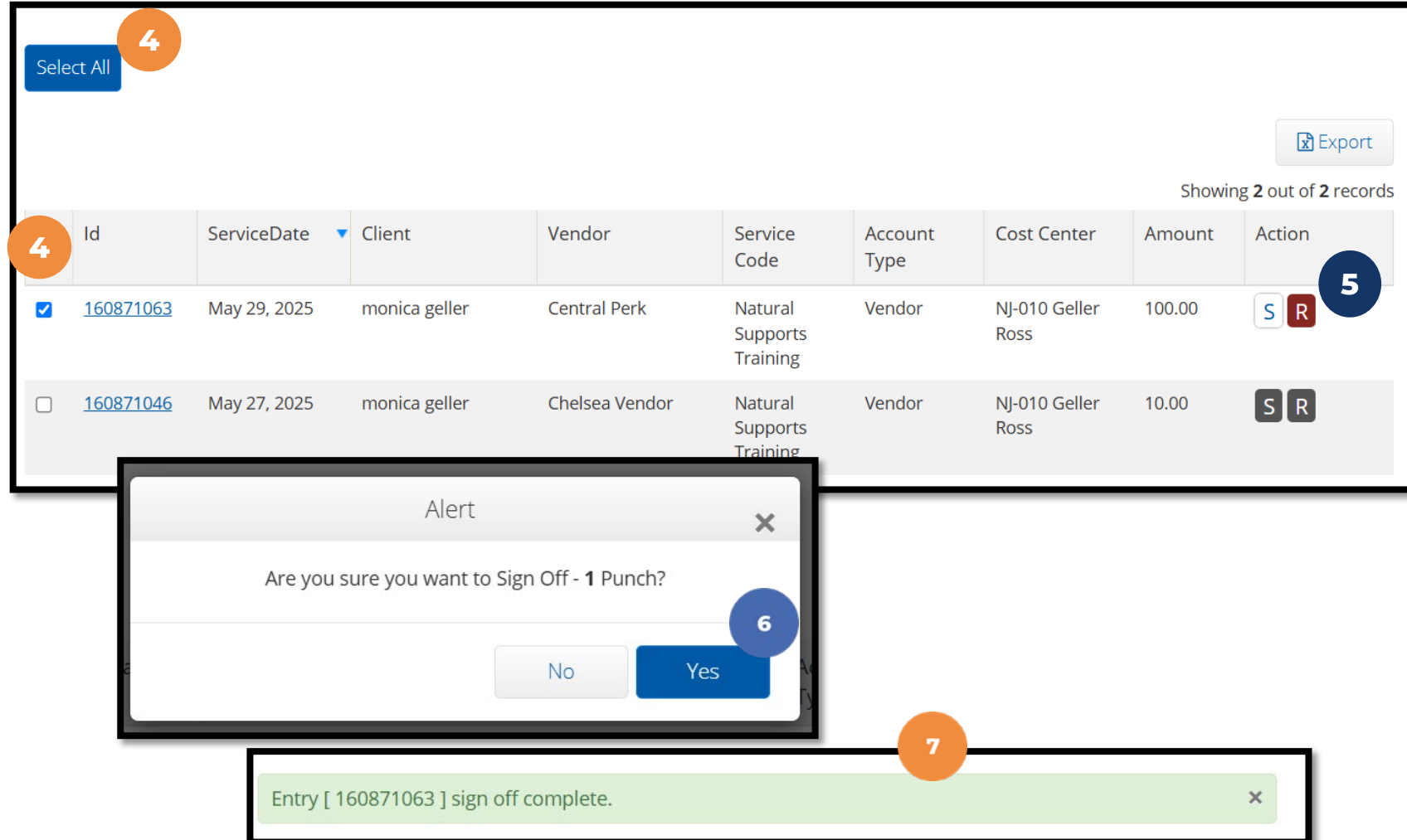
4. Check the box for the entry to sign off on (you can **select all** to sign off or reject on all entries)

5. Select "S" to Sign Off or "R" to Reject the Vendor Entry

- Select the "S" to SIGN OFF on the invoice (after you confirmed everything is correct)
- Select the "R" to reject the entry.  
**Note:** If you reject an entry, please reach out to the vendor so they can resubmit the payment entry correctly.

6. An alert will ask to confirm you would like to Sign off on or Reject the entry. Select Yes to Confirm.

7. A green bar will appear confirming the sign off.



The screenshot displays the Acumen Fiscal Agent interface for managing payment entries. It includes a table with columns for Id, ServiceDate, Client, Vendor, Service Code, Account Type, Cost Center, Amount, and Action. Two entries are shown, both for 'monica geller' at 'Central Perk' and 'Chelsea Vendor'. The first entry (160871063) is selected, and the second entry (160871046) is not. The 'Action' column shows 'S' (Sign Off) and 'R' (Reject) buttons. A blue circle with the number 4 highlights the 'Select All' button. A blue circle with the number 5 highlights the 'S' and 'R' buttons in the Action column. An alert dialog box is shown, asking 'Are you sure you want to Sign Off - 1 Punch?' with 'No' and 'Yes' buttons. A blue circle with the number 6 highlights the 'Yes' button. A green bar at the bottom indicates 'Entry [ 160871063 ] sign off complete.' with a blue circle with the number 7 highlighting the bar.

	Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
<input checked="" type="checkbox"/>	<a href="#">160871063</a>	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	<span>S</span> <span>R</span>
<input type="checkbox"/>	<a href="#">160871046</a>	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	<span>S</span> <span>R</span>

Showing 2 out of 2 records

Alert

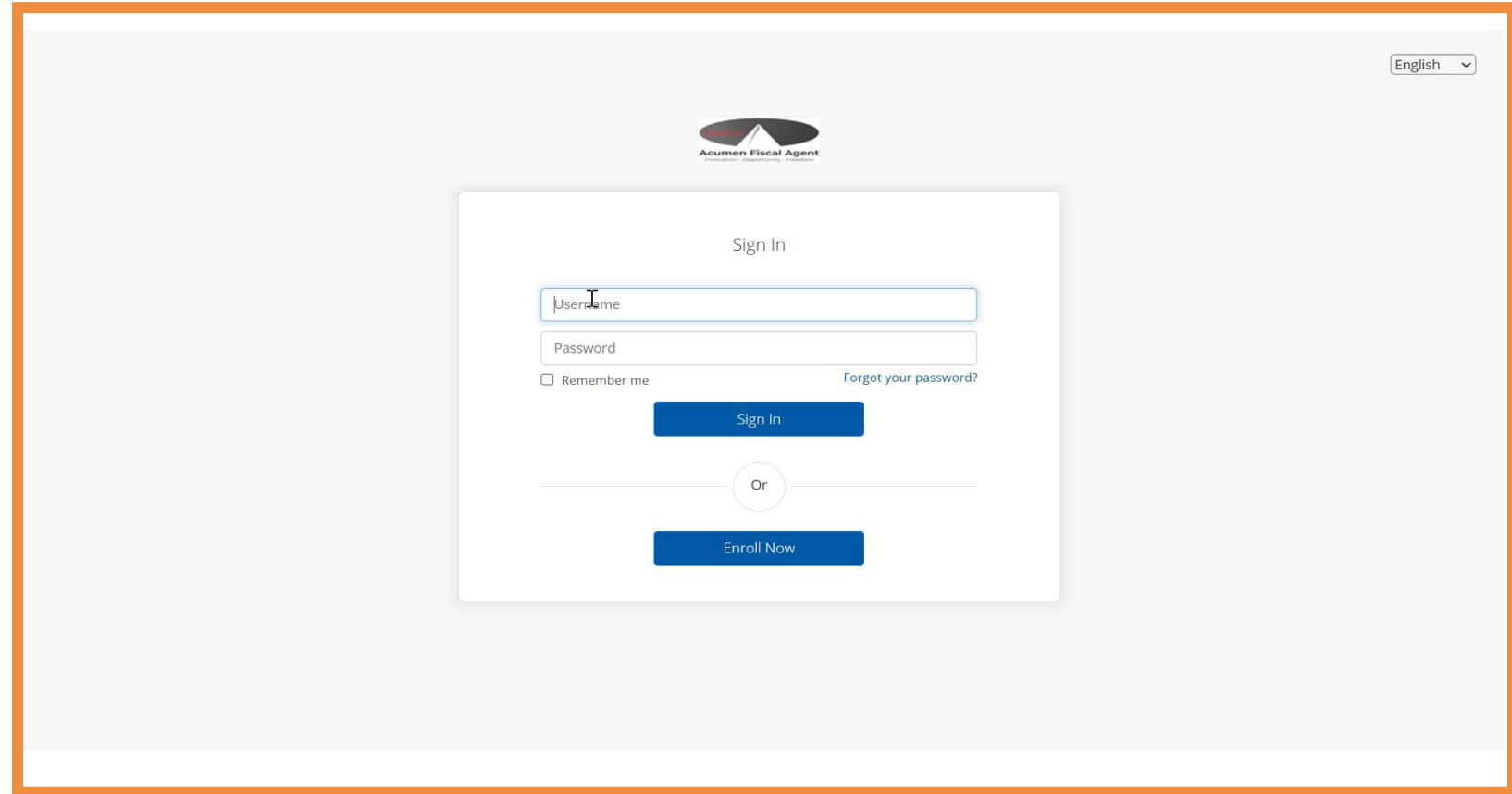
Are you sure you want to Sign Off - 1 Punch?

No Yes

Entry [ 160871063 ] sign off complete.

# Web Portal Video

## Sign Off on Vendor Payment Entries



The screenshot displays the Acumen Fiscal Agent web portal's sign-in interface. At the top right, there is a language dropdown menu set to "English". The Acumen Fiscal Agent logo, featuring a stylized mountain peak and the tagline "Innovation • Opportunity • Freedom", is centered at the top. Below the logo is a white sign-in box with the title "Sign In". Inside the box, there are two input fields: "Username" and "Password". Below the "Username" field is a checkbox labeled "Remember me". To the right of the "Password" field is a link that says "Forgot your password?". Below these fields is a blue "Sign In" button. A horizontal line with a circle containing the word "Or" in the center separates the sign-in section from the enrollment section. Below this line is a blue "Enroll Now" button.



# Important Reminder!



**\*Important!** Vendor Payment Entries must be both entered AND approved within **60** days from the date of service!

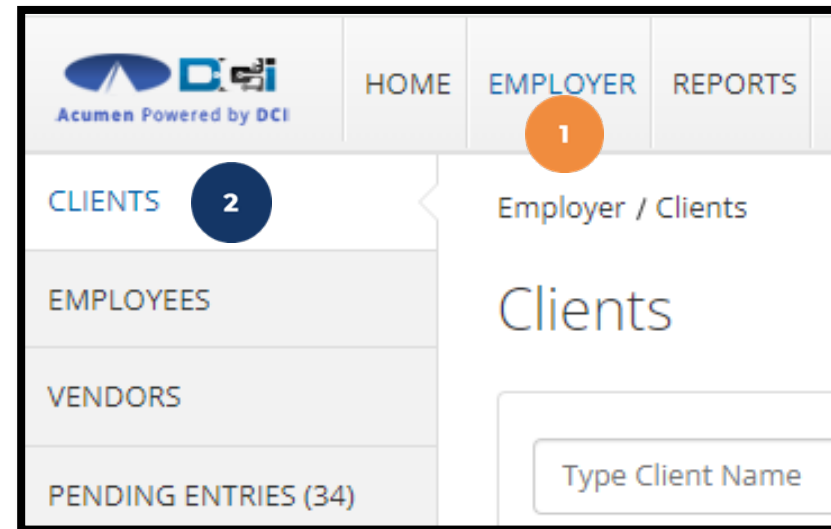
# **Clients**

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As a reminder: Client is the Individual receiving services

# Client Details Page

1. Click **Employer** on the main menu
2. Select the **Clients** tab from the submenu
3. Click anywhere on the selected client's row



Name	Client Id	Status
Steph Client	125	Active

# Client Details Page

4. View the client details page including widget boxes (Basic Demographics, Other Details) containing important information

Employer / Clients / Steph Client

## Client Details - Steph Client 4

[Actions](#)

### Basic Demographics

Client Id: 125  
Address: 5416 E Baseline Road  
Mesa, AZ 85206-4700  
GNIS: 04-013-7890  
Phone: (222) 222-2222  
Email: [stephanies+51@dcisoftware.com](mailto:stephanies+51@dcisoftware.com)  
Date of Birth: May 01, 2001  
Allow SSN Retrieval: No ⓘ  
No. of Funding Accounts: 2  
No. of Service Accounts: 4  
Status: Active

### Other Details

Cost Center: Steph Employer Cost Center  
Username: steph.client  
Client Status: Active  
Authentication Status: Active  
Email confirm: Yes  
Photo Set: No  
Signature Set: No  
Enable Caregiver Rating Emails: No  
Enable Vendor Payment: Yes  
Enable Employer Reimbursement: Yes

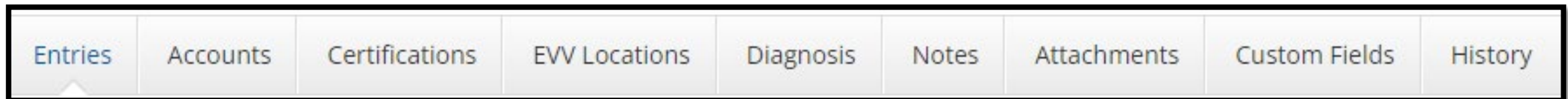
[Entries](#) [Accounts](#) [Certifications](#) [EVV Locations](#) [Diagnosis](#) [Notes](#) [Attachments](#) [Custom Fields](#) [History](#)

# Client Details Page

5. Scroll beneath the widgets to the tabs:

- **Entries** – All entries associated with the client. Click the hyperlinked ID number to view entry details and use the Status column to ensure all time for the pay period is entered and approved before the payroll deadline.
- **Accounts** - All accounts (connections) for the client and is useful for troubleshooting
- **EVV Locations** - All locations for the client, and which is primary (if applicable).
- **Diagnosis** – View client diagnosis information
- **Notes** – View notes regarding the client entered by the employer
- **Attachments** – View attachments pertaining to the client
- **History** – View modifications made to the client profile

5



# Reports

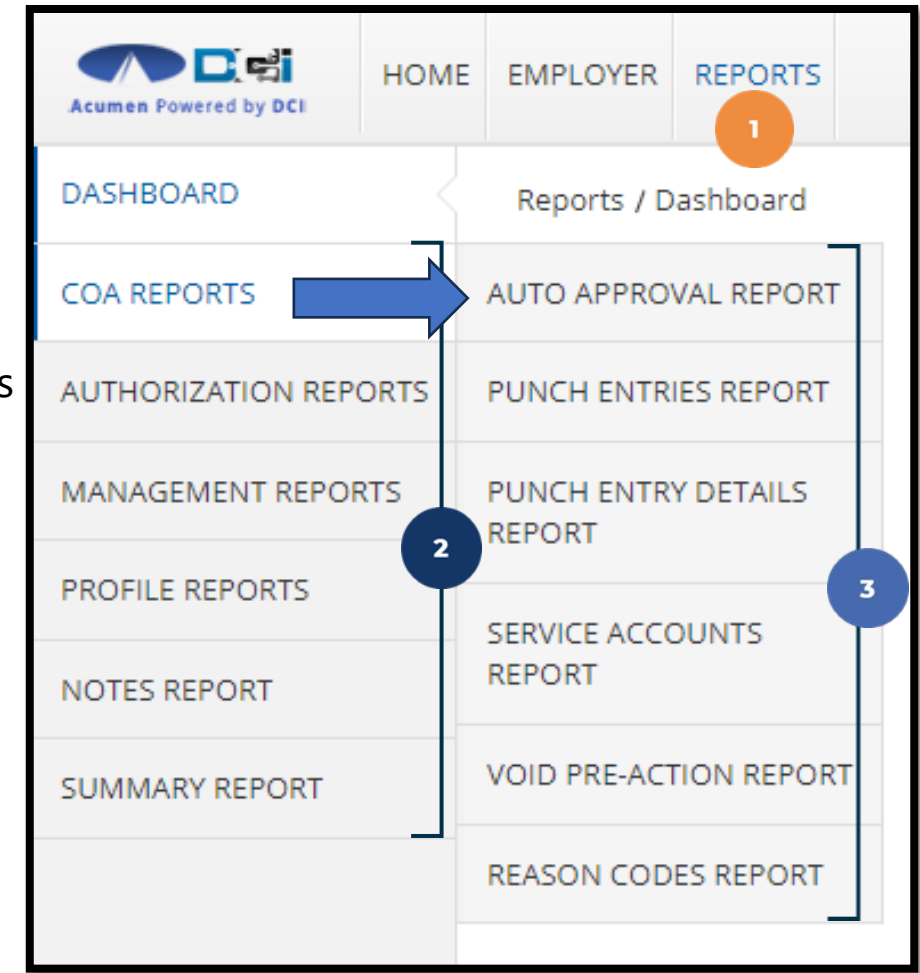
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# Using Reports

1. Select **Reports** on the main menu
2. Hover over a report category on the submenu
3. Select a report from the flyout menu

\*Popular reports include:

- ✓ **COA Reports** (Chart of Account)
  - Punch Entries Report – Use the filters to locate specific entries
- ✓ **Authorization (Budget) Reports**
  - Authorization Run Rate Report – View the budget usage breakdown by client, account type, or service code.
- ✓ **Notes Reports**
  - Punch Entry Notes and Canned Statements (Tasks) Report - Pull service notes and canned statements (tasks) entered on punches
- ✓ **Summary Report** - Breakdown of punches and percentages of budget remaining



# DCI Reports - Authorization



## Most Common Auth Report

1. Type Client Name
  - Type 3 letters > Select Name
2. View other Authorizations
  - Not needed to view current Auth
3. Click Search

### **Pro Tip:**

*Searching without filters will pull ALL Authorizations in DCI*

Authorization Reports - Authorization Run Rate Report

Type Client Name **1** Select Account Type ▼ Type Service Code

☐ Include Future Authorizations ☐ Include Ended Authorizations ☐ Include Discharged Clients Authorizations

☐ Include Rejected Authorizations **2**

Reset Search **3**



# DCI Reports - Authorization



## Once Results are Listed

1. Select Download button
2. Complete Download Wizard
  - Select Columns & Format
3. See Next Slide for details

Authorization Reports - Authorization Run Rate Report

PATRICK - 171      Select Account Type      Type Service Code

☐ Include Future Authorizations    ☐ Include Ended Authorizations    ☐ Include Discharged Clients Authorizations

☐ Include Rejected Authorizations

Reset    Search

1    Download

Showing 2 out of 2 records

Authorization ID	CI	Service Code	Co:	Region Name	Start Date
1989	P/	PYRL2	OR...		04/01/2020
857	P/	PYRL	OR...		04/01/2020

2

Download Report Wizard

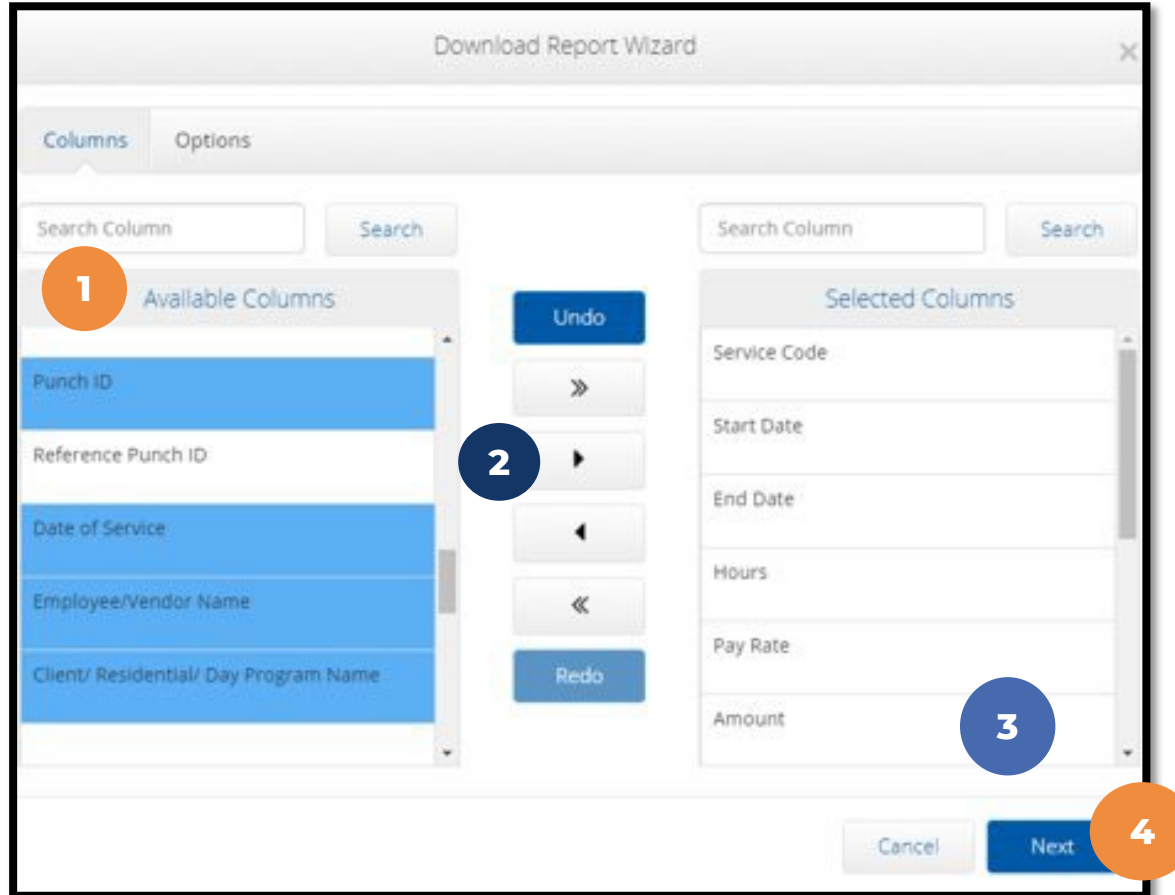
# DCI Reports - Authorization

## Once Report Wizard is open

1. Select all desired columns
2. Click single arrow to add
3. Rearrange columns as needed
4. Select Next for more

### Recommended Columns

- Client Name
- Remaining Balance
- Service Code
- Holds
- Start & End Date
- Projected/Current Rate
- Initial Balance
- Weekly & Monthly



The screenshot shows the 'Download Report Wizard' window with two tabs: 'Columns' and 'Options'. The 'Columns' tab is active. It features two search boxes labeled 'Search Column' and 'Search'. Below these are two lists: 'Available Columns' and 'Selected Columns'. The 'Available Columns' list includes 'Punch ID', 'Reference Punch ID', 'Date of Service', 'Employee/Vendor Name', and 'Client/ Residential/ Day Program Name'. The 'Selected Columns' list includes 'Service Code', 'Start Date', 'End Date', 'Hours', 'Pay Rate', and 'Amount'. Between the lists are navigation buttons: 'Undo', a right arrow '»', a single right arrow '►', a left arrow '◀', a double left arrow '«', and 'Redo'. At the bottom right are 'Cancel' and 'Next' buttons. Numbered callouts are placed as follows: 1. Over the 'Available Columns' list. 2. Over the single right arrow '►' button. 3. Over the 'Amount' item in the 'Selected Columns' list. 4. Over the 'Next' button.

# DCI Reports - Authorization



## Once Columns are Selected

1. Select File Format

- PDF/Landscape is Recommended

2. Save Report Preferences

3. Click Blue Download button

4. View, Save & Print Report

### **Pro Tip:**

*Keep Current Rates slightly below Projected Rates to ensure proper budget usage*

Client Name	Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Holds	Projected Weekly Run Rate	Current Weekly Run Rate	Projected Monthly Run Rate	Current Monthly Run Rate
PATRICK	PYRL2	04/01/2020	05/31/2022	12000.00	12000.00	0.00	108.19	0.00	455.06	0.00
PATRICK	PYRL	04/01/2020	05/31/2021	10000.00	10000.00	8407.87	164.31	0.00	704.23	0.00

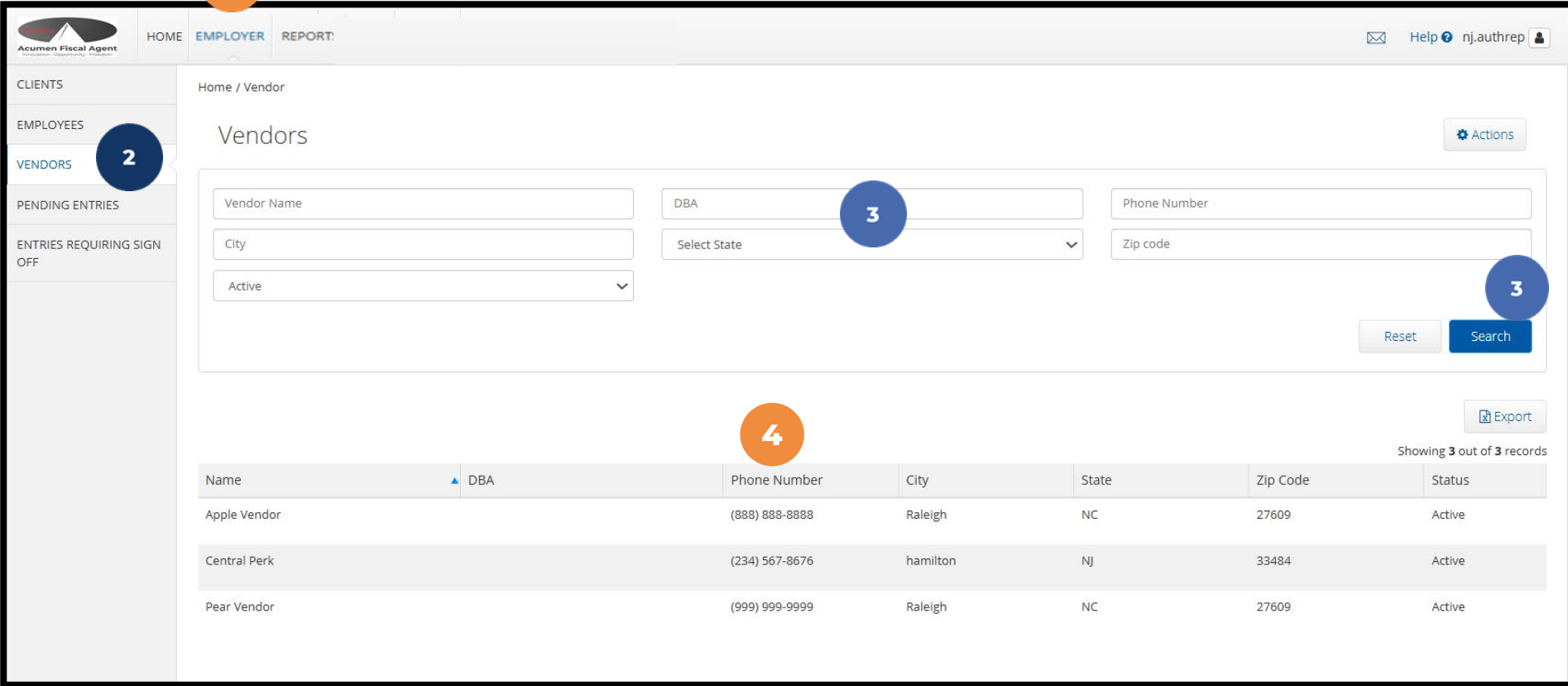
Proprietary: For Acumen and Customer Use Only

# **Review Community Vendor List**

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# Review Community Vendor List

1. Select **Employer** on the Main Menu
2. Select **Vendors** on the submenu
3. You can use the search filters to find a specific vendor
4. Find the list of all the Vendors your client has authorizations for below the search filters



The screenshot shows the 'Vendors' page in the Acumen Fiscal Agent system. The interface includes a top navigation bar with 'HOME', 'EMPLOYER', and 'REPORT' tabs. A left sidebar contains a menu with 'CLIENTS', 'EMPLOYEES', 'VENDORS' (highlighted with a blue circle and number 2), 'PENDING ENTRIES', and 'ENTRIES REQUIRING SIGN OFF'. The main content area is titled 'Vendors' and features a search form with fields for 'Vendor Name', 'DBA', 'Phone Number', 'City', 'Select State' (a dropdown menu), and 'Zip code'. There is also an 'Active' status dropdown. A 'Search' button (blue) and a 'Reset' button (grey) are at the bottom right of the form. A table below the form displays a list of vendors. The table has columns for 'Name', 'DBA', 'Phone Number', 'City', 'State', 'Zip Code', and 'Status'. Three vendors are listed: 'Apple Vendor', 'Central Perk', and 'Pear Vendor'. An 'Export' button is located at the bottom right of the table. A status message 'Showing 3 out of 3 records' is displayed above the table. Numbered callouts are present: 1 (orange circle) points to the 'EMPLOYER' tab; 2 (blue circle) points to the 'VENDORS' menu item; 3 (blue circle) points to the 'Search' button; and 4 (orange circle) points to the table header.

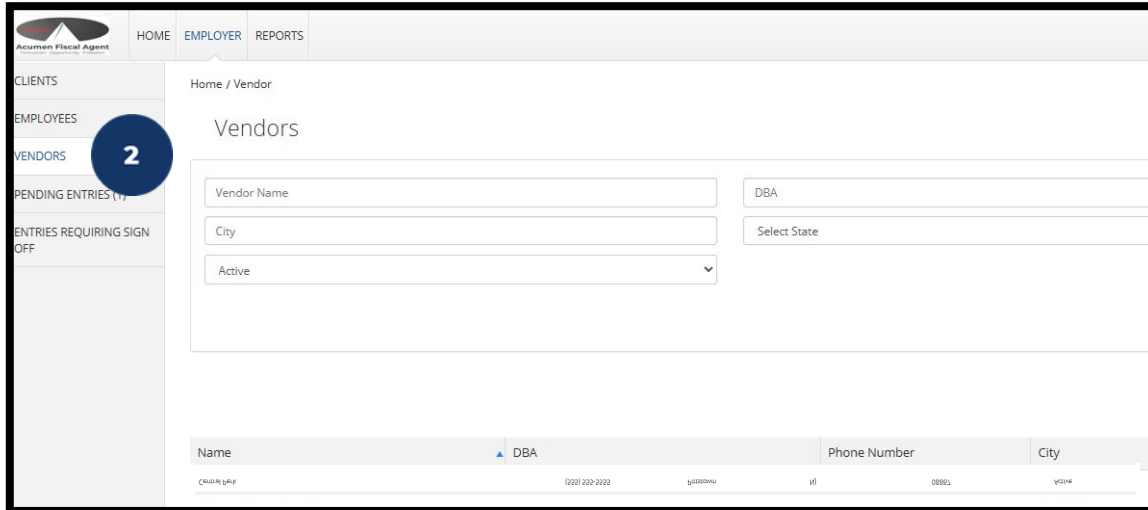
Name	DBA	Phone Number	City	State	Zip Code	Status
Apple Vendor		(888) 888-8888	Raleigh	NC	27609	Active
Central Perk		(234) 567-8676	hamilton	NJ	33484	Active
Pear Vendor		(999) 999-9999	Raleigh	NC	27609	Active

**\*Please note!** If you do not see a Vendor on this list, please reach out to the Acumen NJ Agent team

# New Vendor Payment Entry

# New Vendor Payment Entry

1. From your home page, Select **Employer**
2. Select Vendor from the submenu
3. Select **the Vendor you are submitting the payment entry for**
4. Select "Actions"
5. Select "Add New Vendor Payment"



Acumen Fiscal Agent

HOME EMPLOYER REPORTS

CLIENTS

EMPLOYEES

VENDORS 2

PENDING ENTRIES (1)

ENTRIES REQUIRING SIGN OFF

Home / Vendor

Vendors

Vendor Name

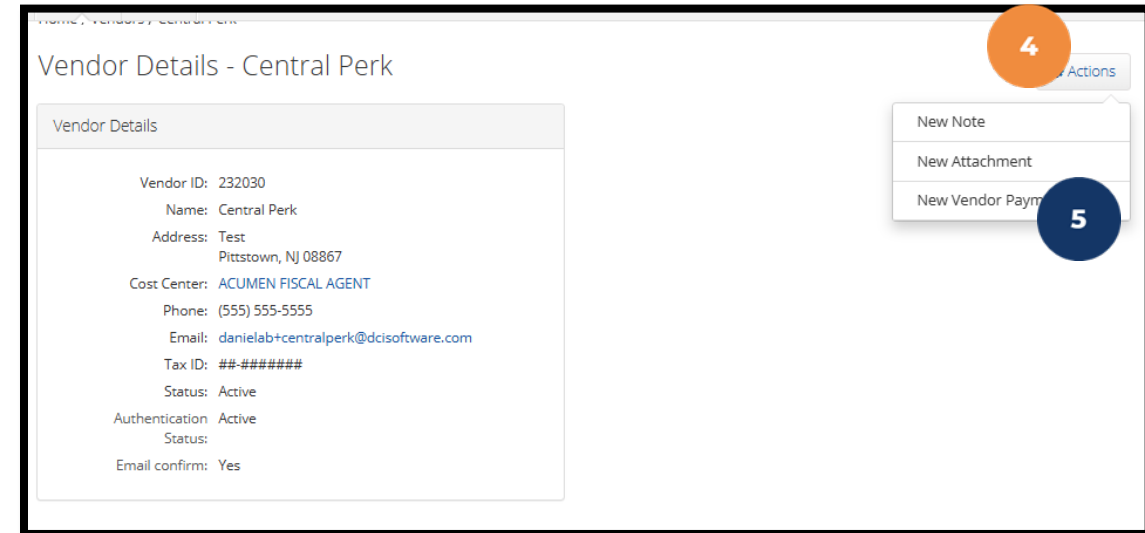
City

Active

DBA

Select State

Name	DBA	Phone Number	City
Central Perk			



Vendor Details - Central Perk

Vendor Details

Vendor ID: 232030

Name: Central Perk

Address: Test  
Pittstown, NJ 08867

Cost Center: ACUMEN FISCAL AGENT

Phone: (555) 555-5555

Email: [danielab+centralperk@dcisoftware.com](mailto:danielab+centralperk@dcisoftware.com)

Tax ID: ##-####

Status: Active

Authentication: Active

Status:

Email confirm: Yes

4 Actions

5 New Vendor Payment

New Note

New Attachment

# New Vendor Payment Entry

## Complete the form:

6. Entry Type (**required**): Vendor Payment
7. Account Type (**required**): **Vendor**
8. Client (**required**): Type the client's name and select it from the drop-down

Add New Vendor Payment Entry

Entry Type: \*

Vendor Payment

6

▼

Account Type: \*

Vendor

7

▼

Client: \*

Type Client Name

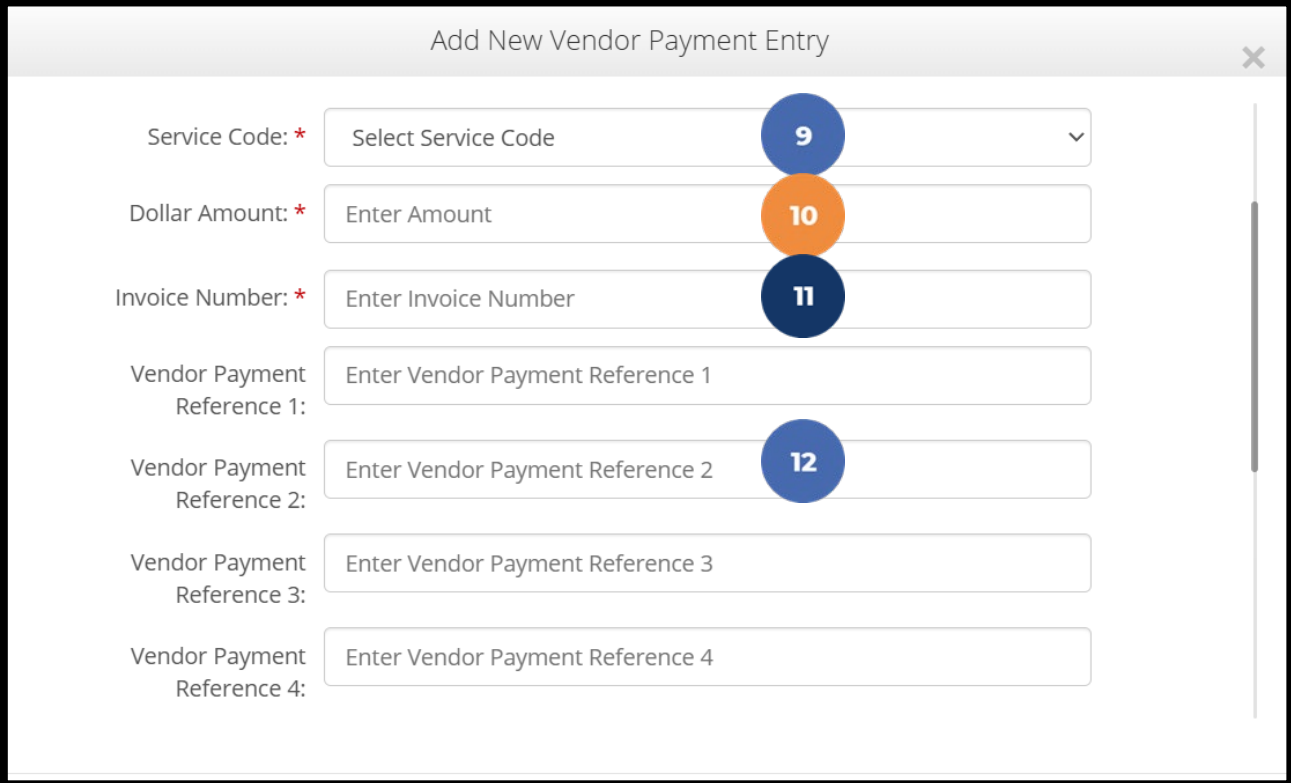
8

**Please note:** Only clients who have an active service account with you listed as the *vendor* will display. If you do not see your client's name appear in the drop down, please reach out to the **Acumen Support team**.



# New Vendor Payment Entry

9. Service code (**required**):  
Select from the drop-down
10. Dollar Amount  
(**required**): Enter the total  
amount for the invoice for all  
dates of service
11. Invoice Number  
(**required**): Enter the invoice  
number
12. Vendor Payment  
Reference Fields 1-5  
(*optional*): Optionally add  
any additional information  
regarding the vendor  
payment



The screenshot shows a web form titled "Add New Vendor Payment Entry" with a close button (X) in the top right corner. The form contains several input fields with corresponding labels and red asterisks indicating required fields. Numbered callouts are placed over the form:

- Callout 9: Points to the "Service Code" dropdown menu.
- Callout 10: Points to the "Dollar Amount" text input field.
- Callout 11: Points to the "Invoice Number" text input field.
- Callout 12: Points to the "Vendor Payment Reference 2" text input field.

The form fields are as follows:

- Service Code: \* (dropdown menu with "Select Service Code" and a downward arrow)
- Dollar Amount: \* (text input field with placeholder "Enter Amount")
- Invoice Number: \* (text input field with placeholder "Enter Invoice Number")
- Vendor Payment Reference 1: (text input field with placeholder "Enter Vendor Payment Reference 1")
- Vendor Payment Reference 2: (text input field with placeholder "Enter Vendor Payment Reference 2")
- Vendor Payment Reference 3: (text input field with placeholder "Enter Vendor Payment Reference 3")
- Vendor Payment Reference 4: (text input field with placeholder "Enter Vendor Payment Reference 4")

# New Vendor Payment Entry

13. Date(s) of Service (**required**):  
This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.

- **Please note:** The sum of the dates of service must match the dollar amount entered in the Dollar Amount field

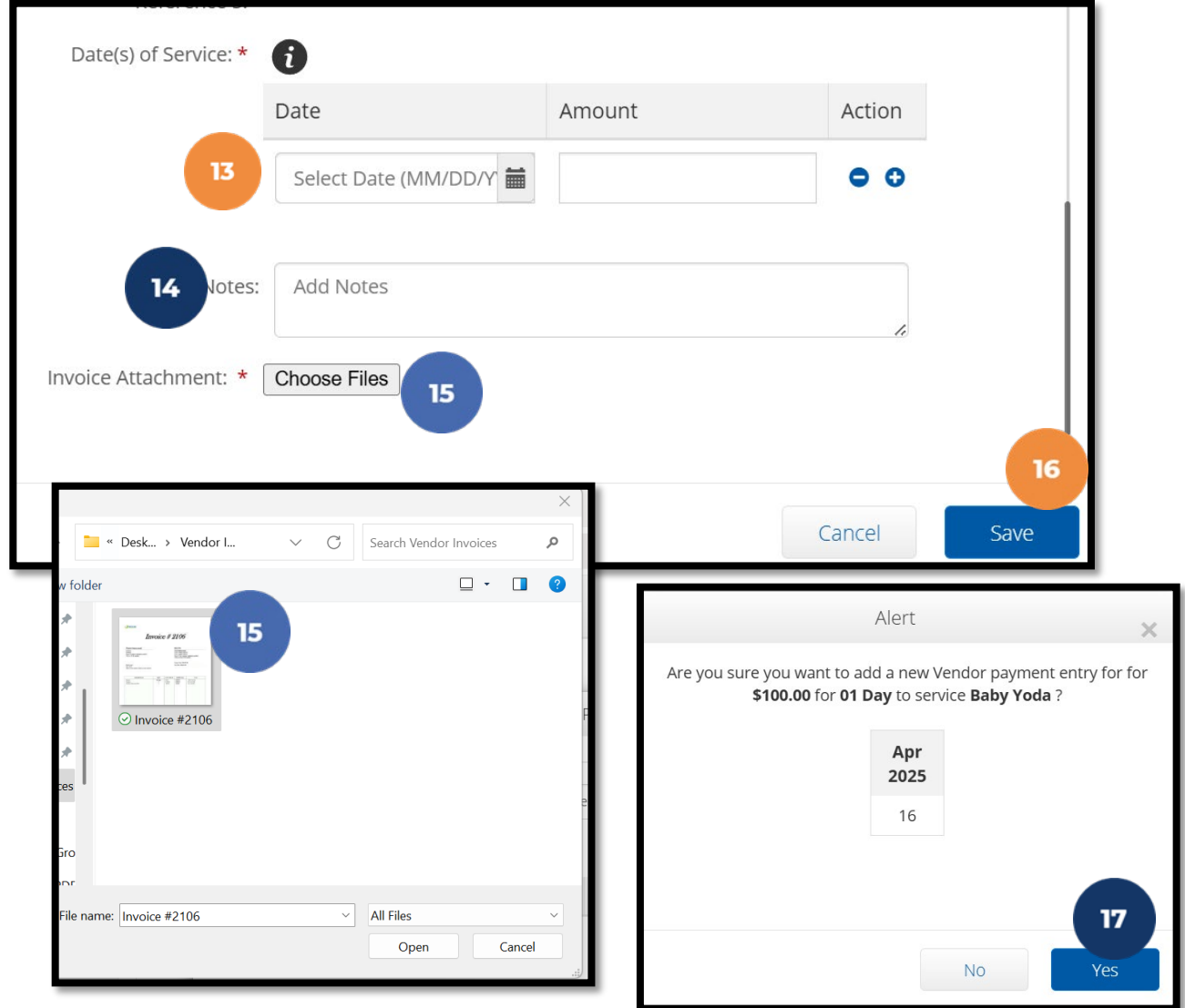
14. Notes (*optional*)

15. supporting documentation Attachment (**required**): Click the **Choose Files** button to select and upload the supporting documentation. Attachment must be in PDF, JPG, or PNG format.

16. Click **Save**

17. Click **Yes** to confirm

***The entry is now submitted!***



The screenshot displays the 'New Vendor Payment Entry' form with several numbered callouts:

- 13:** Points to the 'Date(s) of Service' section, which includes a table with columns 'Date', 'Amount', and 'Action'. The 'Date' column has a 'Select Date (MM/DD/YY)' dropdown and a calendar icon. The 'Action' column has minus and plus icons.
- 14:** Points to the 'Notes' section, which has a text area labeled 'Add Notes'.
- 15:** Points to the 'Invoice Attachment' section, which has a 'Choose Files' button.
- 16:** Points to the 'Save' button at the bottom right of the form.

Below the main form, there are two additional windows:

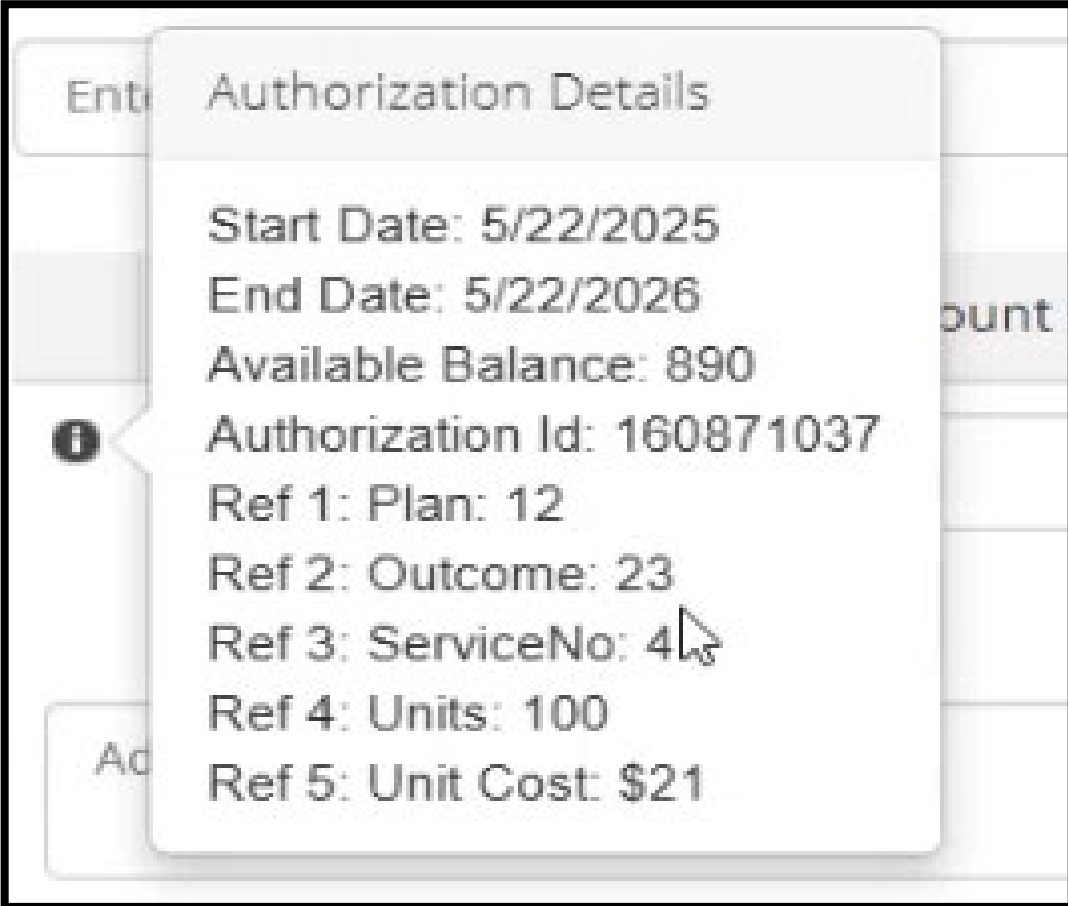
- File Explorer:** A window showing a folder named 'Vendor I...' with a search bar. It displays a file named 'Invoice #2106' with a green checkmark icon. The 'File name' field at the bottom shows 'Invoice #2106' and the file type is set to 'All Files'.
- Alert:** A dialog box asking 'Are you sure you want to add a new Vendor payment entry for for \$100.00 for 01 Day to service Baby Yoda ?'. It shows a calendar for 'Apr 2025' with the date '16' selected. At the bottom, there are 'No' and 'Yes' buttons.

# New Vendor Payment Entry

Hover over the “i” icon to see the authorization details!

Outcome Number and Service Number are related to the specific service code!

Refer to the SDR for the details on which service code to use!



Ent	Authorization Details	
	Start Date: 5/22/2025	
	End Date: 5/22/2026	
	Available Balance: 890	ount
i	Authorization Id: 160871037	
	Ref 1: Plan: 12	
	Ref 2: Outcome: 23	
	Ref 3: ServiceNo: 4	
	Ref 4: Units: 100	
Ad	Ref 5: Unit Cost: \$21	

# Frequently Asked Questions

# Auth Rep FAQ's



## What is my role in DCI?

As an Individual or Authorized Representative, you are responsible for reviewing and approving Community Vendor supporting documentation submitted through DCI. Your approval is required before payment is issued.

## How do I approve a Community Vendor supporting documentation?

Log into the DCI portal, navigate to the submitted invoice entry, review the attached documentation, and approve the supporting documentation if everything is correct.

## What if I see an error in the vendor invoice?

You can reject the supporting documentation and contact the Community Vendor to make corrections before resubmitting.

## Can I submit invoices on behalf of my vendor?

Yes. You may use the DCI Mobile App to create a Vendor Payment Entry, upload supporting documentations and receipts, and submit them for processing.

## What is the Individual PIN used for?

The PIN is used for time validation and client attestation during supporting documentation submissions through the mobile app or Phone EVV system.

# Auth Rep FAQ's



## How do I know if all my vendors are in the system?

Review your vendor list upon logging into DCI. If someone is missing, reach out to your Agent immediately.

## Where can I find help using the DCI system?

Training materials are available on the DCI Web Portal. Go to the '**Help**' section and select NJ DDD Vendor Fiscal/Employer Agent Model Training Materials.

## What happens if I miss an invoice approval deadline?

The supporting documentation will be processed in the next payment cycle. To avoid delays, be sure to approve entries before the listed deadline.

## Who should I contact if I have a question or issue?

Reach out to your Acumen Agent or contact Customer Service at **(866) 427-1739** or **customerservice@acumen2.net**.

## When can I begin using DCI?

Once you receive your 'Good to Go' letter, you may begin using DCI on or after the stated start date. Do not approve or submit supporting documentations before this date.

# Resources

# NJ Payment Schedule

- Follow this payment schedule closely to ensure your employees and/or vendors are always paid on time
- Approve and submit all time entries/vendor payments/reimbursements **by 9 PM EST of the Timesheets Due date even if it falls on a weekend or holiday\***
- Requests submitted after the due date will be handled in the following pay period
- Entries must be **entered and approved** within **60 days of the date of service**



## NJ VF/EA Model Payment Schedule Effective June 8, 2025 – June 6, 2026

To ensure that your employees and/or vendors are always paid on time, please submit and approve all employee time entries and Community Vendor/reimbursement requests by 9pm EST of the due date, **even if it falls on a weekend or holiday (see dates with an \*)**. Those received after 9pm EST of that date will be processed in the following payment period. Employees are required to have a direct deposit unless special approval is given.

To help ensure that the time worked gets to our offices by the due date, please use our Web Time Entry system through DCI, or the Mobile App option. To access DCI, go to <https://acumen.dcisoftware.com/>. Employers must be sure all hours are entered accurately and approved by the employer by 9pm EST for them to be paid on the payment date.

Please contact Acumen Customer Service Call Center at 833-892-0414 to confirm that your time sheet has been received. Contact your Acumen Agent at (848)-400-5903 or [enrollment-nj@acumen2.net](mailto:enrollment-nj@acumen2.net) if you have any questions or concerns.

Month	Payroll Start	Payroll End	Timesheets Due (9pm EST)	Pay Date
JUN	06/08/25	06/21/25	Mon, 06/23/25	Thu, 07/03/25
	06/22/25	07/05/25	Mon, 07/07/25	Fri, 07/18/25
JUL	07/06/25	07/19/25	Mon, 07/21/25	Fri, 08/01/25
	07/20/25	08/02/25	Mon, 08/04/25	Fri, 08/15/25
AUG	08/03/25	08/16/25	Mon, 08/18/25	Fri, 08/29/25
	08/17/25	08/30/25	Mon, 09/01/25	Fri, 09/12/25
SEPT	08/31/25	09/13/25	Mon, 09/15/25	Fri, 09/26/25
	09/14/25	09/27/25	Mon, 09/29/25	Fri, 10/10/25
OCT	09/28/25	10/11/25	Mon, 10/13/25	Fri, 10/24/25
	10/12/25	10/25/25	Mon, 10/27/25	Fri, 11/07/25
NOV	10/26/25	11/08/25	Mon, 11/10/25	Fri, 11/21/25
	11/09/25	11/22/25	Mon, 11/24/25	Fri, 12/05/25
DEC	11/23/25	12/06/25	Mon, 12/08/25	Fri, 12/19/25
	12/07/25	12/20/25	Mon, 12/22/25	Fri, 01/02/26
JAN	12/21/25	01/03/26	Mon, 01/05/26	Fri, 01/16/26
	01/04/26	01/17/26	Mon, 01/19/26	Fri, 01/30/26
FEB	01/18/26	01/31/26	Mon, 02/02/26	Fri, 02/13/26
	02/01/26	02/14/26	Mon, 02/16/26	Fri, 02/27/26
MAR	02/15/26	02/28/26	Mon, 03/02/26	Fri, 03/13/26
	03/01/26	03/14/26	Mon, 03/16/26	Fri, 03/27/26
APR	03/15/26	03/28/26	Mon, 03/30/26	Fri, 04/10/26
	03/29/26	04/11/26	Mon, 04/13/26	Fri, 04/24/26
MAY	04/12/26	04/25/26	Mon, 04/27/26	Fri, 05/08/26
	04/26/26	05/09/26	Mon, 05/11/26	Fri, 05/22/26
	05/10/26	05/23/26	Mon, 05/25/26	Fri, 06/05/26
	05/24/26	06/06/26	Mon, 06/08/26	Thu, 06/18/26



**IMPORTANT**



# Helpful Resources

## Utilize our Websites



**[New Jersey - Training Materials](#)** for more help

- This will give you a full list of Training Materials for DCI



**[New Jersey State Page](#)**

- This will give you New Jersey specific details with Acumen Fiscal Agent

## Contact the Acumen Customer Service Team

For help with enrollment questions, DCI system questions, or payment issues



**[Contact Us](#)** form at **[www.acumenfiscalagent.com/contact](http://www.acumenfiscalagent.com/contact)**



**Email us at [customerservice@acumen2.net](mailto:customerservice@acumen2.net)**



**By Phone: (833) 892-0413**

**Or contact your Acumen New Jersey Client Services Agent!**





**Acumen Fiscal Agent**

Innovation • Opportunity • Freedom

**THANK YOU!**

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