



DCI Mobile App Guide

What is DCI?

**DCI is an online platform to help manage
Employee Time and Service Budget**

- Better tools for both Employers & Employees
- Faster and easier time entry & payroll processing

**DCI will also help keep you compliant with the
21st Century Cures Act**

- As long as you use DCI to properly enter and manage time using EVV.



Roles & Responsibilities

Client



- This is the person who is receiving the care
- Sometimes referred to as Participant (PPT)
- DCI profile is not logged into very often
- Client PIN/Password is used for EVV

Employer



- This is the profile that manages the process
- Some Clients may be their own Employer
- Logs into DCI to manage budgets and time entries
- Designated Reps can also help complete these tasks

Employee(s)



- This is the person who provides the care
- Sometimes referred to as the PHW
- Logs into DCI often to enter time & notes
- Employee PIN can be used for easier DCI login

DCI Mobile App

Mobile App Basics

- **The DCI Mobile App is meant for Real-Time Entry**
 - Missed punches are entered in Web Portal
- **Employees Clock In/Out daily with Mobile App**
 - Employers can review time in Web Portal
- **2 Options for Verification with EVV**
 - PIN/Password entered by Employer
 - Picture taken of Client by Employee



Download DCI Mobile EVV

1. Download the *DCI Mobile EVV* App



2. Set App Permissions



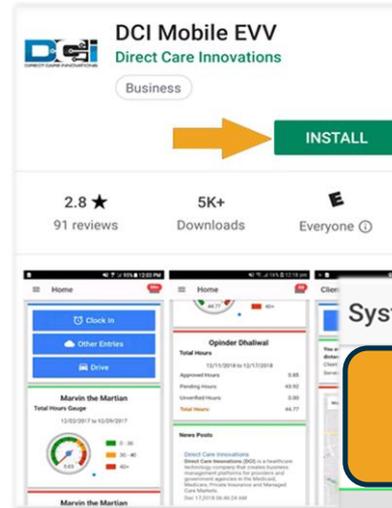
- Location is Required



- Media access is optional

3. Enter System Identifier: **2015**

4. Select Next to login

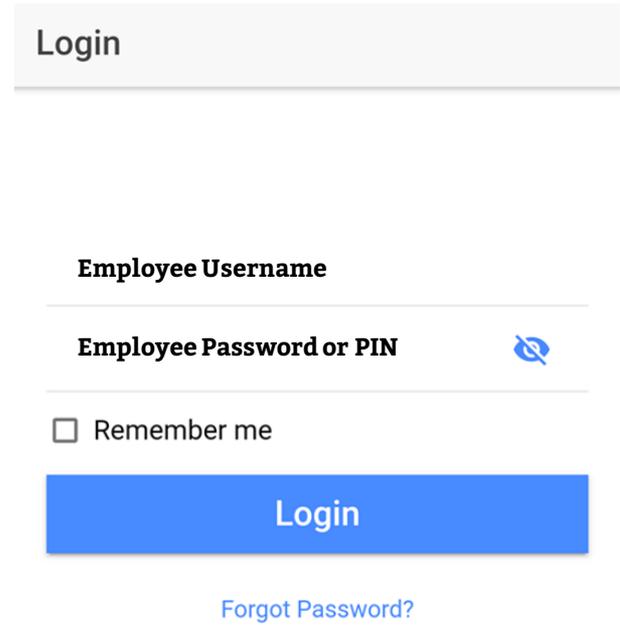


Scan me



Log into the DCI Mobile App

- Enter Employee credentials
 - Use PIN instead of password for easy login
- Select Login to access Mobile App
- Select “Remember Me” on personal device
- Utilize Forgot Password link if necessary
 - Requires a valid email on file
- Contact Acumen Agent with login issues

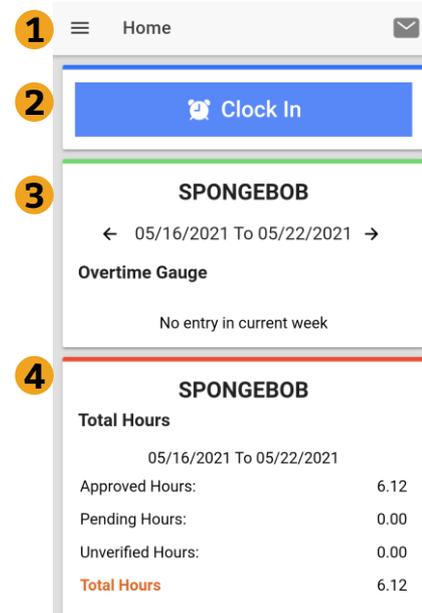


The screenshot shows the login interface of the DCI Mobile App. At the top, there is a header labeled "Login". Below the header, there are two input fields: "Employee Username" and "Employee Password or PIN". The password field has a blue eye icon to its right, indicating a toggle for visibility. Below the password field, there is a checkbox labeled "Remember me". A large blue button with the text "Login" is positioned below the checkbox. At the bottom of the form, there is a blue link labeled "Forgot Password?".



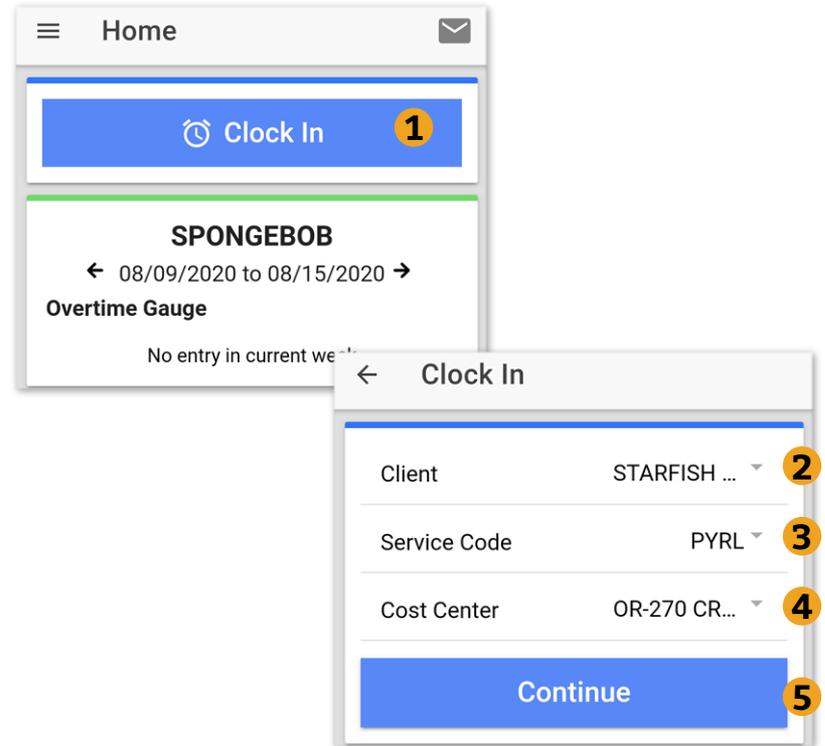
Mobile App Home Page

1. Menu Button
 - Use to navigate in Mobile App
2. Clock In Button
 - Begin Clock In/Out process
3. Overtime Gauge
 - Shows OT hours
4. Total Hours Breakdown
 - Shows the current calendar week



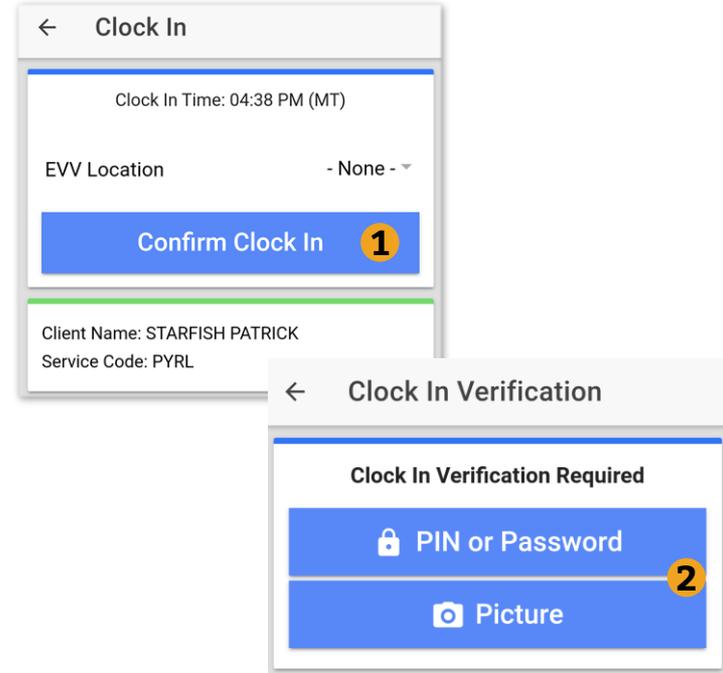
Clock In on Mobile App

1. Tap Blue Clock In Button
2. Select Client Name from dropdown
 - Auto-filled for a single client
3. Select Service Code from dropdown
4. Cost Center is auto-filled
5. Select Continue



Electronic Visit Verification (EVV)

1. Select Confirm Clock In
 - This will start the time for the shift
2. Choose Password or Picture
 - Employer Enters PIN or Password
 - Employee Takes Picture of Client*
 - *Requires Facial Recognition

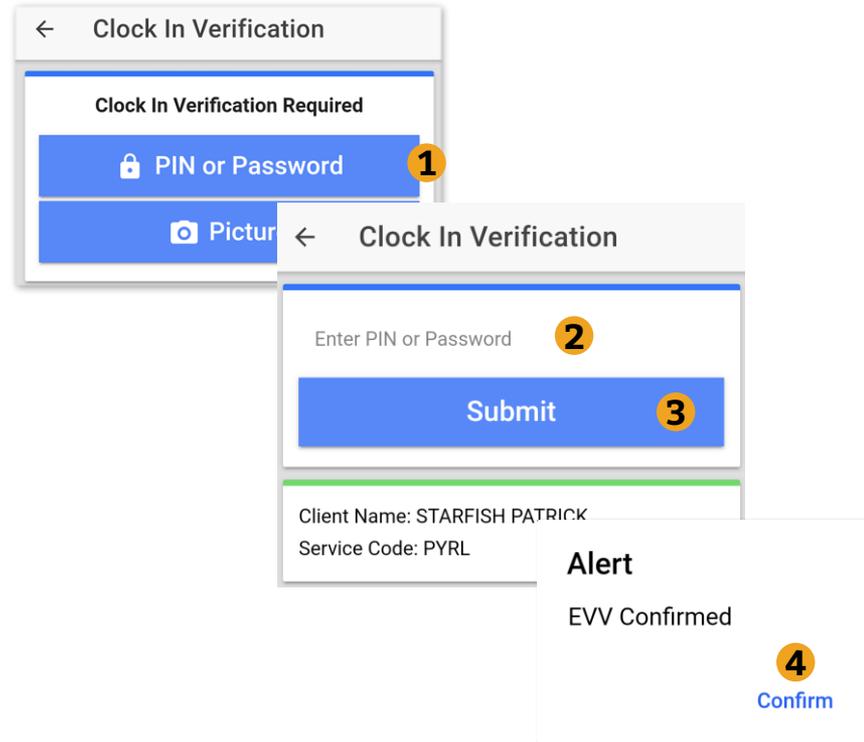


EVV: Client PIN or Password

1. Select Client PIN or Password
2. Client will enter the Client PIN or Password
3. Select Submit
4. Select Confirm to validate EVV is complete

Setup:

Employer or Client should log into the Client Profile in the Web Portal to set [EVV PIN](#).

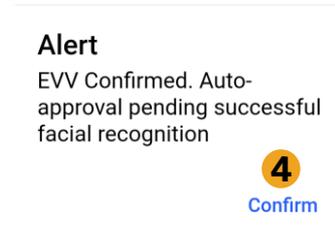
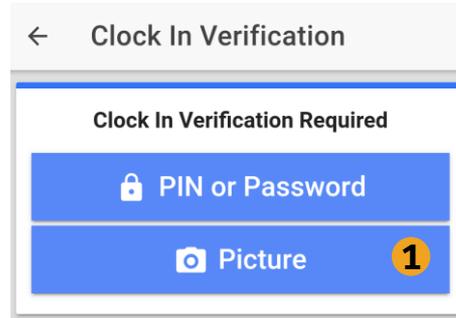


EVV: Picture

1. Select Picture
2. Employee will take a picture of the Client
3. Select ✓ to Save picture
 - Select ↺ to try again
4. Select Confirm to validate

Setup:

Employer or Client should send picture of client to Customer Service for [Facial Recognition setup](#)



Clock In Verification Complete

After EVV is complete

1. Employee will see “Continue to Clock Out” screen
2. Clock In details will be shown
 1. Client Name & Service Code
 2. Clock In Time & EVV Method

The screenshot shows a mobile application interface for clocking out. At the top, it says 'Clock Out' with a yellow circle containing the number '1'. Below this is a blue button with a clock icon and the text 'Continue to Clock Out'. A green horizontal line separates this from the details section below. The details section contains the following text: 'Client Name: PATRICK', 'Service Code: PYRL', and 'Clock In Time: 12:39 PM (MT) verified by Client PIN or Password'. A yellow circle containing the number '2' is positioned to the right of the service code.

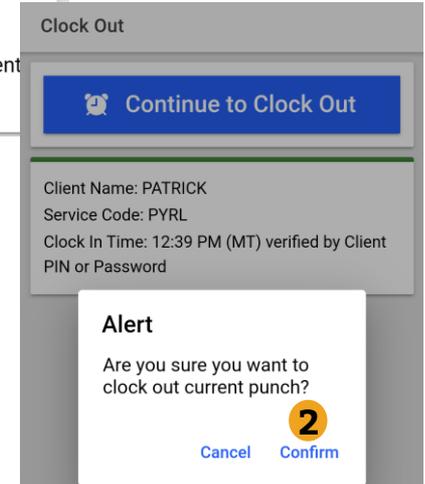
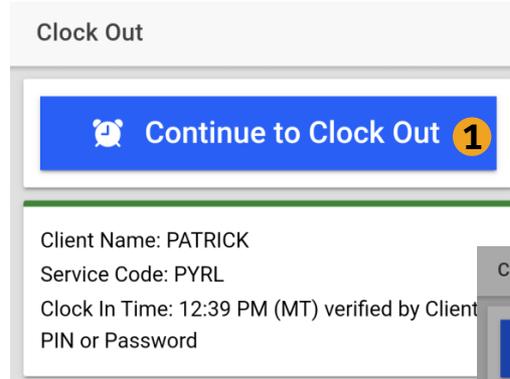
Congratulations!
You are now on the clock.



Clock Out on Mobile App

Employee logs into Mobile App

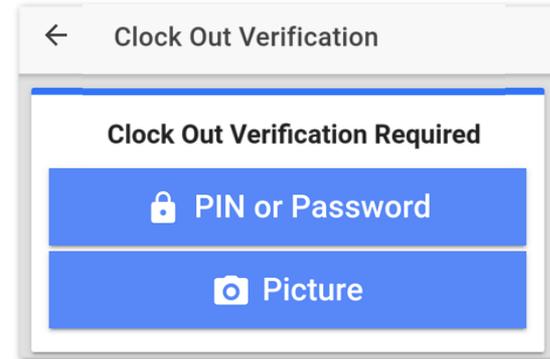
1. Select Continue to Clock Out
2. Select Confirm



Electronic Visit Verification (EVV)

EVV is required at Clock In & Out

1. Client PIN or password
 - Requires set-up. [Set Client PIN](#)
2. Picture
 - Requires set-up. [Facial Recognition](#)



*This is the same as the Clock In.
Choose only 1 and complete
EVV.*



Continue to Clock Out

Once EVV is complete

1. Service Notes are Optional
2. Select Confirm Clock Out
3. Review punch details
4. Select Home to return to dashboard

Clock Out

Clock Out Time: 01:19 PM (MT)

Notes are Optional 1

 Add Attachment

Confirm Clock Out 2

Client Name: PATRICK
Service Code: PYRL
Clock In Time: 12:39 PM (MT) verified by Client PIN or Password

Punch Information

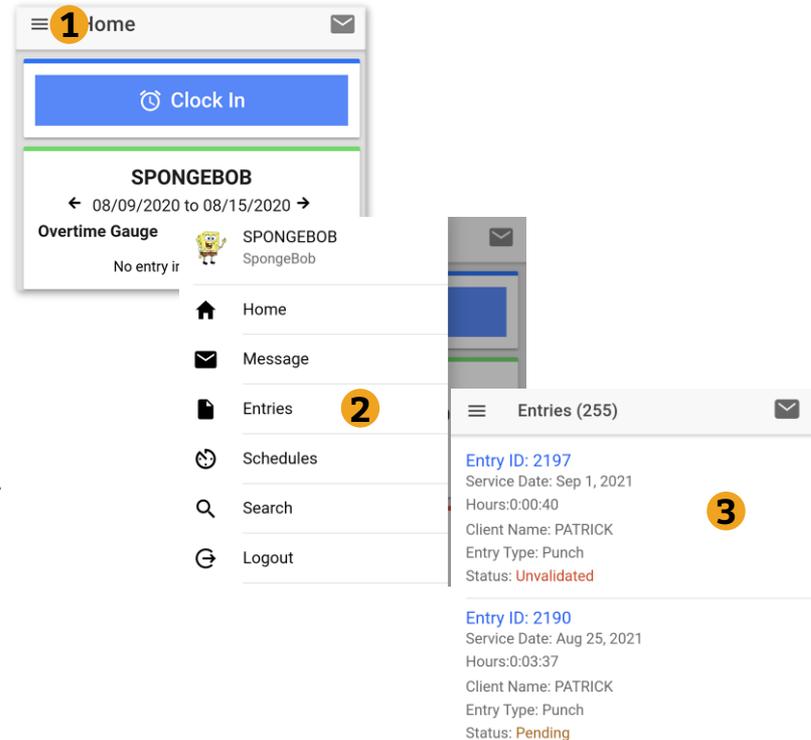
Client Name: PATRICK **3**
Service Code: PYRL
Clock In Time: 12:39 PM (MT) verified by Client PIN or Password
Clock Out Time: 04:39 PM (MT) verified by PIN Or Password

Home 4



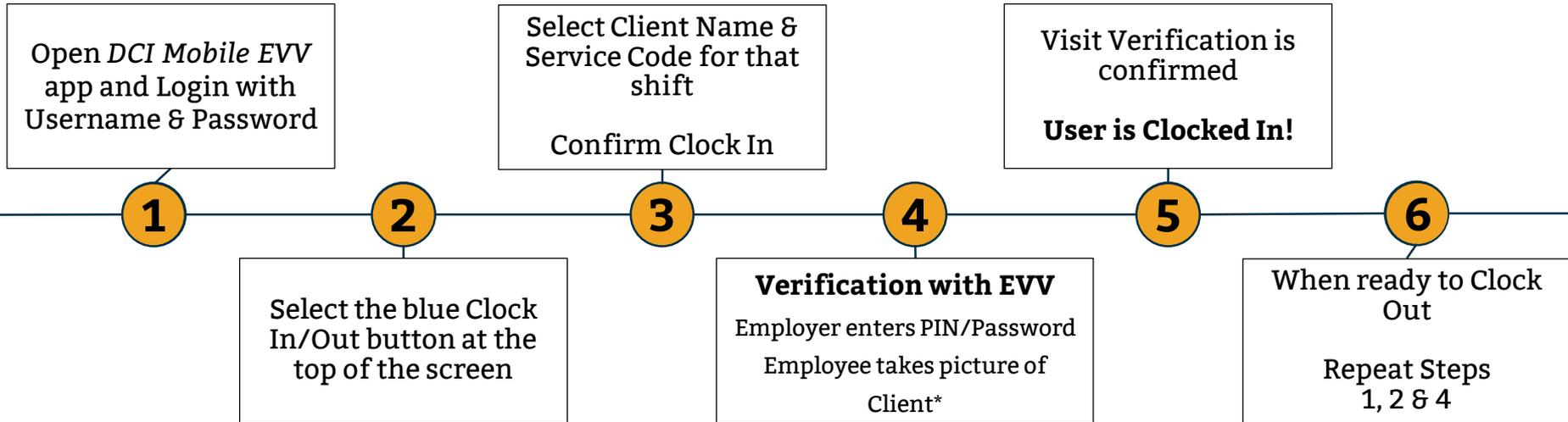
Review Employee Entries

1. Select Menu on Top Left of Screen
2. Select Entries to view a complete list of submitted time entries
3. Ensure all time entered is accurate
 - Approved entries will be paid
 - Pending is waiting for Approval
 - Unvalidated requires no action
 - Rejected entries will not be paid



Mobile App Process Timeline

Process starts when the Employee is ready to begin their shift.



*Requires Facial Recognition



DCI Tips & Tricks

1. All Employers and Employees should have a unique valid email address in DCI
2. Users have 3 attempts to login until they are locked out and need to contact Customer Service
3. Employers will exclusively use the DCI Web Portal and Employees will use the Mobile app
4. Employees will always enter their own time
 - Employers will Approve or Reject



Where to go for help?

- Utilize our **DCI Training Materials** for more help
 - This will give you a full list of Training Materials for DCI
- Contact your Customer Service for more help



NC Phone: (877) 901-5827

WI Phone: (877) 901-5826



acumenfiscalagent.zendesk.com



Thank you!

Visit the **Help Center** to learn more at:
acumenfiscalagent.zendesk.com