

# **DCI PHONE EVV FOR EMPLOYEES ONLY (Historical)**

## **Before starting, complete the following:**

- Confirm with your FMS the Client Phone # on file. This is the phone the employee will use to call to punch in and out. This MUST be a Landline or VOIP phone.
- Employees will need the last 4 digits of their Social Security Number & Date of Birth.
- Employee's also need to know their PIN. Use [Phone EVV Guide](#) for help.
- Employee must know the Client Name & Service Code for that shift.
- Client/Employer should know the Client PIN. Contact customer service to add/change PIN.

## **To Enter Historical Punch:**

- 1) Employee calls **(844) 608-0047**
- 2) Employee will enter the last 4 digits of their Social Security Number
- 3) Employee will enter their 4 digit Employee PIN
  - a. Use Phone EVV Guide to help add/change PIN
- 4) Employee will enter their birth Month & Day
  - a. In MMDD format (ex. June 9<sup>th</sup> = 0609)
- 5) Press any key to continue
- 6) Confirm "hourly" with the prompt given
- 7) Confirm the Client's name with the prompt given
- 8) Select #2 for Historical Punch
- 9) Confirm the service code with the prompt given
- 10) Enter Date of Service in MMDDYYYY format
  - a. (i.e. August 1, 2019 = 08012019)
- 11) Enter Clock IN time in HH:MM format
  - a. (i.e. 8:30 = 0830)
- 12) Select AM or PM
- 13) Enter Clock OUT time in HH:MM format
  - a. (i.e. 4:45 = 0445)
- 14) Select AM or PM
- 15) Select EVV Location or Continue without x2 (Clock In & Out)
- 16) Review details and confirm to save the punch (#1-Yes, #2-No)
- 17) Initiate Client Validation
  - a. Get Client or Employer and Press #1 when ready
- 18) Client/Employer will review punch details and Accept or Reject punch
- 19) Enter Client PIN
- 20) Then the recording will review the punch that has been created
  - a. Call will end automatically

**Punches can be added, verified, or corrected in the Employer's DCI Portal.**