



DCI Employee Portal Guide

What is DCI?

**DCI is an online platform to help manage
Employee Time Entry**

- 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.



Important Terms

- **Client (CLT)** - This individual receives the care. Some programs refer to this individual as a Participant or Member. Clients may be their own Employer.
- **Employee (EE)** - This person is hired & trained to provide services to the Client. EE's also are responsible for entering their own time into the system.
- **Employer (ER)** - This is the leader who hires the Employee(s) & manages the process. The Employer will approve time & manage the budget in DCI.
- **Authorized Representative (AR)** - This individual helps the Employer complete various tasks. This is common in families & when a CLT is their own ER.
- **Electronic Visit Verification (EVV)** - This is how punches are verified in the system. Verification is a vital part of the Clock In/Out process.



Multiple Ways to Enter Time

Mobile App



- Preferred Method
- Real Time Entry
- Auto-Approved Time
- EVV Compliant

Phone EVV



- Alternate Method
- Real Time & Historical
- Auto-Approved Time
- EVV Compliant

Web Portal

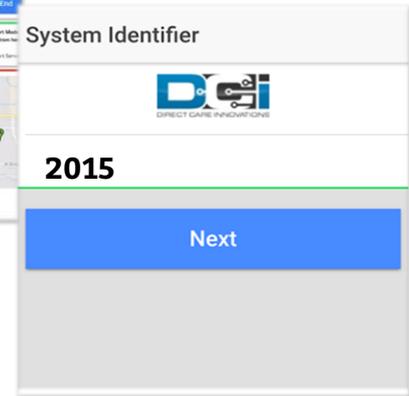
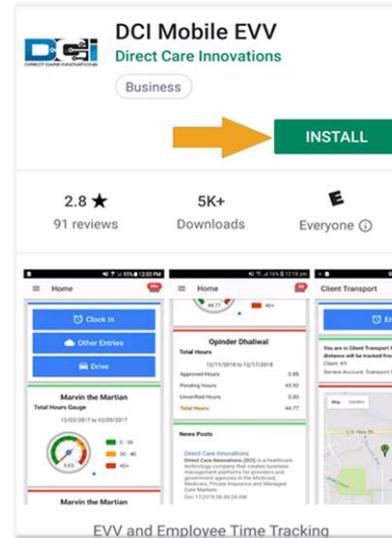


- Time Management
- Historical Entries
- Manual Time Approval
- Non-EVV Compliant

DCI Mobile App

Download the DCI Mobile App

1. Download the DCI Mobile EVV App
 - a. Available in the Apple App Store & Google Play Store
2. Add a Shortcut to the Home Screen
3. Register the App with your FMS using system identifier: **2015**
4. Select Next to proceed to the main screen



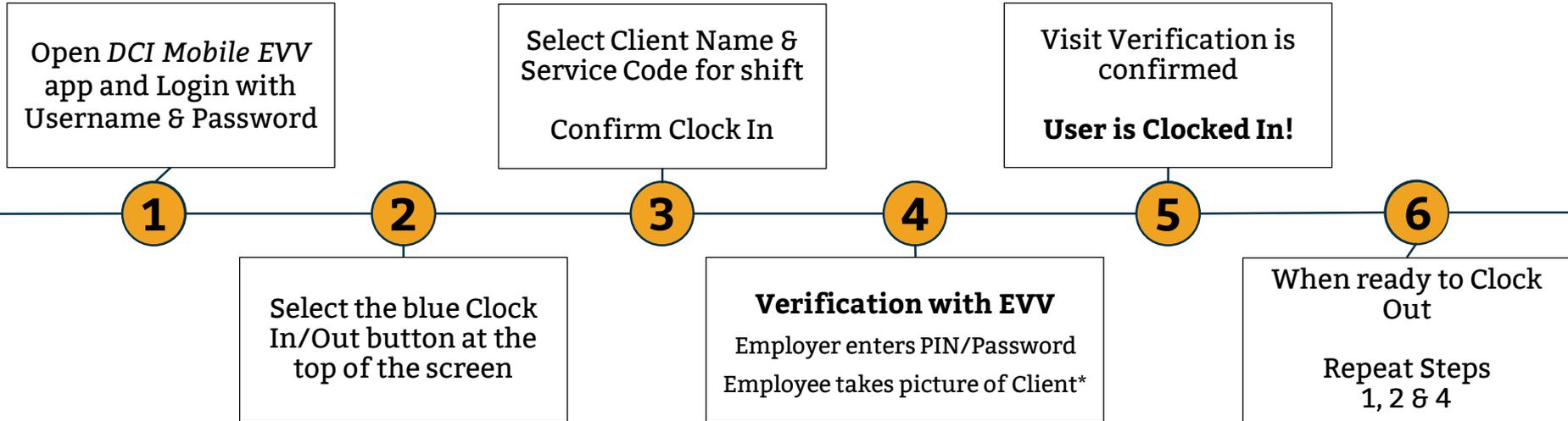
Mobile App Basics

- **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



Mobile App Process Timeline

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



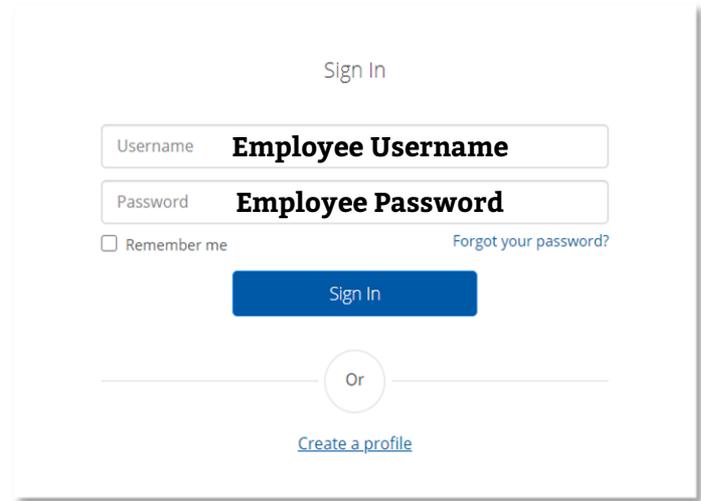
*Requires Facial Recognition



Employee Web Portal

Accessing the DCI Web Portal

1. Open up an Internet Browser on a computer or mobile device
2. Navigate to the [DCI Web Portal](#)
3. Enter Employee Username and Password
4. Utilize Forgot Password link if necessary*
 - * Requires email to be on file
5. Contact Customer Service with login issues



The screenshot shows the 'Sign In' page of the DCI Web Portal. At the top, the text 'Sign In' is centered. Below it are two input fields: 'Username' with the placeholder text 'Employee Username' and 'Password' with the placeholder text 'Employee Password'. To the left of the password field is a checkbox labeled 'Remember me'. To the right is a link that says 'Forgot your password?'. Below the input fields is a blue button labeled 'Sign In'. Underneath the button is a horizontal line with a circle containing the word 'Or' in the center. Below the line is a link that says 'Create a profile'.

Home Page Details

Employee Home Page is the landing page

1. Entries tab to view a complete list of submitted time entries
2. Overtime Gauge & Total Hours for the current calendar week
3. Add Entry to enter a Historical time punch
4. Profile Settings

The screenshot shows the Employee Home Page dashboard. The top navigation bar includes the Acumen logo, a 'HOME' button, and a user profile for 'bart.simpson'. The left sidebar contains a menu with 'ENTRIES' (1), 'ACCOUNTS', 'PROFILE CERTIFICATION', 'SCHEDULES', and 'AVAILABILITY'. The main content area features a date range selector for '08/09/2020 to 08/15/2020'. Below this, there are two panels: 'Overtime Gauge' (2) and 'Total Hours' (3). The Overtime Gauge shows a legend for 0 to 30 (green), 30 to 40 (orange), and 40+ (red), with the text 'No entry in current week'. The Total Hours panel displays 'Approved Hours: 0.00', 'Pending Hours: 0.00', 'Unverified Hours: 0.00' (highlighted in red), and 'Total Hours: 0.00'. A blue 'Add Entry' button (4) is located in the top right corner. At the bottom, there is a section for 'Expiring Certifications' with columns for 'Certification Name', 'Certification Expiration Date', and 'Link to Certification Course'.



Add New Entry

1. Account Type is Always Hourly
2. Type Client Name > Select from list
3. Choose Service Code from dropdown
4. Select Service Date from calendar
5. Input Clock In/Out Times
 - Always after shift is completed
6. EVV Method is “Client Portal Signoff”
7. Skip Location, Notes & Attachments
8. Select “Save”

The screenshot shows the 'Add New Entry' form with the following fields and callouts:

- Entry Type: Punch
- Employee Name: BART SIMPSON
- Account Type: Hourly (1)
- Client: Type Client Name (2)
- Service Code: Select Service Code (3)
- Service Date: 08/12/2020 (4)
- Check In: HH:MM AM (5)
- Check Out: HH:MM PM (5)
- EVV Method: Select Method (6)
- Clock In EW Location: Select Location
- Clock Out EW Location: Select Location
- Check Out Date: Check Out Date (7)
- Diagnostic Code: Diagnostic Code
- Notes: Add Notes for Punch
- Attachment: Add Attachment
- Buttons: Cancel, Save (8)



Add/Change PIN

Log into DCI with Username & Password

1. Select Username > Then Settings
 - Located in the top right corner
2. Select “Change PIN” or Add New PIN
 - Add New PIN after Reset
 - Change PIN anytime
3. Enter New PIN & Confirm
 - Then Select “Change PIN”

Help avalanche

avalanche

Settings

Logout

HOME

Acumen Powered by DCI

CHANGE PASSWORD

CHANGE PIN

CHANGE SECURITY QUESTION

Current Pin: 0000

New Pin: 1234

Confirm Pin: 1234

Cancel Change Pin



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