



Acumen powered by DCI Software

Mobile App Guide

Minnesota

Welcome to Acumen!

Thank you for joining the Acumen
Family!

Acumen Fiscal Agent facilitates freedom,
choice and opportunity through innovative
fiscal agent solutions.

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



What is DCI?

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

- Better tools for both Employers & Employees
- Quick & easy time entry & payroll processing

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

- Our EVV compliant time entry options will help you meet all of the new requirements



Roles & Responsibilities

Client



- This is the person who is receiving the care
- Sometimes referred to as participant or individual
- DCI profile is not logged into very often

Employer



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

Employee(s)



- This is the person who provides the care
- Sometimes referred to as the attendant or aide
- 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
 - Clocking In/Out of each shift
- Time Management is done in the DCI Web Portal
 - ER/DR will review time in DCI Web Portal
- Clocking In/Out is very easy with the Mobile App
 - Process should take less than 60 seconds each day



Download DCI Mobile EVV

1. Download the *DCI Mobile EVV* App



2. Set App Permissions



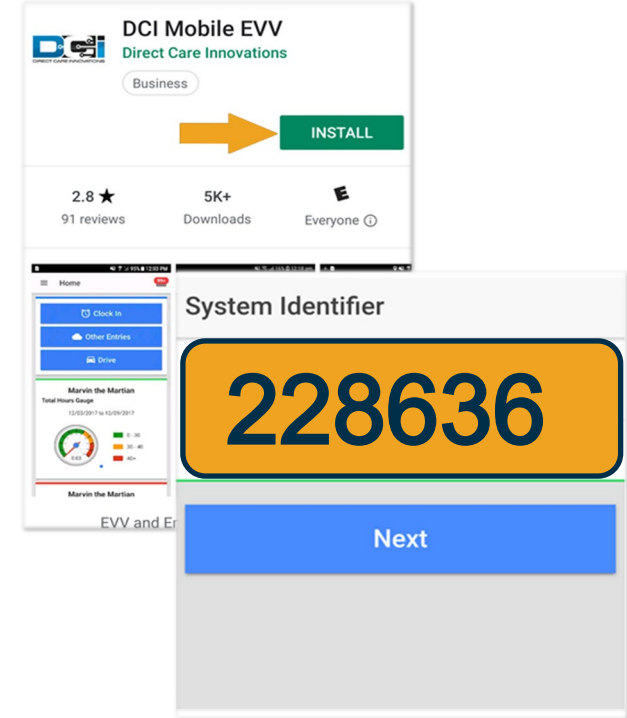
- Location is Required



- Media access is not necessary

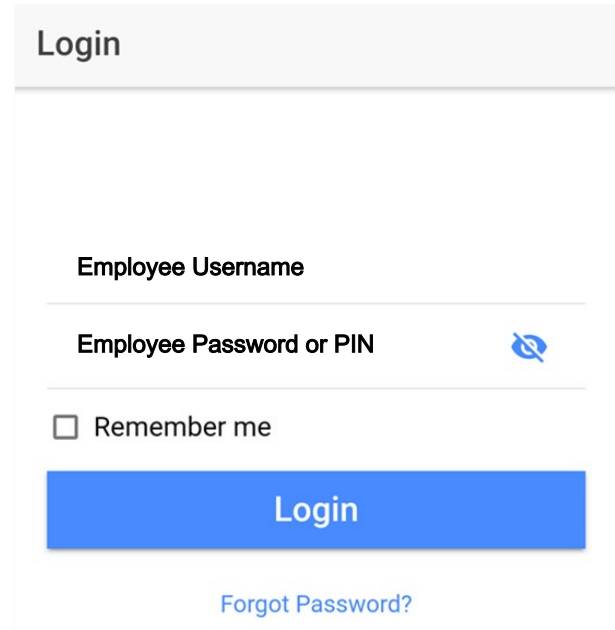
3. Enter System Identifier: **228636**

4. Select Next to login



Log into the DCI Mobile App

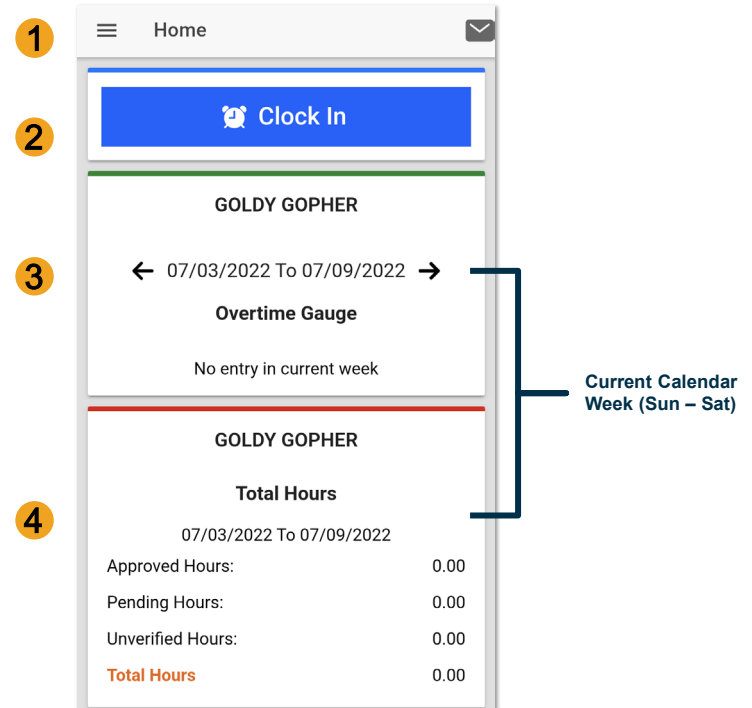
- Enter Employee credentials
 - Provided by Acumen on GTG Letter
- Select Login to access Mobile App
- Select “Remember Me” on personal device
- Utilize Forgot Password link if necessary
 - Requires a valid email on file
- Contact Acumen Agent with login issues



The screenshot shows the login interface of the DCI Mobile App. At the top, there is a header bar with the word "Login" in a light gray box. Below this, the form contains 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 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 that says "Forgot Password?".

Mobile App Home Page

1. Menu Button
 - Use to navigate in Mobile App
2. Clock In Button
 - Begin Clock In/Out process
 - See next slide for details
3. Overtime Gauge
 - Shows a total of the hours worked
4. Total Hours Breakdown
 - Shows the current status of hours



Clock In on Mobile App

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

Home

Clock In 1

GOLDY GOPHER

← 07/03/2022 To 07/09/2022 →

Overtime G...

No entry in current

← Clock In

Client VIKTOR ... 2

Service Code PA 3

Cost Center MN-020 ... 4

Continue 5

Confirm Clock In

1. Select Confirm Clock In

* *This will Start the time for the shift*

2. Punch Confirmation

- Clock Out page is shown with Clock In time displayed

Congratulations!
You are now on the clock.

The image displays two screenshots of a mobile application interface for clocking in and out.

Top Screenshot (Clock In):

- Header: ← Clock In
- Text: Clock In Time: 04:40 PM (CST)
- Text: EVV Location Home ▾
- Button: Confirm Clock In (labeled with a yellow circle containing the number 1)
- Text: Client Name: VIKTOR VIKING
- Text: Service Code: PA

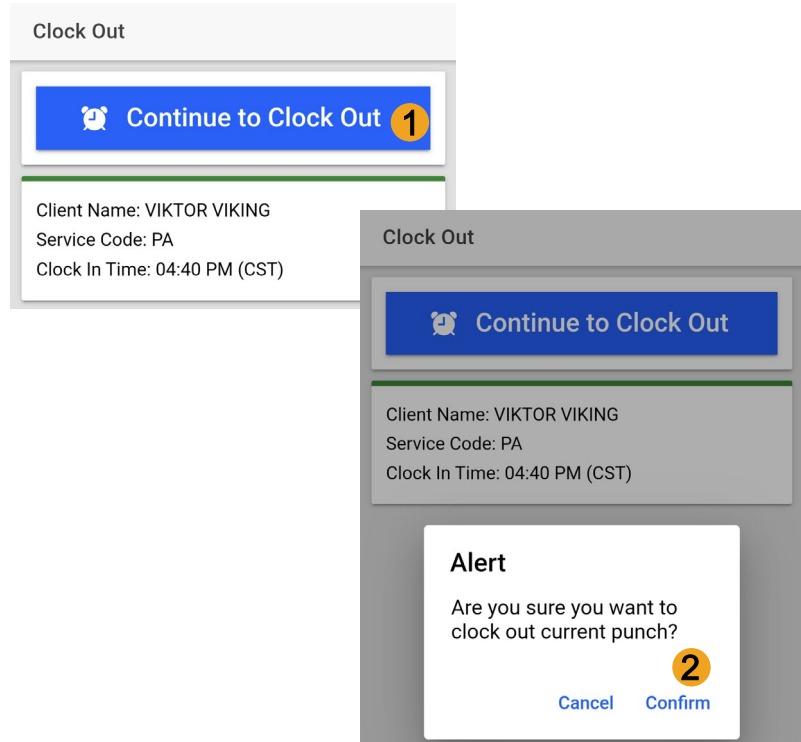
Bottom Screenshot (Clock Out):

- Header: Clock Out
- Button: Continue to Clock Out (labeled with a yellow circle containing the number 2)
- Text: Client Name: VIKTOR VIKING
- Text: Service Code: PA
- Text: Clock In Time: 04:40 PM (CST)

Clock Out on Mobile App

Employee logs into Mobile App

1. Select Continue to Clock Out
2. Alert will ask to confirm



Confirm Clock Out

1. Notes are Optional

- Discuss w/ ER if necessary

2. Select Confirm Clock Out

- * *This will Stop the time for the shift*

3. Punch Confirmation

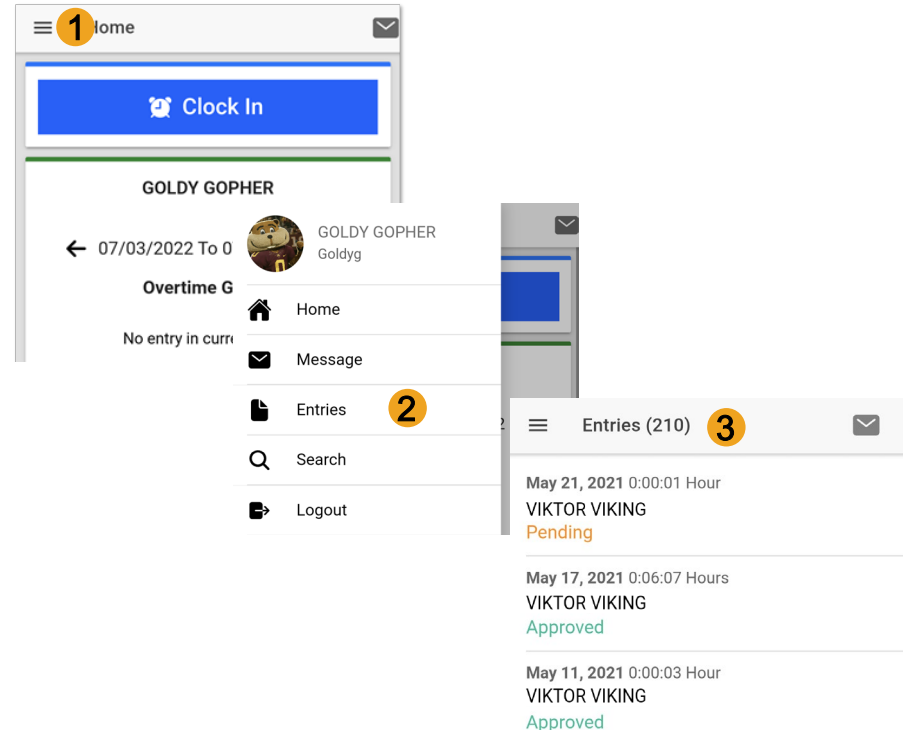
- Punch details are shown
- Select Home when ready

Congratulations!
Your shift is complete.

The screenshot displays the 'Clock Out' interface. At the top, it shows 'Clock Out Time: 06:42 PM (CST)' and 'EVV Location: Home'. Below this, a section titled 'Notes are optional' is highlighted with a yellow circle '1'. Underneath, there is an 'Add Attachment' button. A large blue button labeled 'Confirm Clock Out' is highlighted with a yellow circle '2'. Below the main form, a section titled 'Punch Information' shows the following details: Client Name: VIKTOR VIKING, Service Code: PA, Clock In Time: 04:40 PM (CST), Clock Out Time: 06:43 PM (CST), and Notes: Service notes. At the bottom, a blue button with a home icon and the text 'Home' is highlighted with a yellow circle '3'.

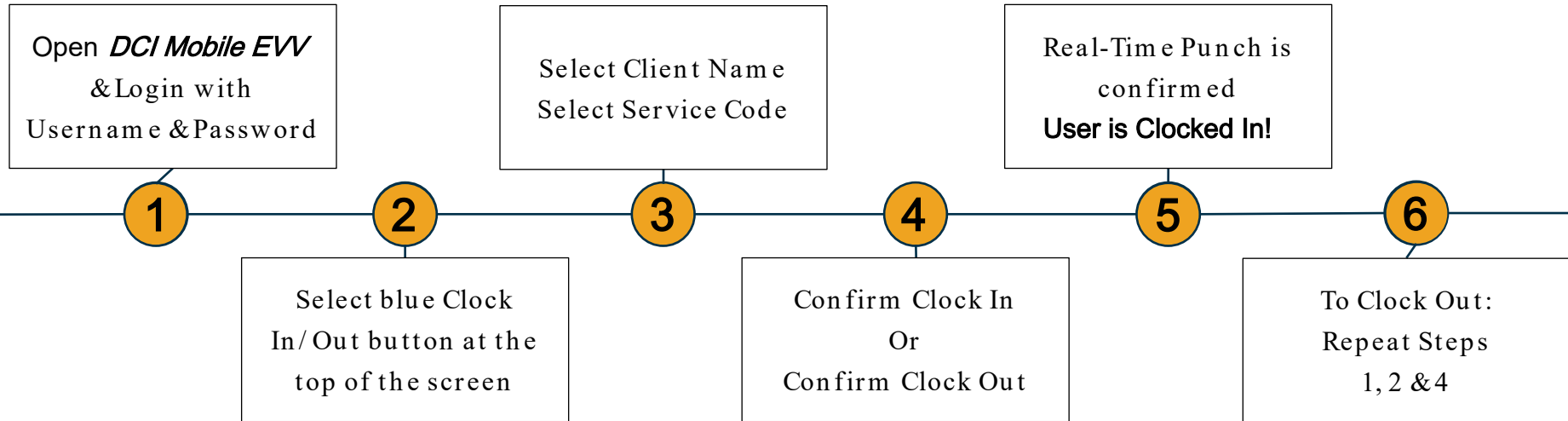
Review Employee Entries

1. Select Menu on top left of screen
2. Select Entries to view list
3. View complete list of entries
 - Employees should verify all time is submitted
 - Employer will approve time as needed



Mobile App Process Timeline

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



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 Acumen Agent for more help
 - Contact Customer Service if you don't know your assigned agent



Phone: (877) 211-3738



acumenfiscalagent.com



Thank you!

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