



# Historical Entries with Reason Codes

# Reason Code Basics

- Reason Codes are required for some programs and services
- If you see an option to select a reason, it's required for you.
- This is the reason you are entering your time in the DCI Web Portal instead of an EVV Compliant method
- The DCI Web Portal should only be used to enter missed punches or for Live -In Exempt Employees
  - Discuss with your Agent for more info on Live -In Exemptions

# The DCI Web Portal

1. Open an Internet Browser on a computer or mobile device
2. Navigate to the DCI Web Portal
3. Enter Employee Username/Password
4. Use Forgot Password link if needed
5. Contact Acumen Agent for help

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

Sign In

Username

Password

Remember me [Forgot your password?](#)

Sign In

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# DCI Web Portal

On a Laptop or Desktop Computer

# Add New Entry

(Computer/Laptop)

Once logged in

1. Select Add New Entry

Home > Dashboard

Help spongebob

1 → Add Entry

SPONGEBOB ← 11/01/2020 to 11/07/2020 →

Overtime Gauge	11/01/2020 to 11/07/2020
No entry in current week	

Total Hours	11/01/2020 to 11/07/2020
Approved By:	7.52
Pending Hours:	0.00
<b>Unverified Hours:</b>	<b>0.00</b>
<b>Total Hours:</b>	<b>7.52</b>

Expiring Certifications

Certification Name	Certification Expiration Date	Link to Certification Course
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# Complete New Entry

1. Enter Client Name & Select
2. Select Service Code
3. Select Service Date
4. Enter Check In and Check Out times
5. Select Portal Signoff
6. Select EVV Location if necessary

Add New Entry

Entry Type:	Punch	1
Employee Name:	Steph Employee2	2
Account Type:	Hourly	3
Client:	Steph Client3 - 1778	4
Service Code:	RESPIRE (Hourly)	5
Service Date:	11/21/2023	6
Remaining Balance:	99996.43	
Check In:	5:00 AM	
Check Out:	1:30 PM	
EVV Method:	Portal Signoff	
Clock In EVV Location:	Home	
Clock Out EVV Location:	Home	

# Complete New Entry (Cont.)

7. Select Reason Code from drop -down list
8. Add Reason Code Note, if required.
  - An \* will appear if a note is required
9. Notes are optional
10. Attachments are optional
11. Select Save
12. Select Yes to Submit

Add Reason Codes: \*

Add Reason Code Note: \*

Diagnosis Code:

Notes:

Attachment: [Add Attachment](#)

Alert

Are you sure you want to add a new punch for 04:00 hour(s) for PATRICK - TX5678 for Jan 01, 2021?

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# Mobile Web Portal

On a Smartphone or Tablet



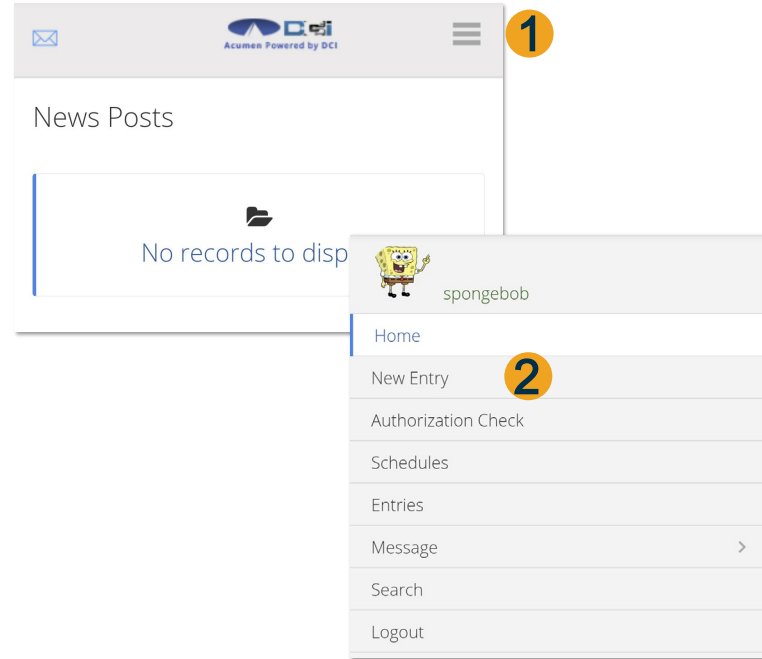
# Add New Entry

(Mobile Device)

Once logged in

1. Select the Menu in the top right corner
2. Select New Entry

Complete the Add New Entry Wizard



# Add New Entry Wizard

1. First 2 boxes are preset
2. Enter Client Name
3. Select Service Code
4. Select Service Date
5. Enter Start & End Time
6. Select Portal Signoff
7. Select EVV Location if necessary

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

- 1:** A bracket on the right side of the first two dropdown menus, 'Punch' and 'Hourly'.
- 2:** A text input field containing 'PATRICK - TX5678' with a clear 'x' button.
- 3:** A dropdown menu with 'PYRL' selected.
- 4:** A date input field with '01/01/2021' and a calendar icon.
- 5:** Two time input fields: '6:00 AM' and '10:00 AM', each with a clock icon.
- 6:** A dropdown menu with 'Portal Signoff' selected.
- 7:** A bracket on the right side of the last two dropdown menus, 'Select Clock In EVV Location' and 'Select Clock Out EVV Location'.

# Add New Entry Wizard (Cont.)

8. Select Reason Code from the drop -down list

9. Select the  to move to the note field

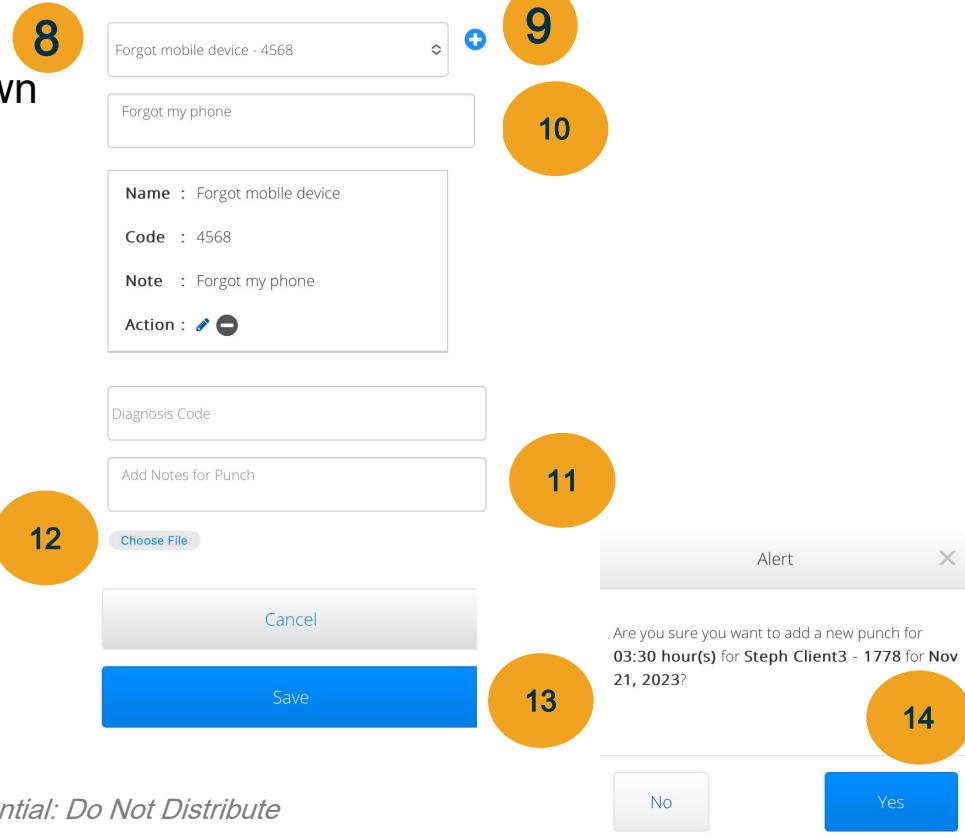
10. Add Reason Code Note, if required



11. Notes are optional

12. Attachments are optional

13. Select Save

14. Select Yes to Submit



The screenshot shows the 'Add New Entry Wizard' interface. It features a dropdown menu for 'Reason Code' with 'Forgot mobile device - 4568' selected. A plus icon is visible to the right of the dropdown. Below the dropdown is a text input field containing 'Forgot my phone'. A summary box displays the following information: 'Name : Forgot mobile device', 'Code : 4568', 'Note : Forgot my phone', and 'Action :  '. Below the summary box are two text input fields: 'Diagnosis Code' and 'Add Notes for Punch'. A 'Choose File' button is located below the 'Add Notes for Punch' field. At the bottom of the form are 'Cancel' and 'Save' buttons. An 'Alert' dialog box is open, displaying the message: 'Are you sure you want to add a new punch for 03:30 hour(s) for Steph Client3 - 1778 for Nov 21, 2023?'. The dialog has 'No' and 'Yes' buttons.

# 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: (866) 414-2541



[acumenfiscalagent.com](https://www.acumenfiscalagent.com)



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# Thank you!

Visit the **Acumen Help Center** to learn more at:  
[acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)