DCI Employee Portal Guide

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 a website that manages Employee's Time

- Better tools for Time Management

- Faster and easier time entry & payroll processing

DCI can 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.

- Web Portal entries are not always EVV Compliant

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
- Client PIN/Password is used for EVV

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

Multiple Ways to Enter Time

Mobile App

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

Phone EVV

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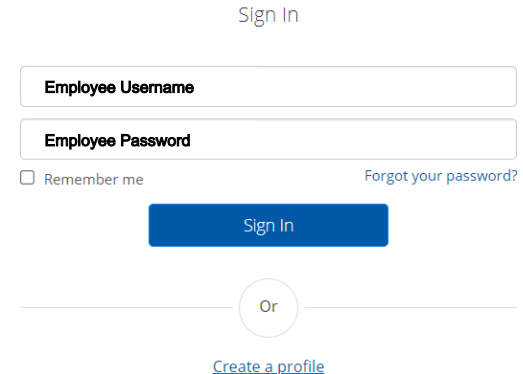- Real Time & Historical
- Auto-Approved Time*
- EVV Compliant

*- Not available in all states

Web Portal

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

Employee Web Portal

Accessing 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

Sign In

Employee Username

Employee Password

☐ Remember me   Forgot your password?

Sign In

Or

Create a profile

Home Page Details

Employee Dashboard 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 - *See next slide*

Add New Entry

Add New Entry (Computer/Laptop)

Once logged in

1. Select Add New Entry

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

Field	Value
Entry Type:	Punch
Employee Name:	Steph Employee2
Account Type:	Hourly
Client:	Steph Client3 - 1778 ✕ ①
Service Code:	RESPITE (Hourly) ②
Service Date:	11/21/2023 📅 ③
Remaining Balance:	99996.43
Check In:	5:00 AM	Check Out:	1:30 PM ④
EVV Method:	Portal Signoff ⑤
Clock In EVV Location:	Home ⑥
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:	*	× Forgot mobile device - 4568	×	**7**
Add Reason Code Note:	*	Lost my phone		**8**
Diagnosis Code:		Diagnostic Code		
Notes:		Add Notes for Punch		**9**
Attachment:		✎ Add Attachment		**10**

11

Cancel   Save

**Alert**   ✕

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

No   Yes   **12**

Profile Settings

Log into DCI with Username & Password

1. Select Username > Then Settings

   • Located in the top right corner

2. Select profile setting to change

   • Username/Password is used for login

   • Employee PIN can make the login process easier on a mobile device

   • Email is needed for password recovery
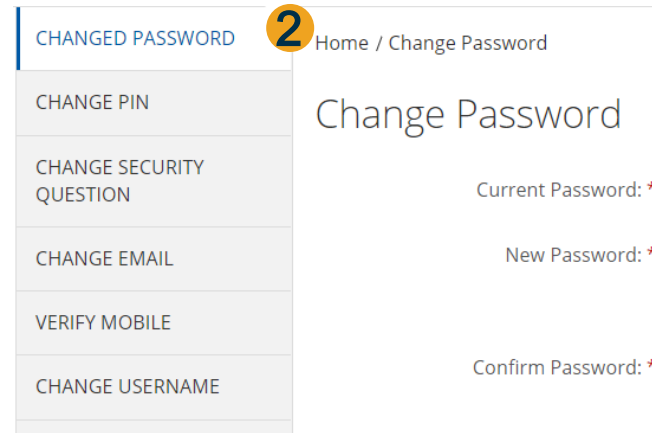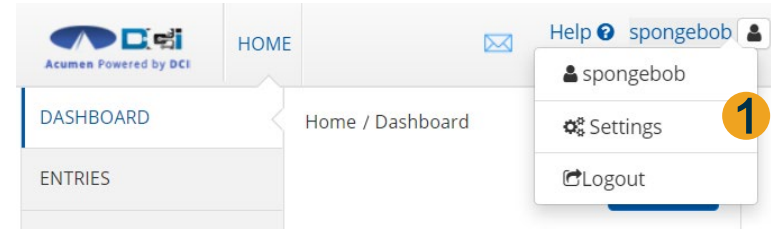
Where to go for help?

- Utilize our <u>DCI Training Materials</u> 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

    <u>acumenfiscalagent.com</u>

Thank you!

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