



Acumen powered by DCI Software

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

Web Portal



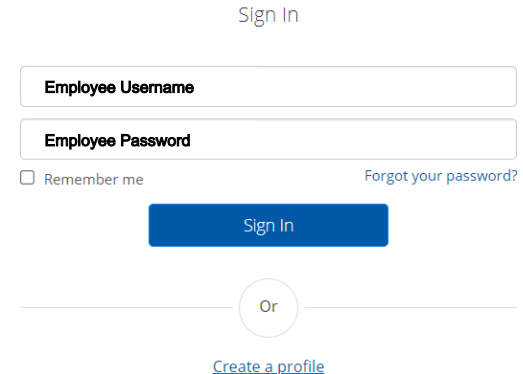
- Time Management
- Historical Entries
- Manual Time Approval
- Non-EVV Compliant

* - Not available in all states

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](#)

The screenshot shows a sign-in form with two input fields for 'Employee Username' and 'Employee Password'. Below the password field is a checkbox for 'Remember me' and a link for 'Forgot your password?'. A blue 'Sign In' button is positioned below the form. Below the button is a horizontal line with a circle containing the word 'Or' in the center. Below the line is a link for '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*

The screenshot displays the Employee Dashboard interface. On the left is a navigation sidebar with tabs: DASHBOARD (1), ENTRIES, ACCOUNTS, PROFILE CERTIFICATION, SCHEDULES, and AVAILABILITY. The main content area shows the user's name 'SPONGEBOB' and the selected date range '07/18/2021 To 07/24/2021'. Below this is an 'Overtime Gauge' with a legend: 0 To 30 (green), 30 To 40 (orange), and 40+ (red). The gauge indicates 'No entry in current week'. To the right is a 'Total Hours' summary table for the same date range, with an 'Add Entry' button (3) above it.

Total Hours		07/18/2021 To 07/24/2021
Approved:		0.00
Pending Hours:		0.00
Unverified Hours:		0.00
Total Hours:		0.00

Add New Entry

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
Unverified Hours:	0.00
Total Hours:	7.52

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:	RESPITE (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](#)

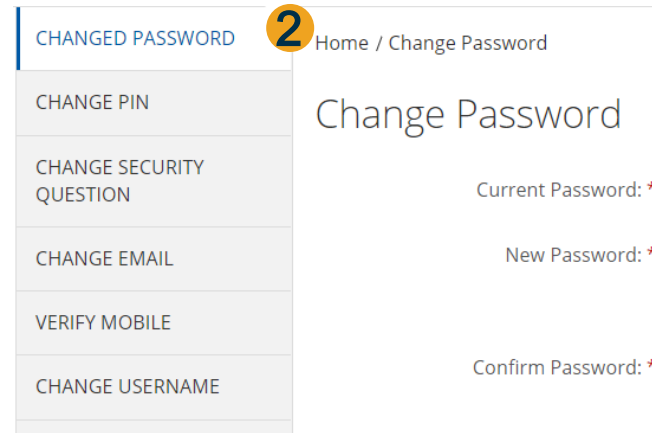
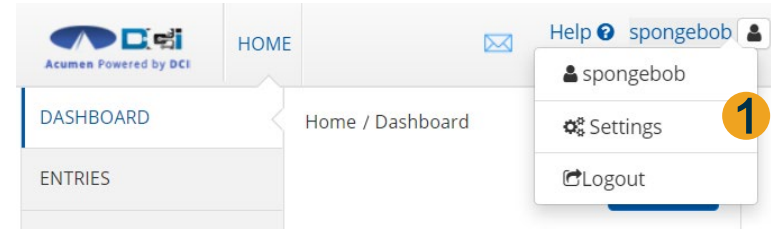
Alert

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

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 [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



Thank you!

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