



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

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
- Easy Time Approval
- EVV Compliant

Phone EVV



- Alternate Method
- Real Time & Historical
- Easy Time Approval
- EVV Compliant

Web Portal



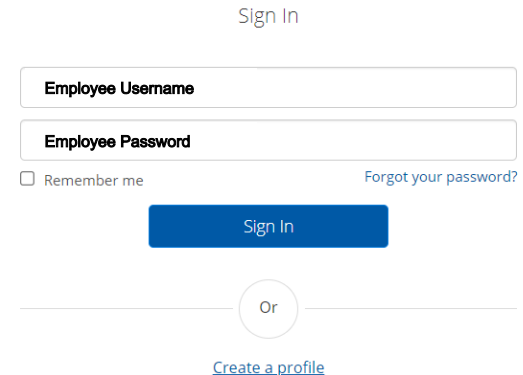
- Time Management
- Historical Entries
- Easy Time Approval
- Non-EVV Compliant

* - 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 fields are a 'Remember me' checkbox and a 'Forgot your password?' link. 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 blue link that says '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, a navigation menu includes 'DASHBOARD' (1), 'ENTRIES', 'ACCOUNTS', 'PROFILE CERTIFICATION', 'SCHEDULES', and 'AVAILABILITY'. The main content area shows the user's name 'SPONGEBOB' and the current week '07/18/2021 To 07/24/2021' (2). 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, a 'Total Hours' summary table for the same week shows: Approved: 0.00, Pending Hours: 0.00, Unverified Hours: 0.00, and Total Hours: 0.00. An 'Add Entry' button is located in the top right corner (3).

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 |
|--------------------|-------------------------------|------------------------------|
|--------------------|-------------------------------|------------------------------|

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 form titled "Add New Entry" with the following fields and callouts:

- 1. A bracket groups the first two dropdown menus: "Punch" and "Hourly".
- 2. A text input field containing "PATRICK - TX5678".
- 3. A dropdown menu containing "PYRL".
- 4. A date input field containing "01/01/2021" with a calendar icon.
- 5. Two time input fields: "6:00 AM" and "10:00 AM", each with a clock icon.
- 6. A dropdown menu containing "Portal Signoff".
- 7. A bracket groups 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

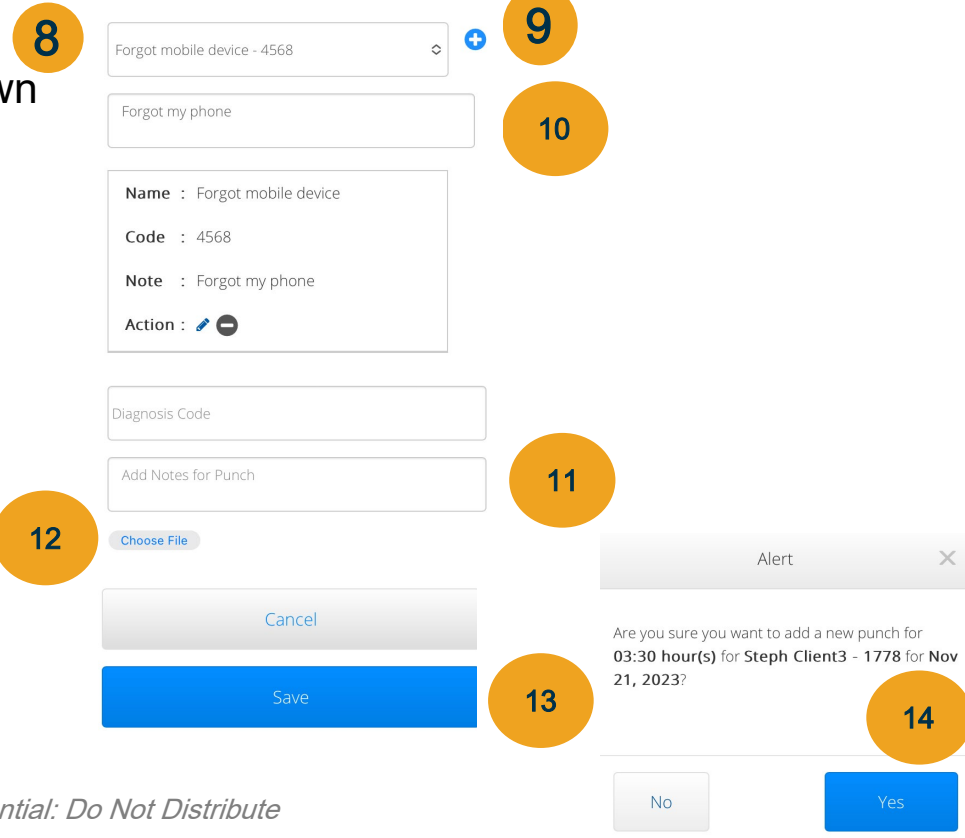
10. Add Reason Code Note, if required



11. Notes are optional

12. Attachments are optional

13. Select Save

14. Select Yes to Submit

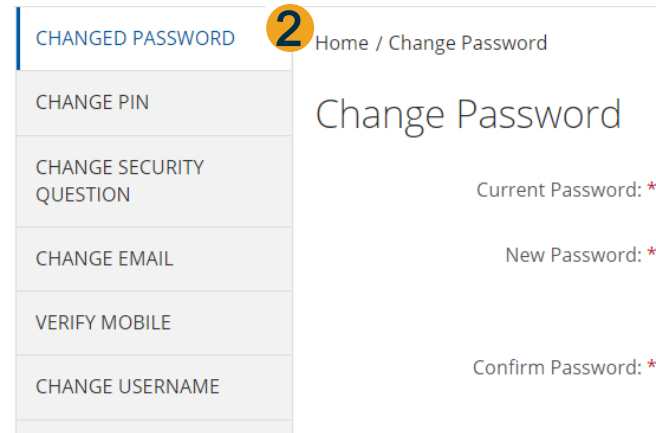
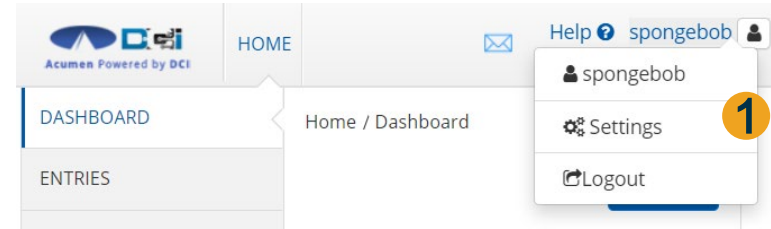


The screenshot shows a multi-step form for adding a new entry. Step 8: A dropdown menu is open, showing 'Forgot mobile device - 4568'. Step 9: A plus sign icon is next to the dropdown. Step 10: A text field contains 'Forgot my phone'. Step 11: A summary box shows 'Name : Forgot mobile device', 'Code : 4568', 'Note : Forgot my phone', and 'Action :  '. Step 12: A 'Choose File' button is visible. Step 13: 'Cancel' and 'Save' buttons are at the bottom. Step 14: An alert dialog asks 'Are you sure you want to add a new punch for 03:30 hour(s) for Steph Client3 - 1778 for Nov 21, 2023?' with 'No' and 'Yes' options.

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: (877) 211-3738



acumenfiscalagent.com



Thank you!

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