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

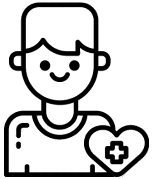
- Better tools for Time Management
- Faster and easier time entry & payroll processing

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

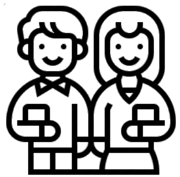


- This is the person who is receiving the care
- Sometimes referred to as participant or individual
- DCI profile is not logged into very often

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

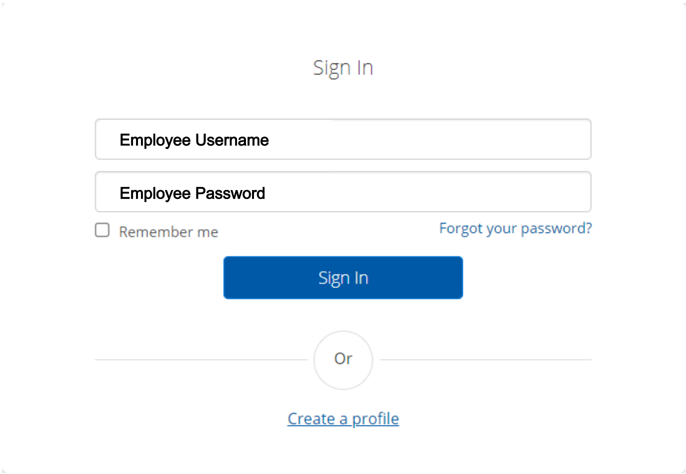
- Time Management
- Historical Entries
- Easy Time Approval
- <u>Non-EVV Compliant</u>

*- Not available in all states

Employee Web Portal

Accessing the DCI Web Portal

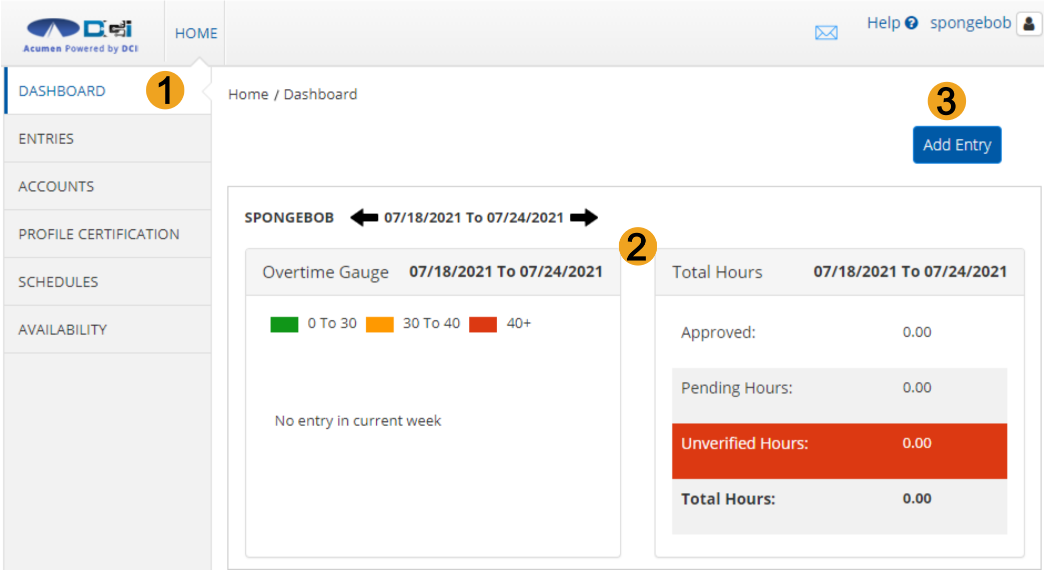
1. Open an Internet Browser on a computer or mobile device
2. Navigate to the [DCI Web Portal](#)
3. Enter Employee Username/Password
4. Use Forgot Password link if needed
5. Contact Acumen Agent for help



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*



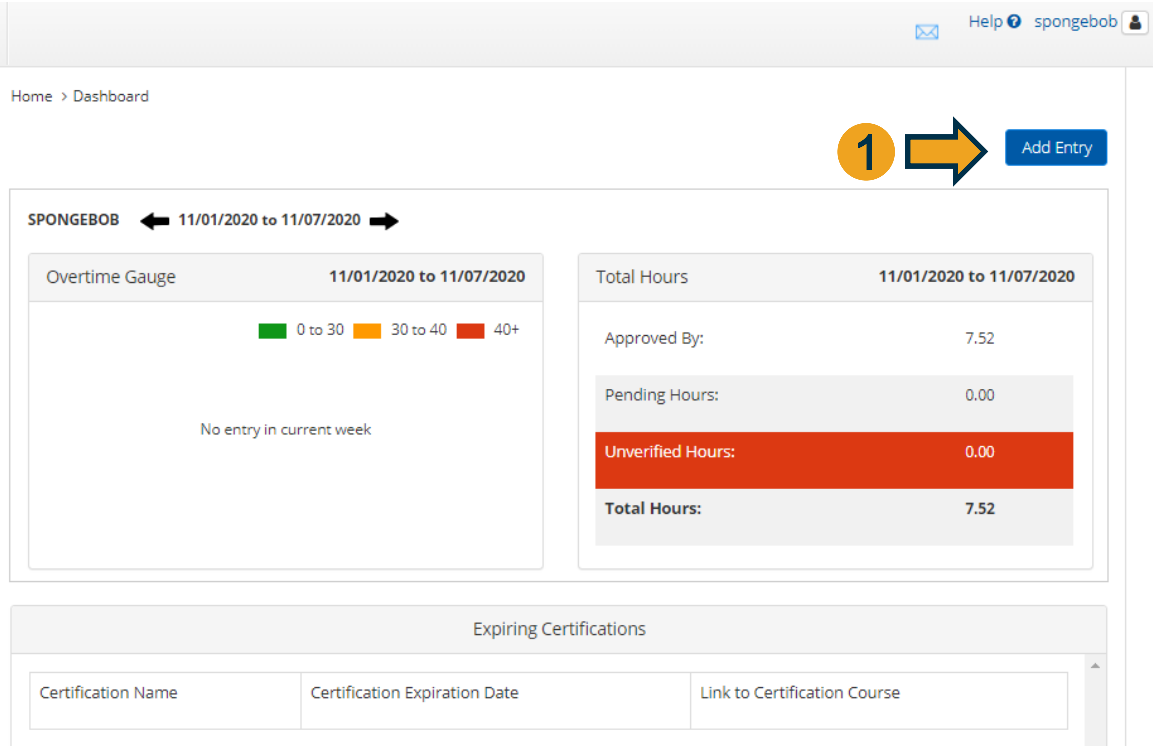
Add New Entry

DIRECT CARE INNOVATIONS
www.dcisoftware.com

Add New Entry (Computer/Laptop)

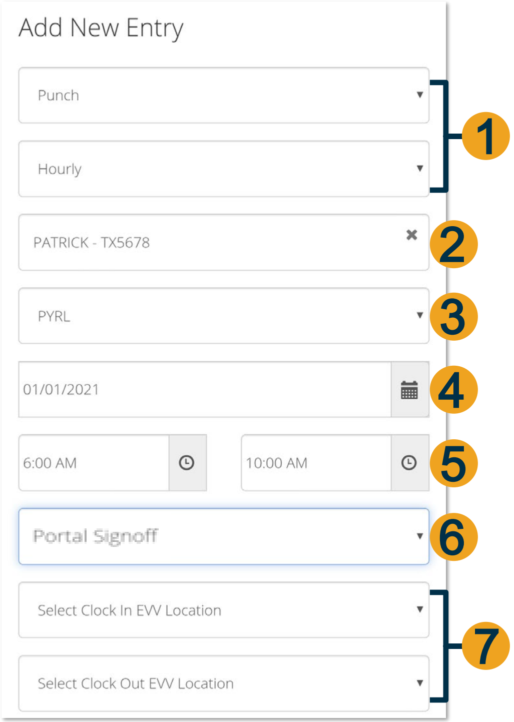
<u>Once logged in</u>

1. Select Add New Entry



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



Add New Entry Wizard (Cont.)

8. Select Reason Code from the drop -down list

9. Select the ⊕ to move to the note field

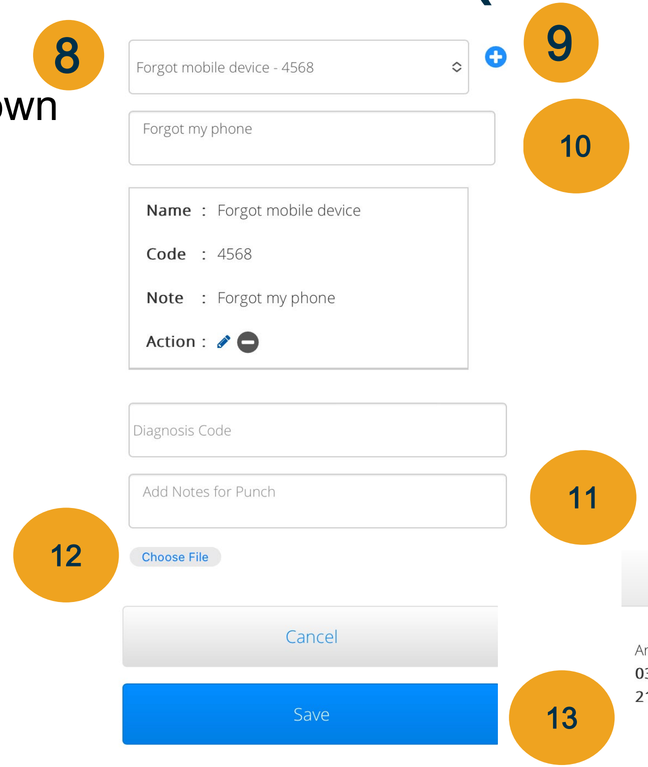
10. Add Reason Code Note, if required

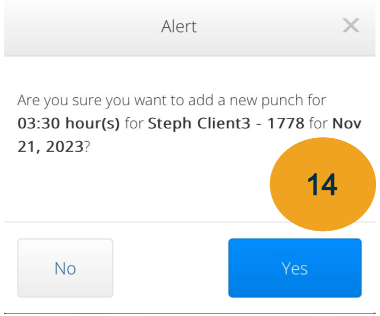
11. Notes are optional

12. Attachments are optional

13. Select Save

14. Select Yes to Submit

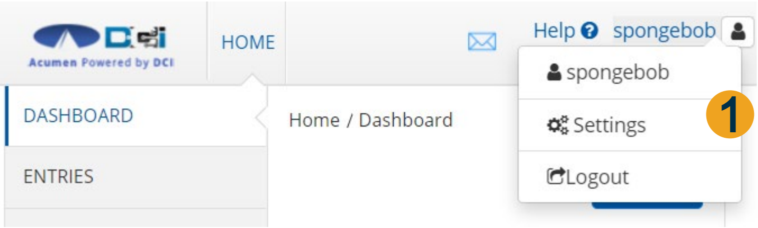


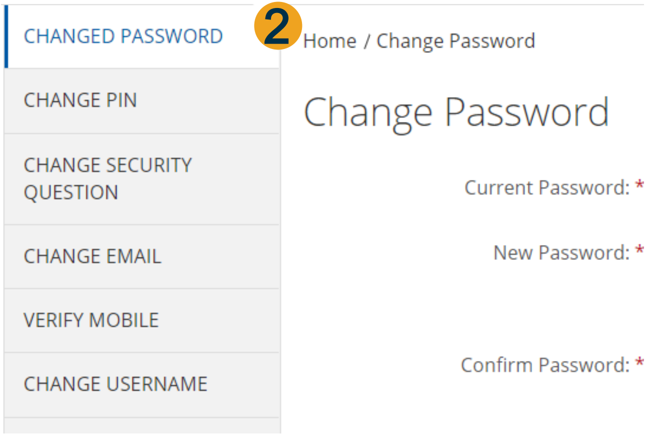


Profile Settings

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