Mobile App Guide

No Client Verification

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 an online platform to help manage Employee Time and Service Budget

- Better tools for both Employers & Employees

- Quick & easy time entry & payroll processing

DCI will also helps keep you compliant with the 21st Century Cures Act

- Our EVV compliant time entry options will help you meet all of the new requirements

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

DCI Mobile App

Mobile App Basics

- ## The DCI Mobile App is meant for Real -Time Entry

  - ### Clocking In/Out of each shift

- ## Time Management is done in the DCI Web Portal

  - ### ER/DR will review time in DCI Web Portal

- ## Not all services require Client Verification

  - ### Employers will approve punches in the DCI Web Portal

- ## Check with Acumen for your state 's requirements

  - See the Mobile App Guide if EVV is required

Download DCI Mobile EVV

1. Download the *DCI Mobile EVV* App

    Available on the App Store   GET IT ON Google Play

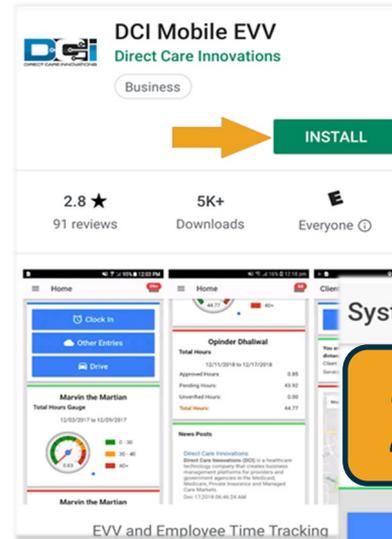2. Set App Permissions

    - Location is Required

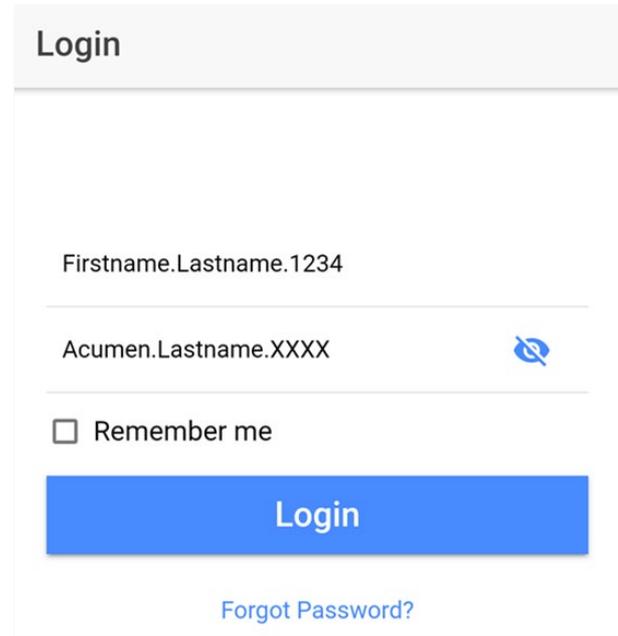   - Media access is not necessary

3. Enter System Identifier: **228636**

4. Select Next to login
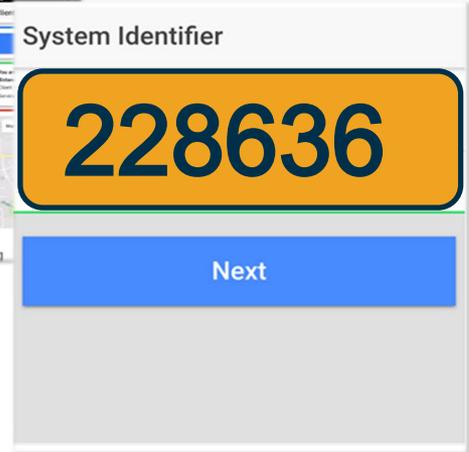
Log into the DCI Mobile App

- Enter Employee   credentials
  - Provided by Acumen on GTG Letter

- Select Login to access Mobile App

- Select "Remember Me" on your device

- Use Forgot Password link if necessary
  - Requires a valid email on file

- Contact Acumen with any login issues

Login

Firstname.Lastname.1234

Acumen.Lastname.XXXX

☐ Remember me

Login

Forgot Password?

Mobile App Home Page

1. **Menu Button**
   - Use to navigate in Mobile App

2. **Clock In Button**
   - Begin Clock In/Out process
     - See next slide for details

3. **Overtime Gauge**
   - Shows OT hours
     - Not applicable in all states

4. **Total Hours Breakdown**
   - Shows the current calendar week

5. **News Posts**
   - Will show relevant updates

Proprietary and Confidential: Do Not Distribute
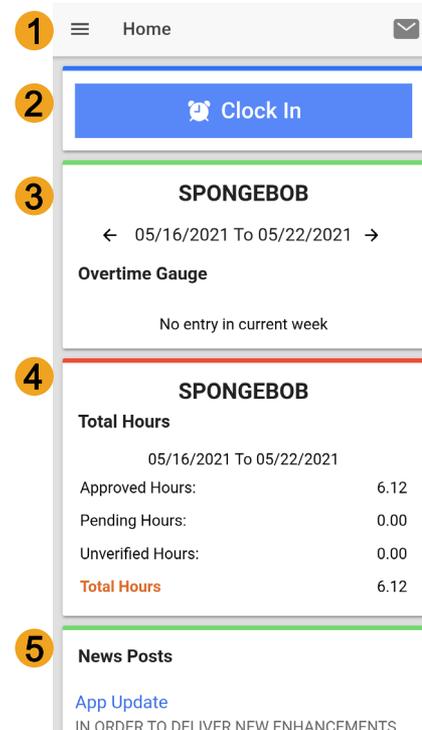
Clock In on Mobile App

1. Tap Blue Clock In Button

2. Select Client Name

    • Auto -filled for a single client

3. Select Service Code

    • Auto -filled for a single service

4. Cost Center is always auto -filled

5. Select Continue
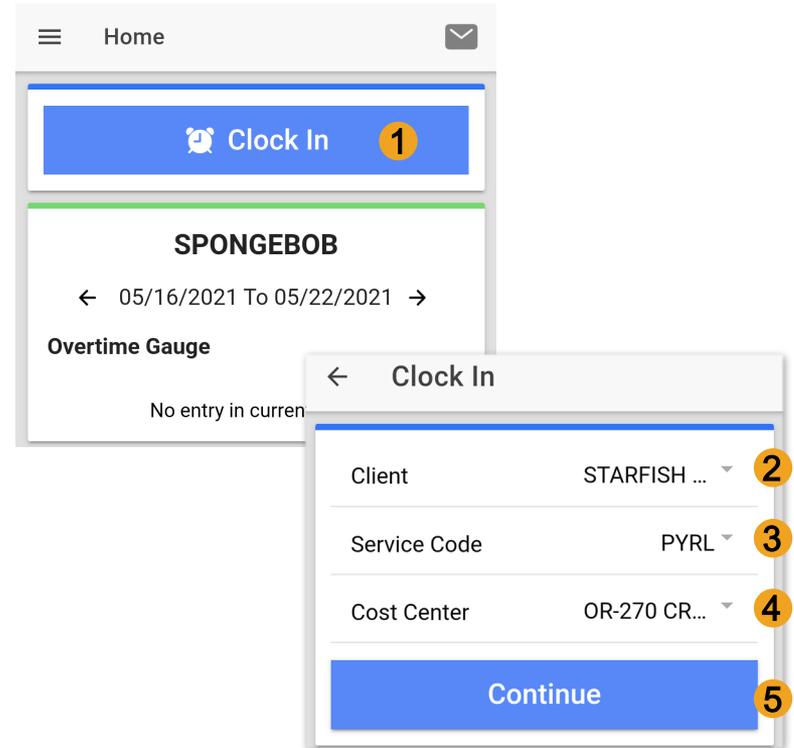
Confirm Clock In

1. Select Confirm Clock In

    * *This will Start the time for the shift*

2. Punch Confirmation

    • Clock Out page is shown with
      Clock In time displayed

      Congratulations!
      You are now on the clock.

Clock Out on Mobile App

Employee logs into Mobile App

1. Select Continue to Clock Out

2. Alert will ask to cofirm
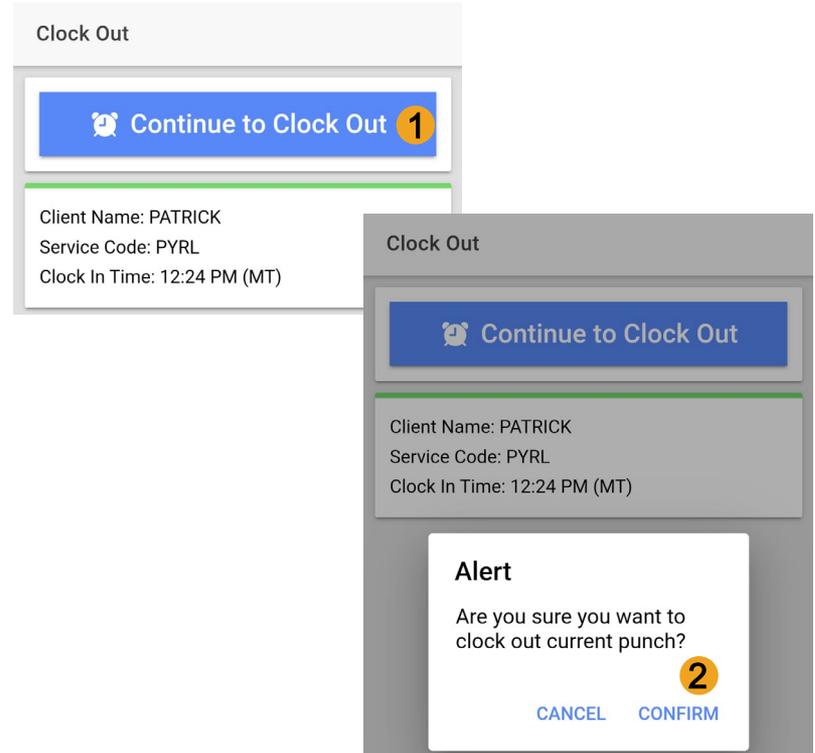
Confirm Clock Out

1. Notes are Optional
   - Discuss w/ ER if necessary

2. Select Confirm Clock Out
   - * This will Stop the time for the shift

3. Punch Confirmation
   - Punch details are shown
   - Select Home when ready

Congratulations!
Your shift is complete.

Clock Out

Clock Out Time: 12:25 PM (MT)

Notes are optional ①

📎 Add Attachment

Confirm Clock Out ②

Client Name: PATRICK
Service Code: PYRL
Clock In Time: 12:24 PM (MT)

Punch Information

Client Name: PATRICK
Service Code: PYRL
Clock In Time: 12:24 PM (MT)
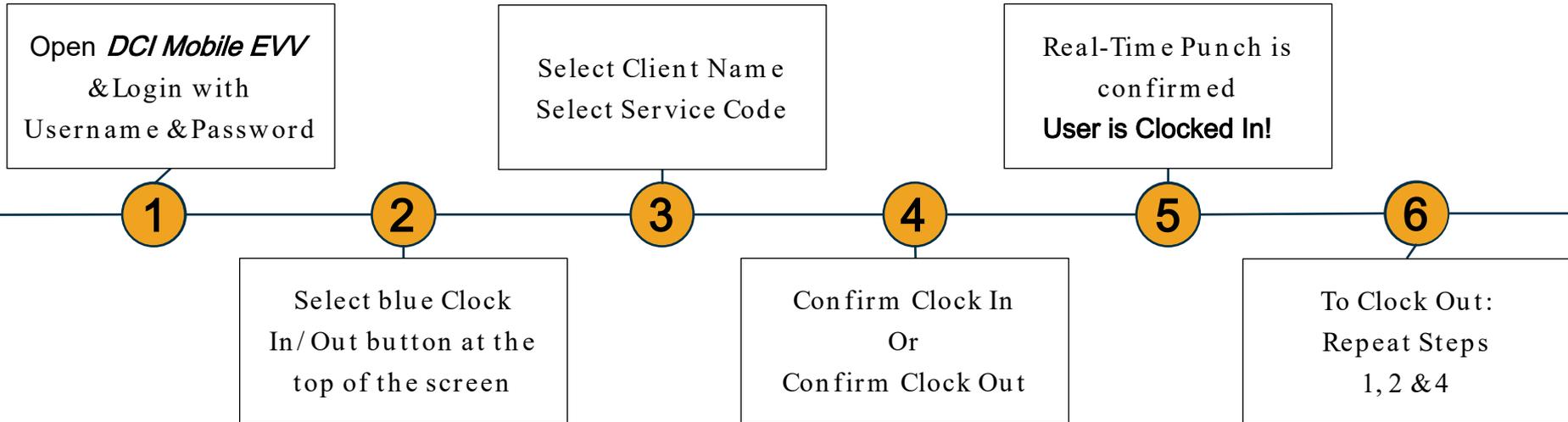Clock Out Time: 12:25 PM (MT)

🏠 Home ③

Review Employee Entries

1. Select Menu on top left of screen

2. Select Entries to view list

3. View complete list of entries

   • Employees should verify all time is submitted

   • Employer will approve time as needed

Mobile App Process Timeline

Process starts when the Employee is ready to begin their shift.

Open *DCI Mobile EVV* & Login with Username & Password

Select Client Name
Select Service Code

Real-Time Punch is confirmed
User is Clocked In!

1   **2**   **3**   **4**   **5**   **6**

Select blue Clock In/Out button at the top of the screen

Confirm Clock In
Or
Confirm Clock Out

To Clock Out:
Repeat Steps
1, 2 & 4

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