

## 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 21<sup>st</sup> 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



#### DIRECT CARE INNOVATIONS





## **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

Web Portal



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



### **Employee Web Portal**



### Accessing the DCI Web Portal

- 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 Use	mame	
Employee Pas	sword	
Remember me		Forgot your password?
	Sign In	
	Or	
	<u>Create a profile</u>	



## **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)

			Help 🛿 spongebol
	Home > Dashboard		
Once logged in	SPONGEBOB 🔶 11/01/2020 to 11/07/2020 🖬	•	
	Overtime Gauge 11/01/2	2020 to 11/07/2020 Total Hours	11/01/2020 to 11/07/2020
. Select Add New Entry	0 to 30	30 to 40 40+ Approved By:	7.52
		Pending Hours:	0.00
	No entry in current week	Unverified Hours:	0.00
		Total Hours:	7.52

	Expiring Certifications		
Certification Name	Certification Expiration Date	Link to Certification Course	*



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# 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	
Punch	
Hourly	<b>[-1</b>
PATRICK - TX5678	× 2
PYRL	· 3
01/01/2021	<b>4</b>
6:00 AM <b>O</b>	٥ <mark>5</mark>
Portal Signoff	•6
Select Clock In EVV Location	•]_
Select Clock Out EVV Location	, <b>「</b> ∕



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## Add New Entry V

8. Select Reason Code from the drop -dow

list

- 9. Select the **1** 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

Entry Wi	zard	(Con	nt.)	
m the drop -down	Forgot mobile device - 4568	<b>○ 9</b>		
·	Forgot my phone           Name : Forgot mobile device	10		
the note field	Code : 4568 Note : Forgot my phone			
e, if required	Action : 🖉 🖨			
	Diagnosis Code Add Notes for Punch	11		
onal 12	Choose File		Alert	Х
	Cancel		Are you sure you want to add a new p 03:30 hour(s) for Steph Client3 - 21, 2023?	ounch for 1778 for Nov
	Save -	13		14
Proprietary and Confidential: Do	o Not Distribute		No	Yes



## **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: (877) 211-3738

acumenfiscalagent.com





## Thank you!

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

