

To Clock In on the Mobile App

1. Login to the app
2. Click on the blue **Clock In** button
3. Select the **Client's Name**
4. Select the **Service Code**
5. Click the blue **Continue** button
6. Select the EVV Location (only visible if required by program)
7. Click the blue **Confirm Clock In** button

Begin working your shift! You can log out of the app.

To Clock Out on the Mobile App

At the end of your shift, use the app to clock out.

1. Login to the app
2. Click on the blue **Continue to Clockout** button
3. Click **Confirm**
4. Select the EVV Location (only visible if required by program)
5. **Choose one verification method (only visible if required by program):**
 - a. Client PIN or Password (hand the Client/Employer the phone to enter this)
 - b. Picture (of the Client, use if directed by your employer as set up is required)
 - c. Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
 - d. E-Signature (hand the Client/Employer the phone to enter this)
 - e. Voice (hand the Client the phone to enter to record)
6. Select **tasks** that were completed during the shift
7. Click the blue **Confirm Clock Out** button

Congratulations, your shift has been entered.

- Suggested resource: Mobile App Guide for Employees - <https://acumenfiscalagent.zendesk.com/hc/en-us/articles/360034344252-Mobile-App-Guide-for-Employees>

Clock In on the Mobile App

1. Log in to the DCI EVV app
2. Click the blue **Clock In** Button
3. Select the **Client's Name**
4. Select the **Service Code**
5. Click the blue **Continue** button
6. Select the EVV Location (only visible if required by program)
7. Select blue **Confirm Clock In** button. **This will start the time for the shift.**
***Please note:** Users do not need to stay logged into the mobile app during their shift and cannot take any other action until clocked out.

Clock Out on the Mobile App

1. Log in to the DCI EVV app
2. Click the blue **Continue to Clockout** button
3. Click **Confirm**
4. Select the EVV Location (only visible if required by program)
5. Choose the EVV method as determined by the program. **Only visible if required by program.** If not collecting EVV/client attestation, skip to step number five. ***Choose ONLY ONE EVV (client attestation) option per shift (each clock out)*** (allows the client/employer to verify that they received service)
 - **Option #1 - Client PIN or Password**
 - i. Click **Client PIN or Password**
 - ii. Hand the device to the client or employer who **enters the client PIN or Password** (client PIN or password issued on the Employer Good To Go/Welcome letter)
 - iii. The client or employer clicks the blue **Submit** button
 - iv. The client or employer clicks **Confirm** and hands the mobile device back to the employee
 - **Option #2 - Picture**
***Please note: The employer must complete facial recognition setup before using the Client Picture EVV option.** Client photos taken by the employee for electronic visit verification (EVV) are never stored on the employee's cell phone when using the DCI Mobile App.
 - i. Click **Picture**
 - ii. A pop-up stating "DCI EVV" Would Like to Access the Camera appears. Select **Allow**.
 - iii. Click the **camera** icon to take a picture of the client

- iv. Click the **checkmark** to accept the picture, the X to cancel, or the circular arrow to retake the picture.
 - v. Click **Confirm** in the alert pop-up box to confirm the punch
 - **Option #3 - Portal Signoff**

***Please note:** If the client is not present, willing, or able to complete one of the real-time signoff options, then portal signoff may be an option. The signoff process is not complete until the employer logs in and approves the punch.

 - i. Click **Portal Signoff**
 - ii. An alert will appear stating that EVV is confirmed, but manual verification will be required before approval. Click **Confirm**.
 - **Option #4 - Signature**
 - i. Click **E-Signature**
 - ii. Hand the device to the client or employer to **draw their signature on the screen**.
 - iii. Click **Save**. To try again click Clear.
 - iv. Click **Confirm** to validate signature
 - **Option #5 - Voice**
 - i. Click **Voice**
 - ii. Optionally, if device requires, allow app to record audio by selecting **While using the app**
 - iii. Voice verification window will open
 - iv. Click the **Red Play** button at the bottom of the page to start voice recording
 1. A computer voice will recite a phrase for the client to repeat
 2. Hand the device to the client to record the verification message in their voice
 - v. Click the **Red Stop** button at the bottom of the page again to stop voice recording
 - vi. Click **Save**
 - vii. Click **Confirm** to validate voice recording
6. Visible only if required by program. **Selects the task(s)/statement(s) that was/were completed during the shift. The entry cannot be saved without a selection.**
7. Click the blue **Confirm Clock Out** button. **This will stop the time for the shift.**

Review Entries

1. Click the **Menu** in the top left corner of the screen
2. Select **Entries** on the submenu
3. View the complete list of entries
 - Verify that all time is submitted
 - The employer approves the time before pay schedule deadline
 - Unvalidated Entries – Temporary status. Punch will be in pending or rejected status after system processes.