<u>Clock In on the Mobile App</u>
1. Log in to the DCI mobile app
2. Click the blue **Clock In** button on the dashboard
   a. Please note: The **Clock In** button will not display if there is an open shift. Instead, the **Continue to Clock Out** button displays. Clock out if needed.
3. Complete the Clock In screen
   a. Client: If the user has only one client, this field will auto-populate. If more than one client, click on the field and select the client from the list.
   b. Service Code: If the user has only one service code, this field will auto-populate. If more than one service code, click on the field and select the service code from the list.
   c. Cost Center: The cost center will auto-populate
4. Click **Continue**
5. Click **Confirm Clock In** to complete the clock in process

<u>Clock Out on the Mobile App with FOB</u>
1. Log in to the DCI mobile app
2. Click the blue **Continue to Clock Out** button
3. Click **Confirm**
4. If required by the program, select the EVV Location from the drop-down menu.
5. Click **FOB**
   a. Press the red button on the FOB
   b. Enter the six-digit token (code) into the mobile app. This token represents the time.
      1. The six horizontal lines on the FOB each indicate 10 seconds. The lines count down for each token and will generate a new token representing the new time every 60 seconds.
6. Click **Submit**
7. Click **Confirm Clock Out**

<u>Web Portal FOB Entry</u>
1. At the beginning of the shift, locate the DCI FOB that is in a fixed place in the client's home.
2. Press the red button on the FOB at the start of the shift. Write down the 6-digit token and start time.
3. At the end of the shift, press the red button on the FOB. Write down the 6-digit token and end time.
4. Log in to the DCI web portal
   • All States & Programs Except NC Cap and WI: acumen.dcisoftware.com
   • NC Cap and WI Only: outreach.dcisoftware.com
5. Click the blue **Add Entry** button on the dashboard. The Add New Entry form wizard will open, and the first three fields will auto-populate:
   • Entry Type: Punch
   • Employee Name: Your Name
   • Account Type: Hourly
6. Complete the required fields in the Add New Entry form wizard. Requirements vary by program.
   a. Client: **Type and select the client's name from the list**. Type a minimum of three characters to generate results and select the client's name from the list.
   b. Service Code: **Select the service code**
   c. Service Date: **Select the date** the service took place
   d. Check In/Check Out: **Enter the clock in/clock out times.** Both fields are required. Click in the field to display a time drop-down which displays in half-hour increments. Specific time can be entered directly into the field.
   e. Pay Rate Name: If required by the program, select the pay rate name from the drop-down.
   f. Click the **EVV Method** drop-down and choose **Secure FOB**
   g. Clock In EVV Location: If required by the program, select the EVV Location from the drop-down.
   h. Clock Out EVV Location: If required by the program, select the EVV Location from the drop-down.
   i. Start Token: Enter the 6-digit code from the FOB that was previously recorded during the shift
   j. End Token: Enter the 6-digit code from the FOB that was previously recorded during the shift
   k. Check Out Date: Auto-populated based on the Service Date field
   l. Diagnostic Code: If required by the program, enter the diagnostic code.
   m. Notes (optional)
   n. Attachment (optional): Click the **Choose File** button to upload an attachment
   o. Statements: If required by the program, select the statement(s)/task(s) that was completed during the shift.
   p. Click **Save**
   q. Click **Yes** to confirm

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