

# DCI Time Entry Guide

**Presented By: Acumen**



**Acumen Fiscal Agent**

Innovation • Opportunity • Freedom

# Welcome to Acumen!



## OUR MISSION

*Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.*

# Meet the Ohio team

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Kayla Cannon  
*Client Services Agent*



Nick Pennington  
*Executive Director*



Breanna Gill  
*Client Services Agent*

# 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 also helps you keep track of the hours worked and service budget**

- Our Real-Time and Historical Entry options will help you enter time with confidence and ease.



# Roles & Responsibilities

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## Client



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

## Employer



- This is the person who manages the process
- Some Clients may be their own Employer of Record
- 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

# Two Ways to Enter Time

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## Mobile App



- Real Time Entry
- Quick & Easy
- Best for EE's from outside of the home

## Web Portal

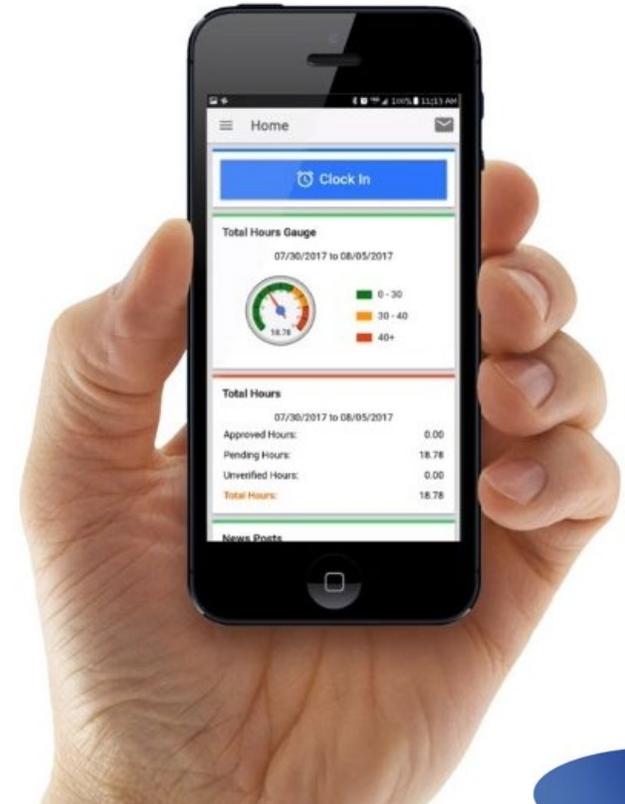


- Historical Entries
- Manual Approval
- Best for EE's living in the home

# 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
- **Clocking in for services in is very quick & easy**
  - Clocking In/Out should take less than 60 seconds



# Download DCI Mobile EVV

1. Download the **DCI Mobile EVV** App



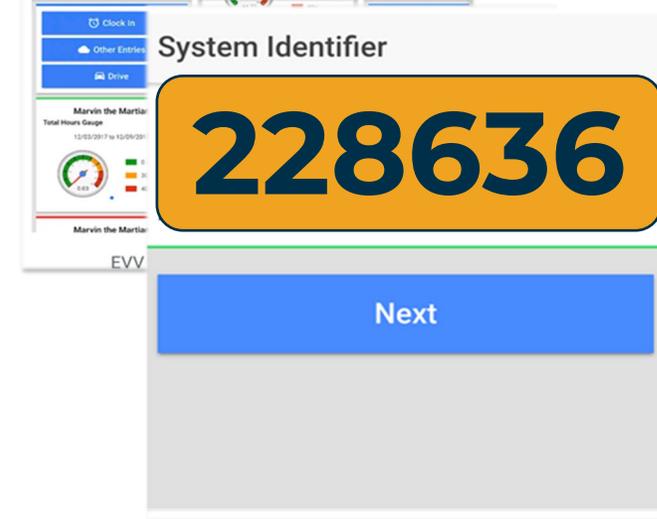
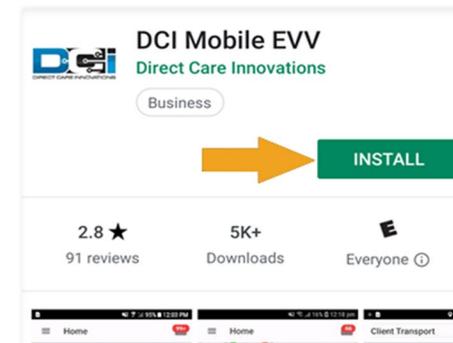
1. Set App Permissions

 - Location is Required

 - Media access is not necessary

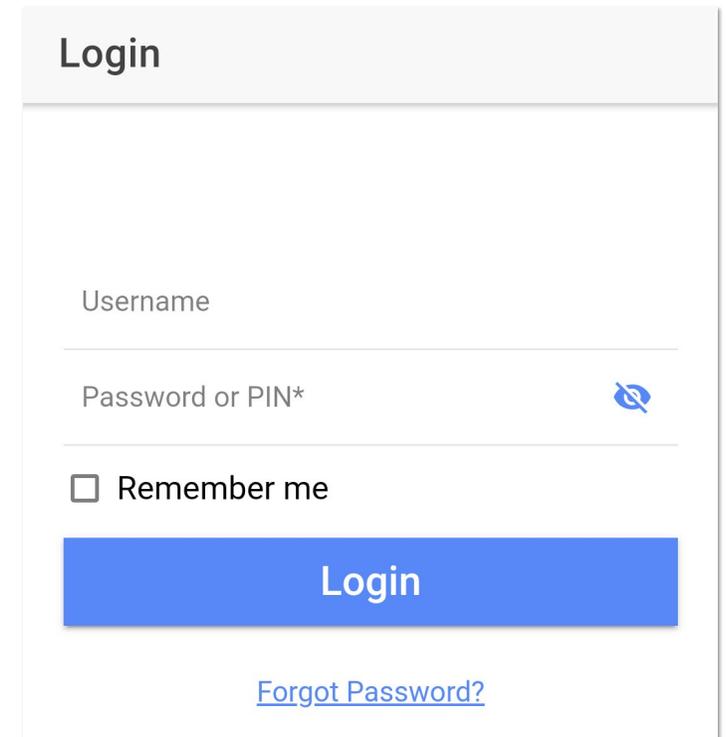
3. Enter System Identifier: **228636**

4. Select Next to login



# Log into the DCI Mobile App

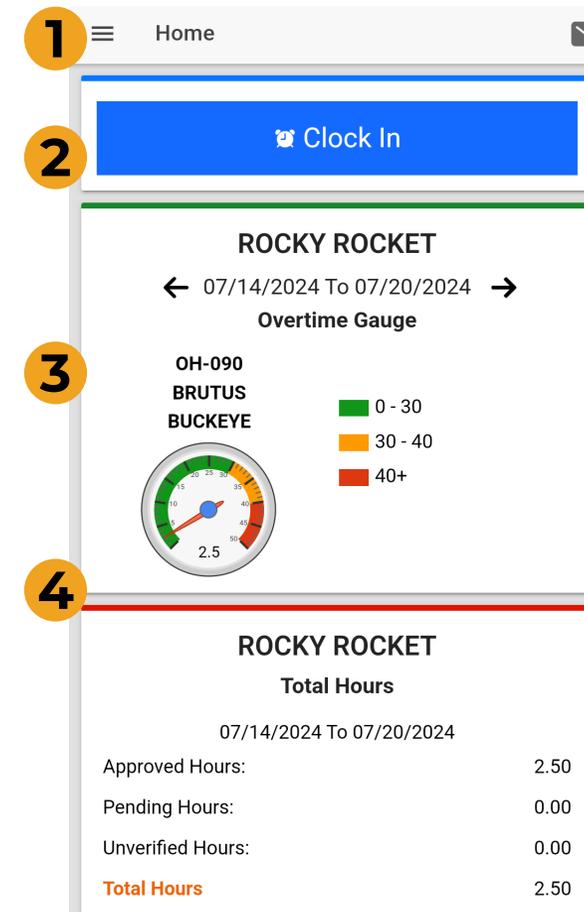
- Enter Employee credentials
  - Provided by Acumen on GTG Letter
- Select Login to access Mobile App
- Select “Remember Me” on your device
- Use Forgot Password link if necessary
  - Requires a valid email on file
- Contact Acumen with any login issues



The screenshot shows a mobile app login interface. At the top, the word "Login" is displayed in a grey header. Below this, there are two input fields: "Username" and "Password or PIN\*", each with a horizontal line underneath. To the right of the password field is a blue eye icon for toggling visibility. Below the password field is a checkbox labeled "Remember me". A large blue button with the text "Login" is centered below the checkbox. At the bottom of the form, there is a blue link that says "Forgot Password?".

# Mobile App Dashboard

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 total hours this week
4. Total Hours Breakdown
  - Shows status of current entries



# Clocking In/Out in the DCI Mobile App

# 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

The screenshot shows the mobile app interface for clocking in. The main screen displays a blue 'Clock In' button at the top, followed by the client name 'ROCKY ROCKET'. Below this, there is a date field showing '04/09/2023 To C' and an 'Overtime C' field. A 'No entry in curr' message is visible. A modal form is overlaid on the screen, showing a 'Clock In' header with a back arrow. The modal contains three dropdown menus: 'Client' (BRUTUS ...), 'Service Code' (PCS), and 'Cost Center' (OH-090 B...). A blue 'Continue' button is at the bottom of the modal. Yellow circles with numbers 1 through 5 are placed over the 'Clock In' button, the 'Client' dropdown, the 'Service Code' dropdown, the 'Cost Center' dropdown, and the 'Continue' button respectively.

# 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

The first screenshot shows a mobile application screen titled "Clock In". At the top, there is a back arrow and the text "Clock In". Below this, the text "Clock In Time: 03:16 PM (EST)" is displayed. A large blue button with the text "Confirm Clock In" and a yellow circle containing the number "1" is centered on the screen. Below the button, the text "Client Name: BRUTUS BUCKEYE" and "Service Code: PCS" is visible.

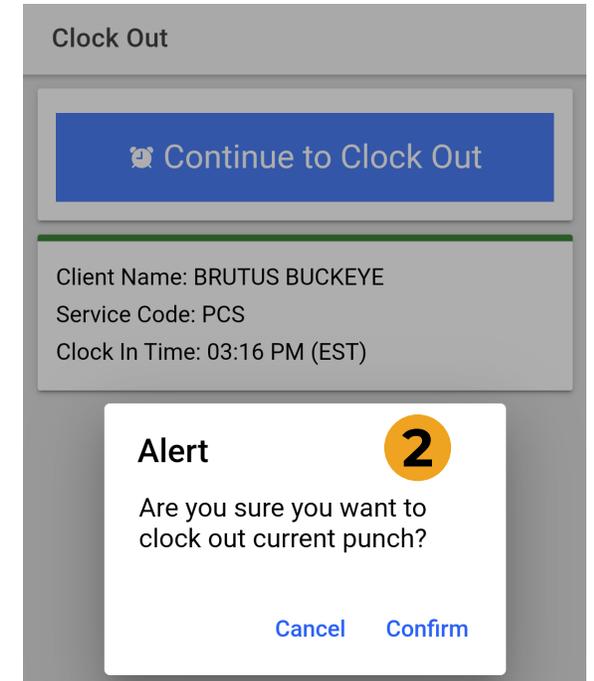
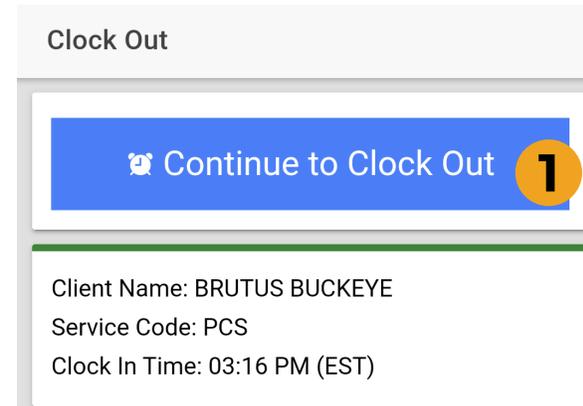
The second screenshot shows a mobile application screen titled "Clock Out". At the top, there is a back arrow and the text "Clock Out". Below this, a large blue button with a clock icon and the text "Continue to Clock Out" is centered. Below the button, the text "Client Name: BRUTUS BUCKEYE", "Service Code: PCS", and "Clock In Time: 03:16 PM (EST)" is displayed. A yellow circle containing the number "2" is positioned to the right of the text.

**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 confirm



# 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

Clock Out

Clock Out Time: 03:34 PM (EST)

**Notes are optional** 1

Add Attachment 2

Confirm Clock Out

Client Name: BRUTUS BUCKEYE  
Service Code: PCS  
Clock In Time: 03:16 PM (EST)

Punch Information

Client Name: BRUTUS BUCKEYE  
Service Code: PCS

Home 3

**Congratulations!**  
Your shift is complete.

# Mobile App Process Timeline

This process will start when an employee is ready to begin their scheduled shift



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**1**

Open mobile app & login with username & password

**2**

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

**3**

Select client name & Select service code (PCS)

**4**

Confirm Clock In/Out

**5**

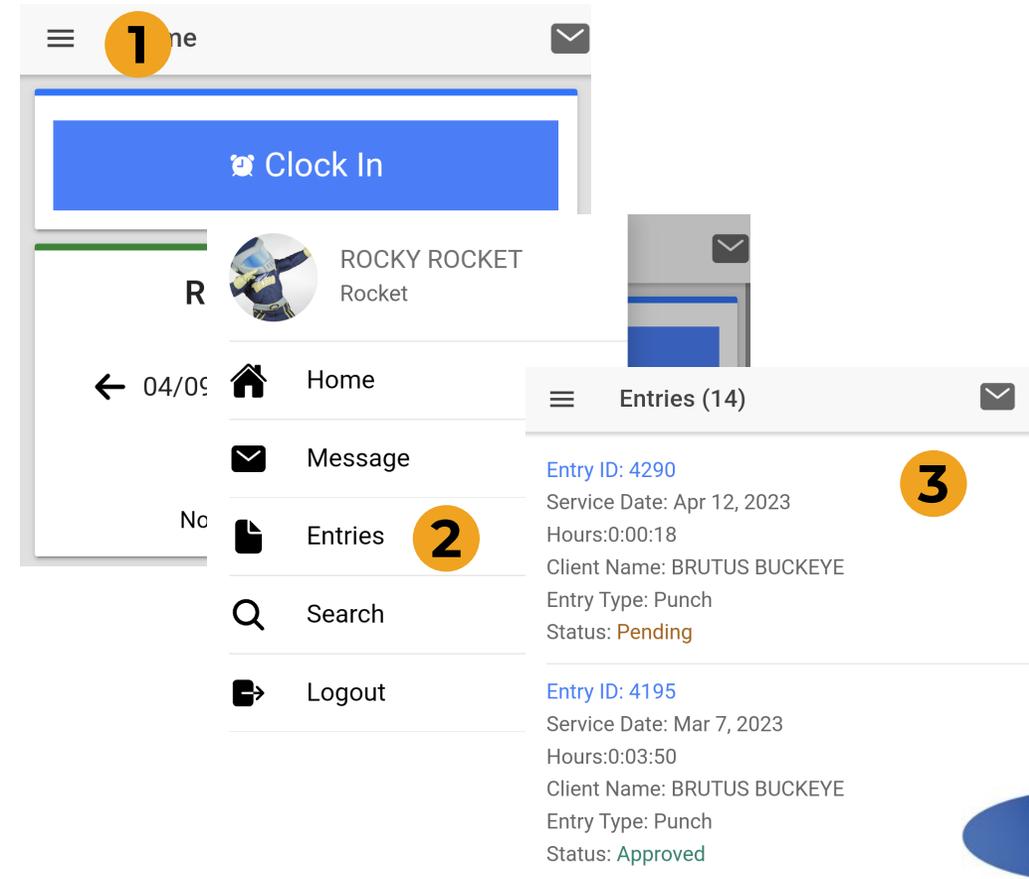
Real-Time Punch is confirmed. **User is Clocked In!**

**6**

**To Clock Out:** Repeat Steps 1, 2 & 4

# Review Employee Entries

1. Select Menu on top left of screen
2. Select Entries to view list
3. View complete list of entries
  - Employees verify time is correct
  - Employer will approve time



# **DCI Web Portal**

## **For Employees**

# Web Portal Basics

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- The DCI Web Portal is accessible via the internet on multiple devices
- Desktop and laptop computers will give you access to the Full Site
- The Mobile Web Portal is optimized for smartphones & tablets
- Employees use this portal to view, enter, or edit their time as needed
- Employers use this to manage their employee's time and service budget



[acumen.dcisoftware.com](https://acumen.dcisoftware.com)

- Enter Employee credentials
  - Provided by Acumen on GTG Letter
- Select Sign In to access Portal
- Select “Remember Me” on your device
- Use Forgot Password link if necessary
  - Requires a valid email on file
- Contact Acumen with any login issues

**acumen.dcisoftware.com**

The screenshot shows the login interface for the Acumen DCI Portal. At the top, it says "Sign In". Below this are two input fields: "Username" and "Password". To the left of the "Password" field is a checkbox labeled "Remember me". To the right of the "Password" field is a link that says "Forgot your password?". Below these fields is a blue button labeled "Sign In". Underneath the button is a horizontal line with a circle in the center containing the word "Or". Below the line is a link that says "Create a profile".

# Log into the DCI Portal

# 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

The screenshot shows the Employee Dashboard interface. At the top, there is a navigation bar with the Acumen logo and 'HOME' button. Below this is a sidebar menu with 'DASHBOARD', 'ENTRIES', 'ACCOUNTS', and 'PROFILE CERTIFICATION'. The main content area displays the user's name 'ROCKY ROCKET' and the current week '07/14/2024 To 07/20/2024'. There are three numbered callouts: 1 points to the 'ENTRIES' tab in the sidebar; 2 points to the 'Overtime Gauge' and 'Total Hours' section; 3 points to the 'Add Entry' button in the top right corner.

**Overtime Gauge** 07/14/2024 To 07/20/2024

Legend: 0 To 30 (Green), 30 To 40 (Yellow), 40+ (Red)

OH-090 BRUTUS BUCKEYE

Gauge Value: 5.5

Total Hours	07/14/2024 To 07/20/2024
Approved:	2.50
Pending Hours:	3.00
Unverified Hours:	0.00
<b>Total Hours:</b>	<b>5.50</b>

# Portal Dashboard

# Once logged in

1. Review all current time entered
2. Gather all time worked since last submission
3. Select Add Entry to submit new entry

**Note:**

*The web portal is only for historical entries*

The screenshot shows the Acumen Fiscal Agent web portal dashboard. The left sidebar contains navigation options: DASHBOARD, ENTRIES (marked with a yellow circle '1'), ACCOUNTS, and PROFILE CERTIFICATION. The main content area displays the user 'ROCKY ROCKET' for the period '07/14/2024 To 07/20/2024'. It features an 'Overtime Gauge' with a legend: 0 To 30 (green), 30 To 40 (orange), and 40+ (red). The gauge shows a value of 5.5. To the right, a 'Total Hours' summary table is shown:

Total Hours	07/14/2024 To 07/20/2024
Approved:	2.50
Pending Hours:	3.00
Unverified Hours:	0.00
<b>Total Hours:</b>	<b>5.50</b>

Annotations include a blue box labeled 'Add Entry' (marked with a yellow circle '3') in the top right corner, and a blue circle around an 'Add Entry' button in the bottom right corner. A blue arrow points from the bottom right button to the top right button.

# Add New Entry

1. Skip first 3 fields

- They are auto-filled

2. Enter Client Name

- Then select from list

3. Select Service Code

- PCS is Auto-filled

4. Select Service Date

5. Enter Start/End Time

- Must be in the past

6. Notes are optional

7. Select Save & Yes

**Congratulations!**  
Your entry is submitted

Add New Entry

Entry Type: \* Punch

Employee Name: ROCKY ROCKET

Account Type: \* Hourly

Client: \* BRUTUS BUCKEYE - OH1234

Service Code: \* PCS

Service Date: \* 07/21/2024

Check In: \* 10:00 AM Check Out: \* 2:00 PM

Check Out Date: 07/21/2024

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Cancel Save

# Complete New Entry

# **DCI Web Portal**

## **For Employers**

# Pending Entries is the landing page for ERs

1. All entries will flow through the Pending Entries page
2. Employers are required to review entries regularly
3. Inform employees of any rejected punches to be corrected

Employer / Pending Entries

Pending Entries

1

Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Client Name	Employee Name	Service Code
A R	Jul 22, 2024	09:30 AM	01:30 PM	15.00	0:04:00	BRUTUS BUCKEYE	ROCKY ROCKET	PCS
A R	Jul 21, 2024	11:00 AM	02:00 PM	15.00	0:03:00	BRUTUS BUCKEYE	ROCKY ROCKET	PCS
A R	Jul 20, 2024	09:00 AM	12:30 PM	15.00	0:03:30	BRUTUS BUCKEYE	ROCKY ROCKET	PCS
A R	Jul 18, 2024	02:30 AM	05:30 AM	15.00	0:03:00	BRUTUS BUCKEYE	ROCKY ROCKET	PCS



**A = Approve**  
**R = Reject**

# Pending Entries

# Review employee entries each pay period

1. Employees can only get paid for Approved entries
2. Select Employees, then scroll down to select your employee
3. Review entries to ensure approval
  - Punch status on the right side

**Payroll Deadlines**  
The 1<sup>st</sup> & 16<sup>th</sup> of  
each month



Entries

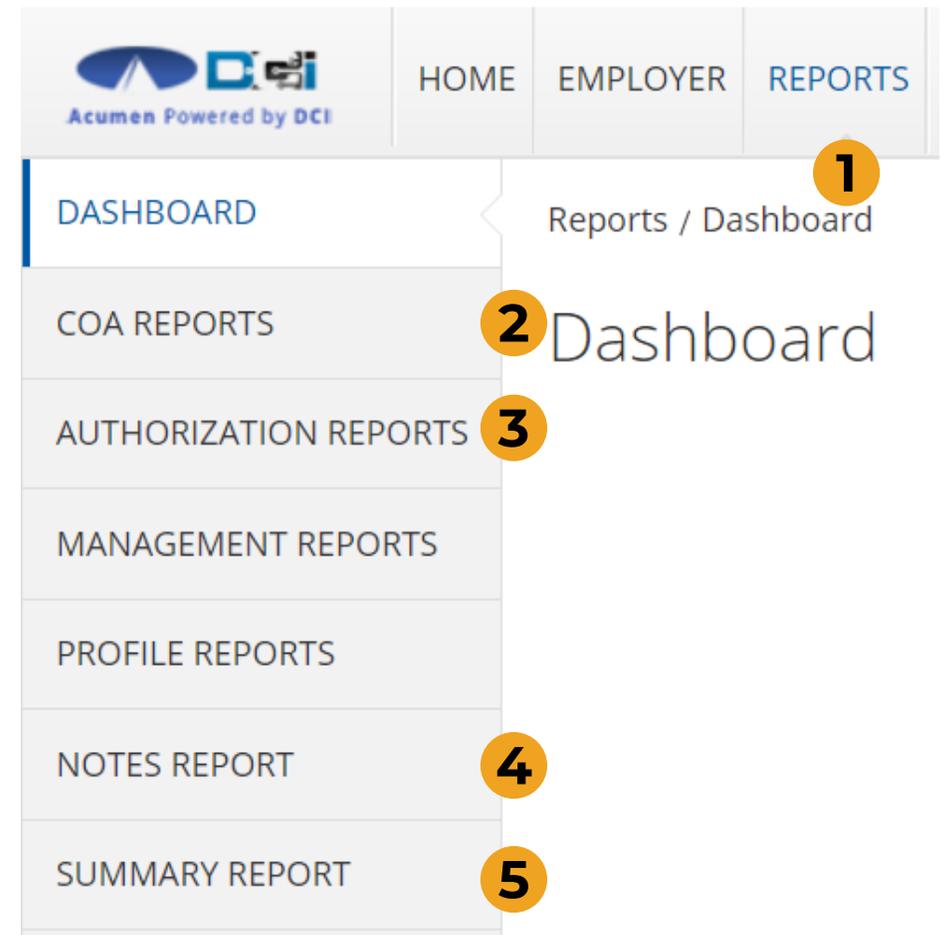
Showing 30 out of 61 records

Id	Service Date	Start Time	End Time	Client/ Program Name	Service Code	Amount	Status
5261	Jul 16, 2024	11:00 AM	01:30 PM	BRUTUS BUCKEYE	PCS	0:02:30	Approved
5260	Jul 11, 2024	11:30 AM	02:30 PM	BRUTUS BUCKEYE	PCS	0:03:00	Approved

# Review Employee Entries

# Reporting features are optional for employers

1. Select “Reports” Tab from **Employer Tab**
2. **COA Reports** - This will show you a full list of punches from the selected date range.
3. **Authorization Reports** - Authorization Run Rate Report will show budget usage breakdown.
4. **Note Reports** - Here you can pull any Service Notes entered on entries
5. **Summary Report** - Gives a breakdown of punches and percentages of budget remaining.



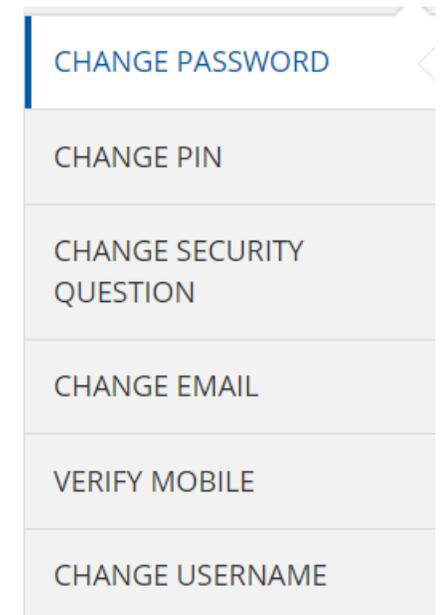
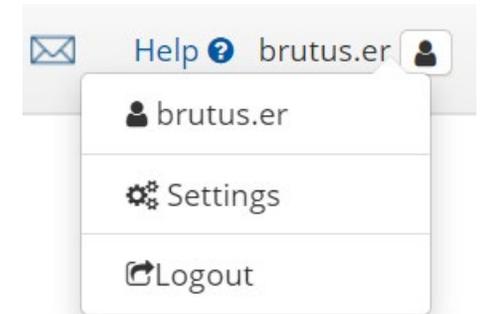
# Reporting Features

# Profile Settings

# Change Profile Settings

## Once logged in

1. Select Username > Settings
  - Located in the top right corner
2. Select profile setting to change
  - Username/Password is unique
  - Employee PIN can make the login process easier on a mobile device
  - Email address is needed for password recovery



# Timesheet Basics

# Timesheet Basics

*Program approval is required to use paper timesheets*

1. Enter Employee name & ID
2. Enter Client name & ID
3. Enter Service Date
4. Enter Start & End Time
5. Employee/Employer Signature
6. Submit via Fax or Mail

8608281069 **Area Office on Aging of Northwestern Ohio Levy Self-Directed Care Program** Return toll-free **WITHOUT COVERSHEET** by fax or mail **6**  
 Fax: 1-866-862-6862  
 Mail: 5416 Baseline RD, Suite 200  
 Mesa, AZ 85206

**1** Care Provider (FIRST NAME) \_\_\_\_\_ Care Provider (LAST NAME) \_\_\_\_\_ Care Provider Worker ID \_\_\_\_\_

**2** Participant (FIRST NAME) \_\_\_\_\_ Participant (LAST NAME) \_\_\_\_\_ Participant ID \_\_\_\_\_

SERVICE DATE	MM/DD/YYYY	CHECK IN TIME	CHECK OUT TIME	SERVICE		
<b>3</b> [ ] [ ] / [ ] [ ] / [ ] [ ] [ ] [ ]		<b>4</b> [ ] [ ] : [ ] [ ] <input type="radio"/> AM <input type="radio"/> PM	[ ] [ ] : [ ] [ ] <input type="radio"/> AM <input type="radio"/> PM	P	C	S
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**5** Caregiver Provider Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Participant/Representative (Sign) \_\_\_\_\_ Date \_\_\_\_\_

\* I certify that the time worked as shown is true and accurate during the days and hours indicated

03/06/2023

# Need more help?

- Visit our [OH 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: (866) 862-6861



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# THANK YOU!

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