

Verifying EVV Pictures

Presented By: Acumen Fiscal
Agent



Acumen Fiscal Agent

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OUR MISSION

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

Verifying EVV Pictures



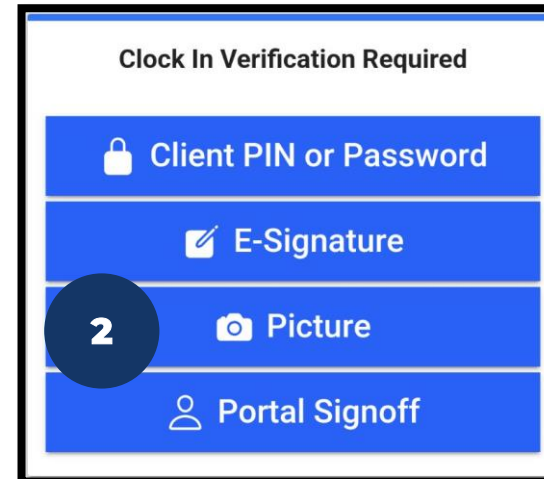
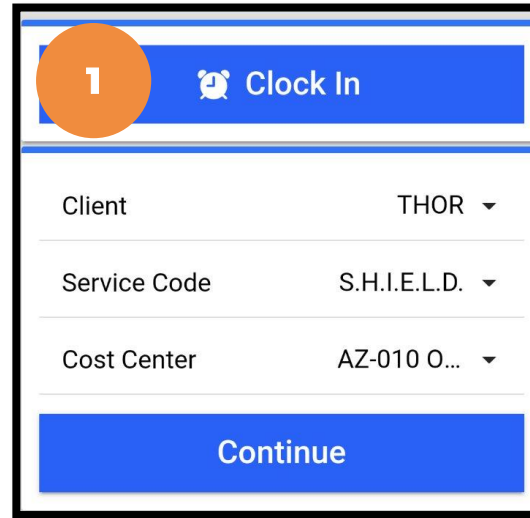
This punch cannot be accepted because EVV verifications have not been verified.

Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Cost To You (Est)	Client Name	Employee Name	Service Code	Account Type	Needs Review
A R	Nov 23, 2021	09:52 AM	10:44 AM	17.50	0.87	16.89	THOR	KORG	S.H.I.E.L	- Picture Unverified	

- Manual picture verification may be required if the picture taken at the time of Clock In/Out does not match with the picture on the Client profile.
- Employers will need to manually verify this picture prior to approval
- Manual verification takes place in the DCI Web Portal full site (computer/laptop)
- Once EVV picture is verified, the punch is ready for final approval

Verifying EVV Pictures

1. Employees will Clock In/Out with the DCI Mobile App
2. Clock In/Out EVV Selection is Picture
3. Employee takes picture of client
4. System is unable to match this picture with the Client profile picture



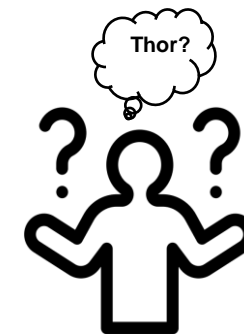
What Happens in DCI

1. DCI attempts to match the EVV picture to the Client profile picture
2. If unsuccessful, the punch will be labeled as Unverified
3. This requires the Employer to login and verify the EVV picture is the client
4. The punch is unable to be approved without proper verification



Client Profile
Picture

EVV Picture
Taken

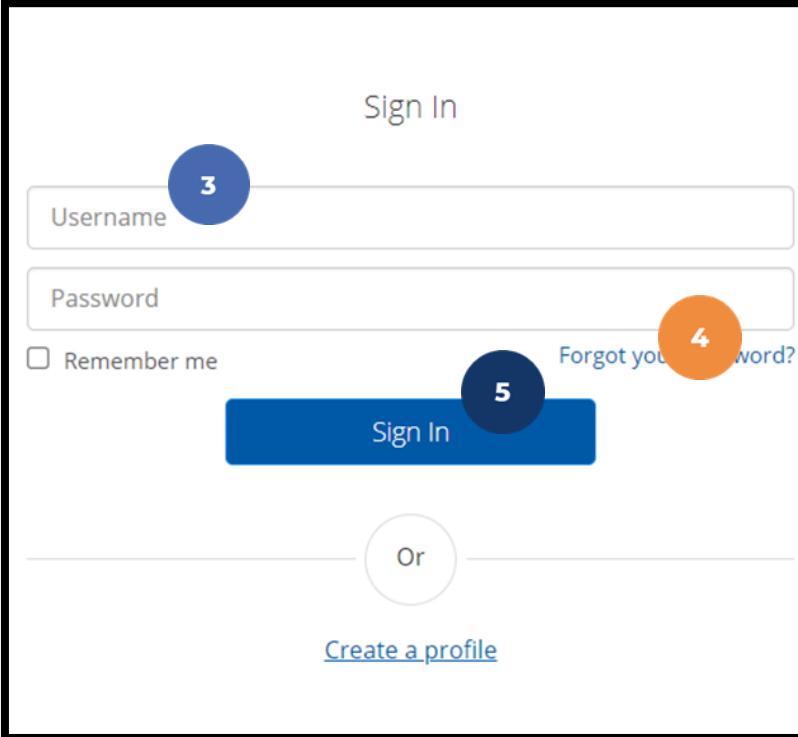


Accessing the DCI Web Portal

1. Open an internet browser on a computer or mobile device (Google Chrome is preferred) and navigate to the DCI Web Portal.
 - All states **except** WI & NC Cap (Including KS Helpers): acumen.dcisoftware.com
 - WI, NC Cap **Only**: outreach.dcisoftware.com
2. Use the language drop-down in the top right corner to select the preferred language
 - The page will now display in the new language each time you log in
 - This feature is only available for employees
3. Enter **username** and **password**
 - Credentials provided by Acumen
4. Utilize the “**Forgot your password?**” link if needed
5. Click the blue **Sign In** button

acumen.dcisoftware.com

outreach.dcisoftware.com



Sign In

1

3 Username

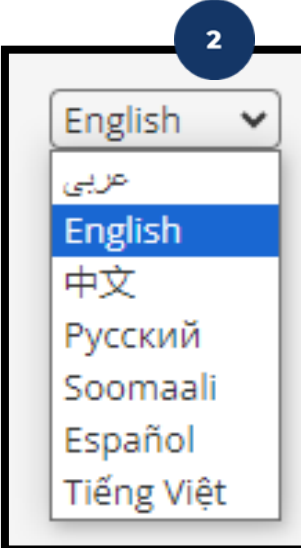
Password

4 [Forgot your password?](#)

5 Sign In

Or

[Create a profile](#)



2

English

عربي

English

中文

Русский


Soomaali

Español

Tiếng Việt



***Please note:** Contact Acumen with login issues

Select Entry to Verify




1. Once Logged into ER DCI Portal
2. Scroll down to Pending Entries
3. Look for  to identify entry
4. Select Entry to view all Punch Details entry

Employer / Pending Entries







Pending Entries **2**

From (MM/DD/YYYY)  To (MM/DD/YYYY)  Type Service Code

Type Client Name Type Employee Name Type Cost Center

Select Account Type  Select EVW  Select Review 

Reset Search

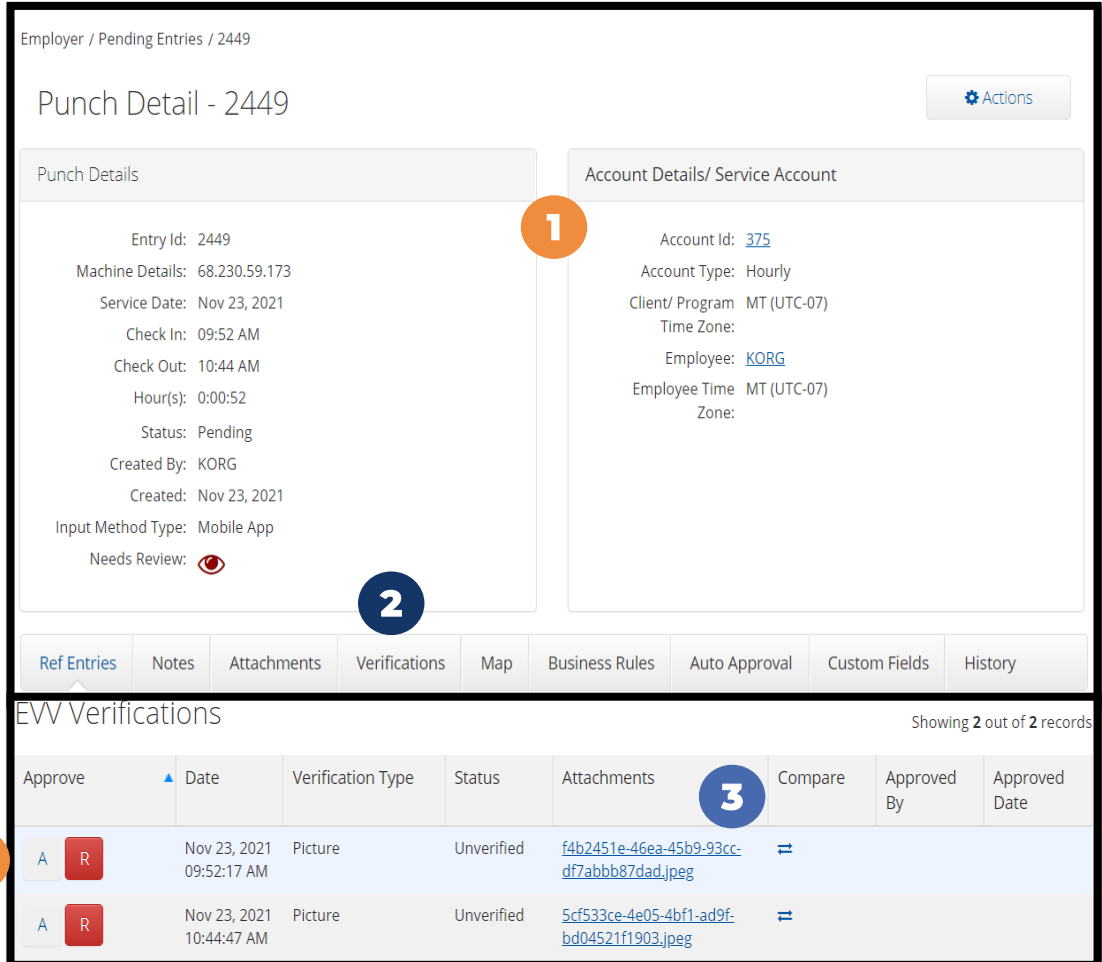
Approve	Service Date	Start Time	End Time	Client Name	Employee Name	Service Code	Needs Review
 	Nov 23, 2021	09:52 AM	10:44 AM	THOR	KORG	- Picture Unverified	
 	Nov 07, 2021	06:30 AM	11:00 AM	THOR	KORG	S.H.I.E.L.D.	

4 **3**

Punch Detail Page

Once Punch Detail page is open

1. Scroll down to view all punch details
2. Select Verifications Tab to view EVV methods
3. Review EVV pictures
4. Approve picture when the Employer can verify client




Employer / Pending Entries / 2449

Punch Detail - 2449

Actions

Punch Details

Entry Id: 2449
Machine Details: 68.230.59.173
Service Date: Nov 23, 2021
Check In: 09:52 AM
Check Out: 10:44 AM
Hour(s): 0:00:52
Status: Pending
Created By: KORG
Created: Nov 23, 2021
Input Method Type: Mobile App
Needs Review: 







Account Details/ Service Account

Account Id: [375](#)
Account Type: Hourly
Client/ Program: MT (UTC-07)
Time Zone:
Employee: [KORG](#)
Employee Time: MT (UTC-07)
Zone:

Ref Entries | Notes | Attachments | Verifications | Map | Business Rules | Auto Approval | Custom Fields | History

EVV Verifications

Showing 2 out of 2 records

Approve	Date	Verification Type	Status	Attachments	Compare	Approved By	Approved Date
 	Nov 23, 2021 09:52:17 AM	Picture	Unverified	f4b2451e-46ea-45b9-93cc-df7abbb87dad.jpeg			
 	Nov 23, 2021 10:44:47 AM	Picture	Unverified	5cf533ce-4e05-4bf1-ad9f-bd04521f1903.jpeg			

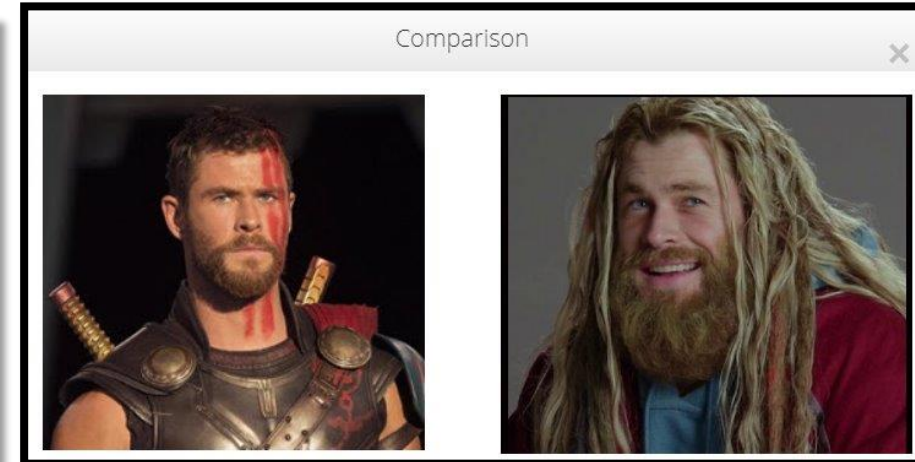
View and Verify EVV Pic

After opening Verifications Tab

1. Select link to view EVV picture
2. Select arrows to compare EVV pic with Client profile pic
3. Once Client is verified, select "A" to approve EVV pic

EVV Verifications Showing 2 out of 2 records

Approve	Date	Verification Type	Status	Attachments	Compare
A R	Nov 23, 2021 09:52:17 AM	Picture	Unverified	f4b2451e-46ea-45b9-93cc-df7abb17dad.jpeg	⇄ 2
A R	Nov 23, 2021 10:44:47 AM	Picture	Unverified	5cf533ce-4e05-4bf1-ad9f-bd04521f1903.jpeg	⇄



Verifying EVV Pictures Recap



Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Cost To You (Est)	Client Name	Employee Name	Service Code	Account Type	Needs Review
<input type="button" value="A"/> <input checked="" type="button" value="R"/>	Nov 23, 2021	09:52 AM	10:44 AM	17.50	0.87	16.89	THOR	KORG	S.H.I.E.L.D.	Hourly	
<input type="button" value="A"/> <input checked="" type="button" value="R"/>	Nov 07, 2021	06:30 AM	11:00 AM	17.50	4.50	87.37	THOR	KORG	S.H.I.E.L.D.	Hourly	

- Once EVV picture is verified, the punch is able to be approved
- You will notice the message is now gone
- Simply select the "A" to give this entry final Employer Approval
- Once the entry is approved, the employee is able to be paid

Questions?

Thank you!

**Visit the Acumen Help Center
to learn more at:**

acumenfiscalagent.zendesk.com