



Historical Entries with Reason Codes

Reason Code Basics

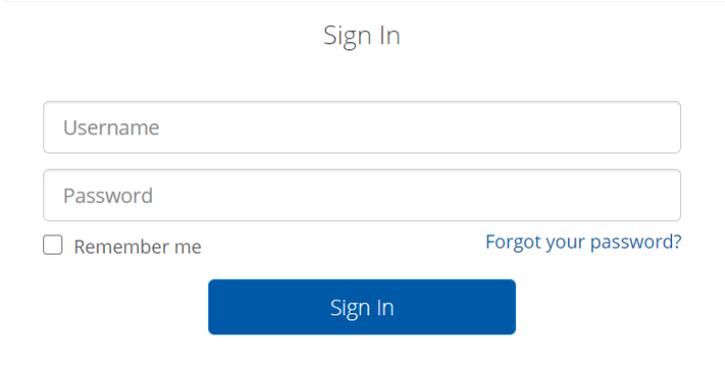
- Reason Codes are required for some programs and services
- If you see an option to select a reason, it's required for you
- This is the reason you are entering your time in the DCI Web Portal instead of an EVV Compliant method
- The DCI Web Portal should only be used to enter missed punches or for Live-In Exempt Employees.
 - Discuss with your Agent for more info on Live-In Exemptions

Reason: 

The DCI Web Portal

1. 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

acumen.dcisoftware.com



Sign In

Username

Password

Remember me [Forgot your password?](#)

Sign In

The screenshot shows a white rectangular box representing the sign-in form. At the top center is the text 'Sign In'. Below it are two input fields: 'Username' and 'Password'. Under the 'Password' field, there is a checkbox labeled 'Remember me' and a blue link 'Forgot your password?'. At the bottom center of the form is a blue button with the text 'Sign In'.

DCI Web Portal

On a Laptop or Desktop Computer

Add New Entry (Computer/Laptop)

Once logged in

1. Select Add New Entry

Home > Dashboard

Help spongebob

1 → Add Entry

SPONGEBOB ← 11/01/2020 to 11/07/2020 →

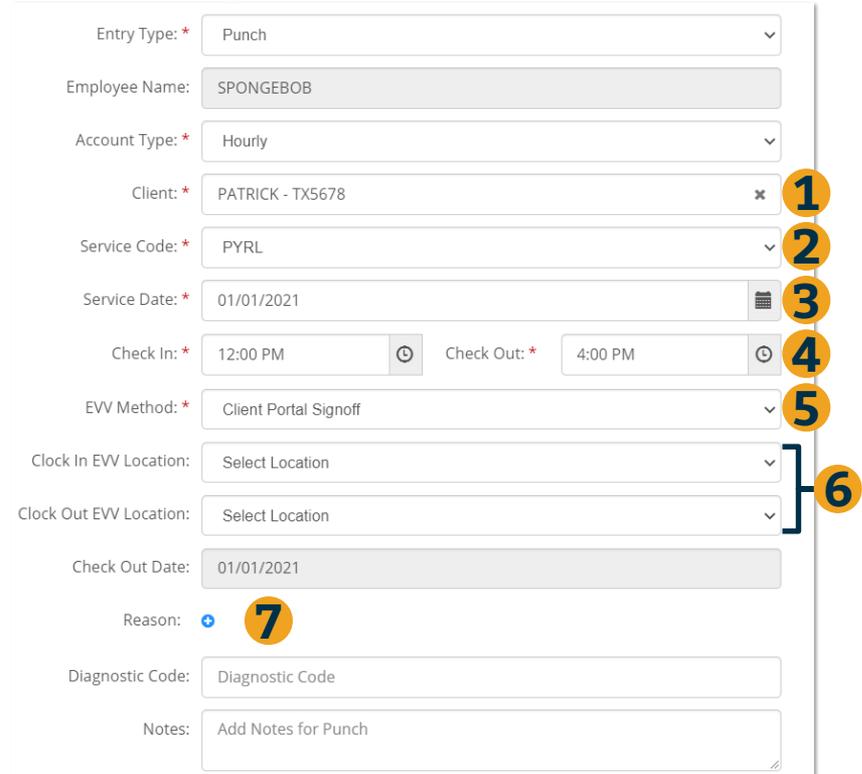
Overtime Gauge	11/01/2020 to 11/07/2020
No entry in current week	

Total Hours	11/01/2020 to 11/07/2020
Approved By:	7.52
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	7.52

Expiring Certifications		
Certification Name	Certification Expiration Date	Link to Certification Course

Complete New Entry

1. Enter Client Name & Select
2. Select Service Code
3. Select Service Date
4. Enter Start & End Time
5. Select Client Portal Signoff
6. Select Location if necessary
7. Select  to choose reason code



Entry Type: * Punch

Employee Name: SPONGEBOB

Account Type: * Hourly

Client: * PATRICK - TX5678 

Service Code: * PYRL

Service Date: * 01/01/2021 

Check In: * 12:00 PM  Check Out: * 4:00 PM 

EVV Method: * Client Portal Signoff

Clock In EVV Location: Select Location

Clock Out EW Location: Select Location

Check Out Date: 01/01/2021

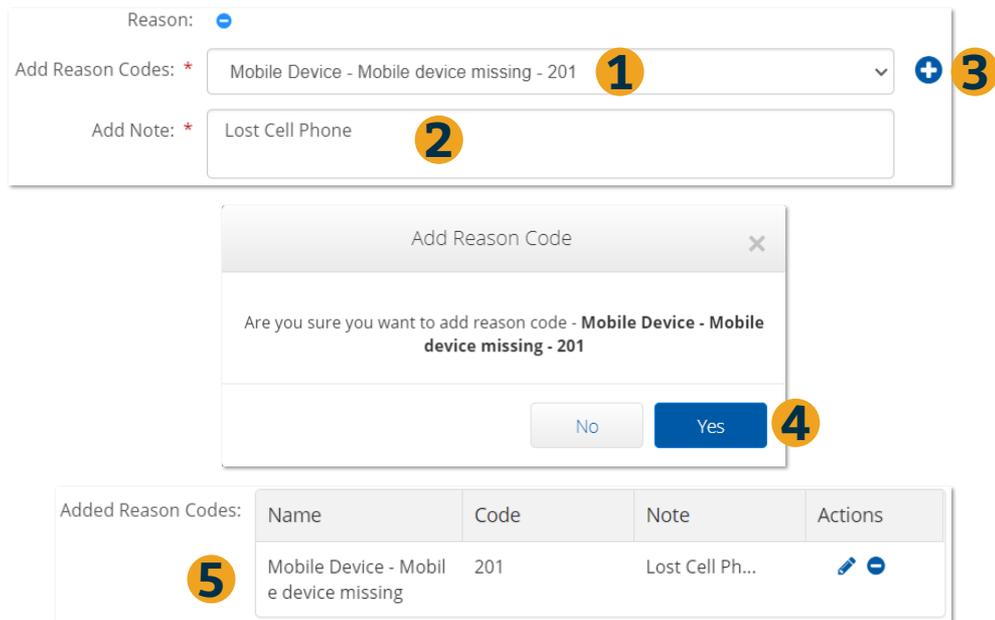
Reason: 

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Add Reason Code

1. Select Reason code from list
2. Enter Note to explain
3. Select  to add reason code
4. Select Yes to add code
5. Reason code should be displayed below w/ note



Reason: 

Add Reason Codes: *  

Add Note: *

Add Reason Code 

Are you sure you want to add reason code - **Mobile Device - Mobile device missing - 201**

Added Reason Codes:	Name	Code	Note	Actions
	Mobile Device - Mobile device missing	201	Lost Cell Ph...	 

Add Notes and Submit

After Reason Code is added

1. Notes are Optional
2. Attachment are Optional
3. Select Save
4. Select Yes to Submit

Diagnostic Code:

Notes: 1

Attachment: 2

3

Alert

Are you sure you want to add a new punch for **04:00 hour(s)** for **PATRICK - TX5678** for **Jan 01, 2021**?

4

Mobile Web Portal

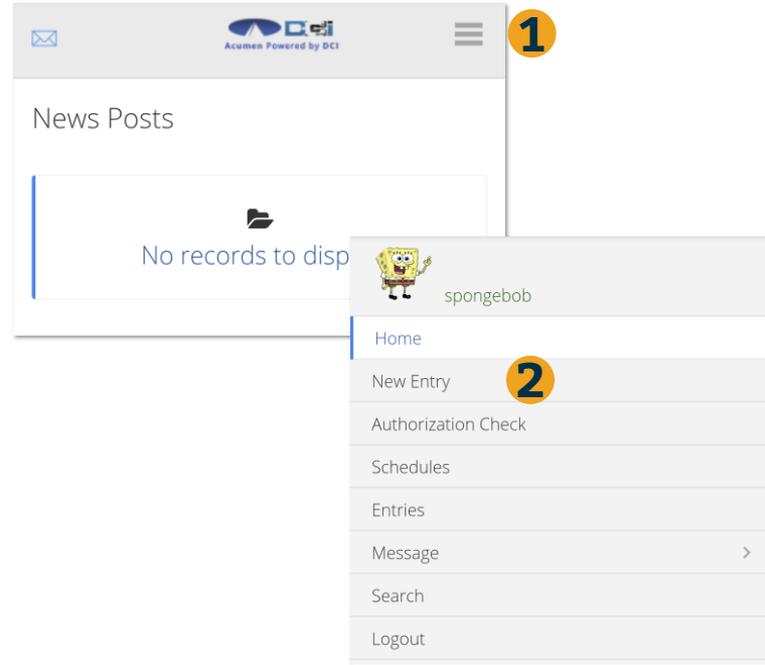
On a Smartphone or Tablet

Add New Entry (Mobile Device)

Once logged in

1. Select the Menu in the top right corner
2. Select New Entry

Complete the Add New Entry Wizard



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 Client Portal Signoff
7. Select Location if necessary

The screenshot shows a web form titled "Add New Entry" with the following fields and callouts:

- 1:** A bracket groups the first two dropdown menus, which are preset to "Punch" and "Hourly".
- 2:** A text input field containing "PATRICK - TX5678" with a clear (x) button.
- 3:** A dropdown menu with "PYRL" selected.
- 4:** A date input field showing "01/01/2021" with a calendar icon.
- 5:** Two time input fields: "6:00 AM" and "10:00 AM", each with a clock icon.
- 6:** A dropdown menu with "Client Portal Signoff" selected.
- 7:** A bracket groups the last two dropdown menus: "Select Clock In EVV Location" and "Select Clock Out EVV Location".

Add New Entry Wizard (Cont)

1. Select **+** to choose Reason Code
2. Select Reason Code from dropdown list
3. Enter Note to explain
4. Select **+** to add Reason Code
5. Reason Code will be added

The screenshot displays the 'Add New Entry Wizard' interface. At the top, there is a date field set to '01/01/2021'. Below it, the 'Reason:' label is followed by a dropdown menu (1) containing 'Mobile Device - Mobile device missing -' (2) and a plus sign (+) (4). Below the dropdown is a text input field containing 'Lost Cell Phone' (3). To the right, a second window shows a 'Select Reason' dropdown (4) with a plus sign (+). Below it, a details panel shows 'Name : Mobile Device - Mobile device missing' (5), 'Code : 201', 'Note : Lost Cell Phone', and 'Action : [edit icon] [minus icon]'.

Save & Submit

1. Enter Notes if necessary
2. Select Save
3. Select Yes to confirm
4. Punch will be submitted

The screenshot shows a web form for entering a punch. It includes a 'Diagnosis Code' field, an 'Add Notes for Punch' field with a yellow '1' in a circle, and a 'Choose File' button. Below these are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in blue and a yellow '2' in a circle. Below the form is an 'Alert' dialog box with a close button (X). The alert text asks: 'Are you sure you want to add a new punch for 04:00 hour(s) for PATRICK - TX5678 for Jan 01, 2021?'. At the bottom of the alert are 'No' and 'Yes' buttons, with the 'Yes' button highlighted in blue and a yellow '3' in a circle.

The screenshot shows a punch summary card. It displays 'Punch 1641' with a yellow '4' in a circle, followed by the date 'Jan 01, 2021', the name 'SPONGEBOB', the time range '06:00 AM - 10:00 AM', the duration 'Hours: 0:04:00', and the amount 'Amount: 4.00'. The status is 'Pending' in red text, and the punch type is 'Hourly'. Below this, the employee name 'PATRICK' and the punch code 'PYRL' are listed. At the bottom is a red 'Reject' button.

Where to go for help?

- Utilize our [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: (877) 211-3738



[acumenfiscalagent.com](https://www.acumenfiscalagent.com)



Thank you!

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