



Acumen powered by DCI Software

Mobile App Guide

No Client Verification

Welcome to Acumen!

**Thank you for joining the Acumen
Family!**

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

Helping create a positive, long lasting
impact on people's lives.



Acumen Fiscal 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 will also help keep you compliant with the
21st Century Cures Act**

- Our EVV compliant time entry options will help you meet all of the new requirements



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
- **Not all services require Client Verification**
 - Employers will approve punches in the DCI Web Portal
- **Check with Acumen for your state's requirements**
 - See the [Mobile App Guide](#) if EVV is required



Download DCI Mobile EVV

1. Download the *DCI Mobile EVV* App



2. Set App Permissions



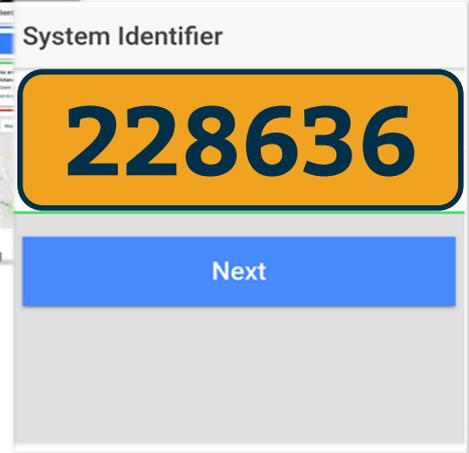
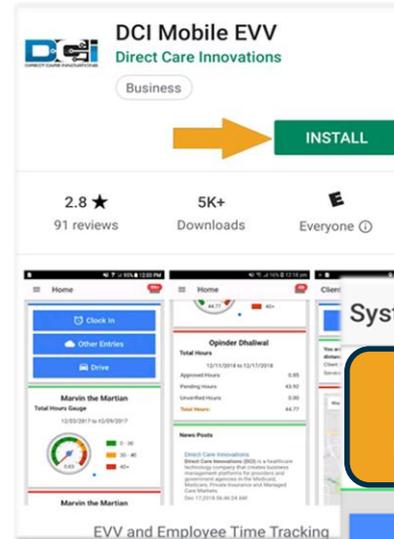
- Location is Required



- Media access is not necessary

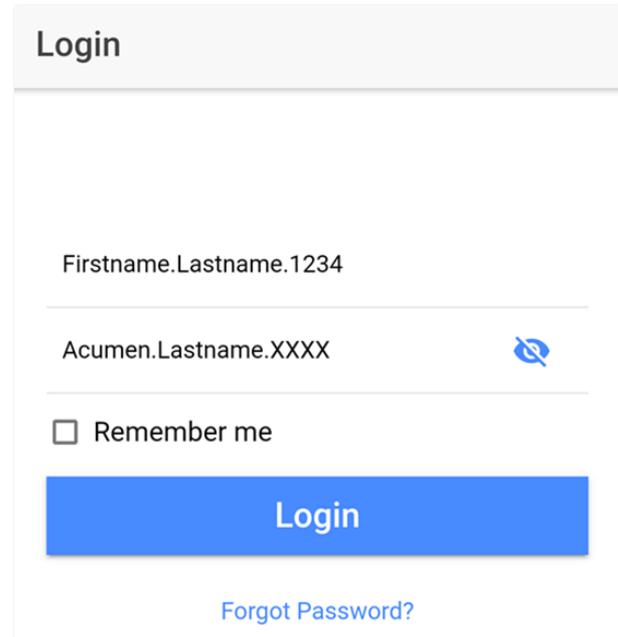
3. Enter System Identifier: **228636**

4. Select Next to login



Log into the DCI Mobile App

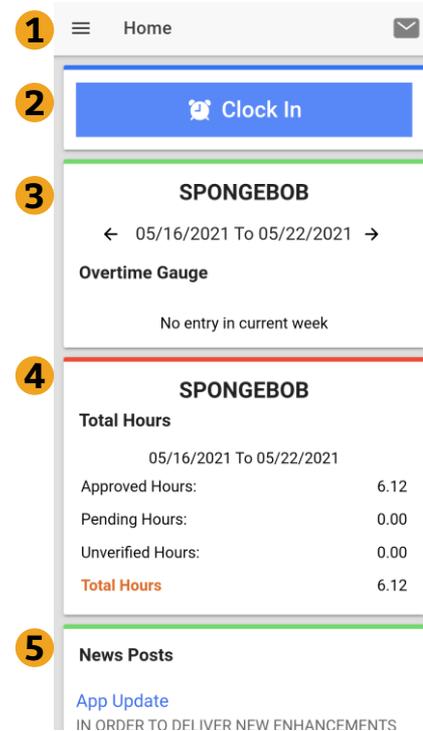
- Enter Employee credentials
 - Provided by Acumen on GTG Letter
- Select Login to access Mobile App
- Select “Remember Me” on your device
- Use Forgot Password link if necessary
 - Requires a valid email on file
- Contact Acumen with any login issues



The screenshot shows a mobile app login interface. At the top, there is a header labeled "Login". Below the header, there are two input fields. The first field contains the text "Firstname.Lastname.1234". The second field contains "Acumen.Lastname.XXXX" and has a blue eye icon to its right, indicating a password field. Below the input fields, there is a checkbox labeled "Remember me". At the bottom of the form, there is a large blue button with the text "Login" in white. Below the button, there is a link labeled "Forgot Password?" in blue text.

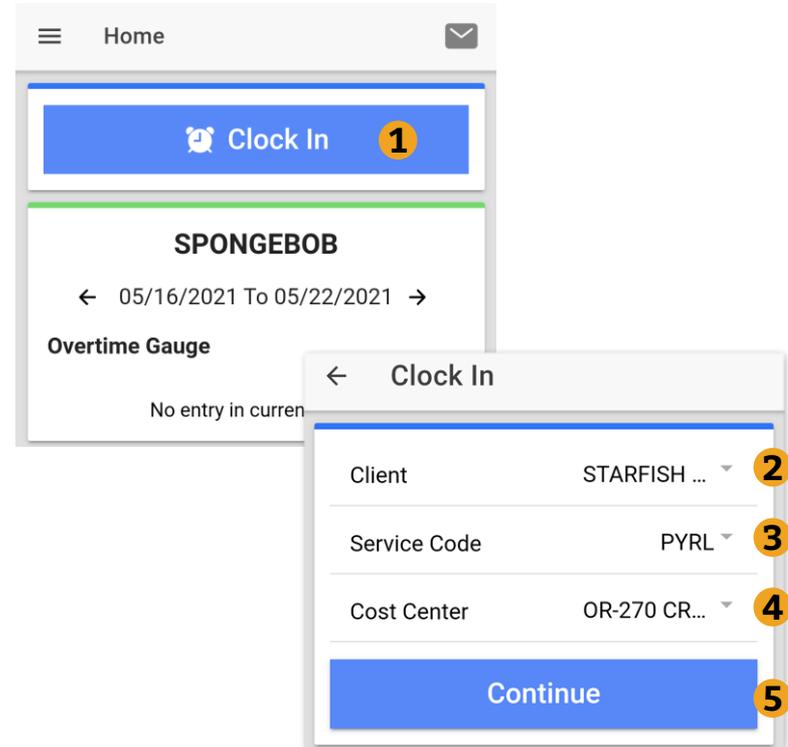
Mobile App Home Page

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 OT hours
 - Not applicable in all states
4. Total Hours Breakdown
 - Shows the current calendar week
5. News Posts
 - Will show relevant updates



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



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

Congratulations!
You are now on the clock.

← Clock In

Clock In Time: 12:24 PM (MT)

Confirm Clock In 1

Client Name: PATRICK
Service Code: PYRL

Clock Out

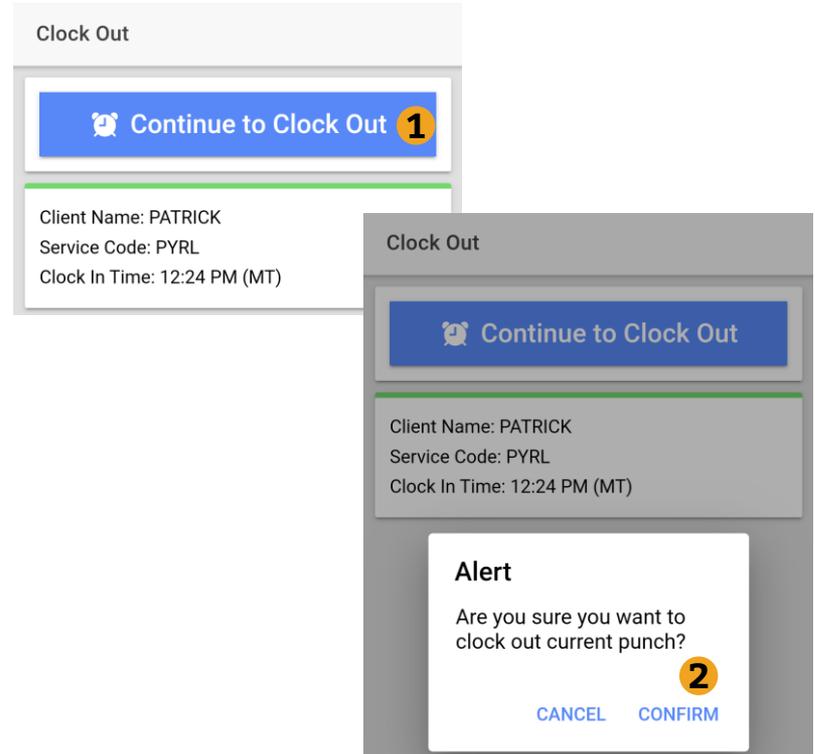
Continue to Clock Out

Client Name: PATRICK
Service Code: PYRL 2
Clock In Time: 12:24 PM (MT)

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: 12:25 PM (MT)

Notes are optional 1

📎 Add Attachment

Confirm Clock Out 2

Client Name: PATRICK
Service Code: PYRL
Clock In Time: 12:24 PM (MT)

Punch Information

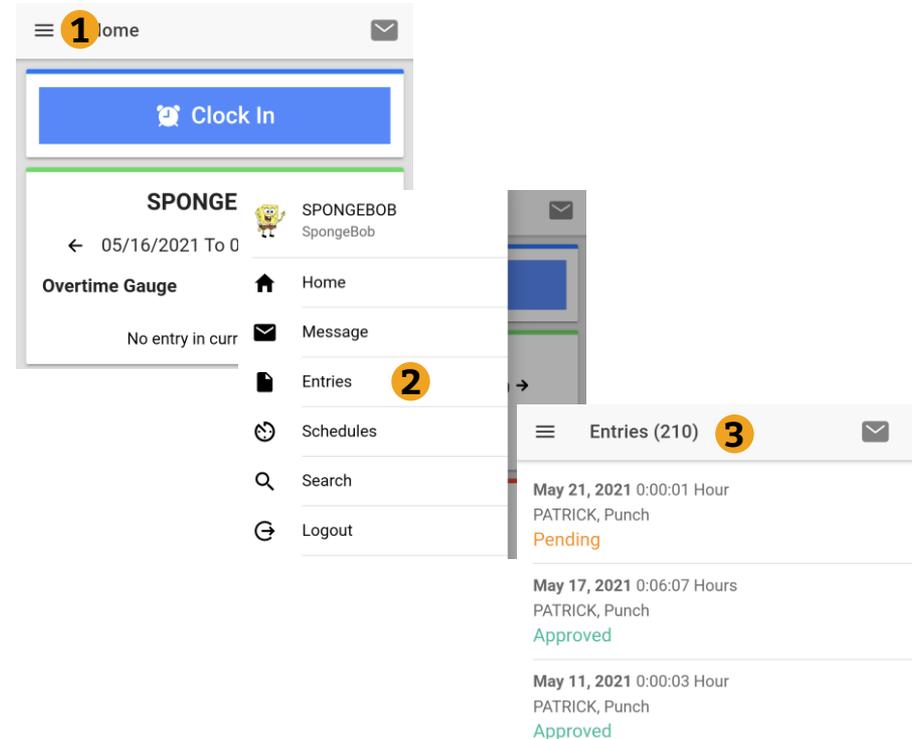
Client Name: PATRICK
Service Code: PYRL
Clock In Time: 12:24 PM (MT)
Clock Out Time: 12:25 PM (MT)

Home 3

Congratulations!
Your shift is complete.

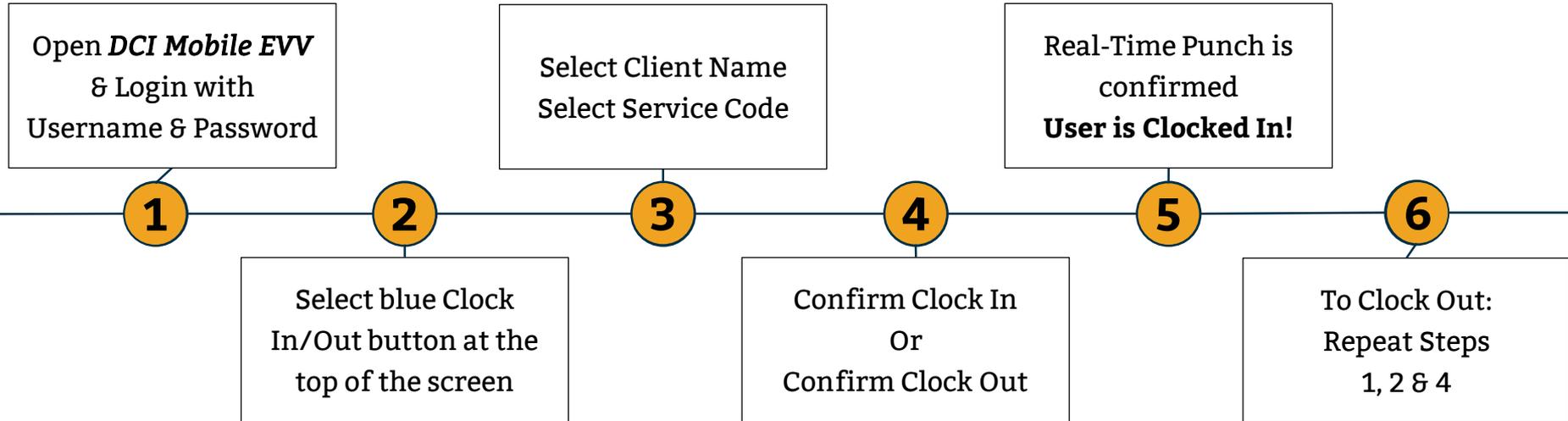
Review Employee Entries

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



Mobile App Process Timeline

Process starts when the Employee is ready to begin their shift.



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