

MA DCI Champions Training

Account Statements and Paystubs

September 2, 2025

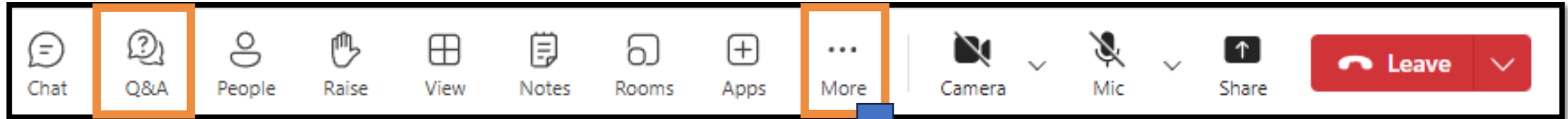
Welcome to Acumen!
Thank you for joining the Acumen Family!



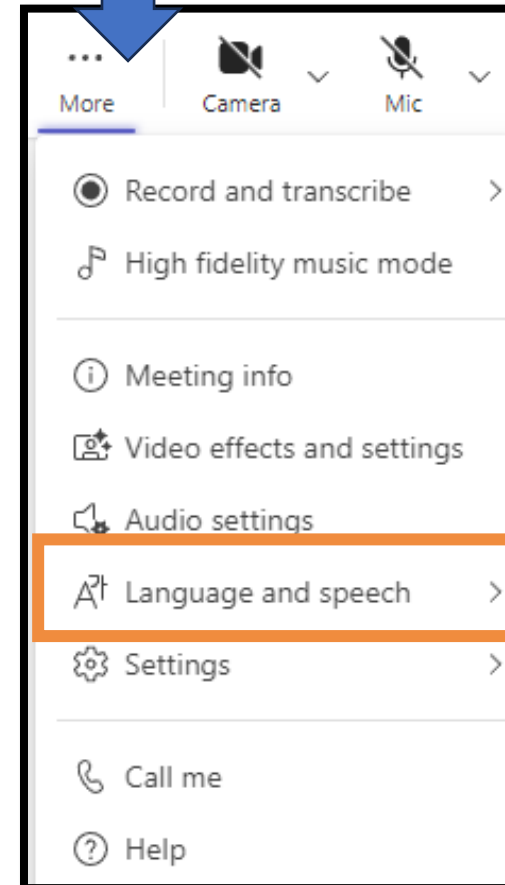
Acumen powered by DCI

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

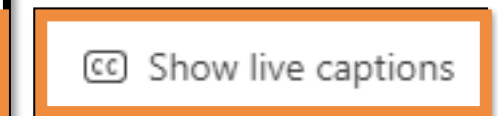
Using Microsoft Teams



- Ensure both the Camera & the Mic are disabled (as pictured above with a line through them)
- Today we will not be using the Chat (disabled) or Raise hand features
- Click the **Q&A** button to type & send your question during the meeting

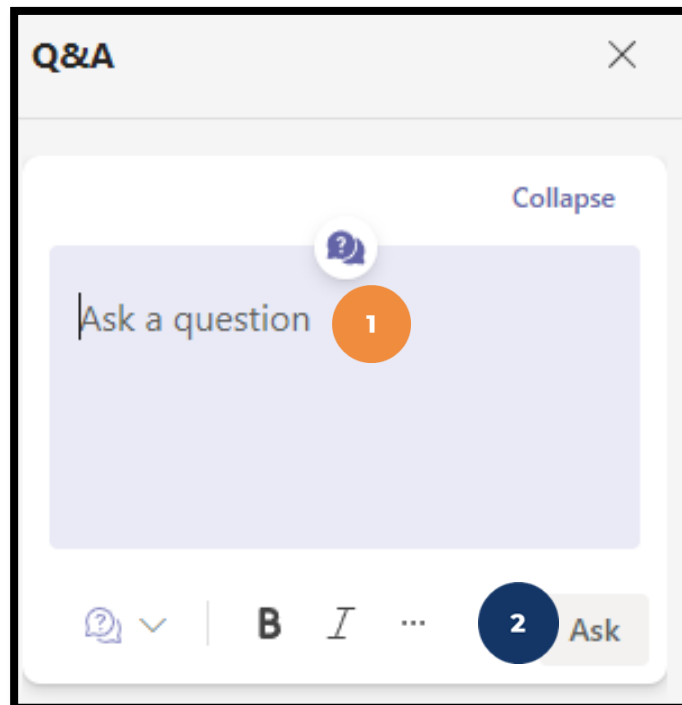
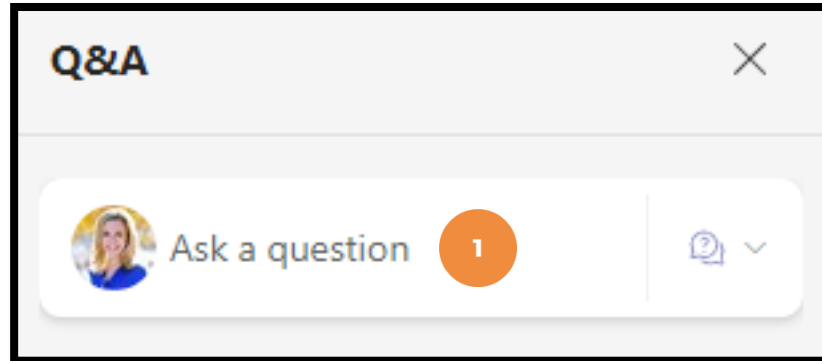


- To enable closed captioning:
 - ✓ Click the **More** button (three dots)
 - ✓ Select **Language and speech**
 - ✓ Click **Show live captions**



- OR press **ALT+Shift+C** on your keyboard

Using the Q&A button

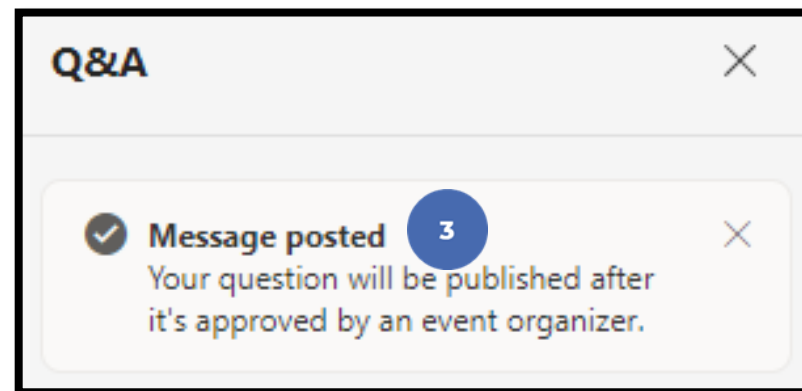


1. After clicking the Q&A button, **type your question** in the Ask a question field

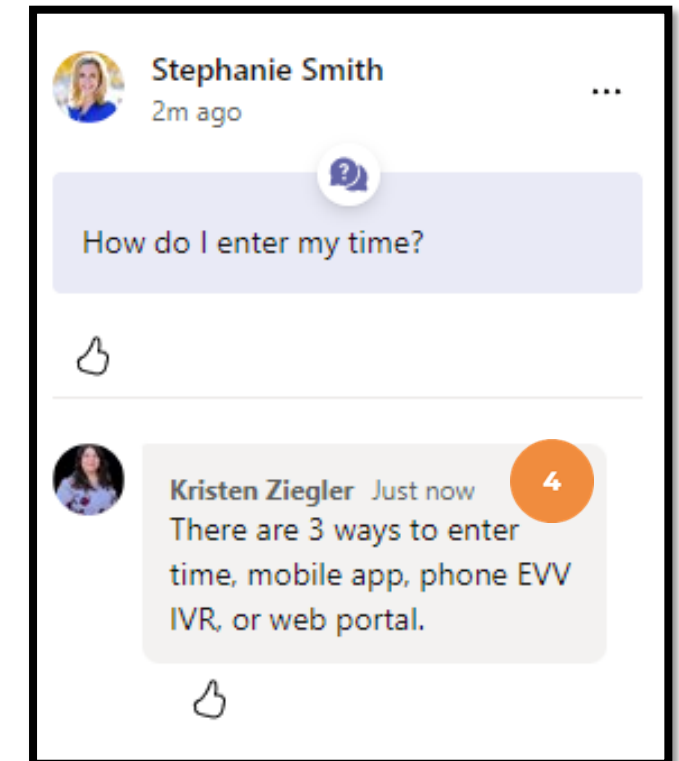
- ❖ Please do not include any confidential information or the question cannot be published & answered

2. Click the **Ask** button

3. Message posted displays



4. Moderators review, approve & post your question



Agenda



Where to find Acct Statements (Portal, Mobile Web, Mobile App)



What Statements Look Like



How to Read a Statement



Employee Paystubs



Resources and Q/A

Where to Find Account Statements

Where to Find Account Statements



Account Statements (as well as Employee paystubs) can be found inside the
DCI Messaging Module.

There are **three** different places to find the messaging module!

DCI Web Portal: Accessible on desktop/laptop computers

Mobile Web: Mobile friendly; accessible on mobile devices; limited functionality; using web browser on the phone.

Mobile App: Mobile DCI EVV app on a mobile device or tablet



DCI Web Portal: Messaging Module

View Account Statements in DCI Web Portal



1. Navigate to the **DCI Web Portal** or use the link in previous step

- <https://acumen.dcisoftware.com/>

2. Enter **Username** and **Password**

- Credentials provided by Acumen

3. Utilize **Forgot Password** link if necessary

- Contact your Acumen Agent with any login issues

4. Click **Sign In**

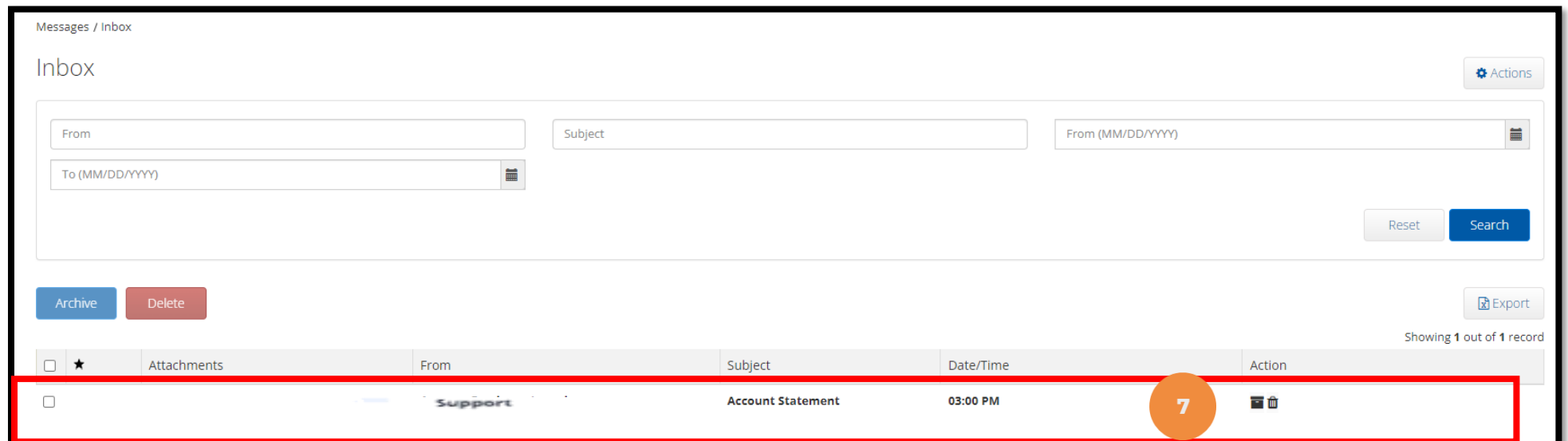
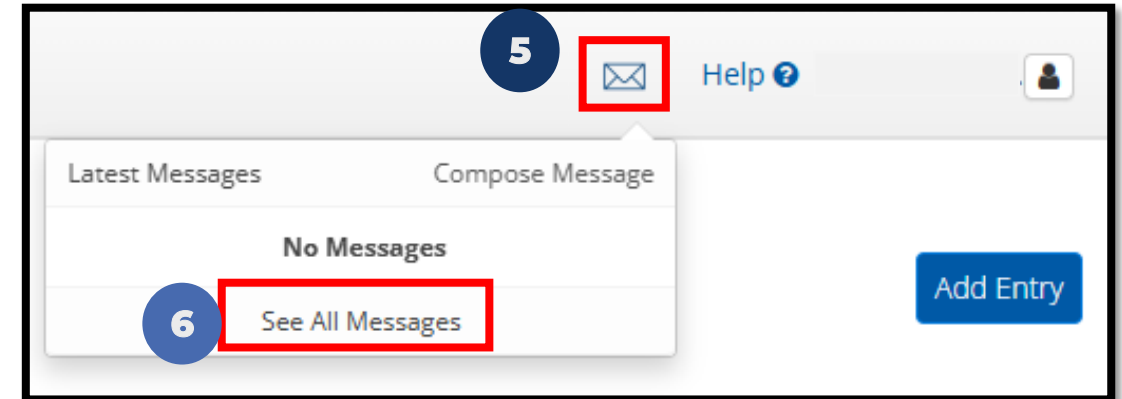
A screenshot of the DCI Web Portal Sign In page. The page has a light gray header with the DCI logo and "Acumen Powered by DCI". The main content area is white and contains a "Sign In" form. The form includes a "Username" field (labeled with a blue circle 2), a "Password" field, a "Remember me" checkbox, and a "Forgot your password?" link (labeled with a blue circle 3). A blue "Sign In" button (labeled with a blue circle 4) is at the bottom. A red box highlights the "Forgot your password?" link. An orange circle with the number 1 is positioned above the header.

View Messages in DCI Web Portal

5. In the upper right-hand corner, click on the **envelope** icon.

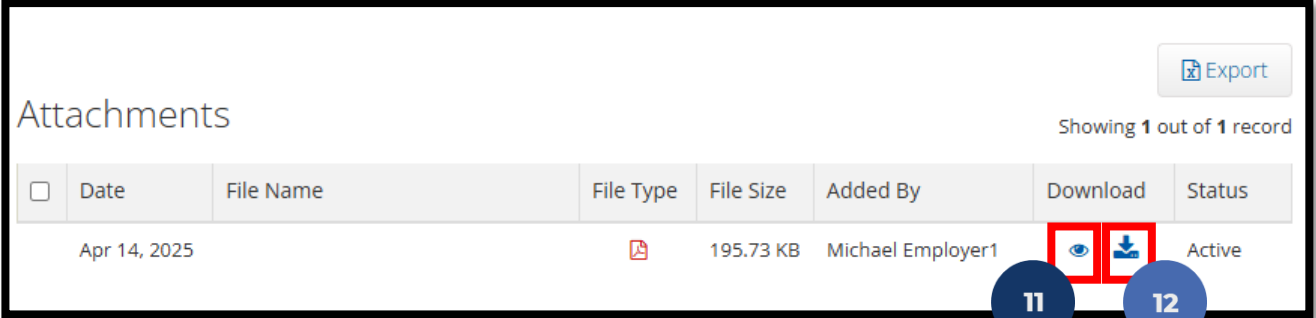
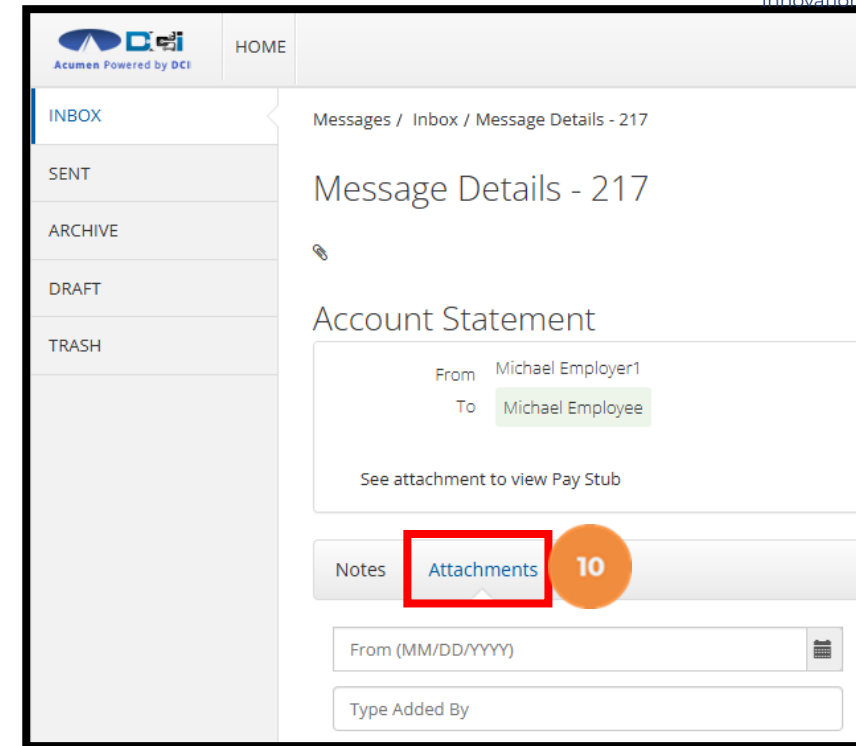
6. Select **See All Messages**

7. Click on the message to review



View Messages in DCI Web Portal

10. Click the **Attachments** tab
11. Option 1: In the Download column, click the **view** icon (eye) to view the attachment.
 - The attachment will open in a new tab in the web browser
12. Option 2: In the Download column, click the download icon to download the attached statement.
 - The attachment will be downloaded to the computer (typically saved in a dedicated "Downloads" folder on the computer)



Attachments

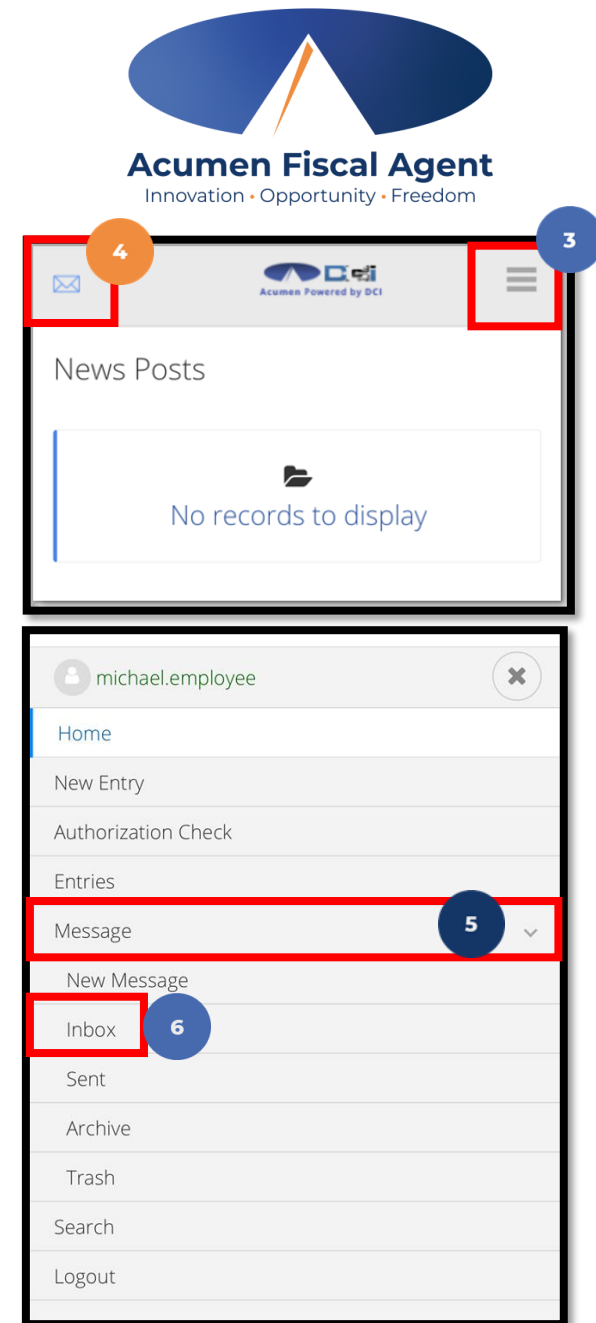
Showing 1 out of 1 record

<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Apr 14, 2025			195.73 KB	Michael Employer1		Active

DCI Mobile Web: Messaging Module

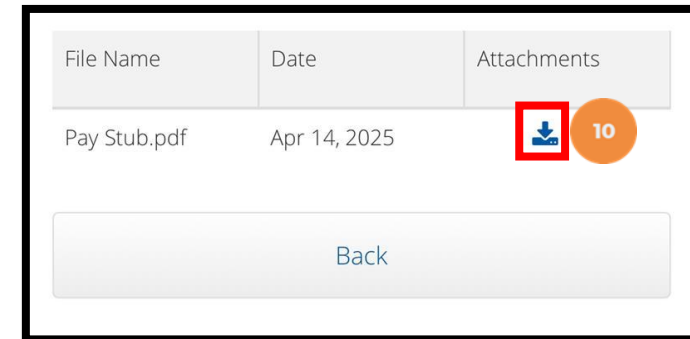
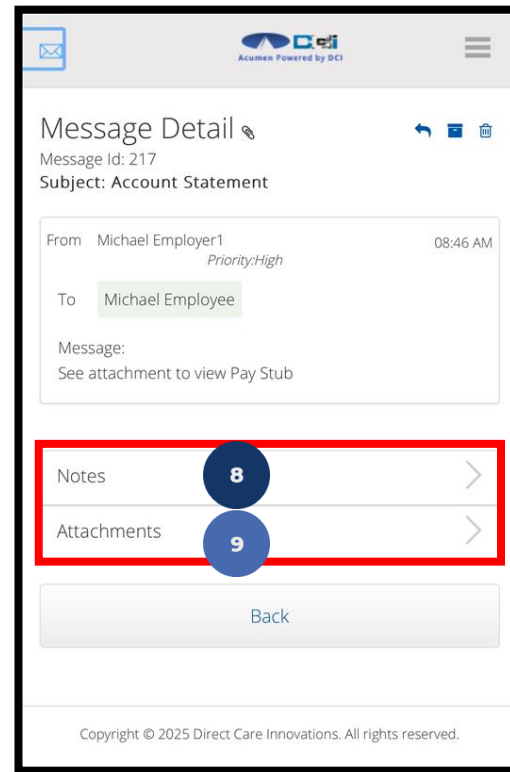
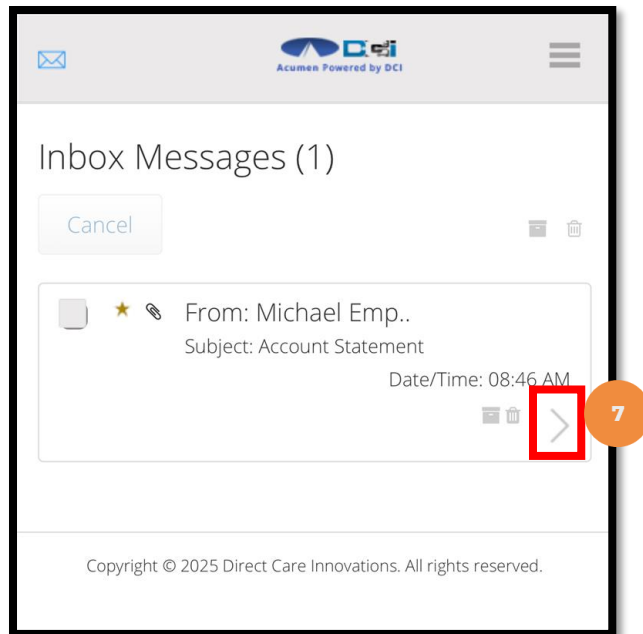
View Messages in Mobile Web

1. Log in to the DCI Web Portal from an internet browser on a mobile device. Enter your **username** and **password** OR **PIN**.
2. Tap **Sign In**
3. Tap the **Menu** in the top-right corner of the screen
4. Please note: The **Mail** icon (envelope) in the upper-left corner of the Dashboard takes users directly to the **Inbox**
5. Tap the **Message** drop-down to expand the submenu
6. Tap **Inbox** from the submenu to view messages



View Messages in DCI Mobile Web

7. Tap the **arrow (>)** to view a message
8. Tap the **Notes** button to view the associated notes/or to add notes to the message
9. Tap on the **Attachments** tab to load the attachment
10. After selecting Attachments, tap the **download** icon to download the attachment.



Attachment View Options



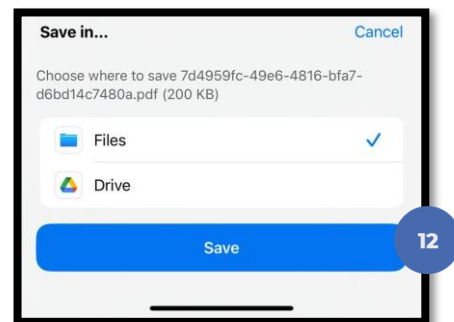
iPhone Users:

11. An option to “**Save in**” appears at the bottom of the screen

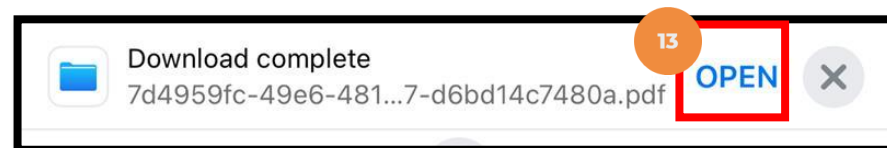
- Tap “**Save...**” to choose where to save the attachment on the device (Files, Downloads, etc.)



12. Tap “**Save**” again to save the attachment to the chosen location



13. A confirmation message appears indicating the download is complete. Tap **Open** to open and view the attachment.



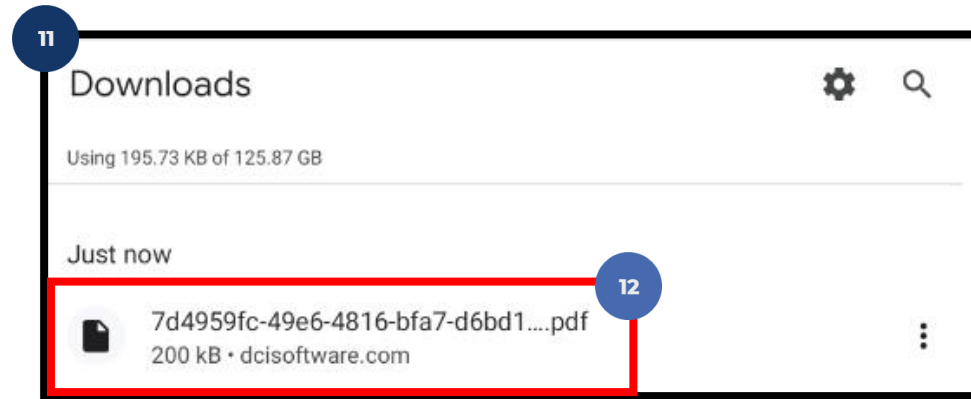
Attachment View Options



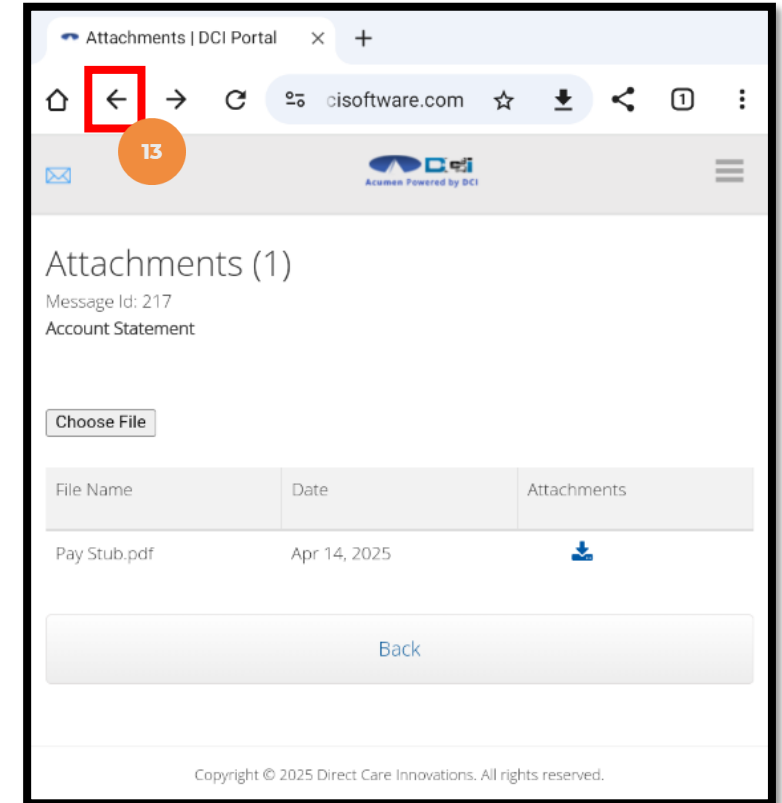
Android Users:

11. The Downloads screen appears and displays the link to view the downloaded attachment

12. Tap on the file to view



13. Tap the **Back** arrow to return to the DCI Mobile Web Attachments screen

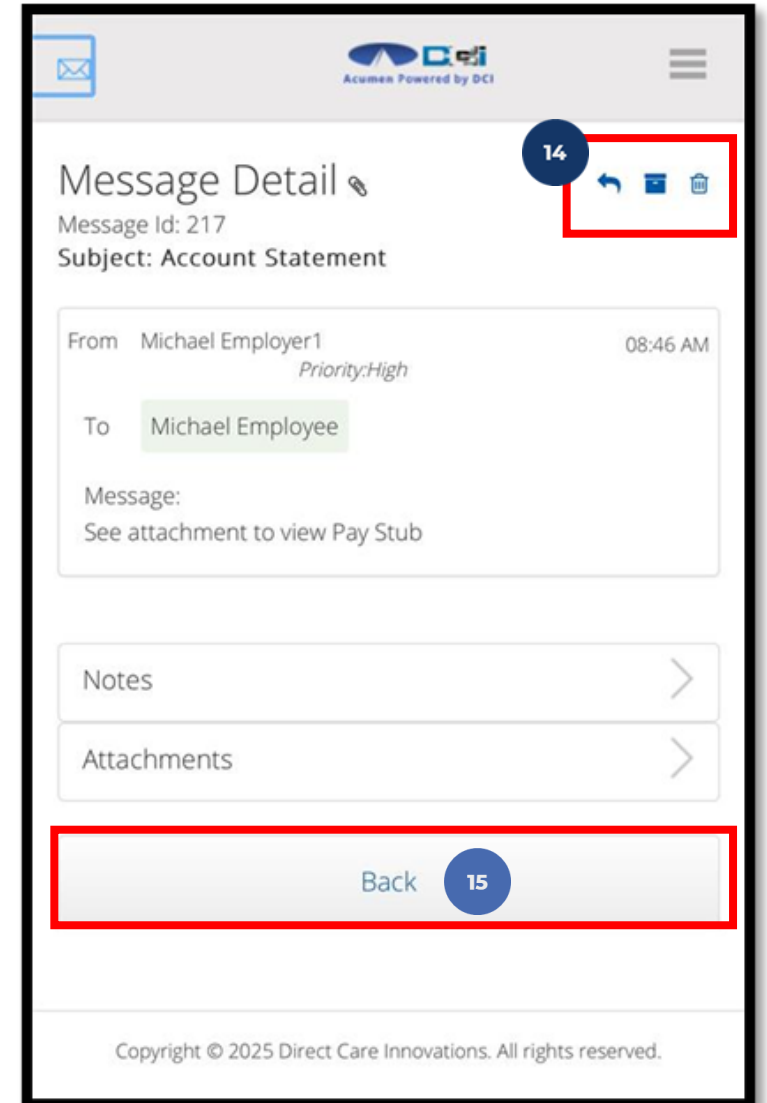


View Messages in DCI Mobile Web

14. The icons at the top of a message allow the user to take action. Those icons include:

- **Left Arrow** – Respond to the message
- **File cabinet** – Archive the message
- **Trash can** – Delete the message

15. Tap the **Back** button to exit the message



DCI Mobile App: Messaging Module

Log into the DCI Mobile EVV App



1. Enter employee credentials
 - ✓ Acumen provides a **username** and **password** on the Good to Go/Welcome letter
2. Optionally, select the **Remember me** button to remember the username.
***Please note:** Do not use on a shared device
3. Tap the blue **Login** button to access the mobile app
 - ✓ The **Forgot Password** link is available if necessary but requires a valid email address to be on file
 - *Please note:** Contact Acumen customer service or your support coordinator with any login issues

A screenshot of the mobile app's login interface. At the top, the word "Login" is centered, and "EN" is in the top right corner. Below this is a dropdown menu showing "Acumen - All Other States - 228...". The "Username*" field is marked with an orange circle containing the number "1". The "Password or PIN*" field has a blue eye icon to its right. Below the password field, the "Remember me" option is marked with a grey circle containing the number "2". A large blue "Login" button is marked with a grey circle containing the number "3". At the bottom, there is a blue link that says "Forgot Password?".

Login EN

Acumen - All Other States - 228... ▾

Username*

Password or PIN*

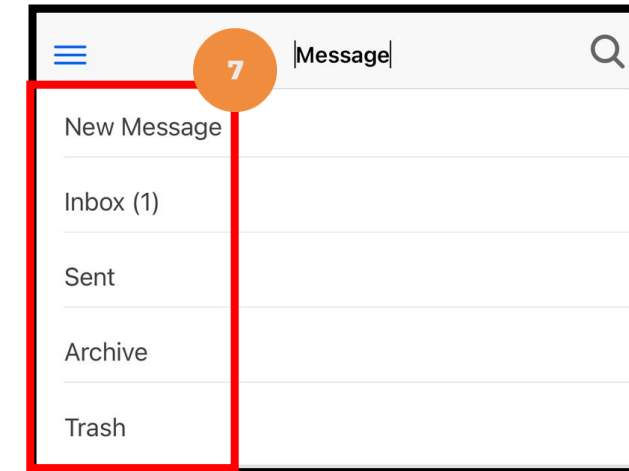
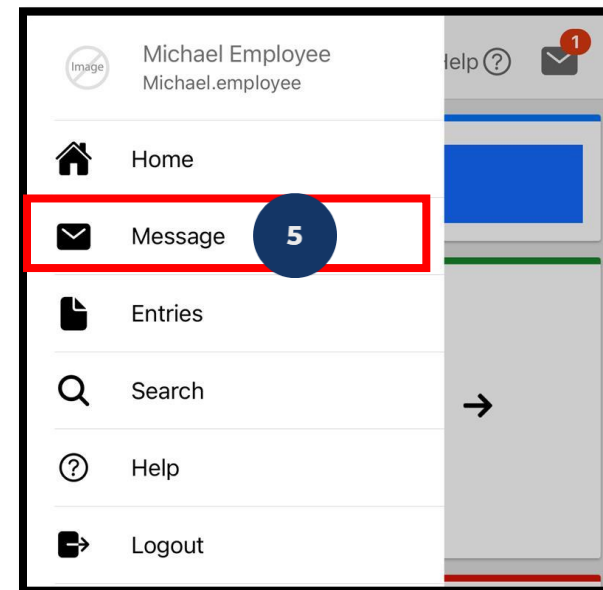
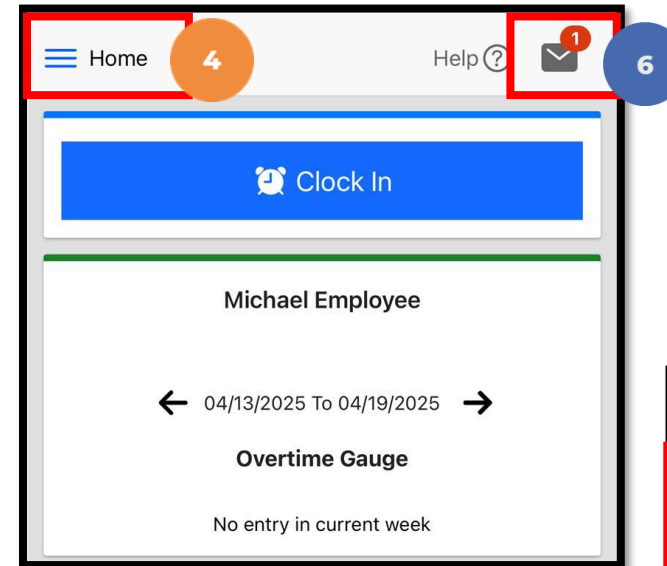
☐ Remember me

Login

[Forgot Password?](#)

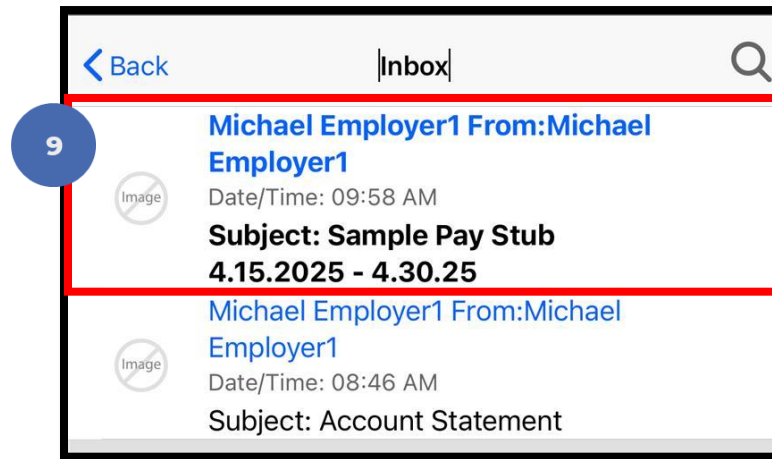
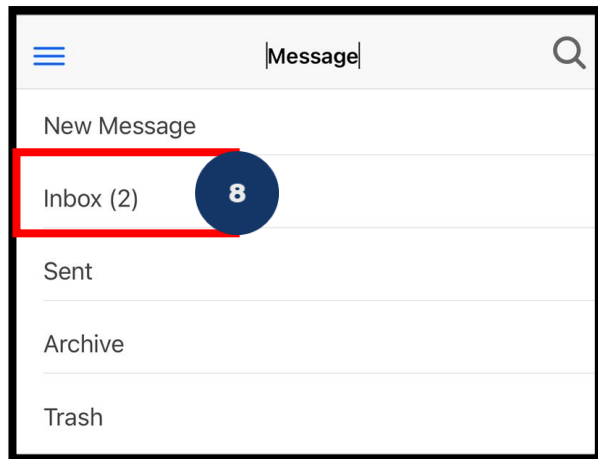
View Messages in DCI Mobile App

4. Tap the **Menu** icon in the upper-left corner (three horizontal lines)
5. Select **Message**
6. ***Please note:** The **Mail** icon (envelope) in the upper-right corner of the Dashboard takes users directly to the **Inbox**
7. The submenu for the messaging module contains the following tabs:
 - New Message – Tap to compose
 - Inbox – Where messages are stored
 - Sent – Access sent messages
 - Archive – Access archived messages
 - Trash – Deleted messages. Please note: This folder empties automatically.

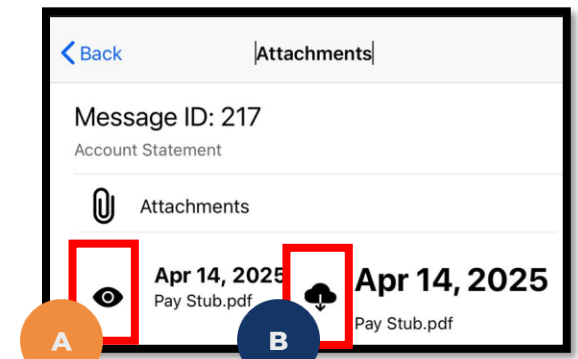
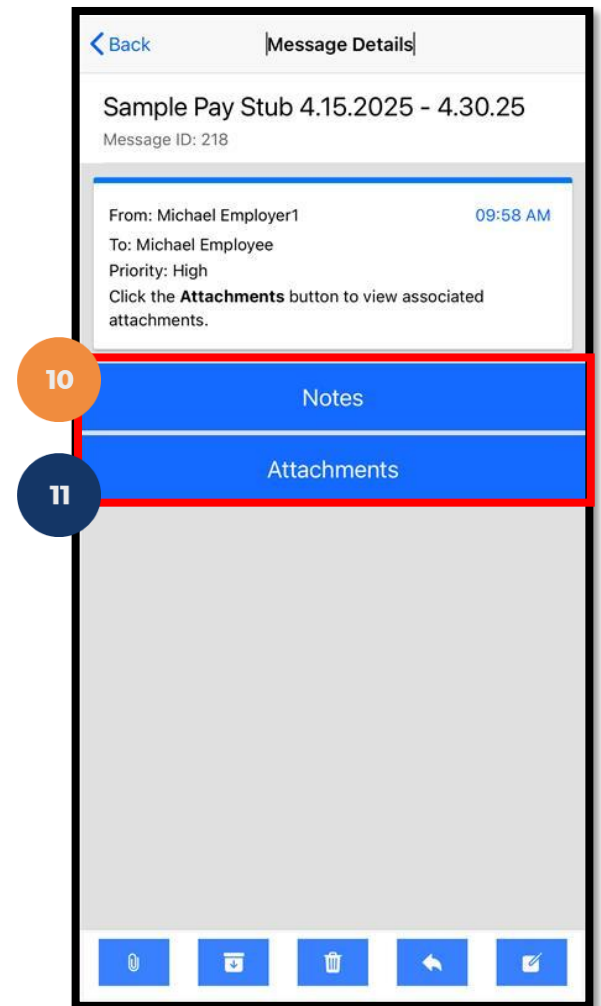


View Messages in DCI Mobile App

8. Tap **Inbox** from the messaging module submenu
9. Tap on a message to view
10. Tap the **Notes** button to view the associated notes/or to add notes to the message
11. Tap the **Attachments** button
 - Option A: Tap the **view** icon (eye) to view the attachment
 - Option B: Tap the **download** icon (cloud) to download the attached statement



Proprietary: For Acumen Use Only



Attachment View Options



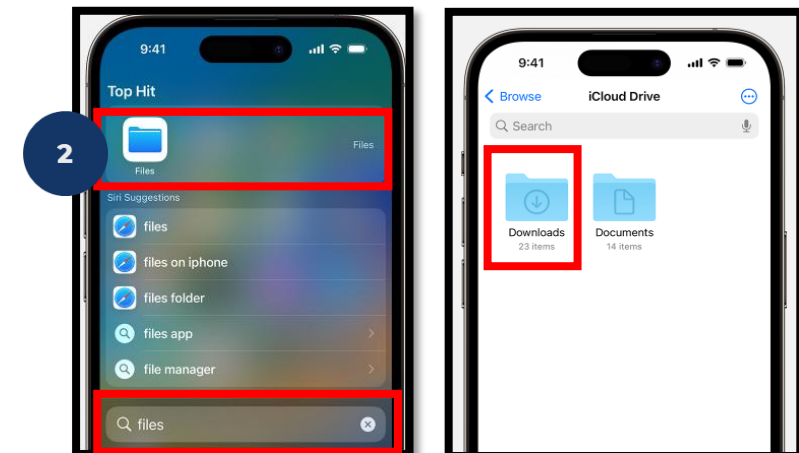
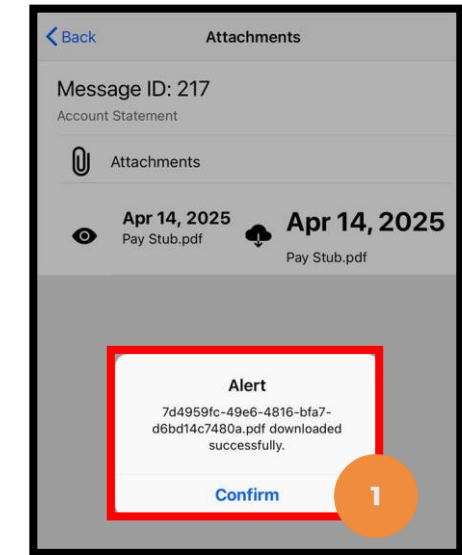
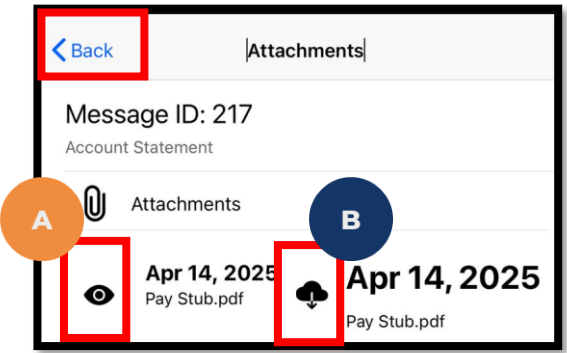
iPhone Users:

Option A: Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view.
- Tap the **<Back** button to return to the Message Details, Inbox or Dashboard.

Option B: Tap the **download** icon (cloud) to download the attachment:

1. An **alert** appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** app. If unable to locate, swipe down from the center of your Home screen, then search for the Files app.
3. Tap the **Browse** tab
4. Tap **iCloud Drive**
5. Tap the **Downloads** folder to see the attachment. ***Please note:** If attachment is not in iCloud Drive > Downloads, tap the **Browse** tab, then choose another location such as **On My iPhone** to search for the attachment.



Attachment View Options



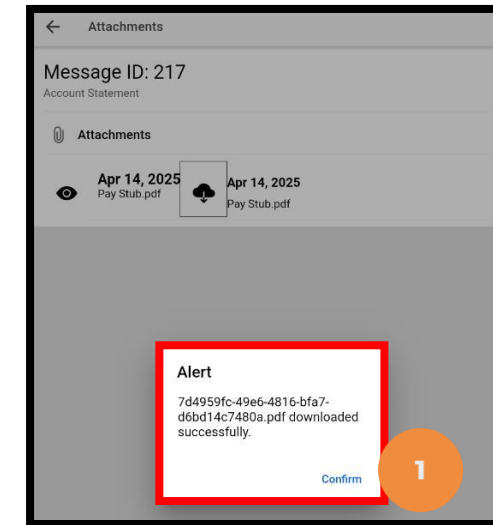
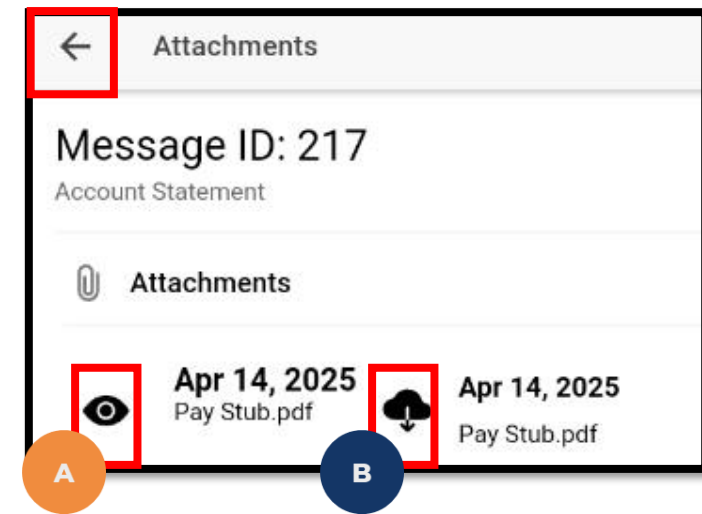
Android Users:

Option A: Tap the **view** icon (eye) to view the attachment:

- The screen will display the attachment to view
- Tap the **back arrow** to return to the Message Details, Inbox or Dashboard.

Option B: Tap the **download** icon (cloud) to download the attachment:

1. An alert appears indicating the download was successful. Tap **Confirm**.
2. Open the **Files** or **My Files** app. If unable to locate, use the Search bar from the center of your Home screen to search for the Files or My Files app.
3. The **Files** or **My Files** app displays the most recent files downloaded. Locate the attachment within the **Recents** list.



View Messages in DCI Mobile App

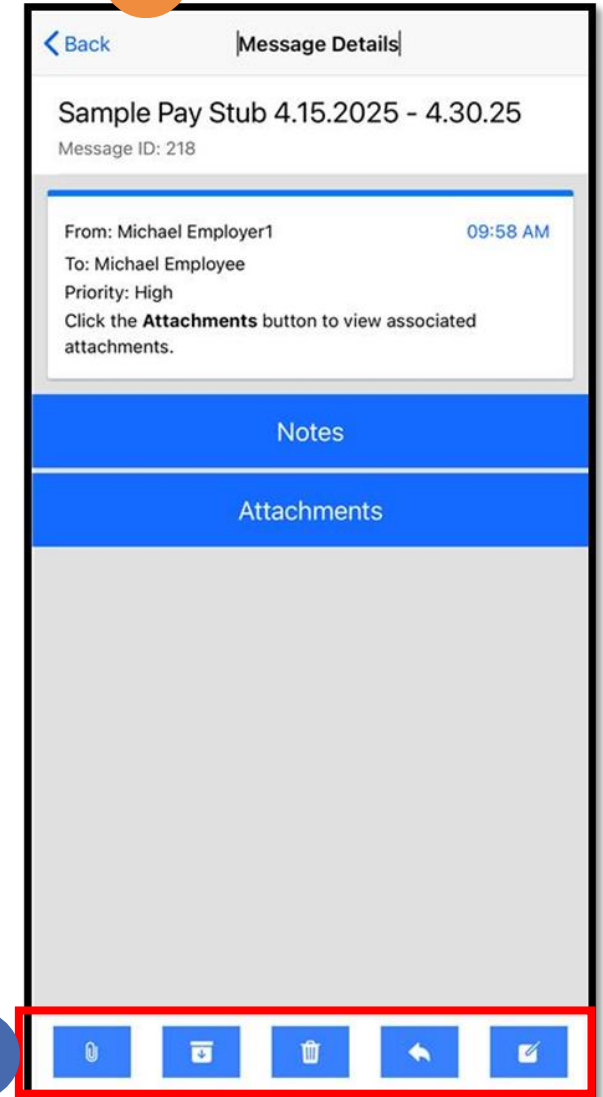


Acumen Fiscal Agent
Innovation • Opportunity • Freedom

12. The icons at the bottom of a message allow the user to take action. Those icons include:

- **Paper clip** – Access the device camera to attach a picture to the message
- **File cabinet** – Archive the message
- **Trash can** – Delete the message
- **Left Arrow** – Respond to the message
- **Paper & Pencil** – Create a new message

13. To exit a message, tap the **<Back** icon in the top left-hand corner of the open message.



Account Statements

What do they look like?

Account Statements (Employer)



To provide enhanced privacy and security, Acumen has activated a new feature in DCI for employers:

- DCI Messaging for Account Statements notifies users when the account statement has been generated and is available for review
- Additionally, the messaging feature will allow users the ability to maintain, delete or archive their messages.
- Archiving messages provides the ability to save previous messages and attachments for record keeping

Account Statement Information



The following is a sample account statement which describes the information that is provided. Once Acumen processes an initial payment as the fiscal agent, the employer or authorized representative will begin receiving account statements. The account statement provides very important information that is essential in managing the individual's services. It is important that the reader understand this information. The date range is shown at the top right of the account statement. The account statement **ONLY** reports checks issued during this date range. The balance does not reflect any submissions for payments that have not been processed. The activity period does not reflect service dates; it reflects check processing dates. The statement is similar to the information provided on a bank statement when checks are written. A check may have been written on Monday but may not have been deducted from the account before the bank statement is provided. Remember that one of the benefits of using Web Time Entry is that you can access your account information 24 hours a day, 7 days a week. If you have any questions after reviewing the account statement sample or after receiving your account statement, please contact Acumen for assistance. Our Customer Service Representatives will be glad to assist you.

Account Statements



Acumen Fiscal Agent
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Acumen Fiscal Agent Account Statement

Employer: SHORE, ALAN
4 JERSEY ST
BOSTON MA, 02225-0000

Statement Date: 06/07/2025
Participant ID: MA0000
Program: MA FDP

Employer Rates

Rate Type	Amount	Start Date
FICA	0.0620	1/01/2025
FICA	0.062	01/01/2025
FUTA	0.006	01/30/2025
Medicaid	0.0145	01/01/2025
SUTA	0.026	02/14/2025
Workers Comp.	0.029	01/01/2025

Account Information

	Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
3380 Flex Funds 07/01/2024 - 06/30/2025	Dollar	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 - 06/30/2025	Dollar	2400.00	2399.64	0.36	0.00	0.36
5704 Day Support 07/01/2024 - 06/30/2025	Dollar	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2024 - 06/30/2025	Dollar	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 - 06/30/2026	Dollar	9800.00	0.00	9800.00	0.00	9800.00
5704 Day Support 07/01/2025 - 06/30/2026	Dollar	56491.00	7152.61	49338.39	868.74	48469.65
5703 Home Support 07/01/2025 - 06/30/2026	Dollar	44052.00	6734.66	39317.34	284.85	39032.49
Totals		\$203637.00	\$84997.97	\$118639.03	1683.83	\$116955.20

Employee Information

Employee Name	Status	Employee #
SHIRLEY SCHMIDT	Active	MA1111
DENNY CRANE	Active	MA2222
DENISE BAUER	Active	MA3333
MOORE DENNIS	Active	MA4444
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	Active	MA5555
TARA WILSON	Active	MA6666
BRAD CHASE	Active	MA7777
LORI COLSON	Active	MA8888
KATIE LLOYD	Active	MA-33-44444

Code and Rate Information

Employee Name	Description	Start Date	End Date	Rate
SHIRLEY SCHMIDT	5703 Home Support-Standard	04/08/2025		26.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	05/29/2025		27.00
MOORE DENNIS	5703 Home Support-Standard	12/22/2024		26.00
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5300 Flex Funds-Standard	12/22/2024		1.00
TARA WILSON	5704 Day Support-Standard	05/22/2025		30.00
BRAD CHASE	5704 Day Support-Standard	02/03/2025		66.24
LORI COLSON	5703 Home Support-Standard	06/17/2025		28.00
KATIE LLOYD	5704 Day Support-Standard	01/29/2025		30.00
SHIRLEY SCHMIDT	5703 Home Support-Standard	12/22/2024		30.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	04/08/2025		26.00
DEVILIN MOORE	5711 Beh Sup - MA-Standard	02/03/2025		132.56
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		28.00
TARA WILSON	5703 Home Support-Standard	05/29/2025		27.00
BRAD CHASE	5704 Day Support-Standard	01/22/2025		26.00
LORI COLSON	5703 Home Support-Standard	05/22/2025		30.00

08/27/2025 11:46:22 AM

Payroll Check Information

Remittance#00333333
Dated:07/25/2025 Payee:
SHIRLEY SCHMIDT
Total Net:2399.64
Gross:2399.64

Disbursement Information

CheckNumber#00333333

Payroll Check Information

Remittance#00333333
Dated:07/25/2025 Payee:
DENISE BAUER
Total Net:2640.32
Gross:2640.32

Disbursement Information

CheckNumber#04444444

Payroll Check Information

Remittance#00333333
Dated:07/25/2025 Payee:
TARA WILSON
Total Net:2012.13
Gross:2012.13

Disbursement Information

CheckNumber#00333333

Payroll Check Information

Remittance#00333333
Dated:07/25/2025 Payee:
DENISE BAUER
Total Net:1038.58
Gross:1201.60

Disbursement Information

CheckNumber#003619162

Payroll Check Information

Remittance#3622580
Dated:07/25/2025 Payee:
LORI COLSON
Total Net:695.98
Gross:695.98

Disbursement Information

CheckNumber#003621900

Payroll Check Information

Remittance#00362341
Dated:08/08/2025 Payee:
LORI COLSON
Total Net:1670.14
Gross:2108.96

Disbursement Information

CheckNumber#003661846

Payroll Check Information

Remittance#3663872
Dated:08/08/2025 Payee:
DENNY CRANE
Total Net:976.63
Gross:1198.80

Disbursement Information

CheckNumber#003661844

Payroll Check Information

Remittance#3663966
Dated:08/08/2025 Payee:
DENNY CRANE
Total Net:1801.39

08/27/2025 11:46:22 AM

Medicare:0.00
BOCA:0.00
SUTA:0.00
FUTA:0.00
Work Comp:0.00

Billing:2399.64

CheckDate:07/25/2025

CheckNet:2399.64

Medicare:1.49

Billing:4039.62

FICA:220.19
SUTA:62.33
FUTA:21.31
Work Comp:102.99

CheckDate:07/25/2025

CheckNet:2640.32

Medicare:37.44

Billing:2917.20

FICA:19.09
SUTA:67.49
FUTA:15.49
Work Comp:74.88

CheckDate:07/25/2025

CheckNet:2012.13

Medicare:18.59

Billing:1416.81

FICA:29.46
SUTA:40.00
FUTA:0.00
Work Comp:37.17

CheckDate:07/25/2025

CheckNet:1038.58

Medicare:0.00
BOCA:0.00
SUTA:0.00
FUTA:0.00
Work Comp:0.00

Billing:695.98

CheckDate:07/25/2025

CheckNet:695.98

Medicare:20.58

Billing:2392.76

FICA:130.76
SUTA:54.83
FUTA:6.47
Work Comp:61.16

CheckDate:08/08/2025

CheckNet:1670.14

Medicare:17.38

Billing:1325.28

FICA:7.43
SUTA:40.00
FUTA:0.00
Work Comp:34.77

CheckDate:08/08/2025

CheckNet:976.63

Medicare:22.99

Billing:1801.39

FICA:98.28
SUTA:4.21

Total Net:1271.41
Gross:1585.17

FUTA:0.77
Work Comp:45.97

Disbursement Information

CheckNumber#003661845

CheckDate:08/08/2025


CheckNet:1271.41

Payroll Check - Punch Details

Check Number	Employee Name	Service Code	Work Date	Start Time	End Time	Pay Type	Wage	Hours
123456	SHIRLEY SCHMIDT	5728 Goods/Services	02/02/2025	12:00AM	12:00AM	Reimbursement	1.00	495.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	03/01/2025	12:00AM	12:00AM	Reimbursement	1.00	100.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	04/30/2025	12:00AM	12:00AM	Reimbursement	1.00	1166.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	108.87
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	138.11
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/29/2025	12:00AM	12:00AM	Reimbursement	1.00	59.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/01/2025	12:00AM	12:00AM	Reimbursement	1.00	287.50
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/23/2025	12:00AM	12:00AM	Reimbursement	1.00	43.26
123457	TARA WILSON	5704 Day Support	07/08/2025	10:00AM	7:11PM	Regular	30.00	9.18
123457	TARA WILSON	5704 Day Support	07/09/2025	10:00AM	7:02PM	Regular	30.00	9.03
123457	TARA WILSON	5703 Home Support	07/12/2025	5:00PM	8:08PM	Regular	30.00	3.13
123457	TARA WILSON	5704 Day Support	07/15/2025	10:00AM	7:14PM	Regular	30.00	9.23
123457	TARA WILSON	5704 Day Support	07/16/2025	10:13AM	7:02PM	Regular	30.00	8.82
123457	TARA WILSON	5703 Home Support	07/18/2025	5:00PM	8:09PM	Regular	30.00	3.33
123458	DENISE BAUER	5704 Day Support	06/02/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/04/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/12/2025	1:00AM	6:00PM	Regular	27.00	17.00
123458	DENISE BAUER	5704 Day Support	06/13/2025	10:00AM	3:00PM	Regular	27.00	5.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	8:00AM	12:00PM	Regular	27.00	4.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	3:30PM	7:00PM	Regular	27.00	5.50
123458	DENISE BAUER	5704 Day Support	06/26/2025	10:00AM	7:00PM	Regular	27.00	9.00
123458	DENISE BAUER	5703 Home Support	07/08/2025	9:53AM	7:01PM	Regular	27.00	9.13
123458	DENISE BAUER	5703 Home Support	07/10/2025	10:05AM	7:30PM	Regular	27.00	9.42
123458	DENISE BAUER	5703 Home Support	07/11/2025	10:00AM	6:59PM	Regular	27.00	8.88
123458	DENISE BAUER	5703 Home Support	07/12/2025	9:53AM	6:50PM	Regular	27.00	8.95
123458	DENISE BAUER	5703 Home Support	07/14/2025	2:52PM	7:00PM	Regular	27.00	4.13
123458	DENISE BAUER	5703 Home Support	07/15/2025	10:03AM	7:13PM	Regular	27.00	9.17
123458	DENISE BAUER	5703 Home Support	07/17/2025	9:59AM	7:12PM	Regular	27.00	9.22
123458	DENISE BAUER	5703 Home Support	07/18/2025	3:00PM	10:00PM	Regular	27.00	7.00
123458	DENISE BAUER	5703 Home Support	07/19/2025	10:03AM	7:05PM	Regular	27.00	9.03
123456	BRAD CHASE	5703 Home Support	07/04/2025	3:00PM	7:00PM	Regular	28.00	4.00
123456	BRAD CHASE	5703 Home Support	07/04/2025	3:00PM	7:00PM	Regular	28.00	-4.00
123456	BRAD CHASE	5704 Day Support	07/04/2025	9:51AM	7:07PM	Regular	28.00	4.21
123456	BRAD CHASE	5704 Day Support	07/04/2025	9:51AM	7:07PM	Overtime	42.00	5.86
123456	BRAD CHASE	5704 Day Support	07/06/2025	10:04AM	7:08PM	Regular	28.00	9.07
123456	BRAD CHASE	5704 Day Support	07/07/2025	10:13AM	7:10PM	Regular	28.00	8.97
123456	BRAD CHASE	5704 Day Support	07/09/2025	10:01AM	2:18PM	Regular	28.00	4.28
123456	BRAD CHASE	5704 Day Support	07/10/2025	10:05AM	7:00PM	Regular	28.00	8.92
123456	BRAD CHASE	5704 Day Support	07/11/2025	9:59AM	6:59PM	Regular	28.00	8.76
123456	BRAD CHASE	5704 Day Support	07/11/2025	9:59AM	6:59PM	Overtime	42.00	0.24
123456	BRAD CHASE	5703 Home Support	07/13/2025	9:52AM	7:00PM	Regular	28.00	9.13
123456	BRAD CHASE	5704 Day Support	07/14/2025	10:00AM	7:15PM	Regular	28.00	9.22
123456	BRAD CHASE	5704 Day Support	07/16/2025	10:03AM	2:07PM	Regular	28.00	4.07
123456	BRAD CHASE	5704 Day Support	07/17/2025	9:59AM	7:11PM	Regular	28.00	9.16
123456	BRAD CHASE	5704 Day Support	07/17/2025	9:59AM	7:11PM	Overtime	42.00	0.04
123456	BRAD CHASE	5704 Day Support	07/18/2025	10:04AM	6:59PM	Regular	28.00	8.42
123458	TARA WILSON	5300 Flex Funds	02/28/2025	12:00AM	12:00AM	Reimbursement	1.00	678.00
123458	TARA WILSON	5300 Flex Funds	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	17.98
123458	DENNY CRANE	5704 Day Support	07/22/2025	10:00AM	7:00PM	Regular	30.00	9.28
123458	DENNY CRANE	5704 Day Support	07/23/2025	10:00AM	7:10PM	Regular	30.00	9.13
123458	DENNY CRANE	5703 Home Support	07/29/2025	10:00AM	7:00PM	Regular	30.00	9.00
123458	DENNY CRANE	5704 Day Support	07/30/2025	10:14AM	6:47PM	Regular	30.00	8.55
123458	DENNY CRANE	5703 Home Support	07/31/2025	5:16PM	9:16PM	Regular	30.00	4.00
123458	DENNY CRANE	5703 Home Support	07/22/2025	10:01AM	2:47PM	Regular	27.00	4.77
123458	DENNY CRANE	5703 Home Support	07/24/2025	9:52AM	7:05PM	Regular	27.00	9.22
123458	DENNY CRANE	5703 Home Support	07/25/2025	9:56AM	3:44PM	Regular	27.00	5.30
123458	DENNY CRANE	5703 Home Support	07/26/2025	10:00AM	7:00PM	Regular	27.00	9.00
123458	DENNY CRANE	5703 Home Support	07/28/2025	2:54PM	7:10PM	Regular	27.00	4.27
123458	DENNY CRANE	5703 Home Support	07/30/2025	10:00AM	7:04PM	Regular	27.00	9.07

How to Read an Account Statement

Account Statements



Acumen Fiscal Agent Account Statement

1

Employer: SHORE, ALAN
4 JERSEY ST
BOSTON MA, 02225-0000

2

Statement Date: 08/07/2025
Participant ID: MA0000
Program: MA PDP

3

Employer Rates		
Rate Type	Amount	Start Date
FICA	0.0620	1/01/2025
FICA	0.062	01/01/2025
FUTA	0.006	01/30/2025
Medicaid	0.0145	01/01/2025
SUTA	0.026	02/14/2025
WorkersComp	0.029	01/01/2025

4

Account Information						
	Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
5300 Flex Funds 07/01/2024 -06/30/2025	Dollar	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 -06/30/2025	Dollar	2400.00	2399.64	0.36	0.00	0.36
5704 Day Support 07/01/2024 -06/30/2025	Dollar	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2025 -06/30/2026	Dollar	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 -06/30/2026	Dollar	9800.00	0.00	9800.00	0.00	9800.00
5704 Day Support 07/01/2025 -06/30/2026	Dollar	56491.00	7152.61	49338.39	868.74	48469.65
5703 Home Support 07/01/2025 -06/30/2026	Dollar	46052.00	6734.66	39317.34	284.85	39032.49
Totals		\$203637.00	\$84997.97	\$118639.03	1683.83	\$116955.20

1. Employer Demographic Information
2. Date of the Statement, Acumen Participant ID Number and Program Name
3. Employer Burden Rates (Taxes/Workers Comp). The cost to pay Employees.
4. Account Information
 - **Initial Balance:** Original amount
 - **Utilization:** What has already been used
 - **Remaining Balance:** What is available (including what is in pending entries)
 - **Pending Entries:** In the workflow to be approved and paid
 - **Available:** What is available currently (minus what is in pending entries)

Account Statements

5. Employee Name, Status
and Acumen Employee ID #

6. Code and Rate
Information

- Each Employee will be listed as well as the type of service they are approved to provide
- Start date to provide that service
- Payrate for the Employee to provide that specific service

Employee Information

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Employee Name	Status	Employee #
SHIRLEY SCHMIDT	Active	MA1111
DENNY CRANE	Active	MA2222
DENISE BAUER	Active	MA3333
MOORE DENNIS	Active	MA4444
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	Active	MA5555
TARA WILSON	Active	MA6666
BRAD CHASE	Active	MA7777
LORI COLSON	Active	MA8888
KATIE LLOYD	Active	MA-33-4444

Code and Rate Information

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Employee Name	Description	Start Date	End Date	Rate
SHIRLEY SCHMIDT	5703 Home Support-Standard	04/08/2025		26.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	05/29/2025		27.00
MOORE DENNIS	5703 Home Support-Standard	12/22/2024		26.00
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5300 Flex Funds-Standard	12/22/2024		1.00
TARA WILSON	5704 Day Support-Standard	05/22/2025		30.00
BRAD CHASE	5704 Day Support-Standard	02/03/2025		66.24
LORI COLSON	5703 Home Support-Standard	06/17/2025		28.00
KATIE LLOYD	5704 Day Support-Standard	01/29/2025		30.00
SHIRLEY SCHMIDT	5703 Home Support-Standard	12/22/2024		30.00
DENNY CRANE	5728 Goods/Services-Standard	12/22/2024		1.00
DENISE BAUER	5704 Day Support-Standard	04/08/2025		26.00
DEVLIN MOORE	5711 Beh Sup - MA-Standard	02/03/2025		132.56
CRANE POOLE AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		28.00
TARA WILSON	5703 Home Support-Standard	05/29/2025		27.00
BRAD CHASE	5704 Day Support-Standard	01/22/2025		26.00
LORI COLSON	5703 Home Support-Standard	05/22/2025		30.00

Account Statements

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Payroll Check Information

Remittance#:3333333
Date:07/25/2025 Payee:
SHIRLEY SCHMIDT
Total Net:2399.64
Gross:2399.64

Medicare:0.00
FICA:0.00
SUTA:0.00
FUTA:0.00
Work Comp:0.00

Billing:2399.64

Disbursement Information

CheckNumber:000333333

CheckDate:07/25/2025

CheckNet:2399.64

Payroll Check Information

Remittance#:333333333
Date:07/25/2025
Payee: DENISE BAUER
Total Net:2640.32
Gross:3551.31

Medicare:51.49
FICA:220.19
SUTA:92.33
FUTA:21.31
Work Comp:102.99

Billing:4039.62

Disbursement Information

CheckNumber:0444444

CheckDate:07/25/2025

CheckNet:2640.32

Payroll Check Information

Remittance#:3333333
Date:07/25/2025
Payee: TARA WILSON
Total Net:2012.13
Gross:2582.16

Medicare:37.44
FICA:160.09
SUTA:67.14
FUTA:15.49
Work Comp:74.88

Billing:2937.20

Disbursement Information

CheckNumber:033333333

CheckDate:07/25/2025

CheckNet:2012.13

Payroll Check Information

Remittance#:3333333
Date:07/25/2025
Payee: DENISE BAUER
Total Net:1038.58
Gross:1281.60

Medicare:18.58
FICA:79.46
SUTA:0.00
FUTA:0.00
Work Comp:37.17

Billing:1416.81

7. Details for each payroll check information

- **Remittance#:** Acumen Remittance Number
- **Date of Check**
- **Payee:** Employee who is receiving paycheck
- **Total Net:** Check amount after burden is removed
- **Gross:** Hours times the payrate
- **Medicare, FICA, SUTA, FUTA and Worker Comp** = Employer Burden
- **Check Net:** Same as Total Net
- **Billing:** Employer cost to pay that Employee to pay for that pay period, this is what is deducted from the authorization

Account Statements

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Payroll Check - Punch Details

Check Number	Employee Name	Service Code	Work Date	Start Time	End Time	Pay Type	Wage	Hours
123456	SHIRLEY SCHMIDT	5728 Goods/Services	02/02/2025	12:00AM	12:00AM	Reimbursement	1.00	495.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	03/01/2025	12:00AM	12:00AM	Reimbursement	1.00	100.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	04/30/2025	12:00AM	12:00AM	Reimbursement	1.00	1166.00
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	108.87
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	138.11
123456	SHIRLEY SCHMIDT	5728 Goods/Services	05/29/2025	12:00AM	12:00AM	Reimbursement	1.00	59.95
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/01/2025	12:00AM	12:00AM	Reimbursement	1.00	287.50
123456	SHIRLEY SCHMIDT	5728 Goods/Services	06/23/2025	12:00AM	12:00AM	Reimbursement	1.00	43.26
123457	TARA WILSON	5704 Day Support	07/08/2025	10:00AM	7:11PM	Regular	30.00	9.18
123457	TARA WILSON	5704 Day Support	07/09/2025	10:00AM	7:02PM	Regular	30.00	9.03
123457	TARA WILSON	5703 Home Support	07/12/2025	5:00PM	8:08PM	Regular	30.00	3.13
123457	TARA WILSON	5704 Day Support	07/15/2025	10:00AM	7:14PM	Regular	30.00	9.23
123457	TARA WILSON	5704 Day Support	07/16/2025	10:13AM	7:02PM	Regular	30.00	8.82
123457	TARA WILSON	5703 Home Support	07/18/2025	5:00PM	8:20PM	Regular	30.00	3.33
123458	DENISE BAUER	5704 Day Support	06/02/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/04/2025	11:00AM	7:00PM	Regular	27.00	8.00
123458	DENISE BAUER	5704 Day Support	06/12/2025	1:00AM	6:00PM	Regular	27.00	17.00
123458	DENISE BAUER	5704 Day Support	06/13/2025	10:00AM	3:00PM	Regular	27.00	5.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	8:00AM	12:00PM	Regular	27.00	4.00
123458	DENISE BAUER	5704 Day Support	06/24/2025	1:30PM	7:00PM	Regular	27.00	5.50
123458	DENISE BAUER	5704 Day Support	06/26/2025	10:00AM	7:00PM	Regular	27.00	9.00

8. Details of all entries/punches on the paycheck for each Employee, including the service code, date of service, start and end time of the shift, payment type, hourly wage, hours worked per shift. Above you can see the details to Employee Tara Wilson!

Account Statements

9. The last section on the Account Statement will be your summary for each Employee, including total hours worked and payment received!

Payroll Summary 9			
Payee	Total Hours	Total Funds	Total Payment Received
LORI COLSON	42.72	0.00	1038.58
KATIE LLOYD	39.96	0.00	976.63
SHIRLEY SCHMIDT	2399.64	0.00	2399.64
DENNY CRANE	695.98	0.00	695.98
DENISE BAUER	58.71	0.00	1271.41
DEVLIN MOORE	131.53	0.00	2640.32
LORI COLSON	75.32	0.00	1670.14
KATIE LLOYD	97.55	0.00	2012.13

Paystubs

Paystubs (Employee)



- Employees (including compensated caregivers) who use direct deposit/Money Market pay card for their paychecks will only retrieve electronic paystubs in their secure message center on DCI messaging
- DCI messaging is secure
- If you currently receive paper paychecks, you will continue to receive paystubs attached to your paychecks in the mail.
- **Wells Fargo:** You are now able to retrieve paystubs from the DCI Messaging Portal, no need to use a separate Wells Fargo site.

Paystubs (Employee)

Paystub Call Outs:

1. Portal Reference Number is the Acumen Employee Number
2. Different Rates = Different Service Codes
 - Overtime will be listed as time and a half the regular hourly rate
3. If Employee has garnishments, it will be listed under deductions




PATRICIA EMPLOYEE Employee Type: Hourly Non-Exempt 1234 SESAME RD BOSTON MA 05438 LAST 4 TAX IDENTIFIER: 1234 PORTAL REFERENCE: MA23407		Acumen Fiscal Agent, on behalf of ER: JONI M EMPLOYER 16460 HWY 234 BOSTON MA 54438 PHONE NO.: (985) 123-1234 TAX IDENTIFIER: 12-1212121 STATE TAX ID: 00000-001-300		PAY DATE: 08/22/2025 PERIOD START: 07/27/2025 PERIOD END: 08/09/2025	
HOURS AND EARNINGS		DEDUCTIONS		TAXES	
	HOURS	RATE	EARNINGS		
REGULAR	2.98	\$ 16.31	\$ 48.60		MEDICARE \$ 1.08
REGULAR	2.00	\$ 12.91	\$ 25.82		FICA \$ 4.61
TOTALS	4.98		\$ 74.42		
GROSS PAY:			\$ 74.42	TOTAL DEDUCTIONS:	\$ 0.00
YEAR TO DATE (YTD) EARNINGS				YEAR TO DATE (YTD) DEDUCTIONS	
			EARNINGS		
REGULAR			\$ 74.42		MEDICARE \$ 1.08
TOTALS			\$ 74.42		FICA \$ 4.61
TOTAL YTD EARNINGS:			\$ 74.42	TOTAL YTD DEDUCTIONS:	
DIRECT DEPOSIT / CHECK DETAILS				TOTAL YTD TAXES:	
PAYMENT METHOD:			LIVE CHECK	AMOUNT:	
TOTAL NET PAY:				\$ 68.73	

Acumen Fiscal Agent 5416 E Baseline Rd Suite 200 Mesa, AZ 85206		0001111125	
DATE <u>August 22, 2025</u>			
PAY TO THE ORDER OF <u>PATRICIA EMPLOYEE</u>		\$ <u>68.73</u>	
<u>Sixty-eight dollars and 73/100</u>		DOLLARS	
MEMO _____		FOR RECORD PURPOSES ONLY **NON-NEGOTIABLE**	
o0003714125o t122105278t 6123013044o			


Resources

Helpful Resources

Utilize our Websites

-  [Massachusetts- Training Materials](#) for more help
 - This will give you a full list of Training Materials for DCI
-  [Massachusetts State Page](#)
 - This will give you MA specific details with Acumen Fiscal Agent
-  [Messaging Module/Account Statement Article](#)
 - This will give you specific details with about using the messaging module

Contact the Acumen Support Team

-  help with enrollment questions, DCI system questions, or payment issues
- [Contact Us](#) form at www.acumenfiscalagent.com/contact
 - Email us at: customerservice@acumen2.net
-  **By Phone:** (833) 892-0413





Acumen Fiscal Agent

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QUESTIONS?

Thank you!

acumenfiscalagent.com

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