

Acumen VDC DCI Employee Time Entry Training

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.

Agenda



Overview



Web Portal



Mobile Web



Mobile App



Acumen Fiscal Agent
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Overview

Proprietary: For Acumen and Customer Use Only



Ways to Enter Time

Only use one per shift (each clock in/out)

Web Portal



OR

Mobile App



- **Acumen.dcisoftware.com**
- Manage time
- Enter Historical Punches and make corrections
- Change Profile Settings
- Preferred browser Google Chrome
 - Edge, Fire Fox and Safari work

- **Preferred method to ensure all time is entered**
- Real Time Entry
- Quick & Easy
- iPhone 6 or Newer running iOS 15+
- Android Phones 4.6 inches or larger running Android 8.0+

DCI Web Portal

Full Site – Most compatible when accessed via desktop or laptop

- Employees enter historical time or correct punches

Add New Entry

1. Log in to the [DCI Web Portal](https://dcisoftware.com)
2. Click the blue **Add Entry** button

acumen.dcisoftware.com



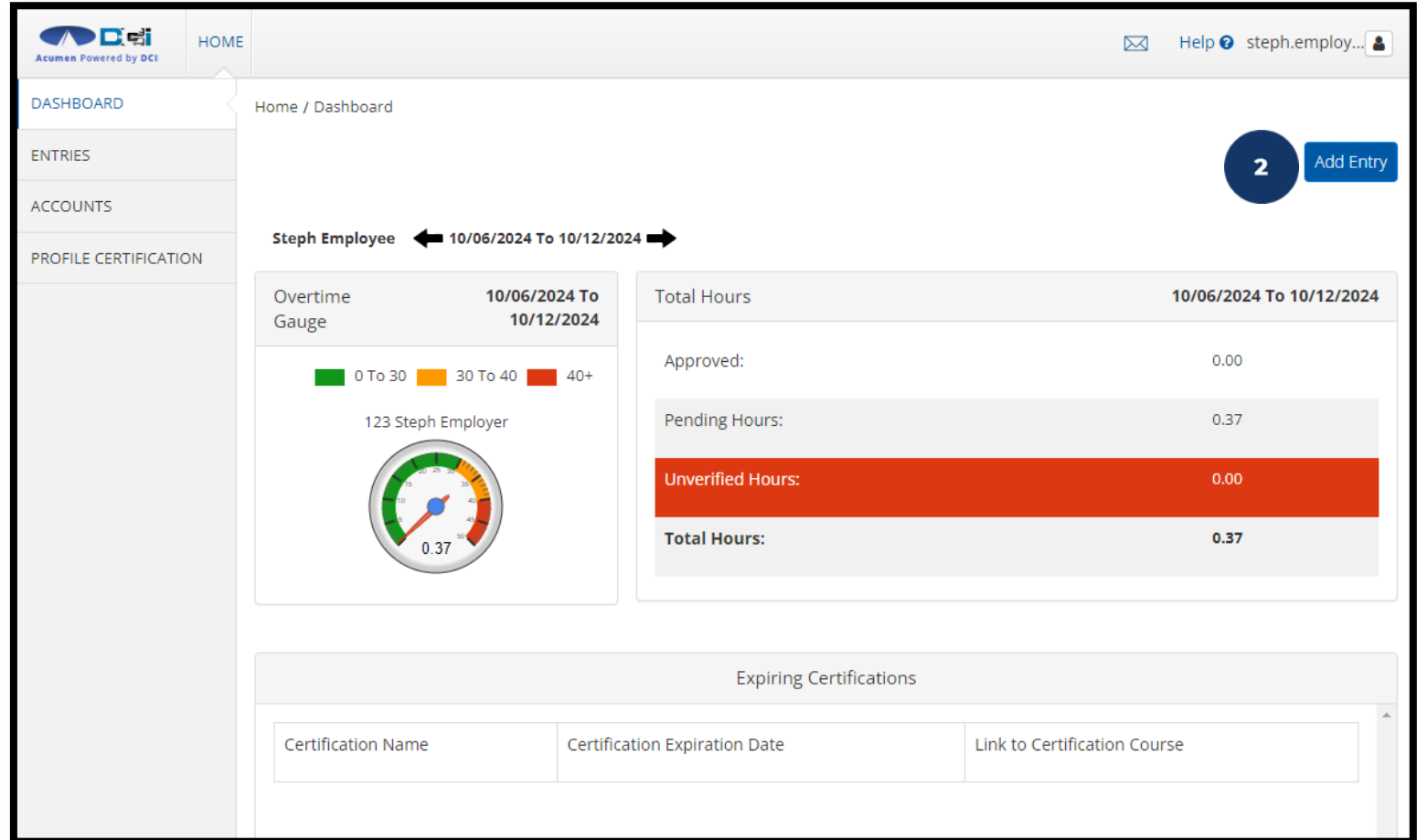
Sign In

Username 1

Password

Remember me [Forgot your password?](#)

Sign In



Acumen Powered by DCI HOME Help steph.employ...

DASHBOARD Home / Dashboard

ENTRIES

ACCOUNTS

PROFILE CERTIFICATION

Steph Employee ← 10/06/2024 To 10/12/2024 →

Overtime Gauge 10/06/2024 To 10/12/2024

0 To 30 30 To 40 40+

123 Steph Employer

0.37

Total Hours 10/06/2024 To 10/12/2024

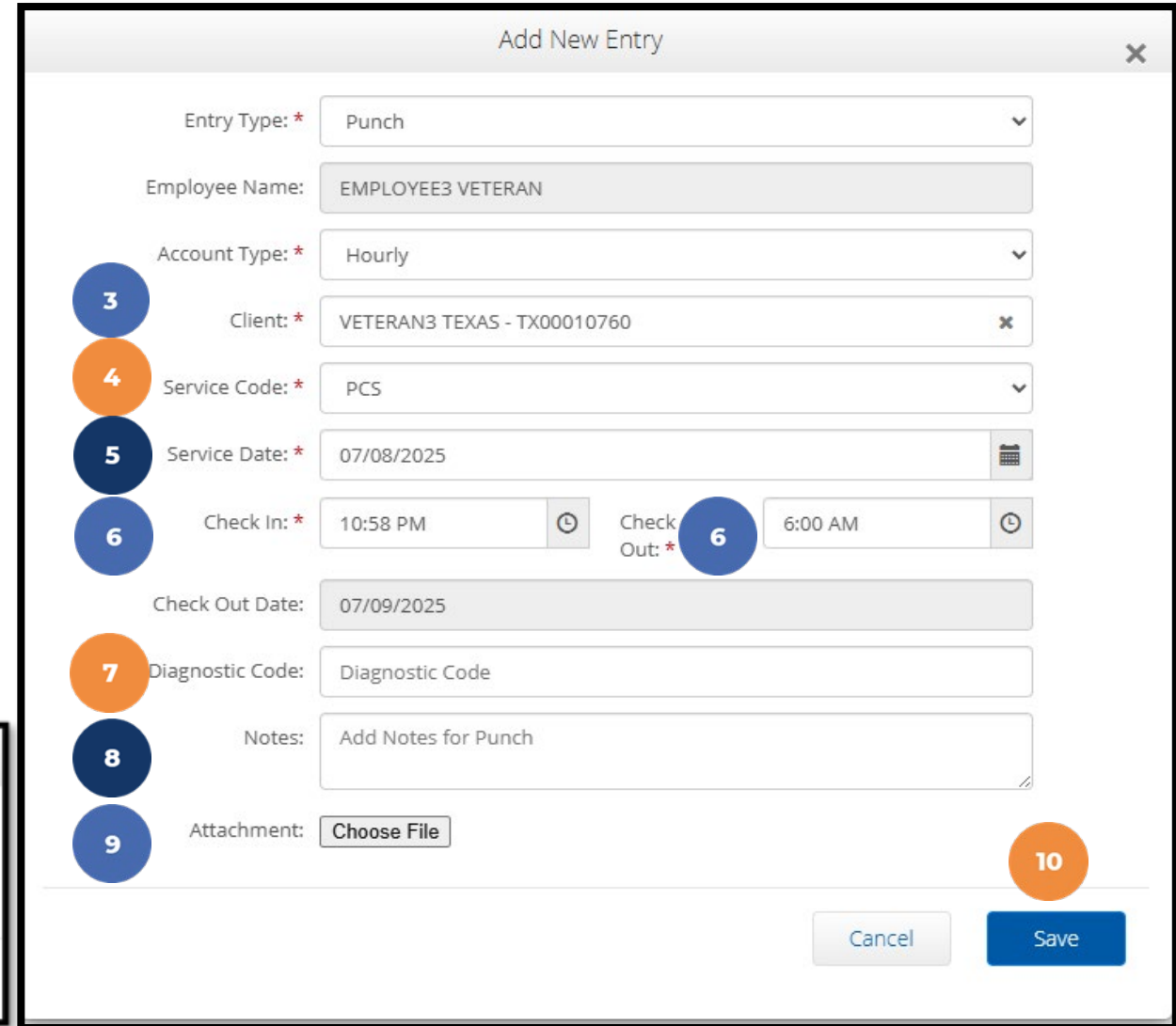
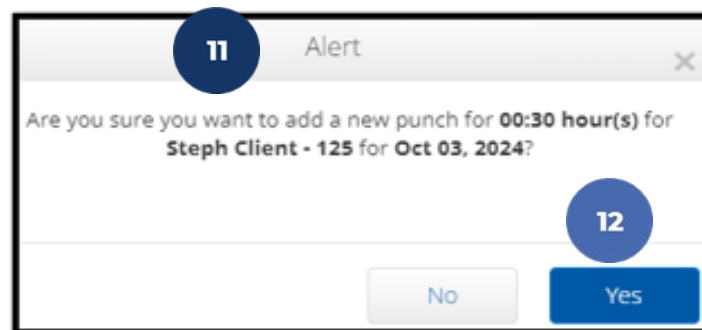
Approved:	0.00
Pending Hours:	0.37
Unverified Hours:	0.00
Total Hours:	0.37

Expiring Certifications

Certification Name	Certification Expiration Date	Link to Certification Course
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Add New Entry

- Type a minimum of three characters to generate results and select the Client's name from the list
- Select the Service Code from the drop-down
- Select the Service Date
- Enter the Check In (start) and Check Out (end) times
- Diagnostic Code (Optional)
- Add Notes (Optional)
- Add Attachments (Optional)
- Click Save.
- Alert pops up
- Click Save



The "Add New Entry" form is displayed in a window with a close button (X) in the top right corner. The form contains the following fields and controls:

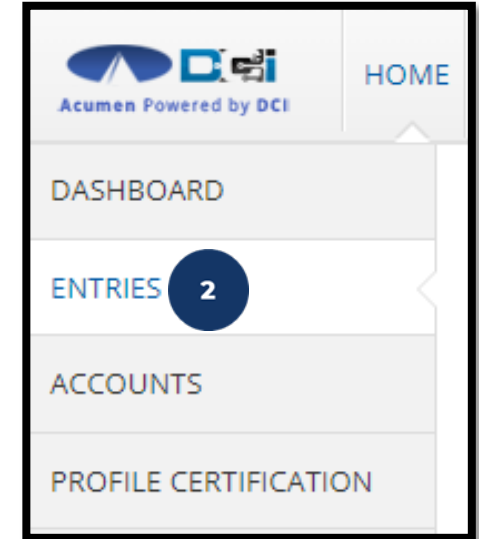
- Entry Type: * Punch (dropdown menu)
- Employee Name: EMPLOYEE3 VETERAN (text field)
- Account Type: * Hourly (dropdown menu)
- Client: * VETERAN3 TEXAS - TX00010760 (text field with clear button X)
- Service Code: * PCS (dropdown menu)
- Service Date: * 07/08/2025 (text field with calendar icon)
- Check In: * 10:58 PM (time field with clock icon)
- Check Out: * 6:00 AM (time field with clock icon)
- Check Out Date: 07/09/2025 (text field)
- Diagnostic Code: Diagnostic Code (text field)
- Notes: Add Notes for Punch (text area)
- Attachment: Choose File (button)

At the bottom right, there are two buttons: "Cancel" and "Save". A blue circle with the number "10" is positioned over the "Save" button.

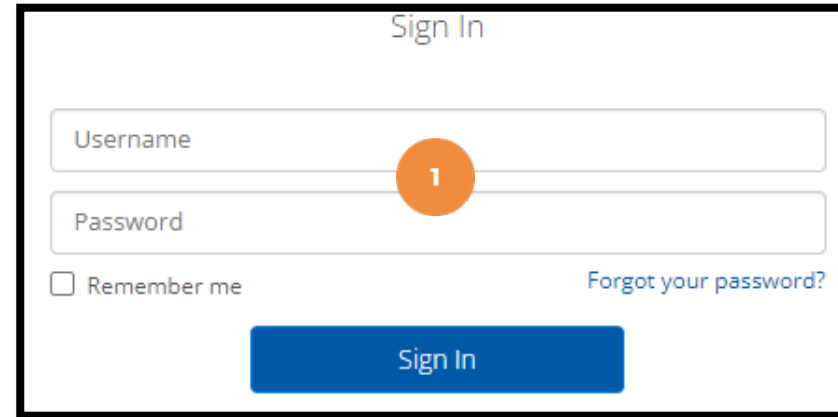
Edit or Reject Entry

Edit or Reject Entry

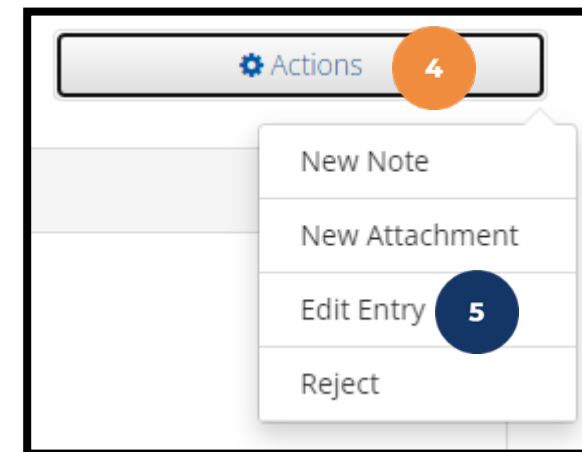
***Please note!** Only entries in a Pending status can be edited/rejected by the employee. Contact Acumen for assistance if in any other status.



1. Log in to the [DCI Web Portal](#)
2. Click **Entries** on the submenu
3. Click anywhere on the line of the punch entry to be edited
4. Click the **Actions** button in the top right corner
5. Select **Edit Entry** from the drop-down menu



Id	Service Date	Start Time	End Time	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
92926243	Dec 02, 2023	10:30 AM	02:30 PM	Punch	Hourly		Steph_Client1	Steph Hourly	0:04:00	Hourly	Pending

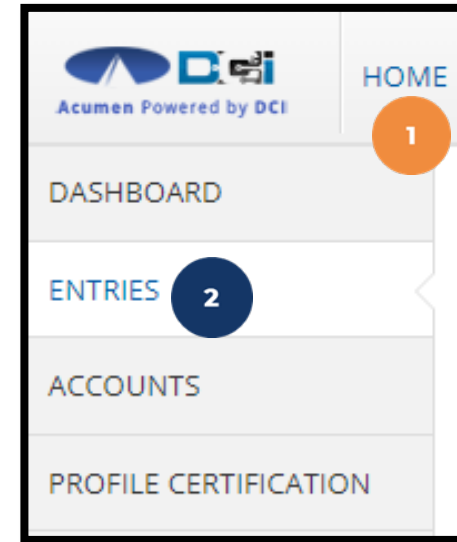


***Please note!** To reject an entry, select **Reject** from the drop-down menu. Click **Yes** to confirm rejecting the entry.

Review Entries



1. Click **Home** on the main menu
2. Select **Entries** on the submenu
3. View the complete list of entries
 - Verify that all time is accurate and submitted
 - The employer reviews and approves or rejects the entries



Id 3	Service Date	Start Time	End Time	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
77230	Sep 30, 2024	07:00 AM	08:00 AM	Punch	Hourly 4		Steph Client1	RESPITE (Hourly)	0:01:00	Hourly	Pending
77148	Sep 26, 2024	10:28 AM	10:29 AM	Punch	Hourly		Steph Client2	RESPITE (Hourly)	0:00:01	Hourly	Approved
77139	Sep 25, 2024	01:11 PM	01:13 PM	Punch	Hourly		Steph Client2	RESPITE (Hourly)	0:00:02	Hourly	Approved

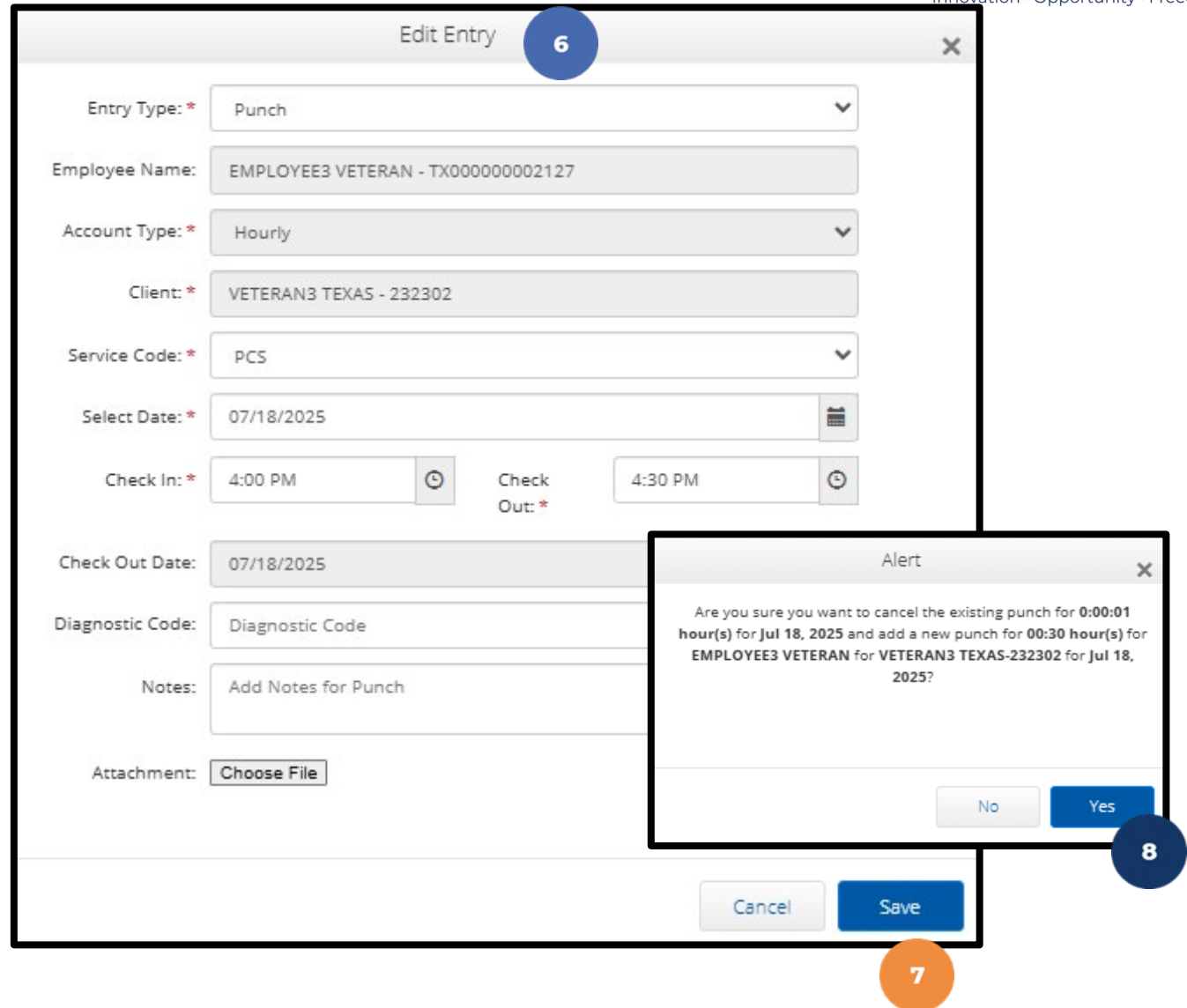
4. Click anywhere on the entry row, or on the blue entry Id hyperlink, to open the punch detail page.

Edit Entry

***Please note!** Only entries in a Pending status can be edited by the employee

6. Complete the necessary changes in the Edit Entry form wizard
7. Click **Save**
8. Click **Yes** to confirm the changes

The edited entry moves into a Rejected status, and a new (corrected) entry in Pending status is created.



The screenshot displays the 'Edit Entry' form wizard with the following fields:

- Entry Type: * Punch
- Employee Name: EMPLOYEE3 VETERAN - TX000000002127
- Account Type: * Hourly
- Client: * VETERAN3 TEXAS - 232302
- Service Code: * PCS
- Select Date: * 07/18/2025
- Check In: * 4:00 PM
- Check Out: * 4:30 PM
- Check Out Date: 07/18/2025
- Diagnostic Code: Diagnostic Code
- Notes: Add Notes for Punch
- Attachment: Choose File

An 'Alert' dialog box is overlaid on the form, asking: "Are you sure you want to cancel the existing punch for 0:00:01 hour(s) for Jul 18, 2025 and add a new punch for 00:30 hour(s) for EMPLOYEE3 VETERAN for VETERAN3 TEXAS-232302 for Jul 18, 2025?". The 'Yes' button is highlighted with a blue circle labeled '8'. The 'Save' button at the bottom of the form is highlighted with a blue circle labeled '7'.

Mobile Web Portal

Accessed via smartphone or tablet

- Go to Acumen.dcisoftware.com on your mobile browser
- View news posts & messages
- Enter historical time
- View entries
- Reject entries

Accessing the DCI Mobile Web



acumen.dcisoftware.com

1

Acumen Powered by DCI

Username

Password/ Pin

Remember me

Forgot your password?

Sign In

Go to Full Site

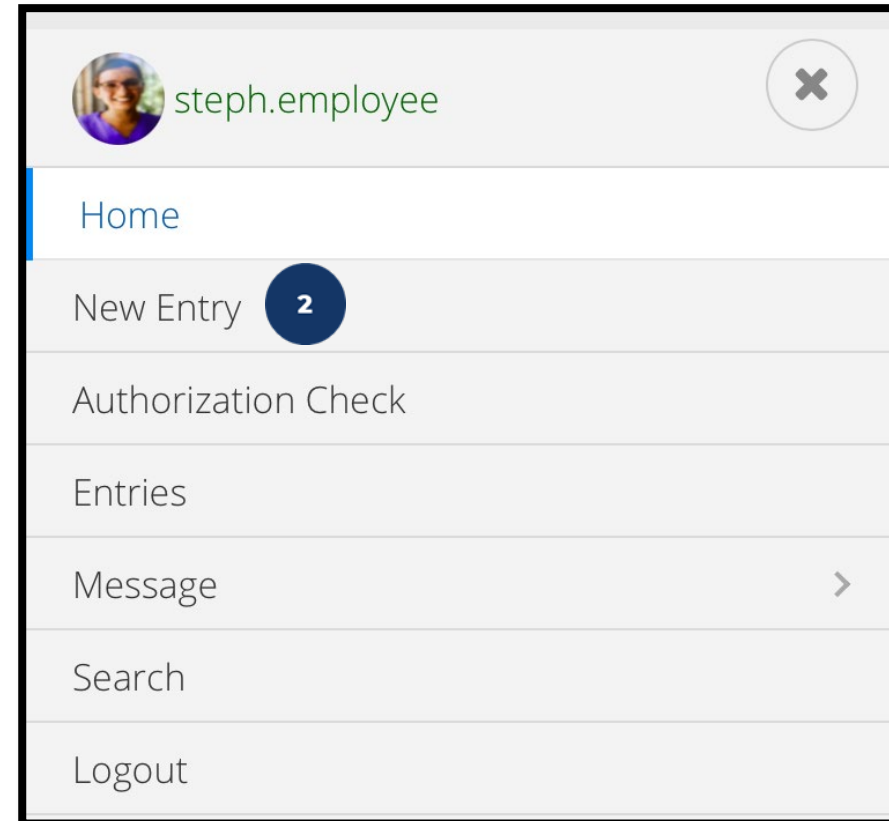
1. Open an internet browser on a mobile device (Google Chrome is preferred) and navigate to acumen.dcisoftware.com
2. Enter username and password
 - Credentials provided by Acumen
3. Check the Remember me box to save the username/email
 - Not recommended if sharing a device
4. Utilize the **“Forgot your password?”** link if needed
5. Click the blue **Sign In** button

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

Add New Entry

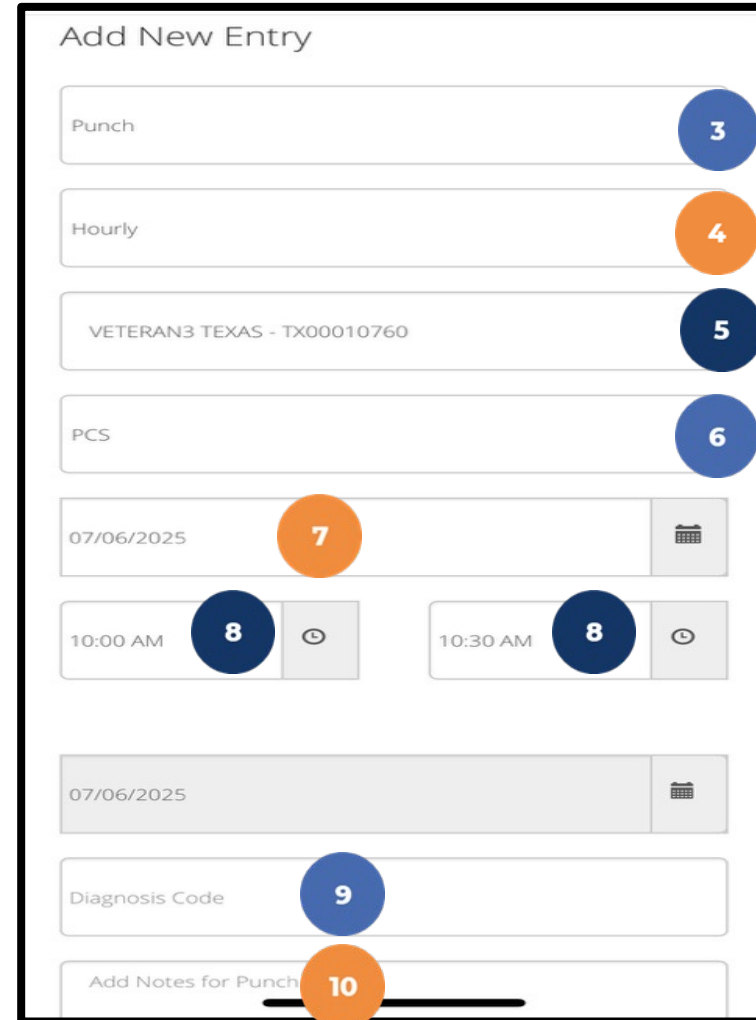


1. Click the **Menu** in the top right corner of the screen
2. Select the **New Entry** tab from the submenu



Add New Entry

3. The first field is prefilled
4. Account Type from the drop-down is prefilled
5. Type a minimum of three characters to generate results and select the Client's name from the list
6. Service Code from the drop-down prefilled
7. Select the Service Date
8. Enter the Check In (start) and Check Out (end) times
9. Optional: Add Diagnosis code.
10. Optional: Add Notes for Punch.

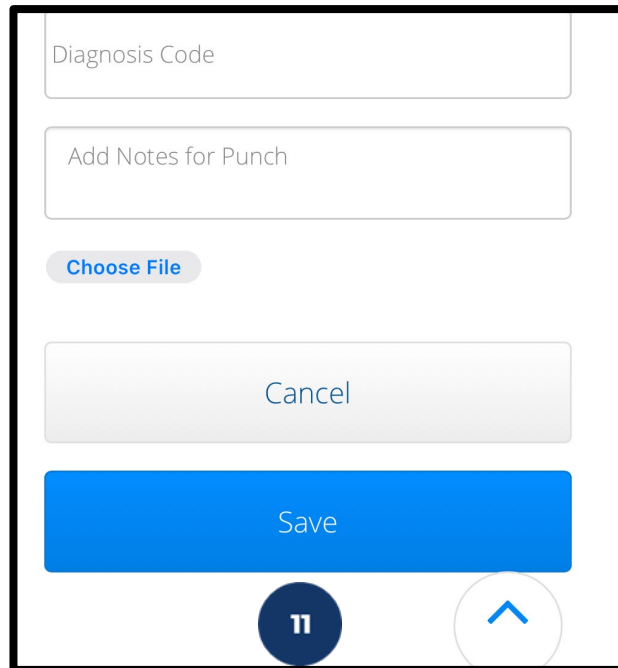


The screenshot shows the 'Add New Entry' form with the following fields and callouts:

- 3: Punch (text field)
- 4: Hourly (drop-down menu)
- 5: VETERAN3 TEXAS - TX00010760 (client selection list)
- 6: PCS (drop-down menu)
- 7: 07/06/2025 (date picker)
- 8: 10:00 AM (start time) and 10:30 AM (end time) (time pickers)
- 9: Diagnosis Code (text field)
- 10: Add Notes for Punch (text field)

Add New Entry

11. Click **Save**
12. Click **Yes** to submit
13. The punch has been submitted



Diagnosis Code

Add Notes for Punch

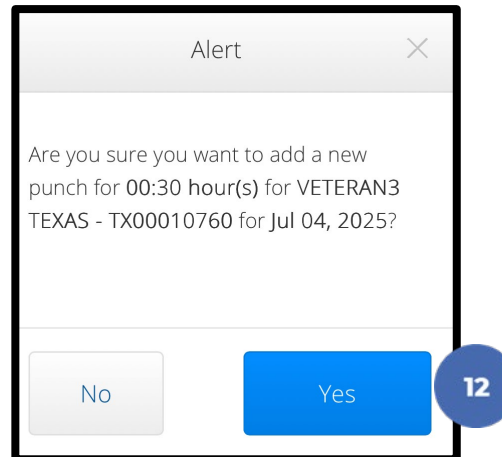
[Choose File](#)

Cancel

Save

11

↑

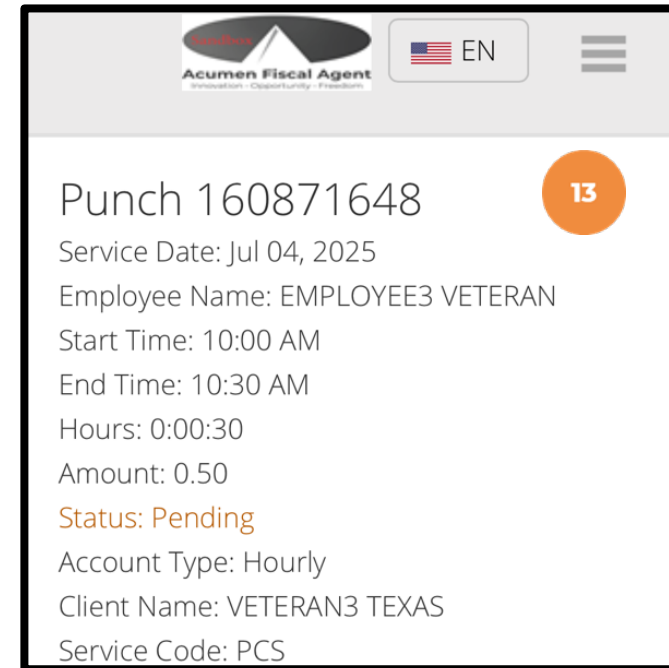


Alert

Are you sure you want to add a new punch for 00:30 hour(s) for VETERAN3 TEXAS - TX00010760 for Jul 04, 2025?

No Yes

12



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EN

Punch 160871648 13

Service Date: Jul 04, 2025

Employee Name: EMPLOYEE3 VETERAN

Start Time: 10:00 AM

End Time: 10:30 AM

Hours: 0:00:30

Amount: 0.50

Status: Pending

Account Type: Hourly

Client Name: VETERAN3 TEXAS

Service Code: PCS

DCI Mobile App

- Used for clocking in and out for real-time entries
- Can be downloaded on a mobile device or tablet
- View all entries including status & details

Download DCI Mobile EVV

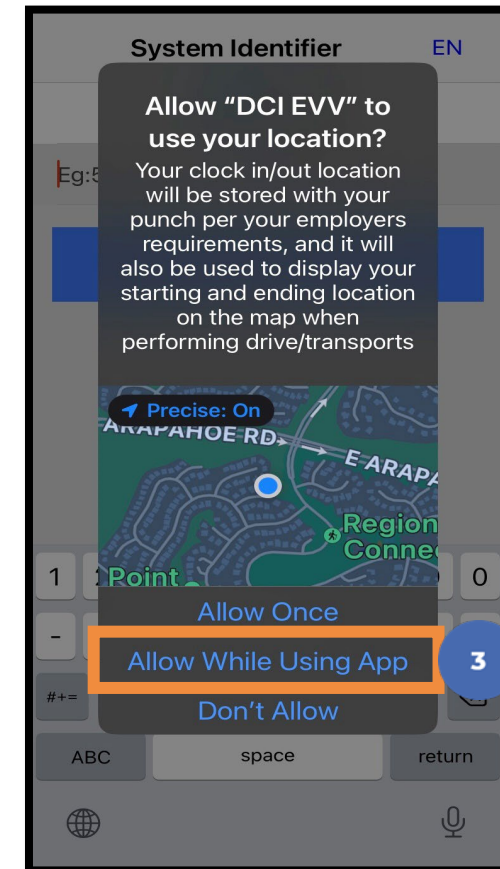
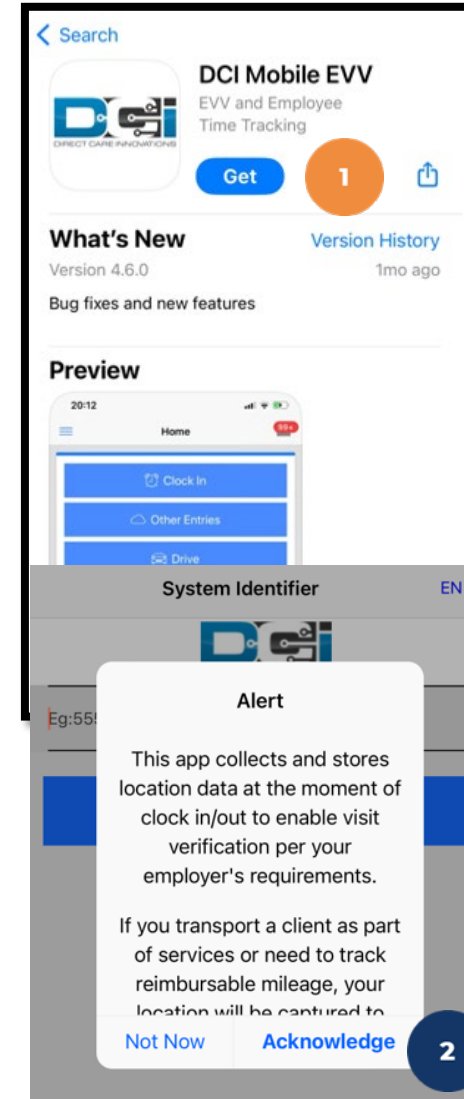
1. [Download](#) the **DCI Mobile EVV** App



2. Select Acknowledge on the Alert
 - The alert states the app collects and stores location data at clock in and clock out, if you transport a client as part of services and/or need to track reimbursable mileage
3. Select **Allow While Using App** only when accessing the app for the first time or after a new download to give the app access to the device's location
 - Location is only captured at clock in & out

*Please note!

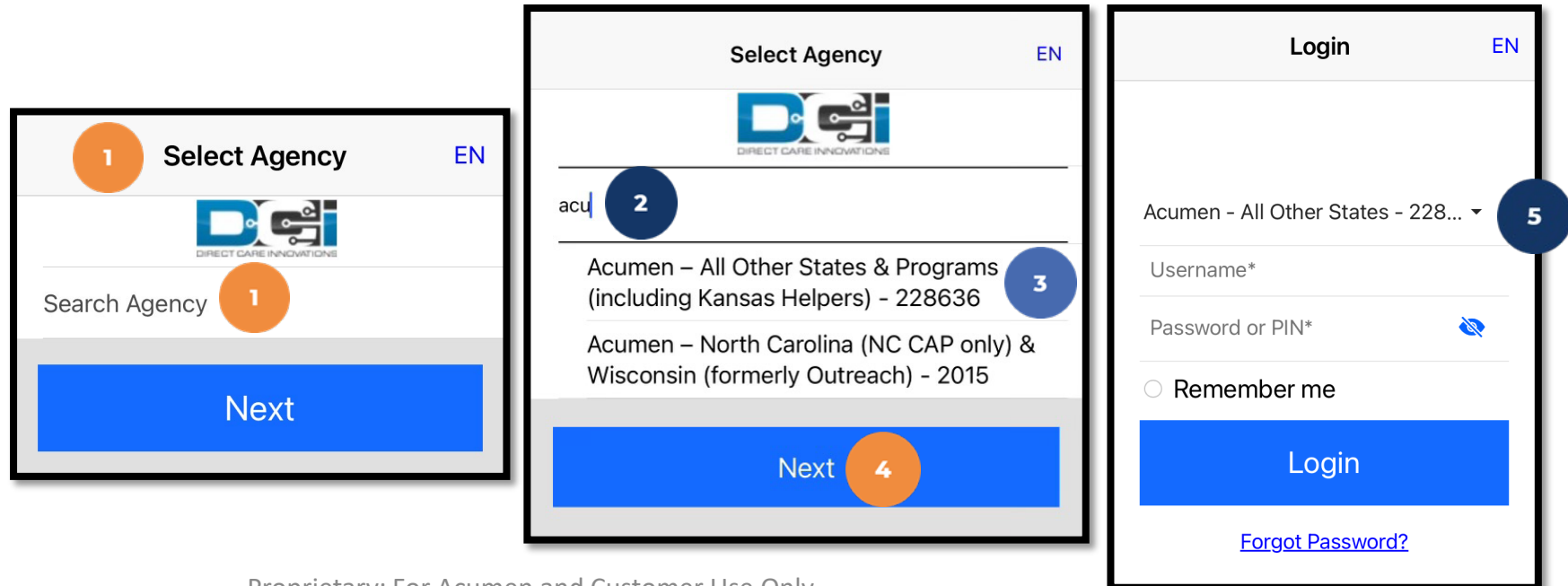
- There is more than one DCI app available. Please be sure to select the one labeled **DCI Mobile EVV**.
- Users may need to set app permissions. Media access is not necessary.



Initial Agency Selection



1. After downloading the app, the Select Agency screen appears with a Search Agency field.
2. **Type at least three consecutive characters of the agency name OR the system identifier** in the Search Agency field
 - ❖ The Acumen system identifier is **228636**
3. **Select the agency** from the list
4. Click the blue **Next** button
5. The agency is now selected and appears on the login screen



Clock In/Out Process

Log into the DCI Mobile EVV App



1. Enter employee credentials
 - ✓ Acumen provided a **username, password and pin** on the Good to Go letter via email or mail
 - ✓ Use **PIN Number** for easiest access
2. Optionally, select the **Remember me** button to remember the Username.
***Please note:** Do not use on a shared device
3. Click 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 screen. At the top, it says "Login" and "EN". Below that is a dropdown menu for "Acumen - All Other States - 228...". There are two input fields: "Username*" and "Password or PIN*", both with a red circle containing the number "1" next to them. Below the password field is a "Remember me" option with a radio button and a red circle containing the number "2". At the bottom is a large blue "Login" button with a red circle containing the number "3" next to it. Below the button is a blue link that says "Forgot Password?".

Login EN

Acumen - All Other States - 228... ▾

Username* 1

Password or PIN* 1

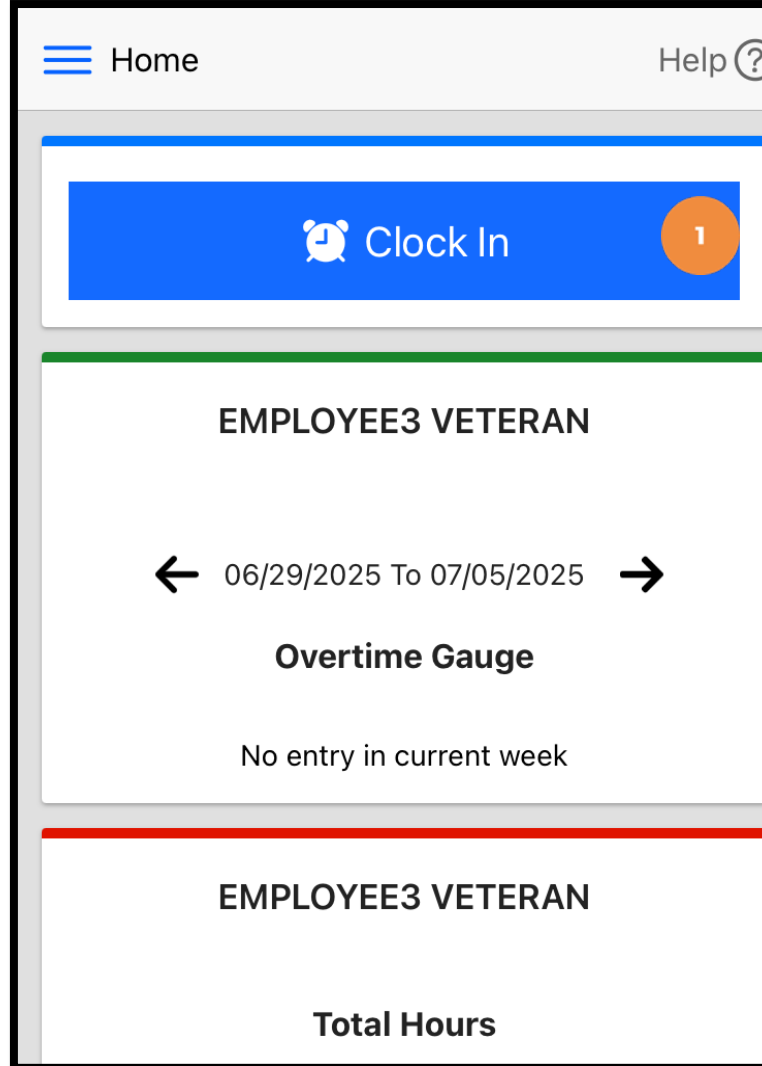
Remember me 2

Login 3

[Forgot Password?](#)

Clock In on Mobile App

1. Click the blue **Clock In** Button
 - Auto-fills for a single client
2. Select the Client's Name
 - Auto-fills for a single service
3. Select the Service Code
 - Auto-fills for a single service
4. Cost Center is always auto-filled
5. Click the blue **Continue** button



Home Help ?

Clock In 1

EMPLOYEE3 VETERAN

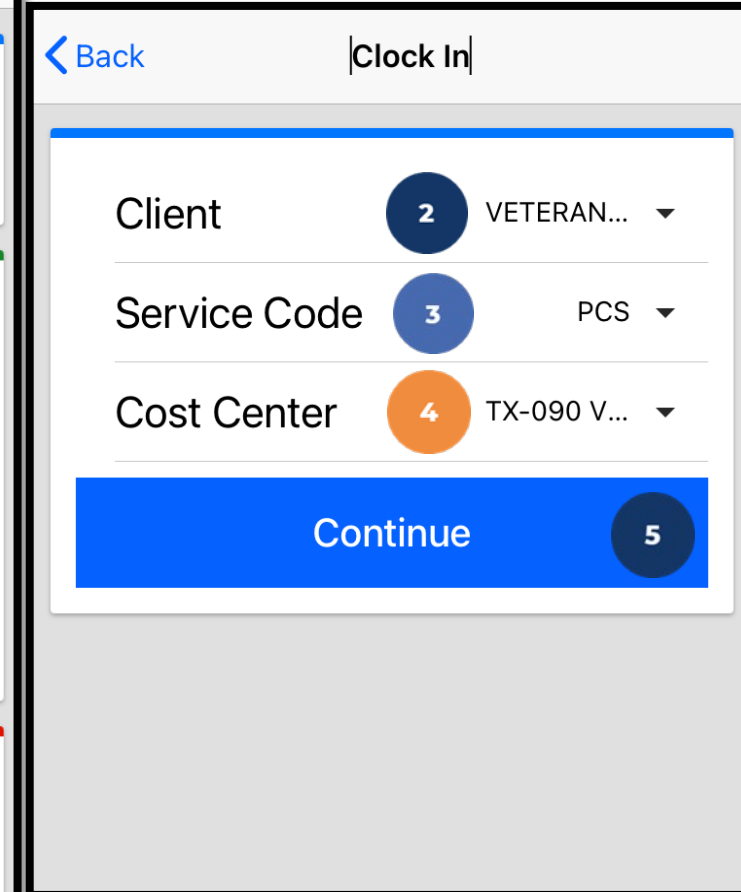
← 06/29/2025 To 07/05/2025 →

Overtime Gauge

No entry in current week

EMPLOYEE3 VETERAN

Total Hours



Back |Clock In|

Client 2 VETERAN... ▾

Service Code 3 PCS ▾

Cost Center 4 TX-090 V... ▾

Continue 5

Clock In on Mobile App (cont.)

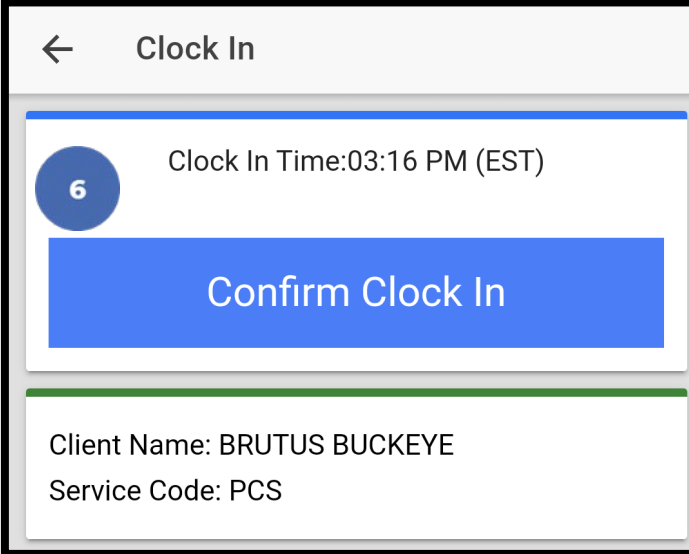
6. Select Confirm Clock In

* *This will start the time for the shift*

7. Clock In Details Summary

- Clock in is successful when the blue **Continue to Clock Out** button displays
- Clock in details display in summary form

***Please note:** Users do not need to stay logged into the mobile app during their shift and cannot take any other action until clocked out.

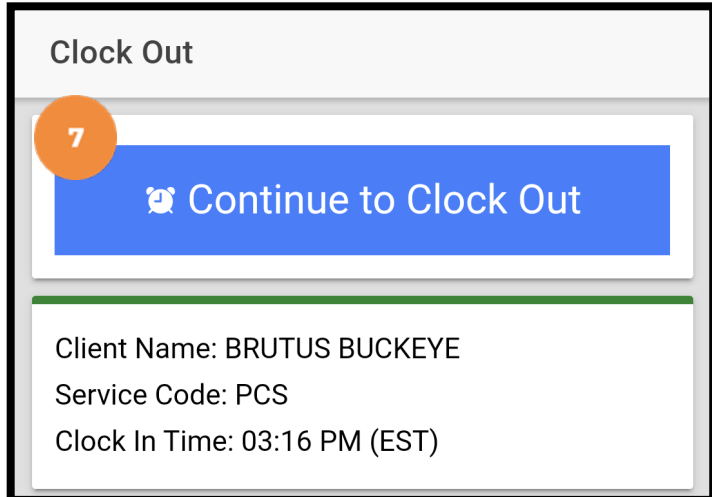


← Clock In

6 Clock In Time: 03:16 PM (EST)

Confirm Clock In

Client Name: BRUTUS BUCKEYE
Service Code: PCS



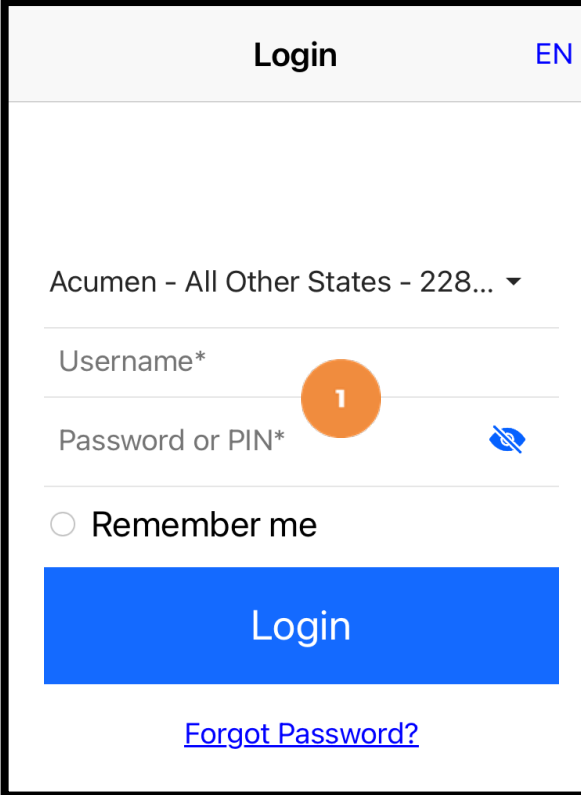
Clock Out

7 Continue to Clock Out

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

Clock Out Process


1. At the end of the shift, log in to the mobile app.
2. Click the blue **Continue to Clock Out** button
3. Select **Confirm** to proceed with clocking out



EN

Acumen - All Other States - 228... ▾

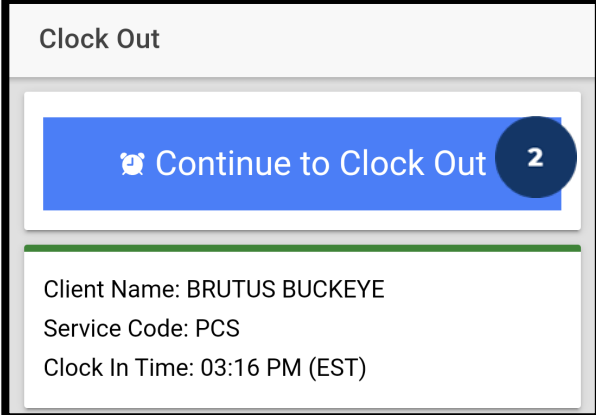
Username* 1

Password or PIN* 


Remember me

Login

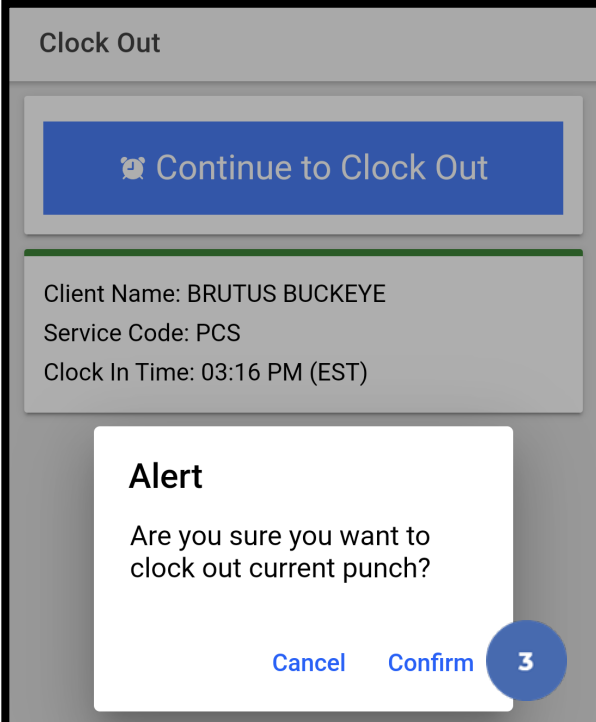
[Forgot Password?](#)




Clock Out

 Continue to Clock Out 2

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



Clock Out

 Continue to Clock Out

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

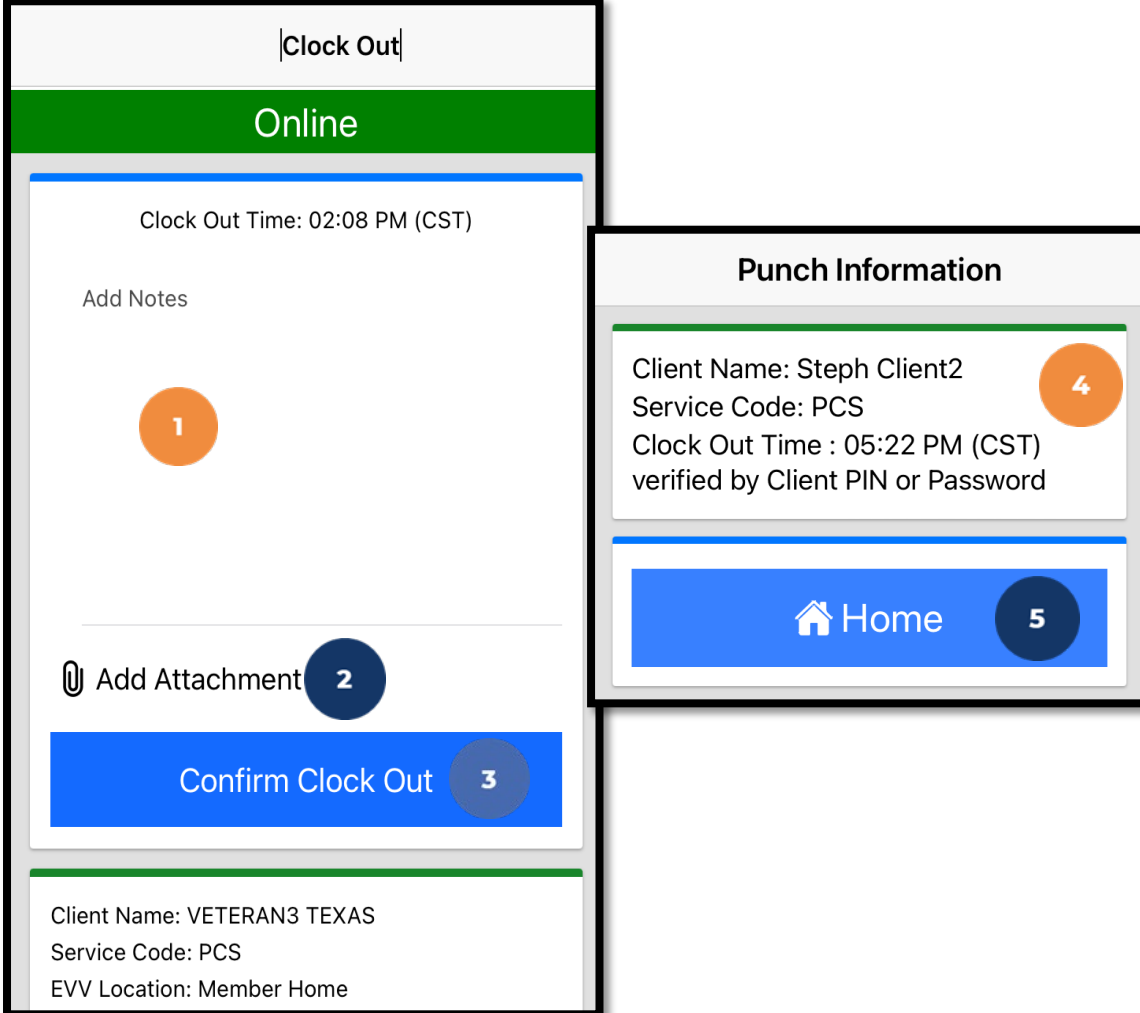
Alert

Are you sure you want to clock out current punch?

Cancel Confirm 3

Clock Out Process

1. Notes are not required.
2. Attachment are not required.
3. Clicks the blue **Confirm Clock Out** button when ready
 - *This will stop the time for the shift*
4. Punch Confirmation
 - Punch details, including verification option selected, display.
5. Click the blue Home button to return to the dashboard.



The screenshot shows the 'Clock Out' interface. At the top, it says '|Clock Out|' and 'Online'. The main area displays 'Clock Out Time: 02:08 PM (CST)' and 'Add Notes' with a callout '1' pointing to the notes field. Below that is an 'Add Attachment' button with a callout '2'. At the bottom of the main area is a large blue 'Confirm Clock Out' button with a callout '3'. To the right, a 'Punch Information' panel shows 'Client Name: Steph Client2' with a callout '4', 'Service Code: PCS', and 'Clock Out Time : 05:22 PM (CST) verified by Client PIN or Password'. At the bottom of the punch information panel is a blue 'Home' button with a callout '5'. At the bottom of the entire interface, it shows 'Client Name: VETERAN3 TEXAS', 'Service Code: PCS', and 'EVV Location: Member Home'.



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THANK YOU!

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