

# New Jersey DDD - DCI Systems Training for Individuals and Authorized Representatives

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



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

## How to Schedule a Booking with a NJ Client Services Agent?

Reach out to Customer Service to receive the booking link of your assigned agent:

- Email Support – [customerservice@acumen2.net](mailto:customerservice@acumen2.net)
- 24/7 Phone Assistance – 833-892-0413



Contact your assigned agent directly to receive their booking link:

- Email Support – [enrollment-nj@acumen2.net](mailto:enrollment-nj@acumen2.net)
- Phone Assistance 9a.m. to 4p.m. - 848-400-5903



There are three different ways to conduct your scheduled booking in EES:

- **In-Person Support** – visit our local office in Hamilton, NJ to conduct the enrollment
- **Virtual Video Meeting** – receive support from the comfort of your home.
- **Phone Assistance** – an agent will conduct the enrollment over the phone.

# Bookings



## How to Prepare for Enrollment:

### Client Information:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Physical Address
- Email
- Phone Number
- Cell Phone (optional)
- Support Coordinator Name
- Support Coordinator Email
- Support Coordinator Phone

### Authorized Representative Information:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Gender
- Physical Address (No P.O. Box)
- Mailing Address (if different)
- Email
- Relationship to the Individual receiving services

### Vendor(s) Agreement:

- Vendor(s) Name
- Service vendor(s) will be providing

# Next Steps



## Once the Enrollment is completed in EES:

- The Agent will send out a **Next Steps** email to advise of any missing information/documents after the booking is conducted.
- Once all the documents are audited for accuracy, an Agent will reach out if any corrections are necessary.
- Once all the required steps are completed, a **Good to Go letter** will be emailed to the Authorized Representative including the **Start Date** and login credentials.

# Acumen & DCI

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# Who is Acumen?



- One of the largest, most experienced fiscal management entities in the U.S.
- Servicing multiple states across the country
- Over 30 years of experience
- Customized approach for your needs

# What is DCI?

DCI is the electronic invoicing system that allows community vendors to securely submit supporting documentations for payment approval by the individual or their authorized representative.

## Web Browsers

- ✓ Google Chrome (DCI Preferred)
- ✓ Firefox
- ✓ Edge
- ✓ Safari



# DCI Terms

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# DCI Terms



**Client:** The Individual receiving services

**Authorized Representative:** An individual who is allowed to represent a Client, manage the Client's care, and manage the Client's enrollment.

- **Note:** The Authorized Representative and the Client can be the same person. For Client's receiving vendor only services, an employer is **NOT** required. Authorized Representatives who completed the electronic enrollment in EES will be referred to as Employers in DCI.

# DCI Web Portal

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Accessed on a laptop or desktop computer

# Accessing the DCI Web Portal

1. Open an internet browser on a computer (Google Chrome is preferred) and navigate to the [DCI Web Portal](#)
2. Enter the **Auth Rep Username** (created during enrollment)
3. Enter the **Auth Rep Password** (created during enrollment)
4. Utilize the “Forgot your password?” link if needed
5. Click the blue **Sign In** button

1 [acumen.dcisoftware.com](https://acumen.dcisoftware.com)



The screenshot shows the 'Sign In' page of the DCI Web Portal. It features a title 'Sign In' at the top center. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field is marked with a blue circle containing the number '2'. The 'Password' field is marked with a blue circle containing the number '3'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link labeled 'Forgot your password?' which is marked with an orange circle containing the number '4'. At the bottom of the form is a blue button labeled 'Sign In' marked with a blue circle containing the number '5'.

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

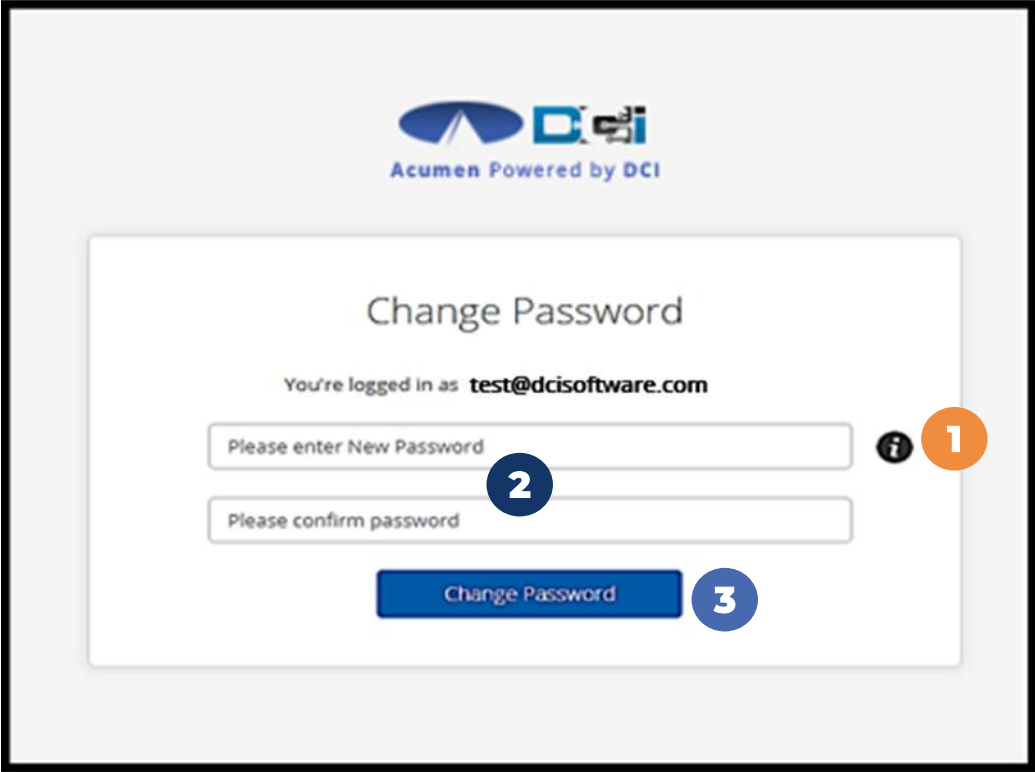
# Initial Log In

**\*Please note:** You must verify your account via the link in your email to login in for the first time

When logging in for the first time, you will be asked to change your password.

1. Hover over the circular “i” icon on the right to see the password requirements
2. Enter the same password in both password fields
3. Click the blue **Change Password** button

**\*Please note:** After changing the password, an email will be sent to you stating that you have changed your password.



#### Password Criteria

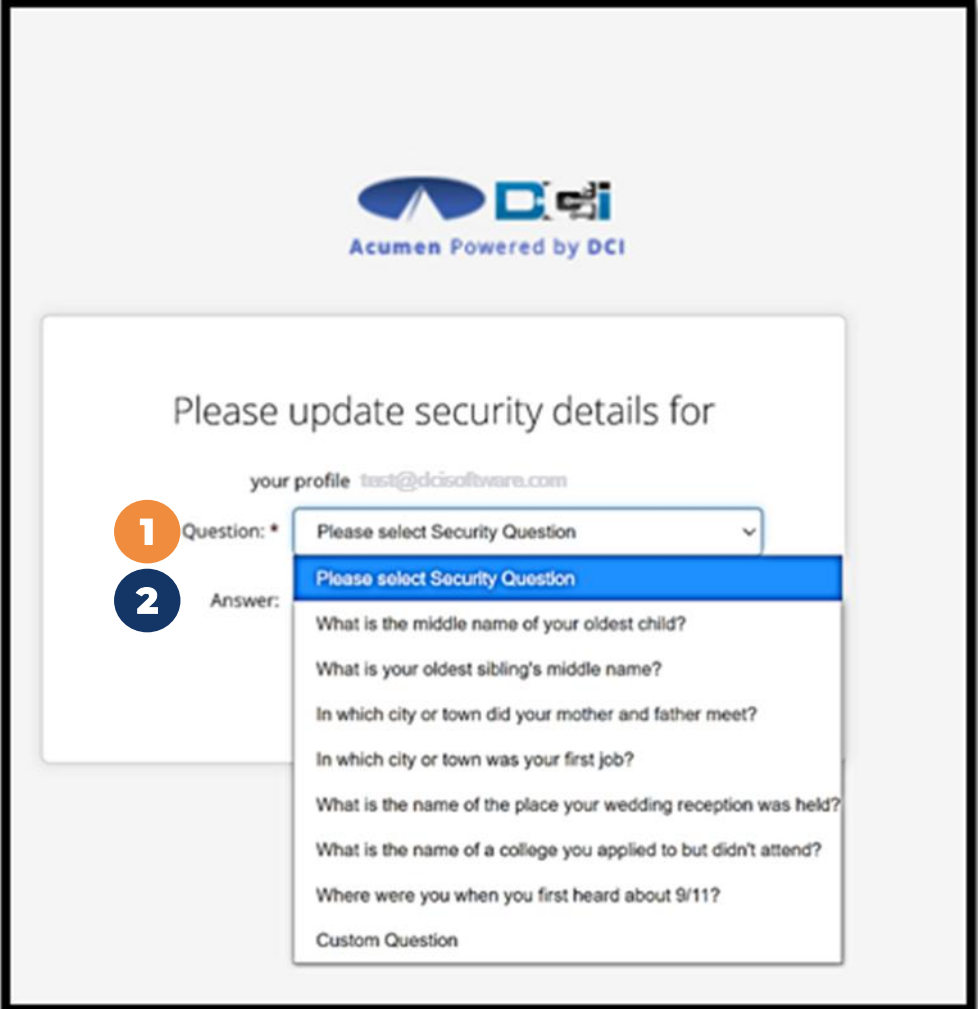
1. Must be at least 10 characters.
2. Must contain 1 uppercase letters, lowercase letters, numbers and special characters
3. Must not contain more than two repeated characters in a row.
4. The password should be different from the 3 previous passwords.

# Security Question

To keep your profile safe, you will need to choose a security question the first time you log in.

1. Select a question from the drop-down menu
2. The answer must be at least five characters which cannot be repeated in a row

**\*Please note:** Remember the answer to the security question you chose, to reset your password in the future.



The screenshot shows the Acumen user interface for setting a security question. At the top, the Acumen logo and "Acumen Powered by DCI" are displayed. The main heading is "Please update security details for" followed by "your profile test@dcisoftware.com". There are two numbered steps: 1. "Question: \*" with a dropdown menu currently showing "Please select Security Question". 2. "Answer:" with a list of seven potential security questions and a "Custom Question" option at the bottom. The questions listed are: "What is the middle name of your oldest child?", "What is your oldest sibling's middle name?", "In which city or town did your mother and father meet?", "In which city or town was your first job?", "What is the name of the place your wedding reception was held?", "What is the name of a college you applied to but didn't attend?", and "Where were you when you first heard about 9/11?".

# Web Portal Messaging Module



1. Click the **Mail** icon (envelope) in the top right corner of the main menu to access the inbox
2. Alternatively, if the red **high priority message banner** displays, click it to access the inbox.



The screenshot shows the user interface of the web portal. At the top right, there is a navigation bar with a mail icon (circled in orange with a '1') and a notification badge (circled in red with a '29'). Below the navigation bar, a red banner displays the message: "You have 1 high priority message(s) in your Inbox". A blue circle with the number '2' highlights this banner. The main content area is divided into two sections. On the left, there is an "Overtime Gauge" for "Steph Employee1" covering the period "12/09/2023 To 12/15/2023". The gauge shows a legend with three categories: "0 To 30" (green), "30 To 40" (yellow), and "40+" (red). Below the gauge, it states "No entry in current week". On the right, there is a "Total Hours" summary table for the same period. The table lists "Approved", "Pending Hours", "Unverified Hours", and "Total Hours", all with a value of "0.00". The "Unverified Hours" row is highlighted in red.

Total Hours	12/09/2023 To 12/15/2023
Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
<b>Total Hours:</b>	<b>0.00</b>

# Web Portal Messaging Module

Select a message to view by clicking anywhere on the line

- ✓ Bold text indicates the message has not been read
- ✓ Light text indicates the message has been read
- ✓ A yellow star indicates a high priority message
- ✓ A paperclip indicates an attachment




Archive Delete Export

Showing 30 out of 72 records




<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		DCI Support	<b>Account Statement</b>	11/02/2023 02:00 AM	
<input type="checkbox"/>	★		Kristen Ziegler	hello there	12/08/2023 05:19 PM	
<input type="checkbox"/>	★		Steph Client1	Checking on the status	11/02/2023 11:50 AM	
<input type="checkbox"/>	★		DCI Support	Punch Rejected	10/12/2023 08:33 AM	

# View Messages via Messaging Module

1. Locate messages to read in the inbox and click anywhere on the line to view it
2. Click the **Attachments** tab
3. Click the **eye** icon in the download column to view the account statements or the **download** icon to download it

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		DCI Support	Account Statement	07:13 PM	 

Notes **Attachments** 2

<input type="checkbox"/>	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Dec 08, 2023	Account Statement		2554.02 KB	Kristen Ziegler	 	Active

3

# Sign Off or Reject Vendor Payment Entries

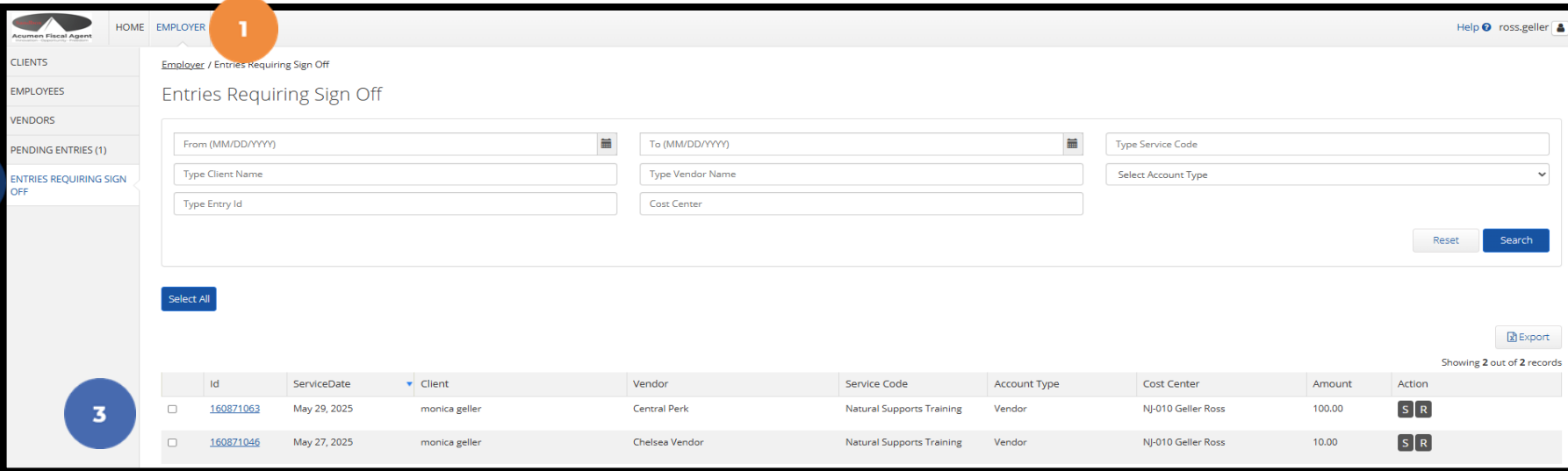
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Please note: This functionality is now available on the mobile app as well!

# Sign Off or Reject Payment Entries

1. Click **Employer** on the main menu
2. Select **Entries Requiring Sign Off** on the submenu
  - ✓ All entries/invoices requiring review/action appear in the table
3. All vendor payments requiring sign off will be listed at the bottom of the page

Important: To prevent any disruption in vendor payments, all vendor payment entries must be signed off by the timesheet due date listed on the payroll schedule.



Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
160871063	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	S R
160871046	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	S R

# Sign Off or Reject Payment Entries

To review the Vendor Payment Entry and attached Supporting Documents:

- Click on the blue **hyperlink** under the ID column
- In the Entry Detail page, navigate down and click on **Invoice Attachments**
- Under the Download column, you will have the option to **view** or **download** the Supporting Documents

Select All

Export

Showing 2 out of 2 records

	Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
<input checked="" type="checkbox"/>	<a href="#">160871063</a>	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	S R
<input type="checkbox"/>	<a href="#">160871046</a>	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	S R

Reference Entries **Invoice Attachments** Notes Attachments Auto Approval Custom Fields History

From (MM/DD/YYYY) To (MM/DD/YYYY) File Name Select Type

Type Added By Active

Reset Search

Export

Showing 1 out of 1 record

	Date	File Name	File Type	File Size	Added By	Download	Status
<input type="checkbox"/>	Sep 16, 2025	072320251600_MRUSS_508.invoice.pdf		230.23 KB	<a href="#">Badda Bing</a>	<input type="checkbox"/>	Active

# Sign Off or Reject Payment Entries

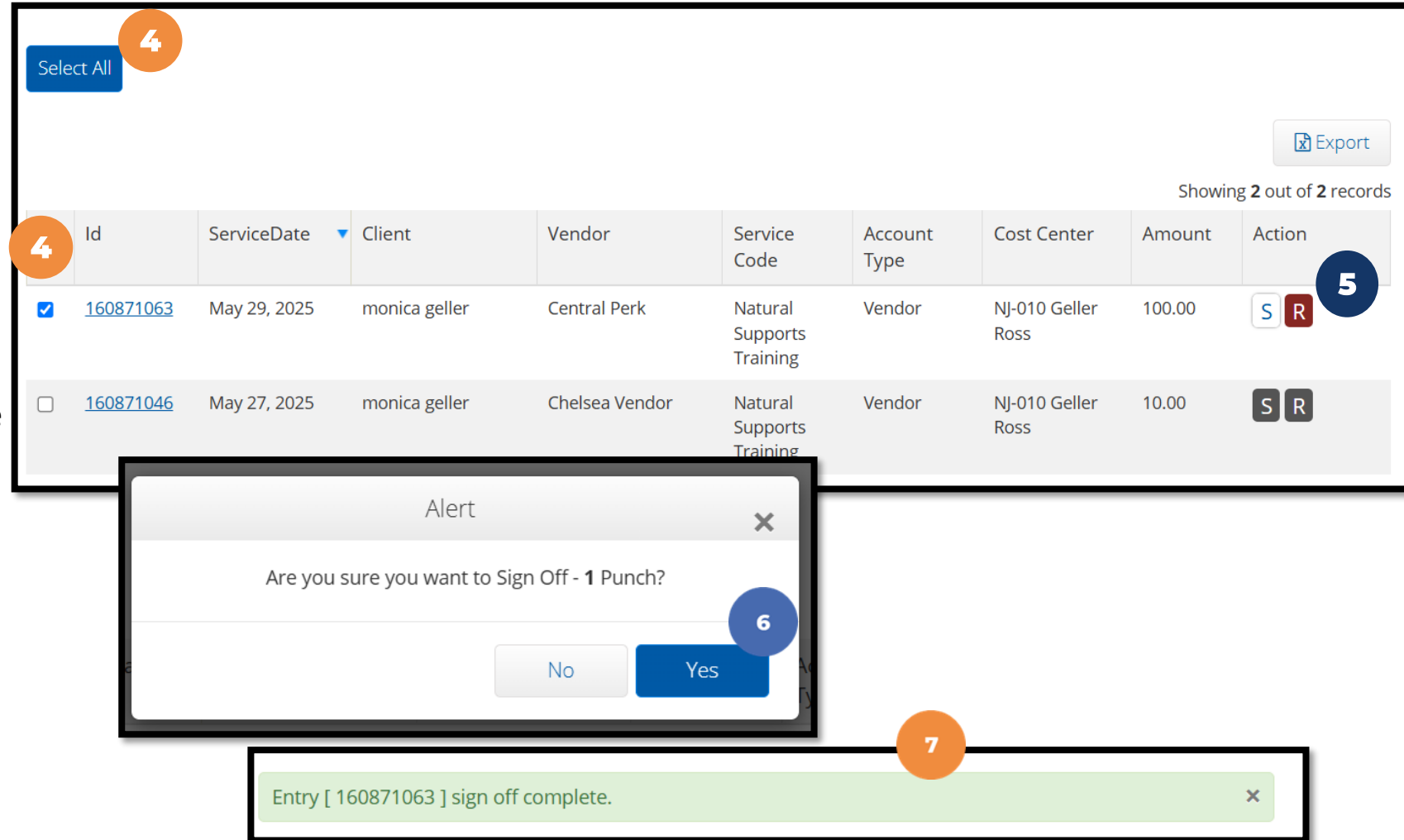
4. Check the box for the entry to sign off on (you can **select all** to sign off or reject on all entries)

5. Select “S” to Sign Off or “R” to Reject the Vendor Entry

- Select the “S” to SIGN OFF on the invoice (after you confirmed everything is correct)
- Select the “R” to reject the entry. **Note:** If you reject an entry, please reach out to the vendor so they can resubmit the payment entry correctly.

6. An alert will ask to confirm you would like to Sign off on or Reject the entry. Select Yes to Confirm.

7. A green bar will appear confirming the sign off.



The screenshot displays the Acumen Fiscal Agent interface. At the top left, there is a blue button labeled "Select All" with a circled "4" next to it. In the top right corner, there is an "Export" button and the text "Showing 2 out of 2 records". Below this is a table with the following columns: Id, ServiceDate, Client, Vendor, Service Code, Account Type, Cost Center, Amount, and Action. The table contains two rows of data. The first row has a checked checkbox, Id "160871063", ServiceDate "May 29, 2025", Client "monica geller", Vendor "Central Perk", Service Code "Natural Supports Training", Account Type "Vendor", Cost Center "NJ-010 Geller Ross", Amount "100.00", and Action buttons "S" and "R". The second row has an unchecked checkbox, Id "160871046", ServiceDate "May 27, 2025", Client "monica geller", Vendor "Chelsea Vendor", Service Code "Natural Supports Training", Account Type "Vendor", Cost Center "NJ-010 Geller Ross", Amount "10.00", and Action buttons "S" and "R". A circled "4" is next to the first row's checkbox, and a circled "5" is next to the "S" and "R" buttons. Below the table, an "Alert" dialog box is open, asking "Are you sure you want to Sign Off - 1 Punch?". It has "No" and "Yes" buttons, with a circled "6" next to the "Yes" button. At the bottom, a green confirmation message bar says "Entry [ 160871063 ] sign off complete." with a circled "7" next to it.

Id	ServiceDate	Client	Vendor	Service Code	Account Type	Cost Center	Amount	Action
<input checked="" type="checkbox"/> 160871063	May 29, 2025	monica geller	Central Perk	Natural Supports Training	Vendor	NJ-010 Geller Ross	100.00	S R
<input type="checkbox"/> 160871046	May 27, 2025	monica geller	Chelsea Vendor	Natural Supports Training	Vendor	NJ-010 Geller Ross	10.00	S R

Alert

Are you sure you want to Sign Off - 1 Punch?

No Yes

Entry [ 160871063 ] sign off complete.

# Important Reminder!

## **\*Important!**

Vendor Payment Entries must be both entered AND approved within **60** days from the date of service!

Vendor's can *NOW* utilize the send sign off reminder button to remind Employers/Auth Reps to sign off on entries in a pending status!



Send Sign-Off Reminder

# Reports

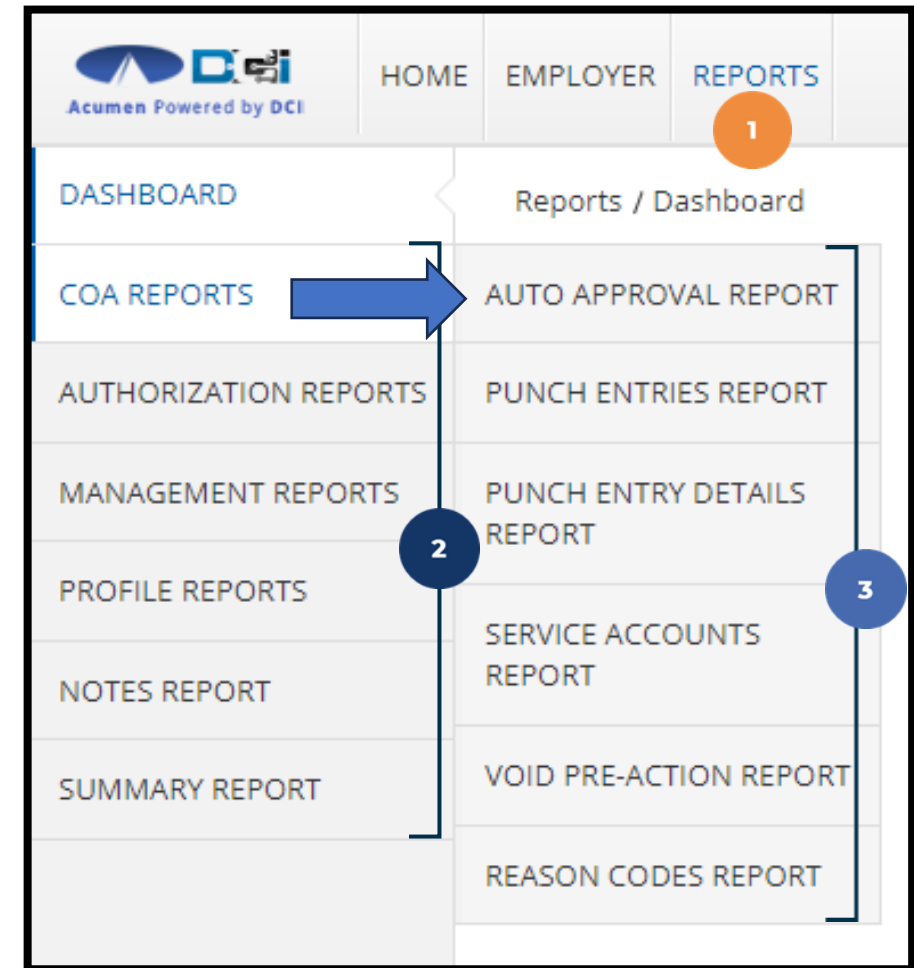
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# Using Reports

1. Select **Reports** on the main menu
2. Hover over a report category on the submenu
3. Select a report from the flyout menu

\*Popular reports include:

- ✓ **COA Reports** (Chart of Account)
  - Punch Entries Report – Use the filters to locate specific entries
- ✓ **Authorization (Budget) Reports**
  - Authorization Run Rate Report – View the budget usage breakdown by client, account type, or service code.
- ✓ **Notes Reports**
  - Punch Entry Notes and Canned Statements (Tasks) Report - Pull service notes and canned statements (tasks) entered on punches
- ✓ **Summary Report** - Breakdown of punches and percentages of budget remaining

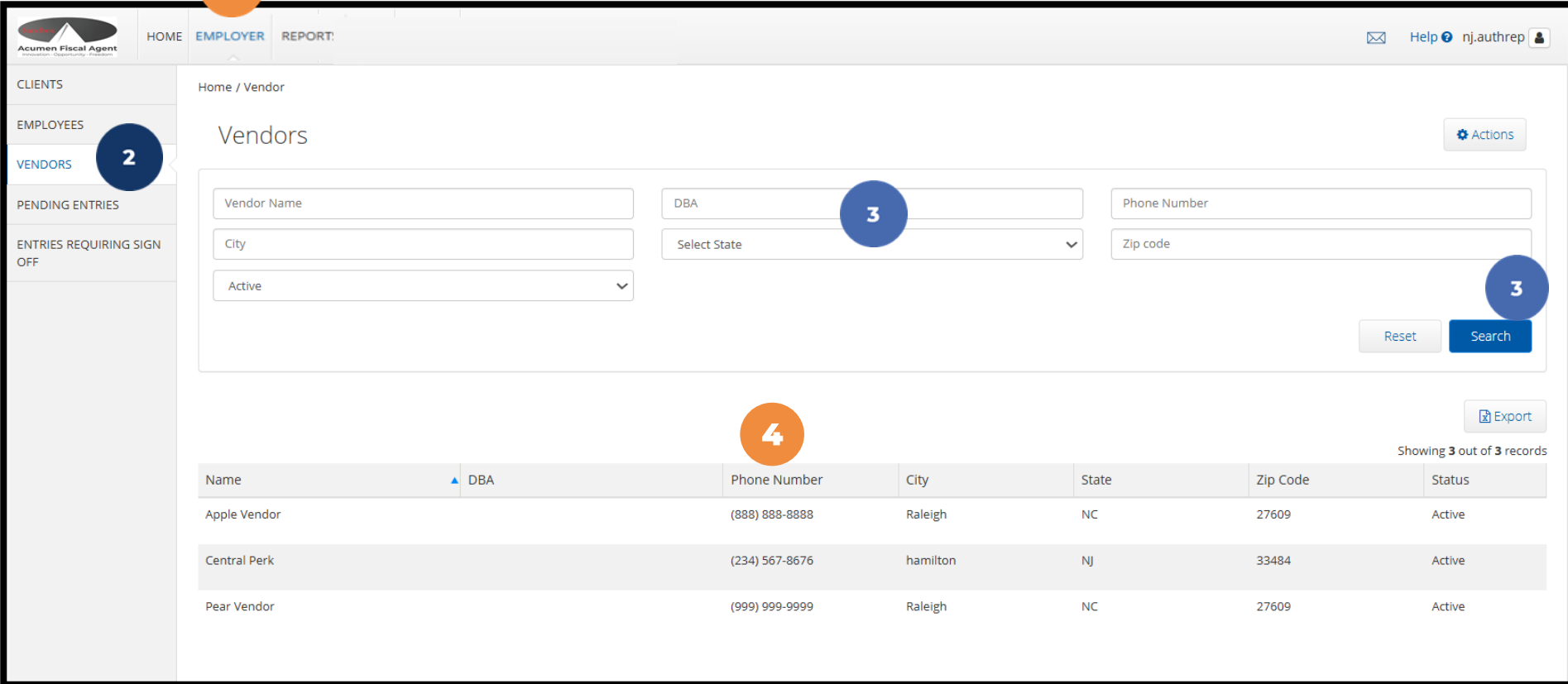


# Review Community Vendor List

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# Review Community Vendor List

1. Select **Employer** on the Main Menu
2. Select **Vendors** on the submenu
3. You can use the search filters to find a specific vendor
4. Find the list of all the Vendors your client has authorizations for below the search filters



The screenshot shows the Acumen Fiscal Agent interface. At the top, there are navigation tabs: HOME, EMPLOYER (highlighted with a blue circle '1'), and REPORT. Below the navigation is a sidebar menu with options: CLIENTS, EMPLOYEES, VENDORS (highlighted with a blue circle '2'), PENDING ENTRIES, and ENTRIES REQUIRING SIGN OFF. The main content area is titled 'Vendors' and contains a search form with fields for Vendor Name, DBA (highlighted with a blue circle '3'), Phone Number, City, Select State (dropdown), Zip code, and Active (dropdown). There are 'Reset' and 'Search' buttons. Below the search form is a table of vendors with columns: Name, DBA, Phone Number, City, State, Zip Code, and Status. The table shows three records: Apple Vendor, Central Perk, and Pear Vendor. An 'Export' button is located at the bottom right of the table area. A blue circle '3' is placed over the Search button, and a blue circle '4' is placed over the table header.

Name	DBA	Phone Number	City	State	Zip Code	Status
Apple Vendor		(888) 888-8888	Raleigh	NC	27609	Active
Central Perk		(234) 567-8676	hamilton	NJ	33484	Active
Pear Vendor		(999) 999-9999	Raleigh	NC	27609	Active

**\*Please note!** If you do not see a Vendor on this list, please reach out to the Acumen NJ Agent team

# Account Statements

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What do they look like?

# Account Statements (Auth. Rep.)

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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

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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.

"Proprietary: For Acumen and Customer Use Only"

# How to Read an Account Statement

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# Account Statements



**Acumen Fiscal Agent**  
Innovation • Opportunity • Freedom

**Acumen Fiscal Agent Account Statement**

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

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

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

Authorization Type	Initial Balance	Utilization	Remaining Balance	Pending Entries	Available
1380 Flex Funds 07/01/2024 - 06/30/2025	700.00	695.98	4.02	0.00	4.02
5728 Goods/Services 07/01/2024 - 06/30/2025	2400.00	2399.64	0.36	0.00	0.36
5714 Day Support 07/01/2024 - 06/30/2025	68290.00	68015.08	274.92	0.00	274.92
5711 Beh Sup - MA 07/01/2025 - 06/30/2025	19904.00	0.00	19904.00	530.24	19373.76
5282 Personal Agent 07/01/2025 - 06/30/2025	9800.00	0.00	9800.00	0.00	9800.00
5784 Day Support 07/01/2025 - 06/30/2025	56491.00	7152.61	49338.39	868.74	48469.65
5783 Home Support 07/01/2025 - 06/30/2025	44052.00	6734.66	39317.34	284.85	39032.49
<b>Totals</b>	<b>\$203637.00</b>	<b>\$84997.97</b>	<b>\$118639.03</b>	<b>1683.83</b>	<b>\$116955.20</b>

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

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 POOL 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		26.00
KATE 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		193.56
CRANE POOL AND SCHMIDT Behavioral Solutions LLC	5704 Day Support-Standard	06/17/2025		26.00
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#	CheckDate	CheckNet
08/27/2025 Payee: SHIRLEY SCHMIDT	33333333	07/25/2025	2399.64
Total Net:2399.64			
Gross:2399.64			

Disbursement Information	CheckNumber	CheckDate	CheckNet
08/27/2025 Payee: DENISE BAUER	444444	07/25/2025	2640.32
Total Net:2640.32			
Gross:2640.32			

Payroll Check Information	Remittance#	CheckDate	CheckNet
08/27/2025 Payee: TARA WILSON	33333333	07/25/2025	2911.20
Total Net:2911.20			
Gross:2911.20			

Disbursement Information	CheckNumber	CheckDate	CheckNet
08/27/2025 Payee: DENISE BAUER	103619162	07/25/2025	1038.58
Total Net:1038.58			
Gross:1038.58			

Payroll Check Information	Remittance#	CheckDate	CheckNet
08/27/2025 Payee: LORI COLSON	3622600	07/25/2025	695.98
Total Net:695.98			
Gross:695.98			

Disbursement Information	CheckNumber	CheckDate	CheckNet
08/27/2025 Payee: LORI COLSON	003661846	08/08/2025	1670.14
Total Net:1670.14			
Gross:2108.96			

Payroll Check Information	Remittance#	CheckDate	CheckNet
08/08/2025 Payee: LORI COLSON	3663241	08/08/2025	2392.76
Total Net:2392.76			
Gross:2392.76			

Disbursement Information	CheckNumber	CheckDate	CheckNet
08/08/2025 Payee: DENNY CRANE	003661846	08/08/2025	1670.14
Total Net:1670.14			
Gross:2108.96			

Payroll Check Information	Remittance#	CheckDate	CheckNet
08/08/2025 Payee: DENNY CRANE	3663872	08/08/2025	1325.28
Total Net:1325.28			
Gross:1918.80			

Disbursement Information	CheckNumber	CheckDate	CheckNet
08/08/2025 Payee: DENNY CRANE	003661844	08/08/2025	576.63
Total Net:576.63			
Gross:1181.39			


Payroll Check Information	Remittance#	CheckDate	CheckNet
08/08/2025 Payee: DENNY CRANE	3662806	08/08/2025	1801.39
Total Net:1801.39			
Gross:2209			

Disbursement Information	CheckNumber	CheckDate	CheckNet
08/08/2025	1003661845	08/08/2025	1271.41
Total Net:1271.41			
Gross:1585.17			

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	10:15AM	7:02PM	Regular	30.00	8.82	
123457	TARA WILSON	5703 Home Support	07/18/2025	5:00PM	8:09PM	Regular	30.00	3.83	
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	3:00PM	7:00PM	Regular	27.00	5.50	
123458	DENISE BAUER	5703 Home 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	5:29PM	7:00PM	Regular	27.00	4.13	
123458	DENISE BAUER	5703 Home Support	07/15/2025	10:05AM	7:19PM	Regular	27.00	9.17	
123458	DENISE BAUER	5703 Home Support	07/17/2025	9:53AM	7:12PM	Regular	27.00	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	7:00PM	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	10:12AM	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	5704 Day Support	07/13/2025	9:52AM	7:00PM	Regular	28.00	9.13	
123456	BRAD CHASE	5704 Day Support	07/14/2025	10:05AM	7:12PM	Regular	28.00	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	07/14/2025	10:05AM	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	7:07PM	Regular	27.00	9.22	
123458	DENNY CRANE	5703 Home Support	07/25/2025	9:56AM	7:14PM	Regular	27.00	9.80	
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/						

# 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
<b>Totals</b>		<b>\$203637.00</b>	<b>\$84997.97</b>	<b>\$118639.03</b>	<b>1683.83</b>	<b>\$116955.20</b>

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



<b>Payroll Check Information</b>		
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
<b>Disbursement Information</b>		
CheckNumber:000333333	CheckDate:07/25/2025	CheckNet:2399.64
<b>Payroll Check Information</b>		
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
<b>Disbursement Information</b>		
CheckNumber:0444444	CheckDate:07/25/2025	CheckNet:2640.32
<b>Payroll Check Information</b>		
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
<b>Disbursement Information</b>		
CheckNumber:033333333	CheckDate:07/25/2025	CheckNet:2012.13
<b>Payroll Check Information</b>		
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

5

5. Details for each payroll check information

- **Check Number**
- **Check Date**
- **Check Net**

# DCI EVV Mobile App!

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**Sign Off or Reject Vendor Payment Entries on  
your phone or tablet!**

# DCI Requirements

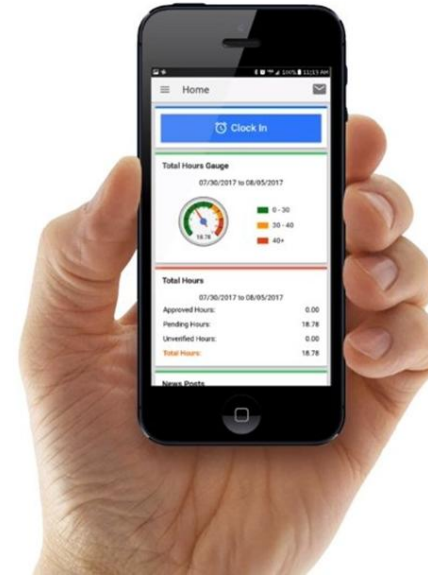
## Devices & Operating Systems (OS)

### Apple

- OS: iOS version 15.0 or later
  - Devices:
    - ✓ iPhone 6s or 6s Plus or later device
    - ✓ iPhone SE
    - ✓ iPod touch (7th generation)

### Android

- OS: Android version 8.0 or later
  - Devices:
    - ✓ 4.6" screen or larger
    - ✓ Due to the wide range of Android devices, we are unable to provide a device list.



# Frequently Asked Questions

# Auth Rep FAQ's



## What is my role in DCI?

As an Individual or Authorized Representative, you are responsible for reviewing and approving Community Vendor supporting documentation submitted through DCI. Your approval is required before payment is issued.

## How do I approve a Community Vendor supporting documentation?

Log into the DCI (portal or mobile app), navigate to the submitted invoice entry, review the attached documentation, and approve the supporting documentation if everything is correct.

## What if I see an error in the vendor invoice?

You can reject the supporting documentation and contact the Community Vendor to make corrections before resubmitting.

## Can I submit invoices on behalf of my vendor?

Yes. You may use DCI Web Portal create a Vendor Payment Entry, upload supporting documentations and receipts, and submit them for processing.

# Auth Rep FAQ's



## How do I know if all my vendors are in the system?

Review your vendor list upon logging into DCI. If someone is missing, reach out to your Agent immediately.

## Where can I find help using the DCI system?

Training materials are available on the DCI Web Portal. Go to the **'Help'** section and select NJ Training Materials.

## What happens if I miss an invoice approval deadline?

The supporting documentation will be processed in the next payment cycle. To avoid delays, be sure to approve entries before the listed deadline.

# Auth Rep FAQ's



## Would unused accrued units from the original PPL service automatically transfer to Acumen due to the transition?

No. For participants whose plans were revised due to the transition, the unused accrued units from the original PPL service line do not automatically transfer to the new Acumen service line.

## How can I request to rollover units that should be restored?

Please submit a request to the individual's Support Coordinator. The support Coordinator will then follow the formal process to request restoration.

## Where can my Support Coordinator find the request form and instructions?

The request form and instructions are available on the Division's Fiscal Intermediary Transition website under the section titled "**Restoration of Rollover Units Request.**"

[Division of Developmental Disabilities | 2025 Fiscal Intermediary Transition \(PPL to Acumen\)](#)

## Who should I contact if I have a question or issue?

Reach out to your Acumen Agent or contact Customer Service at **(833) 892-0413** or **customerservice@acumen2.net**.


# Auth Rep FAQ's



## When can I begin using DCI?

Once you receive your 'Good to Go' letter, you may begin using DCI on or after the stated start date. Do not approve or submit supporting documentations before this date.

**NJ DDD – Individual or Authorized Representative-  
Good to Go Notification**



**Date:** 6/20/2025  
**Authorized Representative Name:** Joseph AuthorizedRep  
**Participant Initials:** BB  
**Participant DDD ID #:** 45677789

Welcome to Acumen! It is our pleasure to inform you that all the required enrollment paperwork is complete. You (or your Community Vendor) may begin submitting requests for payment (invoices) in accordance with the "Community Vendor Start Date" and according to the participant's approved Individualized Service Plan (ISP).

Acumen will begin paying your Community Vendors after you receive this letter – on the vendor's designated start date, but not before June 7, 2025. Please refer to and keep handy the **NJ DDD Payment Schedule** enclosed separately in this communication. There you will find deadlines for Invoice submission and corresponding pay dates.

This "Good-to-Go" package includes the following information:

- Online Community Vendor Invoice Submission Powered by Direct Care Innovations (DCI)
- Paying Community Vendors
- Individual or Authorized Representative Resources

**Online Community Vendor Invoice Submission Powered by Direct Care Innovations (DCI)**

DCI is a secure cloud-based technology that allows you and your Community Vendor to submit, review, and approve invoices online. DCI is easy to use with any internet connection and is accessible from a computer or mobile device such as a tablet or smartphone. DCI eliminates the use of paper invoices, which means no faxing or mailing your Community Vendor's invoices.

Acumen will offer virtual DCI training. Keep an eye out for invitations and other communications from Acumen. If you are unable to attend a live session, the next page tells you how to find training materials within the DCI web portal, which you can access and view at your convenience.

You, as the Individual or Authorized Representative, must approve your Community Vendor's invoices by the invoice submission deadlines each pay period. If your Community Vendor is using electronic invoice submission through DCI, you will log into DCI to review and approve their invoices. When you approve a Community Vendor invoice submission in DCI, a report is automatically sent to Acumen Payroll for processing.

**When you login to DCI, please review your Community Vendors to ensure that you see each one that you use. If you notice that any Community Vendor is missing, please reach out to your Acumen Agent. Their contact information is at the end of this letter. If you do not get ahold of your Agent, please leave a voicemail and feel assured that you will receive a call back.**

Individual or Authorized Representative Login Credentials for DCI

# Resources

# NJ DDD Payment Schedule



- Follow this payment schedule closely to ensure your vendors are always paid on time.
- Submit and approve all vendor payment entries by **9 PM EST of the Due date even if it falls on a weekend or holiday\***
- Requests submitted **after** the due date will be handled in the following pay period.
- Entries must be **entered and approved** within **60 days of the date of service.**

Month	Payroll Start	Payroll End	Submissions Due Date	Approval Due Date	Pay Date
JUN	06/08/25	06/21/25	Mon, 06/23/25	Wed, 06/25/25	Thu, 07/03/25
	06/22/25	07/05/25	Mon, 07/07/25	Wed, 07/09/25	Thu, 07/17/25
JUL	07/06/25	07/19/25	Mon, 07/21/25	Wed, 07/21/25	Fri, 08/01/25
	07/20/25	08/02/25	Mon, 08/04/25	Wed, 08/04/25	Fri, 08/15/25
	08/03/25	08/16/25	Mon, 08/18/25	Wed, 08/20/25	Fri, 08/29/25
AUG	08/17/25	08/30/25	Mon, 09/01/25	Wed, 09/03/25	Fri, 09/12/25
	08/31/25	09/13/25	Mon, 09/15/25	Wed, 09/17/25	Fri, 09/26/25
SEPT	09/14/25	09/27/25	Mon, 09/29/25	Wed, 10/01/25	Fri, 10/10/25
	09/28/25	10/11/25	Mon, 10/13/25	Wed, 10/15/25	Fri, 10/24/25
OCT	10/12/25	10/25/25	Mon, 10/27/25	Wed, 10/29/25	Fri, 11/07/25
	10/26/25	11/08/25	Mon, 11/10/25	Wed, 11/12/25	Fri, 11/21/25
NOV	11/09/25	11/22/25	Mon, 11/24/25	Wed, 11/26/25	Fri, 12/05/25
	11/23/25	12/06/25	Mon, 12/08/25	Wed, 10/10/25	Fri, 12/19/25
DEC	12/07/25	12/20/25	Mon, 12/22/25	Wed, 12/24/25	Fri, 01/02/26
	12/21/25	01/03/26	Mon, 01/05/26	Wed, 01/07/26	Fri, 01/16/26
	01/04/26	01/17/26	Mon, 01/19/26	Wed, 01/21/26	Fri, 01/30/26
JAN	01/18/26	01/31/26	Mon, 02/02/26	Wed, 04/04/26	Fri, 02/13/26



# NJ DDD Payment Schedule



- On 2/1/2026 the *New* Payroll Schedule will take effect.
- To comply with the NJ Department of Labor, Acumen must issue wages within **10 calendar days**.
- Payday will move from **Friday to Tuesday**, starting with the 2/24 pay date.
- Caregivers will receive wages **three days earlier**.
- The Employer will have **one day instead of two** to approve the Employee's time.
- The bi-weekly structure remains the same.

Month	Payroll Start	Payroll End	Submissions Due Date	Approval Due Date	Paydate
FEB	2/1/2026	2/14/2026	Mon, 02/16/26	Tue, 02/17/26	Tue, 02/24/26
	2/15/2026	2/28/2026	Mon, 03/02/26	Tue, 03/03/26	Tue, 03/10/26
MAR	3/1/2026	3/14/2026	Mon, 03/16/26	Tue, 03/17/26	Tue, 03/24/26
	3/15/2026	3/28/2026	Mon, 03/30/26	Tue, 03/31/26	Tue, 04/07/26
APR	3/29/2026	4/11/2026	Mon, 04/13/26	Tue, 04/14/26	Tue, 04/21/26
	4/12/2026	4/25/2026	Mon, 04/27/26	Tue, 04/28/26	Tue, 05/05/26
MAY	4/26/2026	5/9/2026	Mon, 05/11/26	Tue, 05/12/26	Tue, 05/19/26
	5/10/2026	5/23/2026	Mon, 05/25/26	Tue, 05/26/26	Tue, 06/02/26
JUN	5/24/2026	6/6/2026	Mon, 06/08/26	Tue, 06/09/26	Tue, 06/16/26
	6/7/2026	6/20/2026	Mon, 06/22/26	Tue, 06/23/26	Tue, 06/30/26
	6/21/2026	7/4/2026	Mon, 07/06/26	Tue, 07/07/26	Tue, 07/14/26



# Helpful Resources

## Utilize our Websites

 [New Jersey - Training Materials](#) for more help

- This will give you a full list of Training Materials for DCI

 [New Jersey State Page](#)

- This will give you New Jersey specific details with Acumen Fiscal Agent

## Contact the Acumen Customer Service Team

For help with enrollment questions, DCI system questions, or payment issues

 [Contact Us](#) form at [www.acumenfiscalagent.com/contact](http://www.acumenfiscalagent.com/contact)

 Email us at [customerservice@acumen2.net](mailto:customerservice@acumen2.net)

 By Phone: (833) 892-0413

**Or contact your Acumen New Jersey Client Services Agent!**





**Acumen Fiscal Agent**

Innovation • Opportunity • Freedom

**THANK YOU!**

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

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