<u>DCI PHONE EVV FOR EMPLOYEES ONLY (Historical)</u>

Before starting, complete the following:

- Confirm with Acumen the Client Phone # on file. This is the phone the employee will use to call to punch in and out. This <u>MUST</u> be a Landline or VOIP phone.

- Employees will need the last 4 digits of their Social Security Number & Date of Birth.

- Employee's also need to know their PIN. Use [Phone EVV Guide](#) for help.

- Employee must know the Client Name & Service Code for that shift.

- Client/Employer will need to know the Client PIN. Contact Acumen to add/change PIN.

To Enter Historical Punch:

1) Employee calls **1 855 807 9595**
2) Employee will enter the last 4 digits of their Social Security Number
3) Employee will enter their 4 digit Employee PIN
    a. Use Phone EVV Guide to help add/change PIN
4) Employee will enter their birth Month & Day
    a. In MMDD format (ex. June 9th = 0609)
5) Press any key to continue
6) Confirm "hourly" with the prompt given
7) Confirm the Client's name with the prompt given
8) Select #2 for Historical Punch
9) Confirm the service code with the prompt given
10) Enter Date of Service in MMDDYYY format
    a. (i.e. August 1, 2019 = 08012019)
11) Enter Clock IN time in HH:MM format
    a. (i.e. 8:30 = 0830)
12) Select AM or PM
13) Enter Clock OUT time in HH:MM format
    a. (i.e. 4:45 = 0445)
14) Select AM or PM
15) Select EVV Location or Continue without x2 (Clock In & Out)
16) Review details and confirm to save the punch (#1-Yes, #2-No)
17) Initiate Client Validation
    a. Get Client or Employer and Press #1 when ready
18) Client/Employer will review punch details and Accept or Reject punch
19) Enter Client PIN
20) Then the recording will review the punch that has been created
    a. Call will end automatically

Punches can be added, verified, or corrected in the Employer's DCI Portal.