



Acumen powered by DCI Software

DCI Employee Portal Guide

Welcome to Acumen!

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

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

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



Acumen Fiscal Agent

What is DCI?

DCI is a website that manages Employee's Time

- Better tools for Time Management
- Faster and easier time entry & payroll processing

**DCI can also help keep you compliant with the
21st Century Cures Act**

- As long as you use DCI to properly enter and manage time using EVV.
- Web Portal entries are not always EVV Compliant



Roles & Responsibilities

Client



- This is the person who is receiving the care
- Sometimes referred to as participant or individual
- DCI profile is not logged into very often
- Client PIN/Password is used for EVV

Employer



- This is the person who manages the process
- Some Clients may be their own Employer
- Logs into DCI to manage budgets and time entries
- Authorized Reps can also help complete these tasks

Employee(s)



- This is the person who provides the care
- Sometimes referred to as the attendant or aide
- Logs into DCI often to enter time & notes
- Employee PIN can be used for easier DCI login

Multiple Ways to Enter Time

Mobile App



- Preferred Method
- Real Time Entry
- Auto-Approved Time*
- EVV Compliant

Phone EVV



- Alternate Method
- Real Time & Historical
- Auto-Approved Time*
- EVV Compliant

Web Portal



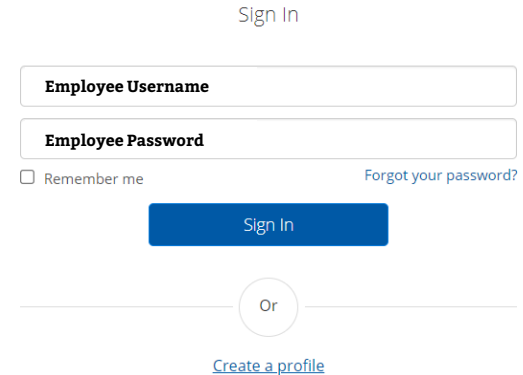
- Time Management
- Historical Entries
- Manual Time Approval
- Non-EVV Compliant

* - Not available in all states

Employee Web Portal

Accessing the DCI Web Portal

1. Open an Internet Browser on a computer or mobile device
2. Navigate to the [DCI Web Portal](#)
3. Enter Employee Username/Password
4. Use Forgot Password link if needed
5. Contact Acumen Agent for help



Sign In

Employee Username

Employee Password

Remember me [Forgot your password?](#)

Sign In

Or

[Create a profile](#)

The screenshot shows a sign-in form with two input fields for 'Employee Username' and 'Employee Password'. Below the password field is a checkbox for 'Remember me' and a link for 'Forgot your password?'. A blue 'Sign In' button is positioned below the form. Below the button is a horizontal line with a circle containing the word 'Or' in the center. Below the line is a link for 'Create a profile'.

Home Page Details

Employee Dashboard is the landing page

1. Entries tab to view a complete list of submitted time entries
2. Overtime Gauge & Total Hours for the current calendar week
3. Add Entry to enter a Historical time punch - *See next slide*

The screenshot shows the Employee Dashboard interface. At the top left is the logo for Acumen Powered by DCI. The main navigation menu on the left includes: DASHBOARD (1), ENTRIES, ACCOUNTS, PROFILE CERTIFICATION, SCHEDULES, and AVAILABILITY. The top right corner shows a user profile for 'spongebob' with a help icon and an email icon. The main content area displays 'Home / Dashboard' and an 'Add Entry' button (3). Below this, there is a section for 'SPONGEBOB' for the week of 07/18/2021 to 07/24/2021 (2). This section contains an 'Overtime Gauge' with a legend: 0 To 30 (green), 30 To 40 (orange), and 40+ (red). Below the gauge, it states 'No entry in current week'. To the right of the gauge is a 'Total Hours' table for the same period:

Total Hours 07/18/2021 To 07/24/2021	
Approved:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00

Add New Entry

Add New Entry (Computer/Laptop)


Once logged in

1. Select Add New Entry

The screenshot shows a user dashboard for 'SPONGEBOB' for the period 11/01/2020 to 11/07/2020. A yellow arrow with the number '1' points to a blue 'Add Entry' button in the top right corner. Below this, there are two main sections: an 'Overtime Gauge' and a 'Total Hours' summary. The 'Overtime Gauge' shows 'No entry in current week' with a legend for 0 to 30 (green), 30 to 40 (yellow), and 40+ (red). The 'Total Hours' summary shows: Approved By: 7.52, Pending Hours: 0.00, Unverified Hours: 0.00 (highlighted in red), and Total Hours: 7.52. At the bottom, there is a table for 'Expiring Certifications' with columns for Certification Name, Certification Expiration Date, and Link to Certification Course.

Certification Name	Certification Expiration Date	Link to Certification Course


Complete New Entry

1. Enter Client Name & Select
2. Select Service Code
3. Select Service Date
4. Enter Start & End Time
5. Select Client Portal Signoff
6. Select Location if necessary
7. Select  to choose reason code


Entry Type: * Punch



Employee Name: SPONGEBOB

Account Type: * Hourly

Client: * PATRICK - TX5678  1

Service Code: * PYRL 2

Service Date: * 01/01/2021  3


Check In: * 12:00 PM  Check Out: * 4:00 PM  4

EVV Method: * Client Portal Signoff 5

Clock In EVV Location: Select Location

Clock Out EW Location: Select Location } 6


Check Out Date: 01/01/2021

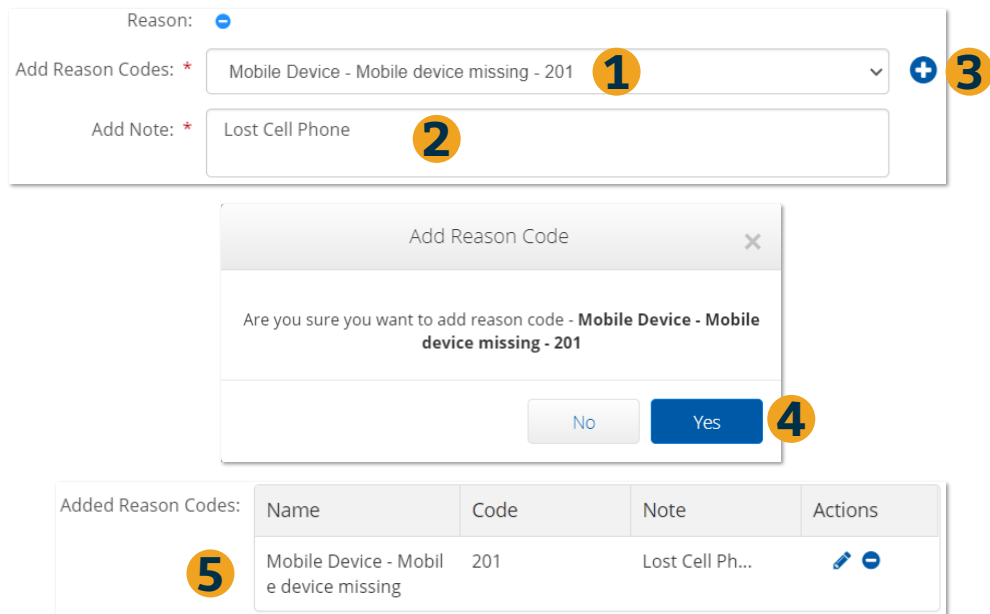
Reason:  7


Diagnostic Code: Diagnostic Code


Notes: Add Notes for Punch

Add Reason Code


1. Select Reason code from list
2. Enter Note to explain
3. Select  to add reason code
4. Select Yes to add code
5. Reason code should be displayed below w/ note






Reason: 

Add Reason Codes: * 

Add Note: *

Add Reason Code 

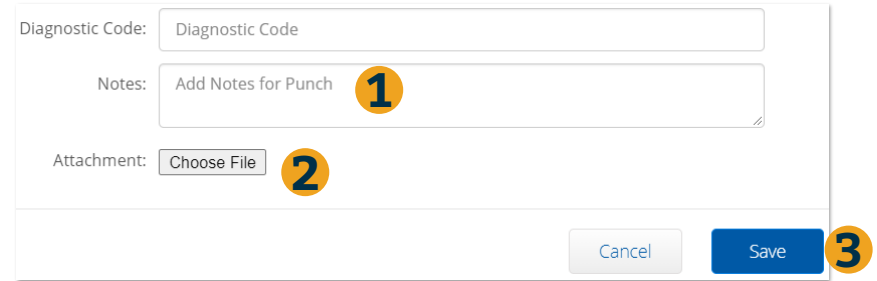
Are you sure you want to add reason code - **Mobile Device - Mobile device missing - 201**

Added Reason Codes:	Name	Code	Note	Actions
	Mobile Device - Mobile device missing	201	Lost Cell Ph...	 

Add Notes and Submit

After Reason Code is added

1. Notes are Optional
2. Attachment are Optional
3. Select Save
4. Select Yes to Submit

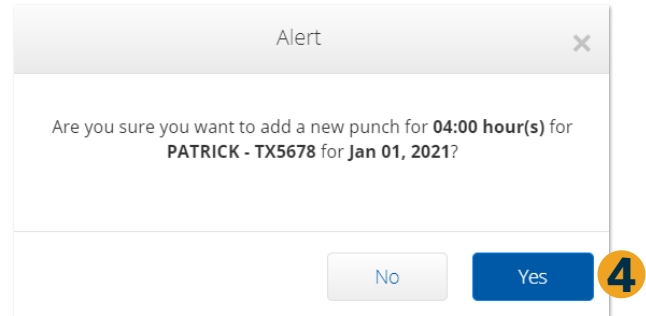


Diagnostic Code:

Notes: **1**

Attachment: **2**

3



Alert

Are you sure you want to add a new punch for **04:00 hour(s)** for **PATRICK - TX5678** for **Jan 01, 2021**?

4

Profile Settings

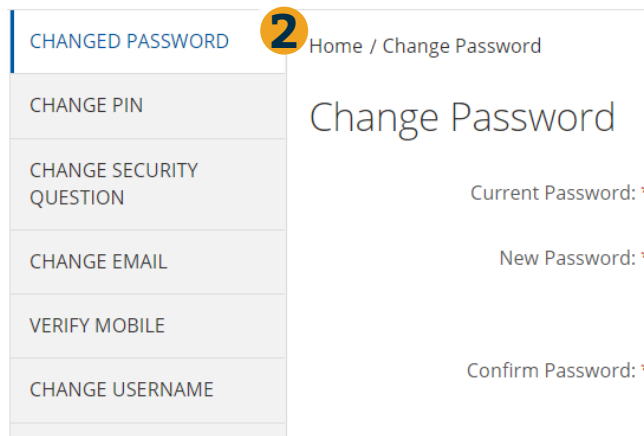
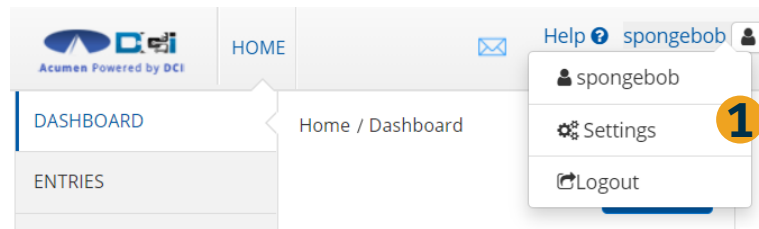
Log into DCI with Username & Password

1. Select Username > Then Settings

- Located in the top right corner

2. Select profile setting to change

- Username/Password is used for login
- Employee PIN can make the login process easier on a mobile device
- Email is needed for password recovery



Where to go for help?

- Utilize our [DCI Training Materials](#) for more help
 - This will give you a full list of Training Materials for DCI
- Contact your Acumen Agent for more help
 - Contact Customer Service if you don't know your assigned agent



Phone: (877) 211-3738



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



Thank you!

Visit the **Acumen Help Center** to learn more at:
acumenfiscalagent.zendesk.com