



**Acumen powered by DCI Software**

# Mobile App Guide

**California VETS**

# 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 an online platform to help manage  
Employee Time and Service Budget**

- Better tools for both Employers & Employees
- Quick & easy time entry & payroll processing

**DCI also helps you keep track of hours worked**

- Our Real-Time and Historical Time Entry options will help you enter and manage your time



# Roles & Responsibilities

## Client



- This is the person who is receiving the care
- Also known as the Veteran
- DCI profile is not logged into very often

## Employer



- This is the person who manages the process
- Some Veterans may be their own Employer
- Logs into DCI to manage budgets and time entries
- Employer 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

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# DCI Mobile App

# Mobile App Basics

- **The DCI Mobile App is meant for Real-Time Entry**
  - Clocking In/Out of each shift
- **Time Management is done in the DCI Web Portal**
  - Veteran/Employer Rep will review time in DCI Web Portal
- **Clocking in for services in is very quick & easy**
  - Clocking In/Out should take less than 60 seconds



# Download DCI Mobile EVV

1. Download the *DCI Mobile EVV* App



2. Set App Permissions



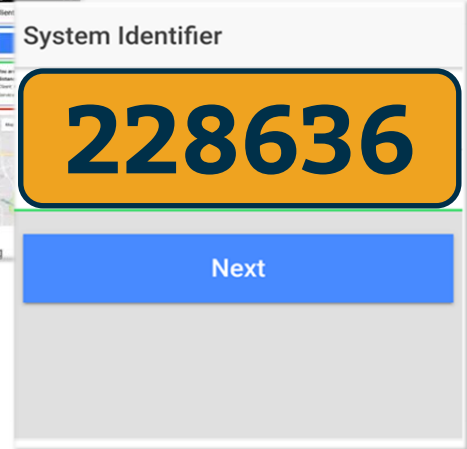
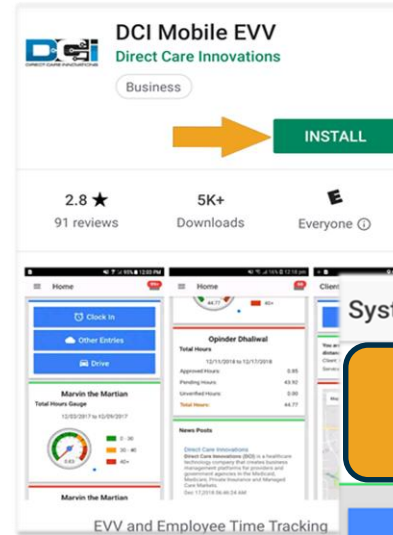
- Location is Required



- Media access is not necessary

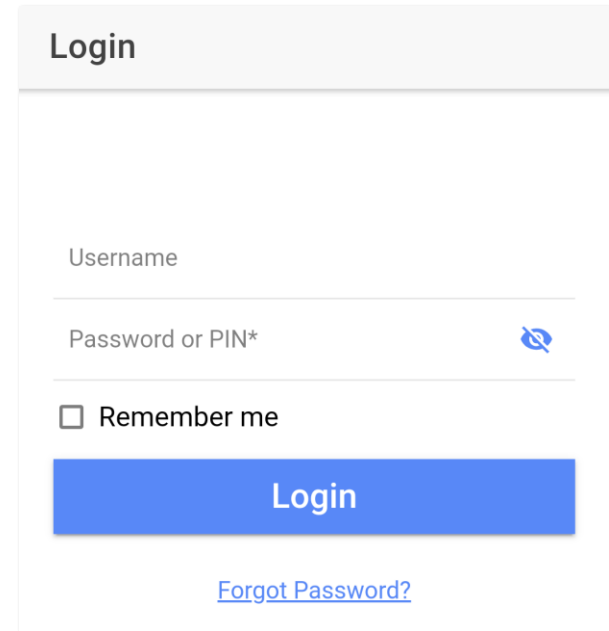
3. Enter System Identifier: **228636**

4. Select Next to login



# Log into the DCI Mobile App

- Enter Employee credentials
  - Provided by Acumen on GTG Letter
- Select Login to access Mobile App
- Select “Remember Me” on your device
- Use Forgot Password link if necessary
  - Requires a valid email on file
- Contact Acumen with any login issues

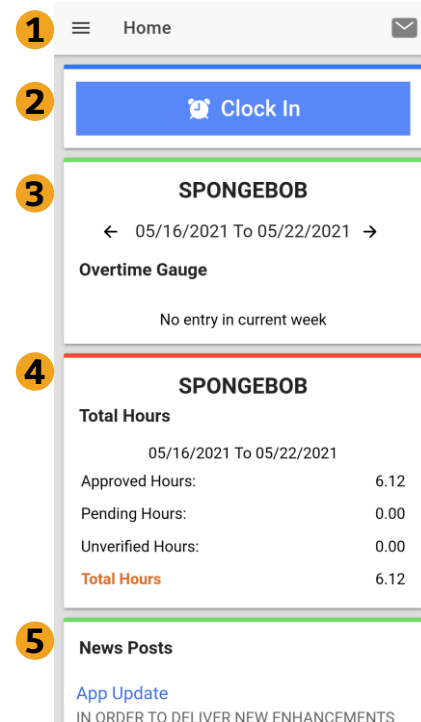


The screenshot shows a mobile app login interface. At the top, there is a header labeled "Login". Below the header, there are two input fields: "Username" and "Password or PIN\*", each with a horizontal line underneath. To the right of the "Password or PIN\*" field is a small blue eye icon. Below the input fields is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "Login" in white. Below the button is a blue underlined link that says "Forgot Password?".



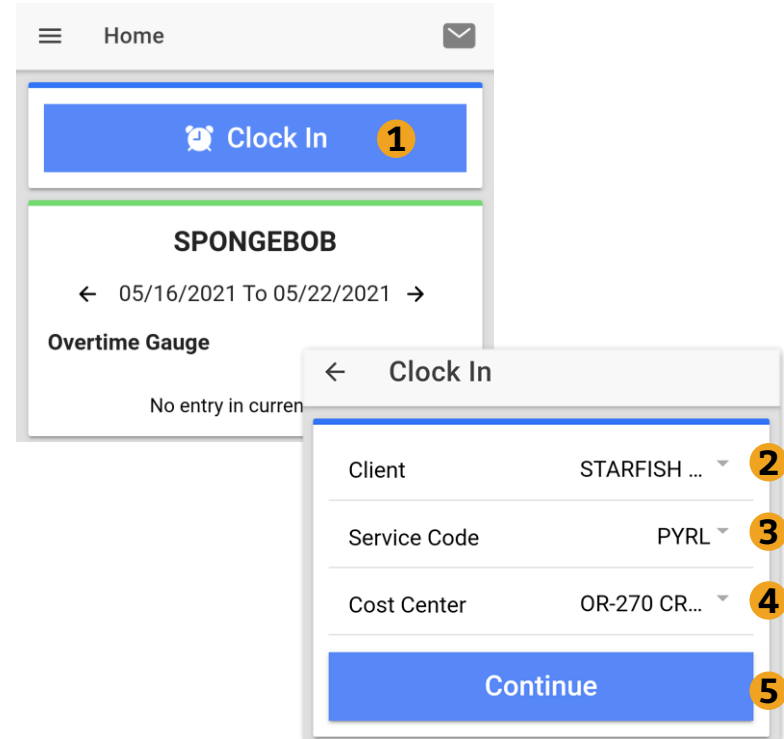
# Mobile App Home Page

1. Menu Button
  - Use to navigate in Mobile App
2. Clock In Button
  - Begin Clock In/Out process
    - See next slide for details
3. Overtime Gauge
  - Shows OT hours
4. Total Hours Breakdown
  - Shows the current calendar week
5. News Posts
  - Will show relevant updates



# Clock In on Mobile App

1. Tap Blue Clock In Button
2. Select Veteran Name
  - Auto-filled for a single client
3. Select Service Code
  - Auto-filled for a single service
4. Cost Center is always auto-filled
5. Select Continue



# Confirm Clock In

## 1. Select Confirm Clock In

\* *This will Start the time for the shift*

## 2. Punch Confirmation

- Clock Out page is shown with Clock In time displayed

**Congratulations!**  
You are now on the clock.

← Clock In

Clock In Time: 12:24 PM (MT)

Confirm Clock In 1

Client Name: PATRICK  
Service Code: PYRL

Clock Out

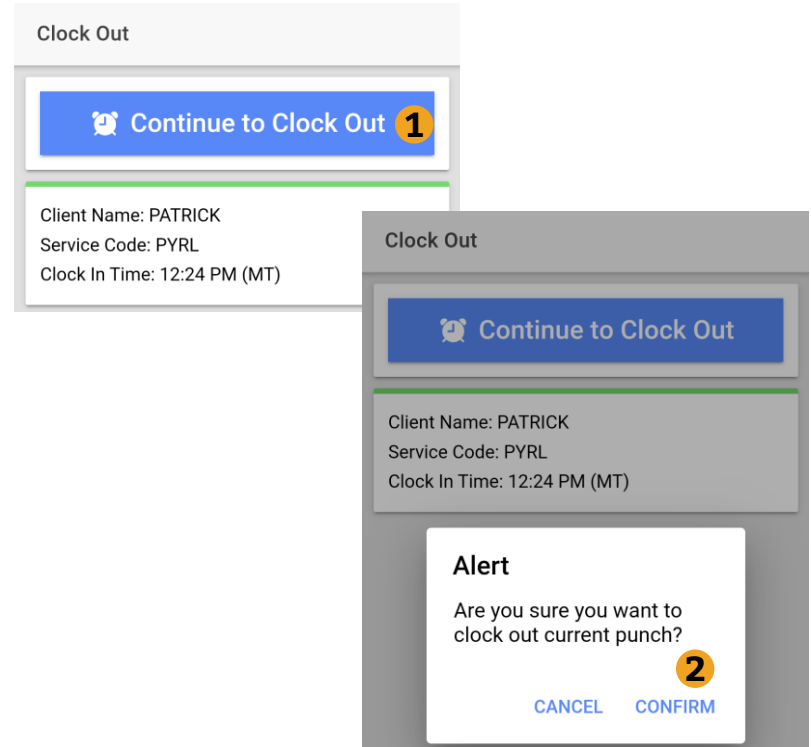
Continue to Clock Out

Client Name: PATRICK  
Service Code: PYRL 2  
Clock In Time: 12:24 PM (MT)

# Clock Out on Mobile App

## Employee logs into Mobile App

1. Select Continue to Clock Out
2. Alert will ask to confirm



# Confirm Clock Out

## 1. Notes are Optional

- Discuss with Veteran/Employer Rep

## 2. Select Confirm Clock Out

- \* *This will Stop the time for the shift*

## 3. Punch Confirmation

- Punch details are shown
- Select Home when ready

Clock Out

Clock Out Time: 12:25 PM (MT)

**Notes are optional** 1

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📎 Add Attachment

**Confirm Clock Out** 2

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Client Name: PATRICK  
Service Code: PYRL  
Clock In Time: 12:24 PM (MT)

Punch Information

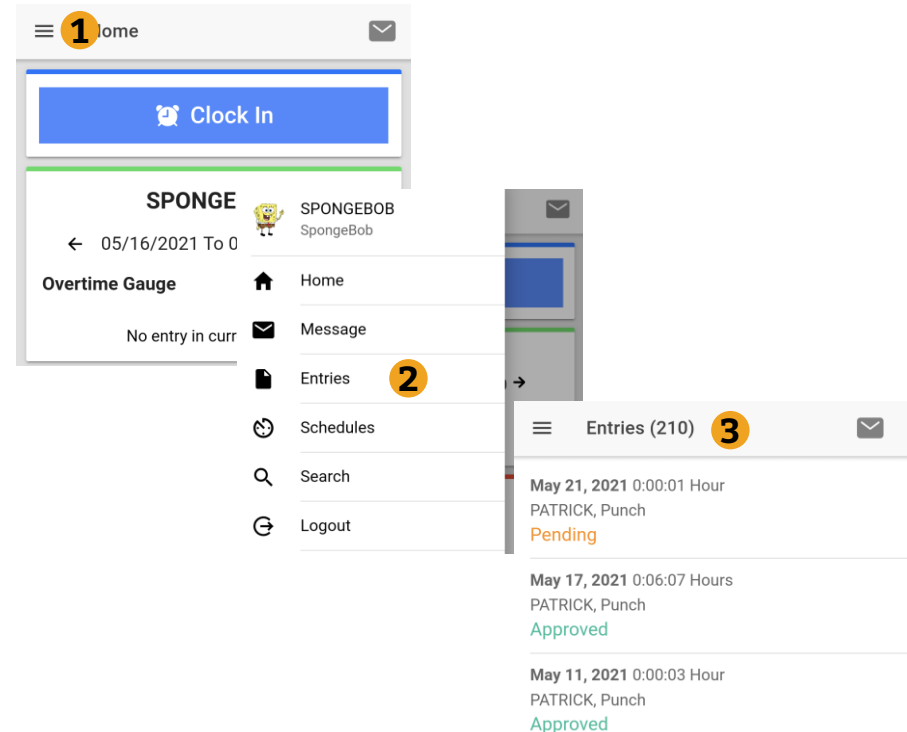
Client Name: PATRICK  
Service Code: PYRL  
Clock In Time: 12:24 PM (MT)  
Clock Out Time: 12:25 PM (MT)

**Home** 3

**Congratulations!**  
Your shift is complete.

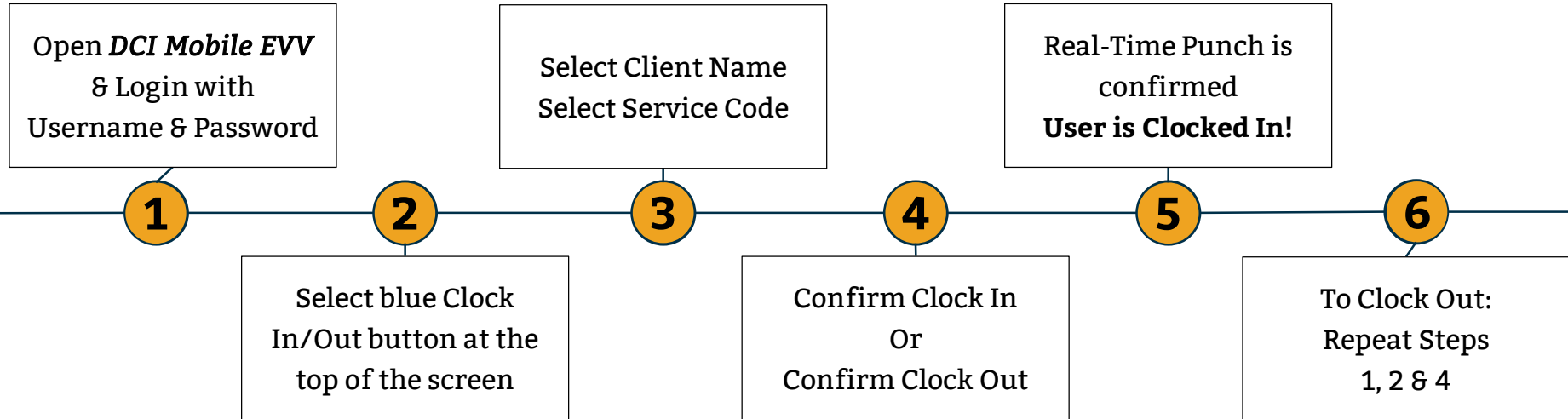
# Review Employee Entries

1. Select Menu on top left of screen
2. Select Entries to view list
3. View complete list of entries
  - Employees should verify all time is submitted
  - Employer will approve time as needed



# Mobile App Process Timeline

Process starts when the Employee is ready to begin their shift.



# 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 Customer Service for more help



Phone: (888) 516-2432



[acumenfiscalagent.com](http://acumenfiscalagent.com)





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# Thank you!

Visit the **Acumen Help Center** to learn more at:  
[acumenfiscalagent.zendesk.com](https://acumenfiscalagent.zendesk.com)