



**Acumen powered by DCI Software**

# DCI Employer 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 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

# Two Ways to Enter Time

## Mobile App



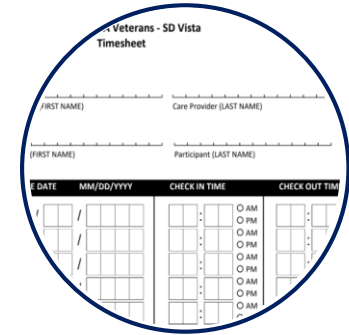
- Preferred Method
- Real Time Entry
- Quick & Easy
- Mobile App Guide

## Web Portal



- Time Management
- Historical Entries
- Manual Time Approval
- Profile Settings

## Paper Timesheets



- Manual Time Entry
- Historical Entries
- Submitted to Acumen via fax or mail

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# DCI Mobile App

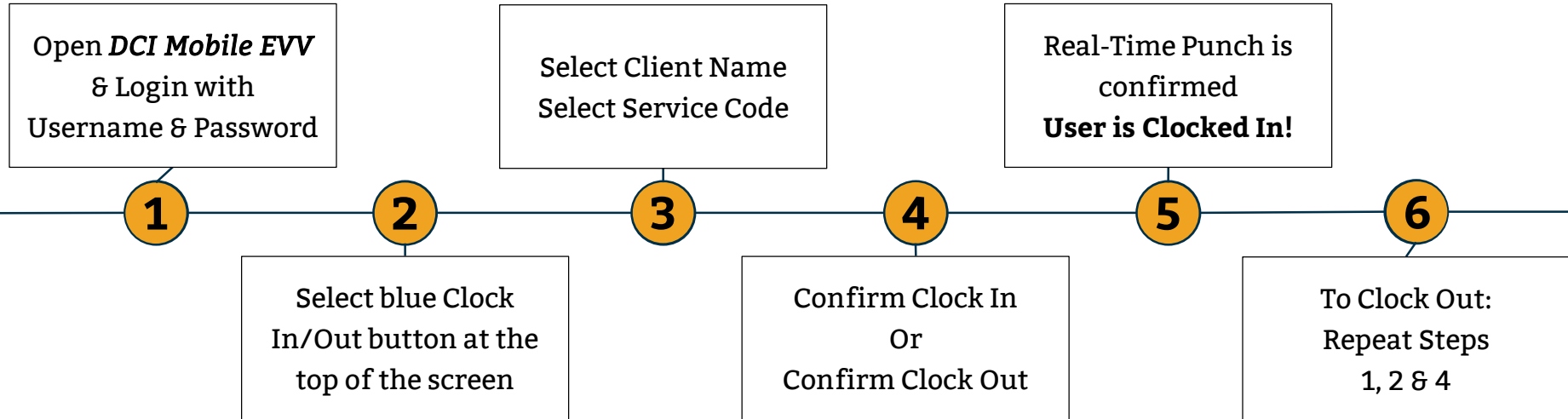
# Mobile App Basics

- **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**
  - ER/DR will review time in DCI Web Portal
- **Client Verification is not required for SD VETS**
  - Employers will approve punches in the DCI Web Portal



# Mobile App Process Timeline

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





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# Employer Web Portal

# Accessing the DCI Web Portal

1. Open up an Internet Browser on a computer or mobile device
  - Google Chrome is preferred
2. Navigate to the [DCI Web Portal](#)
3. Enter Employer Username and Password
  - Credentials provided by Acumen
4. Utilize Forgot Password link if necessary
5. Contact Acumen Agent with login issues

Sign In

Employer Username

Employer Password

Remember me [Forgot your password?](#)

Sign In







Or

[Create a profile](#)

# Approve Pending Entries

## Pending Entries is the landing page

- What shows up here?
  - Any punch that requires approval
- Scroll down to view list of Entries
  - Review each entry and Approve or Reject
  - Click any entry for more detail
- If Rejected, inform Employee to re-enter time correctly via DCI Portal

Approve	Id	Service Date	Start Time	End Time
 	3596	May 08, 2019	05:00 AM	11:00 AM
 <b>Click Here to Approve Punch</b>				
 	1448	Feb 08, 2019	08:35 AM	04:45 PM
 <b>Click Here to Reject Punch</b>				

# How to Use “Employees” Page

## 1. Select the “Employees” Tab from the Home Page

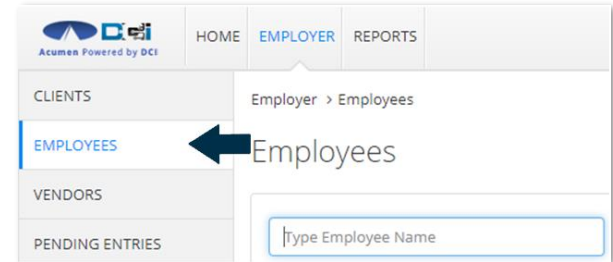
- Located on the left side of the screen
- Select Employee name from the list

## 2. Scroll Down to View List of Entries

- Here you will see a complete list of punches for this Employee

## 3. Great Resource for Payroll Deadlines

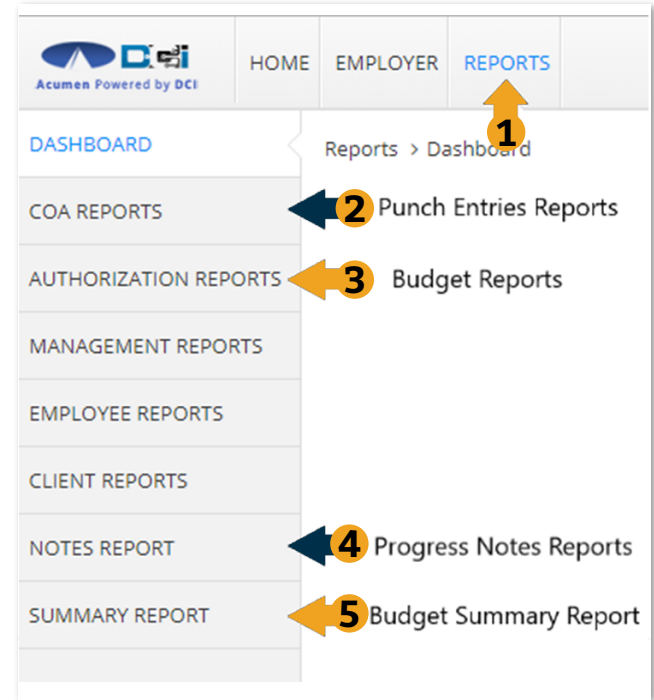
- Ensure all time for pay period is entered and “Approved” before submission due date



# How to Use Reports (Computer/Laptop)

1. Select “Reports” Tab from **Employer Tab**
2. **COA Reports** - This will show you a full list of punches from the selected date range.
3. **Authorization Reports** - Authorization Run Rate Report will show budget usage breakdown.
4. **Note Reports** - Here you can pull any Service Notes entered on entries
5. **Summary Report** - Gives a breakdown of punches and percentages of budget remaining.

View [Reports Guide](#) for more details



# Home Page Basics

1. Select Home Tab
2. Search for Employee Name
  - View EE's weekly time
3. Overtime Gauge & Total Hours breakdown for selected Employee
4. Client Total Hours Per Week
  - Total hours worked for client
5. Authorization Widget
  - View details of all active budgets
6. Profile Settings

The screenshot shows the Home Page interface with the following components and callouts:

- 1**: HOME tab in the top navigation bar.
- 2**: Search bar for Employee Name with Search and Reset buttons.
- 3**: Overtime Gauge and Total Hours breakdown for MR. KRABS for the week of 07/18/2021 to 07/24/2021. The gauge shows 0.00 hours, and the Total Hours table shows 0.00 hours for all categories.
- 4**: Client Total Hours Per Week search bar with Search and Reset buttons.
- 5**: Authorizations search bar with Search and Reset buttons.
- 6**: Profile Settings icon (mrkrabs) in the top right corner.

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

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# Profile Settings

Only available on Full Site

# Profile Settings

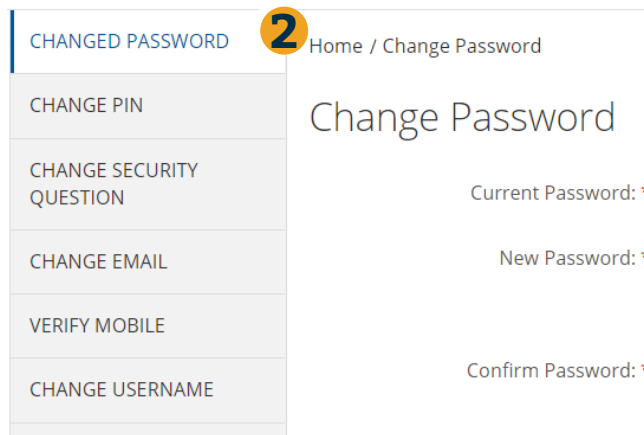
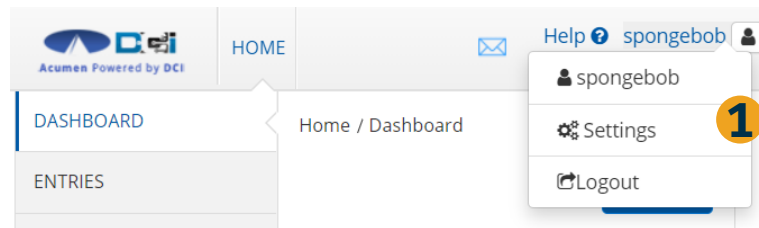
Log into DCI with Username & Password

## 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 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)