



**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 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



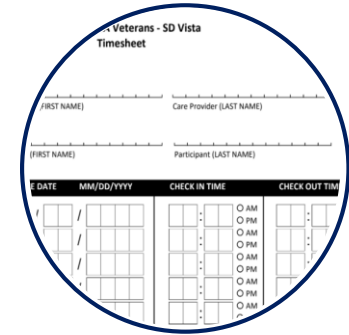
- Preferred Method
- Real Time Entry
- Quick & Easy
- Mobile App Guide

## 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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# Employee Web Portal

Full Site – Computer or Laptop

# 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 Customer Service for help

Sign In

Employee Username

Employee Password

Remember me [Forgot your password?](#)

Sign In

Or

[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. The top navigation bar includes the Acumen logo, a 'HOME' button, and a user profile for 'spongebob'. A left sidebar contains navigation tabs: DASHBOARD (1), ENTRIES, ACCOUNTS, PROFILE CERTIFICATION, SCHEDULES, and AVAILABILITY. The main content area displays 'Home / Dashboard' and an 'Add Entry' button (3). Below this, a section for 'SPONGEBOB' shows an 'Overtime Gauge' (2) for the week of 07/18/2021 to 07/24/2021. The gauge has three segments: 0 To 30 (green), 30 To 40 (orange), and 40+ (red). Below the gauge, it states 'No entry in current week'. To the right, a 'Total Hours' table for the same period shows: Approved: 0.00, Pending Hours: 0.00, Unverified Hours: 0.00, and Total Hours: 0.00.



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# Add New Entry

# Add New Entry (Computer/Laptop)

## Once logged in

1. Select Add New Entry

The screenshot shows a user interface for a dashboard. At the top right, there is a 'Help' icon and a user profile for 'spongebob'. Below this, the breadcrumb 'Home > Dashboard' is visible. A yellow circle with the number '1' and a yellow arrow points to a blue 'Add Entry' button. The main content area is titled 'SPONGEBOB' and shows a date range of '11/01/2020 to 11/07/2020'. There are two main panels: 'Overtime Gauge' and 'Total Hours'. The 'Overtime Gauge' panel shows a legend with three categories: '0 to 30' (green), '30 to 40' (yellow), and '40+' (red). Below the legend, it states 'No entry in current week'. The 'Total Hours' panel shows a table with the following data:

Total Hours 11/01/2020 to 11/07/2020	
Approved By:	7.52
Pending Hours:	0.00
Unverified Hours:	0.00
<b>Total Hours:</b>	<b>7.52</b>

Below these panels is a section titled 'Expiring Certifications' with a table containing the following columns: 'Certification Name', 'Certification Expiration Date', and '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

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 **4** Check Out: \* 4:00 PM **4**

Check Out Date: 01/01/2021

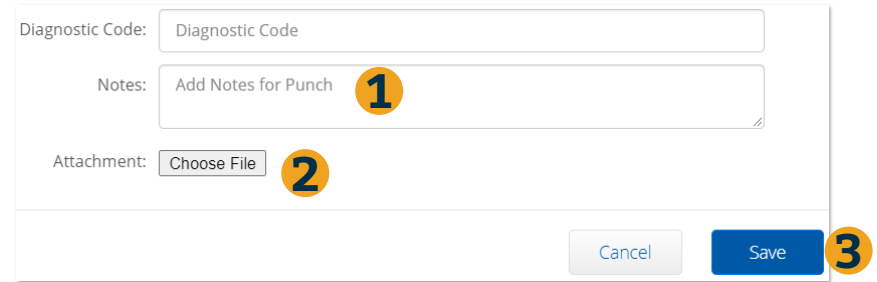
Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

# 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

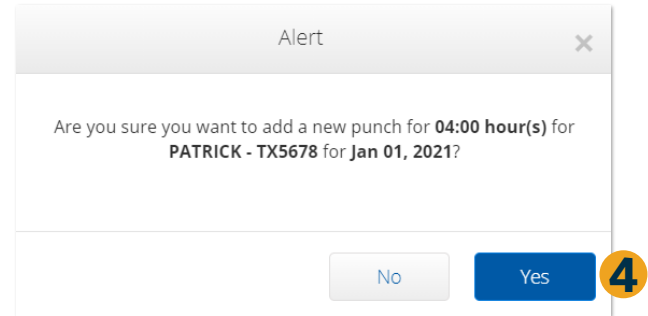


Diagnostic Code:

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

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# Mobile Web Portal

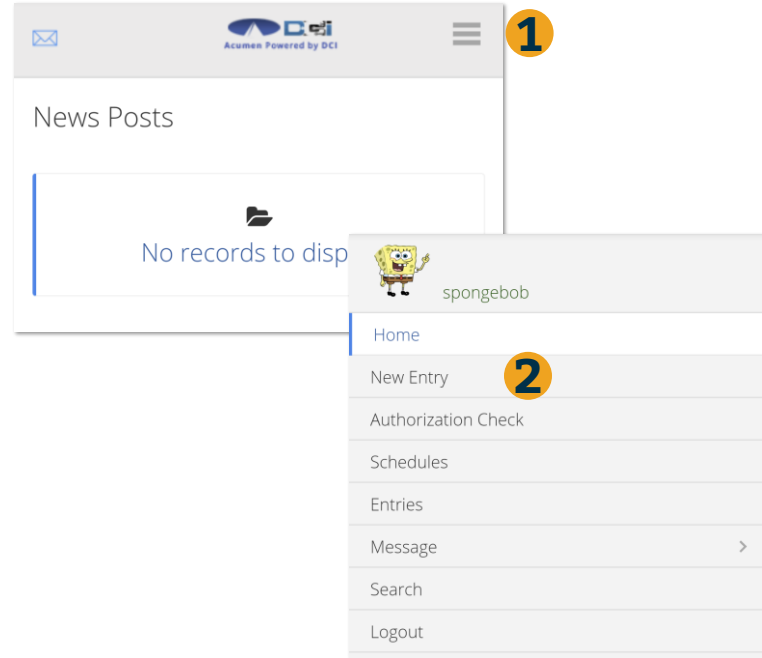
On a Smartphone or Tablet

# Add New Entry (Mobile Device)

Once logged in

1. Select the Menu in the top right corner
2. Select New Entry

Complete the Add New Entry Wizard



# Add New Entry Wizard

1. First 2 boxes are preset
2. Enter Client Name
3. Select Service Code
4. Select Service Date
5. Enter Start & End Time

The screenshot shows a 'Add New Entry' form with the following fields and callouts:

- 1:** A bracket on the right side of the first two dropdown menus, 'Punch' and 'Hourly', indicating they are preset.
- 2:** A text input field containing 'PATRICK - TX5678' with a clear (x) button.
- 3:** A dropdown menu with 'PYRL' selected.
- 4:** A date input field with '01/01/2021' and a calendar icon.
- 5:** Two time input fields, '6:00 AM' and '10:00 AM', each with a clear (x) button.

# Save & Submit

1. Enter Notes if necessary
2. Select Save
3. Select Yes to confirm
4. Punch will be submitted

Diagnosis Code

Add Notes for Punch **1**

Choose File

Cancel

Save **2**

Alert

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

No Yes **3**

Punch 1641 **4**

Jan 01, 2021

SPONGEBOB

06:00 AM - 10:00 AM

Hours: 0:04:00

Amount: 4.00

Pending

Hourly

PATRICK

PYRL

Reject



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# Profile Settings

Only available on Full Site

# Profile Settings

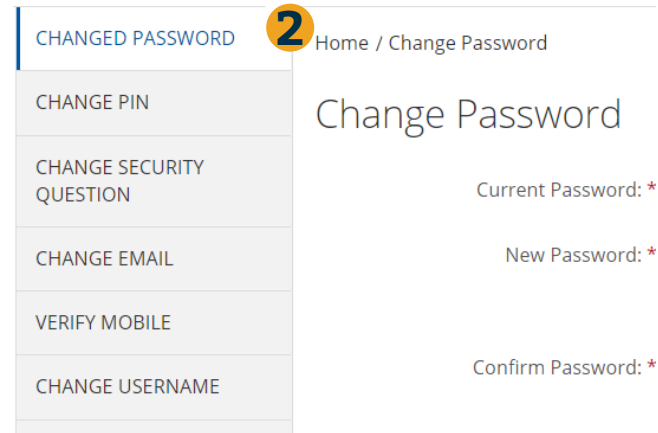
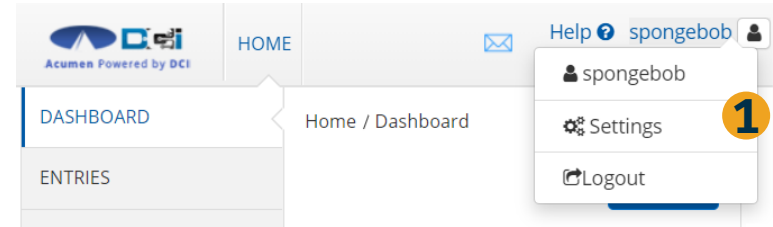
Log into DCI with Username & Password

## 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)