

Provider – How to Use the Fob



Purpose: This guide provides step-by-step instructions for providers using the fob device to record their time worked in OR PTC DCI.

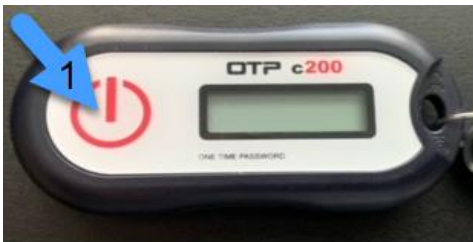

Outcome: The provider has properly recorded their time entries in OR PTC DCI using a fob device. If followed correctly, all time entries will be EVV compliant.

Links:

Fob timesheets (optional): [English](#), [Arabic – عربي](#), [Farsi – فارسی](#), [Khmer \(Cambodian\) – ខ្មែរ](#), [Korean – 한국어](#), [Lao – ພາສາລາວ](#), [Nepali – नेपाली](#), [Romanian – Română](#), [Russian – Русский](#), [Simplified Chinese 简体中文](#), [Somali – Soomaali](#), [Spanish – Español](#), [Traditional Chinese 傳統漢語](#), [Vietnamese – Tiếng Việt](#)

Fob timesheets are also available at your Local Office.

Steps to complete process:

#	Description	Relevant Screenshot/Link
1.	At the start of your shift, write down the date and start time and then push the red power button on the fob.	 <div data-bbox="1394 829 2039 1122" style="border: 1px solid black; background-color: #ffff00; border-radius: 15px; padding: 10px;"> <p>Note: If multiple providers work for the same client, they will all use the same fob. Fobs are attached to the consumer and there can only be one fob</p> </div>
2.	A six (6) digit fob code will display. Write this fob code down on your fob timesheet or wherever you are recording your time.	
3.	Repeat steps One (1) and Two (2) at the end of your shift.	



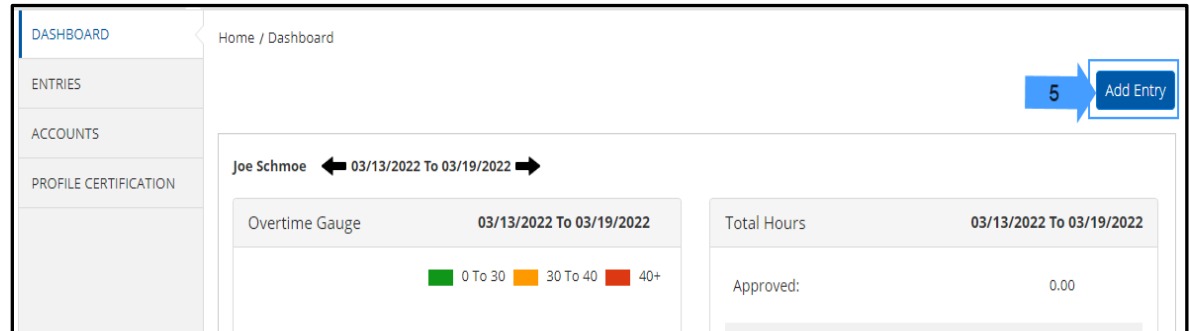
Having trouble? See Troubleshooting Tips at the end of this document.

4. Before the pay submission deadline for the two-week pay period, you must enter your shift information into the OR PTC DCI Web Portal to be paid.

Open a web browser on a device with an internet connection. This would include any desktop or laptop computer, or smart device, like a tablet or smart phone.

Log into the OR PTC DCI Web Portal: orptc.dcisoftware.com

5. Click on “Add Entry”



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The “Add New Entry” form will display. Fill in the form as follows:

- 6.A Entry Type: Auto displays “Punch”
- 6.B Employee Name: Auto fills provider’s name
- 6.C Account Type: select Hourly
- 6.D Client: Type in your consumer’s name and click on the name to fill
- 6.E Service Code: Auto fills service code
- 6.F Service Date: Enter date of shift
- 6.G Remaining Balance: Displays remaining authorized hours in the pay period
- 6.H Check In: Enter the start time of your shift
- 6.I Check Out: Enter the end time of your shift

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

- 6.A: Entry Type dropdown menu (Punch)
- 6.B: Employee Name text field (Joe Schmoe)
- 6.C: Account Type dropdown menu (Hourly)
- 6.D: Client text field (John Doe - KCC202287)
- 6.E: Service Code dropdown menu (Hourly ADL/IADL-10)
- 6.F: Service Date text field (03/16/2022)
- 6.G: Remaining Balance text field (30)
- 6.H: Check In text field (9:30 AM)
- 6.I: Check Out text field (9:40 AM)

Note: The check in and check out field has a drop down menu that displays time on the half hour. To enter the exact time you started and ended your shift, place your cursor in the time field and delete the time that displays and type in your start and end times. Remember to add AM or PM.

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- 6.J EVV Method: Select 'Secure FOB'
- 6.K Start Token: Enter the fob code from the start of your shift
- 6.L End Token: Enter the fob code from the end of your shift
- 6.M Check out Date: Auto fills date
- Diagnostic Code: No action needed
- Notes: Optional
- Attachment: Optional
- 6.N Statement: Select the attestation check box. By clicking this box you are confirming "Time is correct. Falsifying may be Medicaid Fraud" The full attestation statement can be seen on a splash screen upon login.
- 7. Click 'Save'
- 8. An alert will display "Are you sure you want to add a new punch". Click 'Yes'.

EVV Method: * Secure FOB **6.J**

Start Token: * 564554 **6.K** End Token: * 637171 **6.L**

Check Out Date: 03/16/2022 **6.M**

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Attachment: [Add Attachment](#)

Statements: Time is correct. Falsifying may be Medicaid fraud **6.N**

7 Cancel Save

Alert

Are you sure you want to add a new punch for 00:10 hour(s) for John Doe - KCC202287 for Mar 16, 2022?

No Yes **8**

Troubleshooting:

I pressed the button, but the number disappeared before I could write it down!

The fob has a built-in timer. This displays on the left side of the numbers as a set of lines (see picture below). When the red button is pushed, the timer displays, and the lines will disappear as time runs out. If you push the red start button and there are only one or two lines, let the timer run out and the display go blank. Push the red start button again and a new code will display with more time for you to write down the code.



I accidentally pressed the button more than once!

If you press the button again, a new fob code will display. Previously displayed fob codes will not show again once they disappear. Write down the new fob code that displays.

I entered all of my data into the “Add New Entry” window, and it says the tokens don’t match!

It’s possible you wrote down the wrong fob code or you have entered the time incorrectly. The form displays time in half hour (30 minute) time frames. Place your cursor in the check in and check out box delete the time displayed and enter the exact time you clocked in and out, remember to add AM or PM after the time. (Example 1:16 pm)

If that does not work, change “EVV Method” from “Secure FOB” to “Portal Signoff” to create a historical punch.

I followed the troubleshooting steps and I am still having issues with the fob!

Please bring the fob to your Local Office for support. They will check the fob to see if it is working right and will get you a replacement if needed.