



**Partial Day Absent Entries
For Residential and Parenting Programs**

How to Add Absent Entries

Description: If a individual is absent or attends a partial day at a residential or parenting program, an absent entries can be created.

To create an absence entry open the residential or parenting program and then:

1. Select Actions
2. New Entry

The screenshot shows the software interface for 'Residential Program Details - Adult Residential Care'. The left sidebar contains a navigation menu with options like DASHBOARD, ENTRIES, ACCOUNTS, PROFILE CERTIFICATION, SCHEDULES, AVAILABILITY, CLIENTS, EMPLOYEES, RESIDENTIAL PROGRAMS (highlighted), DAY PROGRAMS, CASE WORKERS, GROUP SERVICES, PARENTING PROGRAMS, GUARDIANS, VENDORS, COST CENTERS, PENDING ENTRIES (28467), PENDING VENDOR PAYMENT ENTRIES (578), and PENDING OTHER PAYMENTS (620). The top navigation bar includes HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The main content area displays 'Residential Program Details' for 'Adult Residential Care' with fields for Name, Address, GNIS, Time Zone, Phone, Alternate Phone, Email, Username, Allow Sleep Shift, Sleep Shift, Cost Center, Weekly Default Hours, Provider Service Location, Profile Reference, On Call Ratio, Total Client Service Accounts, Total Employees Service Accounts, FOB Serial Number, Authentication Status, and EVV Required Status. An 'Actions' menu is open on the right, listing options like New Note, New Attachment, New Client Service Account, New Employee Service Account, New Entry (highlighted), Edit Residential Program, Edit Custom Field Values, New EVV Location, and Add New FOB. A table at the bottom of the main content area has columns for Entries, Accounts, EVV Locations, Notes, Attachments, Events, Custom Fields, and History.

Complete the Absent Entries Form

1. Select Absent for the Entry Type
 - a. The Resd Program name and Account Type fill in automatically
2. Enter the Client Name
3. Select the Service Code Check Box
4. Select the Check Out time
 - a. For partial days, select the time the client checked out and then add the time they checked back in
 - b. Use this for same day check outs and check ins like a day program

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HOME PAYROLL BILLING SCHEDULING CARE MANAGEMENT AUTHORIZATION SETTINGS REPORTS IMPORT

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Home > Residential Program > Adult Residential Care

Actions

Approve Attendance

1 Entry Type: Absent

Resd. Program Name: Adult Residential Care

2 Account Type: Residential Program

3 Client: Jerry Gergich - CO54321

4 Service Code: Res - Daily

Check Out: 10/06/2020 12:00 PM

Check In: 10/07/2020 8:00 AM

Reason:

Note:

Attachment:

Cancel Save

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Complete the Absent Entries Form cont.

1. Select a reason for the absence or partial visit
 - a. Optional – add notes or attachments as required by your program
2. Select Save and then Yes when prompted to submit the entry

Note

These entries are approved when the monthly attendance is approved.

The screenshot displays the 'Add New Entry' form within the Acumen software interface. The form is titled 'Add New Entry' and is located in the 'Residential Program' section. The form includes the following fields and options:

- Entry Type:** Absent
- Resid. Program Name:** Select Reason
- Account Type:** AWOL
- Client:** Contractual Absence, Detention
- Service Code:** Hospitalization
- Check Out:** Home Visit, Vacation
- Check In:** Internal Service (highlighted with a blue bar)
- Reason:** Select Reason (marked with a red circle labeled '1')
- Note:** Add Notes for Absent
- Attachment:** Add Attachment

On the right side of the form, there is a green button labeled 'Approve Attendance' and a 'Save' button (marked with a red circle labeled '2'). The interface also shows a navigation menu on the left and a top navigation bar with various menu items like HOME, PAYROLL, BILLING, etc.

Absentee Report

The Residential and Parenting Absentee Report will show the Check Out and Check In times for these absences and partial days.

The absentee reports are located under the COA Reports Menu.

The screenshot displays the DCI software interface. The top navigation bar includes the DCI logo (Acumen Powered by DCI) and menu items: HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. A user profile for 'matthew.cava.' is visible in the top right corner. The left sidebar menu is expanded to show the 'REPORTS' section, with 'RESIDENTIAL ABSENTEE REPORT' highlighted. The main content area shows a list of reports under the heading 'TX EVV Reports', including 'Auto Approval Report', 'Punch Entries Report', 'Punch Entry Details Report', 'Service Accounts Report', 'Residential Attendance Report', 'Residential Absentee Report', 'Parenting Attendance Report', 'Parenting Absentee Report', 'Day Attendance Report', 'Group Service Attendance Report', 'Mileage Entries Details Report', and 'Compliance Device Report'. The 'Residential Absentee Report' is the selected report.

Absentee Report Fields

The Absentee Reports contain the Check Out and Check In times, as well as, the reason for the absence or partial day.

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HOME PAYROLL BILLING SCHEDULING CARE MANAGEMENT AUTHORIZATION SETTINGS **REPORTS** IMPORT

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COA REPORTS

AUTHORIZATION REPORTS

MANAGEMENT REPORTS

PAYROLL REPORTS

BILLING REPORTS

PROFILE REPORTS

FUNDING ACCOUNT REPORTS

SETTINGS REPORTS

EVV REPORTS

CARE MANAGEMENT REPORTS

SCHEDULING REPORTS

TRAINING REPORTS

AUDITING SYSTEM ACTIVITY REPORTS

BUSINESS RULES REPORTS

SUMMARY REPORT

CoA Reports - Residential Absentee Report

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Residential Name

Type Cost Center Type Client Name

Reset Search

Download To CSV Download To PDF

Showing 129 out of 129 records

Submitted CheckOut	Submitted CheckIn	Number of ...	Residential Name	Reason
10/06/2020 12:00 PM	10/07/2020 08:00 AM	1	Adult Residential Care	Internal Service
09/25/2020 10:00 PM	09/26/2020 10:00 AM	1	CM Residential Program	Hospitalization
09/22/2020 10:00 PM	09/24/2020 10:00 AM	1	CM Residential Program	Home Visit
09/22/2020 10:00 PM	09/24/2020 10:00 AM	1	CM Residential Program	Home Visit
09/20/2020 10:00 PM	09/21/2020 10:00 AM	1	CM Residential Program	Vacation
09/01/2020 05:00 PM	09/03/2020 05:00 PM	1	CM Residential Program	Contractual Absence
09/01/2020 05:00 PM	09/03/2020 05:00 PM	1	CM Residential Program	Contractual Absence
09/01/2020 01:54 AM	09/02/2020 02:54 PM	1	freresidentialprogram	Vacation
07/27/2020 08:00 AM	07/30/2020 08:00 AM	1	Adult Residential Care	Vacation
07/27/2020 08:00 AM	07/30/2020 08:00 AM	1	Adult Residential Care	Vacation
07/27/2020 08:00 AM	07/30/2020 08:00 AM	1	Adult Residential Care	Vacation
08/25/2020 08:00 AM	08/27/2020 08:00 AM	1	Adult Residential Care	Vacation
08/25/2020 08:00 AM	08/27/2020 08:00 AM	1	Adult Residential Care	Vacation

Import for Partial Day Entries

If you use partial day absences the system will not generate attendance entries for that day so you must use the import for those dates.

The fields needed for import:

- AccountID
 - Amount
 - EntryReference
 - StartDate
 - EndDate
 - DiagnosticCode
 - PayRate
 - ImportStatus
 - ItemID
 - ImportReason
- DCI will not allow a user to create an attendance entry for a date for which an attendance entry already exists
 - DCI will allow a user to create an attendance entry for a date for which an absent entry already exists

Import Details - Residential Program Entries

Import Name: Residential Program Entries

Attachments

AccountId,Amount,EntryReference,StartDate,EndDate,DiagnosticCode,PayRate,ImportStatus,ItemId,ImportReason
3880,1,,6/18/2020 1:00,6/18/2020 2:00,,1,Failure,,Account Id is not valid

Residential_Program_Entries_Result.txt 0.18 KB

Thank you!