June 2020 Release Notes

For Fiscal Intermediaries

Contents

This guide contains updates or enhancements to the following functionality:

508 Compliance

DCI Achieves 508 Compliance

- Section 508 of the Rehabilitation Act of 1973 requires that when U.S. Federal government agencies develop, procure, or maintain, information and communication technology (ICT), that it is accessible to persons with disabilities

- On January 18, 2017, revised ICT standards and guidelines bring harmonization with international standards, most notably the Web Content Accessibility Guidelines 2.0 (WCAG 2.0)

- This means WCAG 2.0 conformance requirements are used to measure compliance of documents, web content, and software (when applicable) for Section 508

- DCI is now Level AA of the World Wide Web Consortium Accessibility Guideline (WCAG) 2.1 compliant

- This ensures DCI is accessible for all!

section 508 compliance

508 Compliance Best Practices

DCI actively works to increase the accessibility and usability to enhance the user experience by adopting WCAG 2.1 best practices including:

- The use appropriate headings, paragraphs, and lists for keyboard or screen reader navigation to aid in page comprehension

- All pages have page titles and title tags written for easy comprehension of the page content

- Links include unique and descriptive text that help describe the link destination

- All links and buttons can be accessed with a keyboard in a logical tab order

- Text and alternative elements have a color contrast ratio of at least 4:5:1

- All content is readable to assistive technologies in the correct order

- Alternative text attributes are included for all images

4:5:1 Color Contrast Ratio

✓ **Future State:** DCI colors scheme and text have a color contrast of at 4:5:1

Calendar Changes

✓ **Current State:** Calendar icon does not open a calendar widget

✓ **Future State:** Selecting the calendar icon will open the calendar widget

Lazy Load

✓ **Current State:** Lazy load happens without user control

✓ **Future State:** Load More button has been added, which allows the user to add 30 records at a time

Id	Service Date	Type	Employee Name	Cost Center	Service Code	Start Time	End Time	Units	Status	EVV	Rating
				Center		AM	PM				Now!
565341	Apr 18, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565340	Apr 17, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565339	Apr 16, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565338	Apr 14, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565337	Apr 06, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565326	Apr 03, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565325	Apr 02, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!
565324	Apr 01, 2020	Punch	Ann Perkins	Colorado Cost Center	EBD	08:00 AM	04:00 PM	8.00	Paid	-	Rate Now!

HOME   Help ❓ april.ludgat...

Load More ✓

Client Sign Off

✓ **Current State:**
User can not sign off or reject entry from Entry ID line

✓ **Future State:**
When a punch is selected, a user can sign off or reject an entry from the Entry ID line

Archive and Delete

- ✓ **Current State:** User can not archive or delete from the message line

- ✓ **Future State:** When a message is selected, the user can archive or delete a message

Schedule

- ✓ **Current State:** Schedule does not have a list view

- ✓ **Future State:** Schedule has new list view toggle button which displays an easy to read schedule in list format

Monthly Budgets

Authorization Enhancements

- ✓ Hide Initial Balance – if selected the initial balance will not display on widgets or reports
  - Used from Accrued Time Payments (FI Only)
- ✓ Monthly Budget Fields – a monthly budget is derived from an Authorization, but it is not the same thing as the Monthly Max
  - Monthly budgets are calculated based on an algorithm and allow a client to exceed 100% of their monthly budget
  - For example, Colorado has a program that allows a client to spend 129.99% of their Monthly Budget
  - In this example, the client will run out of units/dollars earlier than the end of the year but it is allowed so the Authorization Monthly Max is set to 129.99% Monthly Budget
- ✓ The fields are labeled MonthBudget1 through MonthBudget12

Monthly Budget Custom Fields

✓ To enable Monthly Budgets fields on an authorization the custom fields must be created in the Custom Field Definitions

Service Code Monthly Budget Link

✓ Selecting the "Display Monthly Budget Link" on the service code will allow the user to click on a hyperlink on the authorization to display the monthly budget
  - Tooltip instructs users to click service code to see Monthly Budget Summary

✓ This feature will allow users of the following profiles access to this information:
  - Clients
  - Case Workers
  - Employers
  - Guardians

Monthly Budget Summary

- ✓ Selecting the authorization hyperlink opens the Monthly Budget Summary in a new window
- ✓ This reported may be printed from this screen by selecting the print icon (not displayed)
- ✓ There is a Print button displayed above the report (not pictured)

Monthly Budget Summary for April Ludgate

Authorization Information

Service Code	Start Date	End Date	Initial Balance	Utilization	Hold Amount	Remaining Balance	Available
EBD	01/01/2020	12/31/2020	25000.00	6189.21	94.24	18810.79	18716.55

Monthly Budget

Date	Monthly Budget	Expenditure	Percentage Of Budget Used
01/01/2020	2083.33	1347.63	64.69%
02/01/2020	2083.33	1124.99	54.00%
03/01/2020	2083.33	801.04	38.45%
04/01/2020	2083.33	1643.31	78.88%
05/01/2020	2083.33	1272.24	61.07%
06/01/2020	2083.33	0.00	0.00%
07/01/2020	2083.33	0.00	0.00%
08/01/2020	2083.33	0.00	0.00%
09/01/2020	2083.33	0.00	0.00%
10/01/2020	2083.33	0.00	0.00%
11/01/2020	2083.33	0.00	0.00%
12/31/2020	2083.33	0.00	0.00%

Caseworker Profile

Case Worker Profile – Current

Current State:
- ✓ Authorization tab displayed
- ✓ Entries tab displayed
- ✓ No Client tab
- ✓ No Search Functionality

Case Worker Profile - Future

Future State:
- ✓ Client tab added
- ✓ Authorization search added
- ✓ Monthly Budget Summary linked to service code when enabled
- ✓ News Posts display on posts targeted to Case Workers

- • Authorizations tab removed
- • Entries tab removed

The goal of the new Case Worker profile is to be focused on the client

Hourly Service Code hyperlinked to monthly budget view when enabled

Case Worker Profile – Clients

Future State:

✓ Client Name search filter and Client Table results only display Clients linked to the Case Worker
- For standard Case Workers this link is via the funding accounts
- For funding source level Case Workers will see all Clients that have an active funding account for a service code linked to their Funding Source

✓ State/Funding Source/Cost Center removed from search options

Case Worker Profile – Clients

Future State:
- ✓ Client tab displays basic demographics and authorizations
- ✓ Monthly Budget Summary report can be linked to a service code

Case Worker Profile – Summary Report

Future State:
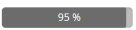
- ✓ Summary Report grouped by Client/Employee/Authorization
- ✓ Employee Name added to heading
- ✓ Summary Report sorted by Date of Service
- ✓ Total line added at the end of every Client/Employee/Authorization table

Spending Summary as of: 05/25/2020

Client Name: Andy Dwyer

Participant Number	Case Manager
CO12345	Leslie Knope

Phone:
(999) 999-9999

Colorado CDASS

Auth	Start 02/01/2020	End 01/31/2021	% Time Elapsed 31	

Dollars (Dollar Based Programs)

Authorization Name	Initial Balance	Used YTD	Pre Authorizations Holds	Remaining Balance	% Remaining Balance
EBD	$25000.00	$1132.01	$0.00	$23867.99	95 %

Client Name: Andy Dwyer / Employee Name: Ann Perkins
Authorization Name : EBD (ID : 448047) : From 02/01/2020 To 01/31/2021

Service Code	Cost Center	Entry ID	Entry Type	Account Type	Employee / Program Name	Date of Service	Amount	Bill Rate
EBD	Colorado Cost Center	448495	Punch	Hourly	Ann Perkins	02/16/2020	-161.88	
EBD	Colorado Cost Center	448152	Punch	Hourly	Ann Perkins	02/07/2020	-86.72	
EBD	Colorado Cost Center	448154	Punch	Hourly	Ann Perkins	02/05/2020	-138.76	
EBD	Colorado Cost Center	448156	Punch	Hourly	Ann Perkins	02/03/2020	-138.76	
EBD	Colorado Cost Center	448157	Punch	Hourly	Ann Perkins	02/02/2020	-161.88	
Total							**-688.00**	

DCI DIRECT CARE INNOVATIONS

Pay Rates

Create Pay Rates

- ✓ Pay Rate dropdown created in Custom Drop Down Field
- ✓ Pay rates can be selected by the end user
- ✓ Pay rates can be imported
  - • Will require a change to the Employee Service Account and Employee Entries import formats

Employee Service Account

✓ Select Allows Overlapping Pay Rates located on Employee Service Account to enable the end user to select multiple rates

Pay Rate Name:	Standard ▼
Pay Rate:	10
Effective Date:	05/16/2020 📅
Daily Pay Max:	0
Daily Rate:	0
Min Units Per Punch:	Min Units Per Punch
Max Units Per Punch:	Max Units Per Punch
Start Date:	01/01/2020 📅
End Date:	End Date(MM/DD/YYYY) 📅
Payroll Modifier:	Payroll Modifier
Account Reference:	Account Reference
Grace Period:	○ Enabled ● Disabled
Allows OverLapping Pay Rates:	☑ ✓
EVV Frequency Type:	Clock In and Out ▼
Status:	Active ▼
DEFAULT:	DEAULT TEXT HERE

DCI
DIRECT CARE INNOVATIONS

Add New Rate

✓ Multiple pay rates can be added to an employee service account

Select the Rate to Add

✓ Select the Rate to Add
  • The rates that are created in the custom dropdown field are visible
✓ Complete the Rate Wizard
  • Enter Rate
  • Effective Date
  • End Date

Add New Rate   ✕

Pay Rate Name: Select Pay Rate Name   ▼

Rate: Select Pay Rate Name

                  Standard

Effective Date: Night/Wknd   ✓

End Date: Emergency

                  Holiday

Primary: Training

                                        Cancel   Save

DCI DIRECT CARE INNOVATIONS

Define Primary Pay Rate

✓ Select Primary button to define the rate that will display in the dropdown for the user
- Edit Standard Rate and select Primary
- This will save the user from selecting a rate for each punch
- The user will only change the rate when necessary for the shift

Edit Rate   ✕

Pay Rate Name: Standard   ▼

Rate: 10.00

Effective Date: 05/16/2020   📅

End Date: End Date(MM/DD/YYYY)   📅

Primary: ☑ ✓

                                    Cancel   Save

DCI
DIRECT CARE INNOVATIONS

Employee Service Account Details

The Employee Service Account details page displays all the rates added to the account

Rates Tab

The Rates Tab displays all rate information

Rate Selection

✓ The Primary Rate Displays in the Pay Rate Name Field
✓ The user can select an rate from the Pay Rate Name field:
  - If the user selects any rate other than the standard rate, there will be a Red Eye review notification in the Pending Entries screen
  - The Tooltip will read "Non primary Pay Rate selected"
  - This will not stop auto approval
✓ Rates can be edited
  - If a user edits the Pay Rate the system will create a compensating entry
  - Reject the original and create a new linked entry
✓ Edit reasons include:
  - Employee selected incorrect pay rate
  - Employee selected incorrect EVV location
  - Other

Punch Details

Punch Details display pay rate name

Punch Details

Entry Id:	565687
Machine Details:	72.208.141.34
Service Date:	May 20, 2020
Check In:	08:00 AM
Check Out:	04:00 PM
Hour(s):	0:08:00
Amount:	8.00
General Activity:	
Employee Time Zone:	MT (UTC-7)
Client/ Program Time Zone:	MT (UTC-7)
Payroll Modifier:	N/A
Diagnostic Code:	N/A
GL Code:	CO - 070
Location Code:	
Authorization Entry Id:	448047
Pay Rate Name:	Standard
Pay Rate:	15.00
Status:	Approved
Approved By:	System Process
Approved Date:	5/26/2020 10:15:01 AM
Created By:	Ann Perkins
Created:	May 26, 2020
Input Method Type:	Web Portal

Account Details/ Service Account

Account Id:	5214
Account Type:	Hourly
Client/ Program Time Zone:	MT (UTC-07)
Employee:	Ann Perkins
Employee Time Zone:	MT (UTC-07)
Service Code:	EBD
Client Signoff:	TRUE
Funding Type:	Dollars
Funding Source:	Colorado CDASS
Cost Center:	Colorado Cost Center
Unit Type:	Hourly
Balance:	16.00
Status:	Active

Pay Rate Report

The report is to pull all Pay Rates defined for Employee that match the search criteria

Location:
- Reports > Management Function > Employee Pay Rates Report

Pay Rate Report Enhancements

Pay rate fields has been added to the following reports:
- Punch Entries Report
- Punch Entry Details Report
- No Pay Rate Filter was added

📄 Download To CSV   📄 Download To PDF

Showing **62** out of **62** records

..	Approved IP…	Input Metho…	Payroll Batc…	Payroll Batc…	Entry Type	Pay Rate	Pay Rate N…
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	15.00	Standard
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	15.00	Standard
)0…	:	Web Portal			Punch	15.00	Standard
)0…	:	Web Portal			Punch	15.00	Standard
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	17.50	Night/Wknd
)5…	72.208.141.34	Web Portal	Ann Perkins	2760	Punch	17.50	Night/Wknd
)4…	184.179.24.3	Web Portal	Colorado Test	2640	Punch	25.00	Emergency
)7…	:	Web Portal	Ann Perkins	2760	Punch	10.00	Standard
)7…	:	Web Portal	Ann Perkins	2760	Punch	10.00	Standard
)4…	:	Web Portal	Ann Perkins	2760	Punch	10.00	Standard
)4…	:	Web Portal	Colorado Test	2661	Punch	10.00	Standard

Employer Role

Pending Entries – Employer

The Pending Entry tab for employers now includes the Cost to You column

Tooltip
- ✓ Cost To You (Est) column states "For Dollar based authorizations equals Amount*PayRate+ ER Burden"

Monthly Budget Link – Employer

Authorizations have been added to the Employer homepage including a link to the Monthly Budget for linked service codes

Punch Entry Report

Punch Entry report is now more user-friendly, easier to read.

Total Row (not pictured) is the last row of each employee and it totals up the *Amount* and *Cost to You* columns

Punch Entries Report as of: 05/23/2020

Employee Name: Ann Perkins

Service Code	Cost Center	Entry ID	Entry Type	Account Type	Client Name	Date of Service	Amount	Pay Rate	Cost To You
EBD	Colorado Cost Center	448148	Punch	Hourly	Andy Dwyer	02/02/2020	8.00	17.50	161.88
EBD	Colorado Cost Center	448149	Punch	Hourly	Andy Dwyer	02/03/2020	8.00	15.00	138.76
EBD	Colorado Cost Center	448150	Punch	Hourly	Andy Dwyer	02/05/2020	8.00	15.00	138.76
EBD	Colorado Cost Center	448151	Punch	Hourly	Andy Dwyer	02/07/2020	3.00	25.00	86.72
EBD	Colorado Cost Center	448494	Punch	Hourly	Andy Dwyer	02/16/2020	8.00	17.50	161.88

Bonus Payments (FI Only)

Service Code

✓ Bonus payments are a new entry type for a dollar-based service code with a single date of service

Add New Service Code

Has Max Pay Rate:	○ Yes ● No	ℹ
Max PayRate:	xx.xx	ℹ
Hide Remaining Balance:	○ Yes ● No	ℹ
Allow Diagnosis Code:	● Yes ○ No	ℹ
Allow Reimbursements:	○ Yes ● No	ℹ
Allow Vendor Payments:	○ Yes ● No	ℹ
Allow Bonus Payments:	● Yes ○ No	✓ Yes = Bonus Payment entries permitted. ℹ
EVV Required:	● Yes ○ No	ℹ
Enable Geofencing:	○ Yes ● No	ℹ
Has Daily Rate: ➕	○ Yes ● No	ℹ
Default Auth Specs:	➕	
Reference Fields:	➕	
GL Code:	GL Code	ℹ
Description:	Add Description for Service Code	
Status:	Active	

Cancel   Save

dingSourceDetail/1812#

Employee Details

✓ Select Actions > New Bonus Payment
- Only visible to Employer, Supervisor and SuperUser role
- Employer and Supervisor **cannot** create Bonus Payment for themselves
- Bonus Payment entries must be made in the Web Portal

Add New Bonus Payment

- ✓ Complete the Add New Bonus Payment Wizard
- Enter Client
- Select Account Type
- Select Service Code
- Enter Dollar Amount
- Select Date of Service
  - Tooltip displays Authorization Remaining Balance, Authorization Daily Max, Authorization End Date
- Notes and Attachments are not required
- ✓ Bonus Payments *do not* count towards hours worked, overtime, Overtime Gauge or Hours Worked widget
- ✓ Bonus Payments are included in Payroll and Billing batches

Add New Bonus Payment ✕

Entry Type: Bonus Payment

Client: Sheldon Cooper ✕

Account Type: Hourly

Employee Name: Penny Hofstadter

Service Code: Bonus Payment

Dollar Amount: 100

Authorization Remaining Balance: 10000
Authorization Daily Max: 10000
Authorization End Date: 12/31/2020

Date of Service: 05/01/2020 📅 ⓘ

Notes: Add Notes

Attachment: 🔗 Add Attachment

Cancel   Save

Pending Other Payments

- ✓ Pending Reimbursement Entries has been renamed to "Pending Other Payments"
- ✓ Employer Reimbursement Admin permission to "Other Payment Admin"
- ✓ Only SuperUsers and users with Other Payments Admin permission can approve or reject bonus payments
- ✓ Bonus Payment and Employer Reimbursement Entries will appear in Pending Other Payments tab

Pay Code

Bonus Payments have a new pay code to link bonus payment entries to payroll detail entries. Fields include:

- Pay Code Name - Bonus
- Pay Code -BON
- Overtime Related Code
- Pay Rate Multiplier -1
- Calculate OT Rate -No
- Blend Pay Rate –No
- Description

The only fields that can be modified by the user are Pay Code and Description. The other fields may be modified, but a ticket is required to be submitted to the DCI Help Desk.

Pay Code Details - Bonus

Pay Code Details

Pay Code Name:	Bonus
Pay Code:	BON
Overtime Related Code:	No
Pay Rate Multiplier:	1.00
Calculate OT Rate:	No ⓘ
Blend Pay Rate:	No ⓘ
Description:	Bonus

Reports and Dump Files

Bonus Payment entries appear on the following:

Reports:
- Punch Entries Report
- Punch Entry Details Report
- Authorization Transactions Report
- Payroll Batch Details Report
- Business Rules Result Report
- Summary Report

Dump Files:
- RawPayroll Dump CSV
- TransmitToPayroll CSV
- StructuredBillingDumpFile JSON file
- RawBillingDump CSV
- TransmitToBilling CSV

CoA Reports - Punch Entries Report

From (MM/DD/YYYY) 📅	To (MM/DD/YYYY) 📅	Select Account Type ⌄
Sheldon Cooper - 1863 ✕	Type Employee Name	Type Service Code
Type Cost Center	Select Activity ⌄	Select Status ⌄
Select Entry Type ⌄		

☐ Include Canceled and Rejected Punches

Reset   Search

📄 Download To CSV   📄 Download To PDF

Showing **1** out of **1** record

Employee/V…	Employee Num…	Client/ Resi…	Account Ref…	Cost Center	Service Code	Start Date
Penny Hofstad…	1001	Sheldon Cooper		MCCC	Bonus Payment	

DCI DIRECT CARE INNOVATIONS

Accrued Time Payments (FI Only)

Service Code

- ✓ Accrued Payments are for PTO and Sick time, which accrue over time
- ✓ Accrued Payment Service Code must be Hourly and Units
- ✓ Select Allow Accrued Time Entries to enable feature
- ✓ With Allow Accrued Time Entries set to Yes, Accrued Time Pay Code field is enabled
  - • Option for Accrued Time Pay Code are Sick or PTO

Service Code cont.

✓ Accrued Time Entries settings are automatically selected:

Payroll Details:
- Payable = Yes
- Overtime Exempt = Yes
- Default Pay Rate is unset/empty/disabled
- Has Max Pay Rate = No

- Allow Diagnosis Code = No
- EVV Required = No
- Enable Geofencing = No
- Has Daily Rate = No
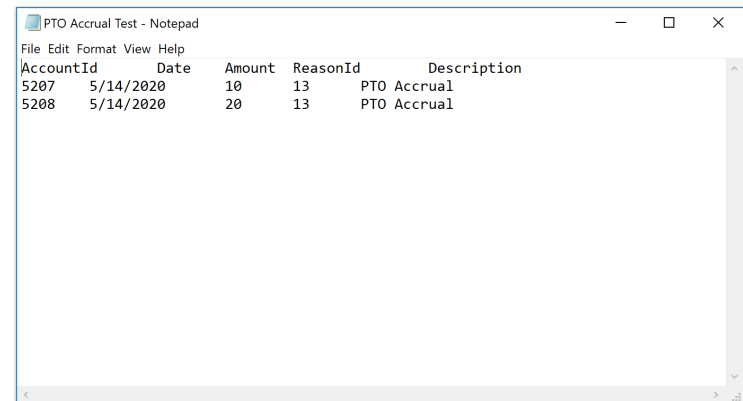
Accrued Time Adjustment Import

✓ This import allows a user to make an adjustment to an Employees accrued balance on a service account AND make a corresponding adjustment to the authorization that the service account is tied to as a single import: Import > Entries > Accrued Time Adjustments

✓ This import has the following columns:

- AccountId

- Date

- Amount

- ReasonId

- Description

PTO Accrual Test - Notepad

File Edit Format View Help

```
AccountId    Date      Amount  ReasonId     Description
5207    5/14/2020     10      13       PTO Accrual
5208    5/14/2020     20      13       PTO Accrual
```

✓ The result of this import will create an AccruedTime entry in the Employee Service Account AND make a corresponding Authorization Balance adjustment to the Authorization that covers the date of service

✓ The import should use the AccountId to locate the Employee Service Account and make the Accrued Time Entry. It should locate the linked Authorization from the Employee Service Account and Date and make an Authorization Balance Adjustment as a single transaction

✓ The amount value should be allowed to be either positive or negative. A positive will have the effect of increasing the accrued time off balance for the account; conversely a negative will decrease

Authorization Enhancements

✓ Hide Initial Balance – if selected the initial balance will not display on widgets or reports
  • Initial balance is often 0 for PTO and Sick time

• TransmitToBilling CSV

Accrued Time Entries

- Accrued Time Entries are included in Payroll and Billing batches
- Accrued Time Entries *do not* count towards hours worked, overtime, Overtime Gauge or Hours Worked widget

Accrued Time appears on the following Reports:
- Punch Entries Report
- Punch Entry Details Report
- Authorization Transactions Report
- Payroll Batch Details Report
- Business Rules Result Report
- Summary Report

Accrued Time appears on the following Dump Files:
- RawPayroll Dump CSV
- TransmitToPayroll CSV
- StructuredBillingDumpFile JSON file
- RawBillingDump CSV
- TransmitToBilling CSV

Add New Accrued Time Entry

✓ Select PTO/Sick service code
✓ Remaining PTO/Sick balance displays

Add New Entry   ✕

Entry Type: Punch

Employee Name: Ben Wyatt

Account Type: Hourly

Client: Jerry Gergich - CO54321   ✖

Service Code: PTO   ✓

Service Date: 05/22/2020   📅

Remaining Balance: 31   ✓

Check In: 8:00 AM   🕐   Check Out: 11:00 AM   🕐

Check Out Date: 05/22/2020

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch

Attachment: 🔗 Add Attachment

                              Cancel   Save

Pay Codes

Pay Codes Menu

Payroll Fly-Out Menu has been updated:

- ✓ Pay Type Codes is now Pay Codes
- ✓ Overtime Settings added

Pay Codes

- Pay Code names have been standardized across FI and SP modes, with the exception of Vendor Payment and Reimbursement (FI only)
- Double Overtime Default and Custom have been added
- Sick and PTO salary and hourly added
- Sleep Overtime and Sleep Holiday added
- Holiday OT added
  - Allows customers to track holiday overtime specifically
  - Holiday OT custom and default to be added
- Default vs Custom Pay Codes
  - Default means that the service account *does not* have a pay rate on it and will use rate in the payroll engine
  - Custom means that the service account *does* have a pay rate on it and the payroll engine will use the rate in DCI

Name	▲ Code	Overtime Related Code
Bonus	BON	No
Double Overtime Custom	2O	Yes
Double Overtime Default	2OT	Yes
Holiday OT Custom	HLOTC	Yes
Holiday OT Default	HLOTD	Yes
Holiday Worked Custom	HC	No
Holiday Worked Default	HD	No
Mileage	MIL	No
Overtime Custom	O	Yes
Overtime Default	OT	Yes
Paid Holiday	PH	No
Paid Time Off Hourly	PTO	No
Paid Time Off Salary	PTO1	No
Regular Custom	R	No
Regular Default	REG	No
Reimbursement	REIM	No
Sick Hourly	S	No
Sick Salary	SSH	No
Sleep	SLP	No
Sleep Holiday	SLH	No
Sleep Overtime	SLO	Yes
Vacation Hourly	V	No
Vacation Salary	VAS	No
Vendor Payment	VP	No

DCI
DIRECT CARE INNOVATIONS

Pay Code Details

- ✓ Overtime related code is either yes or no
- ✓ Pay Rate Multiplier is multiplied by the Pay Rate Multiplier to calculated OTCalculate OT Rate is either yes or no and depends on the payroll engine settings
- ✓ Blend Pay Rate is a yes or no setting for an employee with multiple pay rates the system will look at the gross pay for the week divided by the number of hours worked and that is the rate that the system considers OT or 2OT
- ✓ Pay Rate Multiplier and Blend Pay Rate are not editable through the UI, but can be changed through your DCI account manager

Pay Code Details - Double Overtime Default

Pay Code Details

Pay Code Name:	Double Overtime Default
Pay Code:	2OT
Overtime Related Code:	Yes ✓
Pay Rate Multiplier:	2.00 ✓
Calculate OT Rate:	Yes ⓘ ✓
Blend Pay Rate:	No ⓘ ✓
Description:	Overtime worked and paid default pay rate plus 2x multiplier

DCI
DIRECT CARE INNOVATIONS

Payroll Entries Detail

✓ Column name updated to "Pay Code Name"

Payroll Entry Details

- ✓ Pay Rate Override is the rate that the employee is getting as a result of the overtime entry
- ✓ History Tab added
  - History is populated only when Pay Rate Override is edited

Overtime Engine

Overtime Settings

- New Fly out Menu for Overtime Settings
- Overtime Container Client means that it is looking at overtime on a per client basis
  - FI Mode Only
- Overtime Container Instance means that all of the hours worked are applied, not just per client
  - FI or SP Mode
- Overtime settings are not editable
  - Any changes to overtime settings must be submitted as a ticket

Rule Type

1. Funding Source (FI only) is the top tier. If funding source is enabled the funding source settings will be applied. Three types based on relationship:
   a. Live-in Caregiver
   b. Kinship
   c. None
2. Company Rule
3. State Relationship
4. State Rule

Rule Id ▲	Rule Type	Payout Potential Score	State Code	Funding Source Id	Funding Source Name	Relationship Type	Has Weekly OT	Weekly OT Limit	Weekly OT Multiplier
1	Company	1	AZ				True	40	1.50
2	Company	1	CA				True	40	1.50
3	State	1	AL				True	40	1.50
4	State	2	AK				True	40	1.50
5	State	1	AZ				True	40	1.50
6	State	1	AR				True	40	1.50
7	State	5	CA				True	40	1.50
8	State Relationship	2	CA			LiveInCaregiver	True	40	1.50
9	State	2	CO				True	40	1.50
10	State	1	CT				True	40	1.50
11	State	1	DE				True	40	1.50

DIRECT CARE INNOVATIONS

Overtime Settings

- Has Weekly OT is the Federal 40
- Scroll to the right to see all of the available overtime settings
- For more information on overtime settings, please consult your DCI account representative

Rule Id ▲	Rule Type	Payout Potential Score	State Code	Funding Source Id	Funding Source Name	Relationship Type	Has Weekly OT	Weekly OT Limit	Weekly OT Multiplier
1	Company	1	AZ				True	40	1.50
2	Company	1	CA				True	40	1.50
3	State	1	AL				True	40	1.50
4	State	2	AK				True	40	1.50
5	State	1	AZ				True	40	1.50
6	State	1	AR				True	40	1.50
7	State	5	CA				True	40	1.50
8	State Relationship	2	CA			LiveInCaregiver	True	40	1.50
9	State	2	CO				True	40	1.50
10	State	1	CT				True	40	1.50
11	State	1	DE				True	40	1.50

Overtime Batches

- If a batch has overtime in it, there is a new attachment called Overtime Rule Results (pictured below)
- This file includes the OT Rule Type and which sub-rule was triggered for each overtime entry

Service Code

✓ Overtime Exempt now applied to all levels of overtime
  - Previously just applied to weekly overtime

Add New Service Code

Billing Rollup Type:	Billing Rollup Type
Payroll Details:	⊖
Payable:	● Yes ○ No
Overtime Exempt:	● Yes ○ No ✓
Default Pay Rate:	xx.xx
Has Max Pay Rate:	○ Yes ● No
Max PayRate:	xx.xx
Hide Remaining Balance:	○ Yes ● No
Allow Diagnosis Code:	● Yes ○ No
Allow Accrued Time Entries:	○ Yes ● No
EVV Required:	● Yes ○ No
Enable Geofencing:	○ Yes ● No
Has Daily Rate: ⊕	○ Yes ● No
Default Auth Specs:	⊖

Cancel   Save

Employee Details

A new overtime type is for Domestic Worker. A domestic worker is someone who lives in the residence and provides care, but is not related to the client.

The Domestic Work Preferred Day of Rest allows the domestic worker to designate a day where they are not supposed to work.

If a domestic worker chooses to work on the day of rest, then they are entitled to overtime.

If enabled this is tied to the setting in the OT Table labeled OneDayRestin7 for states in which this type of overtime is enforced.

Reports

Profile Reports

- Employees Report
- Clients Report
- Residential Programs Report
- Day Programs Report
- Group Services Report
- Parenting Programs Report
- Guardians Report (new report)
- Case Workers Report (new report)
- Vendors Report (new report FI-Mode Only)

Setting Reports

- Funding Sources Report (new report)
- Service Codes Report
- Service Code Groups Report (new report)
- Regions Report

Report Modifications

Profile ID and Master Program Account ID will be added to the following reports:

- COA Reports
    - Residential Programs Report
    - Day Programs Report
    - Group Services Report
    - Parenting Programs Report
- Profile Id should be added as the first column
- Master Program Account ID should be added as the second column

Holiday Modes

Holiday Modes

For holidays, DCI currently creates the appropriate holiday punch based on whether or not another punch is already present. If a punch already exists for 8 hour or more then no holiday punch should be created. If a punch already exists for less than 8 hours then a holiday punch should be created to give the employee 8 total hours.

DCI has create a new mode to let customers manage how holiday pay is processed:

- Mode 0 – This is the current behavior where the system first checks to see if the Employee already has punches on that day totaling less than 8 hours and if so creates an entry in the employees holiday account for the difference. For example, if an employee works 4 hours on a holiday, DCI will create a holiday punch of 4 hours for a total of 8 hours.

- Mode 1 – This is the new behavior. When set to 1 the system should skip looking for other entries and always create an entry in the Employees holiday account for 8 hours, meaning that an employee will get 8 hours for the holiday plus the hours worked

Certification Requirements

Create Expired Certifications

Certification can be created in the past (eg the Certification Date and Expiration Date are both in the past):

✓ Certification is created in Expired status
✓ Punches that are entered late but fall in the date range will pass business rules

An Expired Certification can be rejected:

• No impact on punches that are already in the system
• No impact on notifications that may have been sent for the certification
• Recorded in the History for the Certification

Add Certification ✕

Certification Name: First Aid

Certification Date: 05/01/2017

Certification Expiration Date: 05/01/2019 ✓

Cancel   Save

Employee Number: 1001

📄 Export

Certifications

Showing **1** out of **1** records

Id ▲	Certification Name	Certification Date	Certification Expiration Date	Expiration Reminder Start	Last Reminder Sent Date	Status
102	First Aid	05/01/2017	05/01/2019	01/31/2019		Expired

✓

DIRECT CARE INNOVATIONS

Business Rules

Max Hours Per Day Per Employee Per Client Per Funding Source

The purpose is to validate that an employee has not violated the max allowed hours per day for a specific client under a funding source

- **Phase 2**

- **Parameter 1 –** Required, Max allowed daily hours

- **Parameter 1 Validation Logic –** Must be a decimal number between 1.0 - 23.9

- **Parameter 1 Validation Error –** "You have entered invalid daily max number of hours. Must be decimal number between 1 - 23.9"

- **Parameter 2 –** N/A

- **Data Set –** All punches (excluding Rejected and Cancelled) by this employee for the same calendar day and for the same Client and for the same Funding Source as the punch being validated

- **Logic –** Total up the hours worked in the data set and compare to value provided in parameter 1. If hours worked are greater than business rule fails

- **End user punch failure message –** Since this is a Phase 2 Business Rule, there is no failure notification to the end user

Max Hours Per Day Per Client Per Client Per Funding Source

The purpose is to validate that a client has not violated the max allowed hours per day under a funding source

- **Phase 2**

- **Parameter 1 –** Required, Max allowed daily hours

- **Parameter 1 Validation Logic –** Must be a decimal number between 1.0 - 23.9

- **Parameter 1 Validation Error –** "You have entered invalid daily max number of hours. Must be decimal number between 1 - 23.9"

- **Parameter 2 –** N/A

- **Data Set –** All punches (excluding Rejected and Cancelled) for this Client for the same calendar day and for the same Funding Source as the punch being validated

- **Logic –** Total up the hours worked in the data set and compare to value provided in parameter 1. If hours worked are greater then business rule fails

- **End user punch failure message –** Since this is a Phase 2 Business Rule, there is no failure notification to the end user

- Similar to Max Hours Per Week Per Client Per Funding Source except its for a *day* not a *week*

Max Hours Per Day Per Employee Per Cost Center

The purpose is to validate that an employee has not violated the max allowed hours per day for a specific cost center

- **Phase 2**

- **Parameter 1 –** Required, Max allowed daily hours

- **Parameter 1 Validation Logic –** Must be a decimal number between 1.0 - 23.9

- **Parameter 1 Validation Error –** "You have entered invalid daily max number of hours. Must be decimal number between 1 - 23.9"

- **Parameter 2 –** N/A

- **Data Set -** All punches (excluding Rejected and Cancelled) by this employee for the same calendar day and for the same Cost Center as the punch being validated

- **Logic –** Total up the hours worked in the data set and compare to value provided in parameter 1. If hours worked are greater then business rule fails

- **End user punch failure message –** Since this is a Phase 2 Business Rule, there is no failure notification to the end user

- Similar to Max Hours Per Week Per Employee Per Cost except it's for a *day* not a *week*

Max Bonus Amount Business

This Business Rule enforces a maximum amount (dollars) for a Bonus Payment. This Business Rule should only run for Bonus Payment entries

- **Phase 1**

- **Parameter 1 –** Required, Decimal amount that represents the maximum dollar amount

- **Parameter 1 Validation Logic –** Must be a positive decimal number

- **Parameter 1 Validation Error –** "Must be an decimal value greater than 1.00"

- **Parameter 2 –** N/A

- **Data Set -** Single punch that was submitted to be saved

- **Logic –** Using the punch data set compare the PunchDetails.Amount to Parameter 1. Amount must be < = Parameter 1 to pass, else fails

- **End user punch failure message –** "Error: Punch unable to be saved because amount is greater than maximum allowed"

Accrued Time Entry

The purpose of this Business Rule is to provide the ability to confirm if the employee submitting an accrued time entry has enough balance to cover their request

- **Phase 1**

- **Parameter 1 –** N/A

- **Parameter 2 –** N/A

- **Data Set -** Accrued Time Entries in the account plus the punch that was submitted to be saved

- **Logic –** Using the data set add up all of the entries (deposits and withdrawals) and if the result is >=0 then this Business Rule passes, else it fails

- **End user punch failure message –** "Error: Punch unable to be saved because amount is greater than accrued balance"

Thank you!