



June 2020 Release Notes

For Fiscal Intermediaries

Contents

This guide contains updates or enhancements to the following functionality:

- [508 Compliance](#)
- [Monthly Budgets](#)
- [Caseworker Profile](#)
- [Pay Rates](#)
- [Employer Role](#)
- [Bonus Payments](#)
- [Accrued Time Payments](#)
- [Pay Codes](#)
- [Overtime Engine](#)
- [Reports](#)
- [Holiday Modes](#)
- [Certification Requirements](#)
- [Business Rules](#)

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!



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

The screenshot shows the DCI Acumen web application dashboard. The top navigation bar includes links for HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. A user profile for Matthew Cavallo is visible in the top right corner. The main content area is titled 'Home > Dashboard' and features a search bar for 'Type Employee Name' with 'Search' and 'Reset' buttons, and an 'Add Entry' button. Below the search bar, the user's name 'Matthew Cavallo' is displayed with a date range '05/17/2020 to 05/23/2020'. The dashboard contains two main widgets: an 'Overtime Gauge' and a 'Total Hours' summary table. The Overtime Gauge shows a legend with three categories: '0 to 30' (green), '30 to 40' (orange), and '40+' (red). The text 'No entry in current week' is displayed in the center of the gauge. The Total Hours summary table lists 'Approved Hours: 0.00', 'Pending Hours: 0.00', 'Unverified Hours: 0.00', and 'Total Hours: 0.00'. Below these widgets, there is an 'Authorizations' section with a search bar for 'Type Client Name' and buttons for 'Search' and 'Reset'. At the bottom, there is an 'Overdue Care Notes Widget' with a table header showing 'Employee Name' and 'Number of Care Notes Past Due'.

Calendar Changes

- ✓ **Current State:** Calendar icon does not open a calendar widget
- ✓ **Future State:** Selecting the calendar icon will open the calendar widget

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

- Entry Type: Punch
- Employee Name: Ann Perkins
- Account Type: Hourly
- Client: April Ludgate - CO21001
- Service Code: EBD
- Service Date: 05/01/2020
- Check In: [Calendar Widget]
- Pay Rate Name: [Dropdown]
- EVV Method: [Dropdown]
- Clock In EVV Location: [Dropdown]
- Clock Out EVV Location: Home
- Check Out Date: Check Out Date
- Diagnostic Code: Diagnostic Code
- Notes: Add Notes for Punch
- Attachment: Add Attachment

The 'Check In' field is currently displaying a calendar widget for May 2020. The calendar shows the date 1st (Friday) selected. An orange callout box highlights a calendar icon with a checkmark, and an arrow points from it to 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!

[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

Acumen Powered by DCI | HOME | Help | april.ludgat...

DASHBOARD | Home > Entries Requiring Sign Off

ENTRIES REQUIRING SIGN OFF

ENTRIES

SCHEDULES

From (MM/DD/YYYY) | To (MM/DD/YYYY) | Type Service Code

Type Employee | Select Unit

Reset | Search

Select All | Sign Off | Reject

Export

Showing 1 out of 1 record

Id	Service Date	Type	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Status	EVV	Action
<input checked="" type="checkbox"/> 565588	May 21, 2020	Punch	Ann Perkins	EBD	08:00 AM	04:00 PM	Clock In: Clock Out:	8.00	Pending	-	S R

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

The screenshot shows an email inbox interface. On the left is a sidebar with folders: INBOX (selected), SENT, ARCHIVE, DRAFT, and TRASH. The main area is titled 'Messages > Inbox' and 'Inbox'. It features search filters for 'From', 'Subject', and 'From (MM/DD/YYYY)', and a 'To (MM/DD/YYYY)' filter. There are 'Reset' and 'Search' buttons. Below the filters are 'Archive' and 'Delete' buttons, and an 'Export' button. A table shows 3 records. The second record is selected. The 'Action' column for the selected record shows an archive icon and a delete icon, both highlighted with a red box and a yellow checkmark.

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>			April Ludgate	Test 3	04:53 PM	
<input checked="" type="checkbox"/>			April Ludgate	Test 2	04:52 PM	
<input type="checkbox"/>			April Ludgate	Test 1	04:52 PM	

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

Acumen Powered by DCI

HOME CARE MANAGEMENT EMPLOYER

Help ron.swanson

Your Schedule

TODAY MY OFFERED SHIFTS OFFERED SHIFTS

May 24, 2020 - May 30, 2020

S	M	T	W	T	F	S
24	25	26	27	28	29	30

Tuesday, May 26, 2020

08:00 AM - 04:00 PM
Andy Dwyer, Hourly
EBD
8

Wednesday, May 27, 2020

08:00 AM - 04:00 PM
Andy Dwyer, Hourly
EBD
8

Thursday, May 28, 2020

08:00 AM - 04:00 PM
Andy Dwyer, Hourly
EBD
8

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

The screenshot shows a web form titled "Add New Authorization". At the top right is a close button (X). Below the title is a checkbox labeled "Hide Initial Balance:" which is checked and has a yellow checkmark icon to its right. A tooltip next to the checkbox reads "Yes=Initial Balance will not display on reports or widgets". Below this is a text input field labeled "Authorization_Test_Data_O". The main part of the form consists of 12 rows, each with a label "Month X Budget:" and a text input field containing the value "2083.33". A blue checkmark icon is positioned to the right of the "Month 6 Budget:" field. To the right of each input field is an information icon (i) and a help icon (?). At the bottom right are "Cancel" and "Save" buttons. At the bottom left, there is a label "Authorization#" followed by a blank input field.

Monthly Budget Custom Fields

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

The screenshot displays the 'Custom Field - MonthBudget1' configuration page in the Acumen system. The interface includes a top navigation bar with tabs for HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS (selected), REPORTS, and IMPORT. A user profile 'matthew.cava...' is visible in the top right. The left sidebar contains a menu with categories like FUNDING SOURCES, ROLES, HOLIDAY SCHEDULES, ACCOUNTS, NEWS POSTS, CUSTOM DROP DOWN, CERTIFICATION REQUIREMENTS, CERTIFICATION TEMPLATES, MESSAGE TEMPLATES, PAYROLL, EVV CALL LOGS, EVV PHONE PROMPTS, TASK QUESTION, CUSTOM FIELD DEFINITIONS (highlighted), and DIAGNOSIS CODE.

The main content area shows the 'Settings > Custom Field Definitions > MonthBudget1' breadcrumb. The title is 'Custom Field - MonthBudget1' with an 'Actions' button. The 'Custom Field Details' section includes the following information:

- ID: 32
- Item Type: Authorization
- Name: MonthBudget1
- Label: Month 1 Budget
- Description: Monthly Budget for Month 1
- Help Text: Must be a positive number. This field is used for reporting purpose only.
- Input Type: Numeric
- RegEx: `^(0*[1-9][0-9]*(\,[0-9]+)?|0+\,[0-9]*[1-9][0-9]*|\.[0-9]*[1-9][0-9]*)$`
- Default Value:
- EDI: No
- Status: Active

Below the details is a 'Notes' section with tabs for Notes, Attachments, Events, and History. The 'Notes' tab is active, showing a form with fields for 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Select Type', 'Select Sub Type', 'Subject', and 'Type Added By'.

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

Add New Service Code

Has Daily Rate: Yes No

Default Auth Specs:

Reference Fields:

GL Code:

Description:

Status:

Canned Statements:

Default CPT Code:

Default HCPCS Code:

Certification Template:

Display Monthly Budget Link:

Service_code_One_BCG_Da

Authorizations

Showing 1 out of 1 record

Start Date	End Date	Bill Rate	Initial Balance	Holds	Remaining Balance	Status
EBD	<input checked="" type="checkbox"/>			0.00	24029.87	Approved

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

The screenshot displays the DCI Case Worker Profile interface. The navigation menu on the left includes 'DASHBOARD', 'AUTHORIZATION', and 'ENTRIES'. The 'AUTHORIZATION' tab is highlighted with a yellow border and a checkmark icon. The main content area shows a list of news posts under the heading 'News Posts'. The posts are:

- 514 case**
BZ case
May 14, 2020 09:12:04 AM hailing zhai
- News Post Case Worker (SMS)**
News Post Case Worker
May 05, 2020 04:00:18 PM keith jones
- NewsTest10**
NewsTest10
May 05, 2020 03:04:14 PM mason menges
- Case Worker News Post!!**
This will be my final New Post for today. I am done :)
Apr 09, 2020 01:52:34 PM keith jones

The interface also shows a 'Showing 8 out of 8 records' indicator.

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

The screenshot displays the Acumen system interface with the CLIENTS tab selected. A search bar for client names is visible, and a table of authorizations is shown for the client 'MattC Testclient - 54321'. The table includes columns for Service Code, Start Date, End Date, Initial Balance, Remaining Balance, Pre Authorizations Holds, and Current Available Balance. The 'Hourly EVV' service code is highlighted with a blue box, and a callout indicates it is hyperlinked to the monthly budget view when enabled.

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
PTO	05/01/2020	04/30/2021		32.00	1.00	31.00
Bonus Test	05/01/2020	04/30/2021	10000.00	9965.00	127.55	9837.45
Hourly EVV	05/01/2020	04/30/2021	10000.00	10000.00	0.00	10000.00

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

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HOME CARE MANAGEMENT REPORTS Help Leslie.Knope

DASHBOARD Home > Clients

CLIENTS Clients

Type Client Name Type Client Id Select Status

Reset Search

Export

Showing 3 out of 3 records

Name	Client Id	State	Region	Cost Center	Status
Andy Dwyer	CO12345	AZ		Colorado Cost Center - Colorado Cost Center	Active
April Ludgate	CO21001	AZ		Colorado Cost Center - Colorado Cost Center	Active
Jerry Gergich	CO54321	AZ		Colorado Cost Center - Colorado Cost Center	Active

Case Worker Profile - Clients

Future State:

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

The screenshot displays a web application interface for client management. The top navigation bar includes 'HOME', 'CARE MANAGEMENT', and 'REPORTS'. The user is logged in as 'leslie.knope'. The main content area is titled 'Client Details - April Ludgate' and is divided into several sections:

- Basic Demographics:** A box containing client information such as Client Id (CO21001), Address (5416 E Baseline Rd, Mesa, AZ 85206), GNIS (04-013-7890), Region, Phone ((480) 616-2385), Alternate Phone, Mobile Number, Email (matthewc+203@dcisofware.com), Date of Birth (Jul 15, 1976), SSN (###-##-####), Profile Reference, Training System, Reference, No. of Funding (2), Accounts, No. of Service (7), Status (Inactive), and Photo.
- Authorizations:** A section with search filters including 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Type Entry Id', 'Type Service Code', 'Initial Balance', and 'Select Status'. It includes 'Reset' and 'Search' buttons.
- Authorizations Table:** A table showing one record with columns: Service Code (EBD), Start Date (Jan 01, 2020), End Date (Dec 31, 2020), Bill Rate, Initial Balance, Holds (424.08), Remaining Balance (23887.97), and Status (Approved). The table indicates 'Showing 1 out of 1 record'.

Case Worker Profile – Summary Report

Future State:

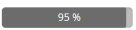
- ✓ Summary Report grouped by Client/Employee/Authorization
- ✓ Employee Name added to heading
- ✓ Summary Report sorted by Date of Service
- ✓ Total line added at the end of every Client/Employee/Authorization table

Spending Summary as of: 05/25/2020

Client Name: Andy Dwyer	
Participant Number CO12345	Case Manager Leslie Knope
Phone: (999) 999-9999	

Colorado CDASS

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

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

The screenshot displays the Acumen system interface. The top navigation bar includes: HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The left sidebar lists various system components: ROLES, HOLIDAY SCHEDULES, ACCOUNTS, NEWS POSTS, CUSTOM DROP DOWN (highlighted), CERTIFICATION REQUIREMENTS, CERTIFICATION TEMPLATES, and MESSAGE TEMPLATES. The main content area shows a 'Custom Drop Down' configuration window titled 'Add New Custom Drop Down Item'. This window contains three fields: 'Item Type' set to 'Pay Rate', 'Pay Rate Name' set to 'NightWknd', and 'Item Status' set to 'Active'. A yellow checkmark icon is visible to the right of the 'Pay Rate Name' field. At the bottom of the window are 'Cancel' and 'Save' buttons. Below the window, a table shows the configuration for the 'Pay Rate' item:

Item	Pay Rate	Standard	Active
1			

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

Add New Rate

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

The screenshot displays a web application interface for managing employee accounts. The top navigation bar includes links for HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The user is logged in as 'matthew.cava...'. The main content area shows the 'Account Details' for 'Ann Perkins / April Ludgate / Hourly'. The 'Account Details' section includes fields for Account Type (Employee Service), Client (April Ludgate), Relationship Type (None), Service Code (EBD), Funding Source (Colorado CDASS), Funding Type (Dollars), Burden Multiplier (0.1780), Cost Center (Colorado Cost Center), and Employee (Ann Perkins). The 'Employee Details' section includes Name (Ann Perkins), Type (Hourly Non Exem), Employee No (CO2233), Holiday Schedule (Default Holiday S), Cost Center (Colorado Cost Ce), Hire Date, and Status (Active). An 'Actions' dropdown menu is open, listing options: New Note, New Attachment, New Entry, Edit Account, Edit Custom Field Values, and Add New Rate. The 'Add New Rate' option is highlighted with a yellow border and a checkmark icon.

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

Dialog Box: Add New Rate

Pay Rate Name: Select Pay Rate Name

Rate: Select Pay Rate Name

Standard

Effective Date: Night/Wknd ✓

Emergency

Holiday

Primary: Training

Buttons: Cancel, Save

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

Dialog Box: Edit Rate

Pay Rate Name: Standard

Rate: 10.00

Effective Date: 05/16/2020

End Date: End Date(MM/DD/YYYY)

Primary:

Buttons: Cancel, Save

Employee Service Account Details

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

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HOME PAYROLL BILLING SCHEDULING CARE MANAGEMENT AUTHORIZATION SETTINGS REPORTS IMPORT Help matthew.cava...

Home > Employees > Ann Perkins > Ann Perkins/ April Ludgate/ Hourly > Rate

Rate Details - Ann Perkins/ April Ludgate/ Hourly

Actions

Rate Details	Account Details
<p>Pay Rate Name: Standard Primary: Yes Rate: 10.00 Effective Date: Jan 01, 2020 End date: Created By: Matthew Cavallo Created Date: May 16, 2020</p>	<p>Account Type: Employee Service Client: April Ludgate Service Code: EBD Funding Source: Colorado CDASS Funding Type: Dollars Burden Multiplier: 0.1780 Cost Center: Colorado Cost Center Employee: Ann Perkins Balance: 0.00 Unit: Hourly Daily Pay Max: 0.00 Daily Rate: 0.00 Min Units Per Punch: Max Units Per Punch: Start Date: Jan 01, 2020 End Date: Pay Rates:</p> <p>Pay Rate Name: Standard Pay Rate: 10.00 Pay Rate Effective Date: Jan 01, 2020</p> <p>Pay Rate Name: Night/Wknd Pay Rate: 15.00 Pay Rate Effective Date: Jan 01, 2020</p> <p>Pay Rate Name: Emergency Pay Rate: 20.00 Pay Rate Effective Date: Jan 01, 2020</p> <p>Pay Rate Name: Holiday Pay Rate: 18.00 Pay Rate Effective Date: Jan 01, 2020</p> <p>Pay Rate Name: Training Pay Rate: 12.00 Pay Rate Effective Date: Jan 01, 2020</p> <p>Status: Active Profile Type: Client Payroll Modifier: N/A</p>

Rates Tab

The Rates Tab displays all rate information

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HOME PAYROLL BILLING SCHEDULING CARE MANAGEMENT AUTHORIZATION SETTINGS REPORTS IMPORT

Help matthew.cava...

Entries Rates Notes Attachments Events Custom Fields History

From (MM/DD/YYYY) To (MM/DD/YYYY)

Reset Search

Export

Rates Showing 5 out of 5 records

Pay Rate Name	Primary	Rate	Effective Date	End Date	Added By
Training	No	12.00	01 Jan 2020		Matthew Cavallo
Standard	Yes	10.00	01 Jan 2020		Matthew Cavallo
Night/Wknd	No	15.00	01 Jan 2020		Matthew Cavallo
Holiday	No	18.00	01 Jan 2020		Matthew Cavallo
Emergency	No	20.00	01 Jan 2020		Matthew Cavallo

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

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

- Entry Type: Punch
- Employee Name: Ann Perkins
- Account Type: Hourly
- Client: April Ludgate - CO21001
- Service Code: EBD
- Service Date: 04/04/2020
- Check In: 8:00 AM
- Check Out: 4:00 PM
- Pay Rate Name: Standard (highlighted with a yellow border and a checkmark icon)
- EVV Method: Select Pay Rate Name
- Clock In EVV Location: Night/Wknd (highlighted with a blue background and a checkmark icon)
- Clock Out EVV Location: Emergency
- Check Out Date: Holiday
- Diagnostic Code: Diagnostic Code
- Notes: Add Notes for Punch
- Attachment: Add Attachment

Punch Details

Punch Details display pay rate name

Punch Details	Account Details/ Service Account
Entry Id: 565687	Account Id: 5214
Machine Details: 72.208.141.34	Account Type: Hourly
Service Date: May 20, 2020	Client/ Program: MT (UTC-07)
Check In: 08:00 AM	Time Zone:
Check Out: 04:00 PM	Employee: Ann Perkins
Hour(s): 0:08:00	Employee Time: MT (UTC-07)
Amount: 8.00	Zone:
General Activity:	Service Code: EBD
Employee Time: MT (UTC-7)	Client Signoff: TRUE
Zone:	Funding Type: Dollars
Client/ Program: MT (UTC-7)	Funding Source: Colorado CDASS
Time Zone:	Cost Center: Colorado Cost Center
Payroll Modifier: N/A	Unit Type: Hourly
Diagnostic Code: N/A	Balance: 16.00
GL Code: CO - 070	Status: Active
Location Code:	
Authorization Entry 448047	
Id:	
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	

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

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HOME PAYROLL BILLING SCHEDULING CARE MANAGEMENT AUTHORIZATION SETTINGS **REPORTS** IMPORT Help matthew.cava.

AUTHORIZATION REPORTS

MANAGEMENT REPORTS

PAYROLL REPORTS

BILLING REPORTS

PROFILE REPORTS

FUNDING ACCOUNT REPORTS

SETTINGS REPORTS

EW REPORTS

CARE MANAGEMENT REPORTS

SCHEDULING REPORTS

TRAINING REPORTS

AUDITING SYSTEM ACTIVITY REPORTS

BUSINESS RULES REPORTS

From Date (MM/DD/YYYY) To Date (MM/DD/YYYY) Ann Perkins - 1832

Type Client/Program Name Type Cost Center Select State

Reset Search

Download To CSV Download To PDF

Showing 13 out of 13 records

Employee Name	Employee State	Cost Center	Pay Rate Name	Pay Rate	Start Date
Ann Perkins	AZ	Colorado Cost Center	Emergency	30	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Night/Wknd	20	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Standard	15	05/21/2020
Ann Perkins	AZ	Colorado Cost Center	Emergency	20	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Holiday	18	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Night/Wknd	15	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Standard	10	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Training	12	01/01/2020
Ann Perkins	AZ	Colorado Cost Center	Emergency	25	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Holiday	30	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Night/Wknd	17.5	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Standard	15	02/01/2020
Ann Perkins	AZ	Colorado Cost Center	Training	14	02/01/2020

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"

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Employer > Pending Entries

Pending Entries

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Service Code

Type Client Name Type Employee Name Type Cost Center

Select Account Type Select EVV Select Review

Reset Search

Export

Showing 3 out of 3 records

Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Cost To You (Est)	Client Name	Employee Name	Service Code	Account Type	Needs Review
A R	May 20, 2020	08:00 AM	04:00 PM	15.00	0:08:00	138.76	Andy Dwyer	Ann Perkins	EBD	Hourly	?
A R	May 19, 2020	08:00 AM	04:00 PM	10.00	0:08:00	94.24	April Ludgate	Ann Perkins	EBD	Hourly	?
A R	May 18, 2020	08:00 AM	04:00 PM	15.00	0:08:00	138.76	Andy Dwyer	Ann Perkins	EBD	Hourly	?

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

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Ron Swanson ← 05/24/2020 to 05/30/2020 →

Overtime Gauge 05/24/2020 to 05/30/2020

0 to 30 30 to 40 40+

No entry in current week

Total Hours 05/24/2020 to 05/30/2020

Approved Hours: 0.00

Pending Hours: 0.00

Unverified Hours: 0.00

Total Hours: 0.00

Authorizations

April Ludgate - CO21001 [Search] [Reset]

Authorization for Client: **April Ludgate**

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
EBD	01/01/2020	12/31/2020	25000.00	18810.79	801.04	18009.75

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 ⓘ

Max PayRate: ⓘ

Hide Remaining Balance: Yes No ⓘ

Allow Diagnosis Code: Yes No ⓘ

Allow Reimbursements: Yes No ⓘ

Allow Vendor Payments: Yes No ⓘ

Allow Bonus Payments: Yes No ✓ ⓘ

EVV Required: Yes No ⓘ

Enable Geofencing: Yes No ⓘ

Has Daily Rate: Yes No ⓘ

Default Auth Specs:

Reference Fields:

GL Code: ⓘ

Description:

Status:

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

The screenshot displays the 'Employee Details' page for Penny Hofstadter. The top navigation bar includes 'HOME', 'PAYROLL', 'BILLING', 'SCHEDULING', 'CARE MANAGEMENT', 'AUTHORIZATION', 'SETTINGS', 'REPORTS', and 'IMPORT'. The left sidebar lists various management categories, with 'EMPLOYEES' selected. The main content area is titled 'Employee Details - Penny Hofstadter' and is divided into two columns. The 'Basic Demographics' column contains personal and contact information such as address, phone, email, and SSN. The 'Other Details' column lists employment-related data like caregiver rating, domestic worker status, and employee number. An 'Actions' button in the top right corner has a dropdown menu open, with 'New Bonus Payment' highlighted in orange. A yellow checkmark icon is positioned to the right of the dropdown menu.

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

Date of Service: 05/01/2020

Notes: Add Notes

Attachment: [Add Attachment](#)

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

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

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AVAILABILITY
CLIENTS
EMPLOYEES
RESIDENTIAL PROGRAMS
DAY PROGRAMS
CASE WORKERS
GROUP SERVICES
PARENTING PROGRAMS
GUARDIANS
VENDORS
COST CENTERS
PENDING ENTRIES (14839)
PENDING VENDOR PAYMENT ENTRIES (451)
PENDING OTHER PAYMENTS (531)

Type Cost Center Select Entry Type

Reset Search

Export

Showing 1 out of 1 records

Approve	Service Date	Entry Type	Cost Center	Client Name	Employee Name	Service Code	Amount	View Invoice
A R	May 01, 2020	Bonus Payment	MCCC	Sheldon Cooper	Penny Hofstadter	Bonus Payment	100.00	



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	

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

Add New Service Code

Funding Type: Units

Billing Details: +

Payroll Details: +

Hide Remaining Balance: Yes No

Allow Diagnosis Code: Yes No

Allow Accrued Time Entries: Yes No

Accrued Time Pay Code: Select Accrued Time Pay Code

EVV Required:

Has Daily Rate: +

Default Auth Specs: *

Reference Fields: +

GL Code: GL Code

Description: Add Description for Service Code

Status: Active

Cancel Save

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

The screenshot shows the 'Add New Service Code' form with the following fields and values:

- Funding Type: Units
- Billing Details: +
- Payroll Details: +
- Hide Remaining Balance: Yes No
- Allow Diagnosis Code: Yes No
- Allow Accrued Time Entries: Yes No
- Accrued Time Pay Code: Select Accrued Time Pay Code (dropdown menu open, showing 'Sick' and 'PTO' options, with 'PTO' selected)
- EVV Required: +
- Has Daily Rate: +
- Default Auth Specs: +
- Reference Fields: +
- GL Code: GL Code
- Description: Add Description for Service Code
- Status: Active

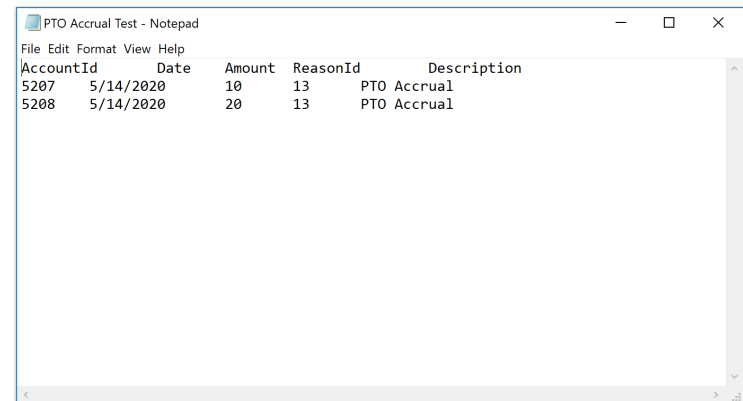
Buttons: Cancel, Save

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



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

Add New Authorization ✕

Hide Initial Balance: Yes ✓ Yes=Initial Balance will not display on reports or widgets i ?

Authorization_Test_Data_0 i ?

Month 1 Budget: 2083.33 i ?

Month 2 Budget: 2083.33 i ?

Month 3 Budget: 2083.33 i ?

Month 4 Budget: 2083.33 i ?

Month 5 Budget: 2083.33 i ?

Month 6 Budget: 2083.33 i ?

Month 7 Budget: 2083.33 i ?

Month 8 Budget: 2083.33 i ?

Month 9 Budget: 2083.33 i ?

Month 10 Budget: 2083.33 i ?

Month 11 Budget: 2083.33 i ?

Month 12 Budget: 2083.33 i ?

Authorization#

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

The screenshot displays the software's navigation menu. At the top, there is a horizontal bar with the following items: HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS (highlighted), REPORTS, and IMPORT. Below this bar is a vertical fly-out menu. The menu items are: FUNDING SOURCES, ROLES, HOLIDAY SCHEDULES, ACCOUNTS, NEWS POSTS, CUSTOM DROP DOWN, CERTIFICATION REQUIREMENTS, CERTIFICATION TEMPLATES, MESSAGE TEMPLATES, PAYROLL, EW CALL LOGS, EW PHONE PROMPTS, TASK QUESTION, CUSTOM FIELD DEFINITIONS, and DIAGNOSIS CODE. The 'PAYROLL' item is expanded, showing a sub-menu with three items: 'PAY CODES' (highlighted with a blue bar), 'PAYROLL BATCH VALIDATIONS' (with a checkmark icon), and 'OVERTIME SETTINGS'. A URL 'enuat.dcisoftware.com/Payroll/PayCodes' is visible at the bottom of the menu.

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



Pay Code Details

- ✓ Overtime related code is either yes or no
- ✓ Pay Rate Multiplier is multiplied by the Pay Rate Multiplier to calculate 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 Yes ✓
Code:

Pay Rate Multiplier: 2.00 ✓

Calculate OT Rate: Yes ⓘ ✓

Blend Pay Rate: No ⓘ ✓

Description: Overtime worked and paid default pay rate plus 2x multiplier

Payroll Entries Detail

- ✓ Column name updated to "Pay Code Name"

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BATCHES

PUNCH ENTRIES

PAYROLL ENTRIES

PREVIOUSLY PAID ENTRIES

EMPLOYEES

RECONCILE

Payroll > Payroll Entries

Payroll Entries

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Punch Id

Employee Number Type Cost Center Code Type Employee/Vendor Name

Pay Rate Payroll Ref Check Id Select Unit

Select Status

Reset Search

Export

Showing 30 out of 3100 records

Id	Date of Service	Ref.	Employee/Vendor Name	Employee Number	Cost Center Code	Unit Type	Units	Pay Rate	Pay Code Name	Payroll Ref Check Id	Status
56428	01/21/2020	56426	Anna Indie	7BOI2	LAB	Miles	-49.00	10.00	Mileage	25931	Paid
56097	01/17/2020	56092	EE5 Smith	EE5	QualityLogic2	Dollar	-1.00	10.00	Regular Custom	1568	Paid
56096	01/09/2020	51700	EE2 Smith	EE2	QualityLogic2	Dollar	-8.00		Reimbursement	1568	Paid
56082	01/17/2020	55848	EE2 Smith	EE2	QualityLogic2	Dollar	-0.02	10.00	Regular Custom	1567	Paid
55784	01/16/2020	55586	David Hill	DH1040	KJCC	Hourly	-0.17	10.00	Regular Custom	6115	Paid
55783	01/11/2020	55750	Kurt Hill	KH1039	KJCC	Hourly	-0.17	10.00	Regular Custom	6115	Paid

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

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BATCHES

PUNCH ENTRIES

PAYROLL ENTRIES

PREVIOUSLY PAID ENTRIES

EMPLOYEES

RECONCILE

Payroll > Payroll Entries > 446558

Actions

Payroll Entry Detail - CM Employee3/ CM Client3

Payroll Entry Details

Entry Id: 446558
Machine Details: 67.41.41.152
Pay Code Name: Overtime Custom
Pay Code: O
Service Date: Jan 31, 2020
Pay Week: 5
Pay Rate Name:
Pay Rate: 10.00
Pay Rate Override: 15.00 ✓
Payroll Modifier: N/A
Payroll Ref Check Id:
Payroll Burden:
Estimated Payroll 105.00
Burden:
Pay Units: -7.00
Status: Approved
Batch Name: [CM FR 24.56.24 - 2558](#)
Ref Entry: [446535](#)
GL Code:
Location Code: 16-001-396879
Created: Apr 30, 2020

Account Details/ Service Account

Account Id: [5038](#)
Account Type: Hourly
Client/ Program: [CM Client3](#)
Employee: [CM Employee3](#)
Service Code: [Unit - Hourly - ENR](#)
Client Signoff: FALSE
Funding Type: Units
Funding Source: [RCPD2](#)
Cost Center: [QualityLogic2](#)
Unit Type: Hourly
Balance: 0.00
Status: Active

Reference Entries Notes Attachments Events EVV Verifications Map **History** ✓

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Username

Reset Search

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

The screenshot shows the 'Overtime Settings' page in the DCI software. The top navigation bar includes 'HOME', 'PAYROLL', 'BILLING', 'SCHEDULING', 'CARE MANAGEMENT', 'AUTHORIZATION', 'SETTINGS', 'REPORTS', and 'IMPORT'. The 'SETTINGS' tab is active. The page title is 'Settings > Payroll > Overtime Settings'. The main content area is titled 'Overtime Settings' and contains two sections: 'Overtime Container' and 'Overtime Settings Explanation'. The 'Overtime Container' section shows 'Overtime Container: Client' and a description: 'For Overtime Container, a value of Instance means that all of an employee's punches count towards the OT calculation regardless of which client the employee works with. This is the standard for an instance running in Service Provider security mode. A value of Client means that an employee's punches are grouped by client and then evaluated for OT. This is only available for instances running in Fiscal Intermediary security mode.' The 'Overtime Settings Explanation' section provides a detailed explanation of the OT rules. Below the main content, there is a search bar with a dropdown menu for 'PAYROLL' (selected), a text input field for 'Type Funding Source Name', and a dropdown for 'Select State'. There are 'Reset' and 'Search' buttons. At the bottom right, there is an 'Export' button and a status message: 'Showing 30 out of 88 records'.

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 O 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 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 O 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

The screenshot shows the 'Attachments' section of the Acumen software. The navigation menu includes HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The current view is for the 'Attachments' tab. Search filters include 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'File Name', 'Select Type', 'Type Added By', and 'Active'. There are 'Reset' and 'Search' buttons. An 'Export' button is also present. The table below shows 3 records:

Date	File Name	File Type	File Size	Added by	Download	Status
Apr 30, 2020	RawPayrollDump_20200430222851_2558.csv	CSV	4.00 KB	CM Payroll	Download	Active
Apr 30, 2020	20200430222851_TransmitToPayrollExcel_2558.csv	CSV	0.55 KB	CM Payroll	Download	Active
Apr 30, 2020	PayrollBatchID[2558]_OvertimeRulesResults_20200430222851.csv	CSV	0.47 KB	CM Payroll	Download	Active

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Payroll Ent	Ref Entry ID	Pay Code	Payroll Bat	Payroll Bat	Employee F	Employee M	Employee F	Employee L	OTRule ID	OTRule Typ	State	OT Sub Rule	Triggered
2	598398	83798	O	2851	62VPtest3	1496	gnome	Svirf	Neblin	2	Company	CA	DailyOT1	
3	598400	83125	O	2851	62VPtest3	1480	euro	Frenchy	German	2	Company	CA	DailyOT1	
4	598402	83133	O	2851	62VPtest3	1480	euro	Frenchy	German	2	Company	CA	DailyOT1	

Service Code

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

Add New Service Code

Billing Rollup Type: ⓘ

Payroll Details: -

Payable: Yes No ⓘ

Overtime Exempt: Yes No ✓ ⓘ

Default Pay Rate: ⓘ

Has Max Pay Rate: Yes No ⓘ

Max PayRate: ⓘ

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: -

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.

The screenshot shows the 'Add New Employee' form with the 'Employee Information' tab selected. The form contains the following fields and options:

- Type: Hourly Non Exempt
- Domestic Worker: Yes No
- Domestic Worker 7 Day Exemption: Yes No
- Domestic Worker Preferred Day of Rest: Sunday (selected)
- Employee Number: Monday
- Weekly Hours Available: Tuesday
- Professional Id1: Wednesday
- Professional Id2: Thursday
- Payroll Id: Friday
- Certification Template: Select Certification Template
- Holiday Schedule: Select Holiday Schedule
- Cost Center: Select Cost Center

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)

Acumen Powered by DCI		HOME	PAYROLL	BILLING	SCHEDULING	CARE MANAGEMENT	AUTHORIZATION	SETTINGS	REPORTS	IMPORT
DASHBOARD	Reports > Dashboard	Dashboard								
COA REPORTS										
AUTHORIZATION REPORTS										
MANAGEMENT REPORTS										
PAYROLL REPORTS										
BILLING REPORTS										
PROFILE REPORTS	EMPLOYEES REPORT									
FUNDING ACCOUNT REPORTS	CLIENTS REPORT									
SETTINGS REPORTS	RESIDENTIAL PROGRAMS REPORT									
EVV REPORTS	DAY PROGRAMS REPORT									
CARE MANAGEMENT REPORTS	PARENTING PROGRAMS REPORT									
SCHEDULING REPORTS	GROUP SERVICES REPORT									
TRAINING REPORTS	GUARDIANS REPORT									
AUDITING SYSTEM ACTIVITY REPORTS	CASE WORKERS REPORT									
BUSINESS RULES REPORTS	VENDORS REPORT									

Setting Reports

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

The screenshot displays the Acumen Powered by DCI web application interface. At the top, a navigation bar includes the logo and menu items: HOME, PAYROLL, BILLING, SCHEDULING, CARE MANAGEMENT, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The REPORTS menu is highlighted, and a dropdown menu is visible. The dropdown menu is organized into two sections. The first section, labeled 'DASHBOARD', contains links to COA REPORTS, AUTHORIZATION REPORTS, MANAGEMENT REPORTS, PAYROLL REPORTS, BILLING REPORTS, PROFILE REPORTS, and FUNDING ACCOUNT REPORTS. The second section, labeled 'SETTINGS REPORTS', contains links to FUNDING SOURCES REPORT, SERVICE CODES REPORT, SERVICE CODE GROUPS REPORT, and REGIONS REPORT. Other items in the dropdown include EVV REPORTS, CARE MANAGEMENT REPORTS, SCHEDULING REPORTS, TRAINING REPORTS, AUDITING SYSTEM ACTIVITY REPORTS, and BUSINESS RULES REPORTS.

Menu Item	Sub-Item
DASHBOARD	Reports > Dashboard
COA REPORTS	Dashboard
AUTHORIZATION REPORTS	
MANAGEMENT REPORTS	
PAYROLL REPORTS	
BILLING REPORTS	
PROFILE REPORTS	
FUNDING ACCOUNT REPORTS	
SETTINGS REPORTS	FUNDING SOURCES REPORT
EVV REPORTS	SERVICE CODES REPORT
CARE MANAGEMENT REPORTS	SERVICE CODE GROUPS REPORT
SCHEDULING REPORTS	REGIONS REPORT
TRAINING REPORTS	
AUDITING SYSTEM ACTIVITY REPORTS	
BUSINESS RULES REPORTS	

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

EMPLOYEE NUMBER: 1001

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

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

Export

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 \leq 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!