

OR PTC DCI
消費者僱主代表指南
1.3版本

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電子訪問驗證 (EVV) 是什麼？



電子訪問驗證（EVV）是什麼？

在提供個人護理服務時，聯邦政府要求州收集某些資訊，這來自《21世紀治癒法案》。

- 這被稱為電子訪問驗證（EVV）
- 這將代替當前的紙質憑證過程

為每次訪問收集以下數據：

- 提供的服務的日期
- 開始/結束時間
- 服務的類型
- 服務的位置
- 提供者的姓名
- 接收服務的消費者的姓名

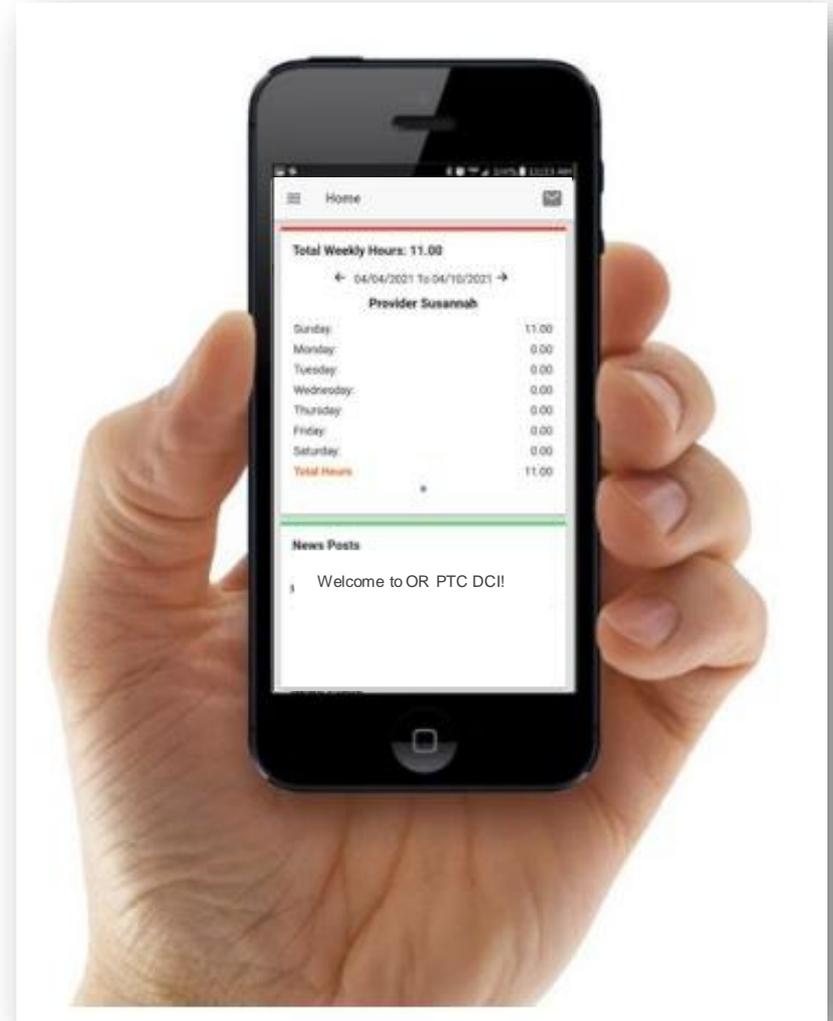


OR PTC DCI是什麼？



OR PTC DCI是什麼？

- OR PTC DCI是“俄勒岡州提供者時間捕獲直接護理創新”的首字母縮寫。
- 直接護理創新（DCI）是電子計時工具。
- OR PTC DCI移動應用可以被下載到您的智慧型設備上。
- 提供者將使用OR PTC DCI輸入工作的時間和里程。
- 您將使用OR PTC DCI為您代表的消費者簽出確認提供者的時間。



常用術語

- **客戶**：OR PTC DCI中的消費者的簡介被稱為客戶簡介。
- **監護人**：OR PTC DCI中您的簡介被稱為監護人簡介。
- **歷史輸入**：歷史輸入是不是即時添加到OR PTC DCI的任何輸入。歷史輸入不是符合EVV的。提供者做出的歷史輸入將需要批准。
- **OR PTC DCI移動應用**：提供者可以使用移動應用打卡上班和打卡下班。
- **OR PTC DCI移動完整網站**：也可以在移動設備上訪問完整的OR PTC DCI網站。在您的移動設備瀏覽器上導航到DCI網站。然後點擊**Sign In**（登錄）按鈕下的“**Go to Full Site**（到完整網站）”。
- **OR PTC DCI移動網站**：移動網站是OR PTC DCI的移動友好的版本。當您在瀏覽器中導航到OR PTC DCI時，您的智慧型設備將默認到移動網站。



常用術語

- **OR PTC DCI陸地線路**：提供者可以使用您代表的消費者的陸地線路打卡上班和打卡下班或輸入歷史時間輸入。
- **OR PTC DCI門戶網站**：完整的OR PTC DCI網站。可以從臺式和筆記本電腦以及智慧型設備中的瀏覽器訪問門戶網站。
- **密碼**：為了訪問OR PTC DCI機構提供給您的密碼，但是在您第一次登錄時將需要被更新。
- **即時輸入**：當提供者即時打卡上班和打卡下班時，即時輸入被做出。OR PTC DCI中的即時輸入是符合EVV的。
- **原因代碼**：當提供者在門戶網站中添加一個歷史輸入時，OR PTC DCI將要求一個原因代碼。原因代碼對於機構是重要的，以能夠監控EVV符合。
- **服務代碼**：提供給消費者的服務的名稱。服務代碼名稱的一個例子是Hourly ADL/IADL-1。
- **用戶名**：機構提供給您訪問OR PTC DCI的名稱。

時間輸入選項



時間輸入選項

如果提供者使用以下時間輸入方法之一，時間輸入是符合EVV的：

- OR PTC DCI移動應用
- OR PTC DCI陸地線路
- OR PTC DCI電子口令牌

您必須與您代表的消費者和其提供者合作以確定時間輸入最好的方法。如果需要，可以使用多種方法。



OR PTC DCI移動應用輸入



OR PTC DCI移動應用是一個免費的移動應用，允許提供者輕鬆地即時打卡上班和打卡下班並使用其智慧型設備進行EVV驗證。

要使用OR PTC DCI移動應用，提供者必須：

- 有一個智慧型手機/設備（安卓或蘋果）
- 滿足最低的操作系統要求（安卓8.0，蘋果iOS 13及以上）
- 通過蜂窩數據或WIFI可以訪問互聯網
- 如果使用OR PTC DCI移動應用，提供者將在班次開始的時候打卡上班和在班次結束的時候打卡下班。在打卡下班期間，提供者將總是選擇**Client Portal Signoff**（客戶門戶簽出）。在支付週期結束時，您必須簽出確認這些輸入。

OR PTC DCI陸地線路輸入

如果消費者有其接收服務的固定電話，並且提供者不能訪問智慧型設備，OR PTC DCI陸地線路選項是提供者捕獲時間的一個選項。

- 陸地線路可以被用於即時和歷史輸入。

要使用OR PTC DCI陸地線路：

- 消費者必須在其接收服務的地址有一個固定電話。
- 通過消費者的本地辦事處驗證陸地線路。



OR PTC DCI陸地線路輸入

即時的

- 如果提供者和在班次開始時打卡上班和在班次結束時打卡下班，時間輸入被認為是即時的。
- 提供者必須從在OR PTC DCI存檔的消費者的固定電話打電話。
- 不要求您驗證即時陸地線路輸入。
- 在打卡上班或打卡下班期間，您不需要在場。



OR PTC DCI陸地線路輸入

歷史的

- 如果一個時間輸入在提供服務後被添加，它被認為是歷史的。
- 歷史固定電話輸入不是符合EVV的，應當在異常情況下使用。
- 提供者必須從在OR PTC DCI存檔的消費者的固定電話號碼打電話。
- 在添加輸入時，提供者將把電話交給您或消費者。系統將向消費者讀出輸入細節，並且讓消費者通過輸入其PIN確認。消費者的PIN是機構提供的4位代碼。

注：如果為歷史輸入您或消費者不在場，請讓提供者將這些歷史輸入輸入進OR PTC DCI門戶網站。

OR PTC DCI電子口令牌

如果提供者不能訪問智慧型設備並且消費者沒有其接收服務的陸地線路，OR PTC DCI電子口令牌是消費者可以使用的另一種方法。

- 電子口令牌是一個小設備，應當被固定在消費者的家裏。

要使用OR PTC DCI電子口令牌：

- 提供者必須在其班次的開始和結束時可以訪問電子口令牌。
- 提供者必須在支付週期的結束時可以訪問互聯網以將電子口令牌代碼輸入進OR PTC DCI門戶網站。

注：不要求您驗證以電子口令牌做出的輸入。



門戶網站輸入

如果提供者不能使用符合**EVV**的方法輸入其時間或為陸地線路歷史輸入您或消費者不在場，他們可以使用以下添加歷史輸入：

- **OR PTC DCI**門戶網站

如果提供者在**OR PTC DCI**門戶網站中輸入時間，您必須為要支付的提供者在支付週期結束時簽出確認此時間。



OR PTC DCI門戶網站



OR PTC DCI門戶網站

現在我們已經檢閱了對於提供者的可用的時間輸入選項，讓我們談談您將如何訪問和使用

OR PTC DCI門戶網站。您可以使用門戶網站：

- 查看消費者的服務授權
- 簽出確認和拒絕時間輸入
- 查看為提供的服務的所有輸入
- 使用DCI消息傳遞模組
- 訪問DCI幫助中心

The screenshot displays the OR PTC DCI portal dashboard. The top navigation bar includes a logo, a 'HOME' link, and a user profile 'guardian tra...'. The main content area is titled 'News Posts' and shows a 'Showing 1 out of 1 record' indicator. Below this is a 'Welcome to OR PTC DCI!' message with a timestamp 'Apr 27, 2021 01:35:13 PM' and the user 'Super UserTwo'. The 'Authorizations' section features a search bar with the text 'Consumer Training - 123456789' and a 'Search' button. Below the search bar is a table titled 'Authorization for Client: Consumer Training'.

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-2	04/01/2021	04/30/2021	0.01	0.01	0.00	0.01
Mileage-1	03/01/2021	04/30/2021	100.00	95.00	0.00	95.00
Hourly ADL/ADL-2	03/01/2021	05/31/2021	0.01	0.00	0.03	-0.03
Hourly ADL/ADL-1	03/01/2021	05/31/2021	100.00	98.76	12.35	86.41

用戶名和密碼

我的用戶名是什麼？

- 您的用戶名將被機構提供給您。典型地，您的用戶名是以以下格式：名.姓。例如，如果您的姓名是**John Smith**，您的用戶名是**John.Smith**。
- 如果您需要確認您的用戶名，請聯繫您的本地辦事處。

我的密碼是什麼？

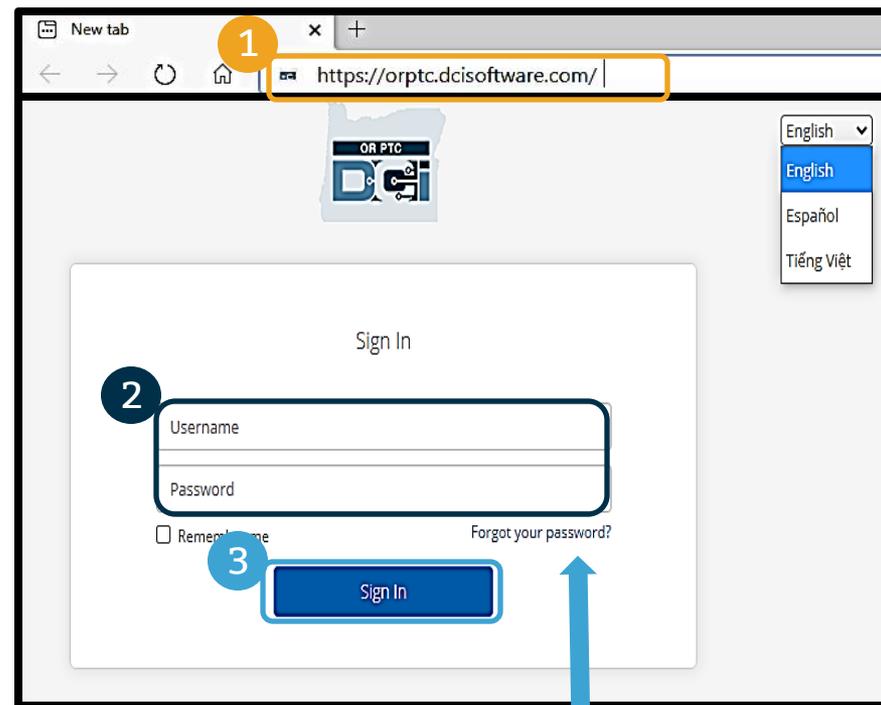
- 您的密碼被機構提供給您。
- 密碼必須：
 - 包含至少**10**個字元
 - 包含**1**個大寫字母、**1**個小寫字母、**1**個數字和**1**個特殊字元
 - 不能有連續多於**2**個重複字元
 - 不能有來自您的姓名的多於**2**個重複字元
 - 密碼的一個例子是：***ILoveEvv2021!***

第一次登錄

讓我們首先探索如何登錄門戶網站吧。從臺式或筆記本電腦，遵循這些步驟：

1. 導航到 <https://orptc.dcisoftware.com/>
2. 輸入提供給您的用戶名和密碼（見下一張幻燈片上的細節）
3. 點擊**Sign-In**（登錄）

注：您可以通過點擊右上角的language（語言）按鈕更改您的首選語言。默認語言是English（英語）。可用的語言選項包括：英語、西班牙語、俄羅斯語、簡體中文、越南語、阿拉伯語和索馬里語。



忘記您的密碼？就關於如何重置您自己的密碼的說明，見用戶設置模組。



第一次登錄

當您第一次登錄時，將要您更改您的密碼。

1. 將滑鼠懸停在右邊的圓形“i”上看到密碼要求
2. 在兩個密碼欄中輸入相同的密碼
3. 點擊Change Password（更改密碼）

The screenshot shows a 'Change Password' form with the following elements:

- 1**: A yellow circle with an 'i' icon pointing to an information icon on the right side of the form.
- 2**: A blue circle with the number '2' pointing to the two password input fields: 'Please enter New Password' and 'Please confirm password'.
- 3**: A blue circle with the number '3' pointing to the 'Change Password' button.

A popup box titled 'Password Criteria-' is visible at the bottom right, containing the following requirements:

1. Must be at least 10 characters.
2. Must contain 1 uppercase letters, lowercase letters, numbers and special characters
3. Must not contain more than two repeated characters in a row.
4. The password should be different from the previous 24 passwords.

第一次登錄

在您更改了您的密碼之後，將
向您發送一封電子郵件，聲明
您已經更改了您的密碼。



Hi

Your password has been changed. If you did not make this request, please contact the DCI Help Line at 855-565-0155.

Support
Direct Care Innovations

Need help?
Email: support@dcisoftware.com
Direct Care Innovations

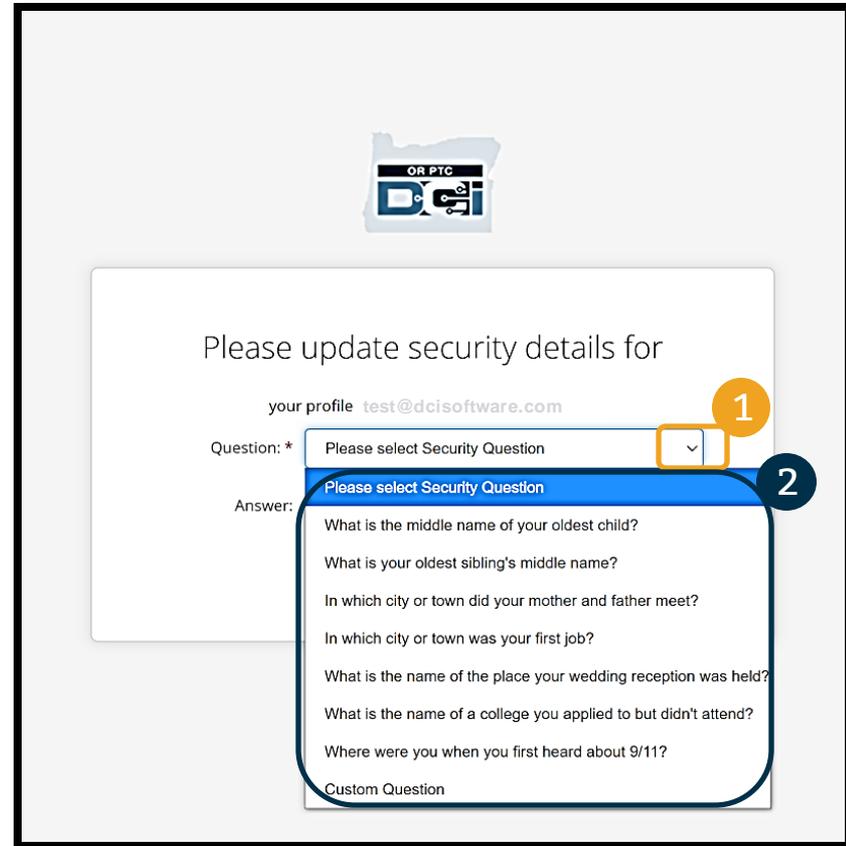
This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the email by you is prohibited.



安全問題

要保持您的簡介安全，您將需要選擇一個安全問題。

1. 點擊下拉列表
2. 選擇您認為您將記住答案的一個問題



The screenshot shows a web interface for updating security details. At the top, there is a logo for DCI (Data Center Infrastructure) with 'OR PTC' above it. Below the logo, the text reads 'Please update security details for your profile test@dcisoftware.com'. A dropdown menu is open, showing a list of security questions. A yellow circle with the number '1' is placed over the dropdown arrow, and a blue circle with the number '2' is placed over the list of questions. The questions listed are:

- Please select Security Question
- Please select Security Question
- What is the middle name of your oldest child?
- What is your oldest sibling's middle name?
- In which city or town did your mother and father meet?
- In which city or town was your first job?
- What is the name of the place your wedding reception was held?
- What is the name of a college you applied to but didn't attend?
- Where were you when you first heard about 9/11?
- Custom Question

安全問題

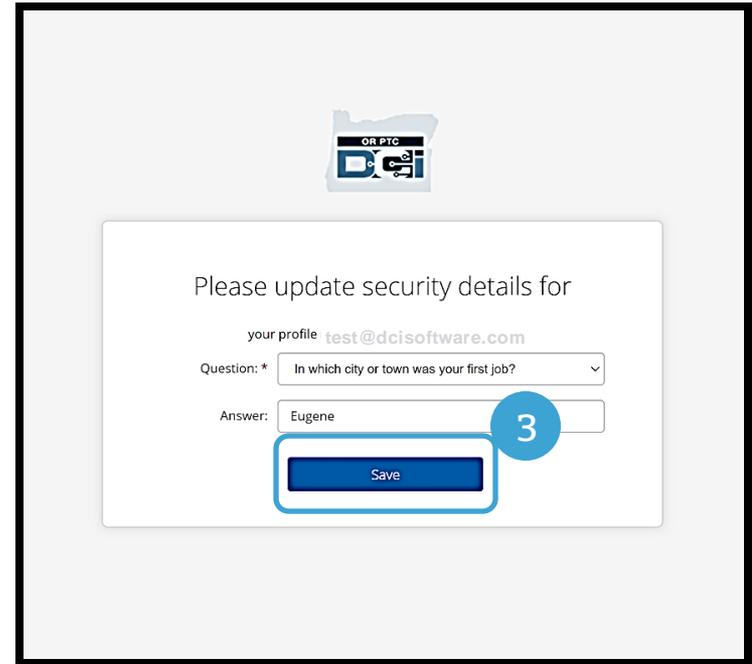
3. 點擊Save (保存)

現在您已經成功設置了一個安全問題！

關於安全問題更多：

- 您將只需要在第一次登錄時選擇您的安全問題。
- 答案必須至少五個字元並且不能有連續多於相同字元的一個。

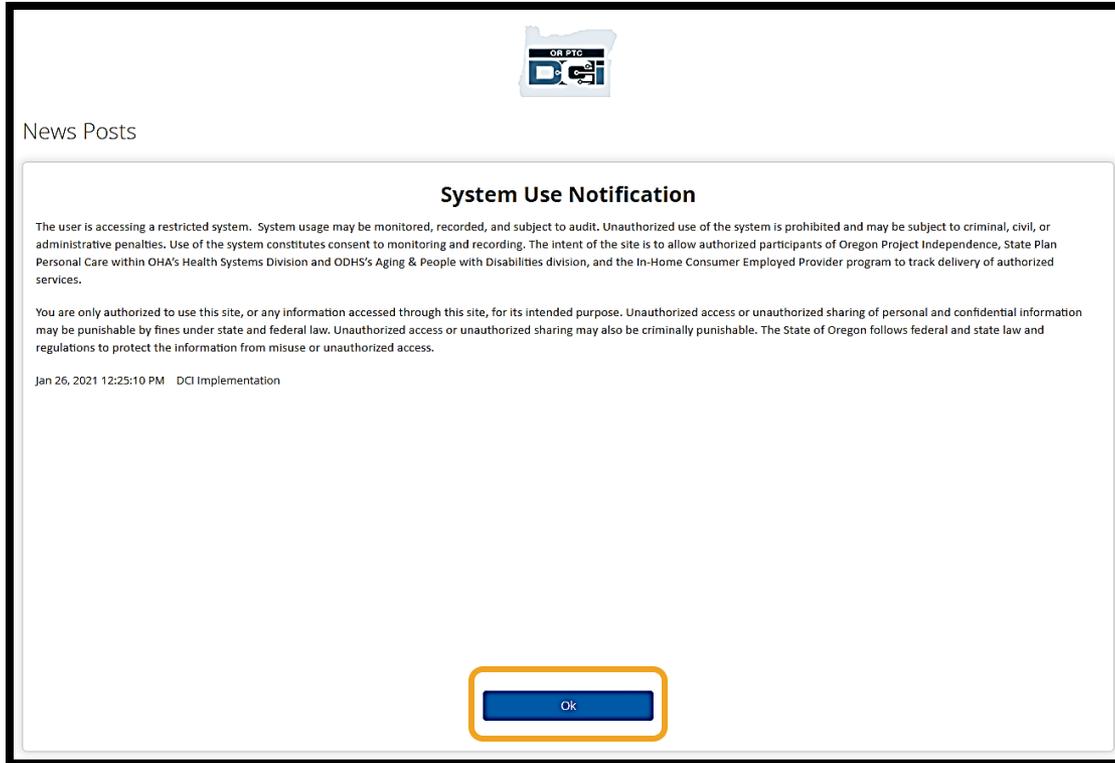
注：您將需要記住您選擇的安全問題的答案以在將來重置您的密碼。



The screenshot shows a web interface for updating security details. At the top is the OR PTC DCI logo. The main heading reads "Please update security details for your profile test@dcisoftware.com". Below this, there is a "Question: *" dropdown menu with the selected option "In which city or town was your first job?". The "Answer:" field contains the text "Eugene". A blue circle with the number "3" is positioned to the right of the answer field. At the bottom of the form is a blue "Save" button, which is highlighted with a blue rectangular border.

新聞

在您完成登錄後，您將看到至少一條新聞：



The screenshot shows a news post interface. At the top, there is a logo for Oregon Project Independence (OPI) and Oregon Health Division (ODH). Below the logo, the text "News Posts" is visible. The main content of the news post is a "System Use Notification" with the following text:

The user is accessing a restricted system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and may be subject to criminal, civil, or administrative penalties. Use of the system constitutes consent to monitoring and recording. The intent of the site is to allow authorized participants of Oregon Project Independence, State Plan Personal Care within OHA's Health Systems Division and ODH's Aging & People with Disabilities division, and the In-Home Consumer Employed Provider program to track delivery of authorized services.

You are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or unauthorized sharing of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access or unauthorized sharing may also be criminally punishable. The State of Oregon follows federal and state law and regulations to protect the information from misuse or unauthorized access.

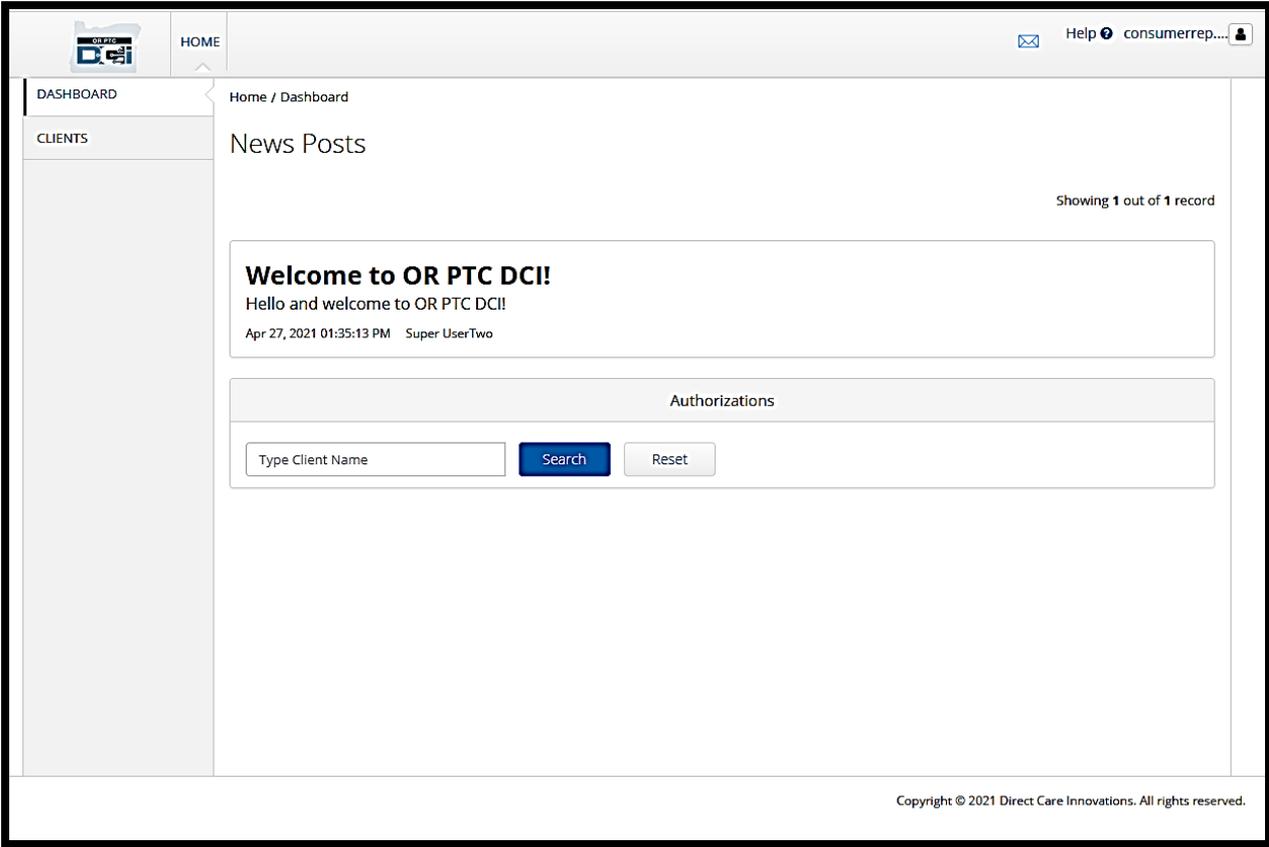
Jan 26, 2021 12:25:10 PM DCI Implementation

At the bottom of the notification, there is a blue button labeled "Ok" which is highlighted with a yellow border.

點擊 **Ok**（好的）承認每條新聞的內容。

儀錶板概述

恭喜！您已經成功登錄了OR PTC DCI門戶網站。**Dashboard**（儀錶板）是您登錄時您將看到的第一個東西。讓我們一起查看您的儀錶板。



The screenshot displays the OR PTC DCI Dashboard interface. At the top left, there is a logo and a 'HOME' button. The main navigation menu on the left includes 'DASHBOARD' and 'CLIENTS'. The breadcrumb trail shows 'Home / Dashboard'. The page title is 'News Posts', and it indicates 'Showing 1 out of 1 record'. A prominent message box reads: 'Welcome to OR PTC DCI! Hello and welcome to OR PTC DCI! Apr 27, 2021 01:35:13 PM Super UserTwo'. Below this is an 'Authorizations' section with a search form containing a text input labeled 'Type Client Name', a blue 'Search' button, and a 'Reset' button. The footer contains the text: 'Copyright © 2021 Direct Care Innovations. All rights reserved.'



儀錶板概述

在您的儀錶板上，您可以找到：

1. 您的用戶名：點擊以找到 **User Settings**（用戶設置）。
2. **Help**（幫助）：點擊以找到 **DCI**幫助中心。
3. 信封：點擊以找到**DCI**消息傳遞模組。

The screenshot displays the OR PTC DCI dashboard. At the top right, there are three numbered callouts: 1 (envelope icon), 2 (Help icon), and 3 (user profile icon). The dashboard includes a navigation menu on the left with 'DASHBOARD' and 'CLIENTS' options. The main content area shows a 'News Posts' section with one record. Below this is a 'Welcome to OR PTC DCI!' message. A search bar is present for 'Authorizations' with the text 'Consumer Training - 123456789' and 'Search' and 'Reset' buttons. The search results show an authorization for 'Consumer Training' with the following details:

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-1	05/09/2021	05/15/2021	100.00	100.00	0.00	100.00



儀錶板概述

您也將看到以下：

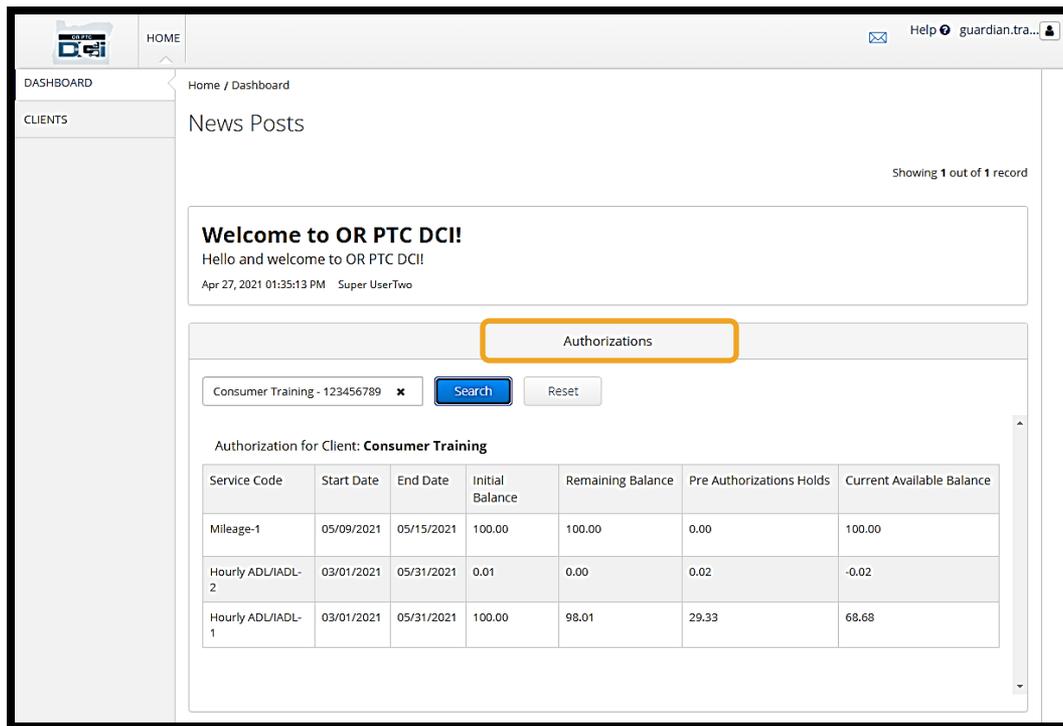
1. 被稱為**News Posts**（新聞）的來自機構的重要消息。
2. **Clients**（客戶）選項卡，這裏您可以看到您代表的消費者的列表。
3. 對於您代表的消費者的當前授權。

The screenshot shows the OR PTC DCI dashboard interface. At the top, there is a navigation bar with 'HOME' and 'Help guardian tra...'. Below this is a sidebar with 'DASHBOARD' and 'CLIENTS' tabs. The main content area is titled 'Home / Dashboard' and contains a 'News Posts' section with a 'Showing 1 out of 1 record' indicator. A large welcome message reads 'Welcome to OR PTC DCI!' followed by 'Hello and welcome to OR PTC DCI!' and the date/time 'Apr 27, 2021 01:35:13 PM Super UserTwo'. Below the welcome message is an 'Authorizations' section with a search bar containing 'Consumer Training - 123456789' and a 'Search' button. A table below the search bar shows authorization details for the client 'Consumer Training'.

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-1	05/09/2021	05/15/2021	100.00	100.00	0.00	100.00
Hourly ADL/IADL-2	03/01/2021	05/31/2021	0.01	0.00	0.02	-0.02
Hourly ADL/IADL-1	03/01/2021	05/31/2021	100.00	98.01	29.33	68.68

授權

在OR PTC DCI中，授權就像憑證 – 它告訴您為當前支付週期中的服務您有多少時間和里程可用。要看到消費者的授權，到Dashboard（儀錶板）頁面，向下滾動到Authorizations（授權）。您的授權儀錶板直接在News Posts（新聞）下麵。



Showing 1 out of 1 record

Welcome to OR PTC DCI!
Hello and welcome to OR PTC DCI!
Apr 27, 2021 01:35:13 PM Super UserTwo

Authorizations

Consumer Training - 123456789

Authorization for Client: **Consumer Training**

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-1	05/09/2021	05/15/2021	100.00	100.00	0.00	100.00
Hourly ADL/IADL-2	03/01/2021	05/31/2021	0.01	0.00	0.02	-0.02
Hourly ADL/IADL-1	03/01/2021	05/31/2021	100.00	98.01	29.33	68.68

授權

要顯示消費者的當前授權資訊：

1. 輸入消費者的姓名
2. 點擊Search（搜索）

The screenshot shows the 'Authorizations' section of the OR PTC DCI system. A search bar contains the text 'Consumer Training - 123456789'. A blue 'Search' button is highlighted with a blue circle and the number '2'. The search results table is titled 'Authorization for Client: Consumer Training' and contains the following data:

Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-1	05/09/2021	05/15/2021	100.00	100.00	0.00	100.00
Hourly ADL/IADL-2	03/01/2021	05/31/2021	0.01	0.00	0.02	-0.02
Hourly ADL/IADL-1	03/01/2021	05/31/2021	100.00	98.01	29.33	68.68



授權

這些資訊意思是什麼？

- **Service Code** (服務代碼) - 提供給消費者的服務的名稱。
- **Start and End Dates** (開始和結束日期) – 代表當前的服務期。
- **Initial Balance** (初始餘額) – 代表在當前服務期開始時消費者被授權多少時間和里程。
- **Remaining Balance** (剩餘餘額) - 服務被批准後消費者的授權上剩下的時間或里程。
- **Pre-Authorization Holds** (預授權保留) - 尚未被批准的提供的服務的時間或里程。
- **Current Available Balance** (當前可用的餘額) – 當前可用於使用的時間或里程。

Authorizations						
Consumer Training - 123456789 ✕ <input type="button" value="Search"/> <input type="button" value="Reset"/>						
Authorization for Client: Consumer Training						
Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-1	05/09/2021	05/15/2021	100.00	100.00	0.00	100.00
Hourly ADL/IADL-2	03/01/2021	05/31/2021	0.01	0.00	0.02	-0.02
Hourly ADL/IADL-1	03/01/2021	05/31/2021	100.00	98.01	29.33	68.68

授權

注：如果您相信一個授權缺失，請致電您的本地辦事處。

Authorizations						
Consumer Training - 123456789 ✕						
<input type="button" value="Search"/>						
<input type="button" value="Reset"/>						
Authorization for Client: Consumer Training						
Service Code	Start Date	End Date	Initial Balance	Remaining Balance	Pre Authorizations Holds	Current Available Balance
Mileage-1	05/09/2021	05/15/2021	100.00	100.00	0.00	100.00
Hourly ADL/IADL-2	03/01/2021	05/31/2021	0.01	0.00	0.02	-0.02
Hourly ADL/IADL-1	03/01/2021	05/31/2021	100.00	98.01	29.33	68.68

需要簽出的輸入

在支付週期結束時，您必須簽出確認所有的提供者的輸入以確保對提供者的及時付款。要到需要簽出的輸入：

1. 點擊**Clients**（客戶）
2. 點擊消費者的姓名

The screenshot shows a web application interface for 'Clients'. The left sidebar has a 'DASHBOARD' menu and a 'CLIENTS' menu item highlighted with a yellow box and a circled '1'. The main content area is titled 'Clients' and contains a search form with fields for 'Type Client Name', 'Type Client Id', 'Type Cost Center', 'Select State', and 'Select Status'. There are 'Reset' and 'Search' buttons. Below the search form is an 'Export' button. A table below shows one record with columns: Name, Client Id, State, Region, Cost Center, and Status. The record is 'Consumer Susannah' with Client Id '12345', State 'AZ', Region, 'Asian Health Services-EU - 1415-EU', and Status 'Active'. A blue box highlights the 'Name' column and its value, with a circled '2' next to it. The top right of the interface shows 'Help' and 'consumerrep...'.

Name	Client Id	State	Region	Cost Center	Status
Consumer Susannah	12345	AZ		Asian Health Services-EU - 1415-EU	Active

需要簽出的輸入

3. 向下滾動到消費者的人口統計資訊下列出的輸入。在那裏，您將看到為該消費者輸入的所有輸入。

The screenshot displays a web application interface for managing punch entries. At the top, there are tabs for 'Entries', 'Notes', and 'Attachments'. Below the tabs are search filters: 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Type Punch Id', 'Type Service Code', 'Type Employee', and 'Select Unit'. There are 'Reset' and 'Search' buttons. Below the filters are 'Sign Off' and 'Reject' buttons. On the right side, there is an 'Export' button. The main content is a table of punch entries, with a blue circle highlighting the table area. The table has 12 columns: Id, Service Date, Type, Employee Name, Cost Center, Service Code, Start Time, End Time, Units, Status, and EVW. The table shows 5 records, with the first two (1510 and 1509) being approved and the last two (1504 and 1502) being pending. The text 'Showing 30 out of 39 records' is visible at the bottom right of the table area.

<input type="checkbox"/>	Id	Service Date	Type	Employee Name	Cost Center	Service Code	Start Time	End Time	Units	Status	EVW
<input type="checkbox"/>	1510	May 07, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	11:37 AM	11:57 AM	0.33	Approved	Yes
<input type="checkbox"/>	1509	May 07, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	11:14 AM	11:35 AM	0.35	Approved	Yes
<input type="checkbox"/>	1504	Apr 29, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	02:40 PM	02:54 PM	0.23	Pending	No
<input type="checkbox"/>	1502	May 06, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	04:15 PM	09:17 AM	17.03	Pending	No
<input type="checkbox"/>	1493	May 05, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	12:39 PM	12:40 PM	0.02	Approved	Yes

需要簽出的輸入

- 簽出確認您相信正確準確的輸入。
- 拒絕您認為錯誤或錯誤做出的輸入。如果您拒絕一個輸入，該輸入的狀態將變為 **rejected**（被拒絕的），並且該輸入不再能被編輯或批准。

注：取代拒絕一個輸入，您可以請求提供者編輯其輸入為正確的。

The screenshot shows a web application interface for managing punch entries. At the top, there are tabs for 'Entries', 'Notes', and 'Attachments'. Below the tabs are search filters: 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Type Punch Id', 'Type Service Code', 'Type Employee', and 'Select Unit'. There are 'Reset' and 'Search' buttons. Below the filters are 'Sign Off' and 'Reject' buttons. On the right, there is an 'Export' button and a note 'Showing 30 out of 39 records'. The main part of the interface is a table with the following columns: Id, Service Date, Type, Employee Name, Cost Center, Service Code, Start Time, End Time, Units, Status, and EW. The table contains five rows of data.

<input type="checkbox"/>	Id	Service Date	Type	Employee Name	Cost Center	Service Code	Start Time	End Time	Units	Status	EW
<input checked="" type="checkbox"/>	1510	May 07, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	11:37 AM	11:57 AM	0.33	Approved	Yes
<input checked="" type="checkbox"/>	1509	May 07, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	11:14 AM	11:35 AM	0.35	Approved	Yes
<input type="checkbox"/>	1504	Apr 29, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	02:40 PM	02:54 PM	0.23	Pending	No
<input type="checkbox"/>	1502	May 06, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	04:15 PM	09:17 AM	17.03	Pending	No
<input checked="" type="checkbox"/>	1493	May 05, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	12:39 PM	12:40 PM	0.02	Approved	Yes

需要簽出的輸入

讓我們查看輸入列表中的資訊：

- **ID**：點擊ID查看輸入細節。
- **Service Date**（服務日期）：消費者接收服務的日期。
- **Employee Name**（員工姓名）：提供者的姓名。
- **Cost Center**（費用中心）：分支辦事處名稱
- **Service Code**（服務代碼）：接收的服務的類型。
- **StartTime**（開始時間）：提供者開始工作的時間。
- **EndTime**（結束時間）：提供者停止工作的時間。
- **Units**（單位）：輸入上的小時或英里數。
- **Status**（狀態）：輸入的狀態。
- **EVV**：如果您尚未簽出，這個將說**No**（不），如果您已簽出，這個將說**Yes**（是的）。



Showing 30 out of 39 records

<input type="checkbox"/>	Id	Service Date	Type	Employee Name	Cost Center	Service Code	Start Time	End Time	Units	Status	EVV
	1510	May 07, 2021	Punch	Provider Training	Burns APD-EU	Hourly ADL/IADL-1	11:37 AM	11:57 AM	0.33	Approved	Yes

需要簽出的輸入

簽出或拒絕一個輸入：

1. 選擇您正在對之採取行動的單獨輸入或
2. 通過選擇頂部的複選框選擇所有輸入
3. 點擊適當的行動， **Sign Off**（簽出）或**Reject**（拒絕）
4. 點擊提示彈窗上的**Yes**（是的）

注：您也可以使用搜索過濾器找到具體的輸入

The screenshot displays a web application interface for managing punch entries. At the top, there are tabs for 'Entries', 'Notes', and 'Attachments'. Below the tabs are search filters: 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Type Punch Id', 'Type Service Code', 'Type Employee', and 'Select Unit'. A table of punch entries is shown with columns: Id, Service Date, Type, Employee Name, and several status columns. An alert dialog box is open, asking 'Are you sure you want to Sign Off - Punch?' with 'No' and 'Yes' buttons. Numbered callouts (1-4) highlight the selection checkboxes, the Sign Off/Reject buttons, and the Yes button in the alert dialog.

Id	Service Date	Type	Employee Name						
<input checked="" type="checkbox"/>	1486	Apr 27, 2021	Punch	Provider Susannah					
<input checked="" type="checkbox"/>	1464	Apr 25, 2021	Punch	Provider Susannah					
<input checked="" type="checkbox"/>	1462	Apr 26, 2021	Punch	Provider Susannah	Burns APD-EU	Hourly ADL/IADL-1	12:00 AM	12:30 AM	0.50

消息傳遞模組概述

OR PTC DCI有它自己的消息傳遞系統。這允許您向消費者的提供者和向其本地辦事處的您的聯繫人發送消息。您也可以收到系統產生的消息。在您的儀錶板的頂部，如果您有高優先消息，您將看到一個紅色的提示。

注：OR PTC DCI消息傳遞模組不應被用於緊急交流。

The screenshot displays the OR PTC DCI dashboard interface. At the top left, there is a logo for OR PTC DCI and a 'HOME' button. On the right side of the top bar, there is a 'Help' icon and a user profile icon labeled 'consumerrep...'. A prominent red notification banner at the top of the main content area states: 'You have 3 high priority message(s) in your inbox'. Below this, the main content area is titled 'News Posts' and shows 'Showing 1 out of 1 record'. A large white box contains a welcome message: 'Welcome to OR PTC DCI!', 'Hello and welcome to OR PTC DCI!', and 'Apr 27, 2021 01:35:13 PM Super UserTwo'. Below the welcome message is a section titled 'Authorizations' with a search bar labeled 'Type Client Name', a blue 'Search' button, and a 'Reset' button. The left sidebar contains navigation options for 'DASHBOARD' and 'CLIENTS'.

消息傳遞模組概述

要看到消息傳遞模組中您的消息，登錄ORPTC DCI門戶網站。然後遵循這些步驟：

1. 點擊螢幕右上角的信封圖示
2. 點擊**See All Messages**（看所有消息）
3. 您將被帶到消息傳遞模組

The screenshot displays the ORPTC DCI portal interface. The top navigation bar includes a logo and a 'HOME' link. Below this, a sidebar menu lists 'DASHBOARD' and 'CLIENTS'. The main content area shows 'Home / Dashboard' and 'News Posts'. A 'Latest Messages' box is present, featuring a 'Compose Message' button and a 'See All Messages' button. The 'See All Messages' button is highlighted with a blue circle and the number '2'. The 'Latest Messages' box is also highlighted with a blue circle and the number '1'. The 'See All Messages' button is also highlighted with a blue circle and the number '3'. The 'See All Messages' button is also highlighted with a blue circle and the number '3'.

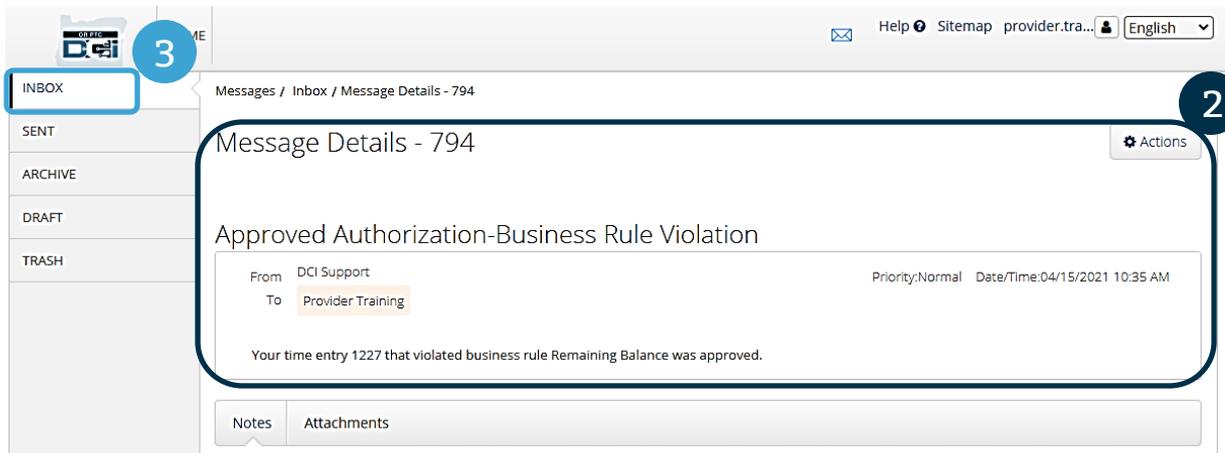
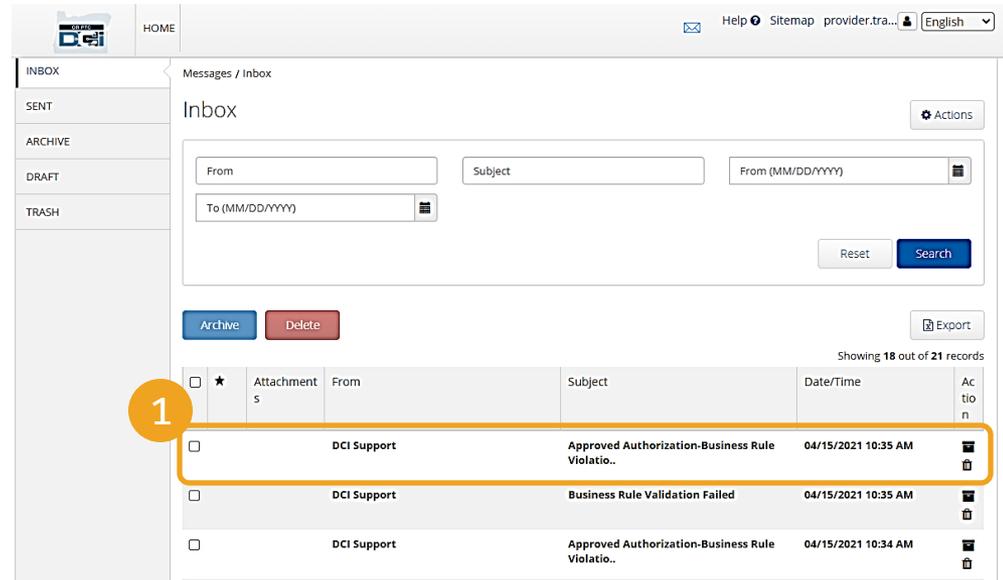
The 'See All Messages' button is circled in blue and labeled '2'. The 'Latest Messages' box is also circled in blue and labeled '1'. The 'See All Messages' button is also circled in blue and labeled '3'.

The 'See All Messages' button is circled in blue and labeled '3'.

消息傳遞模組概述

要閱讀Inbox（收件箱）中的消息：

1. 點擊消息
2. Message Details（消息細節）頁面打開，您將能夠閱讀消息
3. 點擊Inbox（收件箱）返回看所有消息



消息傳遞模組概述

現在，讓我們學習如何發送消息。

要發送一個消息：

1. 點擊Actions（行動）
2. 點擊New Message（新消息）

Messages > Inbox

Inbox

Showing 15 out of 15 records

<input type="checkbox"/>	★	Attachments	From	Subject	Date/Time	Action
<input type="checkbox"/>	★		Super User	Important Message from Your Local Office	08:43 AM	

消息傳遞模組概述

接下來，填寫以下欄：

1. **To:** (收件人：) 開始輸入收件人的名或姓的前三個字母，當姓名出現時，從下拉列表選擇一個姓名
2. **Subject** (主題)：在主題框中輸入消息的**Subject** (主題)
3. **Priority** (優先)：從下拉列表選擇優先等級 (就細節見下一張幻燈片)
4. 在主體框中輸入消息
5. 點擊**Send** (發送) 按鈕

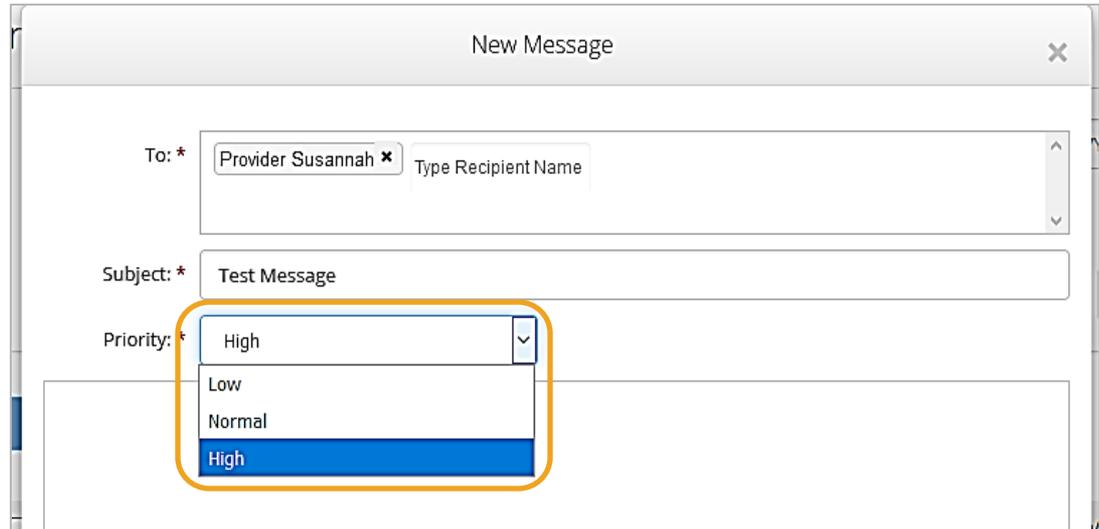
The screenshot shows a 'New Message' form with the following fields and callouts:

- To:** A dropdown menu with 'Payroll Specialist' selected. A callout '1' points to the dropdown arrow.
- Subject:** A text box containing 'My time was rejected'. A callout '2' points to the text box.
- Priority:** A dropdown menu with 'Low' selected. A callout '3' points to the dropdown arrow.
- Body:** A large text area containing the message: 'Hello, Can you please explain why my entry on August 13th was rejected? Thank you, Provider'. A callout '4' points to the body text area.
- Buttons:** At the bottom right, there are three buttons: 'Save as Draft', 'Cancel', and 'Send'. A callout '5' points to the 'Send' button.

A yellow callout box with the text 'See Next Slide For Details' points to the 'Priority' dropdown menu.

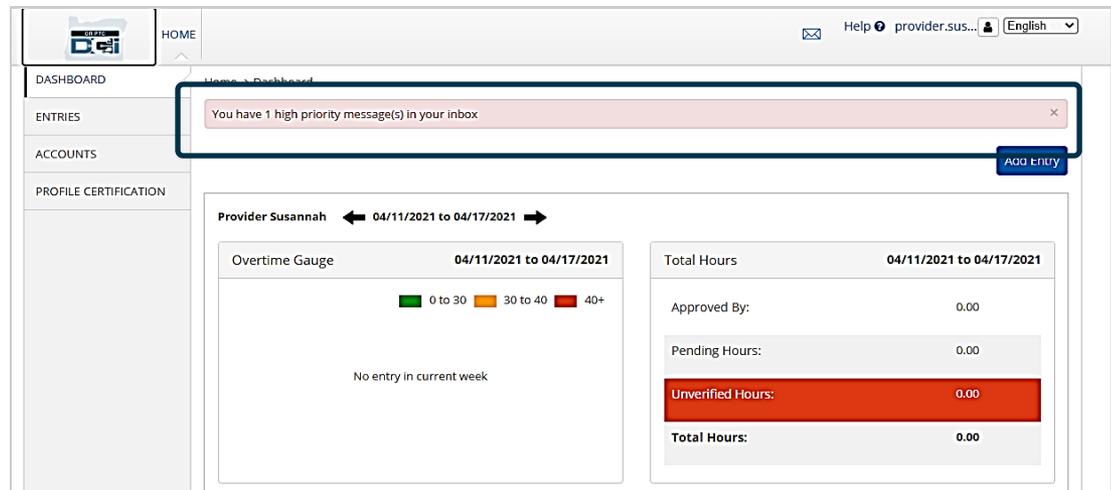
消息傳遞模組概述

- 從**Priority**（優先）框中的下拉列表選擇**Low**（低）、**Medium**（中等）或**High**（高）。
- 高優先消息將導致在收件人登錄時一個紅色提示出現在其OR PTC DCI儀錶板的頂部。



The screenshot shows a 'New Message' form with the following fields:

- To:** Provider Susannah (selected), with a search box 'Type Recipient Name'.
- Subject:** Test Message
- Priority:** A dropdown menu is open, showing options: High (selected), Low, Normal, and High (highlighted in blue).



The screenshot shows the OR PTC DCI dashboard with a notification bar at the top: "You have 1 high priority message(s) in your inbox". Below the notification, the dashboard displays data for "Provider Susannah" from 04/11/2021 to 04/17/2021.

Overtime Gauge	04/11/2021 to 04/17/2021
	No entry in current week

Total Hours	04/11/2021 to 04/17/2021
Approved By:	0.00
Pending Hours:	0.00
Unverified Hours:	0.00
Total Hours:	0.00

OR PTC DCI移動應用



OR PTC DCI移動應用

OR PTC DCI移動應用不只是為提供者的！您，作為消費者雇主代表，也可以使用移動應用：

- 查看為提供的服務的輸入
- 簽出確認和拒絕時間輸入
- 使用DCI消息傳遞模組

讓我們通過學習如何下載OR PTC DCI移動應用開始。



下載移動應用

要下載應用，到您的智慧型設備上的
Apple App Store（蘋果應用商店）或
Google Play Store（谷歌商店）。

蘋果設備



即智慧型手機或iPad

安卓設備



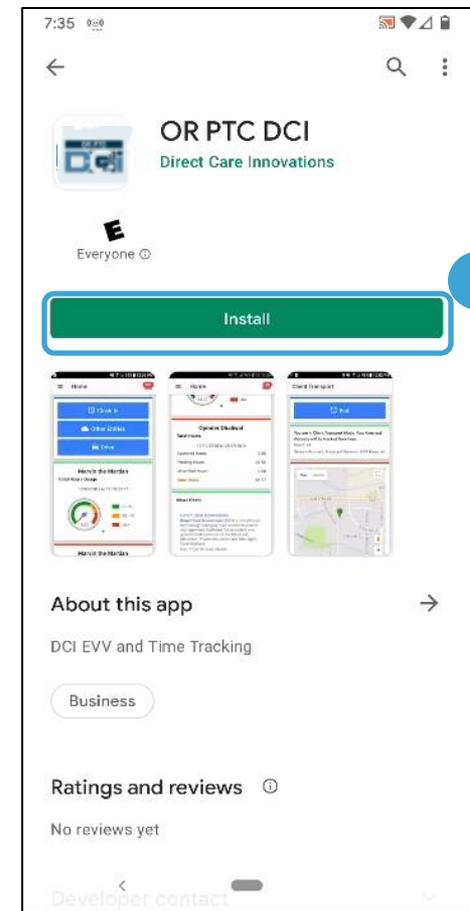
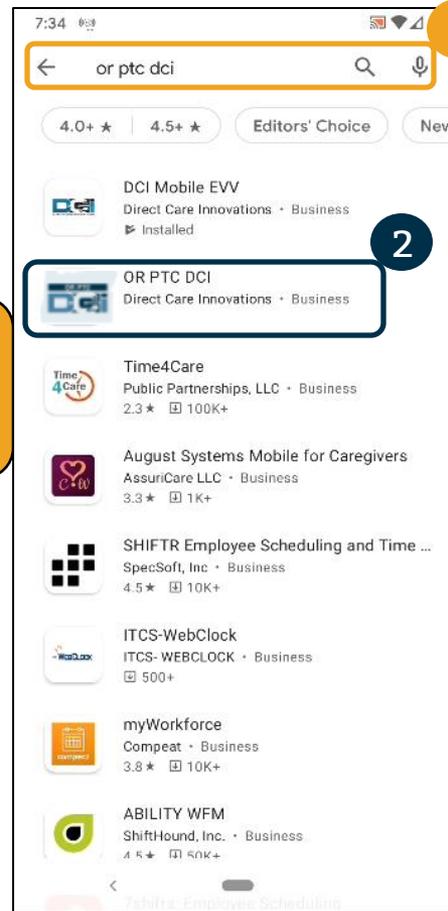
即智慧型手機或平板

下載移動應用

1. 在搜索欄中輸入“OR PTC DCI”。
2. 從可用應用列表中選擇OR PTC DCI。

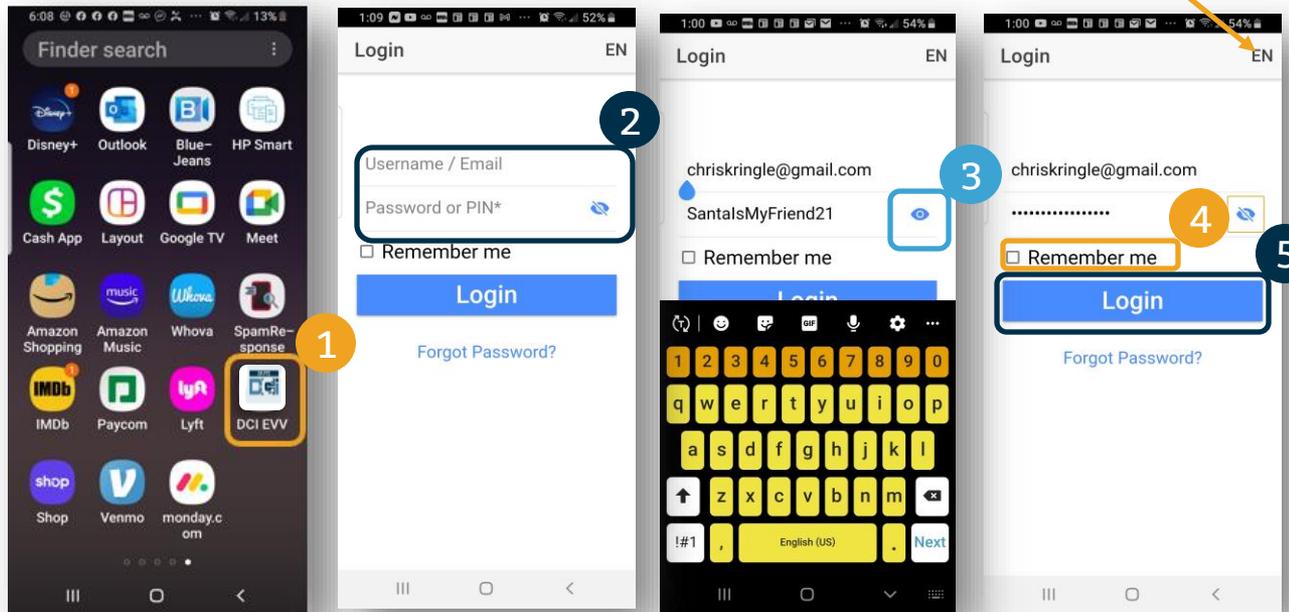
注：有不只一個DCI移動應用，確定選擇名為**OR PTC DCI**的。

3. 點擊Install（安裝），然後在安裝完成時打開應用。



登錄

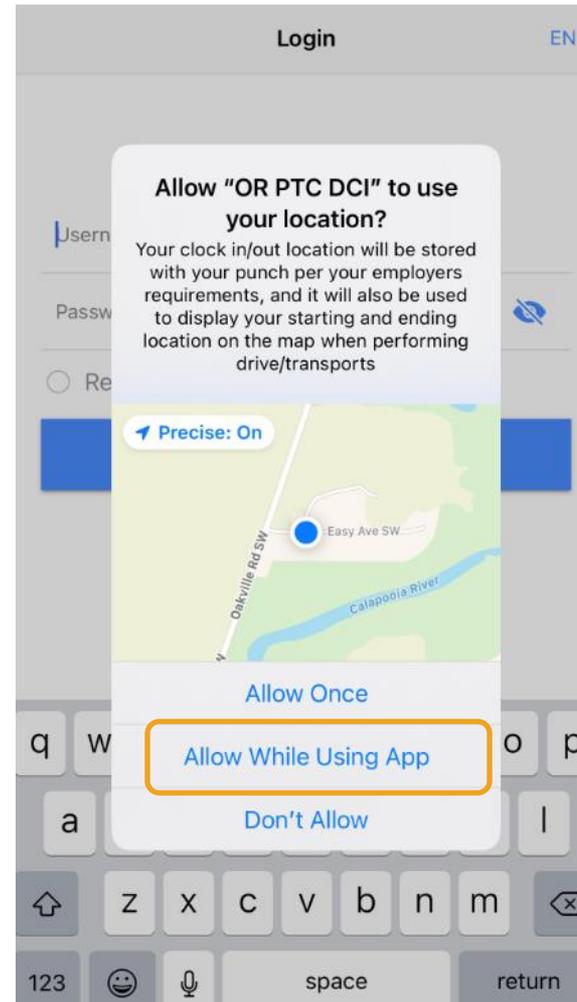
1. 在您的移動設備上打開
OR DCI PTC應用
2. 輸入您的用戶名和密碼
3. 您可以輕擊眼睛圖示顯示或隱藏您為您的密碼所輸入的
4. 如果您想要系統記住您的用戶名，勾選
Remember Me（記住我）
5. 點擊**Login**（登錄）



登錄

第一次登錄將要求您讓應用訪問設備的位置。

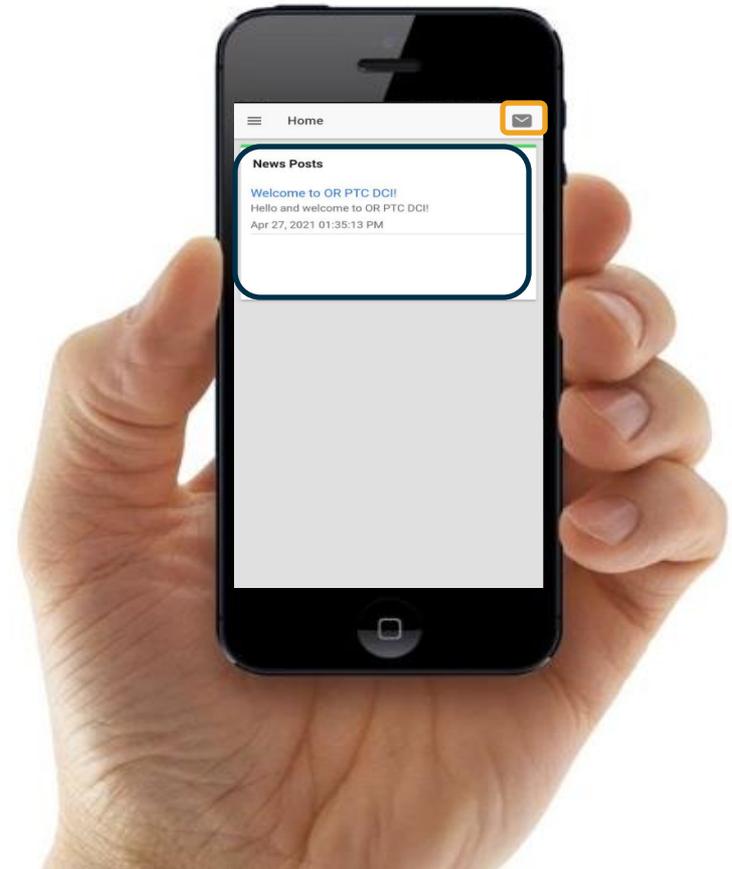
注：您必須選擇“**Allow While Using App**（當使用應用時允許）”，否則應用將不允許您登錄。應用將不追蹤您（作為消費者雇主代表）的位置。應用要求位置追蹤能力。這樣提供者時間輸入是符合EVV的。此消息將僅在第一次登錄應用期間顯示。



移動應用儀錶板

讓我們查看您的移動應用儀錶板：

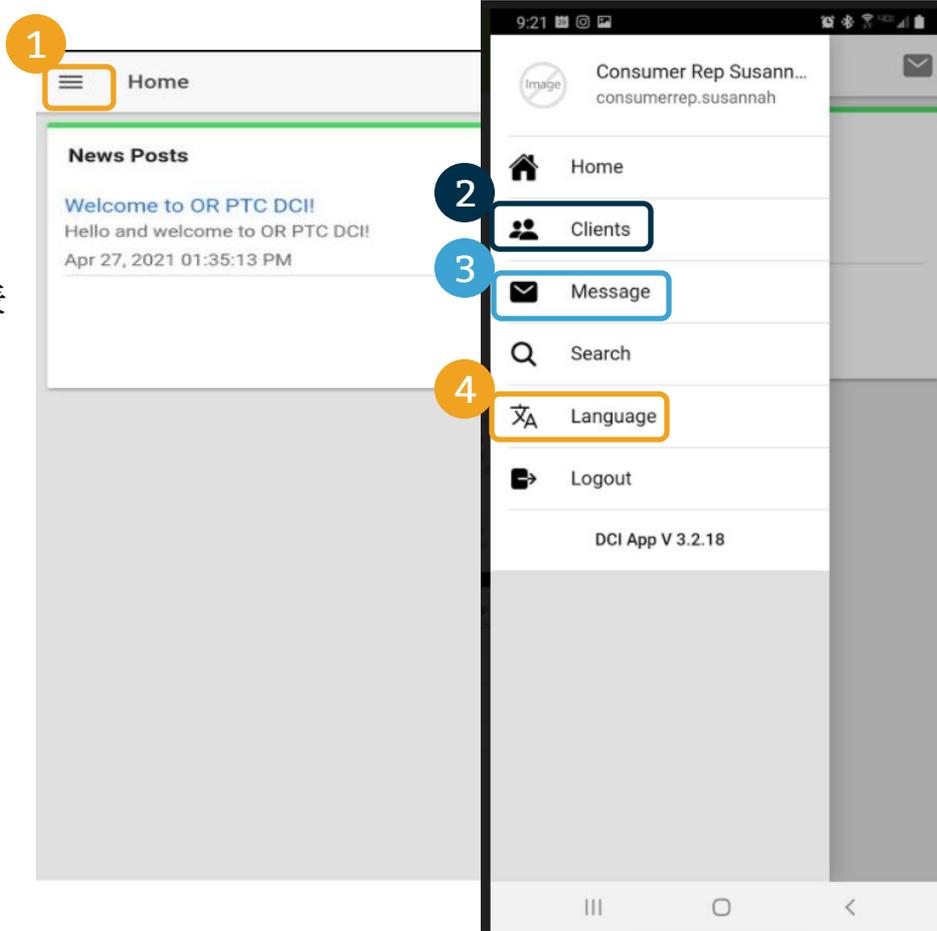
- **Messaging Module**（消息傳遞模組）：點擊右上角的信封查看您的收件箱裏的消息。
- **News Posts**（新聞）：來自機構的重要的消息。點擊新聞查看細節。



移動應用菜單

現在讓我們看看您的菜單：

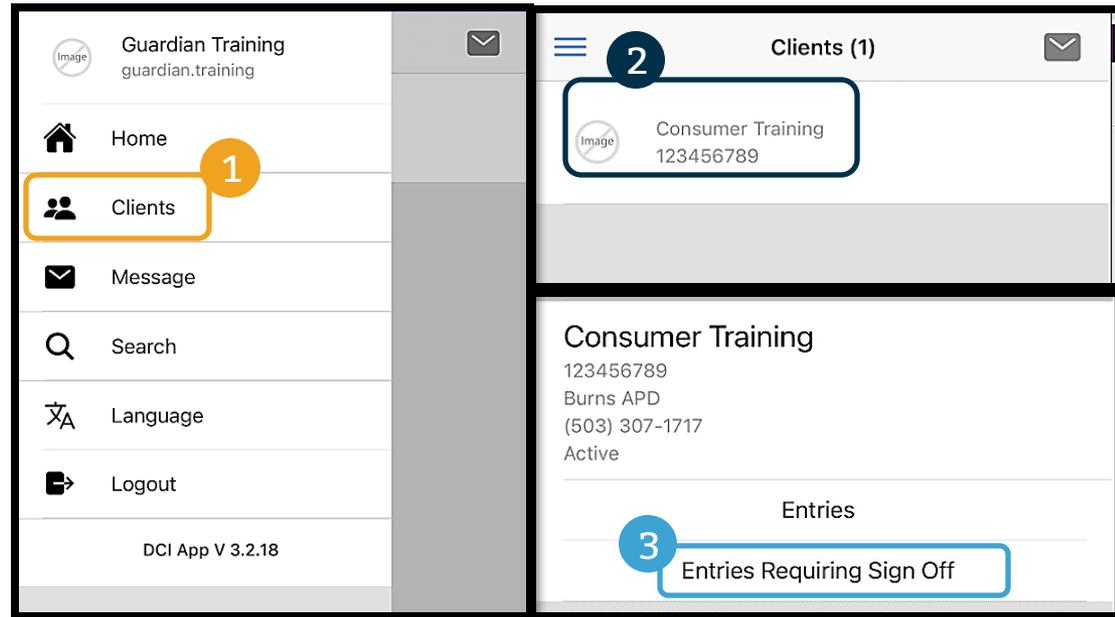
1. 點擊有三條水平線條的圖示查看您的菜單
2. 點擊**Clients**（客戶）查看您代表的消費者
3. 點擊**Message**（消息）查看您的消息
4. 點擊**Language**（語言）更改您的首選語言



需要簽出的輸入

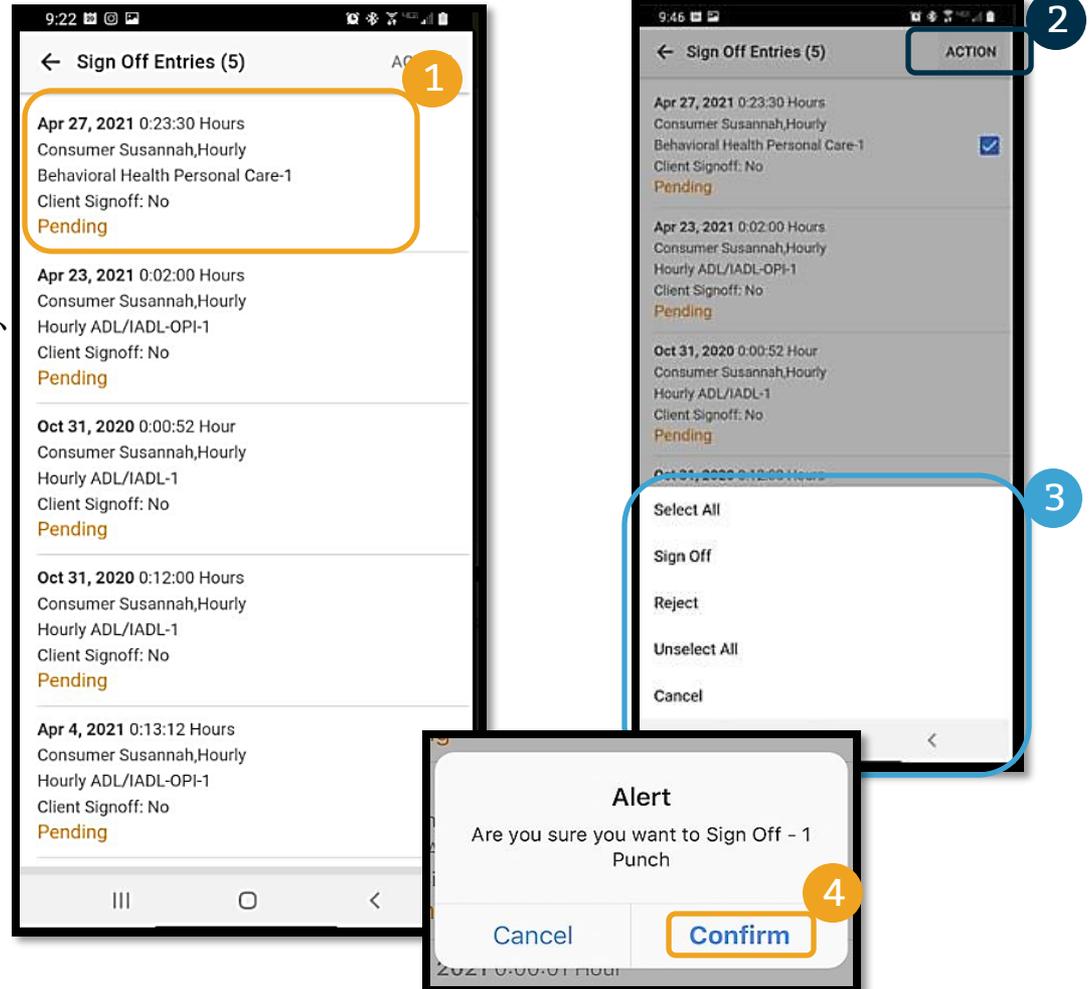
讓我們以需要簽出的輸入開始。要到那裏，首先點擊消費者的姓名

1. 從菜單，點擊**Clients**（客戶）
2. 點擊消費者的姓名到客戶細節
3. 點擊 **Entries Requiring Sign Off**（需要簽出的輸入）。



需要簽出的輸入

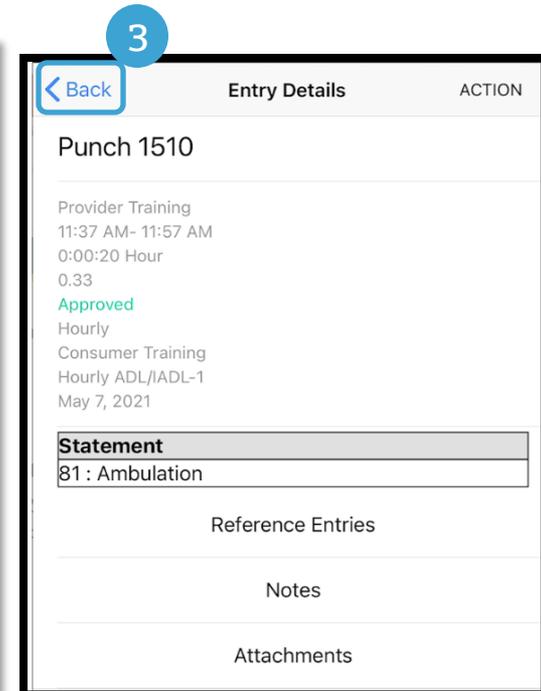
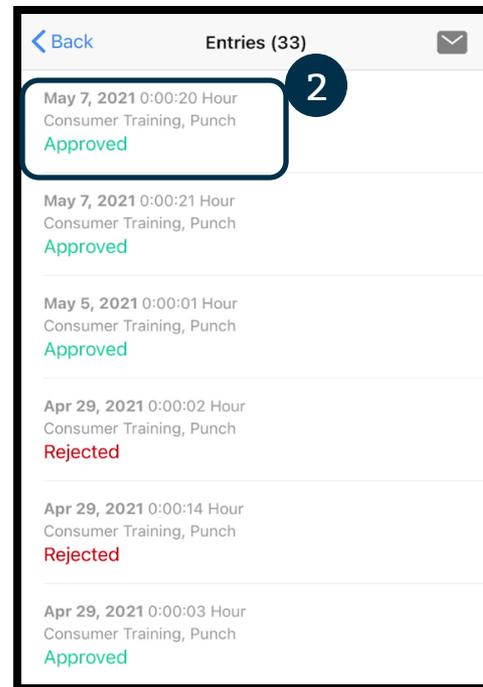
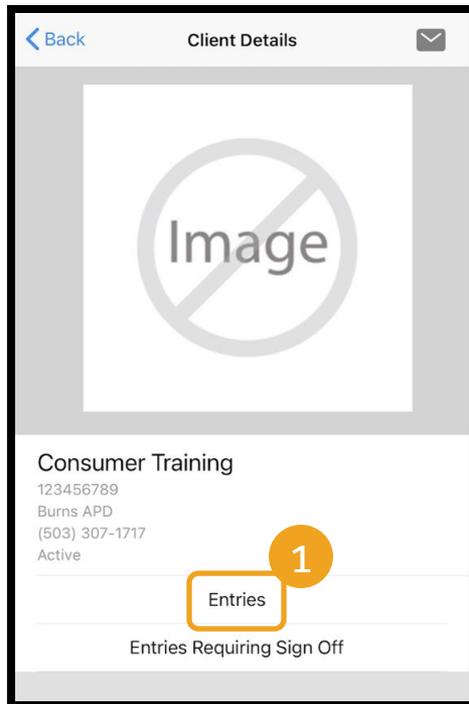
1. 按住不放一個輸入以選擇它。您應當看到一個有核選標記的藍色框出現在右邊。
2. 點擊Action（行動）
3. 從這裏，您可以**Select All**（全選）、**Sign Off**（簽出）或**Reject**（拒絕）選擇的輸入或**Unselect All**（取消全選）或**Cancel**（取消）
4. 如果您點擊**Sign Off**（簽出）或**Reject**（拒絕），您將得到一個彈窗提示以確認，點擊**Confirm**（確認）



所有輸入

接下來，讓我們查看所有輸入：

1. 從**Client Details**（客戶細節），點擊輸入。
2. 點擊任何輸入以查看細節。
3. 點擊**Back**（返回）以返回到輸入列表。



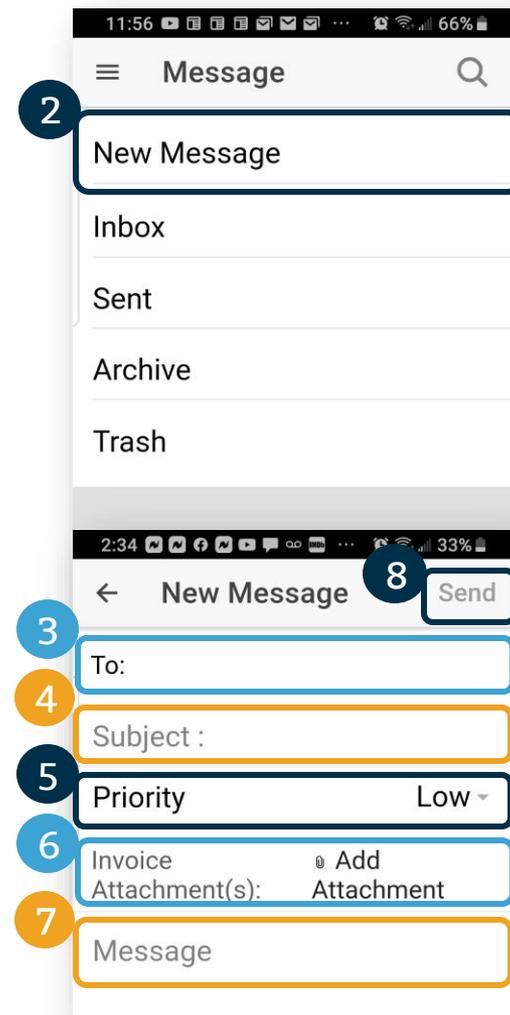
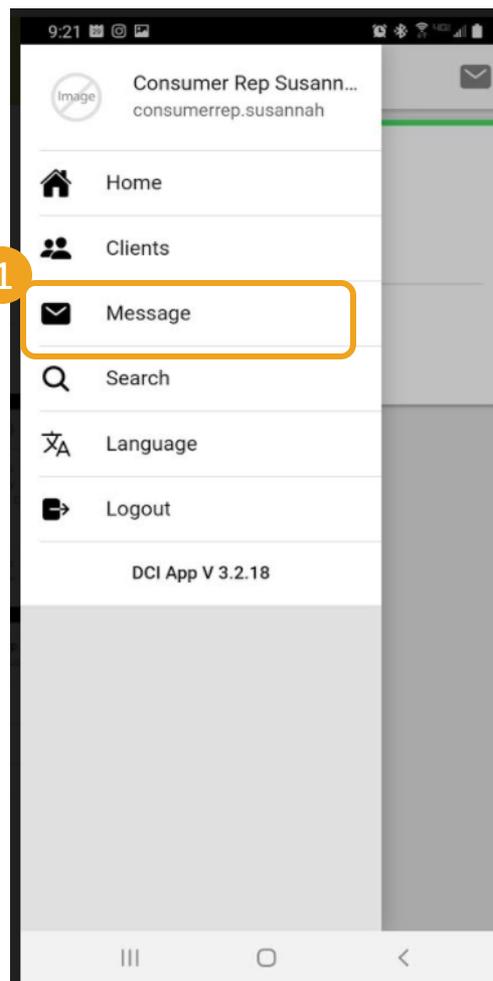
消息傳遞模組

您可以使用ORPTC DCI消息傳遞模組向提供者或您的本地辦事處發送非緊急交流。

從菜單：

1. 點擊**Message** (消息)
2. 點擊**New Message** (新消息)
3. 點擊**“To: (收件人:)”**框開始輸入您的收件人的姓名並且在姓名出現時選擇它
4. 輸入一個主題
5. 選擇一個優先
6. 如果想要，添加一個附件
7. 撰寫您的消息
8. 點擊**Send** (發送)

注：不要為緊急交流使用DCI！



接下來的步驟

接下來的步驟

恭喜！您已經完成了OR PTC DCI簡介教程。到現在為止，您和消費者應當已經：

- 選擇了消費者的**EVV**方法，並且如果他們希望使用陸地線路或電子口令牌**EVV**，與您的本地辦事處交流了。
- 如果您沒有一個電子郵箱地址，創建了一個了。

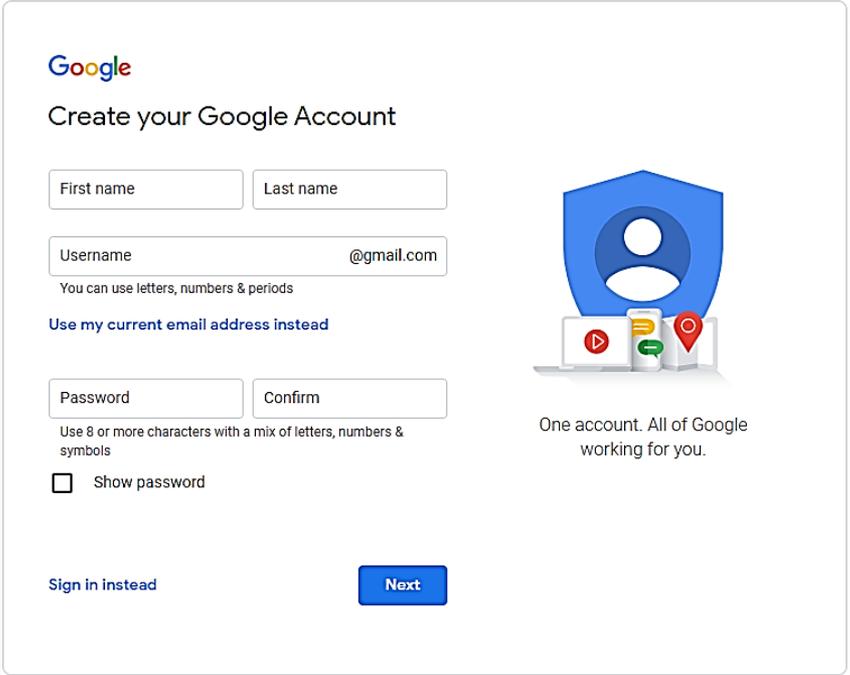
注：您必須有一個私人電子郵箱地址以使用**OR PTC DCI**。

- 確定了您聯繫本地辦事處以更新您的電子郵箱地址。

讓我們瞭解創建一個電子郵箱地址，以防萬一。

創建一個電子郵箱地址

- 有很多免費的電子郵箱提供商。最大的是谷歌的**Gmail**。
- 這是一個完全免費的非常用戶友好的電子郵箱地址。
- **Gmail**也在您的安卓和蘋果**iOS**智慧型設備上可用。
- 點擊以下鏈接註冊**Gmail**：
- <https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>



The screenshot shows the Google Account creation interface. At the top, the Google logo is followed by the heading "Create your Google Account". Below this, there are input fields for "First name" and "Last name". A larger field for "Username" is followed by "@gmail.com" and a note: "You can use letters, numbers & periods". A link "Use my current email address instead" is provided. Below that are "Password" and "Confirm" fields, with a note: "Use 8 or more characters with a mix of letters, numbers & symbols". A checkbox "Show password" is present. At the bottom left is a link "Sign in instead" and a blue "Next" button. On the right side, there is a blue shield icon with a person silhouette, and below it, icons for YouTube, Gmail, and Maps. Text below the icons reads: "One account. All of Google working for you." At the very bottom, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

創建一個電子郵箱地址

1. 輸入名和姓
2. 創建用戶名
 - 您的用戶名將是您的電子郵箱地址
 - **Gmail**將告訴您用戶名是否已被佔用
 - 您可以創建另一個用戶名或使用谷歌為您推薦的可用的用戶名
3. 創建密碼
 - 谷歌推薦使用**8**個或更多字元的混和
4. 確認密碼
5. 點擊**Next**（下一步）

注：勾選框以顯示密碼

The screenshot shows the Google Account creation interface. It includes the Google logo, the title 'Create your Google Account', and several input fields. Callout 1 points to the 'First name' and 'Last name' fields. Callout 2 points to the 'Username' field. Callout 3 points to the 'Password' field. Callout 4 points to the 'Confirm' field. Callout 5 points to the 'Next' button. A 'Show password' checkbox is checked. To the right, there is a graphic of a blue shield with a person icon and a laptop with various icons, with the text 'One account. All of Google working for you.'

Google

Create your Google Account

1

First name: Christopher Last name: Kringle

2

Username: justcallmesanta11@gmail.com

You can use letters, numbers & periods

Available: christopherkringle78 ckringle653 kringlechristopher78

Use my current email address instead

3

4

Password: santaklaus2021 Confirm: santaklaus2021

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

5

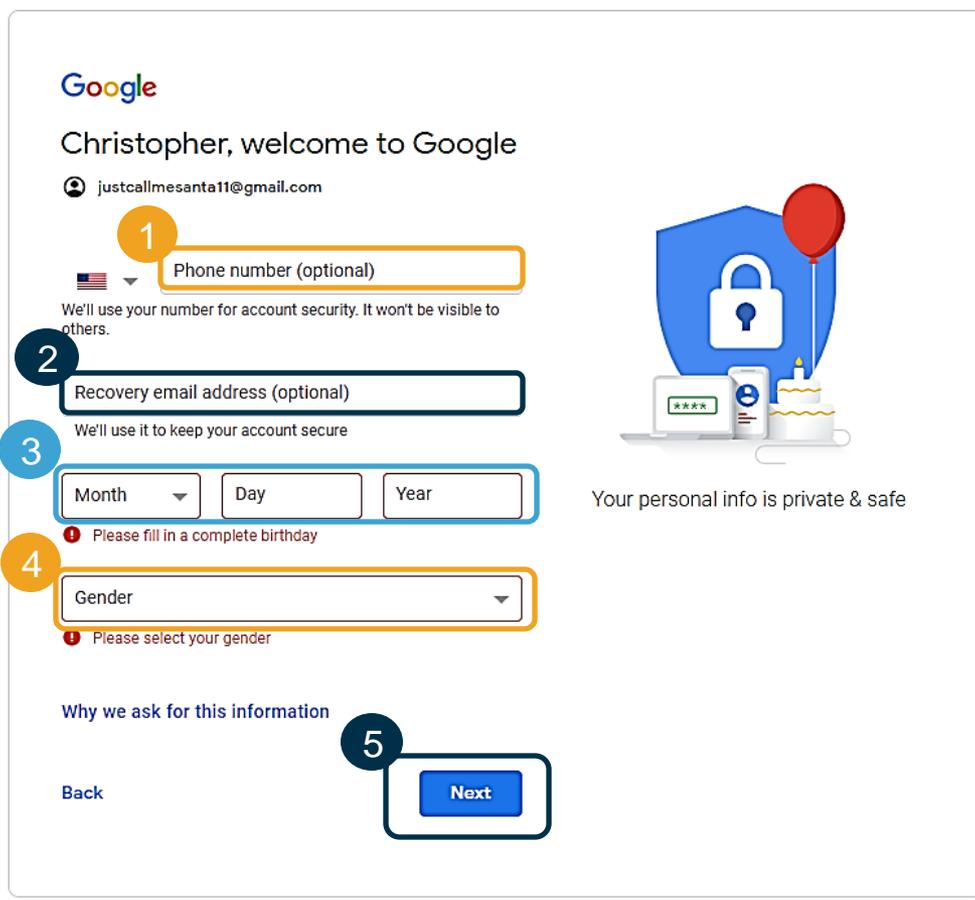
Next

One account. All of Google working for you.

創建一個電子郵箱地址

1. 輸入您的手機號碼
 - 僅用於增加的安全
2. 輸入您可能有的另一個電子郵箱地址
 - 僅用於增加的安全
3. 輸入您的出生日期*
 - 谷歌為增加的安全使用您的生日，確保您足夠大以有一個電子郵箱，並且個性化對您的服務。
4. 選擇您的性別或選擇不披露它*
 - 谷歌使用您的性別以在他們可能發送給您的消息中正確稱呼您
5. 點擊**Next**（下一步）

* -表示必填欄



The screenshot shows the Google account creation interface for Christopher. It includes the following elements:

- 1**: Phone number (optional) input field. Below it, text reads: "We'll use your number for account security. It won't be visible to others."
- 2**: Recovery email address (optional) input field. Below it, text reads: "We'll use it to keep your account secure"
- 3**: Birthday selection fields for Month, Day, and Year. A red error message below reads: "Please fill in a complete birthday"
- 4**: Gender dropdown menu. A red error message below reads: "Please select your gender"
- 5**: The "Next" button.

Additional text on the page includes "Why we ask for this information" and a "Back" button. On the right side, there is an illustration of a shield, a laptop, a smartphone, and a birthday cake, with the text: "Your personal info is private & safe".

創建一個電子郵箱地址

1

Google

Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that



You're in control of the data we collect & how it's used

3

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

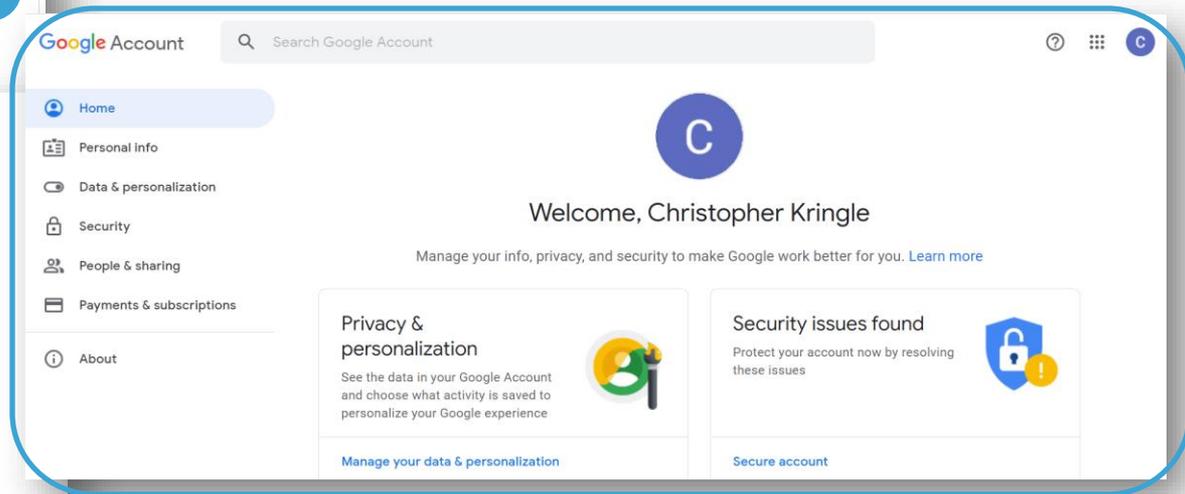
More options ▾

Cancel

2

I agree

1. 閱讀隱私和條款
2. 點擊I agree（我同意）
3. 您的電子郵箱地址現在被創建了，您將被帶到您的谷歌帳戶主頁



Google Account

Search Google Account

Home

Personal info

Data & personalization

Security

People & sharing

Payments & subscriptions

About

Welcome, Christopher Kringle

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience

[Manage your data & personalization](#)

Security issues found

Protect your account now by resolving these issues

[Secure account](#)



接下來的步驟

還有一件事！

在使用OR PTC之前，您將需要您的OR PTC DCI用戶名、密碼和PIN。如果您還沒有收到這些資訊，請儘快聯繫您的本地辦事處。



支持



需要幫助？

如果您卡住了，並且需要在OR PTC DCI解決方案的行事方面的幫助，我們為您有幫助！

Acumen呼叫中心（24/7可用，除了假期）

致電1-855-565-0155或發送電子郵件至 ORPTCSupport@dcisoftware.com 得到關於以下的幫助：

- 基本系統瀏覽協助
- 登錄協助

注：請求時，您將需要您的SSN的後四位和出生日期

- 系統錯誤（凍結的頁面、伺服器錯誤等）

PTC支持

發送電子郵件至 PTC.Support@dhsosha.state.or.us 或致電您的本地辦事處得到關於以下的幫助：

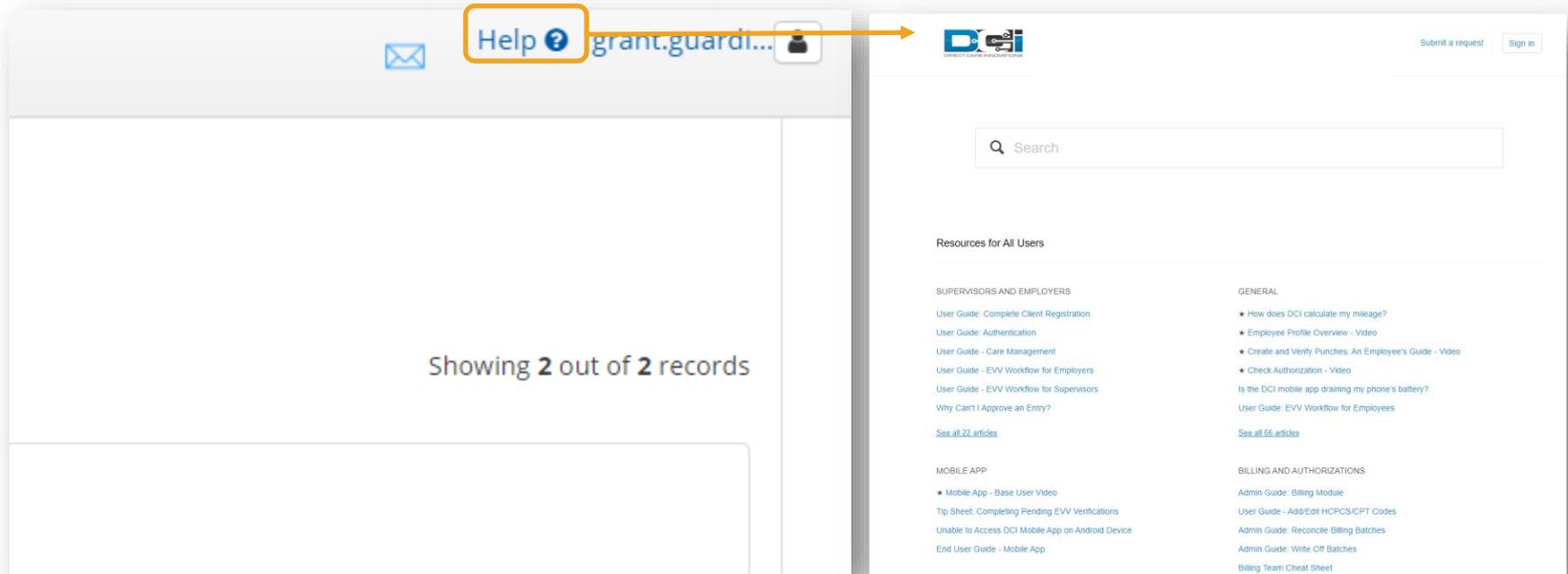
- 剛接觸OR PTC DCI和開始
- 新的、丟失的、損壞的或故障的電子口令牌



DCI幫助中心

如果您卡住了，並且需要關於在ORPTC DCI中行事的幫助，您可以輕鬆到幫助網站。

- 點擊門戶網站右上角的**Help**（幫助）按鈕。
- 您將被自動轉到幫助中心。
- 搜索關鍵字以找到您在尋找的幫助資源。



DCI幫助中心

DCI幫助中心上的一張便條：

DCI幫助中心不是針對俄勒岡州的。您應當已經從機構收到了ORPTC DCI支持材料。如果您還沒有收到這些材料或者如果您需要這些材料以特定的格式，聯繫您的本地辦事處。

謝謝！
