

Guardian Views Client Schedule - Video

Description: In this topic, the user will learn how to use the scheduling system as a guardian.

- View all shifts for all clients, for multiple employees, and for programs.
- Request services for a client
- Receive notifications when changes are made to the schedule

*Please note: The DCI Scheduling Module is used by some organizations.

Role Required: Guardian

Permission Required: N/A

View Client Schedules

Client schedules can be viewed after the supervisor has published them.

1. Log in to the guardian profile
2. Click **Home** on the main menu
3. Click **Clients** on the submenu
4. Search for the client by using the search filters and click **Search**
5. **Click anywhere on the client row** to open the Client Details page
6. Scroll down and click the **Schedule tab**
7. View the client's schedule

Schedule Details

- The schedule module displays the current week's schedule listed by employee or program for all active service accounts
- To view a different week, use the arrows or the calendar icon.
- View the schedule for Today, by Day, or by Week.
- Click Today to see a detailed view of the current day's scheduled shifts
- Each shift will display the start and end time, total hours, and service provided.
- Scheduled Shifts (published) appear in light blue
- Offered Shifts appear in yellow
- Requested Shifts appear in orange
- Click the **Printer** icon to print the schedule in a calendar or list format

View Schedule Mobile App

1. Log in to the DCI mobile app with the guardian profile
2. Click the **Menu** icon (hamburger menu) in the upper-left corner
3. Click **Clients** on the menu
4. **Click anywhere on the client row** to select
5. Click **Schedules**
6. View the client's schedule

Click the video below to launch the video player in a new tab.

HOME

SIN:

Profile Reference: _____
 No. of Funding Accounts: 16
 No. of Service Accounts: 22
 Status: Active

Code:
 Username: wicket@work
 Client Status: Active
 Authentication Status: Active
 Email confirm: Yes

Entries | **Wicket's Schedule** | Notes | Attachments

November 19, 2016 - November 25, 2016

Today [Calendar Icon] [List Icon] Day Week [Refresh Icon]

[Scheduled Shifts] [Offered Shifts]

Profiles	Sunday 20	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25	Saturday 26
Ironman				12:00 PM - 04:00 PM 4 PP Direct Support Hourly	12:00 PM - 04:00 PM 4 PP Direct Support Hourly		
Spideeman						12:00 PM - 04:00 PM 4 PP Direct Support Hourly	
Tinker Bell							
AIM Program							
AIM Community Based							

2:02 [CC] [Volume Icon] [Settings Icon] [Full Screen Icon]

Related articles

- Authorizations - Overview
- Attestation (*EVV) Workflow for Clients and Guardians
- Client - FOB Attestation (*EVV)
- October 2023 Release Notes
- Client - Web Portal & Mobile App Punch Sign-Off