

Residential Program - Create, View, Edit, or Deactivate

Description: In this topic, the user will learn how to create, view, edit, and deactivate a residential program profile. A residential program profile is specific to a program in which a client receives services. A program profile links to one specific cost center and may serve multiple clients. Except for Group Services, employees log into program profiles to add punches, view entries, and view the program schedule.

Role Required: Super User

Permission Required: Residential Program Admin

Create a Residential Program Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Residential Programs** on the submenu
4. Click **Actions**
5. Select **Add New Residential Program** from the drop-down
6. Complete the form wizard
 - a. Basic Demographics tab:
 - i. Name **(required)**: Must be at least six characters
 - ii. Address **(required)**: After entering, click the blue Search Location hyperlink to populate GNIS Code.
 - iii. Time Zone (optional): Select from drop-down
 - iv. Phone **(required)**
 - v. Alternative Phone (optional)
 - vi. Email **(required)**: Will receive an email to activate the profile
 - vii. Cost Center **(required)**
 - viii. Weekly Default Hours (optional): Enter only if the program does not operate 24x7
 - ix. Provider Service Location (optional): Unique location identifier such as program license number
 - x. Profile Reference (optional)
 - xi. On Call Ratio (optional): Number of employees who can be scheduled as on-call for any given shift
 - xii. Allow Sleep Shift: Yes or no options, default is yes. Select no if sleep shifts will not be permitted.
 - xiii. EVV Required: Yes or no options, default is yes. Select no if not required.
 - xiv. Sleep Shift Start and End: Visible and required if yes was selected in Allow Sleep Shift field.
 - xv. Click **Next**
 - b. EVV Location tab (optional): Can be added at a later date
 - i. Copy from Profile Address (optional): Copies address from the Basic Demographics tab
 - ii. EVV Location Name **(required)**: Name of the location
 - iii. EVV Location Type **(required)**: Select from drop-down
 - iv. Address **(required)**: Location address. Prefills if Copy from Profile Address box was checked.
 - v. Phone Number (optional)
 - vi. Phone Verified **(required)**: Select yes or no, has the phone number been verified for Phone EVV?
 - vii. Phone Type (optional)
 - viii. Phone Carrier (optional)
 - ix. Begin Date **(required)**: The first date the location is approved for use
 - x. End Date (optional): If applicable, the last date the location is approved for use.
 - xi. Status **(required)**: Defaults to active. Change to inactive when the program is no longer valid.
 - xii. Primary (optional): Select if this is the primary location to provide services
 - xiii. Click **Next**
 - c. Authentication Information tab:
 - i. IP Address (optional): Enter the IP address of the program device to restrict employees to only clock in and out from this device
 - ii. Username (optional to change): Employees will use this for program log in
 - iii. Password **(required)**: Employees will use this for program log in
 - iv. Confirm Password **(required)**: Enter the same password to confirm
 - v. Pin **(required)**: Used to log in to the program from a mobile device
 - vi. Status **(required)**: Defaults to active. Change to inactive when the program is no longer valid.
 - vii. Click **Next**
 - viii. Confirm summary details
 - ix. Click **Save** to continue and **Yes** to confirm

View, Edit, or Deactivate a Residential Program Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Residential Programs** on the submenu
4. Use filters to find the residential program and click **Search**
5. **Click anywhere on the row** to open the residential program details page
6. Click **Actions**
7. Select **Edit Residential Program** from the drop-down menu
 - a. To deactivate, update the status to **Inactive**.
8. Edit as needed
9. Click **Save** and **Yes** to confirm

Related articles

- [Service Codes - Create, View, Edit, or Deactivate](#)
- [System Set-Up - Admin Guide](#)
- [Service Accounts - Employee - Create, View, Edit, or Deactivate](#)
- [Supervisor Profile - Create, View, Edit, or Deactivate](#)
- [Employer Profile - Create, View, Edit, or Deactivate - FI Mode Only](#)