

Parenting Program - Create, View, Edit, or Deactivate

Description: In this topic, the user will learn how to create, view, edit, and deactivate a parenting program profile. A parenting 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: Parenting Program Admin

Create a Parenting Program Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Parenting Programs** on the submenu
4. Click **Actions**
5. Select **Add New Parenting 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. Profile Reference (optional)
 - x. EVV Required: Yes or no options, default is yes. Select no if not required.
 - xi. Enable Geofencing **(required)**: Yes or no options, default is no. Select yes to enable geofencing for this program.
 - xii. Click **Next**
 - b. EVV Location tab (optional): Can be added later
 - 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
 - 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 Change to inactive when the program is no longer valid.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 Parenting Program Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Parenting Programs** on the submenu
4. Use filters to find the parenting program and click **Search**
5. Click anywhere on the row to open the parenting program details page
6. Click **Actions**
7. Select **Edit Parenting Program** from the drop-down
 - 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](#)