

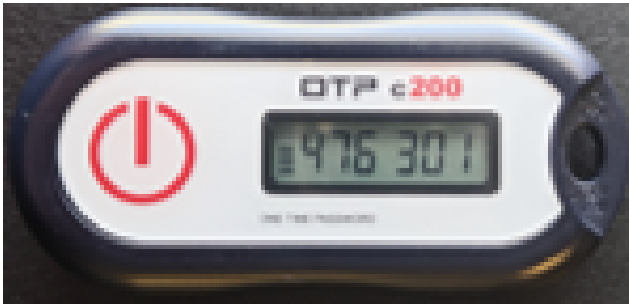
Client - FOB Attestation (*EVV)

Description: In this topic, the client will learn about the DCI FOB device for client attestation (*EVV) punch entries. The DCI FOB is an alternative method of client attestation (*EVV) that can be used when the employee does not have a smartphone/device and the client does not have a landline. The FOB is a small device that is secured in the client's home. FOB client attestation (*EVV) is not available for all programs. There is a replacement cost for lost, missing, or broken FOBs.

*Please note: FOB time entries are EVV compliant, so the client does not need to approve FOB time entries. They will approve automatically. There is no action needed on the part of the client to use the DCI FOB device.

Role Required: Client, Guardian

Permission Required: N/A



Use FOB for Web Portal Entries

1. When client attestation is being collected based on organization requirements, the employee locates the DCI FOB that is in a fixed place in the client's home.
2. The employee presses the red button on the FOB at the start of the shift and writes down the six-digit token and start time
3. The employee presses the red button on the FOB at the end of the shift and writes down the six-digit token and end time
4. The employee enters a punch entry into the web portal which includes check in (start time), check out (end time), start token, and end token.

Use FOB for Mobile App Entries

1. When client attestation is being collected based on organization requirements the options are listed below. The employee locates the DCI FOB that is in a fixed place in the client's home.
 - a. Clock in only
 - b. Clock out only
 - c. Clock in and clock out
 - d. Clock in, clock out, and defined intervals.
2. Select **FOB** for the client attestation option
3. Press the red button on the FOB
4. Enter six-digit token
 - a. Six horizontal lines indicate 10 seconds each. The lines count down for each token and will generate a new token every 60 seconds representing the time.
5. Click **Submit** and **Confirm**

Related articles

- [Group Service - Supervisor Guide](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [Enter a Punch - Web Portal](#)
- [Managing Entries - Guide](#)
- [Attestation \(*EVV\) Workflow for Clients and Guardians](#)