

Mobile App - FOB Attestation (*EVV) at Punch

Description: In this topic, the user will learn how to create a FOB client attestation (*EVV) punch in the mobile app. 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.

*Please note: EVV is determined by each state in conjunction with federal law.

The instructions below are for collecting portal signoff attestation at clock out only, however, portal signoff attestation may be prompted at intervals determined by the organization. Options include:

- Clock in only
- Clock out only
- Clock in and clock out
- Clock in, clock out, and defined intervals (i.e., hourly)

FOB EVV is not available for all organizations. There is a replacement cost for lost, missing, or broken FOBs. An instance-level setting must be enabled to use the FOB and mobile app together.

Role Required: Employee (base user)

Permission Required: N/A



Clock In via Mobile App with FOB

1. At the beginning of the shift, locate the DCI FOB that is in a fixed place in the client's home.
2. Press the red button on the FOB to generate the six-digit token
3. Log in to the DCI mobile app
4. Click the blue **Clock In** button on the dashboard
 - a. Please note: The **Clock In** button will not display if there is an open shift. Instead, the **Continue to Clockout** button will be displayed. Clock out if needed.
5. Complete the Clock In screen
 - a. Client: If the user has only one client, this field will auto-populate. If more than one client, click on the field and select the client from the list.
 - b. Service Code: If the user has only one service code, this field will auto-populate. If more than one service code, click on the field and select the service code from the list.
 - c. Cost Center: The cost center will auto-populate
6. Click **Continue**
7. Click **Confirm Clock In** to complete the clock in process
 - a. This screen displays a summary of the clock in, including the authorization remaining balance if enabled.
 - b. If something is incorrect, click the **Left Arrow** on the **Main Menu** to edit the **Clock In** screen
8. The user is now clocked in and can log out or close the mobile app

Clock Out via Mobile App with FOB

1. At the end of the shift, press the red button on the FOB to generate the six-digit token.
2. Log in to the DCI mobile app
3. Click the blue **Continue to Clockout** button
4. Click **Confirm**
5. Click **FOB**
 - a. Locate the FOB
 - b. Press the red button on the FOB
 - c. Enter the six-digit token into the mobile app
 - i. 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.
6. Click **Submit**
7. Click **Confirm Clock Out**
8. Shift details will be displayed. Click **Home** to return to the Dashboard.

Related articles

- [Group Service - Supervisor Guide](#)
- [What is the DCI Mobile Web?](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)