

February 2023 Release Notes

The DCI maintenance release for the web portal will occur on the morning of Wednesday, March 1, 2023. This release will require the DCI web portal to be unavailable for all users on Wednesday, March 1, 2023 from 1:30 AM to 3:30 AM EST. We apologize for any inconvenience this causes.

There is no mobile app update required for this release.

This release includes:

Punch Entries Details Page Enhancements

The punch entries details page provides important details, data elements, notes, attachments, etc. for each punch entry. The punch entries details page is located by clicking Home on the main menu and Entries on the submenu for clients and employees (base users). All other users (with appropriate access) must navigate to the specific client or employee details page, click the Entries Tab, and select the entry. Additionally, supervisors, employers, and super users can view the punch entry details by selecting the entry on the Pending Entries page.

***Previously** - The punch entries details page for hourly entries included check in time, check out time, hours, and amount (in unit type).

Home / Employee / kz employee / KZ Client / Attendant Care Hourly / 1797837

Punch Detail - kz employee/ KZ Client

Punch Details	Account Details/ Service Account
Entry Id: 1797837	Account Id: 30133
Machine Details: 73.153.26.60	Account Type: Hourly
Service Date: Feb 15, 2023	Client/ Program Time Zone: MT (UTC-07)
Check In: 04:00 PM	Employee: kz.employee
Check Out: 06:13 PM	Employee Time Zone: MT (UTC-07)
Hours: 0:02:13	Service Code: Attendant Care Hourly
Amount: 2.22 Hours	Portal Signoff: TRUE
Rounded Amount: 2.25 Hours	Funding Type: Units
Employee Time Zone: MT (UTC-7)	Funding Source: KZ Funding Source
Client/ Program Time Zone : MT (UTC-7)	Cost Center: KZ Cost Center
Location Code: 08-005-204737	Unit Type: Hourly
Authorization Entry Id: 1792736	Status: Active
Pay Rate Name: Standard	
Pay Rate: 15.00	
Status: Pending	
Ref Entry: 1797836	
Created By: Kristen Ziegler	
Created: Feb 26, 2023	
Input Method Type: Web Portal	
Needs Review: ?	

Settings / Funding Sources / KZ Funding Source / Attendant Care Hourly

Service Code Details - Attendant Care Hourly

Service Code Details	
Service Code Name:	Attendant Care Hourly
Account Type:	Hourly
Funding Type:	Units
Billing Details:	<input checked="" type="radio"/>
Bill Code:	HRV
Billable:	Yes
Billing Unit:	Hourly
Billing Multiplier:	Quarter Hourly
Rounding Increment:	15
Rounding Type:	Round
Billing Rollup Type:	Daily

***New** - The punch entries detail page now includes the rounded amount for hourly entries. DCI uses the rounded amount and converts it to billing units, i.e., in this screenshot, the service code rounding type is Round and the rounding increment is 15. Therefore the amount value rounds to the nearest 15 minutes. This service code has a billing unit of hourly and a billing multiplier of quarter hourly (15 minutes), so the system will use this Rounded Amount (2.25 hours) to arrive at 9 billing units.

Rounding increment and rounding type are set on the service code under billing details. If the rounding increment is set to None the rounded amount would be equal to the amount. If the funding type selected is dollars (F1 mode only) or the billing unit type selected is anything other than hourly (i.e., daily, monthly, miles, dollars) the rounded amount field will display N/A.

The rounding increment is required for hourly entries and can be selected in 15 min increments. The rounding increment can be set to any of the following:

- None - no rounding
- 15 - round by 15 minutes
- 30 - round by 30 minutes
- 60 - round by 60 minutes

The rounding type will define how the entry will be rounded and is required if the rounding increment is 15, 30, or 60.

- Round - to the nearest
- Truncate - round down
- Increment - round up

To edit billing details, including rounding increment and rounding type on the service codes, view the help center articles [Service Codes - Create, View, Edit, or Deactivate](#) and [System Set-Up - Admin Guide](#).

Related articles

- [May 2024 Release Notes](#)
- [April 2024 Release Notes](#)
- [March 2024 Release Notes](#)
- [February 2024 Release Notes](#)
- [January 2024 Release Notes](#)