

# Day Program - Create, View, Edit, or Deactivate

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**Description:** In this topic, the user will learn how to create, view, edit, and deactivate a day program profile.

**Role Required:** Super User

**Permission Required:** Day Program Admin

## Create a Day Program Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Day Programs** on the submenu
4. Click **Actions**
5. Select **Add New Day Program** from the drop-down
6. Complete the form wizard by completing each of the following four tabs
  - 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 the GNIS Code
    - iii. Time Zone (optional): Select from drop-down
    - iv. Phone **(required)**
    - v. Alternative Phone (optional)
    - vi. Email **(required)**: The email address associated with the basic demographics section of the form will receive an email to activate the profile
    - vii. Holiday Schedule **(required)**: Select the holiday schedule from the drop-down that applies to this program. Create as needed.
    - viii. Cost Center **(required)**
    - 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. Operations Hours **(required)**: Hours the program is open and serving clients
    - xiii. EVV Required **(required)**: Yes or no options, default is yes. Select no if not required.
    - xiv. Logo (optional): Attach logo if desired
    - xv. 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. Begin Date **(required)**: First date the location is approved for use
    - vi. End Date (optional): If applicable, the last date the location is approved for use.
    - vii. Status **(required)**: Defaults to active. Change to inactive when the program is no longer valid.
    - viii. Primary (optional): Select if this is the primary location to provide services
    - ix. 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**
  - d. Review Summary tab:
    - i. Confirm summary details
    - ii. Click **Save** to continue and **Yes** to confirm

## View, Edit, or Deactivate a Day Program Profile

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Day Programs** on the submenu
4. Use the filter Type Day Program Name to search for the day program
5. Click **Search**
6. Select the program from the table by clicking anywhere in the row
7. Click **Actions**
8. Select **Edit Day Program** from the drop-down
  - a. To deactivate, update the Status field on the Authentication Information tab to **Inactive**.
9. Update or edit the **form wizard** as needed
10. 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](#)