

Day Program Profile Overview

Description: In this topic, the user will learn an overview of the day program profile. The day program profile is designed to keep time and attendance for clients who attend and employees who work at a day program for individuals with disabilities. Typically, a worker at the day program will log in to the DCI day program profile at check in and check out, so that employees and clients can easily log their attendance in the system.

Role Required: Super User, Supervisor, Client, Employee (base user)

Permission Required: Day Program Admin

Kiosk Mode

The Day Program profile features a kiosk mode enabling clients to check in or out on a kiosk (shared device at the day program site).

OAW Day

Day Program Check-In / Check-Out

Sign In

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Dashboard

The day program dashboard displays news posts, which are important messages from the day program. Click on other submenu options to check in or out, or view the schedule.

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DASHBOARD

CLIENTS

EMPLOYEES

ENTRIES

SCHEDULES

Dashboard

News Posts

Showing 6 out of 6 records

Subject: 514 day
Message: BZ Day
Created Date: May 14, 2020 08:05:20 AM
Created By: huijing zhai

Subject: NewsTest7
Message: NewsTest7
Created Date: May 05, 2020 02:02:53 PM
Created By: mason manges

Subject: Day Program BZ
Message: Day Program BZ
Created Date: Apr 09, 2020 12:40:20 PM
Created By: huijing zhai

Subject: MC News Day
Message: It is time for some news, Dont you agree? DayP
Created Date: Apr 09, 2020 12:36:23 PM
Created By: Maribel Cervantes

Clients

From this submenu tab, a client can be checked in, checked out, or have attendance verified. Check in single or multiple clients at a time. Click a client's name to open the details page.

Home / Clients

Clients

Actions

- Check - In
- Check - Out
- Attendance Verification
- Kiosk Mode

Export

Showing 2 out of 2 records

Name	Client Id	Service Code	Cost Center	Balance	Unit Type	Staff Ratio
Andy Dywer	AZ6543210	Day Program	AZ 090 MCC	0.00	Hourly	2.00
Charles Townsend	A23456789	Day Program	Administration - OAW	0.00	Hourly	2.00

Employees

Here, an employee can clock in and out.

Home / Employees

Employees

Actions

- Clock - In
- Clock - Out

Reset Search

Export

Showing 1 out of 1 record

Name	Cost Center	Employee #	Phone #	Type	Balance	Unit Type	Account Status
Kelly Garrett	Administration - OAW	AZ445566	(480) 867-5309	Hourly Non Exempt	0.00	Hourly	Active

Entries

View program entries and details. Employees and clients can also be clocked or checked in and out from this page.


[HOME](#)

[Help](#)
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[DASHBOARD](#)
[CLIENTS](#)
[EMPLOYEES](#)
[ENTRIES](#)
[SCHEDULES](#)

Home / Entries

Entries

02/24/2022

03/25/2022

Type Punch Id

Select Type

Select Unit

Select Status

Reset

Search

Check - Out

No records to display

Schedule

View the program schedule. All edits are made from the super user or supervisor profile.


[HOME](#)

[Help](#)
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Home / Schedules

[Clients Schedule](#)
[Employees Schedule](#)

March 20, 2022 - March 26, 2022

Today

←

📅

→

Day

Week

🖨

Calendar View

OnCall Shifts

Scheduled Shifts

Offered Shifts

Clients	Sunday 20	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25
Charles Townsend (Day Program) 0 / 0 / 8.00 / 100						
Andy Dywer (Day Program) 0 / 0 / 8.00 / 100						

Related articles

- [Authorizations - Overview](#)
- [Case Workers Guide](#)
- [Mobile App - Supervisor - Dashboard & Menu Navigation](#)
- [Mobile App - Employer - Dashboard & Menu Navigation - FI Mode Only](#)
- [Day Program Profile Overview](#)