# Residential Program Profile Overview

Description: In this topic, the user will learn about the residential program profile. The residential program profile is designed to record time for employees who work at a residential program for individuals with disabilities, and record absences for the clients who live there. Typically, a worker at the residential program will log into the DCI residential program profile so that employees can enter their time and client absences can be recorded. The program may offer one device, such as a kiosk, to be available for employees to clock in and out as they arrive at and depart from the residential program.

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

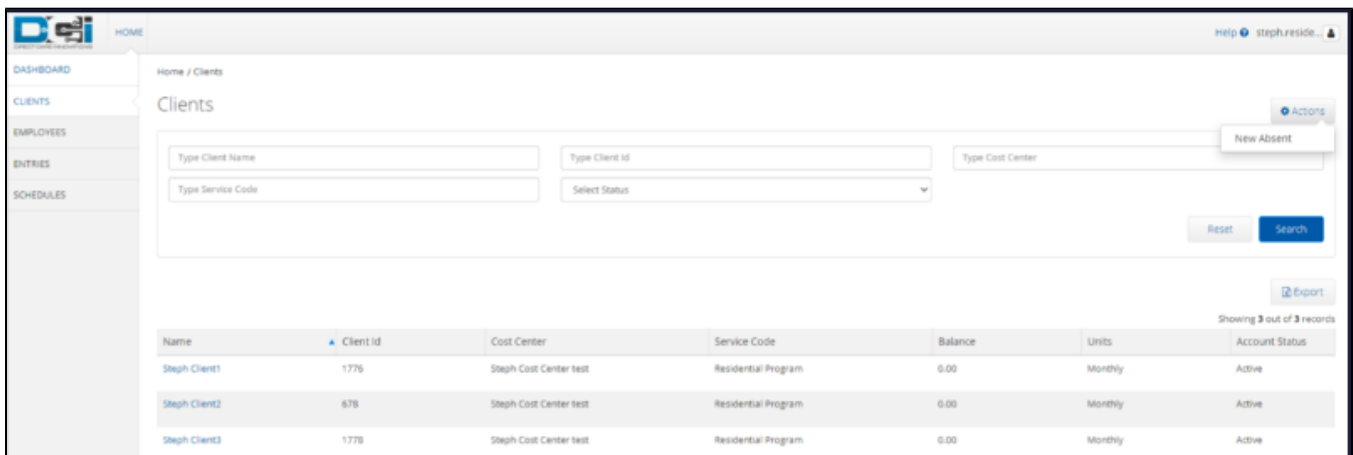**Permission Required:** Residential Program Admin

Dashboard

The Dashboard displays news posts, which are important messages from the program.
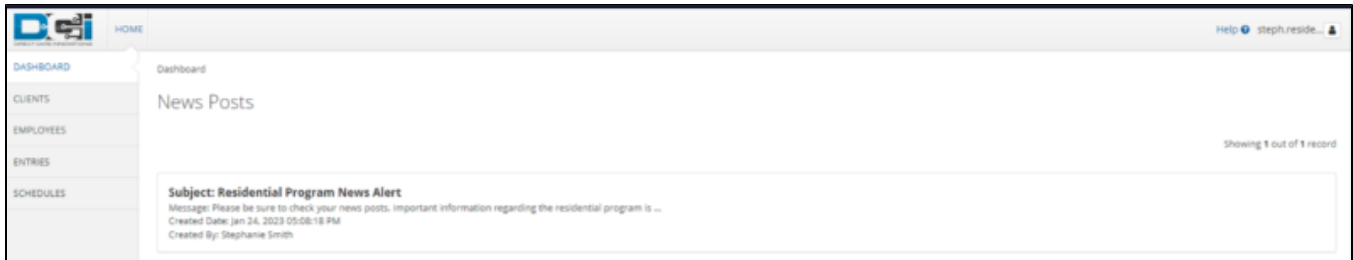
Clients

The Clients submenu shows a list of all clients associated with the program. Program workers add client absence entries via the Actions drop-down and can click on a client's name to open the details page.

Employees

The Employees submenu shows a list of all employees associated with the program. Employees use the Actions drop-down to clock in and clock out for the residential program shift.

Entries

The Entries submenu shows a list of all punch and absence entries associated with the program. Employees may also use the Actions drop-down to clock in and clock out for the residential program shift from this page.

Schedules

The Schedules submenu allows employees to view the residential program schedule. Employees can see their amount of consumed weekly hours, scheduled weekly hours, and max available weekly hours. The schedule indicates on call, scheduled, and offered shifts.

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](#)