

# Residential Program Profile Overview

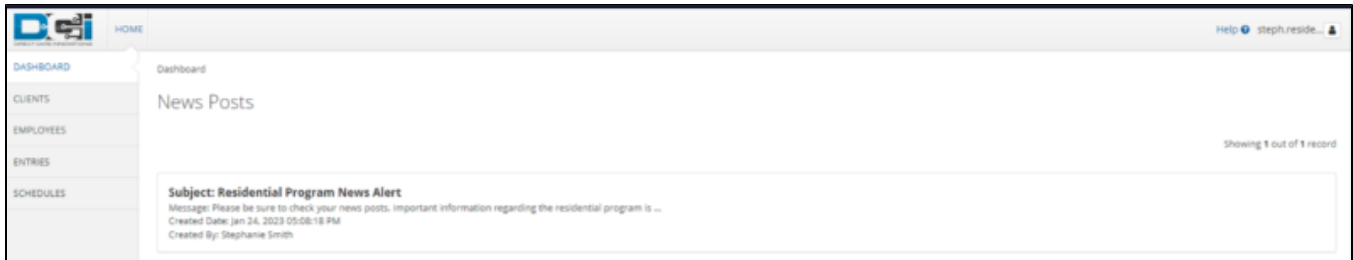
**Description:** In this topic, the user will learn about the residential program profile. The residential program profile is designed to record time for employees who work at a residential program for individuals with disabilities, and record absences for the clients who live there. Typically, a worker 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

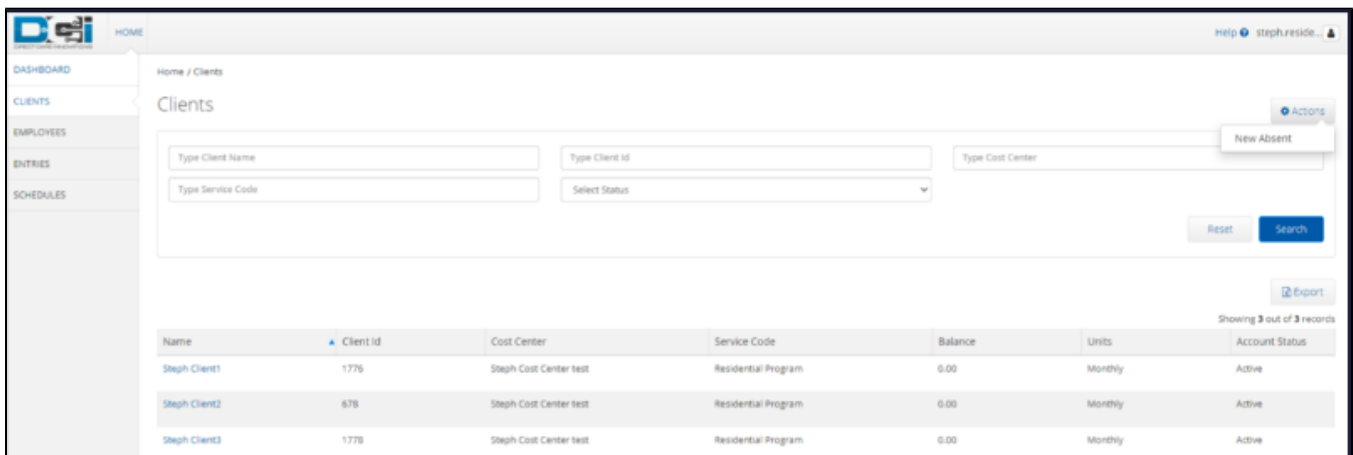
## Dashboard

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.

HOME

DASHBOARD  
CLIENTS  
EMPLOYEES  
ENTRIES  
SCHEDULES

Home / Employees

## Employees

Actions

- Clock - In
- Clock - Out

Showing 5 out of 5 records

Name	Cost Center	Phone #	Type	Pay Period Balance	Unit Type	Account Status
Steph Employee1	Steph Cost Center test	(817) 453-9678	Hourly Non Exempt	0.00	Hourly	Active
Steph Employee2	Steph Cost Center test	(817) 453-2231	Hourly Non Exempt	0.00	Hourly	Active
Steph Employee3	Steph Cost Center test	(817) 460-4456	Hourly Non Exempt	0.00	Hourly	Active
Steph Employee4	Steph Cost Center test	(817) 455-4456	Hourly Non Exempt	0.25	Hourly	Active
Steph Supervisor1	Steph Cost Center test	(817) 453-9874	Hourly Non Exempt	0.00	Hourly	Active

## 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.

HOME

DASHBOARD  
CLIENTS  
EMPLOYEES  
ENTRIES  
SCHEDULES

Home / Entries

## Entries

Actions

- Clock - In
- Clock - Out

Showing 4 out of 4 records

Id	Service Date	Ref.	Cost Center	Client/ Employee	Type	Clock - In/ Check - Out	Clock - Out/ Check - In	Service Code	Units	Unit Type	Status
33087	Sep 09, 2022		Steph Cost Center test - Steph Cost Center test	Steph Client2	Absence	12:00 AM	11:59 PM	Residential Program	0.00	Monthly	Pending
33081	Sep 01, 2022		Steph Cost Center test - Steph Cost Center test	Steph Client3	Absence	12:00 AM	11:59 PM	Residential Program	0.00	Monthly	Pending
33080	Sep 01, 2022		Steph Cost Center test - Steph Cost Center test	Steph Client1	Absence	12:00 AM	11:59 PM	Residential Program	0.00	Monthly	Pending
33062	Sep 10, 2022		Steph Cost Center test - Steph Cost Center test	Steph Employee4	Punch	04:00 PM	04:15 PM		0.25	Hourly	Unverified

## 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.

Employee Schedule

Notes

Attachments

Events

225

Scheduled Hours

40

Required # of Hours

0

Default Weekly Hours

Today

←

🗓️

→

Day

Week

🗑️

🔄

🔒

Schedule Status: Published

Publish

January 29, 2023 - February 4, 2023

Calendar View

■ On-Call Shifts

■ Scheduled Shifts

■ Offered Shifts

■ Unpublished Changes

■ Deleted Unpublished Changes

Employees	Sunday 29	Jan 2023 Monday 30	Tuesday 31	Wednesday 1	Thursday 2	Friday 3	Saturday 4
Steph Employee1 0 / 45 / 40		07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	
Steph Employee2 0 / 45 / 40		07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	
Steph Supervisor1 0 / 45 / 40		07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	
Steph Employee3 0 / 45 / 40		07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	
Steph Employee4 0 / 45 / 40		07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	07:00 AM - 04:00 PM 9	

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](#)