

Guardian Views Client Schedule - Video

Description: In this topic, the user will learn how to use the scheduling system as a guardian.

- View all shifts for all clients, for multiple employees, and for programs.
- Request services for a client
- Receive notifications when changes are made to the schedule

*Please note: The DCI Scheduling Module is used by some organizations.

Role Required: Guardian

Permission Required: N/A

View Client Schedules

Client schedules can be viewed after the supervisor has published them.

1. Log in to the guardian profile
2. Click **Home** on the main menu
3. Click **Clients** on the submenu
4. Search for the client by using the search filters and click **Search**
5. **Click anywhere on the client row** to open the Client Details page
6. Scroll down and click the **Schedule tab**
7. View the client's schedule

Schedule Details

- The schedule module displays the current week's schedule listed by employee or program for all active service accounts
- To view a different week, use the arrows or the calendar icon.
- View the schedule for Today, by Day, or by Week.
- Click Today to see a detailed view of the current day's scheduled shifts
- Each shift will display the start and end time, total hours, and service provided.
- Scheduled Shifts (published) appear in light blue
- Offered Shifts appear in yellow
- Requested Shifts appear in orange
- Click the **Printer** icon to print the schedule in a calendar or list format

View Schedule Mobile App

1. Log in to the DCI mobile app with the guardian profile
2. Click the **Menu** icon (hamburger menu) in the upper-left corner
3. Click **Clients** on the menu
4. **Click anywhere on the client row** to select
5. Click **Schedules**
6. View the client's schedule

Click the video below to launch the video player in a new tab.


HOME
Help
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SSN: _____
 Profile Reference: _____
 No. of Funding Accounts: 16
 No. of Service Accounts: 22
 Status: Active

Code: _____
 Username: wicket.beak
 Client Status: Active
 Authentication Status: Active
 Email confirm: Yes

Entries | **Wicket's Schedule** | Notes | Attachments

November 19, 2016 - November 25, 2016

Today
Day
Week
Scheduled Shifts
Offered Shifts

Profiles	Sunday 20	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25	Saturday 26
Ironman				12:00 PM - 04:00 PM PP Direct Support Hourly	12:00 PM - 04:00 PM PP Direct Support Hourly		
Spiderman						12:00 PM - 04:00 PM PP Direct Support Hourly	
Tinker Bell							
AIM Program							
AIM Community Based							

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Related articles

- [Authorizations Widget](#)
- [Authorizations - Overview](#)
- [Attestation \(*EVV\) Workflow for Clients and Guardians](#)
- [Client - FOB Attestation \(*EVV\)](#)
- [October 2023 Release Notes](#)