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

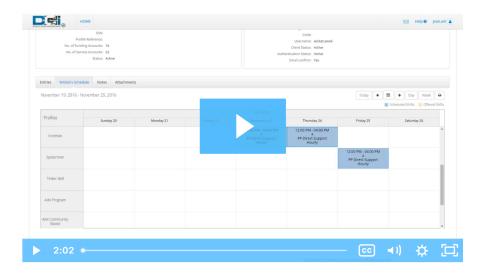
Schedule Details

- · 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.



Related articles

- Authorizations Overview
 Attestation (*EVV) Workflow for Clients and Guardians
 Client FOB Attestation (*EVV)
 October 2023 Release Notes
 Client Web Portal & Mobile App Punch Sign-Off