December 2023 Release Notes

The DCI maintenance release for the web portal will occur on the morning of ***Wednesday, December 13, 2023***, and will require the DCI web portal to be unavailable for all users from 1:30AM to 3:30 AM EST.

The DCI maintenance release requires a mobile app update. The new mobile app version will be available as early as ***Wednesday, December 13, 2023***. All users will be forced to update their mobile app as early as ***Thursday, December 14, 2023***. Thank you for being a valued DCI customer!

Mobile Numbers on Employee, Client, Guardian, Case Worker Profiles

Now available - users can change their own mobile number when needed!

Previously:

- Users can verify their mobile number in authentication settings under the Verify Mobile submenu, but once verified, cannot edit their mobile number.

New:

- Users can add or change their mobile number prior to verifying it. Additionally, after a user verifies their mobile number, the Verify Mobile submenu tab name will update to *Change Mobile Number,* allowing users to update their own mobile number as needed.

Resources:

- **Mobile - Add/Change & Verify Mobile Number**
- **Authentication Guide**

New Phase 3 Business Rule - Timely Filing Employee Punch Approval

The new timely filing business rule provides organizations the opportunity to enable and set parameters for timely filing at the time of approval, ensuring the punch entry does not exceed the max number of days between the date of service and the approval.

Previously:

- The phase 1 Timely Filing Employees Punch Entry business rule restricts the user from creating punch entries after the date of service as indicated by the specified number of days on the business rule

New:

- The phase 3 Timely Filing Employee Punch Approval business rule *prohibits approval of punch entries that exceed the max number of days between the date of service and the approval*
- The phase 1 Timely Filing Employees Punch Entry business rule remains available and is completely separate from the new phase 3 Timely Filing Employee Punch Approval business rule
- The business rules may be used independently or in conjunction with each other

Resource:

- **Business Rule List**

Report Enhancements

- Business Rules Setting Report - Added the following columns:
    - *Business Rule Name - Displays full name of the business rule*
    - *Status - Enabled or Disabled* - Based on the business rule status on the service code
    - *Phase - Business rule phase i.e., Phase 1, Phase 2, Phase 3*
- Business Rules Result Report - *Timely Filing Employee Punch Approval* (phase 3) business rule added

Resource:

- **Reports Guide**

Client Diagnosis Enhancement

Client Diagnosis is now easier to manage! Additionally, the associated import has been relocated and is now available for all admin users!

Previously:

- The Client Profile import housed a column called Diagnosis Codes
- The Client Diagnosis import was only available for organizations that utilized the Care Management module. The previous path to the import was:
    - Import > Care Management > Client Diagnosis

New:

- Add or edit the Client Diagnosis field on the client details page:

    - Actions > Add Diagnosis
    - *Please note: When creating and editing a client profile, the Primary Diagnosis field (located on the Client Information tab of the client profile) is *visible but not editable*.

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- The Diagnosis Codes column on the Client Profile import has been removed
- The Client Diagnosis import has been relocated. Now find it by navigating to:
    - Import > Diagnosis Codes > Client Diagnosis
    - Now available for all admin users
    - **See Import Enhancements section below for import details*

Resources:

- **Import Formats - Admin Guide**
- **Manage Client Diagnosis**

Import Enhancements

- Client Profile
    - Import > Profiles > Client Profile
        - Diagnosis Codes column has been removed
- ICD-10
    - Import > Diagnosis Codes > ICD-10
        - Now available for all users
        - Previously only available for organizations that utilized the Care Management module
- Client Diagnosis
    - Import > Diagnosis Codes > Client Diagnosis
        - Now available for all users
        - Previously only available for organizations that utilized the Care Management module
        - Required columns:
            - ClientProfileId - Profile Id of Client
            - CodeType - Diagnosis code type
            - Description - Required except for ICD-10
            - DiagnosisDate - i.e., The date when the diagnosis for the client needs to be added
        - Optional / conditional columns:
            - DiagnosisCode - Conditional, required only for ICD-10
            - Axis - Conditional, required only for the case of DSM-IV
            - Status - Diagnosis status i.e., active or inactive

Resources:

- **Import Formats - Admin Guide**

Database Schema Updates

No updates for this release.