

January 2024 Release Notes

The DCI maintenance release for the web portal will occur on the morning of **Thursday, January 18, 2024**, and will require the DCI web portal to be unavailable for all users from 1:30AM to 3:30 AM EST.

The new mobile app version will be available as early as **Thursday, January 25, 2024**. All users will be forced to update their mobile app as early as **Tuesday, January 30, 2024**. Thank you for being a valued DCI customer!

New Service Code Setting - Require Care Notes (Care Management Module)

This feature will be available on Wednesday, January 31, 2024!

This new setting allows admin users to determine if employees are required to publish a care note when clocking out of an hourly account type in the mobile app.

****Previously:***

- Employees could clock out on the mobile app without publishing care notes

****New:***

- Service Code setting called Require Care Notes for Hourly account type when the Care Management module is enabled and the task is required
 - To enable this setting on the service code navigate to Settings > Funding Sources > Select Funding Source > Select Service Code > Actions button > Edit Service Code > Require Care Notes
 - Yes = Employees cannot clock out in the mobile app without publishing Care Notes
 - No = When the employee clocks out in the mobile app they select Publish Care Notes and Clock Out (if care notes exists) or Clock Out without publishing Care Notes
- **When the Require Care Notes field is set to Yes:**
 - In the mobile app, when the user clicks the Continue to Clock Out button, the system performs a check to see if there are any required tasks that have not been resulted.
 - **If required tasks have not been resulted**, a pop-up alert states "Care notes are required for this punch. Please enter results to continue clocking out."
 - Click Confirm to acknowledge. The app redirects the user to the goal tracking screen for completion
 - The user results each goal and task and clicks the Save button. This action must be repeated for each required goal and task.
 - The app then directs the user to the EVV clock out screen or the final clock out screen (if EVV is not being collected). The final clock out screen displays the Publish Care Notes and Clock Out button.
 - **If required tasks have been resulted or there are no required tasks**, the app then directs the user to the EVV clock out screen or the final clock out screen (if EVV is not being collected). The final clock out screen displays the Publish Care Notes and Clock Out button.
 - *Please note: Published care notes cannot be edited

Service Codes Report & Import Enhancement:

- Require Care Notes column added on the Service Codes Report
 - Reports > Settings Reports > Service Codes Report
- RequireCareNotes column added on the Service Codes Import
 - Import > Settings > Service Codes
 - 0 = No - Care note not required on import
 - 1 = Yes - Care note required on import

Resources:

- [System Set-Up - Admin Guide](#)
- [Service Codes - Create, View, Edit, or Deactivate](#)
- [Care Notes - Mobile App](#)
- [Import Formats - Admin Guide](#)
- [Reports Guide](#)
- [Care Management - Admin Guide](#)

Accrued Time Off Entries (Instance-Level Setting - FI Mode Only)

Employees with accrued time off balances may now submit entries via the web portal or mobile web with a two-digit decimal.

- Accrued Time Off Entries is an instance-level setting available only for FI mode. To enable [submit a support ticket](#)
- This feature is only for authorizations with the account type hourly and funding type of units
- Allow Accrued Time Entries must be set to Yes on the service code

- Settings > Funding Sources > Select Funding Source > Select Service Code

***Previously:**

- Employees were only able to enter whole integers up to two digits (i.e., 10) in the Amount field when adding an accrued time off entry

***New:**

- Employees may enter whole integers up to two digits plus up to two decimals (i.e., 10.25) in the Amount field when adding an accrued time off entry

Want to learn more about Accrued Time Off Entries? Click here. (this will link to the Manage Accrued Time Entries Article)

Resources:

- [Employee - Add / Edit Accrued Time Off Entry](#)
- [Manage Accrued Time Entries](#)
- [Managing Entries Guide](#)

Import Enhancement

- Added the required column Primary to the Client Diagnosis import
 - Import > Diagnosis Codes > Client Diagnosis
 - 1 = Yes - imports as the primary diagnosis for the client
 - *Please note: Selecting Primary on the import does not override a current primary diagnosis. This can only be completed in the web portal.
 - 0 = No

Resources:

- [Import Formats - Admin Guide](#)

Database Schema Update

[blocked URL](#)