Date: December 14, 2020

**Participant Initials:** Click here to enter text.

**Employee Name:** Click here to enter text.

**Employee ID #:** Click here to enter text.

**Employee Start Date:** Click here to enter a date.

Welcome to Acumen! It is our pleasure to inform you that we have received your enrollment information for participation in the OR ICP EVV ONLY program. You may begin entering your time for providing supports to the Individual listed above according to the “Employee Start Date.” This “Good-to-Go” package includes the following information:

* Time Entry Schedule
* Affordable Care Act Information
* Federal and State Department of Labor Laws

**Web Time Entry (Online Time Submission) Powered by Direct Care Innovations (DCI)**

Web Time Entry (WTE)/DCI is a cloud-based technology that allows you to submit, review and approve your hours worked online! WTE is easy to use with any internet connection and is accessible from a computer, tablet or mobile device. WTE eliminates the use of paper time sheets, which means no faxing or mailing your time sheet. WTE provides:

* Real-time time entry and tracking
* Up-to-date and accurate information at your fingertips
* User-friendly experience

**Web Time Entry (WTE)/DCI can only be accessed with a username and password, which are provided below:**

**(Please note, XXXX = the last four digits of the user’s social security number.)**

**Employee Username:** FIRST.LAST.ID#

 **Employee Password:** Acumen.Last.XXXX

  **Employee Pin:** Birth Month/Day (example- you pin will be **0110** if your birth month is Jan and birth date is the 10th.)

**\*** Exception- if you have 3 repeating numbers in the last 4 of your SS#- your Password has temporarily been set to Acumen123!

You as the employee can enter your time through the EVV approved method your employer has selected. (DCI Mobile App, Landline, or FOB). Your employer will approve or reject your time. Below are instructions on how to use the DCI Mobile App.

**DCI Mobile App:**

1. Go to the App store on your mobile device and download the DCI Mobile EVV app.
2. Enter the registration code 228636 “ACUMEN.”
3. Enter your **Employee Username**
4. Enter your **Employee Password or Pin**
5. Select “Clock In” at the beginning of your shift or “Clock Out” at the end of your shift.
6. Select the client’s name and Service Code you are working for.
7. Click Confirm.
8. For more information on the DCI Mobile App, log into [https://www.acumenfiscalagent.com/acumen-portal-login/](https://www.acumenfiscalagent.com/acumen-portal-login/%20) where there are “Training Videos” available. Your DCI username and password are required to login.

The web portal is not EVV approved and should only be used by the employee for corrections when entries are forgotten or need to be edited. Your employer will have to approve any edits or corrections that you enter.

**DCI Web Portal:**

1. Go to the following website: <https://acumen.dcisoftware.com/>
2. Enter your **Employee Username**
3. Enter your **Employee Password**
4. Click “Sign In”
5. Follow the next set of prompts to create your security questions
6. Next, watch a few training videos - click on the “Help” link and select “Training Videos,” Acumen recommends the following videos to help get you started with using the Web Time Entry/DCI system:
	1. *Getting Started … Roles & Responsibilities*
	2. *Employee Profile Overview*

**Time Entry Report Schedule**

To receive an accurate reporting of your time, it must be entered and approved by the deadlines on our Report Schedule. You can review and print the most current OR ICP EVV ONLY Report Schedule on our website at [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com) (select your state). Our Report Schedule provides you with a list of due dates for time entry.

**Affordable Care Act Information**

The Affordable Care Act states that employers must give their employees written notice of the Health Information Marketplace. Details are available on our website at [www.acumenfiscalagent.com](file://HOME/AcumenHOME/Packets/ID-In%20Production/3%20-%20SICOG/7-GTG%20Letters/www.acumenfiscalagent.com), select the “Resources” tab, and then locate the Affordable Care Act Information.

**Federal and State Department of Labor Laws**

Your employer is responsible for following all Federal and State Department of Labor laws as they relate to you as the employee. Additional resources can be found at the Federal Department of Labor website: [www.dol.gov](http://www.dol.gov) and the Oregon Bureau of Labor and Industries at <https://www.oregon.gov/BOLI/Pages/index.aspx>

Acumen looks forward to working with you and processing your time entries to be provided to your employer. We hope that you will find our partnership to be a truly rewarding experience. Please feel free to contact us with any questions that you may have. Our friendly Customer Service Team can be reached at (866) 235-4745 or email customerservice@acumen2.net.

Thank you,

***Acumen Enrollment Team***

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