

Direct Care Innovations (DCI) Training

Below is a list of topics for the implementation of DCI as Imagine Enterprises EVV vendor.

1. Client/Employer & Employee Overview
 - a. Helpful Definitions
 - b. What is Direct Care Innovations (DCI)
 - c. What is Electronic Visit Verification (EVV)
2. Imagine Enterprises Staff Contact Information
3. Client/Employer
 - a. Getting Started Instructions: How to Gain Access to the Employer DCI Mobile App & Employer web portal
 - b. Client/Employer Role
 - i. Video
 - c. Methods to Sign Off on Shifts (Punches)
 - i. Instructions:
 1. Mobile App Using DCI Mobile App to Sign Off on Shifts (Punches)
 - a. Video
 2. Mobile App Using Employee's DCI Mobile App to Sign Off on Shifts (Punches)
 3. Mobile App Using Employee's Mobile App for Voice Sign Off on Shifts (Punches)
 - a. Video
 4. Mobile App Using DCI Web Portal to Sign Off on Shifts (Punches)
 - a. Video
 5. Using the Landline to Sign Off on Shifts (Punches)
 6. Using FOB (Alternative Device) to Sign Off on Shifts (Punches)
 - d. How to Unlock an Employee's Profile from DCI Portal
 - e. Create a Shift (Punch) for an Employee
 - i. Video
4. Employees
 - a. Getting Started: Methods to Clock in & Out of Shifts (Punches)
 - b. How to Set Up the EVV Device Instructions:
 - i. DCI Mobile App

1. Video
 - ii. Employer Landline
 - iii. FOB or Alternative Device
 - c. Create and Verify Shift (Punch) in Mobile App
 - d. Create Shift (Punch) using the Employer's Landline
 - e. Create Shift (Punch) using the FOB (Alternative Device)
 - f. Create and Verify Shifts (Punches) in the DCI Web Portal
 - i. Video
5. Client/Employer & Employee – Why Can't I Login?
6. Example of an Electronic Time Sheet in DCI