

Key FOB Guide

Key FOB Basics

- FOB is a small device kept with the Client at all times
- The FOB is used as an alternative option for EVV
 - Used if no computer, smartphone, or landline available
- The FOB is meant to be used for Real-Time Entry
 - Employees with Clock In and Out with the FOB
- Cost of the Key FOB device is \$20
- Acumen will help determine your eligibility for Key FOB



How to use Key FOB



Key FOB Process

- 1. When arriving for shift, Employee will ask Client for FOB
 - FOB should always be with Client
- 2. Power on FOB to obtain 6 digit token
- 3. Record the Date/Time & 6 digit FOB token
 - Record on separate sheet of paper
- 4. Employee is on the clock and ready to work
- 5. Repeat steps 2 & 3 at the end of the shift
 - Record Clock Out time and FOB token







How to Submit Time

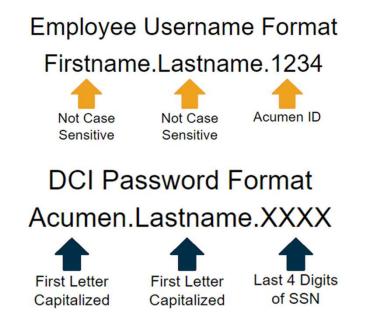


- Employee will log into the DCI Web Portal
- Use "Add Entry" feature to add shift
- EVV Method will be "Secure FOB"
- Use recorded time and Key FOB Token
- Time needs to be close to the time that the Key FOB token was generated
- If correct, and your program allows, this shift will be approved automatically



DCI Web Portal

- 1. Navigate to <u>acumen.dcisoftware.com</u>
- Enter Employee Username and Password
 Username: Firstname.Lastname.AcumenID
 Password: Acumen.Lastname.XXXX
- 3. Contact Acumen Customer Service if you are unable to log into DCI
 - a. Locked Out or need Acumen ID
- 4. Once logged in, click the Add Entry button





Add New Entry

Entry Type:	Punch				~
Employee Name:	SOONER SUSIE				
Account Type:	Hourly				
Client:	DUCK DONALD - OK9874				×
Service Code:	PSA				
Service Date:	07/20/2020				
Check In:	8:00 AM	©	Check Out:	12:00 PM	•
EVV Method:	Secure FOB				~ 5
Clock In EVV Location:	Select Location				~
Clock Out EVV Location:	Select Location				~
Start Token:	123456	6	End Token:	654321	
Check Out Date:	07/20/2020				
Diagnostic Code:	Diagnostic Code				
Notes:	Add Notes for Punch				
Attachment:	& Add Attachment				9
				Cancel	Save
				Duomio	tamaan

- Type Client Name > Select from list 1.
- Select Service Code for shift 2.
- Select Date of shift 3.
- Select Clock In & Clock Out Time 4.
- **EVV Method is Secure FOB** 5.
- Enter FOB Token from Clock IN 6.
- Enter FOB Token from Clock OUT 7.
- Notes & Attachments are optional 8.
- 9. Click Save > Click Yes



Key FOB Recap

- Contact Acumen Agent to see if FOB is right for you
- If eligible, Acumen will setup FOB on your account
 - Once set up, Acumen will send FOB to your address
- FOB is to always remain with the Client
- Submit time via DCI Web Portal
- All time should still be submitted prior to payroll deadlines
- Contact Agent or Customer Service with any questions



Thank you!

Visit the **Acumen Help Center** to learn more at: <u>acumenfiscalagent.zendesk.com</u>

