

# **DCI PHONE EVV FOR EMPLOYEES ONLY (Real-Time)**

## **Before starting, complete the following:**

- Confirm with Acumen the Client Phone # on file. This is the phone the employee will use to call to punch in and out. This MUST be a Landline or VOIP phone.
- Employees will need the last 4 digits of their Social Security Number & Date of Birth.
- Employee's also need to know their PIN. Use [Phone EVV Guide](#) for help.
- Employee must know the Client Name & Service Code for that shift.

## **To Clock In:**

- 1) Employee calls **1 855 807 9595**
- 2) Employee will enter the last 4 digits of their Social Security Number
- 3) Employee will enter their 4 digit Employee PIN
  - a. Use Phone EVV Guide to help add/change PIN
- 4) Employee will enter their birth Month & Day
  - a. In MMDD format (ex. June 9<sup>th</sup> = 0609)
- 5) Press any key to continue
- 6) Confirm "hourly" with the prompt given
- 7) Confirm the Client's name with the prompt given
- 8) Select #1 for Real Time Punch
- 9) Confirm the service code with prompts given
- 10) Select EVV Location or Continue without
- 11) Confirm to save the "punch" (#1-Yes, #2-No)
- 12) Recording will read back the punch details and disconnect

## **To Clock Out:**

- 1) Employee calls **1 855 807 9595**
- 2) Employee will enter the last 4 digits of their Social Security Number
- 3) Employee will enter their 4 digit Employee PIN
  - a. Use Phone EVV Guide to help add/change PIN
- 4) Employee will enter their birth Month & Day
  - a. In MMDD format (ex. June 9<sup>th</sup> = 0609)
- 5) Press any key to continue
- 6) Recording will read back to you the punch you had originally opened.
- 7) Confirm if correct and you want to close the punch (#1-Yes, #2-No)
- 8) Select EVV Location or Continue without
- 9) Punch will be closed and entered into the system
  - a. Press #2 to disconnect or Press #1 to open new punch

**Punches can be added, verified, or corrected in the Employer's DCI Portal.**