



Guidelines for In and Out Timesheets

The most effective way to enter your time is through our online portal Outreach.dcisoftware.com or use our DCI Mobile App. Agents are here to help get you set up. Please contact us at 877-901-5826 for agent information or contact your agent directly.

- Participant is the person receiving services.
- Participant hired worker is the employee.
- Check in time should reflect when you start your shift.
- Check out time should reflect when your shift ended.

Service code: Service codes are needed on each line of entry. Example of service code names: SHC or CC or PC

Id Number: Id numbers are assigned by Acumen. Both PPT and PHW are required on the time sheet. Id will be assigned and given out at enrollment by your agent.

Multiple Services: When working with multiple services: You will need to put in the service code box the service that you provided at that time. **Example:** PC start time: 7:00am and then end time 8:00am in the box below enter in SHC start time: 8:00am and end time 9:00am

Overlapping time: Time sheets should not overlap in hours between services or employees. Example: Employee 1 works 2pm to 4pm Employee 2 works 4pm to 5 they cannot work the same time or have time entries overlapping.

Live in: With Live in PHW's your time needs to reflect the total time you worked each day. You do not have to punch in and out every 15mn you can best guess how many hours per day that you have based on the plan for total hours per week.