

EVV Clock Out Methods

The EVV options are below:

1. **Client PIN:** The participant enters their PIN into the employee's phone at clock out. If the PIN is correct the time punch is auto approved.
2. **Signature:** The participant signs on the employee's phone at clock out. This method must be verified by the employer first before it can be approved. (Instructions below)
3. **Photo:** The employee takes a picture of the participant and facial recognition is used to auto approve the time punch. *Note: If you would like to use this method, you will need to email a photo of the participant similar to a passport style photo to enrollment-ma@acumen2.net. A state agent will upload the picture to the client's profile and notify the employer once this option is ready to use.
4. **Portal Signoff:** The employee enters their time into the mobile app or web portal without using one of the above auto approval methods. This method must be approved by the employer.

Verifying a Time Punch

1. From the Dashboard page, click on the Employer tab

The screenshot displays the EVV system dashboard. At the top, the 'EMPLOYER' tab is highlighted with a red box. The dashboard includes a sidebar with navigation options: DASHBOARD, ENTRIES, ACCOUNTS, and PROFILE CERTIFICATION. The main content area shows the 'Home / Dashboard' view for 'Amorissa Employer' covering the period from 05/18/2025 to 05/24/2025. It features an 'Overtime Gauge' with a legend for 0 To 30 (green), 30 To 40 (yellow), and 40+ (red), and a message 'No entry in current week'. To the right, a 'Total Hours' summary table shows 0.00 for Approved, Pending, and Unverified hours, with a total of 0.00. Below this, there are sections for 'Client Total Hours Per Week', 'Authorizations', and 'Expiring Certifications', each with search and filter options.

Total Hours		05/18/2025 To 05/24/2025
Approved:		0.00
Pending Hours:		0.00
Unverified Hours:		0.00
Total Hours:		0.00

2. Next click on the Pending Entries tab

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HOME EMPLOYER REPORTS

CLIENTS

EMPLOYEES

VENDORS

PENDING ENTRIES (2)

ENTRIES REQUIRING SIGN OFF

Employer / Clients

Clients

Type Client Name

Select Funding Source

Name

Amorissa Client

3. You can hover over the eye icon to view the reason the entry needs review.

CLIENTS

EMPLOYEES

VENDORS

PENDING ENTRIES (2)

ENTRIES REQUIRING SIGN OFF

Employer / Pending Entries

Pending Entries

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Service Code

Type Client Name Type Employee Name Type Cost Center

Select Account Type Select EV Select Review

Reset Search

Export

Showing 2 out of 2 records

Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Cost To You (Estimate)	Client Name	Employee Name	Service Code	Account Type	Needs Review
A R	Apr 29, 2025	11:03 AM	03:53 PM	16.00	23:04:50	10646.58	Amorissa Client	Amorissa Employee	Supported Employee	Hourly	
A R	Dec 26, 2024	04:00 PM	09:00 PM	12.50	0:05:00	74.69	Amorissa Client	Amorissa Employee	Supported Employment	Hourly	

Signature Unverified - Over 40 Hours

- Click anywhere on the pending entry to open the details (except on the Approve/Reject buttons). Below is the details page for that time punch.

Employer / Pending Entries / 6645

Punch Detail - 6645

[Actions](#)

Punch Details

Entry Id: 6645
Machine Details: 2600:4040:5008:c600:251d:2d44:4c4f
Service Date: Apr 29, 2025
Check In: 11:03 AM
Check Out: 03:53 PM
Hour(s): 23:04:50
Amount: 556.83 Hours
Rounded Amount: N/A
Employee Time Zone: EST (UTC-5)
Client/ Program Time Zone: MT (UTC-7)
Location Code: 04-013-7890
Authorization Entry Id: 5856
Pay Rate Name: Standard
Pay Rate: 16.00
Status: Pending
Created By: Amorissa Employee
Created: Apr 29, 2025
Input Method Type: Mobile App
Needs Review:

Account Details/ Service Account

Account Id: [990](#)
Account Type: Hourly
Client/ Program Time Zone: MT (UTC-07)
Employee: [Amorissa Employee](#)
Employee Time Zone: EST (UTC-5)
Service Code: [Supported Employment](#)
Portal Signoff: TRUE
Funding Type: Dollars
Funding Source: [MA PDP - Test](#)
Cost Center: Amorissa Employer Cost Center
Unit Type: Hourly
Status: Active

EVV Details

EVV Method: Signature
EVV: Yes
Clock in Geolocation: 42.35810426482801,-71.25979973910356

- Scroll all the way to the bottom of the page until you see a tab labeled 'Verifications'. You can view the EVV method that was used by clicking the icon under 'compare'. Once you have viewed the signature/photo/etc. click the approve button to the left of the entry.

Ref Entries Notes Attachments **Verifications** Map Business Rules Auto Approval Custom Fields History

From (MM/DD/YYYY) To (MM/DD/YYYY) Verification Type Select Status

Reset Search

Export

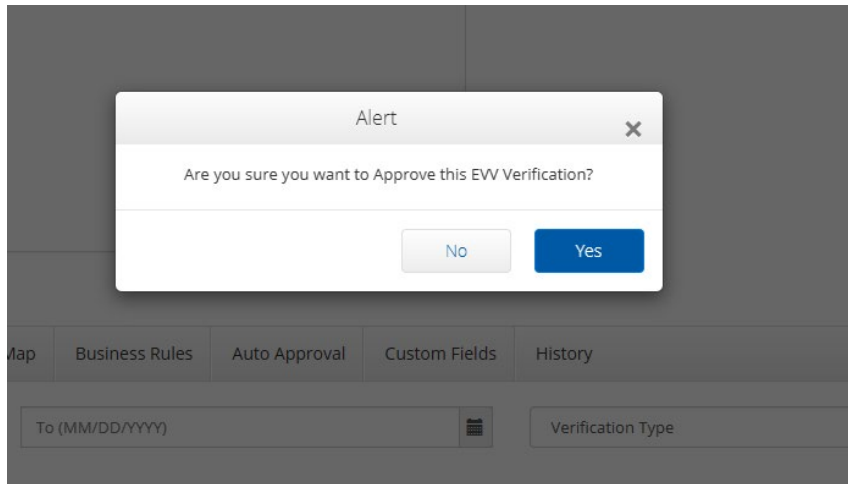
Showing 1 out of 1 record

Approve	Date	Verification Type	Status	Attachments	Compare	Approved By	Approved Date
A R	May 22, 2025 03:53:37 PM	Signature	Unverified	591c35e6-8afa-4916-986d-3ed87c8841d6.jpeg			

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<https://acumendemo.dcssoftware.com/Entry/EntryDetail?id=6645&ProfileType=24#evverifications>

6. The system will ask you to confirm your selection. Click yes.



7. Navigate back to the Pending Entries tab. You will see if you hover over the eye icon again that the message regarding verification has disappeared.

The screenshot shows the "Pending Entries" section of a web application. The top navigation bar includes "HOME", "EMPLOYER", and "REPORTS". The left sidebar has "CLIENTS", "EMPLOYEES", "VENDORS", "PENDING ENTRIES (2)", and "ENTRIES REQUIRING SIGN OFF". The main content area has a search filter with fields for "From (MM/DD/YYYY)", "To (MM/DD/YYYY)", "Type Service Code", "Type Client Name", "Type Employee Name", "Type Cost Center", "Select Account Type", "Select EVW", and "Select Review". Below the search filters is a table with columns: "Approve", "Service Date", "Start Time", "End Time", "Pay Rate", "Amount", "Cost To You (Estimate)", "Client Name", "Employee Name", "Service Code", "Account", and "Needs Review". Two records are shown. The first record has a service date of "Apr 29, 2025" and a start time of "11:03 AM". The second record has a service date of "Dec 26, 2024" and a start time of "04:00 PM". A red box highlights the "Type" column for the second record, which contains the text "Over 40 Hours" and an eye icon.

Approve	Service Date	Start Time	End Time	Pay Rate	Amount	Cost To You (Estimate)	Client Name	Employee Name	Service Code	Account	Needs Review
A	Apr 29, 2025	11:03 AM	03:53 PM	16.00	23:04:50	10646.58	Amorissa Client	Amorissa Employee	Supported Employme		
A	Dec 26, 2024	04:00 PM	09:00 PM	12.50	0:05:00	74.69	Amorissa Client	Amorissa Employee	Supported Employme	Over 40 Hours	

- Click the approve button to the left of the pending entry. It will again ask you if you are sure you want to approve the entry. Click yes.

