



Training Schedule for ADMH DCI Time Entry/Management Training

In this training, you'll learn how to navigate the DCI system for your role!

Employees: We will be reviewing how to clock in, clock out and some basic navigation around the system.

Employers: We will be reviewing how to manage your employees' time entries, ways to manage your client's budget/authorization as well as basic navigation.

Date	Time (CT)	Audience
Tuesday, January 20, 2026	10:00 AM - 12:00 PM	Employers
Wednesday, January 21, 2026	10:00 AM - 12:00 PM	Employees
Thursday, January 22, 2026	10:00 AM - 12:00 PM	Employers
Friday, January 23, 2026	10:00 AM - 12:00 PM	Employees
Monday, January 26, 2026	4:00 PM - 6:00 PM	Employees
Tuesday, January 27, 2026	10:00 AM - 12:00 PM	Employers
Wednesday, January 28, 2026	10:00 AM - 12:00 PM	Employees
Thursday, January 29, 2026	10:00 AM - 12:00 PM	Employers
Friday, January 30, 2026	10:00 AM - 12:00 PM	Employees

Training Link

Training will be hosted via Microsoft Teams meeting. No need to register for these free trainings through Acumen. Join on your computer or mobile app.

[Join the meeting now](#)

Meeting ID: 284 535 079 373 1

Passcode: WZ6CB6Zq

Dial in by phone

[+1 323-694-9793,,821352747#](#)

Phone conference ID: 821 352 747#