



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, December 2, 2025	10:00 AM - 12:00 PM	Employers
Wednesday, December 3, 2025	10:00 AM - 12:00 PM	Employees
Thursday, December 4, 2025	10:00 AM - 12:00 PM	Employers
Friday, December 5, 2025	10:00 AM - 12:00 PM	Employees
Tuesday, December 9, 2025	10:00 AM - 12:00 PM	Employers
Wednesday, December 10, 2025	10:00 AM - 12:00 PM	Employees
Thursday, December 11, 2025	10:00 AM - 12:00 PM	Employers
Friday, December 12, 2025	10:00 AM - 12:00 PM	Employees
Monday, December 15, 2025	4:00 PM - 6:00 PM	Employees
Tuesday, December 16, 2025	10:00 AM - 12:00 PM	Employers
Wednesday, December 17, 2025	10:00 AM - 12:00 PM	Employees
Thursday, December 18, 2025	10:00 AM - 12:00 PM	Employers
Friday, December 19, 2025	10:00 AM - 12:00 PM	Employees
Monday, December 22, 2025	4:00 PM - 6:00 PM	Employees
Tuesday, December 23, 2025	10:00 AM - 12:00 PM	Employers
Friday, December 26, 2025	10:00 AM - 12:00 PM	Employees
Monday, December 29, 2025	4:00 PM - 6:00 PM	Employees
Tuesday, December 30, 2025	10:00 AM - 12:00 PM	Employers
Wednesday, December 31, 2025	10:00 AM - 12:00 PM	Employees
Friday, January 2, 2026	10:00 AM - 12:00 PM	Employees
Monday, January 5, 2026	4:00 PM - 6:00 PM	Employees
Tuesday, January 6, 2026	10:00 AM - 12:00 PM	Employers



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Wednesday, January 7, 2026	10:00 AM - 12:00 PM	Employees
Thursday, January 8, 2026	10:00 AM - 12:00 PM	Employers
Friday, January 9, 2026	10:00 AM - 12:00 PM	Employees
Monday, January 12, 2026	4:00 PM - 6:00 PM	Employees
Tuesday, January 13, 2026	10:00 AM - 12:00 PM	Employers
Wednesday, January 14, 2026	10:00 AM - 12:00 PM	Employees
Thursday, January 15, 2026	10:00 AM - 12:00 PM	Employers
Friday, January 16, 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#