

## Calling Instructions


## STX

**Calling In:** Use the client's registered phone number to call in when arriving at the client's location and make sure you have the following information:

- Your Santrax ID.
- Your Client's ID.

### 1. Dial any of the toll-free numbers assigned to your agency.

If you are experiencing difficulties with the first toll-free number, please use the second toll-free number.

 The Santrax system will say: **"For English, please press one (1). For Spanish, please press two (2)."**  
Call prompts are heard in the selected languages.

### 2. Press the number that corresponds to the language you wish to hear.

All prompts for the remainder of the call will be heard in that language.

 Santrax will say: **"Welcome, please enter your Santrax ID."**


### 3. Press the numbers of your Santrax ID on the touch tone phone.

 Santrax will say: **"Is this a group visit? Press (1) for Yes or (2) for No."**

### 4. Press (2) for not a group visit.

 Santrax will say: **"Please choose your location of service. Press (1) one for Home, Press (2) for Community, Press (3) for replay."**

### 6. Press (1) to select home or (2) to community or (3) for replay.

 Santrax will say: **"If this is a Fixed Visit Verification visit using the FVV device, press the star (\*) key to enter the visit verification numbers. Otherwise, press the pound (#) key to continue."**

If this is an FVV Call, press the star (\*) key and refer to the FVV Call Reference Guide for detailed instruction for the FVV call process. If this is not an FVV call, press pound (#) and continue.


### 5. Press the pound (#) key to continue.

 Santrax will say: **"Please select (1) to call in or (2) to call out."**

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### 6. Press the (1) key to "Call In".

 Santrax will say: **"Received at (TIME).). Please enter first client ID or hang up if done."**

### 7. Hang up.


**Calling Out:** Use the client's registered phone number to call out when leaving the client's location and make sure you have the following information:

- Your Santrax ID.
- The Service ID.
- The Client is available to verify the visit.

### 8. Follow steps ① thru ⑤ and then continue.

 Santrax will say: **"Please select (1) to call in or (2) to call out."**

### 9. Press the (2) key to "Call Out."


 Santrax will say: **"Received at (TIME). Please enter first Client ID. or hang up if done "**

### 10. Enter the Client ID.

 Santrax will say: **"Please enter the Service ID."**

### 11. Press the Service ID Number you performed.

Refer to your agency's service list.

 Santrax will say: **"You entered (SERVICE). Please press (1) to accept, (2) to retry."**

### 12. Press the one (1) key to accept or press the two (2) key to retry.

 Santrax will say: **"Enter number of tasks."**

### 13. Press the total number of tasks performed for the client.

 Santrax will say: **"Enter task ID."**

### 14. Press the Task Number you performed.

**NOTES:**

- Refer to your agency's task list.
- If you performed more than one task, wait for the system to confirm the task and then enter the next task number until you have entered all tasks performed during the visit.
- If you are performing a task with a reading, Santrax will pause after receiving the Task ID. During the pause, press the appropriate reading for this task using the amount of digits indicated on the task list.
- If you made a mistake entering Tasks, press "00", the system will confirm by saying: **"Starting Over, Enter number of tasks"**. Enter all task ID's again.

📞 Santrax will say: **(TASK DESCRIPTION(S)) You entered (NUMBER) task(s), Thank you bye"**

15. 📞 Hang up.



# Call Reference Guide:

**Agency Account Number: STX**

Write your Santrax ID number above for easy reference.

**Dial:**

**Or**

**Features:**

Call In/ Out  
Group Visit - No  
Multi - Client  
Task

Select Language  
Fixed Visit Verification -No  
Select Service  
Select Location