

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

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 (1) for group visit.**

-  Santrax will say: **"Press (1) to start a new group visit, (2) to continue to your group visit, (3) to join a group visit, or (4) to exit group visit menu."**

(1) To start a new group visit:

5.  **Press (1) to start a new group visit.**
Santrax will say: **"You will start a new group visit with visit code (GROUP CODE)."**
6. **Continue to step 8.**

(3) To join an existing group visit:

6.  **Press (3) to join an existing group visit.**
 Santrax will say: **"Please enter the group visit code."**
7.  **Press the numbers of the group visit code.**
Santrax will say: **"You will join the group visit with visit code (GROUP CODE)."**

8.  **Press (1) to add a client to the group visit, (2) to complete a visit for a client, (3) to hear the group visit code, (4) to abandon this whole group visit or hang up if you would like to end this call.**

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

9.  **Press (1) to select home or (2) to community . or (3) for replay.**

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

10.  **Press the (1) key to "Call In".**

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

11.  **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,
- Client ID
- Service ID

12. **Follow steps 1 thru 4 and then continue.**

-  Santrax will say: **"Press (1) to start a new group visit, (2) to continue to your group visit, (3) to join a group visit, or (4) to exit group visit menu."**

13.  **Press (2) to continue your group visit.**

-  Santrax will say: **"Please enter the group visit code."**

14.  **Press the numbers of the group visit code.**

-  Santrax will say: **"You will continue group visit with visit code (GROUP CODE). Please press (1) to add a client to the group visit, (2) to complete a visit for a client, (3) to hear the group visit code, (4) to abandon this whole group visit or hang up if you would like to end this call."**

NOTE: If you made a mistake and need to discard all data you have previously entered for all visits in this group, press (4) to abandon the whole group visit.

15.  **Press the (2) key to complete the visit for a client.**

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

17.  **Press the (2) key to "Call Out."**

- Santrax will say: Received at (TIME). Please enter first Client ID. or hang up if done "
18. Enter the Client ID.
- Santrax will say: "Please enter the Service ID."
19. 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."
20. Press the one (1) key to accept or press the two (2) key to retry.
- Santrax will say: "Enter number of tasks."
21. Press the total number of tasks performed for the client.
- Santrax will say: "Enter task ID."
22. 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."
23. 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 - Yes
Select Service
Select Location

Select Language
Client- ID Entry
Task