



Calling In: When arriving at the client's home, 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). For Amharic, please press three (3). For Chinese Cantonese, please press four (4). For Chinese Mandarin, please press five (5). For French, please press six (6), For Korean, please press seven (7), For Vietnamese, please press eight (8)."**
These prompts are heard in their respective 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: **"To verify your identity, please repeat: At Santrax, my voice is my password."**

NOTE: If you have not been enrolled in Speaker Verification, Santrax will skip this prompt. If this is the case, skip step 4, and then continue.

4.  **Say: "At Santrax, my voice is my password."**
The Santrax system may ask you to repeat the phrase several times before verifying your identity.

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


5.  **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".**

6.  **Press (1) to select home or (2) to community.**



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

7.  Press the (1) key to "Call In".



Santrax will say: "Received at (TIME)."

8.  Hang up.


Calling Out: When leaving the client's home, make sure you have the following information:

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

9. Follow steps B thru G and then continue.



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

10.  Press the (2) key to "Call Out."




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

11.  Press the Client ID number.



Santrax will say: "Enter Service ID."

12.  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."

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



Santrax will say: "Enter number of tasks."


14.  Press the total number of tasks performed for the client.

 Santrax will say: "Enter task ID."

15.  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). To record the client's voice please press (1) and hand the phone to the client, or press (2) if the client is unable to participate."

16.  Press '1' to record the client's voice.


OR

 Press '2' if the client is unable to participate.


17.  Hand the phone to the client and the client will be asked to state their name and today's date.

 Santrax will say: "Please say your first and last name and today's date."

18.  The client should say their first and last name and today's date.

 Santrax will say: "The service performed was (SERVICE). Press one (1) to confirm, two (2) to deny, three (3) to replay."

19.  The client should press the appropriate option.

 Santrax will say: "Thank you, bye"

20.  Hang up.



Call Reference Guide:

Agency Account Number: STX

Write your Santrax ID number above for easy reference.

Dial:

Features:

Call In/Out

Speaker Verification -Emp

Group Visit - No

Service

Client Verification – Service

Select Language

Select Location

Client Voice Record

Task