



Calling Instructions

STX

Calling In: When arriving at the client's home, 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: **“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: **“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.**

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

6.  **Press the (1) key to “Call In”.**

 Santrax will say: **“Received at (TIME).”**


7.  **Hang up.**

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

- Your Santrax ID.
- The Client ID.
- Your Service and Task ID

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.  **Press the numbers of the client’s 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.



DDS Call Reference Guide:

Agency Account Number: STX

Write your Santrax ID number above for easy reference.

Dial:

Or

Features:

Call In/Out Prompting
 Select Language
 Select Service

Speaker Verification - Emp
 Fixed Visit Verification - No
 Task