

# Vermont Telephone Visit Verification (TVV)



Santrax ID: \_\_\_\_\_

Client ID: \_\_\_\_\_

## Phone Numbers & Service IDs

### CHILDRENS PERSONAL CARE

PROVIDER # 80010

DIAL **844-802-8046** or **855-818-2918**

SERVICE ID	DESCRIPTION
101	CPCS Personal Care

### TRAUMATIC BRAIN INJURY

PROVIDER # 80016

DIAL **844-802-8049** or **855-818-3041**

SERVICE ID	DESCRIPTION
102	TBI Respite Care

### ATTENDANT SERVICES PROGRAM

PROVIDER # 80015

DIAL **844-802-8048** or **855-818-2970**

SERVICE ID	DESCRIPTION	SERVICE ID	DESCRIPTION
103	Attendant Services <b>PDAC</b>	107	Attendant Services

### CHOICES FOR CARE

PROVIDER # 80014

DIAL **844-802-8047** or **855-818-2931**

SERVICE ID	DESCRIPTION	SERVICE ID	DESCRIPTION
105	Flexible Choices	110	Respite Care - Surrogate
106	Moderate Needs	111	Companion Care - Consumer
108	Personal Care - Surrogate	112	Companion Care - Surrogate
109	Respite Care - Consumer	113	Personal Care Consumer

## Call In Instructions

When you arrive at your client's home, you will need your Santrax ID and your Client's ID to call in. You must call in using a touch-tone phone.



- 1. Dial any of the two toll-free numbers listed under the consumers program. If you have trouble with the first number, try the second number.**

Santrax will say: "For English, please press one (1). For Spanish, please press two (2). For Nepali, please press three (3). For Swahili, please press four (4). For Somali, please press five (5). For Mandarin Chinese, please press six (6)." These prompts are heard in their languages.



- 2. Press the number that connects with the language you wish to hear.**

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: "Please select "1" to call in or "2" to call out."



- 4. Press the one (1) key to "Call In".**

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



- 5. Hang up (if done).**

## Call Out Instructions

Before you leave your client's home, you will need your Santrax ID to call out. You will also need your Client's ID and Service ID for the activities performed during the visit. Your client should be available to verify your visit and service entries.



- Dial any of the two toll-free numbers listed under the consumers program. If you have trouble with the first number, try the second number.**

Santrax will say: "For English, please press one (1). For Spanish, please press two (2). For Nepali, please press three (3). For Swahili, please press four (4). For Somali, please press five (5). For Mandarin Chinese, please press six (6)." These prompts are heard in their languages.



- 1. Press the number that connects with the language you wish to hear.**

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



- 2. Press the numbers of your Santrax ID on the touch tone phone.**

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



- 3. Press the two (2) key to "Call Out".**

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

**DO NOT HANG UP. This system needs more information to log your service code and receive your out time. Continue to Step 4.**



- 4. Press the number of the Client ID.**

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



- 5. Press the numbers of the Service ID.**

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



- 6. Once the service has been entered, the system will repeat it. If the service is incorrect, press the two (2) key to re-enter the service. When the service is correct, press the one (1) key to accept.**

Santrax will say: "To record the client's voice please press one and hand the phone to the client or press two if the client is unable to participate."



- 7. Press the one (1) key to record the client's voice or press the two (2) key if the client is unable to participate and go to step 12.**



- 8. (OPTIONAL: CLIENT VERIFICATION) Hand the phone to the client. 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."



- 9. The client should say their first and last name and today's date.**

**NOTE:** The system may skip the following prompts. If the prompt is skipped, please continue with the next prompt, or hang up if you are done.

Santrax will say: "In call received at (TIME). Out call received at (TIME). Total visit length (NUMBER) minutes. Press one (1) to confirm, two (2) to deny, or three (3) to replay."



- 10. The client should press the one (1) key to confirm, the two (2) key to deny, or the three (3) key to replay.**

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



- 11. The client should press the one (1) key to confirm, the two (2) key to deny, or the three (3) key to replay.**

Santrax will say: "Please enter second Client ID or hang up if done".



- 12. Hang up (if done).**