

# LIVE-IN CAREGIVER TIMEKEEPING INSTRUCTIONS



**PLEASE CALL... FOR ENGLISH**  
**1-(844) 887-5709 OR 1-(855) 743-3215**

**POR FAVOR LLAME... PARA ESPAÑOL**  
**(1-844) 887-5710**

## **LIVE-IN CAREGIVER WILL CALL ONCE DAILY AT 8:00 AM FROM CLIENT'S TELEPHONE:**

- Have your 5-Digit Santrax ID/Personal Identification Number and Completed Tasks From Previous Work Day Available
- Dial One of the System Numbers Above
- Enter Your 5-Digit Santrax ID When Prompted
- System Will Announce the Time of Day, Press Pound ( # ) When Prompted
- Enter Total Number of Tasks Completed From Previous Day PLUS ONE (*Always Add One Extra Task to Record Your Hours Worked*)
- Enter First 2-Digit Task ID Number, Wait for System to Confirm Task Name
- Continue Entering 2-Digit Task ID Numbers and Wait for System to Confirm Each Task
- The Last Task You Enter Will be Task ID Number **999**
- When Prompted Enter 4-Digit Number for the Total Time Worked in Hours and Minutes (*The First Two Digits are for the Hours, the Last Two Digits are for the Minutes; Example: 1015 = 10 Hours and 15 Minutes*)
- The System Will Repeat the Total Number of Tasks You Entered, Including Task Number 999
- Hang Up; Call is Complete

## **Task ID Numbers**

### **ID #   Task Name**

**01** Bathing / Personal Care / Grooming  
**02** Dressing / Undressing  
**03** Oral Care  
**04** Toileting / Bowel and Bladder Care  
**05** Turning, Positioning & Transferring  
**06** Assist with Ambulation / Mobility  
**07** Monitor Skin Condition  
**08** Skin Care / Observation  
**09** Skin Care / Treatment  
**10** Catheter Care  
**11** Ostomy Care  
**13** Assist with Tube Feeding  
**14** Passive & Active Exercises

### **ID #   Task Name**

**15** Diet Monitoring / Meal Prep / Education  
**16** Feeding  
**17** Medication Reminder / Cueing  
**18** Laundry  
**19** Light Housework  
**22** Make Bed  
**23** Grocery Shopping / Errands  
**25** Personal Business  
**26** Socialization / Hobbies  
**27** Accompany / Medical Appointment  
**28** Accompany / Other  
**29** Snacks / Light Meal  
**999** Hours Worked (4 Digits: HHMM)

**If you encounter any issues, contact: C&H HELPLINE 888-844-4442, #, Ext. 4000**