



Telephony:

1. Arrival Call (Clock In):

- a. "Please enter your Soneto ID, followed by the # sign."
 - i. ENTER YOUR SONETO ID, PRESS #
- b. "Press 1 for arrival. Press 2 for departure."
 - i. PRESS 1
- c. "Arrival confirmed. Thank you. Goodbye."
 - i. YOU CAN DISCONNECT CALL

2. Departure Call (Clock Out):

- a. "Please enter your Soneto ID, followed by the # sign."
 - i. ENTER YOUR SONETO ID, PRESS #
- b. "Press 1 for arrival. Press 2 for departure."
 - i. PRESS 2
- c. "Press 1 to enter task codes or 2 to complete the call."
 - i. PRESS 1
- d. "Please enter the code followed by the # sign or press * (Star) to go back."
 - i. ENTER TASK CODE (CODES LISTED ON NEXT PAGE) THEN PRESS #
- e. "Press 1 to enter additional task codes, 2 to complete the call or * (Star) to re-enter previous task."
 - i. PRESS 1 IF YOU HAVE MORE THAN ONE TASK TO ENTER
 1. ENTER ADDITIONAL TASK CODE WHEN PROMPTED, PRESS #. KEEP FOLLOWING PROCESS UNTIL ALL TASKS ARE ENTERED THEN PRESS 2
 - ii. PRESS 2 IF YOU ONLY HAD ONE TASK TO ENTER
- f. "Departure confirmed. Thank you. Goodbye."
 - i. YOU CAN DISCONNECT CALL



| Task | Code |
|--|-------------|
| Shopping | 0110 |
| Meal/Snack Preparation & Clean Up | 0120 |
| Errand | 0130 |
| Medical Appointment | 0140 |
| Self-Administration of Medication | 0150 |
| Bathing | 0160 |
| Eating | 0170 |
| Assisting with Mail | 0180 |
| Dressing and Grooming | 0190 |
| Housekeeping – Bedroom | 0200 |
| Housekeeping – Bathroom | 0210 |
| Housekeeping – Kitchen | 0220 |
| Housekeeping – Common Living Areas | 0230 |
| Laundry | 0240 |
| General Supervision | 0250 |
| Turning, Positioning, Transferring | 0260 |
| Toileting | 0270 |
| Cognitive/Academic | 0280 |
| Communication | 0290 |
| Contenance Support and Hygiene (bowel, bladder, catheter) | 0300 |
| Emergency and Safety Skills | 0310 |

| DDD- Task | Code |
|--------------------------------|-------------|
| Health/Medical | 0320 |
| Independent Living Skills | 0330 |
| Leisure Time Recreation Skills | 0340 |
| Medication Administration | 0350 |
| Mobility | 0360 |
| Personal Health Care | 0370 |
| Range of Motion/Exercise | 0380 |
| Sensorimotor | 0390 |
| Socialization | 0400 |
| Vital Signs | 0410 |