



**DD TELEPHONY TASK ID #'S**

<p><b><u>MATRIXCARE TELEPHONY PHONE #</u></b>          English – (866) 414-7497          Spanish – (866) 483-8395          Telephony ID: _____  <b><u>MATRIXCARE MOBILE URL</u></b>  <a href="https://app.soneto.net/web/IndianaHomecare">https://app.soneto.net/web/IndianaHomecare</a>          USERNAME: _____          PASSWORD: _____          SIGNATURE PIN: _____</p>
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<b>REQUIRED – Enter these tasks for <u>every</u> shift worked</b>	
Supervision and Monitoring	60
Observed Standard Precautions	46
Infection Control	97
<b>BEHAVIOR PLANS – Only enter this task if your client has an active Behavior Plan</b>	
Reinforcement of Behavior Plans	61
<b>RISK PLANS – Only enter this task if your client has active Risk Plans</b>	
Adherence to Risk Plans	62
<b>PAC – Only enter these tasks if your shift was for PAC services (enter tasks <u>only</u> if you completed them)</b>	
Assistance with Personal Care	50
Assistance with Meals	51
Assistance with Shopping	52
Assistance with Errands	53
Assistance with Correspondence or Bill Pay	54
Assistance with Scheduling Appointments	55
Assistance with Chores	56
Assistance with Leisure Activities	57
Assistance with Mobility	58
Escorting to Community Activities	59
<b>RESPITE – Only enter these tasks if your shift was for RESPITE services</b>	
RESPITE Reason	41
RESPITE Location Provided	42
RESPITE Type	43

*\* If calling in to clock in/out, you **must** complete the paper version of the “Employee Daily Narrative” and turn all copies into the office **weekly**.*

*\*\* If your client has goals assigned, you **must** complete the paper version of the “Goal Tracking” and turn all copies into the office **weekly**.*