

Checking In and Out on HHA Exchange IVR

- 1 Call **(518) 216-0401**
- 2 You will hear 4 options:
Call In / Call Out / FOB Confirmation / Cluster Call Out

CALL IN

- 1 For Call In, **Press 1**
- 2 Enter your **ID # / Assignment ID***
- 3 Phone System will repeat it back. If correct, **Press 1**
- 4 You are now clocked in!

CALL OUT

- 1 For Call Out, **Press 2**
- 2 Enter your **ID # / Assignment ID***
- 3 Phone System will repeat it back. If correct, **Press 1**
- 4 Enter **Duty IDs**
101 Shower / Ducha
111 Dressing / Vendaje
205 Prepare Snack / Preparar Snack
404 Take Respiration / Tomar Respiracion
301 Assist With Walking / Ayudar Con Caminar
- 5 When done entering all performed Duty IDs, **Press "0"**

**THESE ARE JUST A FEW
SAMPLES. FOR FULL LIST
OF DUTIES, SEE POC**