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To: Santrax Customers
 From: Karen Brooks, Senior Vice President, New York Business Unit
 Subject: Sleep-in Tasks Request form

To Our Valued Clients:

To enable the following tasks please fill out the following form and email it to customersupport@sandata.com or fax to (718) 628-2276.

Sleep-in Tasks: Sandata is creating tasks that aides can use to record breaks and rest time please choose one option that you would like Sandata to enable:

Option 1 – Summary of task for sleep-in visits.

- I did receive all my breaks and rest time. Enter 1 for yes or 2 for no.

Option 2 – Summary of tasks for sleep -in visits when the aide did not receive there designated time.

- I did not receive all my agreed upon breaks and rest time.

Option 3 – Detailed tasks for sleep-in visits:

- I did receive my agreed upon breaks. Enter 1 for yes or 2 for no.
- I did receive a total of 8 hours of rest time. Enter 1 for yes or 2 for no.
- I did receive 5 hours of uninterrupted rest time. Enter 1 for yes or 2 for no.

Option 4 – Detailed tasks for sleep-in visits when the aide did not receive there designated time.

- I did not receive my agreed upon breaks.
- I did not receive a total of 8 hours of rest time.
- I did not receive 5 hours of uninterrupted rest time.

 Authorized signature

 Date

 Name (Printed)

 Title

 Vendor Name

 Vendor #