



**minute
enu™**



**March 23-26
Richardson, TX**

OUR 15TH ANNUAL TRAINING CONFERENCE!

- 3 DAYS OF INTENSE TRAINING
- COMPUTER WORKSTATIONS
- 3 CLASSES TO CHOOSE FROM FOR EACH SESSION
- MORE TRAINING THAN EVER BEFORE
- NEW CLASSES AND NEW MATERIAL



15 YEARS OF MINUTE MENU TRAINING

This year's conference marks our 15th year of providing software training to sponsors who use Minute Menu. Over the years the conference has changed and grown. We've added computer workstations, multiple class schedules, and whole new software packages--like Kids Pro and Minute Menu for Centers--to the mix to bring you the comprehensive, robust training package we now call "Boot Camp." And all the while we've made it a priority to keep the training affordable and value-packed!

BOOT CAMP 101

This is not your typical conference! The Minute Menu conference is training "boot camp" for Minute Menu users. It has a single purpose--to make sure you and your staff know how to use Minute Menu to its fullest potential, getting the most out of your investment. Your registration includes 3 full days of training, individual computer workstations so you can get hands-on experience, all of your training materials (including updated manual), and breakfast & buffet lunch on all 3 training days--which enables us to start earlier and teach longer. Every class is open to everyone--and with the exception of the Minute Menu for Centers training, there's no signing up for classes ahead of time, so just show up to the class you want to attend and learn. The Minute Menu Conference is 100% learning, 100% of the time! So dress comfortably and come ready to learn!



PRE-CONFERENCE RECEPTION

Tuesday, March 23 • 17th Floor Club Room 7:30 p.m to 9:00 p.m.

Come pick up your registration materials, the finalized schedule and map, and meet & greet with the Minute Menu staff and other conference attendees. We're getting started early with training on Wednesday morning, so give yourself a head start by picking up your materials on Tuesday night. It's come and go as you please, and with ice cream and casual dress, there's no reason not to stop by.

EVENING ACTIVITIES

PROGRAM DIRECTOR HAPPY HOUR: HOMES WEDNESDAY NIGHT 5 PM TO 6 PM HOTEL LOUNGE	PROGRAM DIRECTOR HAPPY HOUR: CENTERS THURSDAY NIGHT 5 PM TO 6 PM HOTEL LOUNGE	15TH ANNIVERSARY PARTY THURSDAY NIGHT 8 PM TO 10 PM LOCATION TBD	FRIDAY NIGHT 7:30 P.M. TO ?::? PETE'S DUELING PIANO BAR ADDISON, TX
If you call the shots in your homes sponsorship, let us buy you one! This happy hour is an opportunity to meet and greet with other CACFP program directors. Ever wished you could call another agency to run an idea by them? Ever wanted to know how your state policies compare to another? Bring some business cards and make connections that will get you answers!	If you call the shots in your centers sponsorship, let us buy you one! This happy hour is an opportunity to meet and greet with other CACFP program directors. Ever wished you could call another agency to run an idea by them? Ever wanted to know how your state policies compare to another? Bring some business cards and make connections that will get you answers!	Come celebrate with us! We're bringing the party to you! Put your dancing shoes on and join us for live music, snacks, and a cash bar. There's no cover and no advance notice required, so come on down and enjoy! ...And it's over early enough that you'll still get a good night's sleep for more training the next day!	Once classes are over, join us for a night of fun at Pete's! Request songs, sing along, or laugh and watch the rest of us! If you've never been to a dueling piano bar, it's an experience you don't want to miss. There is no cover if you arrive before the show starts at 8, Check them out online at http://www.petesduelingpianobar.com .

BOOT CAMP OVERVIEW

This might be Boot Camp, but the accommodations are first rate! The Hyatt Regency North Dallas is a stylish, comfortable hotel. The hotel is located 8 miles north of Downtown Dallas in Richardson, Texas, just a few blocks from our offices. And the amazing group rate at \$109.00/night + tax is a great rate for this beautiful hotel!

The hotel offers a wonderful full-service restaurant that includes buffet and menu service. It also offers a large, comfortable bar and lounge for relaxing after a long day of training. For those of you too worn out from training to make it downstairs, the hotel also offers room service daily from 6 a.m. to 10 p.m. Breakfast and Lunch are provided with your registration on all 3 training days.

From fast food to seafood, you'll find something to fit any budget and taste only a short distance from the hotel. Also, new restaurants have opened up directly across the street from the hotel, so there are even more dining options within walking distance.



GETTING HERE

Dallas/Fort Worth International (DFW)
Dallas Love Field (DAL)

Several shuttle companies service both the DFW and DAL airports. The prepaid rate from DFW will be around \$25.00/person. It will be a little less from DAL. If you are travelling in a group, you might consider booking a car, which will run around \$60 from DFW. The hotel works closely with Joseph at Tiam Transportation. You can book a car through them at 214-566-3938 or joseph@tiamtransportation.com.

Shuttle services include:

www.supershuttle.com

www.yellowcheckershuttle.com

www.shuttlepros.com

Rental Cars: The DFW Rental Car Center houses most major car rental companies. Catch the airport shuttle to the Rental Car Center from the lower level of each terminal. Parking is free at the conference hotel, and it is located in a business/residential area, so driving is relatively stress-free. You will have more dining, sightseeing, and entertainment options if you rent a car.

GETTING AROUND

The hotel is centrally located on a major freeway, so getting where you want to go is very easy if you rent a car. Parking is free. The hotel also offers complimentary shuttle service to anywhere within 5 miles of the hotel, on a first-come, first-served basis. The shuttle is available from 7 AM to 10:30 PM each day. The complimentary service area includes everything from excellent full-service restaurants to fast food. It also includes a large shopping mall and a 12-screen movie theatre. Please note that during peak times you may have to wait half an hour or so for the shuttle. The hotel also offers free transportation and discount coupons to the nearby outlet mall, which is open until 9 PM Monday-Friday.

The hotel is very close to the DART light rail public transportation system that can take you to Downtown Dallas and, with a transfer to the Trinity Railway Express line, all the way to Downtown Fort Worth! The DART station is about a 10 minute easy walk, or the hotel shuttle will take you there and pick you up.

WE'RE HERE TO HELP

Whether you need help deciding which classes to attend, want to know where to get a great Texas-style steak, or need help finding a cab to share to the airport, we're here to help you! Our staff are always available to answer your questions and make your Boot Camp experience as painless as possible.

WEDNESDAY, MARCH 24

CONFERENCE WELCOME AND BREAKFAST: 7:45 - 8:45 AM

	PROVIDER INFO MANAGEMENT	SYSTEM PREFERENCES	TRAINING STAFF ON MINUTE MENU
Session 1 8:45 - 10:00 am	Get up-to-date on how best to manage your provider data. Correct, current, and complete data are crucial to process claims accurately and to give you the information you need to make the best decisions for your agency! Among other things, we'll discuss provider reports, tracking training, messages, and some provider file basics. DE, CP, FS, MG	EXPANDED CLASS! Sponsors can manage their own Minute Menu preferences. We'll walk you through that process, highlight some preferences your agency might want to implement, and show you how to track the changes you've made to your preferences over time—giving you an extra layer of internal controls over your claim process. CP, MG	Whether you are taking the conference material back home to train your coworkers on what you learned or you are in charge of training new or existing staff members on Minute Menu, you won't want to miss this class! We will give you a game plan for making your trainings back at the office a success. Sending an employee to the Minute Menu conference is an investment, so help maximize the effectiveness of the info you'll bring back! DE, FS, CP, SO, MG
	CHILD INFO MANAGEMENT	FOCUS ON NUTRITION	CCAP & MINUTE MENU
Session 2 10:15 am - 12:00 pm	How can you make child reenrollment easier and faster? What Minute Menu updates have made managing your child data even easier? How can you make doing parent contacts easier? We'll answer these questions and more! DE, CP, FS, MG	EXPANDED CLASS! Focusing on nutrition has never been easier or faster. With the vitamin report, you can set up Minute Menu to run reports on the nutritional content of the foods your providers serve. We'll also go over food frequency rules, duplicate food checks, and provider menu reports. Minute Menu can help you find the time to get back to food program basics with your providers! FS, DE, CP, MG	NEW CLASS! In the final CCAP report, USDA indicated several areas where they will be directing their focus in improving program integrity. We'll go over those areas and show you how you can use Minute Menu to address those areas before they show up as findings. We'll also talk about what CCAP may mean for the future of the CACFP in family day care homes. CP, MG
BUFFET LUNCH IN SPURS ROOM/RESTAURANT: 12:00 - 1:00 PM			
	PROCESSING CLAIMS: E-CLAIMS & SCANNED	DIRECT ENTRY CLAIMS	GETTING STARTED SPONSORING CENTERS
Session 3 1:00 pm - 2:30 pm	NEW CLASS! We'll go through the steps you use to process claims each month—highlighting areas where you can make claims processing more efficient and more accurate. Whatever the size of your agency and makeup of your claims, you'll find useful information in this new class! DE, CP, MG	The record full month attendance function in Minute Menu gives you a way to add some automation to claims from providers who you were unable to move to eclaiming or scannable forms. From a single screen you can enter a provider's monthly attendance and get the attendance processor checks that you get with eclaims or forms. Add a level of integrity checks to manual claims with direct entry! DE, FS, CP, SO, MG	Sponsoring Centers is one area where agencies can expand on current expertise to create an additional revenue stream. We'll give you an overview of the process and how it differs from sponsoring homes. CP, MG, FS
	REVIEWING ERROR REPORTS & ADJUSTING CLAIMS	SUPPORTING E-CLAIMERS & KIDS PRO	PANEL OF EXPERTS: MAXIMIZE YOUR E-CLAIMING NUMBERS
Session 4 2:45 pm - 4:00 pm	Tips, tricks, and strategies that you want to know! This class will make reviewing error reports easier and faster. We'll also go over how to reprocess claims most effectively and adjust for common errors. And we'll look at some new reports that help identify common errors across all providers, which may help you focus your training resources where they're most needed. CP, DE, FS, MG	EXPANDED CLASS! It's easier than you may think! Make sure your providers can easily login and use WebKids to ensure their claims are submitted accurately and on time every month! We'll go over the most frequently asked questions and how to get support for more complex scenarios. For agencies that give all of their providers Kids Pro, this support class is for you. We'll discuss some of the most commonly asked support-related questions with the installed versions of our Kids software. DE, CP, FS, MG	Last year, sponsors who had achieved great success in their percentage of providers who claim online shared their secrets. This year we will hear even more success stories, some as high as 98%! What are their strategies? What are yours? What can you do with your providers to encourage online claiming? How can you motivate your staff to promote online claiming to every provider? What are the advantages to your agency when providers e-claim? DE, FS, CP, SO, MG

THURSDAY, MARCH 25

BUFFET BREAKFAST IN SPURS ROOM/RESTAURANT: 7:45 - 8:30 AM

	BALANCING FUNDS: STATE CLAIM REPORTING AND PROVIDER PAYMENTS	IDENTIFYING AND TRACKING SERIOUSLY DEFICIENT PROVIDERS	EXPORT FILES & ADVANCED REPORTING
Session 1 8:30 - 10:00 a	State claim reporting and provider payments are the primary focus of this class. These functions have been designed to help you balance to the penny every month—even within the month if you submit original and amended claims. We'll start with a step-by-step discussion of functionality and reports and end with a few case studies on how program funds are effectively balanced. DE, CP, MG	EXPANDED CLASS! Minute Menu HX can help you manage the process of serious deficiency. Track communication, change settings to train providers in areas where they are out of compliance, and pull up reports on this data. We'll include a special focus on this feature in light of the recent CCAP report. DE, FS, CP, MG	This class is for those who have already used Minute Menu's export files a good deal, and who want to get much more proficient in Microsoft Excel. This class moves at a much faster pace than the Beginner class, so we recommend that you have some experience in Excel to attend. FS, CP, MG, DE
	ONLINE PROVIDERS: A TO Z	SUPPORTING E-CLAIMERS	TOOLS & ADMINISTRATION
Session 2 10:15 a - 12:00 p	NEW CLASS! Serving providers who claim online can allow you to save time, but it can also allow you to add services that you didn't previously have the time or resources to give to your providers. We'll talk about the entire life cycle of online providers and ways that you can get providers to go online, keep them happy, keep them claiming, and keep them in compliance. FS, CP, MG	It's easier than you may think! Make sure your providers can easily login and use WebKids to ensure their claims are submitted accurately and on time every month! We'll go over the most frequently asked questions and how to get support for more complex scenarios. The steps field staff can take to monitor WebKids providers more effectively will also be covered. DE, CP, FS, MG	REDESIGNED CLASS! Learn how to limit staff access to critical data with Manage Users. We'll also discuss certain key technical details, such as how to ensure your data is being backed up daily and how to get the best performance out of Minute Menu. MG, CP

BUFFET LUNCH IN SPURS ROOM/RESTAURANT: 12:00 - 1:00 PM

	MANAGING HOME REVIEWS: PART 1	KIDS PRO TRAINING	CENTERS: ENROLLMENTS, IEFs & FRP CALCULATIONS
Session 3 1:00 p - 2:30 p	NEW CLASS! Learn how to track, plan, conduct and record home visits using Minute Menu HX. Take a close look at how MMHX integrates a monitor's findings with a provider's claim for processing. Experience how to effectively use Minute Menu to Manage Reviews. FS, CP, MG	Minute Menu Kids Pro provides a valuable business tool to providers, allowing them to use a single piece of software to track their CACFP info, tax info, lesson planning, and parent invoicing. Providers can purchase this very inexpensive upgrade to add a layer of professionalism to their recordkeeping process. This workshop will walk you through the business management tools and other features that your providers might choose to use. DE, CP, FS, CP, MG	Enrolling new children and updating annual enrollment info can be a chore. In addition, you must also collect Income Eligibility Forms and evaluate each child's free/reduced/paid status. In this class, you'll learn how to automate FRP determinations and maximize your FRP rates. DE, FS, CP, IT, MG
	BEYOND MANAGING HOME REVIEWS	MAIL MERGE CRASH COURSE FOR ADVANCED USERS	CENTERS: MEAL COUNTS & ATTENDANCE WITH SCANNING
Session 4 2:45 p - 4:00 p	NEW CLASS! Whether you are supervising your own provider caseload or an entire staff's caseload, this session is for you. Let's examine Minute Menu HX reports and processes that are at your fingertips to help you determine that staff and providers are meeting or exceeding CACFP regulations. FS, CP, MG	We'll do a step-by-step training on how to do a Mail Merge in MS Word. Attendees should have at least some familiarity with Word and Excel, as this class will move at a pretty good pace. DE, CP, FS, MG	Minute Menu is most useful when it can process your meal count & attendance data. This class will go over how to enter that information manually along with issues related to in & out time tracking. More important: come learn how to use Minute Menu to scan this meal count data directly into the software. DE, CP, MG

Pre-registration is required for these classes. Priority on computer workstations will be given to pre-registered attendees. Others will be admitted only as space allows.

Schedule subject to change.

FRIDAY, MARCH 26

BUFFET BREAKFAST IN SPURS ROOM/RESTAURANT: 7:45 - 8:30 AM

	INTERNAL CONTROLS IN THE CACFP: BEST PRACTICES	EXPORT FILES AND EXCEL FOR BEGINNERS	CENTERS: MENUS, MILK AUDITS & RECEIPTS
Session 1 8:30 - 10:00 a	Bob Gray, USDA OIG Regional Inspector General (Retired) Using real world examples and experience, Bob Gray explains the importance of Internal Controls to running a successful CACFP Sponsorship and outlines the ways your agency can implement them in your day-to-day operations. DE, CP, FS, MG	EXPANDED CLASS! Minute Menu HX can help you manage the process of serious deficiency. Track communication, change settings to train providers in areas where they are out of compliance, and pull up reports on this data. We'll include a special focus on this feature in light of the recent CCAP report. DE, FS, CP, MG	Minute Menu will help you plan menus and preparing menu production records. It will even conduct a Milk Audit for you, and help you with other internal controls related to tracking food purchases. But there are lots of options involved. Learn everything you need to know about the most effective ways to perform this key CACFP task. CP, FS, MG
	INTERNAL CONTROLS: RECENT FINDINGS AND MINUTE MENU'S ANSWER	BLOCK CLAIM ANALYSIS & 5-DAY RECONCILIATION	CENTERS: PROCESSING CLAIMS & CONDUCTING REVIEWS
Session 2 10:15 a - 12:00 p	Bob Gray, USDA OIG Regional Inspector General (Retired) and Mike Morath, COO of Minute Menu Systems A joint presentation concentrating on the Internal Controls that USDA will expect from your agency and specifically how Minute Menu can help you implement and track those controls. If you are a decision maker at your agency, this class should not be missed! DE, CP, FS, MG	How can the updated Minute Menu 5 day attendance reports help you stay in compliance with new regulations? What about block claiming? We'll walk you through the block claim detection and child reconciliation processes, to show you to use the Minute Menu tools to their potential. DE, FS, CP, MG	Using Minute Menu to process claims can save time, increase accuracy, and even increase your reimbursements. But it's important to know how to do it right. Come to the workshop to learn the details of how to get center claims processed. We'll also cover how to plan and conduct your on-site visits to your centers, and integrate those findings with your claim processes. DE, CP, MG

BUFFET LUNCH IN SPURS ROOM/RESTAURANT: 12:00 - 1:00 PM

	SYSTEM PREFERENCES	MINUTE MENU ON THE WEB: RESOURCES & SUPPORT	CENTERS: TRAINING & RECRUITING CENTERS
Session 3 1:00 - 2:30 p	EXPANDED CLASS! Sponsors can manage their own Minute Menu preferences. We'll walk you through that process, highlight some preferences your agency might want to implement, and show you how to track the changes you've made to your preferences over time—giving you an extra layer of internal controls over your claim process. CP, MG	We've expanded the sponsor area of our website! Learn the best way to obtain support, track issues, and review your support history. Stay up to date with release notes, Minute Menu news, and view your providers' support tickets all in one place. Also, with online bill pay you can even pay your Minute Menu invoice online! DE, FS, CP, SO, MG	For sponsors of 3rd party (unaffiliated) centers, you must recruit centers in order to grow your agencies. Learn some of the best tips for recruiting centers, and getting them & keeping them effectively trained. FS, DE, CP, MG
	HOT HOT HOT ISSUES		Pre-registration is required for Centers classes. You must check off the <u>Add Centers Classes</u> option when you register to be guaranteed a spot in these classes. Priority on computer workstations will be given to pre-registered attendees. Others will be admitted only as space allows.
Session 4 2:45 - 4:00 p	Back by popular demand with a little fine tuning! The focus of this roundtable-style class is to develop and share ways to use Minute Menu to implement and underscore Integrity checks. Its not always about Integrity so, whether it's an Integrity issue or something else that is driving your agency crazy, bring it on! Find out how the rest of the sponsors are using Minute Menu to handle your issue. DE, FS, CP, MG		1-day, Centers-only registrations are available. Look for this option on the registration website.

BOOT CAMP 2010

NEW! ONLINE CONFERENCE REGISTRATIONS!

Use our new custom conference registration site to register. It's fast, easy, and gives us the ability to send you automated confirmations and conference updates! You can use the online registration page whether you want to pay with a credit card or a check. If you prefer to pay with a check, you'll have the option to print your completed registration form at the end of the process.



www.regonline.com/minutemenu

Full Registration: \$595.00

Graduate Discount : \$50 (for attendees of 2009 Boot Camp only)

Group Discount: \$50 (per registration, groups of 3 or more)

Discounts may not be combined. No discounts on late registrations.

If you plan on attending the optional Centers classes (no additional fee), make sure you check off the Add Centers Classes option during registration.

Registration includes all materials, Wednesday night social, and breakfast and lunch Wed-Fri.

**REGISTRATION
DEADLINE
MARCH 1, 2010**

Centers Only Registration (Thurs-Fri): \$350.00

Centers Registration includes Sessions 3 & 4 on Thursday (no lunch), and Sessions 1, 2, & 3 on Friday (breakfast and lunch included). Center sponsor directors are invited to the networking Happy Hour on Thursday evening in the hotel bar & lounge.

HOTEL RESERVATIONS

Group Rate: \$109.00 per night + 13% tax (Non-profits are not exempt from this tax in Texas.)

Call 402-592-6464, which is the dedicated number for the Minute Menu group. Even better, register online at:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=1467145

This website is just for our group, so there is no need to remember a group code or name!

If you need to pay with a check, please do the following:

1. Call 402-592-6464 and make your reservation using a credit card. They will not charge this card unless you don't pay with a check when you check out of the hotel or you cancel outside of the cancellation policy.
 2. When you get your confirmation code from the reservations agent, ask to be transferred to the accounting department.
 3. Ask the accounting department to fax or email you an invoice for your stay so that you can pay by check.
 4. When you check in to the hotel, let them know that you'll be paying by check when you leave. Remember that you will have to present a credit card for incidentals (like pay-per-view, room service, etc.). This is standard hotel policy.
- Minute Menu will not be able to make hotel reservations on your behalf.

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DEADLINE
MARCH 1, 2010**

1801 Gateway Blvd. Suite 217
Richardson, TX 75080



15th Annual Training Conference



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