Managing Reviews in Minute Menu

Overview

Minute Menu allows you to document and schedule monitoring visits to each of your sites. And with monitoring visit (also called a review), you can indicate specific meal and attendance information, and if necessary, disallow specific meals or groups of children at specific meals.

Manage Sponsor	Staff				
	Staff M	ember Sele	ect		
[Staff Member Info	• 1				
Last Name	First Name	Middle Name	e Birth	Date	Gender
Test	Test		Sele	ect Date 🛛 🔽	Select 💌
Street Address		City		State Sele 💙	Zip Code
Home Phone	Work Phone	Ext.	Alt. Phone		
Email Address	n 🔲 Pacific Island	er 🔲 Hispa	nic 🔲 Asia	n 🔲 White	🗖 Black
[Staff Member Stat Current Status Active	tus] Sponsor Staff T Just a Test	Гуре	Check to	Toggle User L Info]	.ogin
Hire Date Select Date 💌	Moniti	20	User Nan	ne	
Date Last Employed Select Date 💽			Passwo	rd	

Setting Up Monitors

If you have more than one field supervisor that conducts monitoring visits, you can set up those monitors via Tools >> Manage Sponsor Staff. Create a staff user, and be sure to put a check in the Monitor box. If this user should also be allowed to log into Minute Menu, be sure to setup the user's access. (You can limit the user's access to specific functions within Minute Menu).

List Reviews

List Reviews								
	[Center] C Selected Center C All Centers	Refresh L	ist	Range] C Last 12 M C Since Last All	onths t Octobe	er		
Center #	Center Name	Review Date	Meal Abbrev	Unannounced Flag	View	Add 🚊		
9999	Demo DayCare	3/6/2009	Р	Y	View	Add		
33	Demonstration DayCare	3/6/2009	L	Y	View	Add		
7	Demonstration Child Care	3/5/2009	Р	Y	View	Add		
666	Testing Child Care	3/5/2009	L	Y	View	Add		
5555	Testing DayCare	3/3/2009	N	Y	View	Add		
1	Testing Center	3/3/2009	N	N	View	Add		
44	Testing Child Care	2/27/2009	N	Y	View	Add		
3	Someone's Child Care	2/27/2009	в	Y	View	Add		
222	Minute Menu Fun Time	2/26/2009	N	Y	View	Add	1	
				Add		Close		

To view or add a new review, go to **Tools** >> **List Reviews**.

If no reviews exist, just choose a center via the Select Center drop down at the top of the main menu, and click [Add].

If any reviews have already been entered, you'll see them here.

Review Details

When adding or editing a new review, you'll note three tabs of information. The review's basic information is on the general tab.

	[Monitor]
Date: 3/ 6/2009 💌	Monitor: Clark, Tom
Type: 2nd Review	Monitor Arrival Time: 200 PM
Edlower Remired	20011
	Monitor Departure Time: 3:30 PM
2 Year Detailed Paulous	
Altemplea Neview	[BIOCK Claim]
	Reason: Select
	Elock Claim Visit
Next Reviews Tz coopp	Block Claim Legitimate
Next 10 10 17 6/2009	
Notes For Next Review.	Training Docs Verified
training was completed	Training Offered
	Technical Assistance Offered
	Building for Future Present
	Civil Rights info displayed
	Evel Greder
Review Comments:	Lyon of data.

When filling out info on this screen, note the following:

• The date you supply will impact the date scheduled for the Next Review. By default, the new review will be scheduled 4 months after the date of the current review. If you indicate Follow-up Required, it will change to 2 weeks following the date of the current review. You can override the date of the Next Review if you like.

• The choices for Monitor you see here are dependant upon the setup of monitors via the Manage Staff

function.

- You control the list of valid Block Claim reasons. To add or edit this list, go to **Tools** >> **Manage Block Claim Legitimizing Reasons**.
 - Some agencies rate their centers during a visit. If your agency does, feel free to supply a value for Eval Grade. This information can be reported via the Review List Export.

When filling out info on the Meal screen:

Classroom	# Attend	# Served	Reviewed Meal :	
1	0	0	P.M. Snack	
2	0	0	[Non - Infant Foods] Milk Eluid Milk (7)	
3	0	0	Bread (Alt Cross of Rise (110)	
4	0	0	Evel / hier //er Bessee (001)	
			Meat (Att Fish Breaded (030)	
Totais Att	0 tendance count	0 Served count*	Infants 0-3 Months] Breast Mik / Formula Infants 4-7 Months] Breast Mik / Formula Infants 4-7 Months] Breast Mik / Formula	
Totais Att	0 tendance count 0 er Capacity	0 Served count* 0 Child Enrollment ([Infants 0-3 Months] Breast Mik / Formula [Infants 4-7 Months] Breast Mik / Formula	
Totals Att	0 tendance count 0 er Capacity Specia	0 Served count* 0 Child Enrollment	Infants 0-3 Months] Breast Mik / Formula Infants 4-7 Months] Breast Mik / Formula Infants 8-11 Months] Encent Mik / Formula	
Totais Att	0 tendance count 0 er Capacity Specia	0 Served count* 0 Child Enrollment d Notes	Infants 0.3 Months] Breast Mik / Formula Breast Mik / Formula Infants 4.7 Months] Breast Mik / Formula Infants 8.11 Months] Breast Mik / Formula	
Totals Att	0 tendance count 0 er Capacity Specia	0 Served count* 0 Child Enrollment I Notes	Infants 0-3 Months] Breast Mik / Formula Breast Mik / Formula Infants 0-1 Months] Breast Mik / Formula	

• You can supply child counts for each of the classroom. These are totaled below the grid automatically. You can skip entering totals in the grid, though, and enter totals directly below the grid. The total of Served Count will be compared to the meal counts recorded by the center for that meal on that day.

• The system can cross check the foods entered by the monitor with the foods recorded by the center. See Administration >> Manage Policies, policy R3.

	v Center	
	Disallow	
eneral Meal		
[Disallow	Range of Meals]	
	Each meal you check in the Starting Meal categore Starting Date to the day before the Ending Date.	ory will be automatically disallowed on every day from the
	Each meal you check in the Ending Meal catego	ry will be disallowed on just the Ending Date.
	Disallow Infant Meals	Disallow Non-Infant Meals
	Note: Disallow Starting and Ending Dates must	fall with in the same calendar month as the Review.
	Starting Date:	Ending Date:
		AM Spack
	Lunch Eve Snack	Lunch Eve Snack
speci the m	fic children on specific days within Disalle	ow Specific Meals for Specific Children
[Reasons	¢]	
[Reasons	b] Disallow Reason ☑ 5 0	ay Attendance Problem 🔲 Corrective Action Visit
[Reasons	Disallow Reason	Avy Attendance Problem Corrective Action Visit used Corrective Action Started
[Reasons	Disallow Reason	Day Attendance Problem Corrective Action Visit ised Corrective Action Started
[Reasons	Disallow Reason S 5 Select Correc	Day Attendance Problem Corrective Action Visit based Corrective Action Started
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[Reasons	Disallow Reason	Day Attendance Problem Corrective Action Visit Seed Corrective Action Started tive Action Notes:
[Reasons	Disallow Reason	Day Attendance Problem Corrective Action Visit sed Corrective Action Started tive Action Notes:

Manually Disallow Meals

Children Affected			Claim Month	e	Free Rec	duced Paid
Infants Non-I	nfants Specif	ic Children	December 2009	•	20.69 % 9.0	5 % 70.26 %
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	December 01	2		3 4	5
6	7	8	9	1	0 11	12
13	14	15	16	1	7 18	19
20	21	22	23	2	4 25	26
27	28	29	30	3	1 January 01, 10	2
3	4	5	6		7 8	9
isallow Reason	re Reasons Sets F	or This Month			Warn Only	Days Count
Date Entered D	isallow Reason	or mis monar.		Affected	Days W	arn Delete
o disallow one or i nan one disallowar	more meals, click [nce reason, and ar	Add Disallow], su ny reason can dis	pply the reason, an allow multiple days	d then dbl-click /meals. Remer	on the calendar. Y nber to [Save] wher	'ou may add more n done.

When entering information on the disallow tab:

• You control the choices in the Disallow Reason drop down box. To add reasons, go to Tools >> Manage Review Disallow Reasons.

• If convenient, use this screen to disallow a specific range of meals (per the instructions noted on screen). However, you may find it more convenient to use a calendar and disallow specific meals and/or children. Click the [Disallow Specific Meals for Specific Children] and the system will load the Manually Disallow Meals function.

Use this function to disallow any specific child or group of children for any specific meal or group of meals.

To start, click [Add Disallow].

Then supply a Disallow Reason.

Click on any day in the calendar, and choose the meal(s) to disallow on that day.

You can apply the disallowance to all Infants, all Non-Infants, or you can choose specific children.

Click [Save] when done with any specific disallowance. Feel free to

add multiple disallowances covering multiple days/meals.

Note: You can add a disallowance here but designate it as "Warn Only". This will cause a warning message on the Center Error Report, but won't actually disallow the meals.

Planning Visits

Each time you enter a Review into Minute Menu, the system saves a tentative date when the next review must occur. You can print out a status report that will list all your centers and the due dates for each of their reviews, along with the past reviews of that site. Go to **Reports** >> **Reviews** >> **Review History** + **Status Report**.

			Review History and Review Period: 10/01/2	De (22	monstration 2) 222-2222	
Center Number/Name		Review				# of
City	Monitor	Due Date	Review 1	Review 2	Review 4	Reviews
(999) A DAYCARE SOM	1EWHERE		T12/16/08 N (1583)			1
ITS LOCATION	Christine Clark(1111)	12/30/08	r 9:45am-11:00am			· · ·
(987) AAA ACADEMY			M10/20/08 L (1574)	M02/23/09 N (1574)		0
ITS LOCATION	Natalie Clark(9090)	6/23/09	11:05am-12:40pm	8:15am- 9:05am		2
(321) A DEMO DAYCA	RE		R01/29/09 N (1585)			1
ITS LOCATION	Cindy Vian(5432)	5/29/09	12:00pm- 1:10pm			'

With each past review, the report notes the date, with an abbreviation for the day of the week immediately before the date. The number of the monitors who conducted the review will be noted in parentheses. Other special codes may also be noted, but a key on the bottom of the report should help interpret those codes.

Going on Visits

Before you go on a visit, or while logged in at the center's site, go to **Reports** >> **Reviews** >> **Review Summary Report**. This report offers a summary of a host of useful information about the center that will assist the monitor in conducting a review.

Review List Export

The **Reports** >> **Reviews** >> **Review List Export** feature is a custom report writer that allows you to list any aspect of your reviews, filtered any way you like. Use it to gather information that you can't otherwise find on Minute Menu's other review reports.