

# 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.

## 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

Center #	Center Name	Review Date	Meal Abbrev	Unannounced Flag	View	Add
9999	Demo DayCare	3/6/2009	P	Y	view	Add
33	Demonstration DayCare	3/6/2009	L	Y	view	Add
7	Demonstration Child Care	3/5/2009	P	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	B	Y	view	Add
222	Minute Menu Fun Time	2/26/2009	N	Y	view	Add

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.

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

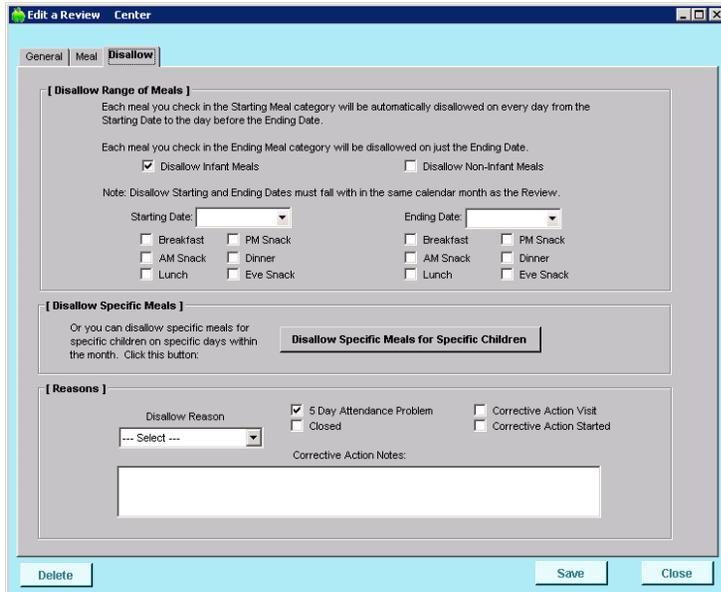
- The date you supply will impact the date scheduled for the Next Review. By default, the new review will be scheduled 4 months after the date of the current review. If you indicate Follow-up Required, it will change to 2 weeks following the date of the current review. You can override the date of the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

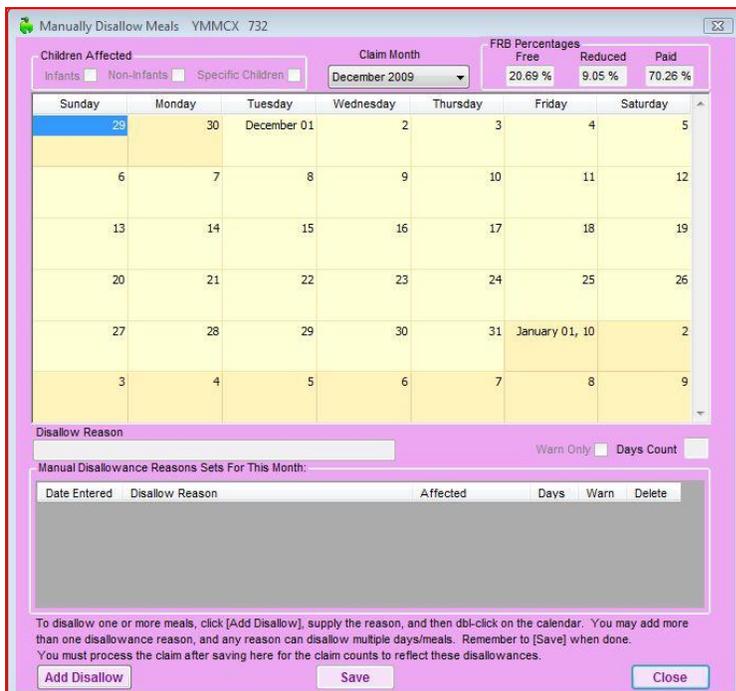
- You can supply child counts for each of the classroom. These are totaled below the grid automatically. You can skip entering totals in the grid, though, and enter totals directly below the grid. The total of Served Count will be compared to the meal counts recorded by the center for that meal on that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



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.

## Manually Disallow Meals



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 Status List						Demonstration
Review Period: 10/01/2008-03/31/2009						(222) 222-2222
Center Number/Name	Monitor	Review Due Date	Review 1	Review 2	Review 4	# of Reviews
(999) A DAYCARE SOMEWHERE ITS LOCATION	Christine Clark(1111)	12/30/08	T12/16/08 N (1583) r 9:45am-11:00am			1
(987) AAA ACADEMY ITS LOCATION	Natalie Clark(9090)	6/23/09	M10/20/08 L (1574) 11:05am-12:40pm	M02/23/09 N (1574) 8:15am- 9:05am		2
(321) A DEMO DAYCARE ITS LOCATION	Cindy Vian(5432)	5/29/09	R01/29/09 N (1585) 12:00pm- 1:10pm			1

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.