Add Manual Reviews to KidKare

If you did not complete a review with the **online Review Tool** and need to input data recorded on paper, you can do so via the Add Manual Review feature in KidKare.

1. From the menu to the left, click **Tools**.
2. Select **List Reviews**.
3. In the **Find Records** section, choose the **Selected Center** option to view and add reviews for the center selected at the top of the window, or choose **All Centers** to include all centers in the filtered list.
4. Click **Add Manual Review**. The Add/Edit Review page opens.
5. In the **Current Review Details** section:
   a. Click the **Review Type** drop-down menu and select the type of review you are conducting. For example, if this is the first time you are reviewing this center, you would select **1st Review**.

   b. Check any of the following boxes that apply to this review:
      - Followup Required
      - Unnaounced
      - 3 Year Detailed Review
      - Attempted Review
      - Desk Review
   c. Click the **Eval Grade** box and enter the review grade.
   d. Click the **Comments** box and enter any comments about the current review.
6. In the **Next Review Details** section, Click the **Date** box and select the date for the next review. Enter any applicable commentary in the **Comments** box.
7. In the **Training** section, check the box next to each item that applies.
8. In the **Monitor Details** section:
   a. Click the **Monitor** drop-down menu and select the monitor who completed the review.
   b. Click the **Monitor Arrival Time** and **Monitor Departure Time** boxes and enter the time the monitor arrived at the center and the time they departed from the center.

9. In the **Block Claim** section, indicate whether this was a review for block claims.

10. Click the **Meal** tab.

11. In the **Meal Service Details** section:

    a. Select the meal you observed. If you did not observe a meal at this review, accept the default of **No Meal** and continue to **Step 12**.

    b. Select the meal components you observed for both **Non-Infants** and **Infants**.

12. In the **Milk Inventory On Hand** section:

    a. Select the **Pre-Serving** option or the **Post Serving** option.

    b. Enter milk totals.

13. In the **Food Served** section:

    a. Record attendance by classroom, age group, or center total. The method you use is subject to **Policy R.4**

    > **Note:** You can skip entering counts in the table and enter totals directly below the table if totals are all you need. The total served count will be compared to the meal counts recorded by the center for that meal on that day (subject to **Policy R.2**).

    b. If the center was overcapacity, click [III] next to **Overcapacity**.

    c. Click the **Child Enrollment** count box and enter the total number of children enrolled.

    d. Click the **Special Note** box and enter any notes.

14. If you have disallowances, click **Disallow Specific Meals for Specific Children**. If you do not have disallowances, go to **Step 9**.

    > **Note:** Only use the Disallow tab if meals need to be disallowed as a result of the monitor visit.

15. In the **Disallow** pop-up:

    a. Check the box for each meal to disallow.

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1 ☐B ☐A ☐L ☐P ☐D ☐E
2 ☐B ☐A ☐L ☐P ☐D ☐E	3 ☐B ☐A ☐L ☐P ☐D ☐E	4 ☐B ☐A ☐L ☐P ☐D ☐E	5 ☐B ☐A ☐L ☑P ☐D ☐E	6 ☐B ☐A ☐L ☐P ☐D ☐E	7 ☐B ☐A ☐L ☐P ☐D ☐E	8 ☐B ☐A ☐L ☐P ☐D ☐E
9 ☐B ☐A ☐L ☐P ☐D ☐E	10 ☐B ☐A ☐L ☐P ☐D ☐E	11 ☐B ☐A ☐L ☐P ☐D ☐E	12 ☐B ☐A ☐L ☐P ☐D ☐E	13 ☐B ☐A ☐L ☐P ☐D ☐E	14 ☐B ☐A ☐L ☐P ☐D ☐E	15 ☐B ☐A ☐L ☐P ☐D ☐E
16 ☐B ☐A ☐L ☐P ☐D ☐E	17 ☐B ☐A ☐L ☐P ☐D ☐E	18 ☐B ☐A ☐L ☐P ☐D ☐E	19 ☐B ☐A ☐L ☐P ☐D ☐E	20 ☐B ☐A ☐L ☐P ☐D ☐E	21 ☐B ☐A ☐L ☐P ☐D ☐E	22 ☐B ☐A ☐L ☐P ☐D ☐E
23 ☐B ☐A ☐L ☐P ☐D ☐E	24 ☐B ☐A ☐L ☐P ☐D ☐E	25 ☐B ☐A ☐L ☐P ☐D ☐E	26 ☐B ☐A ☐L ☐P ☐D ☐E	27 ☐B ☐A ☐L ☐P ☐D ☐E	28 ☐B ☐A ☐L ☐P ☐D ☐E	29 ☐B ☐A ☐L ☐P ☐D ☐E
30 ☐B ☐A ☐L ☐P ☐D ☐E	31 ☐B ☐A ☐L ☐P ☐D ☐E	1	2	3	4	5

B: Breakfast A: AM Snack L: Lunch
P: PM Snack D: Dinner E: Evening Snack

Cancel   Next →

b. Click **Next**.

c. Click the **Children Affected** drop-down menu and select the age group affected by this disallowance.

Step 2: Select all children Affected ✕

Children Affected

2+ Years olds, 1 Year olds, Infants ▾

← Back   Cancel   Next →

d. Click **Next**.

e. Click the **Disallow Reason** drop-down menu and select the reason you are disallowing this menu.

Step 3: Select Disallow Reason & Select Warn status ✕

Disallow Reason

Please select ▾   ☐ Warn only

🔍 Search
No one was in attendance
Insufficient quantities v
Meal over capacity
Missing components
Enter other disallow reason

← Back   Cancel   Create Disallow

Totals   Attendance count
0

f. Check the **Warn Only** box to log this as a warning instead of a disallowance.

g. Click **Create Disallow**.

16. Click **Save**.