

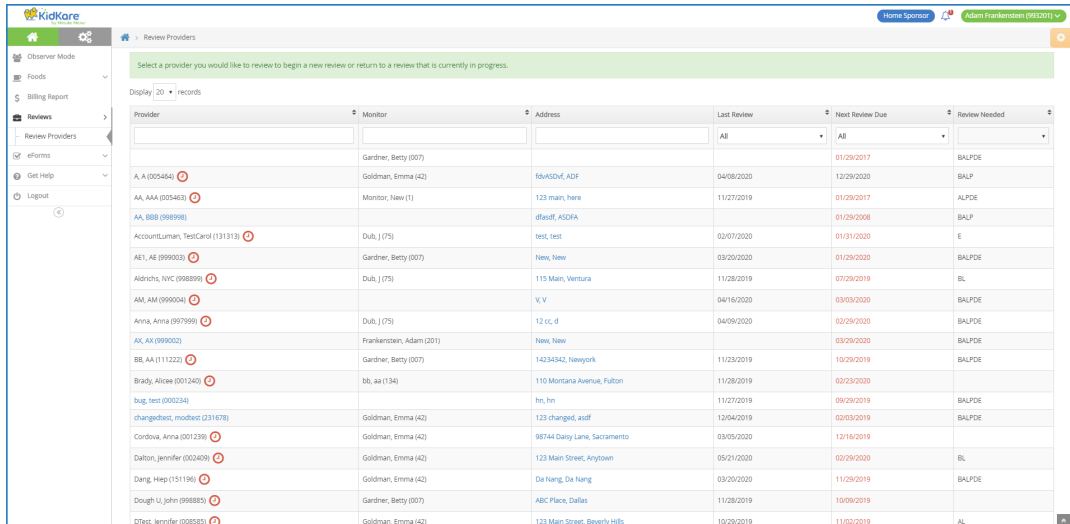
Complete the Review Questionnaire

Last Modified on 05/02/2024 3:56 pm
CDT

Once a Monitor is ready to review a provider, they can log in to KidKare on any device and complete the review.

Completing the Questionnaire in KidKare

1. From the menu to the left, click **Reviews**.
2. Click **Review Providers**. The Review Providers page opens.



The screenshot shows the 'Review Providers' page in the KidKare system. The page has a sidebar menu on the left with options like 'Observer Mode', 'Foods', 'Billing Report', 'Reviews', 'Review Providers', 'eForms', 'Get Help', and 'Logout'. The main content area displays a table of providers. At the top of the table, there is a search bar and a 'Display 20 records' indicator. The table columns are: Provider, Monitor, Address, Last Review, Next Review Due, and Review Needed. The table contains 20 rows of provider data.

Provider	Monitor	Address	Last Review	Next Review Due	Review Needed
	Gardner, Betty (007)		AB	01/29/2017	BALPDE
A, A (005454)	Goldman, Emma (42)	fdwASDf, ADF	04/08/2020	12/29/2020	BALP
AA, AAA (005483)	Monitor, New (1)	123 main, here	11/27/2019	01/29/2017	ALPDE
AA, BBB (99898)		dfasdf, ASDFA		01/29/2008	BALP
AccountLuman, TestCard (131313)	Dub, J (75)	test, test	02/07/2020	01/31/2020	E
AE1, AE (99903)	Gardner, Betty (007)	New, New	03/20/2020	01/29/2020	BALPDE
Aldrich, KVC (99899)	Dub, J (75)	115 Main, Ventura	11/28/2019	07/29/2019	BL
AM, AM (99904)		V, V	04/16/2020	03/03/2020	BALPDE
Anna, Anna (99799)	Dub, J (75)	12 cc, d	04/09/2020	02/29/2020	BALPDE
AX, AX (99902)	Frankenstein, Adam (201)	New, New		03/29/2020	BALPDE
BB, AA (111222)	Gardner, Betty (007)	1423432, Newyork	11/23/2019	10/29/2019	BALPDE
Brady, Alice (001240)	bb, aa (134)	110 Montana Avenue, Fulton	11/28/2019	02/23/2020	
bug, test (000234)		hn, hn	11/27/2019	09/29/2019	BALPDE
changedtest, modtest (231678)	Goldman, Emma (42)	123 changed, asdf	12/04/2019	02/03/2019	BALPDE
Cordova, Anna (001239)	Goldman, Emma (42)	98744 Daisy Lane, Sacramento	03/05/2020	12/14/2019	
Dalton, Jennifer (002409)	Goldman, Emma (42)	123 Main Street, Kiyowin	05/21/2020	02/29/2020	BL
Dang, Hep (151196)	Goldman, Emma (42)	Da Nang, Da Nang	03/20/2020	11/29/2019	BALPDE
Dough, U, John (99885)	Gardner, Betty (007)	ABC Place, Dallas	11/28/2019	10/09/2019	
DTest, Jennifer (002585)	Goldman, Emma (42)	123 Main Street, Beverly Hills	10/29/2019	11/02/2019	AL

3. Locate the provider to review.

- Click the **Provider**, **Monitor** (if available), **Last Review**, and **Next Review Date** columns to sort information in ascending or descending order.

Note: If you have set **Preference U.003 (General Behavior - Use Provider Security)** to **Y**, Monitors can only see those providers assigned to the same group number as them, and the Monitor column is hidden on the table.

- Click the blank boxes at the top of each column to filter information in that column. For example, you can click the **Provider** box and begin typing a provider's name.
- Click **Filters** in the top-right corner to set additional filters. You can filter by **Pending**, **Active**, **Hold**, or **Withdrawn** status. If available, you can also specify whether to show reviews for all monitors.


4. Click the provider's address in the **Address** column to open Google Maps™ in a new window.

5. When you are ready to begin the review, click the name of the provider to review. The Review Questionnaire opens.

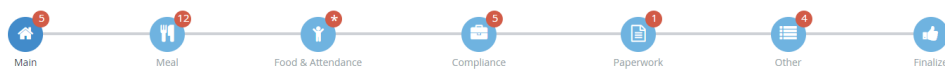
The questionnaire is split into the following pages:

- Main
- Meal
- Food & Attendance
- Service Analysis (Texas Only)
- Compliance
- Paperwork
- Other
- Finalize

6. Complete the questions for each page. As each review is created by the sponsor administrator, review questions vary.

- Click **Save** to save your progress before you continue.
- Click **Continue** to go to the next page.
- Click a page icon to jump to that particular page.
- Click  to view more information about the question (if the administrator provided it). When finished, click **Close**.

- The remaining number of required fields displays next to each page icon and updates automatically as you enter information. The only exception is the **Food & Attendance** page: An asterisk displays for this page if there are missing fields.



- If you need to exit the review and return later, click **Save & Exit Review** at the top of the page, or click


Save at the bottom of the page and close the review. Your information is retained, and you can return to the review at a later time.

7. Once you reach the **Finalize** page, ensure that all review components are complete. If you are missing required fields:

- The **All Required Fields Must Be Completed Before The Review Can Be Signed and Submitted** message displays. Links to the incomplete pages are also included. Click the link to jump to the page you need to complete.

All required fields must be completed before the review can be signed and submitted.
Please complete the missing review details on the following screens: Main, Meal, Food & Attendance, Compliance, Paperwork, Other

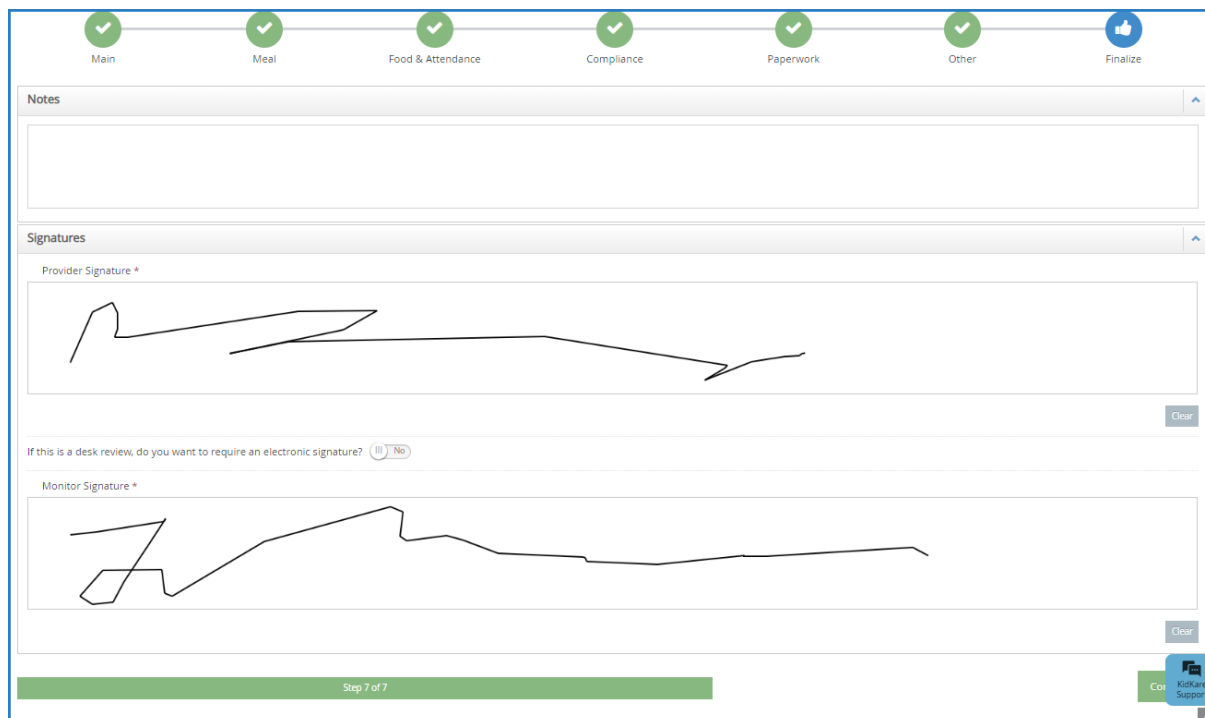
- The number of missing fields is indicated next to the page icon (except for the Food & Attendance page, which is marked with an asterisk).

8. Click the **Notes** box and enter any review notes. Click  to collapse this section. Click  to expand it again.

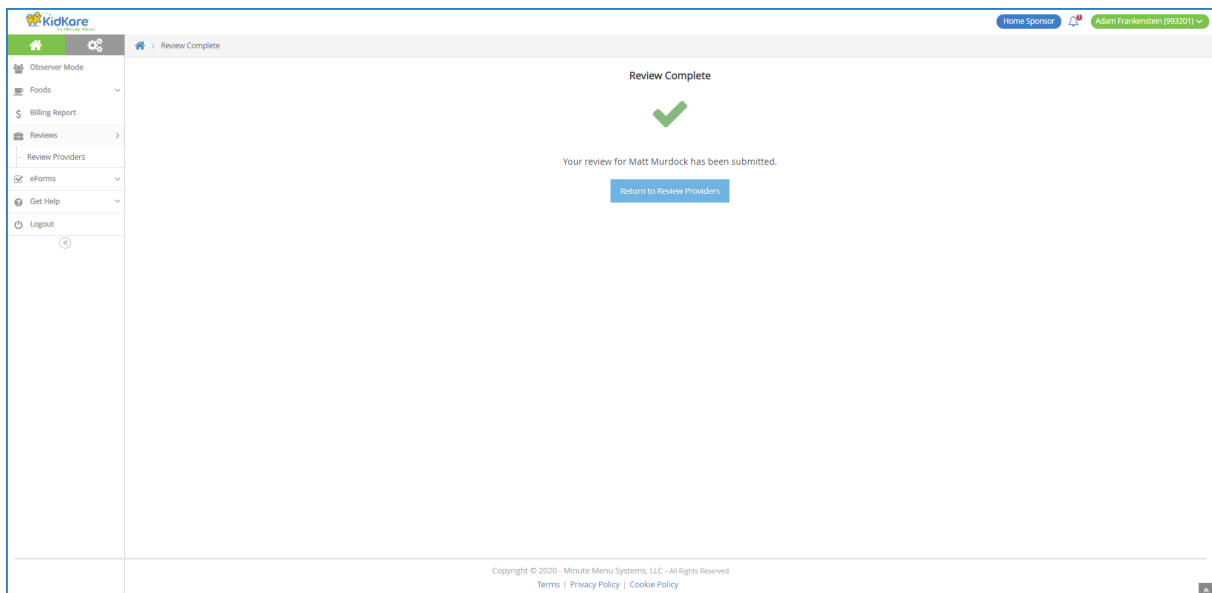
9. In the **Signatures** section:

- If this is not a desk review, have the provider sign the **Provider Signature** box.
- If this is a desk review and you want to require an electronic signature, set **If this is a desk review, do you want to require an electronic signature?** to **Yes**. The provider will receive an email and a KidKare message prompting them to acknowledge and sign for their review electronically. For more information, see [Require Signatures for Desk Reviews](#).

10. Sign the **Monitor Signature** box.



11. Click **Complete**. The Confirmation page opens. Once you complete the review, the provider receives an email and a message in KidKare alerting them that their review report is ready. They can download a copy of their review at the link in either one of these messages. If your providers need help finding their copy of this report, direct them to the [Review Report](#) article at help.kidkare.com.



About the Food & Attendance Review Page

The amount of required fields on the Food & Attendance page varies depending on user input. For example, if you do not select a meal, meal components are *not* required. However, if you do select a meal, the components *are* required. For this reason, the remaining required fields are marked with an asterisk next to the page icon, and the page display changes as monitors complete the review.

1. In the **Meal Service Details** section, select **No Meal, Breakfast, AM Snack, Lunch, or PM Snack**.
2. If the provider is approved for multiple servings, select the number of servings given at the meal (**1** or **2**). Then, select the time at which each serving was given.
3. In the **Food Served**, section, select the food served at the meal. You must complete this information for both non-infants and infants. There are slight differences between how meals are recorded for infants versus non-infants. For more information, see **Recording Meal Components for Infants**, below.
4. Click a child's name to mark them as present for the meal. If you selected two servings in **Step 2**, click the child's name again to mark them as present for both servings.

Note: If a child is not listed on this page, click **Add Child**. Then, enter the child's information and click **Add**. The child is added to the review and to Minute Menu HX.

5. When finished, click **Continue**.

Recording Meal Components for Infants

Per the USDA regulations for developmentally ready foods, there is no set age when developmentally ready foods must be served, as the development rate of infants varies between children. All meal components for infants must be recorded on a per-child basis.

You must still click the child's name to mark them as present (click twice to mark them present for both servings, if needed). Once a child is marked present, meal components display under their name.

Service Analysis for Texas Sponsors

Sponsors for the state of Texas must also complete the Service Analysis page. This page lists the food components entered on the Food & Attendance page for non-infants and infants, as well as the required quantities. You must enter the prepared quantities and indicate whether those quantities were sufficient.

1. Begin the review as you normally would. For more information, refer back to the heading **Completing the Questionnaire in KidKare**, above.
2. Enter information, as required, and click **Continue** to move through the review pages.
3. When the Service Analysis page opens:

- Click the **Category** drop-down menu next to each listed food (if available), and select the category to which the food belongs.
- Click the boxes in the **Prepared** column for each age group, and enter the quantity of food prepared.
- In the **Amount Sufficient** column, click **Yes** or **No**.

Review > Abella, Hans (120240)

You are entering a review for Hans Abella (120240) Save & Exit Review

✓ Main
✓ Meal
✓ Food & Attendance
🔍 Service Analysis
📅 Compliance ⁵
📄 Paperwork ¹
📋 Other ⁴
👍 Finalize

Service Analysis

Non-Infants

Breakfast		1-2 Years (1)		3-5 Years (0)		6-18 Years (0)		Amount Sufficient?	
Meal Component	Category	Required	Prepared	Required	Prepared	Required	Prepared	Yes	No
Meat/Alt: Scrambled Eggs (140)		0	<input type="text" value="0"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bread/Alt: Whole Grain Bread (047)	Bread	0.5slice(s)	<input type="text" value="0.5"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fruit: Apples (001)		0.25c	<input type="text" value="0.25"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Veg: Fresh Tomatoes (265)		0.25c	<input type="text" value="0.25"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Milk: Milk (4)		0.5c	<input type="text" value="0.5"/>					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Continue

- Repeat **Step 3** for each meal. You must complete these tables for both non-infants and infants.
- When finished, click **Continue**.