

## Adult Day Care Center Sponsor Admin Quick Start Guide

Welcome to My Food Program! This Quick Start Guide is meant to get you up-and-running with our software in four easy steps. For a comprehensive understanding of how our software works, we recommend you read our full manual. **Ready? Let's go!**

1

ADD  
YOUR SITES

2

ADD  
PARTICIPANTS

3

ENTER  
A MENU

4

TAKE  
MEAL COUNTS

1

ADD YOUR SITES

2

ADD PARTICIPANTS

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TAKE MEAL COUNTS

The first step is to add your site(s) to My Food Program.

Start by clicking on



. Then click on



to bring up the Site Details screen

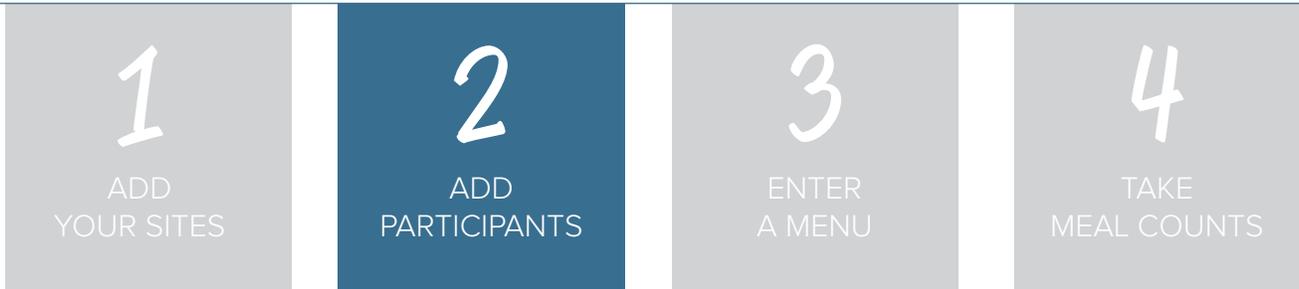
**NOTE:** only the required fields are listed below. If you see fields on your screen not listed here, feel free to fill them out. We're trying to get you up-and-running as quickly as possible by only listing what is required.

FIELD	DESCRIPTION
<b>Name</b>	Put in the name of your center as you want it to appear on reports
<b>Type</b>	Choose "Adult Day Care"
<b>Legal Name</b>	Enter the official business name of the center
<b>Profit Status</b>	Select Non-Profit or For Profit
<b>Site Identification Number</b>	Enter a Site ID. Usually this is issued by the state agency.
<b>Status</b>	Set your site to "Active"
<b>Address, City, State, Zip</b>	Enter the physical location of the center.
<b>Daily Attendance Method</b>	Select either "present" if you only need a record of whether a participant was in attendance or "in/out" if you want time stamps.
<b>Meal Count Method</b>	Select "roster" if you want to check each participant in by name. Select "headcount" if you're just entering a number
<b>Time Zone</b>	Time zone matters because the mobile app restricts the entry of counts to the specific meal time
<b>Meal Count Timeframe</b>	Select "Point of Service"
<b>Attendance Records Kept Outside of My Food Program</b>	Leave this box unchecked if you need to enter attendance before entering meal count. Check this box if you have another system of attendance
<b>Licensing Age Range Errors</b>	Choose "Error" if you are going to use My Food Program to check if meal count are within your licensed capacity. If you've got another system for that, select "Ignore"
<b>Enrollment Form Errors</b>	Choose "Ignore".
<b>Missing Infant Menu Errors</b>	Choose "Ignore".
<b>Site Hours</b>	Enter the opening and closing time of your center and the days of the week the center is open.
<b>Site Meal Times</b>	Enter the times and meals served at your center

Click



and you're done!



Now it's time to add the participants to your site. Click on



If you have a spreadsheet of your participants handy, you can download our template and fill in the columns, then come

back and click on  , select your file, click the very top box to “select all” and click Save.

If you need to enter the participants one-by-one, start by creating your rosters. Click on  and repeat until you have all your rooms listed. Many Adult Day Care Centers only have one room.

Next, click on  and then 

Complete these required fields. **NOTE:** we're just listing the fields that you have to complete in order to get started. If you see additional fields on your screen, feel free to complete them now, but know that it is not required information.

FIELD	DESCRIPTION
First Name	
Last Name	
Birthdate	Make sure this is accurate as it places the participant in the USDA age range for food and the licensing age range for the center.
Start Date	Any meals recorded before the start date will be disallowed.
Roster Assignment	The room for this participant (you can select more than one).

Click  and you're done!

If this participant has a spouse in care, click  and go through the same steps above.

If a participant does not have a spouse in care, click  at the top and then 

Repeat the steps until you've entered the information for all your participants.

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ADD YOUR SITES

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ADD PARTICIPANTS

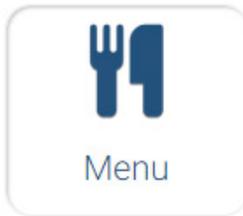
3

ENTER A MENU

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TAKE MEAL COUNTS

Click on



from the main dashboard.

Click on today's date and the first meal for which you are going to record meal counts. Click on

**Edit Menu**

Go through each of the food groups and enter the name of the food in

Search...



Find the correct item in the dropdown and add it to your menu. You'll be able to set favorite foods and create saved menus later to make this process go faster.

Once you've entered a food item in all of the required food groups, click

**Save**

. If you forgot one of the food groups, we'll remind you.

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You're ready to take some meal counts!

If you want to take meal counts on the web app, click on  
Check in the participants that are present.



on the main dashboard.

Next, click on



on the main dashboard.

If you're taking headcount meal counts, select the date, meal and roster. Use the up/down arrows or enter the count manually then click Save.

**Meal Count**

Other Users Counts

Date:

Meal\*:

Roster\*:

Count:

DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL

Save

If you're taking meal counts by name, select the date, roster and meal. Click the box that says "Ate" next to each participant that is eating the meal. Only participants checked in for attendance appear on the list. Click Save and you're done!

Date:

Roster:

Meal:

Current Total:

Name	Ate
Frank Anderson	<input type="checkbox"/>
Gary Fernandez	<input type="checkbox"/>
Delbert Reynolds	<input type="checkbox"/>
June Sandoval	<input type="checkbox"/>
Nick Wise	<input type="checkbox"/>

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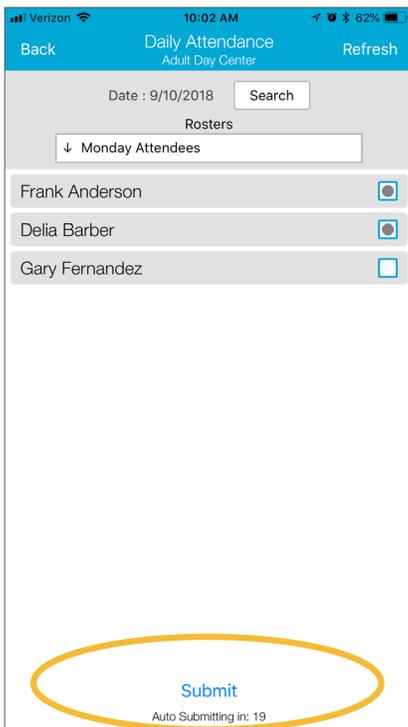
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TAKE MEAL COUNTS

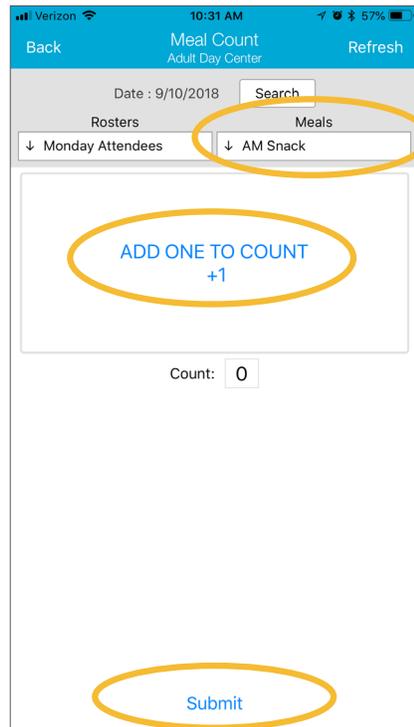
If you want to take meal counts using the mobile app, grab your phone or tablet and go to Google Play or the Apple Store, search for “My Food Program” and download the free app.



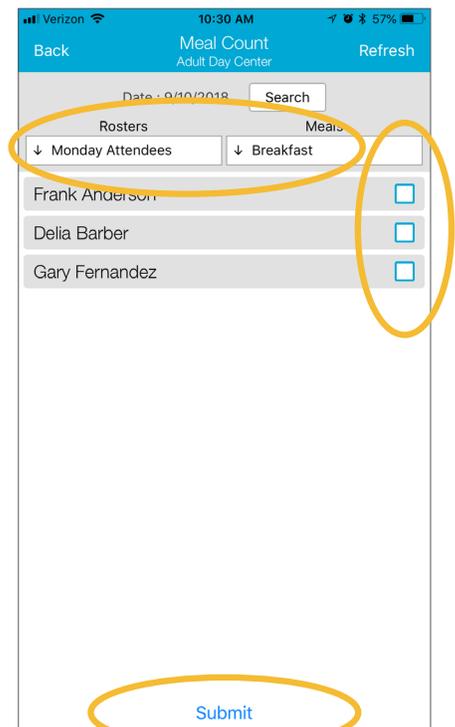
Open the app and login using the same username and password that you used to login to the website.  
**HINT:** click on “Remember me on device” and you’ll never have to enter your password again.



Start by taking attendance. Check the box next to the name of each participant in attendance that day.



If you’re doing head count, select the room, meal and then click the button or enter the count manually.



If you’re doing meal count by name, select the room, meal and then click the names of the participants eating the meal. Only participants checked in for attendance will appear on the list.