

Visits:

Adding a New Visit using Web App



My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **My Food Program for Reviewers mobile app**.
2. Using a **paper-form and scanning it into My Food Program**.

To add a new review visit using the web app:

- Click on “Visits” on the main dashboard.
- Click the blue “Add Visit” in the upper-right corner.
- Enter the fields:
 - **Visit Date (required)**
 - Type: select from:
 - 28-day follow-up
 - Regular Monitoring
 - Regular Monitoring – 1st Tri
 - Regular Monitoring – 2nd Tri
 - Regular Monitoring – 3rd Tri
 - Weekend Visit
 - CAP follow-up
 - Other
 - Site audit
 - Visit Announced: check if the site was notified of the visit ahead of time.
 - Meal Observed: select from Breakfast, AM Snack, Lunch, PM Snack, Dinner, Evening Snack
 - Follow-Up Required: check if a follow-up is required.
 - Not Home: check if provider was not home.
 - Upload Visit Form: click “browse” and select the scan of the paper form.
- Upload any photographs and/or audits you would like stored with the visit form.
- Click “Save”.
- Once you save a visit, an email is automatically sent to the main sponsor email account as an alert.
- This information feeds into the Site Audit Report.

A screenshot of the "Site Visit" form in a web application. The form is titled "Site Visit" and contains several input fields and checkboxes. The fields include "Visit Date" (a text input), "Type" (a dropdown menu with "Select" as the current value), "Meal Observed" (a dropdown menu with "None" as the current value), and "Upload Visit Form" (a "Browse..." button next to the text "No file selected."). There are also checkboxes for "Visit Announced", "Follow-up Required", and "Not Home". Below the form fields, there is a section for "Photos" with an "Add Photo" button and a table with columns for "Photo" and "Delete". At the bottom, there is a "Save" button and a section for "Audits" with a table with columns for "Start Date", "End Date", "Status", and "Report".