

# 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 **Electronic Visits through the Web 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:
  - **Manual/Electronic (required):** select “Electronic”
  - **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
    - Desk Audit
    - Preoperational/Intro Visit
  - **Electronic Forms:** select from Preoperational/Approval Visit OR Review Visit Form.
  - **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.
- Click “Save” in order to display the link to the electronic review form.
- Click the blue “Open Electronic Form button” and complete the form. You will not be able to submit until all required questions have been answered and the form has been signed by both the monitor and center.