

Complete the Review Questionnaire in KidKare

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

In this article:

- [Completing the Review Questionnaire in KidKare](#)
- [About the Food & Attendance Review Page](#)
- [Service Analysis for Texas Sponsors](#)

Completing the Review Questionnaire in KidKare

1. From the menu to the left, click **Tools**.
2. Select **Reviews**. The Review Centers page opens.

The screenshot displays the 'Review Centers' page in the KidKare application. The page features a sidebar menu on the left with various navigation options. The main content area shows a table of review centers. The table has the following columns: Center, Monitor, Address, Last Review, Next Review Due, and Review Needed. The table contains 10 entries, with the first entry being 'Tit - C #909 (72588)'. The page also includes a 'Filters' button in the top right corner and a 'KidKare Support' button in the bottom right corner.

Center	Monitor	Address	Last Review	Next Review Due	Review Needed
Tit - C #909 (72588)		1204 LYNN RD, DURHAM, CA 2770-4511	04/14/2022	02/14/2021	BLD
_ #1 (73398)					B
0 NhanTest #543 (80677)			04/14/2022		BP
0627releaseup #133 (75577)					
123CA #224 (81048)					B
198center #123 (78395)					BLP
241 ca center #241 (81635)			04/15/2022	04/28/2022	BLP
242center #242 (81636)					BLP
253994 test #666 (73957)					BLD
254229test #23455 (73968)	Monitor, Watcher				LD

3. Locate the center to review.
 - Click the **Center**, **Monitor** (if available), **Last Review**, and **Next Review Date** columns to sort information in ascending or descending order.
 - Click the blank boxes at the top of each column to filter information in that column. For example, you can click the **Center** box and begin typing a center's name.
 - Click **Filters** in the top-right corner to set additional filters. You can filter by **Pending**, **Active**, or **Inactive** status. If available, you can also specify whether to show reviews for all monitors.
4. Click the center'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 center to review. The Review Questionnaire opens.

KidKare by Minute Menu

Center Sponsor (mmtest)

Review > Jess Center (123)

You are entering a review for Jess Center (123) Save & Exit Review

Main Meal Food & Attendance Compliance Paperwork Other Finalize

Visit Information

Visit Date 04/14/2022

Start Time 11:09 AM

End Time

Review *

Visit is Unannounced Yes No

Followup Visit Needed? Yes No

3 Year Detailed Review Yes No

Attempted Review Yes No

KidKare Support

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**.

Visit Date

This is the date of the visit. It is automatically filled with the current date whenever you begin a review. It is not editable, because reviews in hx2go must be recorded at point of service, which is always the current date.

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 center representative sign the **Center 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 center 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.

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**.
- If the center 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.
 - c. Select the meal components served in the **Non-Infants** and **Infants** section.
2. In the **Milk Inventory On Hand** section:
 - a. Select **Pre-Serving** to record milk amounts before the meal was served, or select Post Serving to record milk amounts after the meal was served.
 - b. Enter the gallons of milk for each listed milk type.
 3. In the **Food Served**, section, click the Attendance and Served Count boxes for each age group and enter the amount of participants who attended the meal and the amount of participants who were served a meal. KidKare totals these counts for you.

The screenshot displays the KidKare review interface for Jess Center (123). The progress bar indicates the user is currently in the 'Food & Attendance' step. The 'Meal Service Details' section shows 'Breakfast' selected as the meal type, with a serving size of 1. Under 'Non-Infants', items include Cottage Cheese (051), Waffles (030), Fruit Cocktail (008), and 1% Milk. The 'Milk Inventory On Hand' section shows 'Post Serving' selected, with 3 gallons of 1% Skim Milk and 0 gallons of Whole Milk. The 'Food Served' table shows attendance and served counts for various age groups.

Age Group	Attendance	Served Count
0 - 5 Months Old	2	1
6 - 11 Months Old	3	3
1 - 2 Years Old	0	0
3 - 5 Years Old	10	10
6 - 12 Years Old	0	0
13 - 18 Years Old	0	0

4. When finished, click **Continue**.

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:
 - a. Click the **Category** drop-down menu next to each listed food (if available), and select the category to which the food belongs.
 - b. Click the boxes in the **Prepared** column for each age group, and enter the quantity of food prepared.
 - c. In the **Amount Sufficient** column, click **Yes** or **No**.
4. Repeat **Step 3** for each meal. You must complete these tables for both non-infants and infants.

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