

Data Control Technology, Inc.



MEALTRACKER[®] System

Online Training Course Outline

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MEALTRACKER® System

Online Training - 2009

Course Outline

Overview: This course is divided into two sessions. Session one will familiarize you with the program and demonstrate the various resident profile functions. Session two will describe the cycle menu details of the system and how these primary aspects of the program work together to print tray tickets. At the conclusion of the course, it is expected that you will have a basic understanding of the system and will be able to navigate through these primary functions of the program.

Requirements: PC with High Speed Internet access

Valid email address to receive instructions for logging on to the session

Phone (speaker phone if you have more than one attendee at same location)

*You may have more than one attendee from multiple locations.

MealTracker software installed if you would like to follow the instructor

Documents: Course outline and supporting documents available for download on

http://mealtracker.com/support/customer_support.html

Sample Tray Ticket with notations

Resident Input Form

Course outline

Session I

I. Introduction to MealTracker:

The Toolbar

Options – Printer/Font selection and backup settings

Help – Detailed information on system functions and procedures

The Task Launcher – Main program menu

Overview of task launcher folders and selections

Menu Change/Print – Primary menu selections

Resident profiles – Primary resident selections

Setup Parameters – Quick review on options – Stylized tray tickets

II. The Basics

From the Task launcher double click on desired selection or click + sign.

Double click on selection or make your selection and click “Go”

Session I

III. **Resident Profiles** –The information entered and stored here, determines what food items will be printed on the tray tickets. (Average time is 10 minutes per resident to input.)

Add New Resident Profile

Name – May be entered First name (space) Last name or Last name, first name (requires a comma after the last name. Consistency is the key.

Room # - Must be unique – May use dashes or spaces but must be consistent for sorting and reports to be correct and uniform.

Diet - This list is specific to your facility and may be modified. Select most restrictive diet.

Profile Tools: - Can be done in any order as many times as necessary.

Diet Note – This is a single line text note displayed below the diet on tray tickets. Type the additional therapeutic diet information or consistency. Examples:

PUREED / NAS / NCS /THICKENED LIQUIDS
DIABETIC
CAL. CONTROLLED.

Category/Item Notes - Single line notes to print within the body of the menu on the tray tickets. Category and Item notes are also tallied on the count sheets if so selected in setup parameters. The only difference between the two is how the computer knows when to print the note. When any item in the category is chosen, for example
Category Note:

LUNCH/DINNER **VEGETABLES** IN SEPARATE BOWL
or when a specific item is chosen, Item Note:

BAKED CHICKEN WHITE MEAT ONLY

Notepad - Multiple line space beneath the three stars on the bottom of the tray tickets. This is a text box where you can place any additional information for each resident. Typical uses include:
condiments (SALT, PEPPER, SUGAR, SUGAR SUB).

Allergies: ALLERGIC TO TOMATOES.

Dining location: EATS IN ROOM, MAIN DINING ROOM.

Special Instructions: ASSIST WITH FEEDING.

****Staff should agree on what information is going to be placed in the notepad and in what order so the tray tickets will be consistent.**

Portion Adjustments - May be individual meal categories like:

Large Entrée, Small Desserts or all categories like:

All Large portion.

Consistency Adjustments - Normally choose all meals and all categories to let the Master Items List control which items actually need to be ground, chopped, or pureed. Note that you can choose individual meal categories if necessary. **Consistency Exceptions:** Allows consistency adjustments by item or group food rather than by category. Normal use example: All Categories Pureed but Pasta Group served Normal consistency.

Special Request Items – Used to add food items requested by resident for meal(s) regardless of what is on the menu. Special request items may replace a menu category or be added in addition to menu categories if you choose not to replace the menu item. Examples include:

Meal	Food Item	Portion	Day	Category
B/L/D	Coffee	1 Cup	Every Day	
Breakfast	Orange Juice	.5 Cup	Mo We Fr	Appetizer
Dinner	Ice Cream	.5 Cup	Sa	Dessert

Likes: Will re-prioritize the menu based on resident likes. If resident likes the alternate, ***the system will give it to them over the first choice.***

Dislikes: Won't serve items if on dislikes list, either individually or part of a group name. Group foods in dislikes are primarily used for items that the resident is allergic to.

Individual dislike examples:

CREAM OF BROCOLLI SOUP
SAUERKRAUT

Group Food (* items) dislikes, diet restrictions and allergies like:

DAIRY GROUP
TOMATO GROUP.

Category Refusals - Allows you to cancel all or part of a meal based on a resident's request rather than by using dislikes. For example, if a resident gets a specific breakfast everyday (Orange Juice, Corn Flakes, and Toast). Put the specific items in under Special request and then use category refusals to cancel the normal breakfast (***will get only food items from special items if any.***)

Breakfast All Categories Every Day
another example might be no dessert at lunch.
Lunch Dessert Every Day

Menu Item Substitutions - Allows you to directly substitute one food item in place of another.

Example: *When French Toast is on serve Scrambled Eggs* may also be used for individual item portion adjustments. This may be used for residents who want a little more or a little less of a specific item. **For example:** *When Scrambled Eggs are on serve Scrambled Eggs 0.5 Cup.*

Between Meal Snacks – Used to print snack labels, Summary Sheets, and count sheets for the 10:00, 2:00, and H.S. Snack times. Put in exactly the same as Special Items but for snack times instead of meal times. (Snack times may be adjusted) Example:

10/2/HS ENSURE 8 OZ Every Day

Clinical Notes - Blank notepad editor used to enter all non-meal related notes into resident record. Any notes entered may be printed with

the resident profile for care planning meetings or Dietitian review. Information might include physician name, admit date, drug allergies, etc.

RDA/BEE Information handles the following items:

RDA information is basic RDA calculation information including gender and date of birth. Note that date of birth is also used for birthday lists and Birthday greetings on tray tickets.

Note: BEE information: The Height, Weight, Activity Level, Injury Level for calculation of BEE and Protein Needs, may be modified in Setup Parameters.

Weight Tracking - Entry of weights and corresponding dates for tracking of weight gains and/losses.

Resident Status – Default is Active status. Can adjust profile for Inactive (stays in system but won't print tray ticket), Select (chooses food items from a menu), Multiple Count (adds food item counts from all categories on production sheets for non-resident meals), Days/Meals Served, No Tray Ticket and days to monitor. Remove, will remove resident permanently.

Production Groups - Used to add or remove a resident from any 'specified' production groups. (Not necessary to review during initial training.)

Change Resident Profile – Use to edit an existing profile (once a resident has been added)

Print/View Resident Profile – Where you can printout an entire resident's profile, clinical notes, and care plan lines if desired.

Resident Listing – Print a Census List. Review the various available reports.

Cart Order – Allows you to control the order that tray tickets will print by meal.

Session II

IV. **Cycle Menus** – Control all of your menu food items and details from here.

Change Menu (Average time is 10 hours per cycle week to input a new menu.)

Multiple food items in the same category are alternates.

Auto-select will choose one item from each category. Always the first choice in the category, unless the item is rejected by the profile, in which case, the alternate will be chosen.

Highlight bar tools

Add - Can add item to multiple diets at a time.

For example Soup as an appetizer to all diets.

Note that the soup is added and then 'spread' across the different diets just like you would do on a hand written diet guide sheet. It is not necessary to enter each diet individually.

Note also that priority number simply refers to the order that the items appear within each meal category. For most items you would simply press enter to signify that the item you're adding is the 'next available item'.

Delete - Delete highlighted item from menu.

Click on "Previous Diet" & "Next Diet" buttons – To view different diets.

Exception - When one item covers more than one category. For example: Beef Stew is the Entrée, Starch and Vegetable.

Condiment - When an item is served with another item.

Consistency - Ground / Chopped / Pureed instructions.

Portion Size - Change portion size for displayed diet only.

Always Offered – Food and beverages that don't vary from day to day.

Print Diet Guides & Print Week-at-a-Glance - Printing Menus for review.

Print Diet Guides = Diet extension sheets.

Print Week-at-a-glance = Week at a glance of cycle menu.

V. **Daily Selections** – The production process performed every day

Auto Select Tray Tickets - Must be run first. Computer chooses items for each resident using cycle menus and resident profiles. If any changes are made to the resident or menu, auto select must be run again to reflect those changes.

Print Tray Tickets - May be done when auto-selecting or separately after auto-select.

Print Production Sheets - Must be done after auto-select in order to be accurate.

Print Snack Forms – Print snack labels or snack summary sheets.

Print Selective Menus – Print menus for residents that select their own meals. Blank Masters have lines for entering a resident's name and room number (may be used for guests).

Enter Selective Menus – Enter the selections the residents have made into the system. Once selections have been entered, their tray tickets may be printed with the active resident's tickets.

VI. **Master Items List** – 670 food items are already loaded into the system.

Change Items Worksheet (Normal Portion Size)

Portion Variation Worksheet (Large/Small Portions / Pureed Portions)

Production Order Worksheet (Base Category, Production Sheet)

Cold, Hot, Misc. Food items are defaults and you can create others.

Consistency Worksheet (Ground / Chopped / Pureed information)

View/Enter Group Foods – Creating a group food. What is a food group? How is it used?

Examples might include Dairy Group, Tomato Group, and Fish Group.

Unlimited items may be added to the list.

VII. General Selections

Backup Procedures - Do every night unless you are on a network that is backed up for you.

VIII. **Exit MealTracker** – Will prompt you to backup if it has not been done in 7 days.IX.

IX. Materials to order:

1. Tray ticket paper / paper cutter if using standard paper.
2. Regular paper for production sheets, and all other reports.
3. Snack labels. (Standard address label style labels). Common size used is 2½x1” 3 column labels. System may be modified to use almost any label you choose.
4. Flash drive for Backup.

Priority List

Complete the following checklist to get the system up and running

1. Enter cycle menus (if not already done for you).
2. Create group foods for use in resident profiles.
3. Enter resident profiles.
4. Review master items list worksheets.

Note: This course may be modified, extended or presented in a different order than described in this document depending on the facility and their requirements or preferences.

For additional instruction/review, we recommend that you download the training videos on the customer support page of our web site or join one of our free Webinars each month.

Your feedback is important in helping us improve the quality of our online training. Please take a moment to fill out this survey online at http://www.mealtracker.com/course_survey.aspx
If you prefer to mail it: **Data Control Technology 9 Church St. Hornell, NY 14843**

Thank you!

Please rate each section from 1 to 5.

1. Dissatisfactory
2. Less than satisfactory - Needs major improvements
3. Satisfactory
4. Good
5. Excellent

Training Quality

Overall training quality _____

Course Presentation

Were the instructions relayed in a clear manner that was easy to understand? _____

Course Objectives:

Did the course today accomplish what you expected? _____

Comments on how to improve our training session: