KidKare Review Tool Quick Start Guide

The KidKare Review Tool is an alternative to the hx2go mobile site. With this tool, you no longer need to download provider information or upload your completed reviews. You access this tool directly from KidKare.

Before You Begin

Before you begin using the KidKare Review Tool, you must:

1. **Set up user access in Minute Menu HX.**

   Access to all review functions are controlled by the **hx2go Permissions** dialog box in Minute Menu HX. Check the **hx2go App Access** box for each of your Monitors. For more information, see **Set Up User Permissions**.

2. **Customize the review questionnaire in hx2go Administration.**

   As with hx2go, you must customize the review questionnaire in **hx2go Administration**. Navigate to **https://hx2go.minutemenu.com** and log in using the same credentials you use to access Minute Menu HX. Your account must have administration permissions before you can access this website. For more information, see **Customize the Review Questionnaire**.

Prepare for Reviews

Once your review questionnaire is set up, your Monitors can begin completing reviews in KidKare. Log in to **https://app.kidkare.com**. Use the same credentials you use to access Minute Menu HX.

1. **Download the Sponsor Review Worksheet.**

   Before navigating to the Review Providers page, locate the provider you are reviewing and click the PDF icon next to their name. The **Sponsor Review Worksheet** downloads. This PDF provides a snapshot of the provider's information, including: address and license information, training history, meal plans, documentation, and so on.

2. **Locate the provider to review.**

   From the menu to the left, click **Reviews**, and select **Review Providers**. You can do the following to locate the provider to review:

   o Click the blank boxes in the **Provider**, **Monitor**, and **Address** columns and begin typing. The table filters as you type.

   o Click the drop-down menus in the **Last Review** and **Next Review Due** boxes and select a specific date range to which to filter.

o Click in the top-right corner to set additional filters. You can filter by **Pending**, **Active**, **Hold**, or **Withdrawn** status. If available, you can also specify whether to show reviews for all monitors.

o Click each column header to sort providers in ascending or descending order.

3. **Map the provider's address.**

Click the provider's address in the **Address** column. **Google Maps™** opens in a new window. You can then enter your departure location for driving directions.

Complete the Review Questionnaire

When you are ready to begin the review, click the provider's name. The questionnaire opens. Complete the questions for each page. As each review is created by your administrator, review questions vary.

Note: A 🕐 icon displays next to a provider's name if they already have a review in-progress. If you need to continue a review, simply click the provider's name to continue where you left off. You can also click this icon to delete the review so you can start again.

Keep the following tips in mind while completing the review:

- Click **Continue** to move through the review sequentially. You can also use the icons at the top of this page to jump around the review. Your changes are saved automatically.

- Your administrator may have included additional information about certain questions. If that is the case, the 💡 icon displays next to the question. Click this icon to view the help text. When finished, click **Close.**

- The remaining number of required fields displays next to each of the page icons. These numbers update automatically as you complete the review. The only exception is the **Food & Attendance** page—an asterisk displays if there are any missing fields.

- 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.

- If you need to exit the review and return later, click **Save & Exit Review** at the top of this page, or click **Save** in the bottom-right corner and close the review. Your information is retained, and you can return to the review at a later time.

- On the **Finalize** page, you can click ︿ to collapse the **Notes** section before having the provider sign the review.