Determine Attendance Requirements When Entering Meals

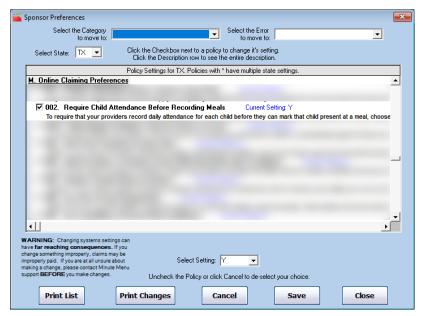
Last Modified on 11/03/2020 2:47 pm CST

You can require providers record attendance when recording meals. This can help ensure that your providers are recording daily attendance. This setting is controlled by **preference M.002**, which provides three options:

- Require Attendance Only
- Require In/Out Times
- Do Not Require Attendance

To make changes to this preference:

- 1. Click the Administration menu and select Sponsor Preferences. The Sponsor Preferences window opens.
- 2. Click the Select the Category to Move to drop-down menu and select M. Online Claiming Preferences.

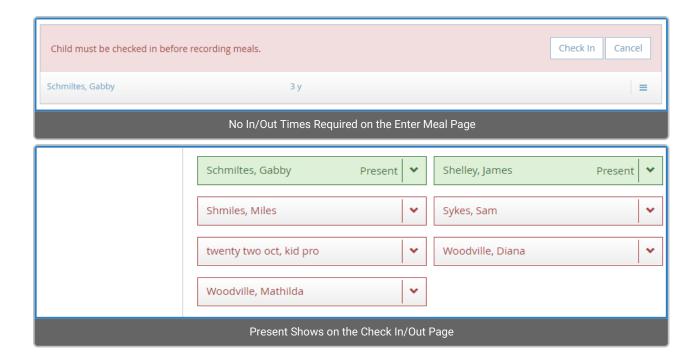


- 3. Check the 002 box.
- 4. Click the Select Setting drop-down menu and select Y, A, or N.
- 5. Click Save.

The headings below describe the difference between each setting.

Require Attendance Only at Meal Time

Set preference M.002 to A to require providers take attendance before each meal without requiring they also provide In/Out times. Present will display on the Check In/Out page. This option does not prevent providers from adding In/Out times on the Check In/Out page. However, if they do add In/Out times, Present changes to IN or OUT on the Check In/Out page.

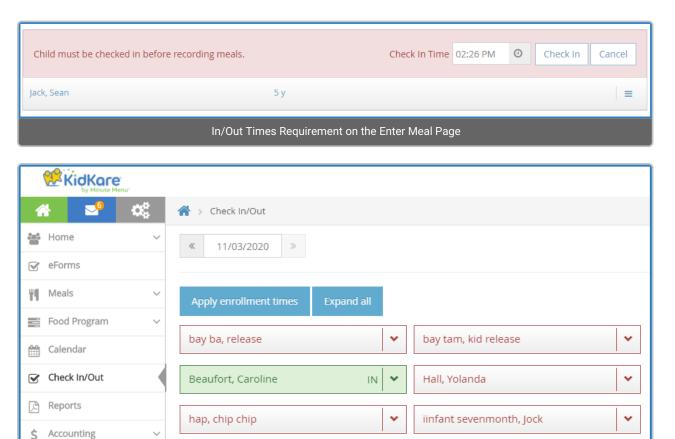


Require In/Out Times at Meal Time

Jack, Sean

Messages

Set preference M.002 to Y to require providers to record In/Out times when taking attendance on the Enter Meal page. With this option enabled, IN and OUT display in the Check In/Out page, because providers recorded In/Out times.



IN

IN shows on the Check In/Out Page

Lavenza, Elizabeth

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Do Not Require Attendance at Meal Time

Set **preference M.002** to **N** to not require attendance be taken before meals are recorded. Providers can still take attendance on the Check In/Out page, as well as provide In/Out times.