

Validate Online Reviews

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CST

Monitors can record reviews online with any Internet-connected device while present at the provider's home. Once these reviews are completed and finalized, they appear in your Minute Menu HX database at Pending status. The next step is to validate the review. Reviews must be validated before they are classified as the provider's review.

You can view validated reviews in the List Reviews window. Validated reviews are also included in the Review Reports.

1. Click the **Tools** menu and select **Validate Online Reviews**. The Validate Online Reviews window opens.

	Select	#	Provider Name	Monitor	Date	Review	ReviewType	Meal	ReviewStatus
View	<input type="checkbox"/>	005464	A, A	BG	03/10/2020	1st	Standard	P	Pending
View	<input type="checkbox"/>	005463	AA, AAA	BG	11/27/2019	1st	Holiday	L	Pending
View	<input type="checkbox"/>	131313	AccountLuman, Tes	AF	10/04/2019	2nd	Evening Snac	A	Pending
View	<input type="checkbox"/>	131313	AccountLuman, Tes	NM	10/03/2019	30 Day	Dinner	B	Pending
View	<input type="checkbox"/>	998899	Aldrichs, NYC	BG	08/13/2019	Preapproval	Split Serving	A	Pending
View	<input type="checkbox"/>	997999	Anna, Anna	NM	03/26/2020	1st	Standard	B	Pending
View	<input type="checkbox"/>	001240	Brady, Alicee	BG	10/26/2019	1st	Dinner	L	Pending
View	<input type="checkbox"/>	001240	Brady, Alicee	BG	10/18/2019	30 Day	Split Serving	B	Pending
View	<input type="checkbox"/>	001240	Brady, Alicee	BG	10/18/2019	30 Day	Dinner	B	Pending
View	<input type="checkbox"/>	000234	bug, test	EG	11/27/2019	1st	Holiday	B	Pending
View	<input type="checkbox"/>	231678	changedtest, modte	EG	12/04/2019	1st	Standard		Pending
View	<input type="checkbox"/>	001239	Cordova, Anna	NM	12/26/2019	30 Day	Standard	B	Pending
View	<input type="checkbox"/>	001239	Cordova, Anna	BG	12/12/2019	2nd	Standard		Pending
View	<input type="checkbox"/>	001239	Cordova, Anna	EG	12/04/2019	Special / Eval	Dinner		Pending

2. Filter the reviews that display.
 - a. In the **Filter By** section, select the **All Providers** option or the **Selected Providers** option. If you choose **Selected Provider**, use the options in the **Select Provider** section to locate the provider to view.
 - b. In the **Review Status** section, select the status to view: **Pending**, **Rejected**, **Validated**, or **All Online Reviews**.
 - c. Click the **Monitor** drop-down menu and select a specific monitor to view.
 - d. In the **Date Range** section, select one of the following options: **Last 12 Months**, **Current Fiscal Year**, or **All Years**.
 - e. When finished, click **Refresh List**.
3. Click **View** next to a review to review it. The Provider Reviews window opens. You can click **Print** to print this information. You can also click **Online Review** to open a report for this review. When finished, close this window.

Provider Reviews

Anna, Anna 997999 Review Date: 03/26/2020 Meal: Breakfast

General Meal Disallow Other

Date: 03/26/2020
Review: 1st Review
Type: Standard Review

Provider Inactive
 Followup Required
 Not Home
 Special / Evaluation Visit
 Technical Assistance Offered
 Unannounced

Last Review: 4/9/2020 - 3rd Review
Next Review: 07/26/2020
Notes For Next Review:

(printed on Sponsor Review Worksheet)

Monitor:
Monitor: Monitor, New (1)
Change
Monitor To: --Select--
Arrival Time: 08:52 am
Departure Time: 08:57 am

Meal Type Reviewed:
Meal: Breakfast
 Infant *Check to compare foods*
 Non-Infant
Shift(s)
Observed: First
 Annual Training Complete

Training:
Start Time: :
End Time: :
Total Hours:
Type: --Select--
Session Name:

Print Entered By: Online **Online Review**

Save **Close**

4. Check the box next to each review to validate.
5. Click **Validate**.

Rejecting Reviews

If there are reviews that were entered in error, entered for training purposes, or are otherwise not valid, you can reject them.

1. Check the box next to each review to reject.
2. Click **Reject**.