

# Manage the Same-Day Entry Requirement

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You can control whether providers must record attendance data in KidKare on a daily basis. This setting affects providers on a case-by-case basis. You can adjust this requirement at any time.

## Enable the Same-Day Entry Requirement

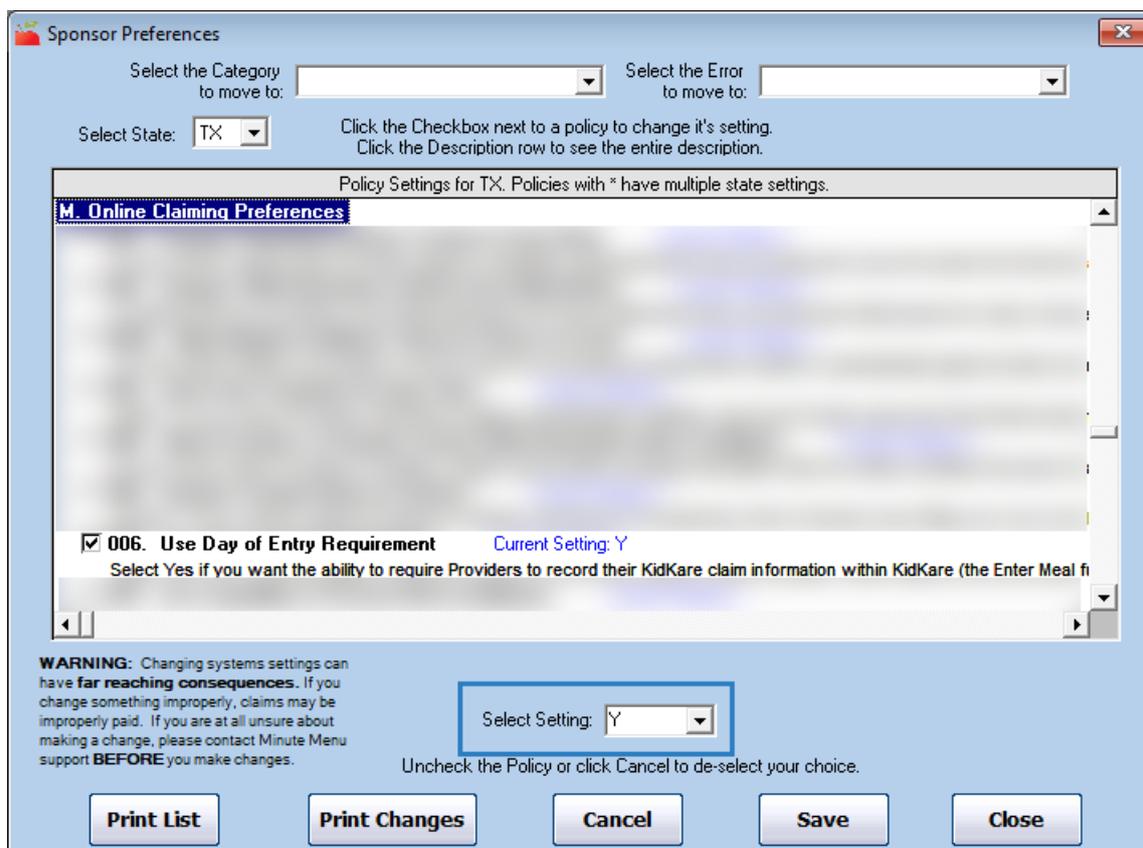
Enabling this requirement has two steps:

- Update your sponsor preferences to enable the **Require Same Day Entry** box.
- Check the **Require Same Day Entry** box in the **Provider Information Other** tab.

## Enable the Require Same Day Entry Box

First, update your sponsor preferences to enable the **Require Same Day Entry** box in the **Provider Information Other** tab.

1. Click the **Administration** menu and select **Sponsor Preferences**. The Sponsor Preferences window opens.
2. Click the **Select Category to Move To** drop-down menu and select **M. Online Claiming Preferences**.
3. Check the **006. Use Day of Entry Requirement** box.



The screenshot shows the 'Sponsor Preferences' window. At the top, there are two dropdown menus for 'Select the Category to move to:' and 'Select the Error to move to:'. Below them is a 'Select State:' dropdown menu set to 'TX'. A central area contains a table of policy settings for TX. The table has a header 'Policy Settings for TX. Policies with \* have multiple state settings.' and a row for 'M. Online Claiming Preferences'. Within this category, the '006. Use Day of Entry Requirement' checkbox is checked, and its 'Current Setting' is 'Y'. A 'Select Setting:' dropdown menu is highlighted with a red box and set to 'Y'. At the bottom, there are buttons for 'Print List', 'Print Changes', 'Cancel', 'Save', and 'Close'. A warning message is visible at the bottom left: 'WARNING: Changing systems settings can have far reaching consequences. If you change something improperly, claims may be improperly paid. If you are at all unsure about making a change, please contact Minute Menu support BEFORE you make changes.' Below the warning, it says 'Uncheck the Policy or click Cancel to de-select your choice.'

4. Click the **Select Setting** drop-down menu and select **Y**.
5. Click **Save**.

## Check the Require Same Day Entry Box

Once you have enabled the Require Same Day Entry box, check it for provider for whom to enable the same-day entry requirement.

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.
2. Set filters to locate the provider to change. For details, see [List Providers](#).
3. Click **Refresh List**.
4. Click **View** next to the provider to update. The Provider Information window opens.
5. Click the **Other** tab.
6. Check the **Require Same Day Entry** box.

The screenshot shows the 'Provider Information' window for 'Shelley, Mary 998894 Active'. The 'Other' tab is selected. The 'Require Same Day Entry' checkbox is checked and highlighted with a blue box. Other visible fields include 'Next Review Reqd: 08/03/2019', 'Start Month: Oct', 'Language: English', and various expiration dates. The 'Documentation On File' section includes checkboxes for 'Dinner', 'Saturday', and 'Sunday'. The 'Custom Values' section includes a 'Custom Flag' checkbox and a 'Custom Number' field set to 0. The 'Recent Inservices Date Attended' and 'Date Attended' fields are also visible.

7. Click **Save**.
8. Repeat Steps 1-7 for each provider to update.

## Disable the Same-Day Entry Requirement

At some times you may need to disable same-day entry requirement for individual providers or all providers. For example, if KidKare by Minute Menu announces an extended maintenance window that may affect same-day entry, you may wish to temporarily remove this requirement.

There are two ways you can approach this:

- Clear the **Require Same Day Entry** box on individual provider records.

- Disable preference M.006 to remove the requirement for all providers.

## Clear the Require Same Day Entry Box on Individual Provider Records

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.
2. Set filters to locate the provider to change. For details, see [List Providers](#).
3. Click **Refresh List**.
4. Click **View** next to the provider to update. The Provider Information window opens.
5. Click the **Other** tab.
6. Clear the **Require Same Day Entry** box.

The screenshot shows the 'Provider Information' window for 'Shelley, Mary 998894 Active'. The 'Other' tab is selected. The 'Require Same Day Entry' checkbox is highlighted with a red box. The window contains various fields for provider details, including time opens/closes, check deduction, language, enrollment renewal, and various expiration dates. A sidebar on the right contains buttons for 'Activate Children', 'Children', 'Claims', 'Payments', 'Helpers', 'Training', 'Reviews', 'Calendar', 'Messages', and 'Serious Deficiency'. At the bottom, there are buttons for 'Print', 'Remove', 'Put On Hold', 'Make Pending', 'Save', and 'Close'.

7. Click **Save**.
8. Repeat **Steps 1-7** for each provider to update.

## Disable Preference M.006

To disable same-day entry for all affected providers, disable preference **M.006**. When you re-enable this preference, Minute Menu HX retains prior selections in the Provider Information Other tab.

For example, if you checked the **Require Same Day Entry** box for provider Jane, disabled preference M.006, and later re-enabled it, **Require Same Day Entry** should still be checked for provider Jane.

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

3. Check the 006. Use Day of Entry Requirement box.
4. Click the Select Setting drop-down menu and select N.

The screenshot shows a software window titled "Sponsor Preferences". At the top, there are two dropdown menus: "Select the Category to move to:" and "Select the Error to move to:". Below these is a "Select State:" dropdown menu set to "TX". To the right of the state menu, there is instructional text: "Click the Checkbox next to a policy to change it's setting. Click the Description row to see the entire description." The main area of the window is a scrollable list titled "Policy Settings for TX. Policies with \* have multiple state settings." The list contains several entries, with "M. Online Claiming Preferences" highlighted. Below the list, the entry "006. Use Day of Entry Requirement" is checked, and its "Current Setting" is shown as "Y". The description for this entry reads: "Select Yes if you want the ability to require Providers to record their KidKare claim information within KidKare (the Enter Meal f". At the bottom of the window, there is a "WARNING" section with text about the consequences of changing settings. To the right of the warning is a "Select Setting:" dropdown menu currently set to "N". Below the warning and dropdown menu is the instruction: "Uncheck the Policy or click Cancel to de-select your choice." At the very bottom, there are five buttons: "Print List", "Print Changes", "Cancel", "Save", and "Close".

5. Click Save.