



# Require Signatures for Desk Reviews

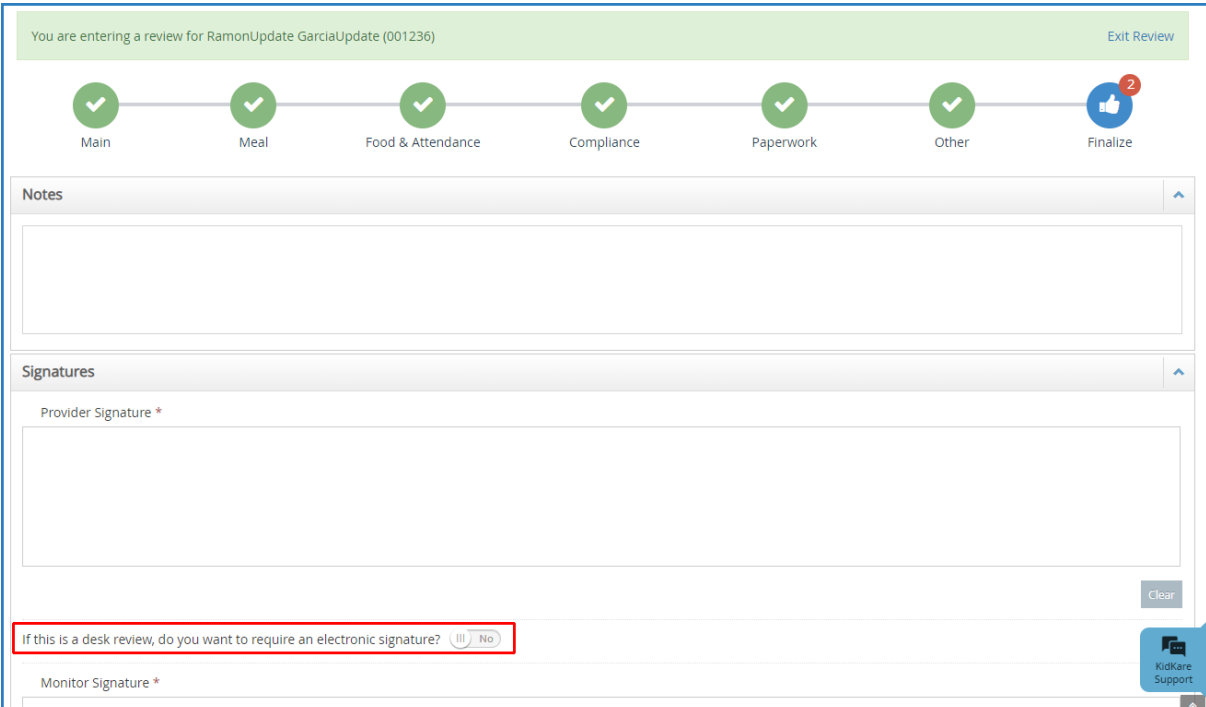
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When completing desk reviews, you can require that a provider digitally sign to acknowledge they received a copy of the Review report. You can toggle this option on and off when finalizing the review. **The review will not be complete until the provider signs their review.**

1. Log in to [app.kidkare.com](https://app.kidkare.com). Use the same credentials you use to access Minute Menu HX.
2. From the menu to the left, click **Reviews**.
3. Click **Review Providers**. The Review Providers page opens.
4. Locate the provider to review.
  - Click the **Provider**, **Monitor** (if available), **Last Review**, and **Next Review Date** columns to sort information in ascending or descending order.

**Note:** If you have set Preference U.003 (General Behavior - Use Provider Security) to Y, Monitors can only see those providers assigned to the same group number as them, and the Monitor column is hidden on the table.

- Click the blank boxes at the top of each column to filter information in that column. For example, you can click the **Provider** box and begin typing a provider's name.
  - Click  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 You can filter by **Pending**, **Active**, **Hold**, or **Withdrawn** status.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.
5. Complete the review questionnaire as you normally would. For details, see [Complete the Review Questionnaire](#).
  6. When you reach the Finalize page, click  next to **If this is a desk review, do you want to require an electronic signature?**



You are entering a review for RamonUpdate GarciaUpdate (001236) Exit Review

Main Meal Food & Attendance Compliance Paperwork Other Finalize

Notes

Signatures

Provider Signature \*

If this is a desk review, do you want to require an electronic signature?  No

Monitor Signature \*

Clear

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The **Provider Signature** box and the **Helper Signature** box (if present) are removed.

You are entering a review for RamonUpdate GarciaUpdate (001236) Exit Review

Main
  Meal
  Food & Attendance
  Compliance
  Paperwork
  Other
  Finalize 1

**Notes**

**Signatures**

If this is a desk review, do you want to require an electronic signature?  Yes  No  III

Monitor Signature \*

Step 7 of 7 Complete

KidKare Support

7. Sign in the **Monitor Signature** box and click **Complete**.

## Review Acknowledgement

Once you click **Complete**, the provider will receive an email and a message in KidKare prompting them to review and acknowledge their Review report.

Messages

Start Date: 09/09/2020  End Date: 09/09/2021

Back Please Review And Sign Your Review Report 09/09/2021

**Message**

The report from your sponsor's virtual visit on 09/09/2021 is ready for you to review and sign.

Click here to review and sign your report, or copy and paste it into your web browser: <https://app.kidkare.com/redirect.html?ly8/cmV2aWw3SWQ9ZWQ1NjM0MjQtMGlxOC00MWFhLTg2OWItNGM1ODYSNGJlZjYjbnYyb3ZpZG9y5WQ9MTdkNDhkODM0TG0GM4Z500NWfmlTk0NmQnNDIhNW44M0U3ZjR0j0n1Ym1pc3Npb25ZD0zMDI2Nj2NSZyZXZpZXdEYXRIPTA5LzA5LzIwMjE5MC2hd0hlcGxlcjNpZ25hZHVyZT1GYWxzZS2mcm9lVXNlq050TMyMDEmC3RhZGU9NQ==>

If you have any questions, please contact your Sponsor at 9726715211, or KidKare support at support@kidkare.com.

KidKare  
www.kidkare.com

When the provider clicks the link, the **Review Acknowledgement** pop-up opens. If this link is accessed from email, the provider will be automatically logged into KidKare first.

### Review Acknowledgement ✕

The report from your sponsor's virtual visit on 09/09/2021 is ready for you to review and sign.

Click here to view your report in a new tab, or copy and paste it into your web browser:  
<https://hx2go.minutemenu.com/ProviderReviews?p=17d48d83-8c8e-45af-946d-49a5c8057f94&s=30266965>

Using your mouse, finger, or stylus, sign the review acknowledgement below.

Provider Signature \*

The provider can click the link to open their review in a new tab. Then, they can use a mouse, finger, or stylus to sign the **Provider Signature** box. If you indicated that a helper was present during the review, the **Helper Signature** box also displays so the helper can sign the acknowledgement. Once they acknowledge and sign for the review, they will receive a new message and email with a link to the updated, signed report. For more details and instructions for providers, see [Sign for Desk Reviews Electronically](#).

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