

Certified

*Assistant
Dietary Manager*



The Active System



www.ahpg.net

Course Philosophy and Overview



In light of the increasing demands placed on Dietary Managers, it is becoming necessary that they receive some help in completing some of their daily and weekly tasks. The most efficient and effective way of doing this is to provide a working supervisor of the kitchen that can schedule employees, place food orders, maintain temperature records, process menu changes and operate the computer. Fortunately, the Active System can help train a responsible person in doing all these tasks, as well as provide them with the tools to facilitate the accurate and timely completion of all the duties of an Assistant Dietary Manager.

Upon successful completion of the Certification Course, the Assistant Dietary Manager will be able to perform the following tasks using the Active System.

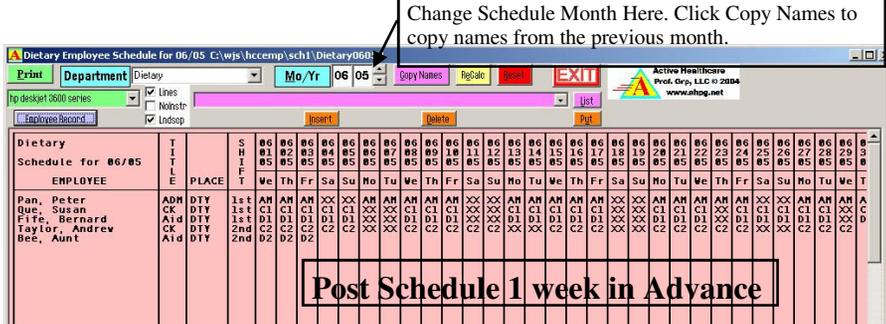
- 1. Write and Maintain an Employee Schedule**
- 2. Keep Employee Attendance and Discipline Records**
- 3. Develop and Place Food Orders**
- 4. Receive Food Deliveries Properly**
- 5. Record and Maintain a Spend Down Sheet**
- 6. Take and Record Steam Table and Refer Temps.**
- 7. Maintain and Print Dining Location Layout Sheets**
- 8. Print Table Tents and Table Ornaments**
- 9. Print Daily and Weekly Menus**
- 10. Print Production Sheets and Diet Tally Sheets**
- 11. Print Tray Cards and Nourishment Labels**
- 12. Record Nourishment and Meal Consumption**
- 13. Input Weights and Print Weight Variance Reports**
- 14. Print Completed Section K and Care Plan Worksheets**
- 15. Print and File Discharge Summaries**
- 17. Develop and Maintain Cleaning Schedules**
- 18. Backup, Download and Send Active System Emails**

Lesson 1: Employee Scheduling

Before you begin, you must read the Getting Started Booklet for the Active System in order to know how to get around in the system and to find the various functions within the Active System. This booklet has been provided to you, or you can access it from the Help Menu in the upper right hand corner of the Roster Screen of the Active System, or go to the Active System web site at www.ahpg.net and click Catalogs and Manuals.



The opening screen of the Active System is called the Roster Screen. At the top of this screen is a series of drop down menus. Click the Staff/Office Menu as shown above and then click on Employee Schedule-2 The following screen appears.

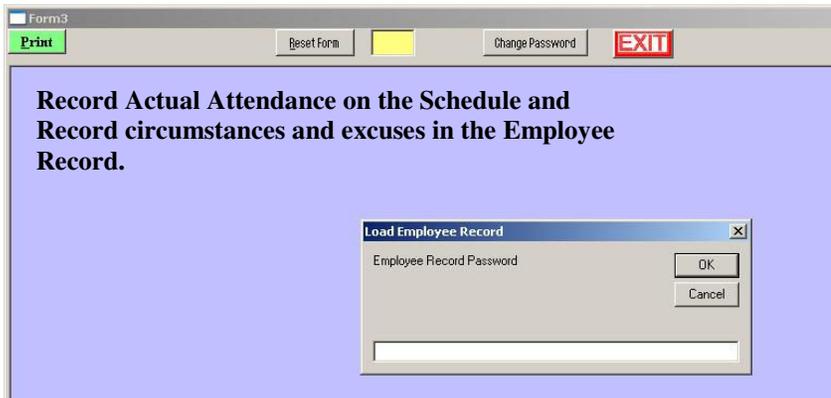


This is the scheduling program. You simply type in the names of your employees and the codes for the schedules they work. The codes are found at the bottom of the form. So, grab the vertical scroll bar by clicking on it and holding down the mouse button as you drag the

Total Employee Hours						30	30	30	16	16	0	0	24	24	24	0	0	24	24	24	24	0	0	24	24	24	16	16	24	0	1	
Code	Time to Work	Hours	Code	Time to Work	Hours																											
AM	6:00a-2:30p	8.0																														
PM	11:30a-7:30p	8.0																														
C1	5:30a-2:00p	8.0																														
D1	6:30a-3:30p	8.0																														
D2	1:00-7:00p	6.0																														

The bottom of the schedule form is shown above. Note the schedule codes that are already in place. You can type over these codes to make your own codes, and/or add additional codes in the space provided. Then use the two character codes to assign employees to that particular schedule. You will notice the hours are totaled on the line above the information section of the form. At the top of the screen you will see where you can add your own schedule patterns and click the Put button to put entire schedules in by pattern. Click the List button to add your own patterns. Once you have your schedule in, you can print it in portrait orientation, or in landscape by checking landscape. You can also check Lines to put a horizontal line between each employee. Then click print. You can use the Copy Names button to copy the employee names from one months schedule to the next month to help you get started on the next schedule. Go to the new month by clicking the Up Arrow beside Mo, and then click Copy Names.

Lesson II. Keep Employee Attendance/Discipline Records



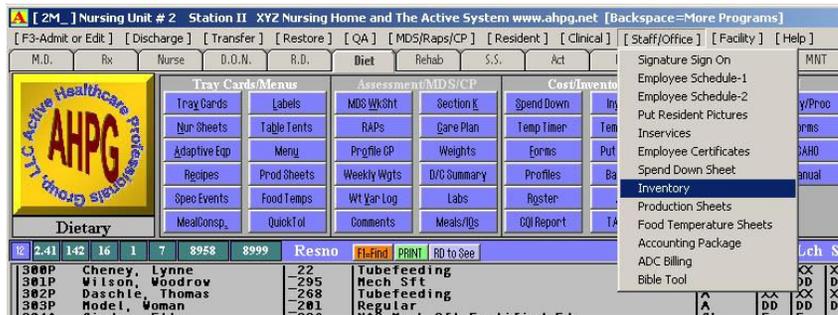
Click the blue Employee Records button in the upper left of the schedule program and the following screen appears. The default password is DM##. Where ## is the month number - 7. ie. DM-2 for May.

in the date and the note off to the right. Click exit when you are done and the record is automatically saved. To print an employee record, click the green print button.

Lesson 4: Develop and Place Food Orders

Food orders are developed by taking a copy of your vendors order guide and a copy of the menu and standing in your store room or walkin cooler or freezer to check your inventory on hand as you check your upcoming menu and determine what you need and how much you need to order. Do not order from your office. It is imperative that you look at what is on the shelf before you determine how much you need to order. Arm chair ordering is the first step toward over ordering and/or under ordering.

Before you begin to develop your order, you should print a current order guide from the Active System, and if you do not have a copy of the current menu, you need to print a week at a glance menu also.



As shown above, click Staff/Office and then click Inventory. Once the inventory is loaded, make sure your primary vendor's inventory list is showing on the screen and then Click Order Guide at the top of the screen. The screen shown on the following page appears. Click print to print this order guide and then head to your store room to start developing your order. To determine how much of each item on the menu to order, you need to be familiar with the general amounts needed for one meal of each menu item. Some rules of thumb are 25 servings per #10 can, 10 servings per box of frozen vegetables, 4 servings per pound of meat, or read the portion information on the sides of the boxes. Once you have a general idea of how many cans or cases you need of a particular item, look how much is on the shelf and order additional amounts as needed. Over ordering leads to over spending an waste.

Order Guide Total: 169.86 APC Savings: 0

Supreme Care USF Cycle 1 List Ordered Items ONLY Refresh Make Totals Upload APC EXIT

Wk/Mo/Yr: 1 01 00 Page#: 1 Print \\vocomputer\AYERSPTR 2105 6 Total

Title	Item Name	Vendor Number	BUY	Price	Ordr Unit	Issue On Hand	Loc#	AHPG Number	Extension
169.86	Running Total								
1	APPLE, RED DELICIOUS XFCY WA(12530)	C12530	1	7.47	CS				7.47
2	APPLE, SAUCE FCY JP(188487)	USB1U 6-1	2	19.37	C			AppleSauce	38.74
3	APPLE, SAUCE FCY UNSWT WP(180022)	USB	3	17.62	C				52.86
4	APPLE, SAUCE ORIGINAL K(161452)	NOTIS	1	17.79	C				17.79
5	APPLE, SAUCE STRAWBERRY LT NSA(188857)		1	20.22	C				20.22
6	APPLE, SAUCE SWT(168173)	USRED 6-10 C	1	16.19	C				16.19
7	APPLE, SAUCE SWEETENED FCY(100061)	US	1	17.74	C				17.74
8	APPLE, SAUCE SWT PREMIUM(163137)	NOMR	1	20.93	C				20.93
9	APPLE, SLICED 6 54 WP(160066)	HVEST 6	1	21.95	C				21.95
10	APRON, PLASTIC 24X42 WHITE(715838)	R	3	7.75	CS			Aprons Bacon	23.25
11	BACON, LAYOUT 18/22(404392)	BRVAN 15	1	24.74	C				24.74
12	BACON, S/SLI 18/22(400069)	PATUX 15#	1	38.88	C				38.88
13	BACON, S/SLI 18/22(400334)	PATUX 15#	1	32.24	C				32.24
14	BACON, SINGLE SLICED 18/22(492574)		1	26.98	C				26.98
15	BAG, FOOD ZIPTOP IGL 10 5X11CL(724660)		1	42.82	C				42.82
16	BAG, SAND 6.75X6.75(721639)	BRWNP 10	1	10.11	C				10.11
17	BAG, SILVERWARE(729161)	BRWNP 2000 C	1	21.10	C				21.10
18	BANANA, GREEN TIP(11201)	FRESH 10#	1	5.13	C			BananaGrn	5.13
19	BASE, BEEF PASTE NO MSG(301812)	CLS	1	29.97	C			BeefBase	29.97

L C	Account or Leger Number	No. 01 Yr. 00 Account Name	Week 1	Week 2	Week 3	Week 4	Week 5
1	F	Food	169.86		171.61		
2	S	Non-Food					
3	S	Supplements					
4	P	Paper/Supplies					
5	C	Chemicals					
6	E	Office Supplies					
7	E	Continuing Ed					
8	N	Nursing					
9	A	Activities					
0	M	Marketing					
1	S	Emergency Supp.					
Total: 341.47			169.86		171.61		

Print Stat File

To develop an order, simply indicate the amount you want to buy in the BUY column and press Enter. The extension is calculated immediately and the running Total is indicated in the upper left hand corner. Once you have indicated all you want to order, click the green print button to print the order. The order is then reviewed by the Dietary Manager and then it is faxed to the vendor. You can setup a fax driver as a printer and fax directly from the Active System to the Vendor.

The items you order are categorized in the green box below the order guide. To place an item in a category, indicate the category by placing its Code letter (see the Cd column in the green box) right after the amount to buy. For example, if you are ordering 3 cases of Hshakes, place a 3S in the BUY column to assign the item to Supplements rather than Food.

If you are on the Active Price Comparison Program (This can save up to 10% on your Total Food and Supply Budget), make sure you download your latest pricing from the Active System Website. Go To www.ahpg.net for more information.

In order to stay within budget, you may need to make some menu adjustments toward the end of the month. It is important to do your order ahead of time to allow for menu adjustments to be made and for new spread sheets to be printed ahead of time and reviewed by the Dietitian. See the Menu Management Booklet for further information.

Lesson 4: Receive Food Deliveries Properly

All vendors know which facilities do not check their orders thoroughly and those facilities get whatever the vendors want to send them. Therefore, it is imperative that all orders are checked in thoroughly. The best way to do this is to check the order against the order printed from the Active System, not against the invoice sent with the delivery. If you use the invoice that comes with the delivery, you may not be aware that you are receiving two cases when you only ordered one case, or you will not be aware that something was left off the order and it is not listed on the invoice. You will also not know if you are receiving something you did not order at all. Additionally, you will not know if the price of the item has been increased since you placed the order. All these circumstances will come to light, only if you check the delivery against the printout from the Active System and not against the invoice.

Thoroughly inspect the condition of all items delivered. Have all items placed on a pallet on the floor, not directly on the floor. Put up all perishable stock immediately and all other stock as soon as possible. Remove all items from their cardboard boxes. Leaving them in the boxes will lead to roach infestation. Remove all empty boxes to the dumpster immediately. Be sure to close the dumpster after you are finished.

Lesson 5: Record and Maintain a Spend Down Sheet

See the Spend Down Sheet Booklet

Lesson 6: Take and Record Steam Table and Refer Temps

The screenshot shows the AHPG Active System interface. The 'Staff/Office' menu is open, and 'Food Temperature Sheets' is highlighted. The background shows a menu grid with options like 'Tray Cards/Menus', 'Assessment/MDS/CP', and 'Dietary'.

IC	2.41	142	16	1	7	8958	8999	Resno	Fl-Fnd	PRINT	RD to See
300P	Cheney, Lynne							22	Tube Feeding		
301P	Wilson, Woodrow							295	Neck Sft		
302P	Daschle, Thomas							268	Tube Feeding		
303P	Model, Waman							201	Regular		
304A	Cinder, Ella							226	MAS Neck Sft Fortified Fds		
304B	Another, Model							287	Tube Feeding		

As shown above, click Staff/Office and then Food Temp Sheets.

