

The starting point for any cost control effort in the Dietary Department is the Menu. The Active System allows you to easily cost your menus and to adjust them initially to meet your budget requirements, and to adjust the menus dynamically, or on the fly, whenever you need to. Extenuating circumstances such as vendor outages, price variations, resident requests and observations often create a need to adjust your menus. With the Active System, this is very easy and comprehensive. The Dietary manager need only to select the menu item they want and then press F1 to spread the menu item with appropriate substitutions across all the diets. It's like having a Registered Dietitian looking over your shoulder and tell you what to put in each diet column.

	WEEK: 3 Thursday	I	Active System Menus							
I	Regular/NAS*	Mechanical Soft	Pureed	REDUCED CONC SWEETS	Bland/Soft					
	Juice of Choice Egg of Choice Sausage Gravy Hot Cold Cereal Toast Biscuit Milk Coffee Marganne Jelly Sait* & Pepper	luice of Choice igg of Choice Sausage Gravy Hot Cold Cereal Joast Siscuit Valk Oaffee Margarine Ielly alt* & Pepper ar & Creamer	Juice of Choice Egg of Choice Sausage Gravy Hor Cold Cereal Puree Bread Milk Coffee Margarine Jelly Salt*& Pepper Sugar & Creamer	Juice of Choice Egg of Choice Sausage Gravy Hot Cold Cereal Toast Biscuit Milk Coffee Margarine Diet Jelly Salt*& Pepper Sugar Sub	Juice of Choice Egg of Choice Hot Cold Cereal Toast Discuit Milk Decaf Coffee Margarine Jelly Salt Sugar & Creame					
Contraction of the second s	Fried Chicken 90 Fried Chicken 91 Rate Chicken 92 Chicken Pol Pie 93 Bit Chicken 94 Chicken Pol Pie 95 Chicken Pol Pie 94 Chicken Wißer-IBd 95 Chicken Awißer-Bad 96 Chicken Stada Sweh 97 Bit Chic Salad Sweh-2Bd	d Chicken iltry Gravy amed Rice lard Greens mbread hana Pudding d Tea rgaine r & Pepper tar	Fried Chicken Poultry Gravy Steamed Rice Collard Greens Puree Bread Banana Pudding Iced Tea Margarine Salt [®] & Pepper Sugar	Fried Chicken Poultry Gravy Steamed Rice Collard Greens Combread Fresh Banana Iced Tea Margarine Salt [*] & Pepper Sugar Sub	Baked Chicken Poultry Gravy Steamed Rice Collard Greens Combread Banana Pudding Decaf Tea Margarine Salt Sugar					

Figure 1. Changing the Menu

As shown in Figure 1, you simply click the menu item you want to change and then select the new menu item from the drop down box. There are several hundred selections for each menu category. Therefore, you can type part of the name of the item you want in the yellow box (type over the current menu item) and then press enter and the first matched item appears in the blue slot below it. Keep pressing enter The Cost report is central to the Active System Cost Control program. The Active System pull information from the spend down sheets, order guides, meal counts and the budget sheets on order to complete the weekly cost report. This report can then be printed, faxed, emailed, and/or Up Loaded to a secure web page for monitoring, reviewing and coaching. Figure 12 shows the Budget Report, which is very detailed and can be filled out from a central location and downloaded to each individual facility

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Prod.												
Coffee	400	400	400	400	400	400	400	400	400	400	400	400
a disease	200	0.00	0.50	0.50	0.00	0.00	0.00	0.00	250	250	250	0.50

for use through out the year.

1

This affords you the opportunity to easily stay on top of all spending in all Dietary Departments, and to offer specific "coaching" to ensure that each and every facility stays within budget each and every month.

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	07-01-04	115	1	3		116	2	10		114	1	7		369
	07-02-04	114	1	2		115	1	15		114	1	6		369
	07-03-04	116	2	3		117	2	17		117	2	10		386
	07-04-04	118	2	3		118	3	16		118	2	12		392
	07-05-04	117	1	2		116	2	15		117	2	11		383
	07-06-04	116	1	2		115	1	16		116	1	10		378
	07-07-04	115	1	3		118	1	17		119	2	11		387

Figure 10. Active System Meal Counting Program

With the Active System, counting meals is simply a click of a button. Click Spend Down from the roster, then Meals and then click the meal you want to count. The Active System instantly counts all residents on p.o. diets and places the count in the proper box on the form. You obtain a running tally of revenue (credit) and an estimated PPD so far for the month. These meal counts are then used by the Cost Report to

5. (Finan	cials for I	10:06 Yr:04 Pi	g:1] Act	ive Syste	n		1	1		
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Date	Vendor	Invoice No	Meats	Groce	y Prodce	Coffee	Bread	IceCrm	Dairy	Juice
		BUDGET>	3150	6000		400	350		690	
06-05	Sysco	1234		2889.3	85					
06-10	Sysco	5678		1707.2	28					
06-11	Velda	9012		329.95	5					
3										

calculate an actual PPD.

until the item you want appears in the blue slot. Then press F1 or click the F1-Spread button. Presto! the Active System puts the selected item in all the columns where that item is appropriate for the diet and makes appropriate substitutions in the other diet columns.

Being able to adjust the menu quickly and effectively is a very valuable tool for controlling costs, and maintaining high levels of food satisfaction. However, you need to cost out the entire menu in advance in order to make sure you can remain in budget month after month. Costing out the entire menu can be very tedious. Then, what do you do after adjusting the menu. You need to re-cost it ! Fortunately, the Active System allows you to easily cost out entire menus in seconds. The system stores the cost of each menu item in the library of menu items. Therefore, adjusting the menus does not make it any more difficult to obtain cost information on the



new menu.

From the cost of each menu item, the Active System instantly calculates the cost of your menus. Simply click the COST button in the upper left hand corner of the Edit Menu Screen. You will see a Cost column appear on the screen with the cost of each menu item on the menu and the total for the day at the bottom of the menu. The Active System Costs Out ALL Diet Columns on the Spread Sheet. While the Cost Mode is selected, you can print the menus with the Cost information on them. To leave the Cost Mode, click the Cost button

again.

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SP SP*	Condimnt							
SP SP SP								
ML	Category	MI#	1 Regular/NAS	-	MI#	2 Mechanical Soft		MI# 3
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HS*	Dessert	52	Graham Crackers	- 05	53	Pureed Graham Crax	.05	52 0
				2.85			2.9	

Figure 3. Top and Bottom of a Cost Menu

Now that you have your menus costed out and you have the capability to change your menus at any time, you should be able to stay within you budget. However, in times of lower reimbursement rates and higher insurance costs, you will be asked to keep your food costs to the lowest cost while maintaining high quality standards. To do this, you will need the lowest food prices from you vendors and you will need to watch you spending very closely. Fortunately, the Active System helps you tremendously in both of these areas. The Active System can interface with any Windows Based Vendor Ordering System to pull your current vendor prices into the Active System. This will allow you to compare prices from vendor to vendor and from order to order. You will be able to keep your vendors competitive as well as guard your facility from the mysterious effects of price creep and vendor cherry picking.

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Figure 9. The Active System Spend Down Sheet

The Active System has a very effective spend down sheet program that clearly shows the Dietary Manager what he or she has spent for the month so far, and compares it to the budget and calculates an estimated PPD based on an actual meal count, or an average daily census (ADC) Figure 9 shows orders sent to the spend down sheet from the Active System Order Guide, as well as miscellaneous order from other smaller vendors. You can have a spend down sheet for any month of any year by changing the Mo/Yr in the boxes in the upper left. You can also have any number of pages of spend down sheets for each month if you choose to track Food and Non-Food items separately.

Notice the UpLoad button. The Active System offers you your own web page to upload your spend down sheets to. This page is only accessible to you and can be a place for administrative or corporate personnel to track the spending of multiple facilities on a daily, weekly or monthly basis.



Figure 8. The Order Guide with Prices.

Now that you can track prices from vendor to vendor and from order to order and from week to week, and from menu cycle to menu cycle, its time to consider your 7 own spending habits.

Just as you can cherry pick from your vendors, your vendors can cherry pick which food items they will mark up each week to make up for the low prices they are offered you to get your business. They get your business because of the low prices they offered you, but you mysteriously seem to still be spending the same amount or more each month. This is because you need protection from price creeping (select food items creep up in price each week) or vendor cherry picking (the vendor picks a few items each week and inflates those prices). The Active System allows you to easily obtain and store vendor prices and to track them from order to order. Any creeping or jumping will be evident immediately

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Figure 4. Active System Inventory and Ordering Program - Click Inventory from the roster screen Diet Tab

The Active System holds hundreds of pages of inventory. Each page has enough room for an entire Dietary Department Inventory (1500 items per sheet). You place an order by indicating how many of each item you want in the BUY column. Once your order is complete, you save it by clicking save order and giving the order a name such as wk1_04. This order can be re-loaded the next time that week of the menu comes around. You can also click Compare and upload the order to a column of the compare listing to watch for price creep on each

individual food item. The AHPG code column on the inventory allows you to standardize the food items by type rather than brand name Then if a vendor substitutes a different (and usually more expensive) brand, your system will continue to compare it to the same type of food ordered in previous weeks. So, if you order Brand X Kernal Corn and the vendor substitutes Libby's Kernal Corn, your system will compare the prices of the two corns even though they each have a different vendor number. They will be listed according to your assigned AHPG Code.

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Figure 5. Price Compare Form - Click the COMPARE button

If you want to control what food items are available to be ordered from a vendor, you can implement an order guide within the Active System. You can give the person ordering access to the order guide only, and/or access to the inventory and the order guide. The order guide also tracks your overall spending from week to week. These figures are copied over into an overall spend down sheet which offers a monitoring tool that can prevent over spending.

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Figure 6. Order Guide

Figure 6 shows the order guide. As you can see at the top, there is a drop down menu to allow you to select different order guides from different vendors, and different order guides for each cycle of the menu. As you input your order, you will see the running tally in the appropriate weeks column in the green box. Once your order is complete, you can print a copy and/or select the Fax printer driver from the green drop down list at the top and fax your order directly to your vendor.

The prices the order guides as well as the inventory can be password protected. If you click the PRICES button at the top, you will be asked for a password. Provide the password, and the prices appear. Click Prices again and provide the password and the prices disappear. The default Password is INV. To change the password type INV | NewPW, where NewPW is your new password.

The UpLoad button is to upload the order guide from your vendors website, or from a text file provided by your vendor. This process needs to be setup by AHPG if your vendor is not one of the vendors that AHPG has interfaced with before.