



The Active system has the capability of incorporating any form directly into the system. Additionally, the system can take the information that is already in the resident cardex and use this information to fill out anywhere from 25 to 100% of a form automatically. Another feature of the system is the Diet Handouts that are already stored in the system. These colorful and illustrated handouts are terrific for resident and family education, as well as for staff education. What's more, the Active System can personalize the handouts with the Resident's Name, Physician Name, Facility Name, or any other information included in the Resident Cardex. A Diet handout can become very personalized, customized and filled with information pertinent to the individual resident. A third feature of the Active System is its ability to accept large volumes of forms and store and categorize them by resident, discipline and area of interest. In other words, the Active System can store the entire medical record for each resident and organize it so that the user can access the information quickly and easily. Not only will this replace, or provide a more workable alternative to rummaging through store houses of closed medical records, it will allow working copies of current medical records to be used by the staff throughout the facility and eliminate the fighting for charts. This alone will be a dramatic time saver for all staff members.

		ARA Port	Balles [at	1 Son	Evel I	Refresh	Bec		1	Preynes	ч г	1.1	•	Mark	E	XIT			
04A ndic:	Girl, ate and	Model I describe	any rece	nt ch	ange	s in di	1 et or	026 die	t co	nsisten	cy:					_			
D	iet recei	atly upgrade	d from Pure	ed to N	lech S	soft.										-			
ndic	ite ant	l describe	any othe	r con	tribu	iting f	acto	rs:_			-					_			
R	esident i	s having tas	te changes.													-			
Dieta	ry reco	mmenda	tions. Inc	licate	witl	1 an ")	X" a	ll th	at s	apply:						-			
X	Mo	nitor resid	lent for	0	day	s in or	der t	o es	tabl	lish bas	elin	e in	for	natic	n.				
X	Mo	nitor the f	ollowing:	v	eight	, Appet	ite, L	abs, s	Skin	Conditio	n			_		-			
																_			
X	De	velop the	following	interv	entic	ons:	Moni	tor W	Veigl	ht Weekl	y								
																			-

1

The Medical Records Scanning Program shown in Figure 8 interfaces directly with your scanner. Click the Select Button after you have installed your scanner on your computer to make sure the Active System is linked to your scanner.

Again, hilite the resident you want to scan forms for, and then click the Scan button at the top of the roster. The screen shown in Figure 8 appears and you are ready to scan. There are several discipline buttons and categorized areas of interest to choose from at the base of the large window. Click the one you want. Figure 8 shows that Nursing was clicked. Now, all forms scanned for the hilited resident will be stored under the resident's medical record number in the Nursing Folder of the Active System. Place the forms you want to scan in the document feeder and press the scan button on your scanner. All forms will be numbered and stored under the resident number. When you leave the program and come back, you are automatically brought to the next available number for that category of documents for that resident. The number of forms stored is limited only by the disk space of your system. The resolution of the forms is low, but clear enough to be easily read and quickly loaded, stored and printed.

A standard computer with a 40 Gigabyte Hard Drive will be able to store approximately 800 entire medical records. By next year, the standard hard drive will be ten times larger and you will be able to store 8000 entire medical records. Make as many copies of all medical records as you want and store them on external hard drives, CD's and/or DVD's. The potential for maintaining workable copies of your medical records in essentially unlimited.

Instead of having your medical records staff spend their time rummaging through boxes of closed records, leave the boxes for the historians to rummage through, and have your medical records personnel spend their time scanning medical records that can be easily accessed by authorized personnel and allow everyone to get their work done more accurately and in less time. The time spent scanning current labs and physician's orders will be invaluable to facilitation of the care for your residents. Everyone will have instant access to current, up to date information on all your residents without having to fight for charts.

Figure 1 show the forms program with a form that has been scanned into the system. At the top of the screen, you will see a slot with NMP|..... selected. If you click this drop down box, you will see a listing of many categories of forms to choose from (Fig 2). Each line on the list starts with a three character abbreviation. This abbreviation is what the active system uses to organize your forms. Each line on the list is a category with space for up to 99 forms. You simply select the category you want, in this case, the Nutrition Management Program category and then either type in the number of the form you want in the small box to the right, or scroll through all the forms using the up and down arrow to the right of the small box. The form appears in the big window below, already filled out with the resident's information from the residents cardex. The resident used, is the resident you have hilited on the roster. So, if you want form 23 from the NMP category filled out for Sally Smith, you hilite Sally Smith on the roster and then click the Forms Button at the top of the roster and the form appears with all the information filled out.



Fig 2. Forms Program with the Categories Showing from the Drop Down Box

But what if you have to add information, or change some of the information pulled from the cardex ? The Active System puts you in control of all that with an easy to use form marking and template system.

Click the Mark button next to the Exit button and the Mark File is shown to you in a split screen. See Fig 3. on the next page.

304A	Girl,	Mod	el c:\		911 / WP4																			
MP	Nut	rit	ion	Manag	emen	t Pro	gram			• 23		Pr	Zm <u>s</u> c.	Zm Wk	Mo/Yr		1	1	Date	Tim 1	ę0,2	10	CB-CL	X C
rint	23	23		\\Die	tary\Bro	the <mark>r HL-</mark> 14	140 ser 🔽	Loa	d Res	et		Ans 1	1	Pr	yRes	11	4	1 -	Ed. M.		VI	-	Ctl-RtO	=Wt S
al/ADA	R	enal	Lo	w Na	ADA/Ren	al I	PrDec Ext	8	erDoc Ext	Re	fresh	Doc	1	-				1	HIJEMK			Ц		
	304A		Gi	irl, Me	del							102	6											
1	Indi	icat	te a	nd d	escri	be ar	iy rec	ent	chan	ges ir	ı diet	or d	iet c	onsi	sten	cy:								
							n																	
۰.	2.2	Die	et ree	cently	upgra	ded fr	om Pu	reed t	o Mec	h Soft							_			_	-			
									~												- 23			
	Indi	ica	te a	nd d	escri	be ar	ıy otl	ier c	ontri	butin	ıg fa	ctors	:								_			
		Res	siden	t is ha	ving	aste c	hanges	5.																
					-	157 S77 S 4													_	_				
		_																						
-				_											_	-					_			
. 1	Diet	tar	у ге	com	men	latio	ns. I	ndic	ate w	ith a	n "X	" all	that	app	ły:	-		1		_	-			
	Diet	tar	y re N	com	men or re:	iatio siden	ns. I t for	ndic: 90	ate w	ith a avs i	n "X n ord	" all er to	that estal	app blish	ly: base	line	inf	оп	natio	эп.	_			
	Die	tar	у ге М	com Ionit	men or re:	datio siden	ns. I t for	ndic: 90	ate w	ith a ays i	n "X n ord	" all er to	that estal	app blish	ly: base	line	inf	on	natio	on.	-			
	Die X X	tar	у ге М М	com Ionit Ionit	ment or re-	latio siden e foll	ns. I t for _ owing	ndic: 90 g:	ate w d Wei	ith a ays i _{ght, Aj}	n "X n ord	" all er to e, Lab	that estal s, Ski	app blish	ly: base	line	inf	оп	natio	on.	_			
1	Die X X	tar	у ге М М	com Ionit Ionit	men or re or th	latio siden e foll	ns. I t for owing	90 91 92	ate w d Weij	ith a ays i _{ght, Ap}	n "X n ord	n all er to e, Lab	that estal s, Ski	app blish n Cor	ly: base	line	inf	оп	natio	ən.	_			
	Diet X X wjs\s	can	y re N N	fonit	ment or rea or the	latio siden e foll	ns. I t for owing ping Pa	90 92: ge Fn:	ate w d Wei	ith a ays i ght, A es Rm	n "X n ord ppetite 2=Con	" all fer to	that estal s, Ski	app blish n Cor	hy: base	line	inf	оп	natio	on.				
C:\\	Diet X X wjs\s		y re N N N	fonit fonit	or real or the	datio siden e foll	ns. I t for owin; ping Pa	ndic; 90 g: ge Fn: Adm D	d Wei 1=Tim	ith a ays i: ght, A es Rm Phys.	n "X n ord ppetite 2=Con	" all er to e, Lab	that estal s, Ski	app blish n Cor Dos Reload	ly: base	line	inf	оп	natio	ən.				
C:\\\ C:\\\ JiReq JiWR	Diet X X wjs\s Rnam ProRe WtDt	can\ e B q Fi	y re N	fonit fonit	or re: or the <u>_NMP.2</u> Gender ProRec Labs	Jatio siden e foll 3 Map Hgt FlRec 8 kinDt	ns. I t for owing D.0.8. Dt/If Stage	90 90 g: ge Fn: Adm Dt Diag SkLoc	d Weig 1=Tim Adriwt Nour Pealot	ith a ays i ght, A es Rm Phys. Meds Micon	n "X n ord ppetito 2=Con Gogntv Feeding Apetite	all er to e, Lab	that estal s, Ski	app blish n Con Dos Reload	hy: base	aline	inf	om	natio	эп.	-			
, C:\v	Diet X X x wjs\s Rnam ProRe W1DI AIBW	can\ e R q fi	y re N N N N N N N N N N N N N N N N N N N	fonit fonit fonit lonit L_226 Age Callee LabUL AsmDL	or re: or the 	datio siden e foll 23 Map Hgt FiRec 8kinD1 BEE	ns. I t for owing ping Pa 0.0.8. 0t/If Stage	90 3: ge Fn: Adm Diag SkLos	d Wei 1=Tim AdmWt Nour MealDt	ith a ays i ght, A es Rm Phys. Meds Note	n "X n ord ppetite 2=Con Cognty Feeding Apetite TXBox Y	" all er to e, Lab hpresse Adapt likes Dinloe Sign	that estal s, Ski lnser Mak	app blish n Cor DOS feload rt Dec	hy: base aditio	line	inf	om	natio	эп.	-		-	
C:\\1 boom alReq BWR boto com	Dier X X X Rnam ProRe WIDI ABW	e R q fi W W	y re N N N N N N N N N N N N N N N N N N N	fonit fonit fonit L_226 Age Galkee Labot Asmot	or re: or the 	datio siden e foll 191 FiRec 8kinD1 BEE	ns. I t for owin; ping Pa 0.0.8. 0t/If Stage	90 3: <u>ge Fn:</u> Adm Dt Diag Sklos	ate w d Weig 1=Tim Adriwt Nour Plealot	ith a ays i ght, A es Rm Phys. Meds Note	n "X n ord ppetite 2=Con Gognty Feeding Apetite TxBox XI X3	all er to e, Lab: http://www.all all all all all all all all all all	that estal s, Ski inser Mak Pull Ress	app blish n Cor Dos Reload rt Delo e <u>I</u> emplat I Templat	ly: base adition	a	inf	om	natio	on.	_			
C:\\\ C:\\\ BWR BWR IBW hoto ICNm SLIT	Diet X X X wjs\s Rnam ProRe WIDI ABW Date Sta	ccan e R q fi i W i Sp rt	y re N N (Map1 V (Map1 V gis it Chg pDate	com Ionit Ionit L_226 Age Calkee Labot Asmot	nen or re or the <u>NMP.3</u> Gender ProRec Labs BMI	datio siden e foll ²³ Map ^{Hgt} fiRec 8kinD1 BEE 3ack	ns. I t for owing ping Pa 0.0.8. Dt/TF Stage	90 g: ge Fn: Adm Dt Diag Skloc Rc=R	ate w d Weig 1=Tim AdmWt Nour Manor	ith a ays i ays i ays i ays i ays Phys. Neds Note Numb	n "X n ord ppetito 2=Con Cognty Feeding Apetite TXB0 X1 X3 er_(1	" all er to e, Lab: Adapt likes Dinloc Sign X2 X4	that estal s, Ski linser Mak Pull Resc	app blish n Con DOS Reload t Delo e Iemplat et Templat	ly: base ditio	a = Fron	inf	οm	Fry	ЭЛ.		(R		
C:\v 0000 iReq 3WR BW boto cNm SLn= Len= SLn	Diet X X X Ram Profe Willi ABW Date Sta Elen Pc	can e R e F W F W r t gth Ery	y re N N Valap V Valap Valap Valap Valap V	com fonit fonit lonit L_226 Age Galiteo Labut Asmut	men (or the or the <u>NHP.2</u> Bender Profese Eals BM	datio siden e foll Bi filee 8kinD Bi Bi Back	ns. I t for owing D.B. Dt/If Stage	ge Fn: Adm Dt Diag Skloc Rc=R: n As	ate w d Weig 1=Tim Adrivit Nour MealDt	ith a ays i ght, A Phys. Meds Note Note	n "X n ord ppetite 2=Con Gogntv Feeding Apetite TXBox XI X3 er_(1) A=X	" all er to e, Lab hpresse Adapt likes Dinton Sign X2 X4 = Host for A	that estal s, Ski liser Recc ctua	app blish n Con 005 <u>setoad</u> t gen t gen t gen t gen t con przm	base dition	=Fron =To	inf	on x	Fry	311.	TO	(R Fo	c=0 rm	
C:\\ 0000 iReq 8WR boto icNm SLn= SLn 2	Died X X X Wis\s Rnam Profile WUDI ABW Bate Staa Len, Rc	can) e R q fi W w s f w f W F rt g th F rX 5	y re N N N N N N N N N N N N N N N N N N N	fonit I (ment or real or the 	datio siden e foll Hgt HRe Skint BE Sack Dep Mi 304A	ns. I t for owing 0.0.8. 0/TF Stage From ends tm TM	90 90 92: 90 90 90 90 90 90 90 90 90 90 90 90 90	Admwt Weig 1=Tim Admwt Nour I*Pallot eccent SDt (1	ith a ays i ght, A Phys. Meds Note Note Numb- Pr:	n "X n ord ppetit Peetin Apetite Xi X3 Scr:	" all er to e, Lab her to e, Lab her to e, Lab her to a her to a xa xa to billo xa xa Lsc	that estal s, Ski liser Mat Resc Return p: A	app blish n Coi Dos Relad t Dek e Iempla t Templat t Templat t Przm	hy: base dition	=Front =To 			FrY:	DID.	T Y	(Ri Fo	c=0 rm I	

Fig 3. Forms Program showing the Mark File

Now you can see where the information that is placed on the form is coming from. Simply click the line on the mark file and type over, edit, add to or delete any line. Ctrl-Del deletes an entire line. Then click the ReLoad button at the

Koom GalRen	Rname	FIRen	Gallec	Profe	FIRec	U.U.B. Dt/TF	Adm Ut Dian	Nour	Meds	Feeding	likes	Re	000							
IBWR	WtDt	Wgts	LabOt	Labs	8kinDt	8tage	Skloe	MealOt	MCon	Apetite	Dinloc	Insert	Delete							
UBW	AIBW	Wt Chg	AsmDt	BMI	BEE				Note	TxBox	8ign	Make]	emplate							
Photo										XI	X 2	Pull Te	mplate							
acNm	Date	Spliate								X3	X4	Reset	emplate							
SLn=	Star	t Ln th of	to Se Answ	arch er	Back D=Dep	From ends	Rc=Re	ecent sDt(1-	Numb 4)	er (1= A=X f	Most or Ac	Recer	t) Fr	X=From X=To Fo	K Fi m X	Y=Fr Curr	Y=T	Y (Rc=	0) Y
SLn= Len= SLn	Star Leng	t Ln th of rX Fr	to Se Answ Y Len	arch er DA X	Back D=Depe lm: LM:	From ends tm TM	Rc=Re on Ase	ecent sDt(1-	Numb 4) Pr:	er (1= A=X f Scr:	Most or Ac	Recer tual Pr b: A	Curr Zm-Scz	X=From X=To Fo CurrX	K Fi rm X CurrY	Curr Curr CSp	Y=T	Y (o F Sz	Rc= orm B I	0) Y U

3

III. Medical Records Scanning and Storage



Fig 8. Medical Records Scanning Program

Today, a more than adequate scanner for scanning in forms into the active system will cost less than 100 dollars. Forms are scanned into the c:\wjs\scan folder of the Active System and saved according to the abbrefiation ie NMP1.jpg NMP2.jpg, NMP3.jpg etc. This system is good for storing all your forms and you will be able to access them readily for all residents.

When you are scanning many many forms for each resident (ie, the medical chart) then you need a filing system for each resident and a good sheet feeder attached to your scanner. The Active System takes care of the filing system, you need to purchase a 400 to 600 dollar scanner. Do NOT purchase an All in One Fax, Copier, Printer, Scanner. These machines can never quite make up their minds what they are, let alone perform the task requested at the time you need it. Do NOT purchase a scanner with a sheet feeder attachment. They Scan Crooked when they don't eat your paper. Your best bet is to find a fax machine with a good paper feeder than has scanning capabilities.

rint S S	1) Bistom) Posthen W. 1448	ron Toad Posat	A	s I	1	-	LT.	1.	1.	· 1.	VAM
	And	Ser Loau Beger	Refresh Br		÷	PreyRes		The second se	4	A	Mark
al/AUA Nellai	Low na Aun/neila Pro	OC EXT SCINUC EXT			<u> </u>					-	
				- 22							
		Po	tion E	qui	val	ents	5				
				01 - 1015000							
	<u>.</u>								7953	5	
									_		
APPROX	MATE SCOOP EQL	IVALENTS									
	Number	Measure	We	ight							
	60		14								
	40	114 T	72	02.	1						
	10	1/2 1.	1	UZ.							
	24	1/8 C.	11/	07.							
	24		172 -	2 ab	2						
	20		1.1/								
	20	V.c	1%	and the states							
	20 16	1/4 C.	1%	OZ.							
	20 16 12	¼ c. 1/3 c. 2/5 c	11/4 2 21/4 2	oz. 3 oz.							
	20 16 12 10 8	1/4 c. 1/3 c. 2/5 c.	11/4 2 21/4 3	oz. 3 oz. 02.							
	20 16 12 10 8 6	1/4 c. 1/3 c. 2/5 c. 1/4 c. 2/3 c.	11/4- 2 21/4 3 4	02. 3 07. 02. 02.							
	20 16 12 10 8 6	1/3 c. 1/3 c. 2/5 c. 1⁄4 c. 2/3 c.	1% 2 2% 3 4 5	02. -3 07. 02. 02. 02.							
	20 16 12 10 8 6 The numbe	4 c. 1/3 c. 2/5 c. ½ c. 2/3 c. r on the scoop ind	14 2 24 3 4 5	02. -3 07. 07. 07. 07. 07. 07.		COMPS					
	20 16 12 10 8 6 The number	4 c. 1/3 c. 2/5 c. ½ c. 2/3 c. r on the scoop ind	144 2 2 4 3 4 5 icates the n	02. -3 07. 07. 07. 07. 07. 07.	r of s	coops					
	20 16 12 10 8 6 <i>The numbe</i> , <i>it takes to n</i>	4 c. 13 c. 25 c. 4 c. 23 c. r on the scoop ind nake one (1) quart	144 2 2 ½ 3 4 5 5 6 cates the n	vz. 3 oz. vz. oz. oz. vmber	r of s	coops					
	20 16 12 10 8 6 <i>The numbe</i> , <i>it tukes to n</i>	4 c. 13 c. 25 c. 4 c. 23 c. r on the scoop indi- nake one (1) quart	14, 2 24, 3 4 5 cates the n	oz. 3 oz. oz. oz. unber	r of s	coops					
LADLE &	20 16 12 10 8 6 The numbe, it takes to n SPOON EQUIVALE	4 c. 1/3 c. 2/5 c. 1/4 c. 2/3 c. r on the scoop indi- nake one (1) quart	14/2 21/4 3 4 5	vz. 3 oz. vz. oz. vmbei	r of s	coops					
LADLE &	20 16 12 10 8 6 The number it takes to n SPOON EQUIVALE STO	4 c. 1/3 c. 2/5 c. 4/4 c. 2/3 c. r on the scoop indi- make one (1) quart	14/2 24/4 3 4 5 cates the n	vz. 3 oz. oz. oz. winber	r of s	coops					
LADLE &	20 16 12 10 8 6 The numbe it takes to n SPOON EQUIVALE SPOON EQUIVALE	4 c. 1/3 c. 2/5 c. 4 c. 2/8 c. r on the scoop ind make one (1) quart	14/4 22/4 3 4 5 icates the n Measure	vz. 3 oz. vz. oz. vmber	r of s	coops					
LADLE &	20 16 12 10 8 6 The number it takes to n SPOON EQUIVALE Step 0 or 2 or 2 or 2 or 2 or 2 or 2 or 2 or 2	4 c. 1/3 c. 2/5 c. ½ c. 2/3 c. r on the scoop ind hake one (1) quart	144 2 2 2 4 3 4 5 5 6 cates the n Measure 1/8 cup	vz. 3 oz. vz. oz. vmber	r of s	coops					
LADLE &	20 16 12 10 8 6 The numbe it takes to n SPOON EQUIVALE State 10 00 20 20 20 10 10 10 10 10 10 10 10 10 1	4 c. 1/3 c. 1/3 c. 2/5 c. 4/2 c. 2/5 c. 2/5 c. r on the scoop indi- nake one (1) quart	144 2 2 1/4 3 4 5 icates the n Measure 1/8 cup 1/8 cup 1/8 cup	vz. 3 oz. vz. oz. vmber	r of s	coops					
LADLE &	20 16 17 10 8 6 The number it takes to n SPOON EQUIVALE Step 100 200 000 200 000 200 000 200 000	4.c. 13.c. 25.c. 4.c. 25.c. 25.c. 25.c. 25.c. 14.c. 25.c. 14.c. 25.c.c. 25.c.2	144 2 2 ½ 3 4 5 cates the n Measure ½ cup ½ cup ½ cup	vz. 3 oz. vz. oz. vmber	r of s	coops					



Figure 4 shows a closer look at the Mark Section of the Forms Program. You will notice several buttons for various pieces of clinical and demographic information. If you want any of these pieces of information at any location on the form, the click the area on the for where the BASE of the first letter is to appear and then click the button. You will notice the information appear on the form where you clicked it and a new line of information will appear in the Mark Section Window. Notice the numbers in the right hand columns of the Mark Sections CurrX and CurrY,. These are the X and Y coordinates in Twips for the location of that line of information. (1440 Twips = 1 inch). You can make adjustments in the location of the information by changing these numbers. Simply click on the numbers and then type over them.



Fig 5. Top of the Forms Program Showing Short Cut Key Combinations

There are many short cut key combinations that will further help you to fill out forms on the Active System. All of these short cuts result in a line being created in the Mark Section of the Form. A very useful one is to simply right click a place on the form. A one line text box appears. Type in anything up to 40 characters and press enter. What you typed will appear where you clicked. Again, click where you want the BASE of the first letter to appear. Ctrl-Click a place on the form and an X appears. This is very useful when forms have a lot of check boxes to mark.

Alt-Click and today's Date appears. Ctrl-Right Click and the resident's current weigh appears. Alt-right click and the admission date of the resident appears. Shift Click and the Room+Resident Name and Resno appears.

This is all well and good for one resident, but do you have to do it for all residents? Of course not. Once you get the form filled out the way you want it with your first resident, then click Make Template in the Mark Section of the form and you will make the current form a template for all future residents for that form. The only difference is that their information will be placed on the form instead.



Fig 6. Personalized Diet Handouts in the Forms Program

One of the categories of forms is the ADA|Diet Handouts. This is a complete set of diet handouts ford most of the common diets that residents are on. There is a complete Diabetic/Calorie Booklet, Renal Booklet, Renal/ Diabetic Booklet and many more.

You can mark the booklets in the same way you mark other forms and personalize the booklet with the residents name, facility name, their weight history, physician's name, current diet order, labs, Once you have the booklet appearing the way you want it, then click Make Template and then you have the capability of hiliting any resident in the system, clicking Forms and then printing a personalized diet handout for them. The yellow buttons at the top of the Forms program make it even easier. You simply click Forms and then click one of the yellow buttons, and the corresponding Diet Handout prints out for the resident.

ADA Renal Low Na AD	IA/Renal PrDoc Ext ScrDoc Ext Doc	1 sublues 1, 1, 1	Mark E
	Meal Receipt Rec	ord	
Use this record to residents. Meal tra- should be sold – no Total the amount of Manager	document all meals sold during the mo ays should be the same as the "regular o partial trays. of meal receipts on a monthly basis. So	onth to anyone ex dict" mcals. Onl ubmit to the Busi	cept the y whole meat ness Office
	Mor	1111	
Meal	Meal Sold To	54.	eal
Meal Date	Meal Sold To	Lunch	eal Supper
Meal Date	Meal Sold To		eal Supper
Meal Date	Meal Sold To	Lunch	eal Supper
Meal Date	Meal Sold To	Lunch	eal Supper

			D	ISASTER MENUS			
_	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
BREAKFAST	4oz orange juice 3/4c cold cereal 1/2c corned beef hash 1sl bread 1t oleo 1T jelly 8oz milk	4oz pineapple juice 3/4c cold cereal 2T peenut butter 1sl brend 11 oleo 1T jely 8oz mitk	4oz apple juice 3/4c cold cereal 4oz creamed chopped beef 1sl bread 1t oleo 1T jelly Boz milk	4oz grapefruit juice 3/4c cold cereal 4oz creamed chopped beef 1st bread 1t oleo 1T jelly Boz milk	4oz orange juice 3/4c cold careal 1/2c comed beef hash 1si bread 1t oleo 1T jelly 8oz milk	4oz apple juice 3/4c cold cereal 2T peanut butter 1si bread 1t oleo 1T jelly Boz milk	4oz pineapple juic 3/4c cold cereal 4oz creamed chopped bes 1st bread 1t oleo 1T jelly Boz milk
LUNCH	8oz chicken & dumplings 1/2c carrots 1sl bread <u>or</u> 3pkg crackers 1/2c vanilla pudding 8oz mitk	Boz beef veg, stew 1si bread <u>or</u> 3pkg crackers 1/2c chocolate pudding Boz mitk	1/2c mac. & cheese 2oz dided canned meat 1/2c green beans 1s) bread gr 3kg crackers 1/2c pears 8oz milk	Boz ravioli in sauce 1/2c peas & carrots 1si bread <u>or</u> 3pkg crackers 1/2c applesauce 2 cookies 8oz milk	8oz chili 1si bread <u>or</u> 2ptg crackers 1/2c chocelate pudding 8oz milk	1/2c mae. & cheese 2oz diced canned meat 1/2c green beans 1sl bread gr 3pkg crackers 1/2c pears 8oz milk	8oz beefveg, stew 1st bread <u>or</u> 3pkg crackers 1/2c chocolate pudding 8oz mitk
D I N	1c soup 1/2c tuna salad 2si bread <u>or</u> 6pkg crackers	1c soup 1/2c chicken salad 2sl bread <u>or</u> 6pkg crackers	1c soup 4T peanut butter 2T jelly 2si bread or	1c soup 1/2c chicken salad 2si bread <u>or</u> 5pkg crackers	1c soup 1/2c tuna salad 2si bread <u>or</u> 6pkg crackers	1c soup 1/2c ham salad 2sl bread <u>or</u> 6pkg crackers	1c soup 1/2c chicken salad 2si bread <u>or</u> 6pkg crackers

The Forms program can be a handy place to store your most important forms for ready access any time you need to print them or just review them. The program can also be used to store Staff Education Handouts and reference material. And, of course, all the forms can be edited, added to, or portions deleted to suit your needs.