Training Centers on Minute Menu CX

1. Training resources
   a. Welcome message
   b. Start-Up Guide for Centers
2. Training Website – CX Center Training tab
   a. Training videos
   b. Webinars
   c. e-Learning
   d. Help documents
3. Refresh yourself
   a. Create a test center – feel confident in your training
   b. Use the Start-Up Guide
4. Training Considerations
   a. Group vs. individual
   b. Staff members (data entry, cook, director)
   c. Training location
   d. Computers/devices
   e. Internet access
   f. Center training PowerPoint for new center training
      i. Don't reinvent the wheel
      ii. Corresponds with Start-Up Guide for Centers
5. Sample training format for group training
   a. Opener
      i. Break pre-occupation
      ii. Break the ice
   b. Content
      i. Includes engaging discussions and activities
   c. Energizer
      i. Fun
      ii. Movement
   d. Content
      i. Includes engaging discussions and activities
   e. Closer
      i. Includes a plan of action
      ii. Celebration
6. Learning Styles – most people learn best through a combination of all three
   a. Auditory
   b. Visual
   c. Kinesthetic
7. What to cover
   a. See Trainers Guide to Engage Learners Handout
8. Make a plan

Trainers Guide to Engaging Learners with Minute Menu CX

1. Child Info
    a. **Basics:** Child Statuses, Dashboard, Enroll New Children, Accessing Newly Enrolled Children, Withdrawing Children, Re-Activating Children, Child Roster.
    b. **Advanced:** Assign Classrooms, Withdrawing Pending Children, Re-Enrollment Procedures, Child Search in List Child Screen.

	With Computer	Without a Computer
Basic Child Info Training		
Advanced Child Info Training		

2. Menu Planning
    a. **Basics:** Record Menus, Menu Calendar, Estimate Attendance, Menu Production Record, Record Quantities, Special Notes
    b. **Advanced:** Menu Templates, Master Menus, Weekly Quantities Required Report

	With Computer	Without a Computer
Basic Menu Planning Training		
Advanced Menu Planning Training		

3. Recording Attendance and Meal Counts
    a. **Basics:** Weekly Attendance + Meal Count Report, Record Attendance and Meal Counts in CX and/or cx2go, School Out and Sick
    b. **Advanced:** School Calendar, Smart Select, In/Out Times

	With Computer	Without a Computer
Basic Attendance/Meal Counts Training		
Advanced Attendance/Meal Counts Training		

4. Submit Claims
    a. Submit Claim
    b. Claim Reports
    c. List Claims
    d. View Claim Errors

5. Other Topics to Include
    a. Milk Audit
    b. Entering Receipts
    c. At-Risk or SFSP
    d. Other Paperwork

6. What is one thing that you have learned in this training session that you want to take home with you?

7. What can you add to your next Minute Menu CX training session that would make your training more interactive?

Manage Child Information Quiz

1. Which one of these is *not* a child status in Minute Menu CX?
   a. Withdrawn
   b. Pending
   c. Active
   d. Incomplete

2. A child that has just been enrolled in Minute Menu CX, but has *not* been activated yet is considered _____ status.
   a. Incomplete
   b. Withdrawn
   c. Pending
   d. Waiting

3. What paperwork is needed in order for your food program sponsor to activate the child?
   a. Enrollment Form and Parent Income Eligibility Form (IEF)
   b. Enrollment Form Only
   c. Enrollment Form and Menus
   d. Parent Income Eligibility Form (IEF) Only

4. What information is displayed on the child roster report?
   a. Names of all enrolled children
   b. A "P" next to the children who are Pending status
   c. Classroom
   d. All of the above

5. How can the dashboard help you increase your food program reimbursement?

   _____

   _____

   _____