COVID-19 Reporting in A&D/SAMS

Anonymous Drive-Thru Meals
(Title III-C Subrecipients)

Only to be used during the COVID-19 pandemic to record meals provided to <u>unknown</u> older adults through a drive-thru process as an alternative to congregate meals.

- Choose **Consumers** from the main menu across the top of the screen:

- From the **Consumer Type** menu, choose **Consumer Groups** and click Apply:
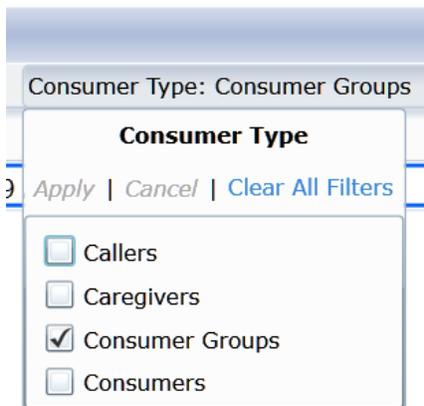
- In the **Name** column, click the filter button:

- Type "**covid**" in the search box and click **Apply Filter**

- You should now see a consumer group named "COVID-19 Anonymous Drive-Up Meals" – **double click it**.

- Once open, click on **Service Deliveries**, then **Add New**:

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Use the following as a guide to fill in the Service Delivery record:

- **Care Program** = "National Aging Program Information Systems"

- **Agency** = "Aging Services"

- Choose your organization as the **Provider**.

- **Site** = "COVID"

- **Service** = "<u>NAPIS – Home-Delivered Meals</u>"
    - (ACL considers drive-thru meals as home-delivered since there was no socialization or congregation of clients.)

- Ensure the **month and year** are correct.

- In the **calendar** on the right side of the screen, enter the number of anonymous meals, by day. This will populate the Units field on the left side of the screen.

- **Consumers Served** = The number of anonymous clients served that month

- Click **Save and Close** to record the data.
    - If you need to update the record, find it in Service Deliveries, double click it, make your changes and click Save and Close.

- **Do not change entries from other agencies.**