

Mobile Meals App Training Checklist

Please refer to Mobile Meals App quick user manual ([click here](#))

- ___ Route List
 - ___ “0/5 Serving today” – # is total stops, NOT meals
- ___ Route Summary: Beverage & Meals
- ___ Settings
 - ___ Select preferred maps app
- ___ Delivery Details
 - ___ Call Client, Call Office, Get Directions
 - ___ Special Instructions: will include client’s full diet if lengthy & directions to deliver meal once at residence
 - ___ Driver Comments: use this space only to report details about the delivery, example: placed meal in fridge, left meal with son (please still ask recipient of meal about client’s well-being)
- ___ Messaging: May receive a message from the office about route updates
- ___ Recording Non-delivery
 - ___ No Service Reasons (Only select “Late Cancel” if office instructs to)
- ___ Review Wellness/Change of Condition categories via the “Login-Route Code-Wellness” Sheet
 - ___ IF there is a change, select appropriate category and write quick summary of observed changes in “Additional Comments” textbox
 - ___ **IF there is an emergency/911 situation, still follow standard procedure and call the office. Then check the Emergency/911 category in app for reporting purposes.**
 - ___ Practice Questions on pages 16-21 of training packet
 - Optional: Additional information found on pages 4, 5, 7 of packet
- ___ Submit Route Completion
 - ___ Sign out screen will not pop up unless all deliveries are complete
 - ___ Signature required

App should be handled with confidentiality just like route directions. It is very important that drivers successfully log out of app when finished to secure client information