

Link2Feed Tablet/Phone Directions

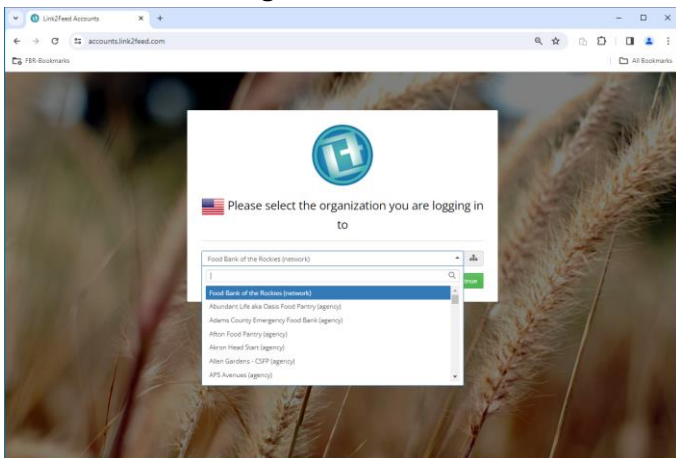
Need Help?

L2F@foodbankrockies.org

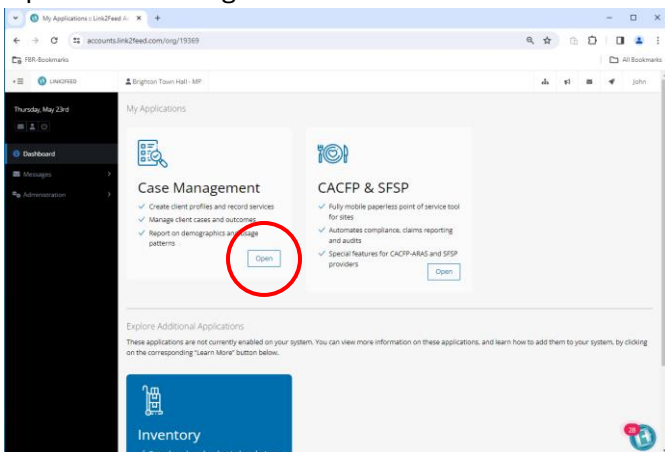
Kirk Granum: (720) 879-2791

John Sullivan: (720) 908-4552

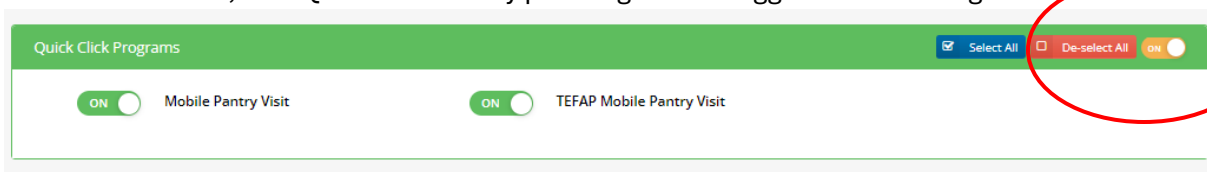
1. Open the Chrome/Firefox/Safari App
2. Go to Link2Feed Sign-In Page
 - a. [Accounts.Link2Feed.com](https://accounts.link2feed.com)
 - b. Link2Feed can also be accessed by Searching Link2Feed Sign-In
3. Sign in with your username and password.
 - a. You only have three attempts before getting locked out.
 - b. If you get locked out, check your email for a password reset. If you don't get one, call Kirk or John immediately.
4. Select the correct organization.



5. Open Case Management



6. Under Dashboard, turn Quick Click on by pressing the On toggle and Selecting All.

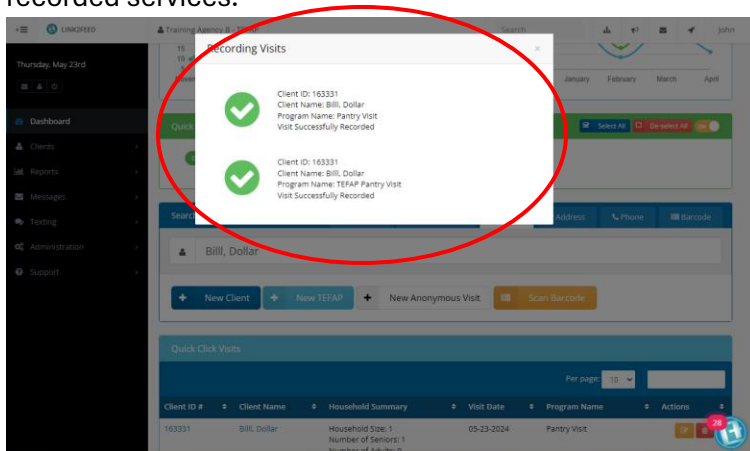


7. Search for Client by CLIENT ID # or NAME



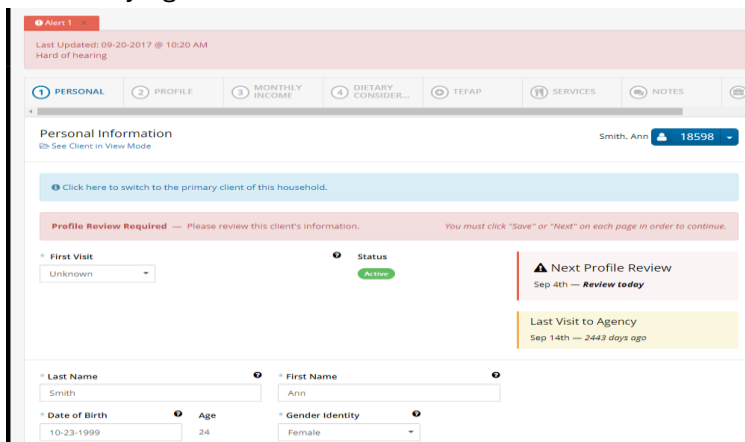
8. If the neighbor is in the system, select the neighbor's name from the drop-down menu. Confirm Date of Birth (shown to the right of the name)

9. Once you click on the neighbor's name, a confirmation screen will appear. It will separately list both recorded services.

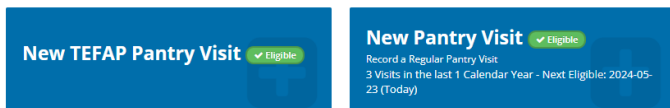


10. Click outside the Record Visit confirmation screen and write the number of households on windshield of car. You're ready to move onto the next neighbor!

11. If a neighbor is due for a Profile Review, Quick Click will redirect you to their profile and it must be fully reviewed before the service(s) can be recorded. Click Save & Next at the bottom of each page after verifying all the information.

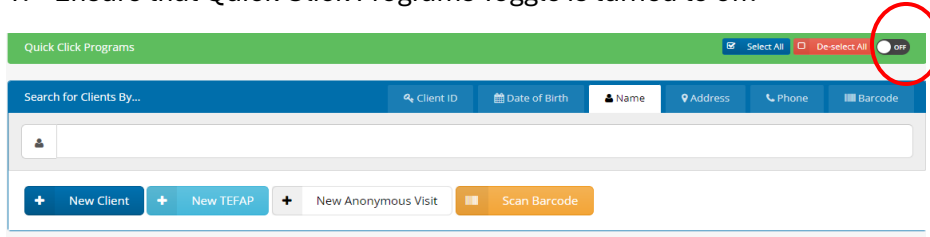


12. Once a Profile Review is complete, record both a Mobile Pantry visit and a TEFAP Mobile Pantry visit for the client.



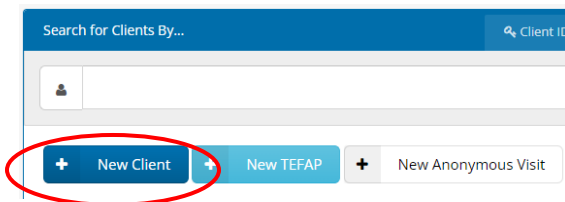
Client Search (No Visit)

1. Ensure that Quick Click Programs Toggle is turned to off.

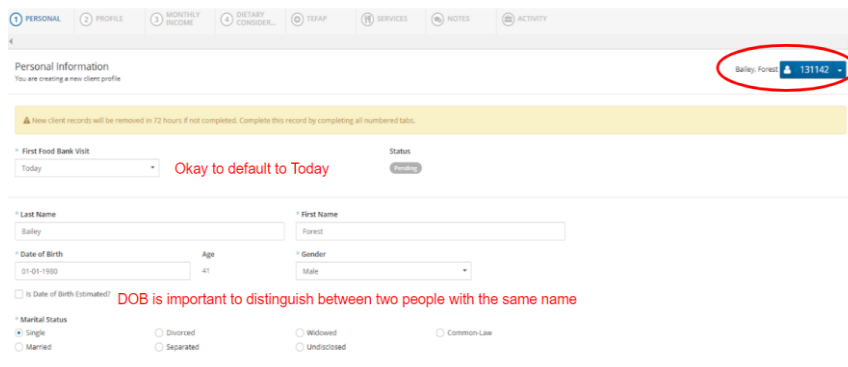


NEW CLIENT?

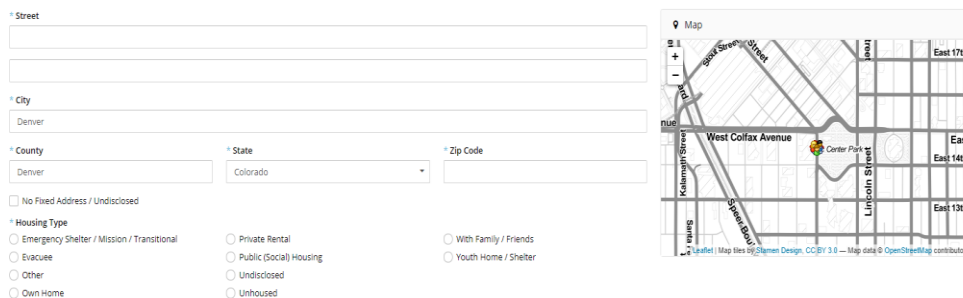
1. Select New Client



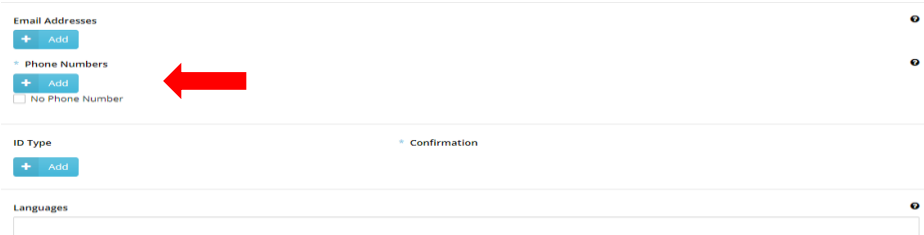
2. Fill out **Personal Tab**



3. The Client ID number is visible on the upper right-hand corner.
4. Address will autofill when you start typing. Select autofill option to fill City, County, State, and Zip Code automatically.

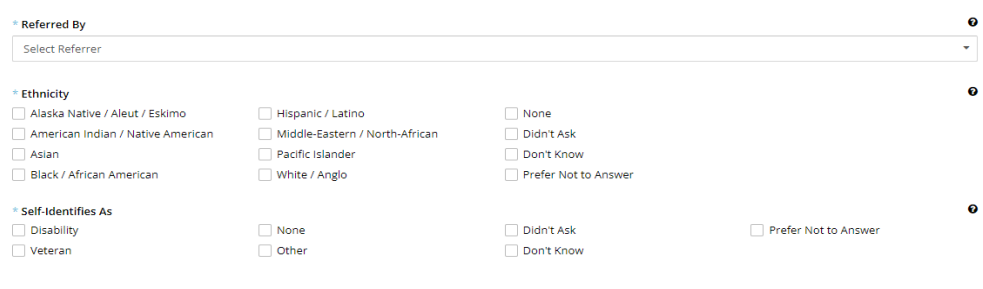


5. Of the next four questions, only a Phone Number is required. If the neighbor has no phone number, click on the No Phone Number box.



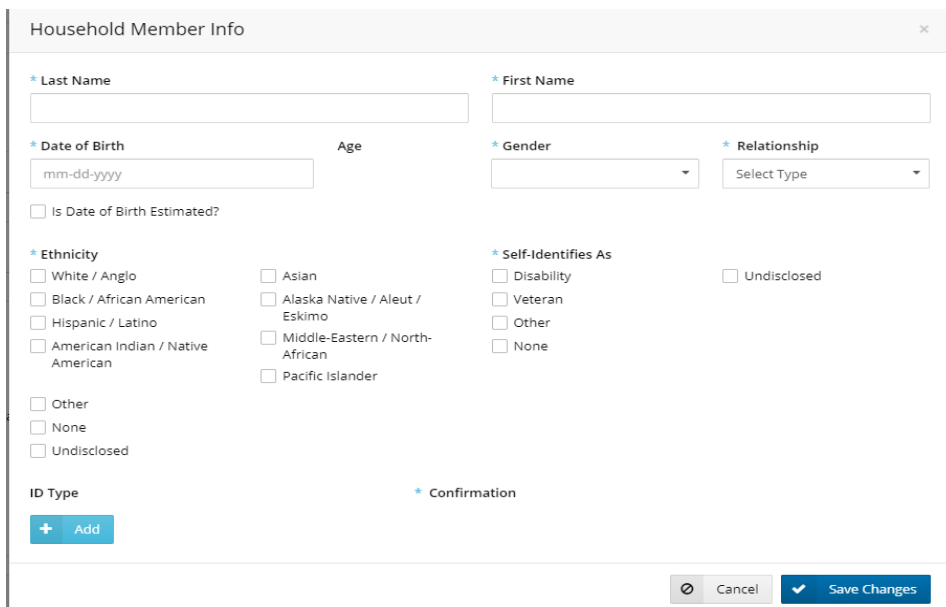
The screenshot shows a form section titled 'Phone Numbers'. It includes a '+ Add' button, a 'Phone Numbers' label, and a 'No Phone Number' checkbox. A red arrow points to the 'No Phone Number' checkbox. Above this section is an 'Email Addresses' section with a '+ Add' button. Below it is an 'ID Type' section with a '+ Add' button and a 'Confirmation' label. At the bottom is a 'Languages' section.

6. Next are the Referred By, Ethnicity and Self-Identifies As questions. These are required questions that need to be answered.



The screenshot shows three sections of a form: 'Referred By' with a 'Select Referrer' dropdown; 'Ethnicity' with a grid of checkboxes for various ethnicities; and 'Self-Identifies As' with checkboxes for 'Disability', 'Veteran', 'None', 'Other', 'Didn't Ask', 'Don't Know', and 'Prefer Not to Answer'.

7. The final box to be filled on the Personal tab is the household members. Though not required, it is important to add the other household members, as this information will dictate whether the neighbor qualifies for certain services. Enter each member separately.



The screenshot shows a 'Household Member Info' form. It includes fields for 'Last Name', 'First Name', 'Date of Birth', 'Age', 'Gender', and 'Relationship'. There are checkboxes for 'Is Date of Birth Estimated?', 'Ethnicity', and 'Self-Identifies As'. At the bottom, there is an 'ID Type' section with a '+ Add' button and a 'Confirmation' label. The form has a 'Cancel' button and a 'Save Changes' button.

Click Save & Next when ready to go to the next tab

8. Next is the **Profile Tab**

The screenshot shows the 'Profile Information' tab, which is the second tab in the sequence. The tabs are: PERSONAL, PROFILE (highlighted with a red circle), MONTHLY INCOME, DIETARY CONSIDER..., TEFAP, SERVICES, and NOTES. A green success message at the top right states: 'Success The client has been updated successfully.' The main heading is 'Profile Information' with a subtext 'You are creating a new client profile'. Below this is a yellow warning bar: 'New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.' The form contains two sections: 'Highest Education Level Completed' and 'Employment Type'. Each section has a list of radio button options. At the bottom right, there are three buttons: 'Save & Previous', 'Save Changes', and 'Save & Next'.

PERSONAL 2 PROFILE 3 MONTHLY INCOME 4 DIETARY CONSIDER... TEFAP SERVICES NOTES

Success
The client has been updated successfully.

Profile Information
You are creating a new client profile

Smith, Thomas 164999

New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.

Highest Education Level Completed

☐ Grades 0-8
☐ Grades 9-11
☐ High School Diploma
☐ GED

☐ Post Secondary (some)
☐ Tradeschool / Professional Accreditation
☐ 2 Year Degree
☐ 4 Year Degree

☐ Master's Degree
☐ PhD
☐ Didn't Ask
☐ Don't Know

☐ Prefer Not to Answer

Employment Type

☐ Child Support
☐ Disability
☐ Full-Time
☐ Part-Time
☐ Post Secondary Student
☐ Retired

☐ Seasonal
☐ Self-Employment
☐ Social Assistance
☐ Social Security
☐ Student Loans
☐ Unemployment

☐ Other
☐ Didn't Ask
☐ Don't Know
☐ None
☐ Prefer Not to Answer

Save & Previous Save Changes Save & Next

Click Save & Next when ready to go to the next tab

9. The **Monthly Income Tab**. These questions will also determine whether the neighbor qualifies for certain services and is vital to obtain.

The screenshot shows the 'Monthly Income and Expenses' tab, which is the third tab in the sequence. The tabs are: PERSONAL, PROFILE, MONTHLY INCOME (highlighted with a red circle), DIETARY CONSIDER..., TEFAP, SERVICES, NOTES, and ACTIVITY. The main heading is 'Monthly Income and Expenses' with a subtext 'You are creating a new client profile'. Below this is a yellow warning bar: 'New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.' The form contains two sections: 'Household Social Programs' and 'Monthly Income'. The 'Household Social Programs' section has a question about SNAP or food stamps, followed by radio button options. Below this is a section for 'Other Household Benefits' with a grid of checkboxes for various programs. The 'Monthly Income' section has a label '* Monthly Household Income' and a text input field showing '\$ 0.00'. At the bottom right, there is a red circle with the number '28'.

PERSONAL PROFILE 3 MONTHLY INCOME 4 DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

Monthly Income and Expenses
You are creating a new client profile

Smith, Thomas 164999

New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.

Household Social Programs

Does anyone from the household currently receive Supplemental Nutrition Assistance Program (SNAP) or food stamps?

☐ No
☐ Yes

☐ Didn't Ask
☐ Don't Know

☐ Prefer Not to Answer

Other Household Benefits

☐ Aid to Families with Dependent Children (AFDC)
☐ Aid to Needy Disable (AND)
☐ Aid to the Blind (AD)
☐ Childrens Health Insurance Program (CHIP)
☐ Grocery Boxes for Older Adults (historically known as CSFP)
☐ Headstart
☐ Low-Income Energy Assistance Program (LEAP)
☐ Medicaid

☐ Medicaid Eligible Foster Children
☐ Medicare
☐ Old Age Pension (OAP)
☐ School Meals
☐ Section 8 Rental Assistance Program
☐ Supplemental Assistance for Women, Infants and Children (WIC)
☐ Supplemental Security Income (SSI)
☐ Temporary Assistance to Needy Families (TANF)

☐ Vets Aid
☐ Other Benefits
☐ Didn't Ask
☐ Don't Know
☐ No Benefits
☐ Prefer Not to Answer

Monthly Income

* Monthly Household Income

\$ 0.00

28

Click Save & Next when ready to go to the next tab

10. The Dietary Considerations Tab

Dietary Considerations
You are creating a new client profile

Smith, Thomas 164999

⚠ New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.

Dietary Considerations

<input type="checkbox"/> *Other	<input type="checkbox"/> Avoids Pork	<input type="checkbox"/> Low Sodium	<input type="checkbox"/> Vegan
<input type="checkbox"/> Avoids Eggs	<input type="checkbox"/> Avoids Soy	<input type="checkbox"/> No or Limited Cooking Equipment	<input type="checkbox"/> Vegetarian
<input type="checkbox"/> Avoids Fish/Shellfish	<input type="checkbox"/> Avoids Tree Nuts	<input type="checkbox"/> No Refrigeration	<input type="checkbox"/> Didn't Ask
<input type="checkbox"/> Avoids Gluten/Wheat	<input type="checkbox"/> Diabetic	<input type="checkbox"/> None - N/A	<input type="checkbox"/> Don't Know
<input type="checkbox"/> Avoids Milk	<input type="checkbox"/> Halal	<input type="checkbox"/> Pescatarian	<input type="checkbox"/> Prefer Not to Answer
<input type="checkbox"/> Avoids Peanuts	<input type="checkbox"/> Kosher	<input type="checkbox"/> Sesame oil	

Save & Previous Save Changes Save & Next

Click Save & Next

11. TEFAP Tab

If TEFAP is offered at your location, this screen will show you if the neighbor qualifies. If the amount is colored green, then the neighbor qualifies for TEFAP.

TEFAP

If this client is not a TEFAP client, click on the "Services" tab to record a visit.

TEFAP Information
See Client in View Mode

Smith, Thomas 164999

Proxy Signatories Name and phone number are required
+ Add a Proxy Signatory

Eligibility Criteria Save Changes to update criteria

Household Social Program Eligibility	No eligible programs found.
Household Size	Monthly Income
1	2510
2	3406.67
3	4303.33
4	5200
5	6096.67
6	6993.33
7	7890
8	8786.67
Each additional household member	896.67

Save & Previous Save Changes Save & Next

12. Services Tab

If TEFAP is offered, there will be two types of visits needed to be recorded for each neighbor.

1. New TEFAP Mobile Pantry Visit
2. New Mobile Pantry Visit

Services

Household Summary

Total Monthly Gross Income	\$ 0.00
Total Monthly Expenses	\$ 0.00
Total Monthly Net Income	\$ 0.00

New TEFAP Mobile Pantry Visit ✓ Eligible
Record a TEFAP mobile pantry visit.

New Mobile Pantry Visit

Next Profile Review
Apr 1st — in 79 days
☐ Complete Review Now

13. First, record a New TEFAP Mobile Pantry Visit

TEFAP Pantry Visit New

Household Summary

General Visit Details

Who from the household is receiving services for this visit?

Additional Notes / Information

Save

Click Save at the bottom of the screen

14. Then, record New Mobile Pantry Visit

Services

Household Summary

Total Monthly Gross Income	\$ 0.00
Total Monthly Expenses	\$ 0.00
Total Monthly Net Income	\$ 0.00

New TEFAP Mobile Pantry Visit ✓ Eligible
Record a TEFAP mobile pantry visit.

New Mobile Pantry Visit

Next Profile Review
Apr 1st — in 79 days
☐ Complete Review Now

PERSONAL PROFILE MONTHLY INCOME DIETARY CONSIDER... TEFAP SERVICES NOTES ACTIVITY

Mobile Pantry Visit New
 0- See Client in View Mode Freeman, Test! 136736

Household Summary

Total Monthly Gross Income	\$0.00
Total Monthly Expenses	\$0.00
Total Monthly Net Income	\$0.00

General Visit Details

Date: 01-12-2021 Lbs: 0

What were the reasons for this visit?

<input type="checkbox"/> Benefits/Social Assistance Delays <input type="checkbox"/> Delayed Wages <input type="checkbox"/> Low Wages/Not Enough Hours <input type="checkbox"/> Other <input type="checkbox"/> Unemployed/Recently Lost Job	<input type="checkbox"/> Benefits/Social Assistance Delays <input type="checkbox"/> Family Breakup <input type="checkbox"/> Natural Disaster <input type="checkbox"/> Relocation (Immigration/Moving) <input type="checkbox"/> Unexpected Expense	<input type="checkbox"/> Debt <input type="checkbox"/> Homeless <input type="checkbox"/> Ongoing Need <input type="checkbox"/> Sickness/Medical Expenses <input type="checkbox"/> Unexpected Housing Expense
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Who from the household is receiving services for this visit?

☒ Test! Freeman

Additional Notes / Information

☐ Mark this note as an alert ☐ Mark this note as private (show to my organization only)

Cancel Save

15. Double check that both a Mobile Pantry Visit and TEFAP Mobile Pantry Visit have been recorded for each neighbor. This can be viewed lower on the Services Tab

New TEFAP Pantry Visit

✓ Update

New Pantry Visit

✓ Update

Record a Regular Pantry Visit

1 Visits in the last 1 Calendar Year - Next Eligible: 2024-05-23 (Today)

Last Profile Review

May 23rd — today

Review Profile On Next Visit

Last Visit to Agency

May 23rd — today

Per page: 25

Visit / Service Date	Location / Program	Summary / Items Provided	
05-23-2024	Location Training Agency S - TEFAP Program Pantry Visit		<div><div></div><div></div><div></div></div>
05-23-2024	Location Training Agency S - TEFAP Program TEFAP Pantry Visit		<div><div></div><div></div><div></div></div>

Showing 1 to 2 of 2 entries

Previous

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Next