

On-Site Data Entry

The On-Site Data Entry Volunteer supports the intake process of neighbors who have not previously been added to the Service Insights on MealConnect (SIMC) database. Neighbors who are not in SIMC will be asked to complete a paper intake form. The On-Site Data Entry Volunteer will collect these intake forms and enter the information into the database.

Collecting Intake Forms

The On-Site Data Entry Volunteer will watch for cars in the distribution line who do not have a number marked on their window. Stop by these cars to pick up the completed intake form. When taking the form from the neighbor, scan the form to ensure that all the fields are filled in and that the writing is legible. Ask the neighbor to clarify any fields that are not clearly filled in. The form needs to be filled out with as much information as possible; however, if the neighbor cannot provide an answer to any question, they can still receive food.

Next, mark the vehicle with the number of food sets they should receive for all households they may be picking up food for. The Great Plains Food Bank provides food to households based on their family size. For families with 1-4 people, one set of food will be provided. For households with 5 or more people, two sets of food are provided. Write the number of food sets to be loaded into a car on the windshield using the provided paint marker. Note that neighbors may pick up food for others, if they are able to provide the needed information about the household, or if the neighbor is already in the system.

Once intake is completed for all the households in the car, move to the next car.


Adding Visit Information

Once the forms have been collected, the neighbor's information can be entered into the SIMC system.

Searching for a Neighbor

Although the Mobile Neighbor Intake Volunteer likely already searched for the neighbor, the On-Site Data Entry volunteer should search for the neighbor again, to confirm that their information is not already in the system.

To determine if an individual is already in the system, search by the neighbor's name. The search bar is located in the middle of the Home Screen.



The screenshot shows the 'Intake' mobile application interface. At the top, there is a dark blue header with the word 'Intake' on the left and a button labeled '+ Add New Household & Visit' on the right. Below the header is a search bar with a dropdown menu labeled 'Name' and a search icon. The word 'Search' is circled in red. At the bottom, there is a 'Visit Date' field with the date '10/31/2023' and a calendar icon.



Start by typing in the neighbor's last name, then tap enter. If a list of potential matches appears, scan the list to see if there is a neighbor with the same first name and address. If not, click the orange "+Add New Household and Visit" button at the top of the page.



If the Great Plains Food Bank is hosting multiple distributions in one day, you will be asked to select which location you are entering information for. This will likely be the city/town you are in. Click the box next to the corresponding location.

✕

Which primary service do you want to add this visit?

Please select all that apply for the event.

West Mobile

Mobile Pantry

East Mobile

Mobile Pantry

Next

Next you will be taken through four different tabs – 1. Eligibility; 2. Signature; 3. Household Info; and 4. Finish Visit. Move through each tab, entering the information the neighbor shared on the intake form.

1. Eligibility. This tab reviews the household information that is required by the USDA The Emergency Food Assistance Program (TEFAP).

A screenshot of a mobile application interface. At the top, there is a dark blue navigation bar with a home icon, the text "Home", a globe icon, the text "English", and a "Pantry Manager" dropdown menu. Below the navigation bar is a white header with the title "Add New Household". Underneath the title is a progress indicator with four steps: "1 Eligibility" (highlighted with a blue circle), "2 Signature", "3 Household Info", and "4 Finish Visit". The main content area is divided into two sections. The first section is titled "Basic Information" and contains several input fields: "First Name*", "Middle Name (Initial)", and "Last Name*" (each with a text input box); a "Suffix" dropdown menu with "Select" as the current value; an "Anonymous" checkbox; "Date of Birth*" with a calendar icon and "Age*" with a text input box, separated by "OR". The second section is titled "Contact" and contains an "Address*" text input box and a "No fixed address" checkbox with a help icon.



If any of the fields are blank or if the writing is illegible, use the following secondary intake options below.

Date of birth. If neither date of birth nor age is provided for anyone in the household, use the following ages: 10 for children, 40 for adults, and 65 for seniors.

Address. If a neighbor is unhoused or does not list an address, select the “No fixed address” box.

Phone Number. If a neighbor does not have a current phone number, select the “No fixed address” box.

Income. This is not included as a question on the form. Select **YES** for all neighbors.

Program Eligibility. If prompted, select **YES**.

2. Signature. Signature is only required once per year. If the neighbor needs to sign, select their name from the drop down and enter their initials into the box.

I certify that I have willingly shared the information above, meet the monthly income guidelines, and/or am in need of food assistance.

Signee*	Date
<input type="text" value="Teddy Roosevelt"/>	<input type="text" value="3/1/2022"/>
Signature Type*	Typed Initials*
<input type="text" value="Typed Initials"/>	<input type="text" value="TR"/>

3. Household Info. If these fields are blank on the form, select “Don’t Know/Prefer Not to Answer.”

4. Finish Visit. At a mobile distribution, no information is needed on this tab. Click the orange “Finish” button.



A pop-up will generate indicating the visit has been added. Click “Done” to return to the Home Page to search for and add the next neighbor.