Quick Start Guide to the
More than a Meal Dashboard
for Local District Users

MiSiS Ad Hoc
Reporting & Dashboards

The purpose of the More Than a Meal Dashboard is to track Meal Application and Household Income Form (HIF) submissions, with a focus on incomplete and missing applications. The dashboard provides a daily snapshot of your Local District's progress toward meeting the target. Using the dashboard to monitor and manage your Local District's More Than a Meal campaign performance supports the District's goal of maximizing funding for economically disadvantaged students.
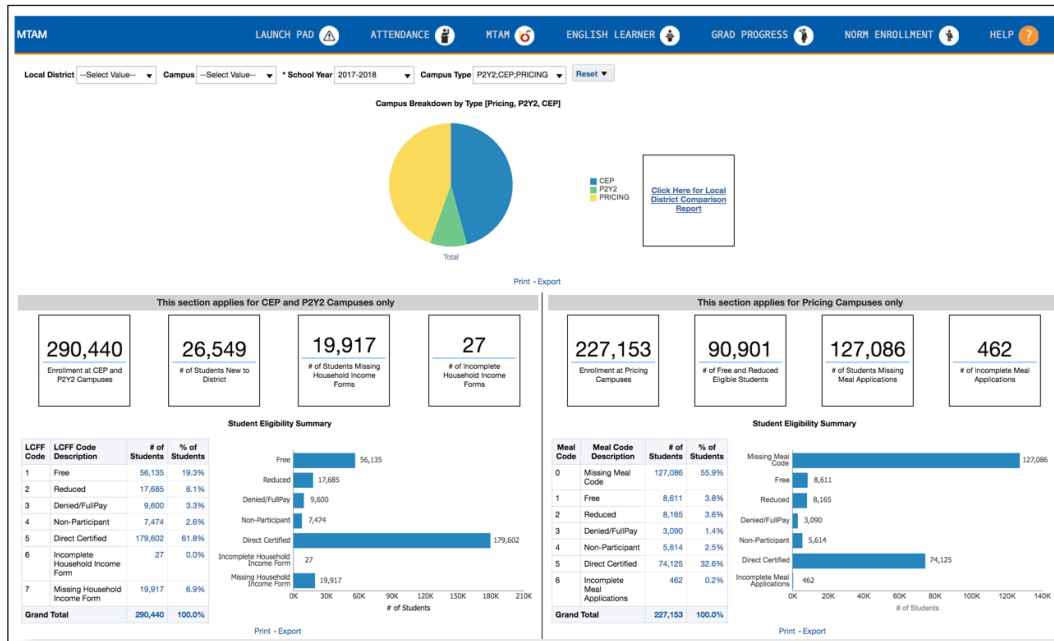
Use the dashboard to monitor schools' progress toward their targets and to analyze the campuses with students who…
- Are missing Meal Applications or HIFs.
- Have incomplete Meal Applications or HIFs.

This quick start guide demonstrates how to use the More Than a Meal Dashboard, including these topics:
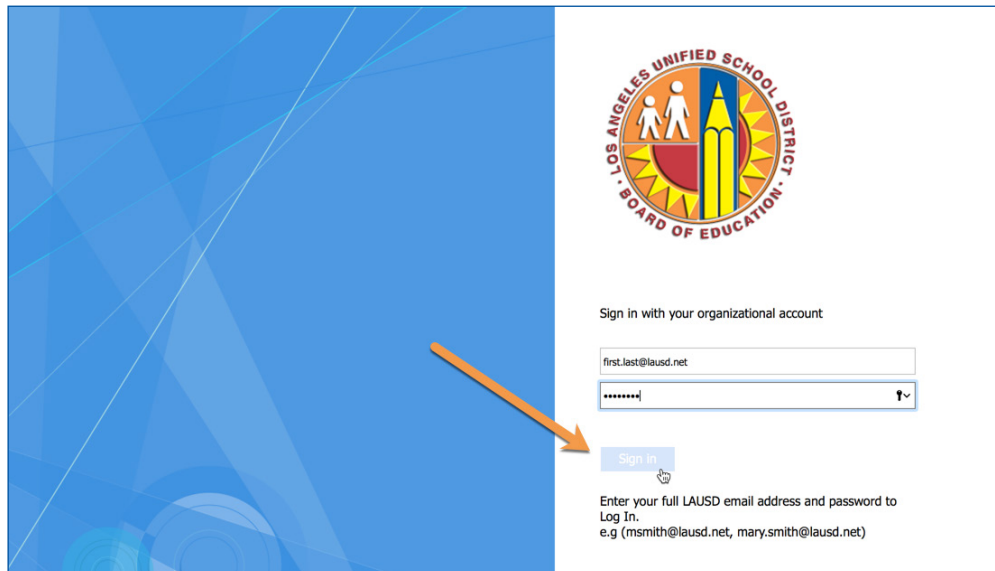
Access the Dashboard

1. Go to the More than a Meal Website at https://MTAM.LAUSD.net. Scroll down and click the link for the **MTAM Dashboard**. **Note:** Recommended browsers are Google Chrome and Mozilla Firefox.
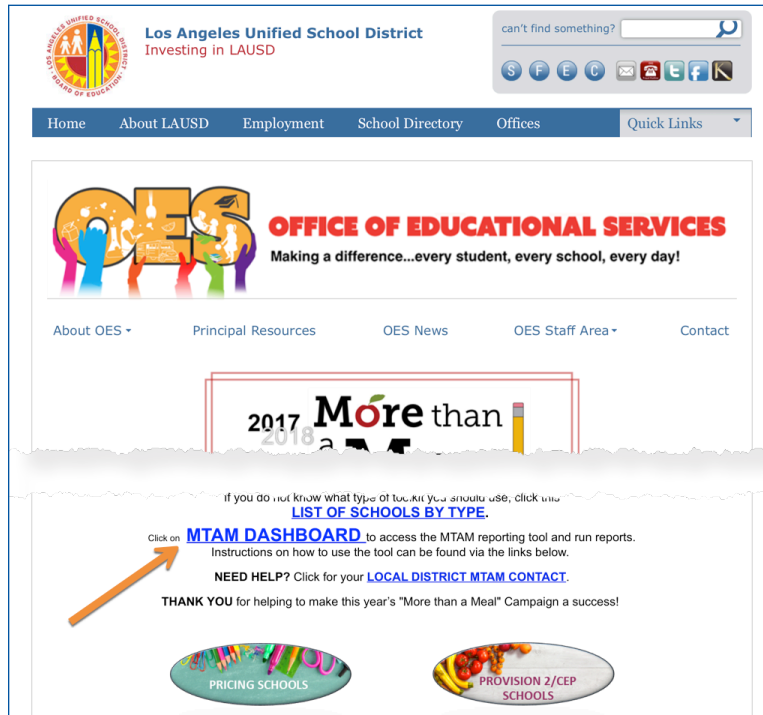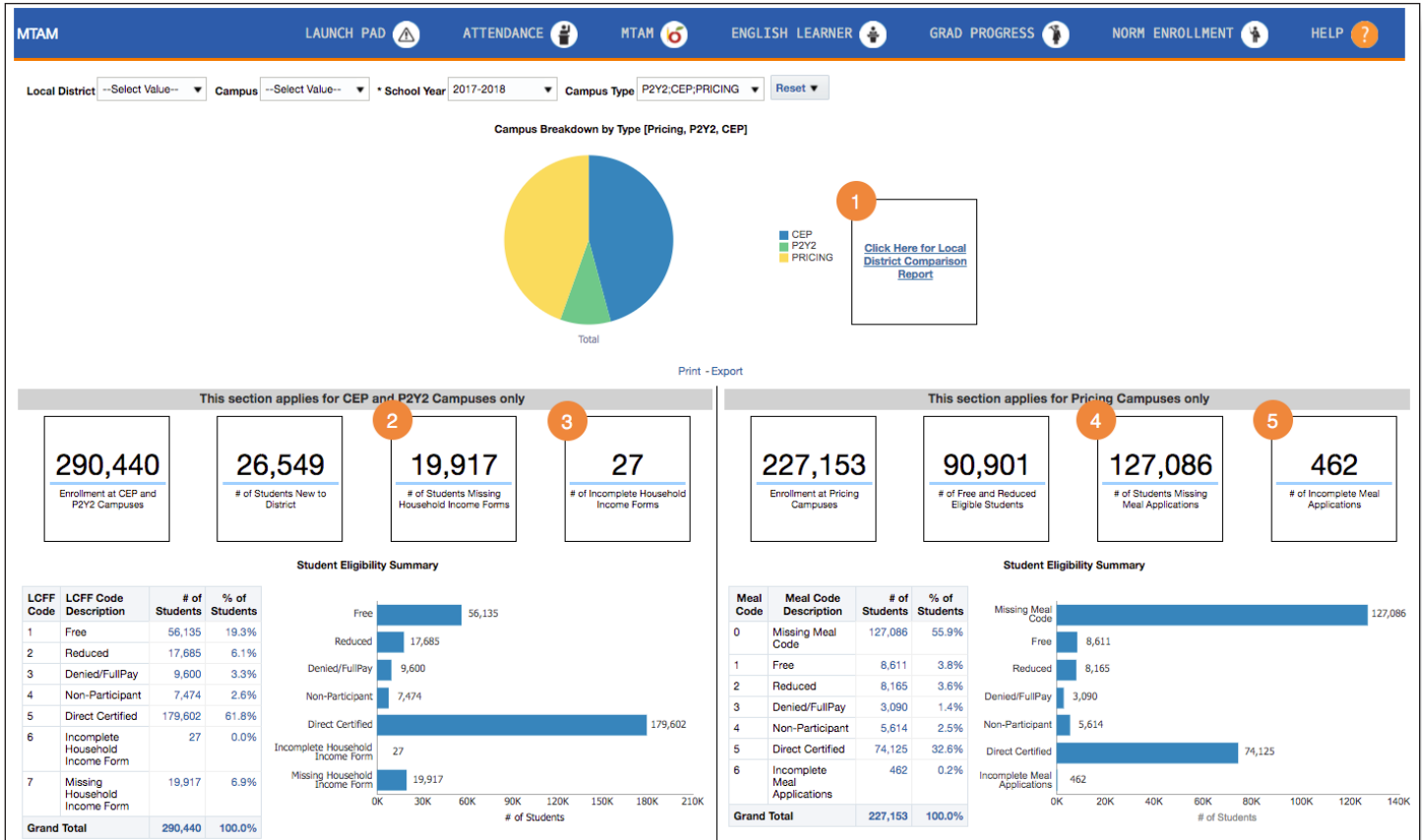

2. Enter your complete **LAUSD email address** (including @lausd.net) and password. Then click **Sign In**.

3. The dashboard will appear once you are logged in.

Navigate the Dashboard

Refer to this page to get familiar with the More Than a Meal Dashboard.

#	DESCRIPTION
1	A weekly comparison of the performance across Local Districts
2	The number of students missing Household Income Forms in the Local District
3	The number of Household Income Forms submitted with errors
4	The number of students missing Meal Applications in the Local District
5	The number of Meal Applications submitted with errors

Access the Local District Comparison Report

To access the Local District Comparison Report, click the box in the center of the dashboard labeled **"Click Here for Local District Comparison Report."**
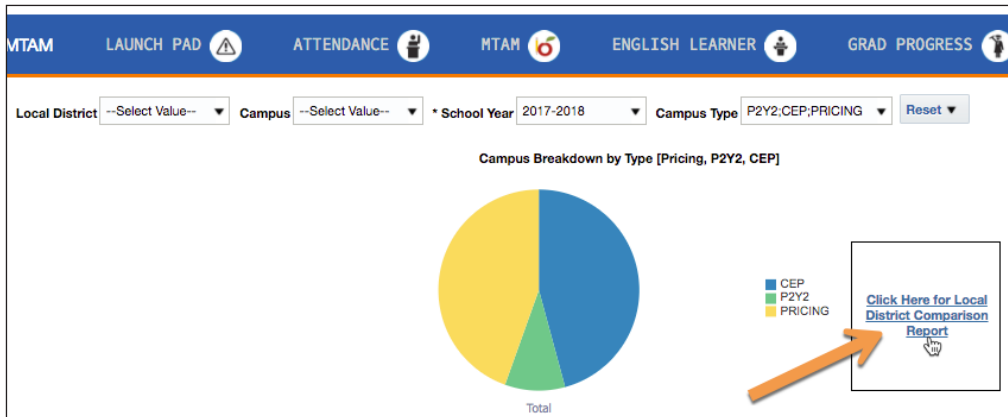

This report provides a weekly comparison of your Local District to other Local Districts.

| | 06/19/2017 | | | | | 06/12/2017 | | | | | Comparision |
Local District	# Meal Applications	% Meal Applications	# Household Income Forms	% Household Income Forms	Total	# Meal Applications	% Meal Applications	# Household Income Forms	% Household Income Forms	Total	Increase in Total Return
LOCAL DISTRICT C	652	1%	1,326	17%	1,978	653	1%	1,367	18%	2,020	42
LOCAL DISTRICT E	376	0%	271	4%	647	376	0%	268	4%	644	-3
LOCAL DISTRICT NE	1,505	2%	593	12%	2,098	1,505	2%	592	12%	2,097	-1
LOCAL DISTRICT NW	2,534	3%	448	15%	2,982	2,534	3%	450	15%	2,984	2
LOCAL DISTRICT S	1,009	1%	260	4%	1,269	1,009	1%	262	4%	1,271	2
LOCAL DISTRICT W	3,700	5%	769	19%	4,469	3,702	5%	768	19%	4,470	1
LOCAL DISTRICT XS	213	8%				213	8%				0
Grand Total	9,989	2%	3,667	11%	13,656	9,992	2%	3,707	11%	13,699	43

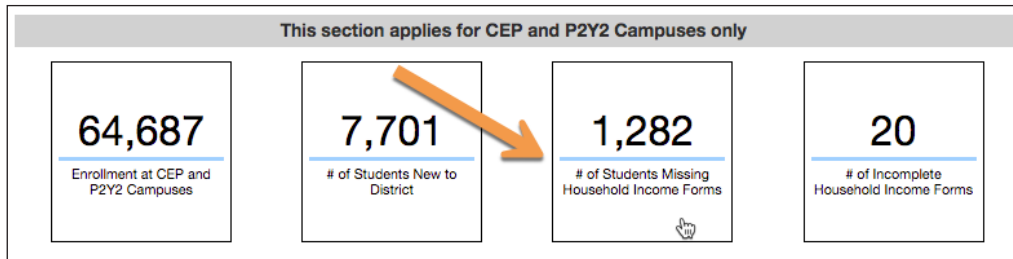Return - Print - Export - Create Bookmark Link

To print or export the report, scroll to the bottom of the report and click **Print** or **Export**. See page 9 for more information about these actions. Click **Return** to go back to the Dashboard.
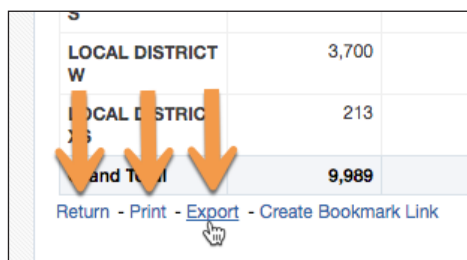
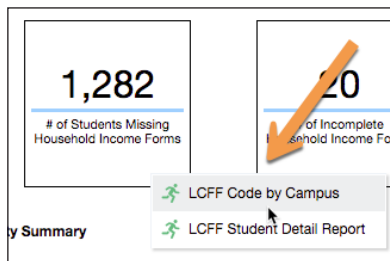# Access Reports Showing Schools' Progress

Access List of Schools (Missing HIFs)

1. Click the **# of Students Missing Household Income Forms**.

2. In the drop-down menu, click **LCFF Code by Campus** to access the list of campuses to review their performance by comparing Actual to Target.
    Note: Focus on the campuses at the top of the report who are the farthest from the target.

3. To see the list of students missing Household Income Forms at a campus, click the blue number in the **# of Missing Forms** column.

| Local District	Campus	Actual	Target	Rank in Local District	# of Missing Forms	% of Missing Forms	# of New Students
C	Manual Arts SH	64%	100%	91	82	36.12%	227
C	Belmont SH	66%	100%	88	82	33.88%	183
C	Berendo MS	28%	100%	103	53	71.62%	74
C	Santee EC	70%	100%	84	52	30.06%	173
C	Obama Glbl Prep	46%	100%	98	42	53.85%	78

4. To print or export the report, scroll to the bottom of the report and click **Print** or **Export**. See page 8 for more information about these actions. Click **Return** to go back to the Dashboard.

C	24th St El	96%	100%
C	Hooper Ave PC	96%	100%
C	Logan St El	96%	100%
C	Plasencia El	96%	100%
C	Politi El	96%	100%

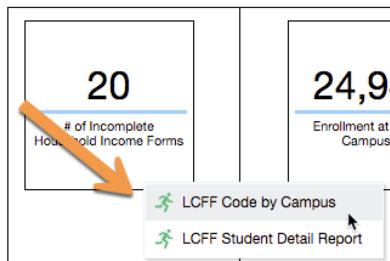Return - Print - Export - Create Bookmark Link

Access List of Schools (Incomplete HIFs)

1. Click the **# of Incomplete Household Income Forms**.
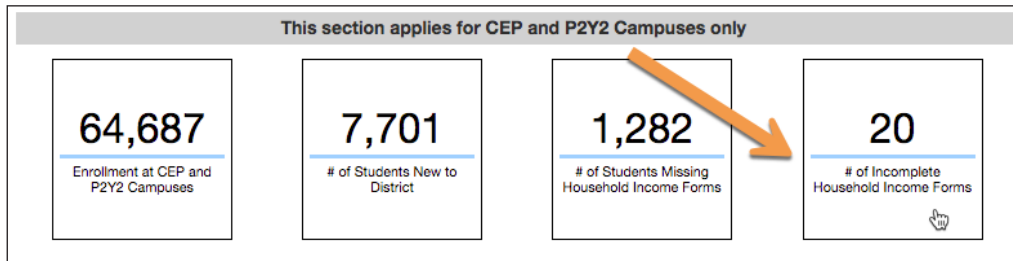
2. In the drop-down menu, click **LCFF Code by Campus** to access the list of campuses to review the number of incomplete forms at each school.
Note: Having high numbers will prevent schools from achieving their target.

3. To see the list of students with incomplete forms at a campus, click the blue number in the **# of Incomplete Household Income Forms** column.

Schools with count of students - LCFF Code
Report Ran on:8/9/2017 4:11:29 PM

Rows 1 - 25

| Local District	Campus	School	School Type	School #	6 - Incomplete Household Income Fo
C	Aldama El	Aldama Elementary	Elementary School	2027	1
C	Aldama El	Aldama Elementary Dual Language Spanish	Elementary School	2768	1
C	Angelou Community SH	Dr Maya Angelou Community Senior High	Senior High School	7722	2
C	Belmont SH	Belmont Senior High	Senior High School	8543	1
C	Fletcher Dr El	Fletcher Drive Elementary	Elementary School	3877	1
C	Harmony El	Harmony Elementary School	Elementary School	4681	1

4. To print or export the report, scroll to the bottom of the report and click **Print** or **Export**. See page 8 for more information about these actions. Click **Return** to go back to the Dashboard.

C	24th St El	96%	100%
C	Hooper Ave PC	96%	100%
C	Logan St El	96%	100%
C	Resencia El	96%	100%
C	Politi El	96%	100%

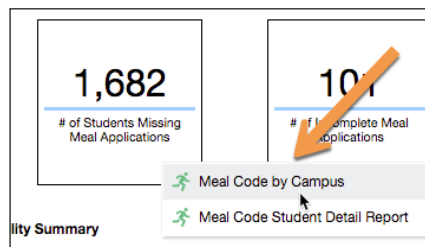Return - Print - Export - Create Bookmark Link

Access List of Schools (Missing Meal Applications)

1. Click the **# of Students Missing Meal Applications**.
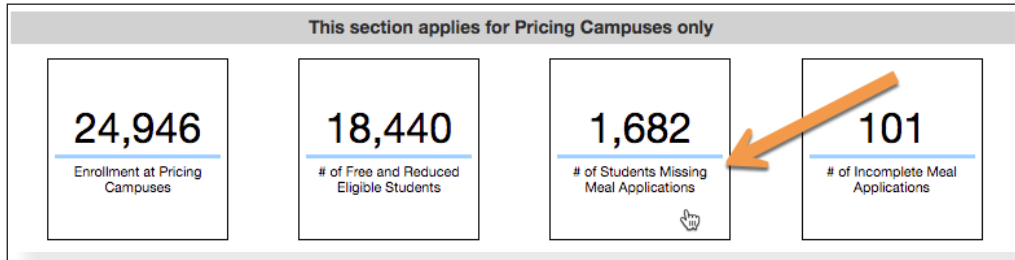
2. In the drop-down menu, click **Meal Code by Campus** to access the list of campuses to review their performance by comparing Actual to Target.

   Note: Focus on the campuses at the top with low Actual percentages.

3. To see the list of students missing Meal Applications at the campus, click the blue number in the **# of Missing Applications** column.
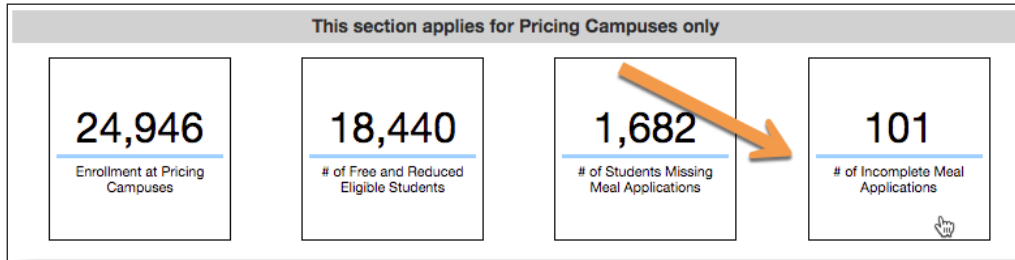
Meal Applications

Rows 1 - 25

Local District	Campus	Actual	Target	Rank in Local District	# of Enrolled Students	# of Submitted Applications	% of Submitted Applications	# of Incompleted Applications	% of Incompleted Applications	# of Missing Applications	% of Missing Applications	Daily Difference
C	Ivanhoe El	16%	16%	26	459	429	93.46%	1	0.23%	20	4.36%	0
C	Mt Washington El	16%	13%	1	431	207	48.03%	2	0.97%	35	8.12%	0
C	Franklin Ave El	31%	29%	4	510	372	72.94%	1	0.27%	35	6.86%	0
C	Dahlia Hts El	33%	32%	10	393	295	75.06%	0	0.00%	33	8.40%	0
C	Eagle Rock El	49%	55%	38	776	662	85.31%	0	0.00%	22	2.84%	0

4. To print or export the report, scroll to the bottom of the report and click **Print** or **Export**. See page 8 for more information about these actions. Click **Return** to go back to the Dashboard.
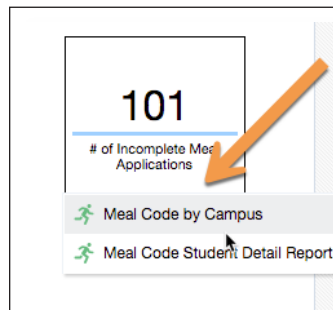
Access List of Schools (Incomplete Meal Applications)

1. Click the **# of Incomplete Meal Applications**.

2. In the drop-down menu, click **Meal Code by Campus** to access the list of campuses to review the number of incomplete applications at each school.

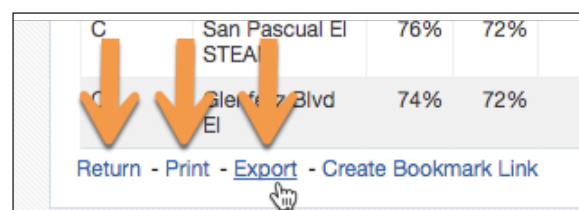 **Note:** Having high numbers will prevent schools from achieving their target.

3. To see the list of students with incomplete forms, click the number of **Incomplete Meal Applications** for a campus.
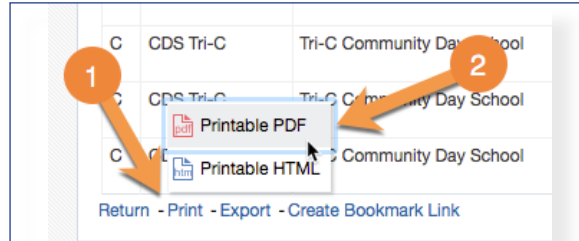

4. To print or export the report, scroll to the bottom of the report and click **Print** or **Export**. See page 8 for more information about these actions. Click **Return** to go back to the Dashboard.
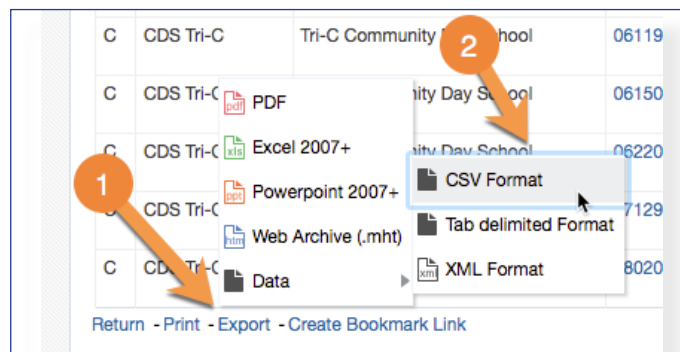
Print or Export a Report

All detail reports can be printed in hard copy format or exported to a spreadsheet.

To print a report, scroll to the bottom of the report and click **Print**. Then select **Printable PDF**.
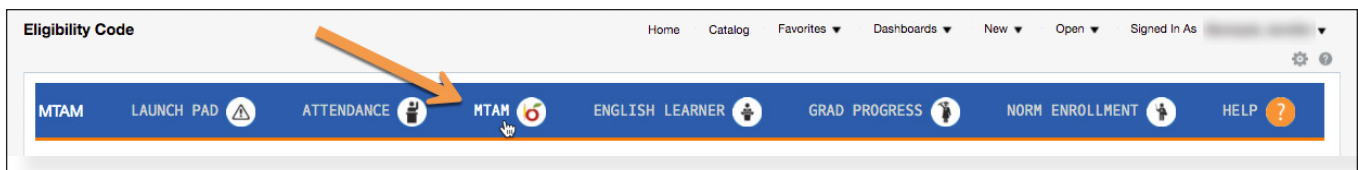

To export a report, scroll to the bottom of the report and click **Export**. Then select the **format**. The recommended formats are **PDF** or **Excel 2007+**.

Return to Dashboard from School-Level Page

If you are on a school-level page or another page that does not have a Return button at the bottom of the page, click **MTAM** in the blue menu at the top of the page to return to the Dashboard.

Whom to Contact for Support

Until October 31st, please contact the individuals below for questions about the More than a Meal Campaign:

LOCAL DISTRICT	NAME	CONTACT INFORMATION
LD Central	Omar Del Cueto	(213)241-0167 omar.delcueto@lausd.net
LD East	Judy Moe	(323)224-3177 judy.moe@lausd.net
	Maxine Matlen (7/27 – 8/18)	(323)224-3177 maxine.matlen@lausd.net
LD Northeast	John Gamboa	(818)252-5461 john.gamboa@lausd.net
LD Northwest	Marilyn Parlen	(818)654-3610 marilyn.parlen@lausd.net
LD South	Mercedes Velazquez	(310)354-3515 mercedes.velazquez@lausd.net
LD West	Contact LD West Office	(310)914-2109 jose.l.rodriguez@lausd.net

After October 31st, please contact the individuals below for questions about the More than a Meal Campaign:

SCHOOL TYPE	NAME	CONTACT INFORMATION
CEP/P2 Schools	Danna Escalante	(213)241-4145 dme74491@lausd.net
Pricing Schools	Manish Singh	(213)241-2983 manish.singh@lausd.net

For assistance with technical issues, such as...
- School does not show in drop-down menu
- No data found
- Access denied to the scorecard

Please contact:

MiSiS Help Desk
(213) 241-5200
Option 5, then option 2