My Meals, My Way (MMMW) FAQs

General Topics

What languages can I use in MMMW?

MMMW works in:

- English
- Spanish

To change the language:

- MMMW will use the same language as your web browser.
- To switch, click the **translate icon** (this looks like to conversation boxes) on the left side panel.

Can I use MMMW to plan meals for children?

- MMMW is designed for adults aged 18 and older and does not automatically generate meal plans for children or adolescents. If you would like to use MMMW for younger members of your household, we recommend consulting a registered dietitian nutritionist or healthcare provider. They can help you adjust portion sizes and meal plans to meet the child's individual nutritional needs.

Do I need nutrition training to be qualified to use MMMW?

- No, you do not need any nutrition training to use MMMW.

Group Home Specific

How do I add or remove a resident to a Group Home account?

- When you initially set up your account, you will be prompted to set up a profile for each resident in the home.
- **To add a resident after the initial account set-up:**
    1. Login to your account.
    2. Go to your group home profile page by clicking on the person icon on the left side panel.

3. Scroll down to the “Residents” section, and select **Edit** on the right hand side of the Resident’s box.
4. Click **Add a Resident**.
5. Complete a profile for the new resident.

- **To remove a resident:**
  1. Login to your account.
  2. Go to your group home profile page by clicking on the person icon on the left side panel.
  3. Scroll down to the “Residents” section, and select “Edit” on the right hand side of the Resident’s box.
  4. Click **Remove** next to the resident you wish to remove.
  5. Click **Yes, remove resident**.

How do I move (transfer) a resident to another group home?

- Only the account administrator can do this.
- **Steps to move a resident:**
  1. Login to your account.
  2. Go to your group home profile page by clicking on the person icon on the left side panel.
  3. Scroll down to the “Residents” section, and find the resident you need to move. Click on the arrow pointing downwards on the right side of the box with their name in it.
  4. Scroll down to the bottom of the expanded box and click **Transfer resident to new home**.
  5. Enter the **New group home ID** number. You will need to get this ID number from the administrator of the home the resident will be transferred to. *Note: the Group Home ID is located in a box at the top of the home’s profile.*
  6. Click **Request transfer**.
  7. **Wait for approval.** The resident’s current home manager will get an email to approve the transfer.
  8. **Finish the transfer.** The current home manager must approve the request in the email. Once they approve it, the move is complete.

Profile

Do I have to fill out my profile/the profile of the person I support before using MMMW?

- Yes. Your profile helps MMMW make meal plans just for you. If you skip information, your meal plan may not fit your needs as well. MMMW only asks for the information it needs.

How and when do I update my profile/the profile of the person I support?

- You can update a profile anytime.
  To update:
  - Go to your profile
  - Click **Edit**
  - Change what you need
  - Changes are saved automatically

MMMW will update meal plans to reflect changes made in the profile starting on Sunday of the following week.

Be sure to update if these change:

- Weight
- Activity level
- Food likes or diet plan
- Food restrictions
- Meals you usually eat

If I change my profile, will my/the person I support's saved favorite meals change too?

- No. Your saved favorite meals will stay the same. If you want to change a saved favorite meal, you must edit it directly.
- **To change a saved favorite meal:**
  1. Open the saved meal
  2. Make your changes
  3. Give it a new name
  4. Save it as a new meal

Do I need to select all the meals and snacks that I/the person I support usually eat?

- Yes. MMMW uses your selections to plan your food for the whole day.
  Even if you do not currently plan every meal of your day, you should still select all of the meals you typically eat.
  Example:
  > If you eat 3 meals a day, select “breakfast,” “lunch,” and “dinner. If you only select “breakfast” and “dinner,” MMMW will put too much food into those 2 meals.

  You can still skip planning a meal:
  - Click **Skip this meal** in the Detailed Menu Plan.

  MMMW will still count that meal in your daily plan.

Why do I need to choose different protein foods?

- Your body needs different types of protein. MMMW helps you eat a mix of:
  - Plant proteins (like beans, lentils, nuts, tofu)
  - Animal proteins (like meat, chicken, fish, eggs, dairy)

  Some people do not eat animal protein, and that is OK.
  Try to pick a variety of proteins so your meals are balanced.

Basic Flexible Menu

What is the Basic Flexible Menu?

- The Basic Flexible Menu shows your meals for the week.
  It does not have all the details listed.
  MMMW fills it in for you using:
  - Meals you like
  - A mix of different foods you eat

How do I change the Basic Flexible Menu?

- You can change any meal.
  To edit:
  - Click the dropdown next to the meal
  - Pick a different option

Can I print the Basic Flexible Menu?

- Yes.
  To print:
  - Right click on the screen you wish to print. Select print.
  - Print or save your screen.

Detailed Meal Plans

How do I change a meal that MMMW gave me?

- If you do not want a meal, you have two choices:
  - Option 1: Use one of your Favorite Meals
    1. Click Favorite Meals
    2. Pick a meal from your list
    3. Note: this option only works if you have favorited previous meals.
  - Option 2: Get a new meal
    1. Click **Generate a new meal**
    2. (Optional) Type the meal you want
    3. Click **Yes, change meal**

How do I change foods in a meal?

- You can swap foods in a meal.
  To change a food:
  1. Click the **Edit** icon next to the food
  2. Choose a new food from the list or search

  Note: You can only swap similar foods.
  - Vegetable → vegetable
  - Protein → protein

  This helps keep your meal balanced.

How do I save a meal as a Favorite?

- To save a meal:
  - Click the heart icon next to the meal

How do I use a saved favorite meal?

- To use a saved meal:
    1. In your detailed meal plan, click **Favorite Meals**
    2. Choose a meal from the list

  If you do not see any meals:
    - Go back and click the heart icon to save your favorite meals first

How do I download my meal plans?

- To download your plan:
    1. Right click on the screen you wish to print. Select print.
    2. Choose Save as PDF (instead of printing)
    3. Save the file.

How do I plan a meal for a special day?

- You can plan meals for events like birthdays or holidays.
  Steps:
    1. Go to the day and meal you want to change on your Basic Flexible Menu
    2. Edit the type of meal (example: sandwich, chicken) to be what you want
    3. Go to the Detailed meal plan
    4. Type the meal you want into **Generate new meal** (example: pulled chicken sandwich)
    5. Click **Yes, change meal**

How do I print my meal plans?

- To print:
    - Right click on the screen you wish to print. Select print.
    - Print your screen

Can I share meal plans with staff or family?

- Yes. You have two ways to share meal plans:
    - Option 1: Send a file
        1. Right click on the screen you wish to print. Select print.
        2. Save as a PDF rather than printing.

3. Email or text the file

- Option 2: Give them access to see your meal plans
    1. Go to the **Share Access** icon (it looks like a key) on the left panel of the screen.
    2. Click **Invite user**
    3. Add the email address of the person you want to invite, and select the level of access you want to give them.
    4. Click **Send invite.**
    5. They will receive an invitation through email and will be able to log in and see your plan.

Shopping List

How do I change the shopping list?

- You can change your list in a few ways:
    - Use the **increase or decrease buttons** to change how much you need. Or directly enter the amount you need.
    - Set an item to **0** to remove it
    - Add new/additional items and other notes in the **notes box.**

How do I print the shopping list?

- To print:
    - Right click on the screen you wish to print. Select print.
    - Print your screen

How do I send the shopping list to someone?

- To text or email your list:
    1. Right click on the screen you wish to print. Select print.
    2. Choose **Save as PDF**
    3. Save the file
    4. Send it by text or email

Can I use this list in a grocery app?

- Yes, but you will need to add the items yourself.
  Steps:
  1. Open your MMMW shopping list
  2. Review or change items
  3. Open your grocery or delivery app
  4. Type or copy the items into the app

  This lets you shop at any store you like.

Communicating with Your Doctor/A Resident's Doctor

How can I use MMMW with my/the person I support's doctor or nutritionist?

- MMMW can help you talk with your doctor about your food and meals. They can help you:
  - Change what foods you eat
  - Change when you eat
  - Adjust calories or protein

  To share your information:
  - Option 1: Send them the Healthcare Provider letter
    1. Download the healthcare provider letter
    2. Save it
    3. Email it or print it

  - Option 2: Give access
    1. Add your healthcare provider as a viewer
    2. Go to the **Share Access** icon (it looks like a key) on the left panel of the screen.
    3. Click **Invite user**
    4. Add the email address of the person you want to invite, and select the level of access you want to give them.
    5. Click **Send invite.**
    6. They will receive an invitation through email and will be able to log in and see your plan.

Does my doctor/the person I support's doctor need to approve MMMW?

- No. You do not need a doctor to use MMMW. MMMW follows basic healthy eating guidelines for adults. But you should talk to your doctor if you:
    - Have health concerns
    - Have special nutrition needs

How do I send my/the person I support's meal plan to my/their doctor?

- Option 1: Send a file
    1. Right click on the screen you wish to print. Select print.
    2. Save as a PDF
    3. Email or text the file

- Option 2: Give them access to see your meal plans
    1. Go to your profile
    2. Add the person as a viewer
    3. They can see your meal plans

How does my doctor change my/the person I support's calories or protein?

- Only your doctor or nutritionist should change these. The healthcare provider letter allows them to access your Profile to make those changes.
  Steps:
    1. Go to your profile or the profile of the person you support.
    2. Click **Export** next to the **Send profile information to your (resident's) doctor**
    3. Save the exported letter.
    4. Email or bring the letter to your doctor
    5. Your doctor can use the link in the letter to make changes

  MMMW will update your plan after your doctor makes changes.