



# Great Plates Delivered

## Data and Reporting Requirements

### Your Weekly Meal Orders

The participating restaurants will be sent Weekly Meal Orders with the clients' names, addresses, contact information and meal preferences, on a weekly basis unless there is a change in the Weekly Meal Order list i.e. someone has been added or removed from the list.

This data will be initially sent via email in an excel form. However, as we launch our portal, the Weekly Meal Orders will be available for the restaurants on the portal.

### Data Reports from Restaurants

Restaurants need to report back to WDACS on meals delivered on a daily basis. Initially, this reporting will be handled via excel or google sheets. We will eventually onboard all restaurants onto a user-friendly online portal for accessing Weekly Meal Orders and report on meal delivered. The key metric that restaurants need to report on is the number of meals delivered per client per day.

### Contact Us:

If you have any further questions, please reach out to us at [greatplatesrestaurants@wdacs.lacounty.gov](mailto:greatplatesrestaurants@wdacs.lacounty.gov).