School Nutrition Program Administrative Review SFA User Manu

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1.0 School Nutrition Program

1.1 Purpose/Overview

This module is used to administer compliance reviews for the School Nutrition Programs (SNP). The Administrative Review module is web-based and accessible via the SNP Compliance module. The purpose of this module also provides the ability for SFAs to complete the off-site portion of the USDA defined review forms, as well as submit their CADs.

1.2 Website Benefits and Features

The system is a user-friendly application that allows authorized users to participate in and manage the Administrative Review process. Key system features include:

- A single integrated database to document all aspects of the review.
- Automated population of form data based on application and claims data, when available.
- The ability to save partially completed forms online, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

1.3 User Manual

This user manual is intended for use by authorized SFA users that manage and conduct Administrative Reviews for the School Nutrition Programs (SNP). It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.
- Screen examples of website pages and forms.
- Step-by-step instructions for utilizing the website features.
- Tips and notes to enhance your understanding of the system.

1.4 Security Setup

Security definition is managed by the State via the Security module. In most instances, two security user profiles are created:

- Administrative Review (State).
- Administrative Review (SFA).

The Administrative Review (State) rights usually provide users within the security group overall access the Administrative Review module.

The Administrative Review SFA rights, working in conjunction with the Compliance Review maintenance access definitions, usually provides external users within the security group access to the off-site assessment forms, corrective action documents, commendations, notes to SFAs, and review attachments. If the State has procured the Technical Assistance function, users are also provided access to this.
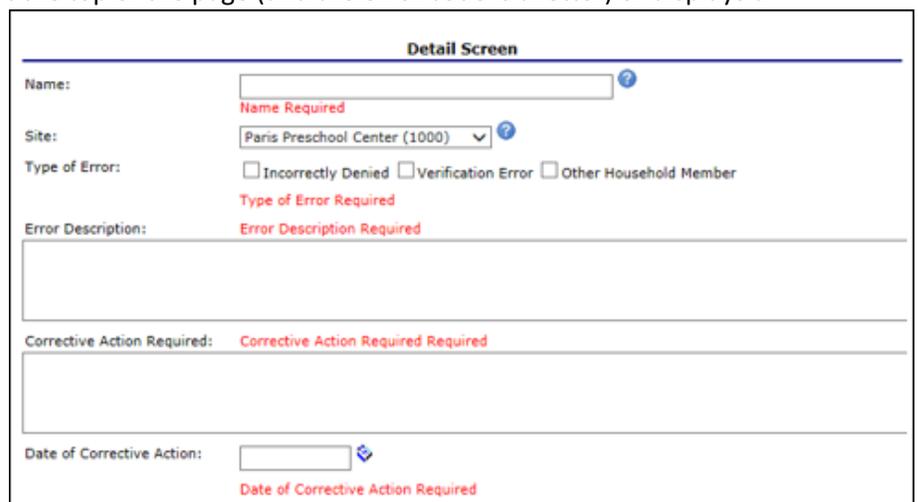
1.5 Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

1.5.1 Input Edits

Whenever information is saved or prior to proceeding to a new screen, the site checks for input errors. These errors may include entry errors, such as an invalid data entry (i.e., entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects Save, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors **must be corrected** before you can proceed. The system will <u>not</u> save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 1: Example of an Input Error

1.5.2 Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to State-defined guidelines/requirements and federal regulation. Once the user initiates a save, the system will perform business rule edit checks <u>after</u> all input errors have been corrects and a confirmation screen is provided stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do not prohibit the system from saving the data entered on the screen.
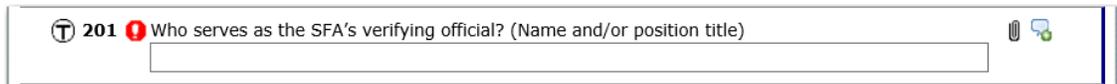
Figure 2: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

2.0 Accessing the Website

Before you can begin using the **Compliance** module, you must be assigned a user ID and password that provides the required security privileges. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the website.

The system can be accessed from any computer connected to the Internet by opening the browser and entering the following designated URL in the browser's address line:

Production

https://cnar.nysed.gov/Splash.aspx

Tip: Add this URL to your browser's Favorites list or create a shortcut to the website on your desktop for quicker access to the site. Refer to the browser and operating system help files for further information.

2.1 Logging On

2.1.1 To Log On

1. Access the system by typing the URL into the address line of your web browser.
2. Enter the assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Figure 3: Logon screen

2.1.2 First Time Logging In?

If you do not have a user ID and password, contact the Help Desk. If this is your first time logging on, the system will automatically require you to change your password.

1. Select a **new password** and enter it into the box provided.
2. Re-enter the new **password** for confirmation.
3. Select **Save**.

Please Note: Security configuration settings generally require a password eight (8) to twelve (12) characters in length. Password must be at a minimum eight (8) characters in length. Passwords are case-sensitive.

The password must contain at least:

- One numeric character.
- Once special character (e.g., $, ?, !).
- One uppercase character.

For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

2.2 Content Overview

Once you are logged in and have selected a SFA, the top portion of the screen provides basic information about your location within the system and the selected SFA.
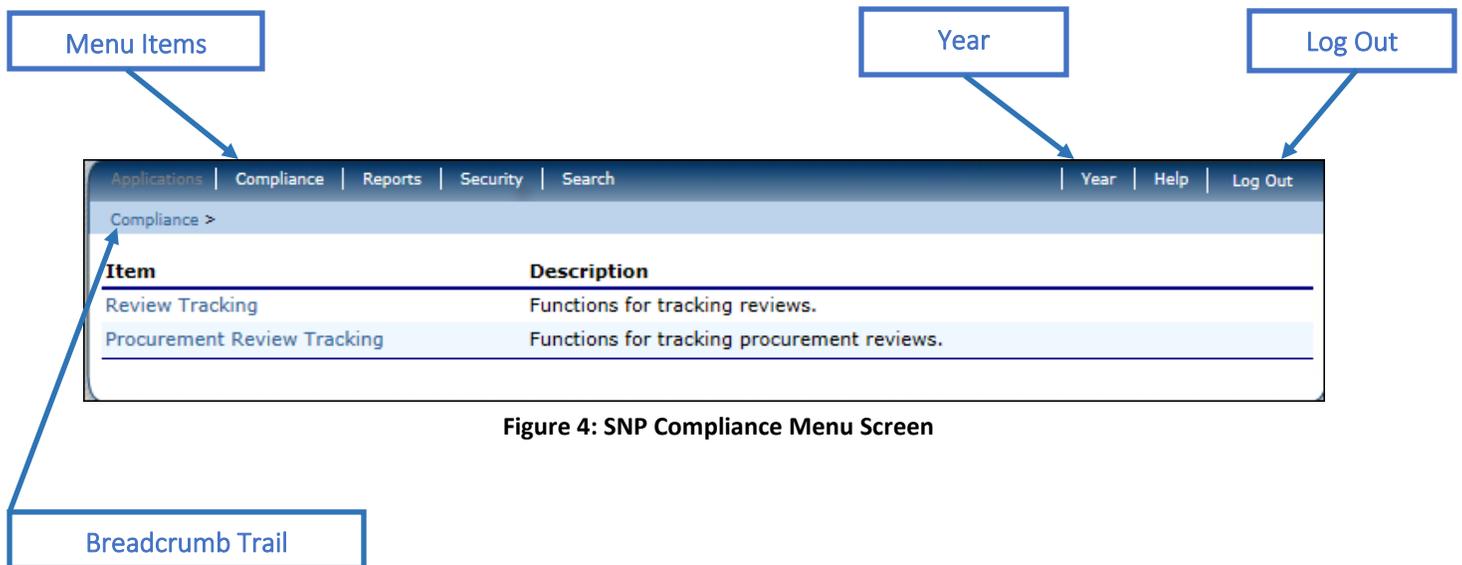

Figure 4: SNP Compliance Menu Screen

Item	Description
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.
Year	The selected program year will display on the right beneath the menu bar. Upon logging in, the system defaults to the most current active program year. The default program year is determined by the State via the **Maintenance & Configuration > Program Year Maintenance** screen.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Please Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

2.3 Programs Page

Once you successfully log on, the Programs page is displayed. An individual user's access to specific modules is based on the user's security rights.

Please Note: If a user only has access to the School Nutrition Programs module, the Programs screen is not displayed. The user is immediately taken to the SNP module.

Tip: The Accounting, Maintenance and Configuration, and Security Tiles are always gray because these are administrative modules that are available to only authorized State users. SFAs will not have access to these modules. Only select authorized State users will have access to these modules.

The Administrative Review sub-module resides within the School Nutrition Program module, under Compliance.

2.4 Selecting a Program Year

Information for SFAs and sites are displayed based on the selected program year. Upon logging on to the system, the "active" program year is the default selection and is located in the top-right corner in the blue bar. In order to view information from a prior year, the program year will need to be changed.

Important Please Note: A SFA will be unable to select a new year if they have not been granted the security right. Contact the Help Desk and request access to the Select Year security right if the ability to see data from prior years is needed.

2.4.1 Selecting a Program Year

1. Select **Year** on the blue menu toolbar at the top of the page. The **Year Select** screen displays.
2. Select the **year**.

Important Please Note: The selected year is indicated by **<Selected.**

3. Use the menu toolbar to return to a task in the program.

Helpful Tips *Tip: The ability to view and/or modify a school year is managed by the State's system administrator via the **Maintenance & Configuration > Program Year Maintenance** screen.*

*It is important to note that a school year may be set as **"view only"** to the SFAs and **"modify"** to authorized State users.*

Year Select

Select Year	
2017 - 2018	**< Selected**
2015 - 2016	
2014 - 2015	

Figure 5: Year Select Screen

2.5 Search

For most system functions performed by the State, the user must search for and select a SFA using the Search function before beginning any task. When the Search screen displays, a SFA can be searched for using all or part of the LEA Code, Name, or any other combination of parameters provided on this screen.

Please Note: If a user is associated with only one SFA, other Search screens will not be accessible. The system will always default to the SFA's data.

2.5.1 Searching for a SFA

1. On the menu toolbar, select **Search** to access the screen.
2. Enter **search parameters.**
3. Select **Search.**
4. Select a **SFA**.

Tip: The SFA List displays based upon the search criteria entered. If no selections were made, the list displays all available SFAs with the designated status (default is "Active"). To display all SFAs leave all search parameters blank and select Search.

SNP SFA Search

Search for SFAs

LEA Code:		Lead Reviewer:	
SFA Name:		Review Type:	
		Review Status:	
SFA Status:	Active		

Search

SFAs **Found:**

| LEA Code | SFA Name | | Lead Reviewer | Review Status |

Figure 6: Search Screen (Sample)

Please Note: Only users managing/supporting multiple SFAs will have access to the Search screen. Users will only see SFAs associated with their user account.

3.0 Compliance – Review Tracking

The Compliance Review Tracking section provides instructions regarding how to navigate through and use the features associated with Administrative Reviews, including Corrective Action Documents (CADs) Through the web-based Compliance module, authorized users can:

- Enter and maintain SFA contact information related to the review.
- Complete the USDA Off-site.
- Complete the USDA worksheets and tools.
- Manage the requirement for and submission of CADs.
- Enter technical assistance information.
- Review Notes from the State Agency.
- Add attachments to the system.
- Correspondence tracking.
- Submit CADs to the State for review.

3.1 Compliance Menu

From the SNP module, authorized users can access the Compliance administration sub-module. The SNP Reviews screen can be used to open an existing Administrative Review to view.

Once a new review has been added to the system, the SFA user will have access to the Review Dashboard for a summary of the review and a launching point to all available review specific functions.

3.1.1 Accessing the School Nutrition Program Compliance Menu

1. Log on to the **website.**
2. The Review Dashboard displays.
3. On the blue menu toolbar, select **Compliance** to access the screen.

| Applications | Compliance | Reports | Security | Search | | Year | Help | Log Out |
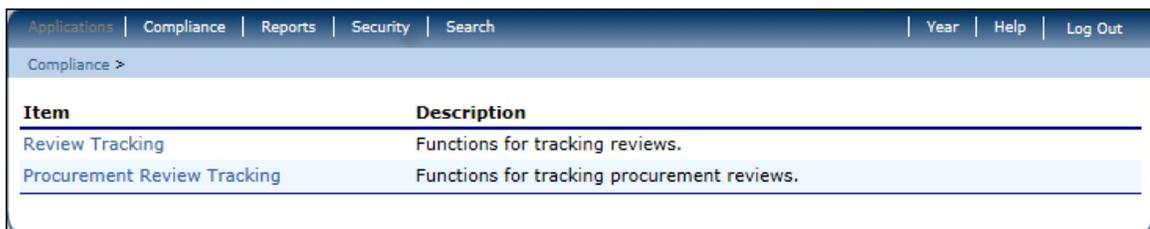
Compliance >

Item	Description
Review Tracking	Functions for tracking reviews.
Procurement Review Tracking	Functions for tracking procurement reviews.

Figure 7: SNP Compliance Menu

3.2 Review Tracking

The Review Tracking menu item provides access to all SNP related reviews maintained within the system for the selected SFA. Selecting the Review Tracking menu item will display the selected SFA's list of SNP Reviews. This information is retrieved from the review's respective Review Information screen.

3.2.1 Accessing a Review

1. From the Compliance menu, select **Review Tracking.** The SNP Reviews screen displays.
2. Click the **Details** link under the actions column next to the corresponding review. The SNP Review Dashboard displays.

Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	3200	2017 - 2018	Administrative				0	Open
Details	3185	2017 - 2018	Administrative				1	Open
Details	3167	2017 - 2018	Administrative				0	Open
Details	3165	2017 - 2018	First Review				1	Open
Details	1028	2017 - 2018	Administrative	State, CTS	1/11/2018		1	Open

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Figure 8: SNP Reviews List Screen

3.3 Review Dashboard

The Review Dashboard serves as the launching point for all information pertaining to the review including:

- Updating the review contact information.
- Viewing USDA forms and worksheets.
- Viewing findings and Corrective Action Documents (CADs).
- Reviewing Technical Assistance, Notes, and Commendations.

The Review Progress tracking bar at the top of the dashboard allows for each stage of the review to be viewed at-a-glance. Each must be completed sequentially to progress through the review process.
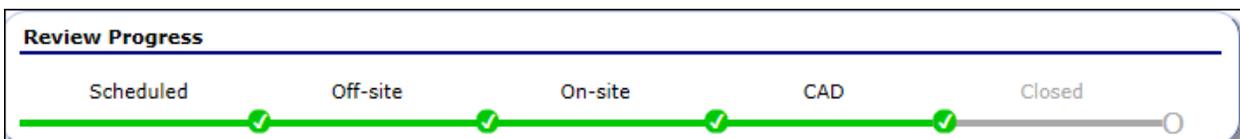
Review Progress

Scheduled — Off-site — On-site — CAD — Closed

Figure 9: SNP Reviews List Screen – Review Progress Screen

3.3.1 Accessing the Review Dashboard

1. If a SFA has not already been selected, search for and select a **SFA** using the Search screen.
2. On the blue menu toolbar, select **Compliance** to access the screen.
3. Select **Review Tracking** from the **Compliance menu**.
4. Select the **Details** link under the Actions column next to the corresponding review. The **Review Dashboard screen** is displayed

Review Progress

Scheduled	Off-site	On-site	CAD	Closed

Review Details

Review Type:	Administrative	**Lead Reviewer:**	State, CTS	**Review ID:**	1028
Review Form Set:	Administrative Review v4			**Status:**	Open

Review Tools

Action	Description
View | Modify	SFA Contact Information
Detail	Review Forms
View	Corrective Action Documents (3)
View	Recommendation (2)
View	Commendations (0)
View	Technical Assistance (2)
View	Notes to SFA (2)
Detail	Review Attachments (2)

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Figure 10: SNP Reviews – Review Dashboard Screen

Helpful Tips

Tip: When applicable, a number in the parenthesis is displayed after a menu item. This indicates the respective count of the associated items (e.g., a "(1)" next to Site Dashboard indicated that one (1) site has been selected for review).

3.4 Review Tools

The Review Tracking screen contains general administrative information about the review. Some Review Information is pre-populated based on the SFA Profile, Application, and/or Site Applications. Furthermore, there is data entered on this screen that drives the status of the Review Progress Bar, SFA access to the Off-site review forms, and SFA access to the Corrective Action documents.

3.5 SFA Contact Information

The SFA Contact Information screen contains general contact information, including the Superintendent/Sponsoring Official and Child Nutrition Director. The Review Contact will be entered by the SFA user.

3.5.1 Viewing or Modifying SFA Contact Information

1. Select **Review Tracking** from the Compliance menu.
2. Select **Details** under the Actions column next to the corresponding review.
3. Select **View** or **Modify** next to SFA Contact Information.
4. Either identify that the **Review Contact** is the same as an existing SFA contact already identified by checking the respective box or enter the **Review Contact Information** if not an existing contact.
5. Select **Save.**

Figure 11: SFA Contact Information Screen (Partial)

3.6 Review Forms

The Review Forms function is accessed from the Review Dashboard. This screen contains the USDA-published forms.

3.6.1 Accessing the Review Forms (SFA-Level)

1. If necessary, search for and select a **SFA.**
2. Select **Review Tracking** from the **Compliance** menu.
3. Click the **Details** link under the Action column next to the corresponding review, the **Review Dashboard** will display.
4. Select **Detail** next the Review Forms option.

Please Note: The system groups the forms by type. The forms list can be expanded or collapsed by selecting the (+) or (–) icons for easier viewing.

	Action	Form	Status
−		Off-site Assessment (14)	
−		SFA Forms (13)	
	View	100 - Certification and Benefit Issuance	Pending Review
	View	200 - Verification	Pending Review
	View	300 - Meal Counting and Claiming	Pending Review
	View	600 - Dietary Specifications and Nutrition Analysis	Pending Review
	View	700 - Resource Management (2018)	Pending Review
	View	800 - Civil Rights	Pending Review
	View	900 - SFA On Site Monitoring	Pending Review
	View	1000 - Local School Wellness Policy	Pending Review
	View	1100 - Smart Snacks	Pending Review
	View	1200 - Professional Standards	Pending Review
	View	1600 - School Breakfast and SFSP Outreach	Pending Review
	View	Other Federal Programs	Pending Review
	View	Resource Mgt Comprehensive Review	Pending Review
−		Sites (1)	
	Detail	York Central Elementary School	

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Figure 12: Off-Site Assessment SFA-Level Review Forms Screen (Partial)

3.6.2 Accessing the Review Forms (Site-Level)

1. Search for and select SFA.
2. Select **Review Tracking** from the **Compliance Menu.**
3. Select the **Details link** next to the applicable review to access the dashboard.
4. Select **Detail** next to the **Review Forms** option.
5. Select **Detail** next to the **Site** to see the respective Site-level forms. Only sites selected via the Site Selection screen would be displayed on the Review Forms screen.

		Sites (1)	
	Detail	York Central Elementary School	

Figure 13: Details Site Screen

Please Note: The system groups the forms by type. The forms list can be expanded or collapsed by selecting the (+) or (–) icons for easier viewing.

6. Select **View** next to the next to the corresponding Review Form.
7. Select **Back to Form List** to return to the previous screen.

	Action	Form	Status
		Site Forms (5)	
	View	Meal Compliance Risk Assessment Tool	
	View	Dietary Specifications Assessment Tool - Breakfast	Pending Review
	View	Dietary Specifications Assessment Tool - Lunch	Pending Review
	View	Meal Component and Quantities - Breakfast	Pending Review
	View	Meal Component and Quantities - Lunch	Pending Review

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Figure 14: Off-Site Assessment Site-Level Review Forms Screen

Tip: The display of meal-specific forms is based on whether the meal type was selected for review by the State on the Site Selection screen. For example: if a site was only selected for a Lunch review, only the Lunch version of the Off-site Assessment Site forms would display.

3.7 Off-Site Assessment Forms

The Off-site Assessment portion of the Administrative Review enables the SFA and State to collaboratively complete USDA-designated review forms prior to going on-site. The State may complete all components of the off-site forms or it may grant SFA users access to complete specific form groups. This is determined by State policy and managed by the State via Security rights and configuration on the Compliance Maintenance screen.

Please Note: The right margin of each Off-site Assessment form will have a blue vertical line which indicates that the question is part of the Off-site Assessment.

The following forms are part of the Off-site Assessment:

SFA Forms:

- 100 – Certification and Benefit Issuance
- 200 – Verification
- 300 – Meal Counting and Claiming
- 600 – Dietary Specifications and Nutrient Analysis
- 700 – Resource Management
- 800 – Civil Rights
- 900 – SFA On-site Monitoring
- 1000 – Local School Wellness Policy
- 1100 – Smart Snacks
- 1200 – Professional Standards
- 1600 – School Breakfast and Summer Food Service Program (SFSP) Outreach
- Other Federal Programs
- Resource Management Comprehensive Review Form

Please Note: State-specific forms may be included in the Off-site Assessment. Follow the instructions for completing/reviewing Off-site SFA, as the functionality is the same.

Site Forms:

- Meal Compliance Risk Assessment Tool
- Dietary Specifications Assessment Tool – Breakfast
- Dietary Specifications Assessment Tool – Lunch
- Meal Component and Quantities – Breakfast
- Meal Component and Quantities – Lunch

Tip: *The list of Off-site Assessment forms that can be accessed by the SFA is managed by the State via the **Maintenance & Configuration > Compliance Maintenance** screen.*

3.8 SFA-Level Forms

The Off-site SFA-level forms provided by the USDA are usually completed prior to the on-site visit and completion of the On-site forms.

3.8.1 Viewing the Off-Site Assessment Forms

1. If necessary, search for and select a **SFA.**
2. Select **Review Tracking** from the **Compliance** menu.
3. Select the **Details** link for the corresponding review. The **Review Dashboard** displays.
4. Select **Detail** next to the **Review Forms** option to access the screen.
5. Select **View** next to the corresponding **Off-site Assessment** form.
6. Select **Back to Form List** to return to the previous screen.

Figure 15: Off-Site Assessment Form – 100 – Certification and Benefit Issuance (Partial Screen)

3.9 Site Level Forms

The Sites section of the Off-site Assessment consists of the following tools: Meal Compliance Risk Assessment, Dietary Specifications, and Meal Component and Quantities.

3.9.1 Meal Compliance Risk Assessment Tool

Per the USDA Guidance Manual, the State must complete the form under the Meal Compliance Risk Assessment Tool for each selected school. The Meal Compliance Risk Assessment evaluates error-prone areas and provides risk scores. The State may work collaboratively with the SFA to obtain current data.

The selected site with the highest Meal Compliance Risk Assessment score must undergo a more in-depth meal review (i.e., "Targeted Menu Review"). Refer to the USDA Administrative Review Guidance Manual for additional meal compliance assessment information.

3.9.2 Reviewing the Meal Compliance Risk Assessment Tool by Site

1. If necessary, search for and select a **SFA**.
2. Select **Review Tracking** from the **Compliance menu.**
3. Select the **Details** link next to the corresponding review to access the **Review Dashboard.**
4. Click the **Detail** link next to **Review Forms option.** The **Review Forms** screen displays.
5. Select **Detail** for the applicable Site.
6. Select **View** next to **Meal Compliance Risk Assessment Tool.**
7. Click the **Back to the Form List** button to return to the previous screen.

Figure 16: Meal Compliance Risk Assessment Tool Screen (Partial)

3.9.3 Dietary Specifications Assessment Tool

The State may need to complete the Dietary Specifications Assessment Tool for Lunch and/or Breakfast for a Targeted Menu Review. Per the USDA Guidance Manual, "… the Dietary Specifications Assessment Tool requires analysis of the dietary specifications and enables the State to further examine the school's compliance with the meal pattern requirements for SBP and NSLP. Responses to the Off-site portion of the Dietary Specifications Assessment Tool determine if the school selected is low-risk or high-risk". The referenced time period is a typical week during the current school year.

All questions answered in the Dietary Specifications Assessment during the Off-site assessment must also be validated during the On-site assessment to confirm the risk level and provide technical assistance or perform a nutrient analysis, as appropriate. Refer to the USDA Administrative Review Guidance Manual for additional Dietary Specifications Assessment information.

Please Note: The Dietary Specifications Assessment is subjective and requires application of a State's "best judgement" (per USDA). It is strongly recommended the same reviewer completes the Off-site and On-site portion of the assessment to ensure consistency in responses.

3.9.4 Using the Dietary Specifications Assessment Tool

1. Search for and select a **SFA**, if necessary.
2. Select **Review Tracking** from the **Compliance menu.**
3. Select the **Details** link for the applicable review to access the **Review Dashboard.**
4. Select **Detail** next to the **Review Forms** option. The **Review Forms screen** displays.
5. Click **Detail** next to the applicable Site.
6. Select **View** for the **Dietary Specifications Assessment Tool – Breakfast or Dietary Specifications Assessment Tool – Lunch.**
7. Select **Back to Form List** to return to the previous screen.

Please Note: The Dietary Specifications Assessment is completed when a Site serves Lunch Only or Lunch and Breakfast. The form is not completed for Breakfast-Only sites.

The final risk level is determined by the system only when the Lunch form is completed because the risk level is based on both Breakfast and Lunch risk points, when both meals are served. The final risk level is displayed only on the Lunch form for this purpose.

Figure 17: Dietary Specifications Assessment Tool – Breakfast Screen (Partial)

Please Note: Once the Dietary Specifications Assessment is completed, the system will automatically determine if the site is at risk for dietary specification violations and places the targeted menu review site in one of two categories: High Risk or Low Risk.

If the site is High Risk, a nutrient analysis is required. If determined Low Risk, a nutrient analysis may not be required. In all instances, a subsequent completion of the form while On-site is required to validate the level of risk and provide the necessary assistance.

Please Note: The Dietary Specifications Assessment will only display for the site with the highest risk score. This occurs once the Risk Assessment is completed for all selected sites and the SFA has selected 1,2, or 3 as the option for their targeted menu review.

3.9.5 Meal Component and Quantities

As part of a site's review, the State may be required to review supplemental meal component and quantities information. These submissions can be attached to the review under the Site's Meal Component and Quantities form for Lunch and/or Breakfast for a selected site.

Please Note: If Option 1 is selected for the targeted menu review method, at least one week of menu documentation from the review period must be reviewed.

If Option 2 is selected for the targeted menu review method, the nutrient analysis for at least one week from the review period, and corresponding backup, must be reviewed.

3.9.6 Reviewing the Meal Component and Quantities

1. Search for and select a **SFA**, if necessary.
2. Select **Review Tracking** from the **Compliance menu.**
3. Select the **Details link** for the corresponding review to access the **Dashboard**.
4. Select **Detail** next to the **Review Forms** option. The **Review Forms** screen displays.
5. Select **Details** for the applicable site.
6. Select **View** for the Meal Component and Quantities - Breakfast or Meal Component and Quantities – Lunch.
7. Click **Back to Form List** to return to the previous screen.

Figure 18: Meal Component and Quantities Screen

3.10 Corrective Action Documents

The Corrective Action Documents (CAD) section is accessed from the Review Dashboard. A CAD is automatically generated for each Finding logged by the State in the On-site Assessment.

The Findings screen provides the ability for State users to easily:

1. View total CADs required by status.
2. View CAD counts, due date, and SFA access dates.
3. Update CAD due dates for all open findings/recommendations.
4. View lists of Findings/Recommendations at the SFA- and Site-level
5. Update Finding information.

Figure 19: Findings Summary Screen

The State will determine key dates related to the CAD process, including the Start and End Dates for the SFA user to be able to access and provide their CAD response to each finding. It is then the SFA's responsibility to respond to each finding within State defined timeframe.

Please Note: The CAD Due Date and SFA Access Start and End Dates in the CAD Counts box are displayed from data maintained by the State on the Review Information screen.

3.10.1 Viewing Corrective Action Documents/Findings

1. If necessary, search for and select a **SFA.**
2. Select **Review Tracking** from the **Compliance menu.**
3. Select the **Details link** for the desired review to access the **Dashboard.**
4. Select the **View** or **Modify link** next to the **Corrective Action Documents.** The **Findings** screen displays.
5. Select the **Finding:**
   - To access a SFA-level corrective action, select the **View** or **Modify link** next to the finding.
   - To access a **Site-level** corrective action, select the **Site link**. The **Site Findings** screen is displayed. Select the **View** or **Modify link** next to the finding.
6. Select **View** in the action column next to the corresponding Area. The **Findings Details screen** displays.
7. Click **<Back** to return to the previous screen.

SFA Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	0	0	0	0	3	3

Action	Area	Question	CAD?	Status	Due Date
View	100 – Certification and Benefit Issuance	100 - Does the SFA meet one of the following criteria:	Y	Closed	
View	100 – Certification and Benefit Issuance	103 - At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?	Y	Closed	
View	100 – Certification and Benefit Issuance	130 - Is household notification of denied benefits consistent with FNS requirements? If NO, explain.	Y	Closed	11/30/2017

Site Findings

Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
241701040003	York Central Elementary School							

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Figure 20: Findings Summary Screen (Partial)

3.10.2 Corrective Action Documents Status Codes

The system automatically sets statuses based on actions performed by the user. The following table identifies the various status codes associated with a CAD and under what conditions the status is set.

Status	Description
Not Started	Default status set by the system. Finding has been identified, but no updates to the finding by the SFA or the State has occurred. Updates "Not Started" count on the summary screen.
Pending Action	Automatically set by the system when the Finding, Finding Description, and Required Corrective Action fields are completed by the State, the Corrective Action Required field in the Finding Tracking section is set to "Action Required" and the user selects the **Save** button. Updates "Pending Action" count on the summary screen.
Pending Submission	Automatically set by the system when the Agency Corrective Action Response field has been completed by the SFA and the user selects the **Save** button. Updates "Pending Submission" count on the summary screen.
Pending Approval	SFA has submitted their CAD for the State to review. Automatically set by the system when the user selects the **Submit for Acceptance** button and there are no errors. Updates "Pending Approval" count on the summary screen.
Denied	Automatically set by the system when the State has selected the **CAD Not Approved** button. Updates "Returned" count on the summary screen.
Closed	Automatically set by the system when the State has selected the **Accept CAD** button. Updates "Accepted" count on the summary screen.

3.10.3 Responding to a Finding (SFA Perspective)

1. Select **Review Tracking** from the **Compliance menu.**
2. Select the **Details link** for the desired review to access the **Review Dashboard.**
3. Select the **Modify link** next to **Corrective Action Documents.** The **Findings summary screen** displays.
   - To access a SFA-level corrective action, select the **Modify link** next to the finding.
   - To access a Site-level corrective action, select the **Site link**. The **Site Findings screen** is displayed. Select the **Modify link** next to the finding.

4. The **Findings Details screen** displays.

5. Enter the **Corrective Action Response** in the textbox.

6. If the user would like to add an attachment, select **Add** an attachment. The **Findings File Upload Detail screen** displays. There is a 15MB per file size limit to uploaded files.

Upload Details

1. File to Upload: [   ] Browse...
2. Description: [   ]

Figure 21: Findings Details Screen – Upload Details

7. Select **Browse** and navigate to the file to upload.

8. Enter a **description** in the textbox.

Please Note: Multiple attachments may be entered; however, the **Add an Attachment link** must be selected for each individual attachment.

Selecting **Modify** and then **Browse** for an existing attachment will overwrite the previous file with the new file.

9. Select **Save.**

10. Select **Submit for Acceptance.**

Please Note: The Agency Correction Action Response field is available to SFAs only. State users do not have the access to modify this field.

3.11 Recommendations/Commendations

The Recommendations/Commendations screen provides the ability for the State to enter recommendations/commendations for the SFA and/or the sites being reviewed.

3.11.1 Viewing a Recommendation/Commendation

1. If necessary, search for and select a **SFA**.

2. Select **Review Tracking** from the Compliance menu.

3. Select the **Details link** for a specific review to access the Review Dashboard.

4. Select the **View** or **Modify** link next to **Recommendations/Commendations.**

5. Select **View** or **Modify** link in the Action column next to the corresponding Recommendation/Commendation to review. Press **Cancel** to exit the screen.

6. Make any necessary **changes**.

7. Select **Save.**

Figure 22: Recommendations Modification Screen

3.12 Technical Assistance

The Technical Assistance (TA) function enables the State to enter and track technical assistance provided to SFAs or sites. Technical Assistance can be provided at a SFA-level or site-level.

3.12.1 Viewing a Technical Assistance

1. If necessary, search for and select a **SFA.**
2. Select **Review Tracking** from the Compliance menu.
3. Select the **Details link** for the specific review to access the Review Dashboard.
4. Select **View** for Technical Assistance. The Technical Assistance list page displays.

**Figure 23: Technical Assistance List Screen**

5. Select **View** next to the corresponding **Technical Assistance.**
6. Select **Cancel** to exit the screen.
7. Select **<Back** to return to the previous screen.

3.13 Notes to SFA

The Notes to SFA screen provides the ability for the State to enter notes that can be viewed by the SFA. These are usually comments or instructions that apply to the review in its entirety, as opposed to a specific form.

3.13.1 Viewing or Modifying Notes to SFA

1. If necessary, search for and select a **SFA.**
2. Select **Review Tracking** from the **Compliance menu.**
3. Select the **Details link for** the applicable review to access the **Review Dashboard.**
4. Click the **View** next to **Notes to SFA**, the list screen will display.
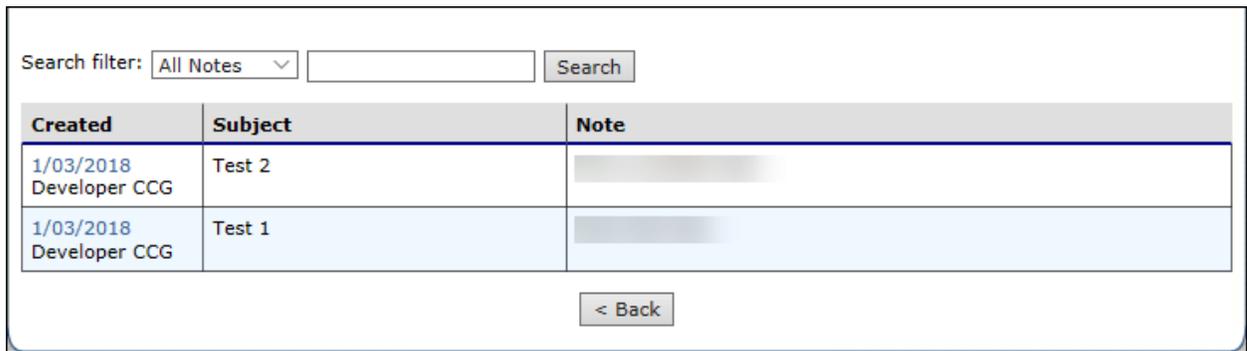
Figure 24: Notes to SFA List Screen

5. Select the **date link** for the note to view to access the **SFA Detail screen.**

Figure 25: Notes to SFA Message

6. Select **<Back** to return to the previous screen.

Please Note: Use the Search function to filter notes by the user. The default is to display All Notes. The user can filter by Created By username by selecting **"Created By"** and entering the last name of the user. This field accepts partial values.

3.14 Review Attachments

The Review Attachments function enables the SFA and State users to upload documents and files into the system for centralized storage. These are usually attachments that apply to the review in its entirety, as opposed to a specific question.

3.14.1 Uploading an Attachment

1. If necessary, search for and select a **SFA**.
2. Select **Review Tracking** from the **Compliance menu.**
3. Select the **Details link** for a review to access the **Dashboard.**
4. Click **Detail** next to **Review Attachments,** the list screen displays.

Attachments

Action	File Name	Description	Date	User
View | Modify	Test.docx	Q. 1005 Off-site Assessment -	11/10/2017	Developer CCG
View | Modify	Test.docx	Test	1/03/2018	Developer CCG

Total Attachments: 2

[< Back] [Add Attachment]

Figure 26: State Agency Notes Screen

5. Select **Add Attachment**. There is a 15MB size limit to uploaded files.
6. Select **Browse.**
7. Enter a **description.**
8. Select **Save.**

3.14.2 Viewing or Modifying Attachment Details

1. If necessary, search for and select a **SFA.**
2. From the **Compliance menu**, select **Review Tracking.**
3. Select the **Details** link in the Actions column next to the corresponding review to access the **Dashboard.**
4. Click **Detail** next to **Review Attachments.** The **Attachment List screen** displays.
5. Select **View** or **Modify** next to the applicable File Name.
6. Modify the **description.**
7. Click **Save.**

Figure 27: Attachment Detail Screen

3.14.3 Deleting an Attachment

1. If necessary, search for and select a **SFA.**
2. Select **Review Tracking** from the Compliance menu.
3. Select the **Details link** for a review to access the **Dashboard.**
4. Select **Detail** for **Review Attachments.**
5. Select **View** next to the attachment that is to be deleted.
6. Select **Delete** in the top-right corner. A warning displays.
7. Confirm by selecting the **Delete** button.

Figure 28: Delete Warning Screen

4.0 Reports

Administrative Review reports are available to users through the Reports component.

4.1 About Reports

The Reports component enables users to run, view, and print reports containing data maintained within the program. Once a user selects a report, the user may be prompted for additional parameter information. Access to Reports is generally provided to authorized users to help review and manage Statewide data. The Reports menu displays only reports to which the user has access.

4.1.1 Generating a Report

1. On the blue menu toolbar, select **Reports**. The menu screen displays.
2. Select a **report** to generate. The respective report's parameters screen displays.
3. Identify the **report parameters.**

Figure 29: Program Reports Screen

4.1.2 Report Filters

1. Click the **arrow** next to Report Group to access the drop-down list.
2. Select the applicable **Report Group.**
3. Click **Apply Filter.**

4.1.3 Report List

1. From the Item column, click on the **title** to access the report. The State Review Summary Report screen displays.
2. Using the drop-down box, select the **Review Year.**
3. Select a **SFA** using the drop-down box.
4. Select **Create Report**.
5. A report displays in a separate screen.
6. Select **<Back** to return to the previous screen.

State Review Summary Report

Review Year: 2017 - 2018 ▾

SFA: York CSD (241701040000) - ID: 3167   ▾

[< Back]   [Create Report]

Figure 30: Program Reports Screen

5.0 Security

5.1 Changing Passwords

1. From the blue menu toolbar, select **Security.** The Change Password screen displays.
2. Choose a new **password**, enter it into the New Password textbox.
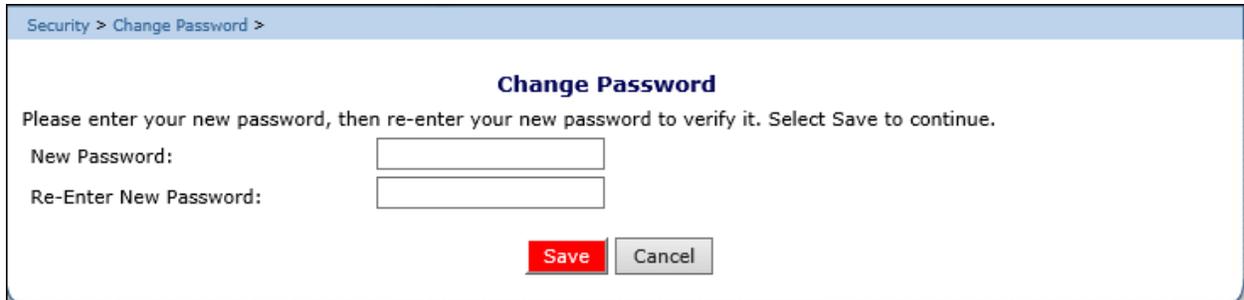3. Reenter the new **password** into the applicable textbox.
4. Select **Save.**

Figure 31: Change Password Screen