Attachment B.11 - State Survey (Web Screenshots)



Progress 1%

State Agency Survey

The purpose of the State School Nutrition Management Information System (MIS) survey is to assess your agency's school nutrition electronic management information system (MIS). In addition to a general description of the features of your MIS, FNS is interested in what data are available in your MIS, the level of aggregation of such data, and how you use such data to manage your school nutrition program operations. The information that you provide will be used only for the purposes of this study.

Definitions:

For this survey, the term school nutrition includes only the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

School nutrition MIS means computer software and electronic systems used to record, manage and track major program functions such as claims for reimbursement, direct verification and certification, monitoring and administrative reviews, sponsor applications and record management, and others. We do not consider information captured, stored, and analyzed in spreadsheet applications such as Microsoft Excel to be an electronic MIS. Subsequent mentions of "MIS" refer to your school nutrition MIS.

Structure of the Survey:

This survey is organized into three main sections, each covering a major topic. These sections are:

- 1. Description of your current electronic school nutrition MIS
- 2. Information on data elements and reporting available in your school nutrition MIS
- 3. Technical features of your current school nutrition MIS

The questions in each of these three sections are organized to allow for different individuals to provide answers, if needed. Ideally, the Director or a designated representative who is familiar with the school nutrition MIS would answer the questions in sections 1 and 2. Section 3 is best answered by an individual with technical understanding of the school nutrition MIS. These are just suggestions; any staff member who is knowledgeable about the MIS may respond.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB-NEW (expires [insert date]). The time required to complete this information collection is estimated to average 80 initiates or 1 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Number: 0584-XXXX

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Progress 2%

Section 1: Description of State School Nutrition MIS

In this section, we ask some questions about the background of your current school nutrition MIS and the costs associated with acquiring and maintaining it.

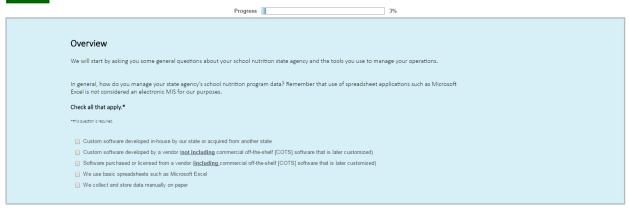
The questions are grouped into three areas:

- Overview—the general description of the type of software/systems you have, including how you acquired them, the functional modules available, and how long it took to conceive, develop and implement your school nutrition MIS.
- 2. Costs –the expenditures associated with the acquisition and ongoing operations of your school nutrition MIS and any planned upgrades.
- 3. Challenges and Future Plans the extent to which your current MIS meets your needs and plans to upgrade or replace it.

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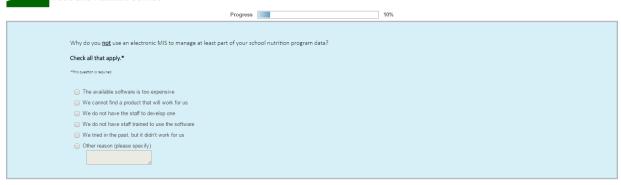
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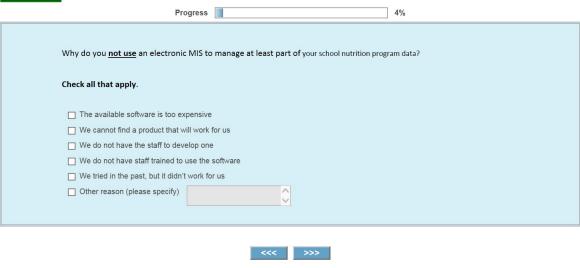
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USDA United States Department of Agriculture Food and Nutrition Service



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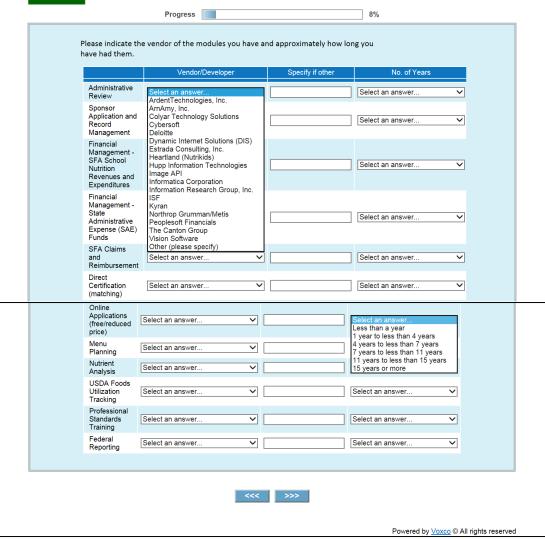
How many individuals employed in your state school nutrition operations are <u>users</u> of your school nutrition MIS? (Please include all individuals who enter, view, download, or upload data and/or reports.)

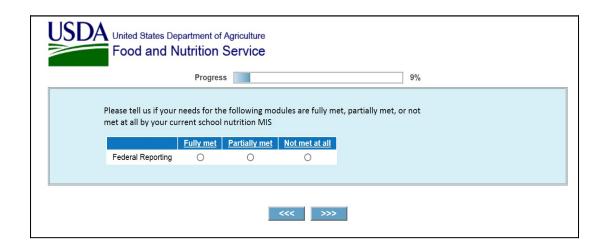
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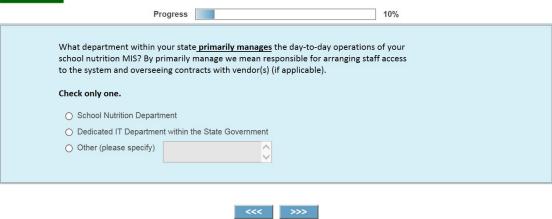
Progress	7%			
Which of the following modules do you have in your current school nutrition MIS?				
☐ Administrative Review				
☐ Sponsor Application and Record Management				
☐ Financial Management -School Food Authority (SFA) School Nutrition Revenues and Expenditures				
☐ Financial Management - State Ad	Iministrative Expense (SAE) Funds			
SFA Claims and Reimbursement				
☐ Direct Certification (matching)	☐ Direct Certification (matching)			
Online Applications (free/reduced price)				
☐ Menu Planning				
☐ Nutrient Analysis				
□ USDA Foods Utilization Tracking				
☐ Professional Standards Training				
☐ Federal Reporting				
Other (please specify)	<u> </u>			





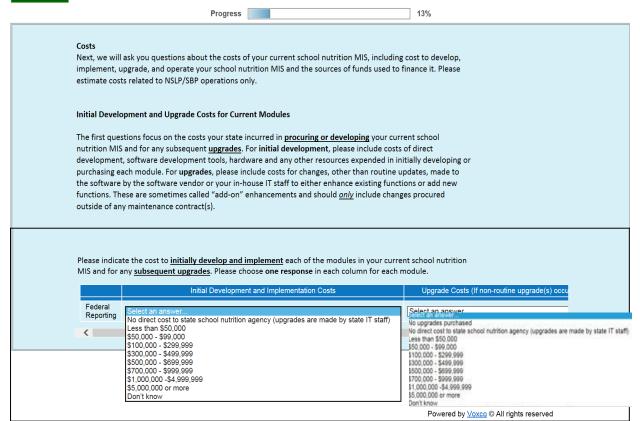




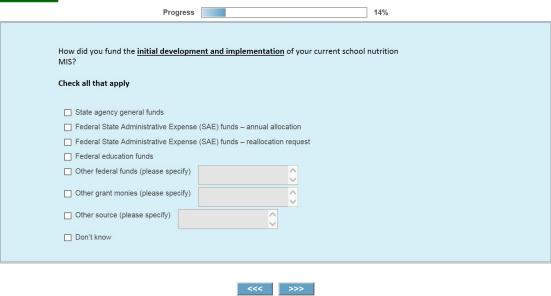


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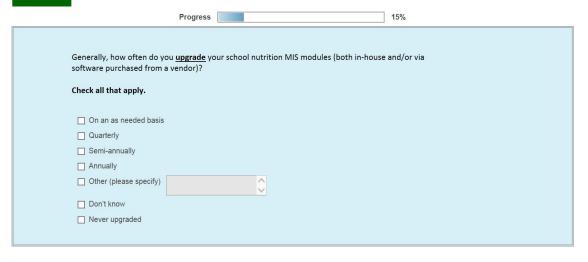






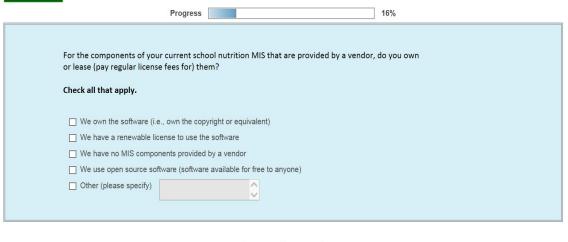






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Operating Costs

Next, we will ask you about the costs of operating and maintaining your school nutrition MIS. "Operating" refers to the regular use of your MIS to manage your school nutrition activities. "Maintaining" refers to scheduled or ad-hoc activities you or your vendor perform on your school nutrition MIS to ensure optimal performance. Please estimate costs related to NSLP/SBP operations only.

You indicated that you purchased all or some of your current school nutrition MIS from a vendor.

Do you have a maintenance contract with your vendor(s)?

Check only one.

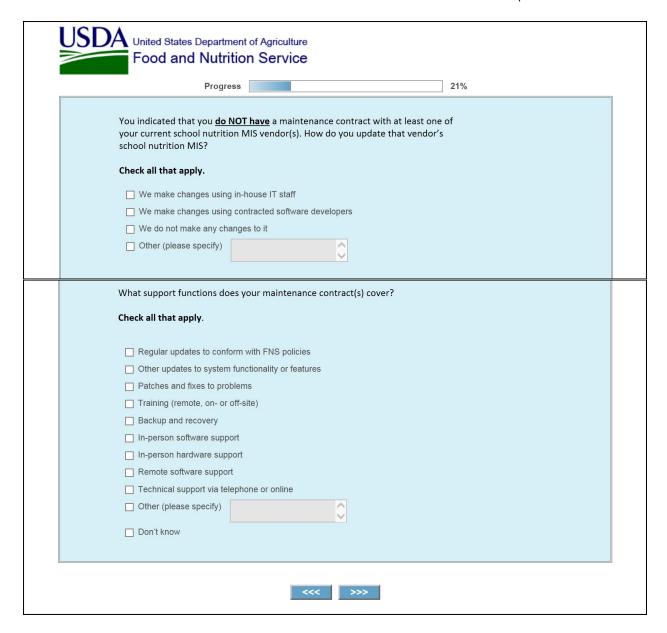
Yes, our state has maintenance contract(s) with all of our vendor(s)

Yes, our state has maintenance contract(s) with some of our vendor(s)

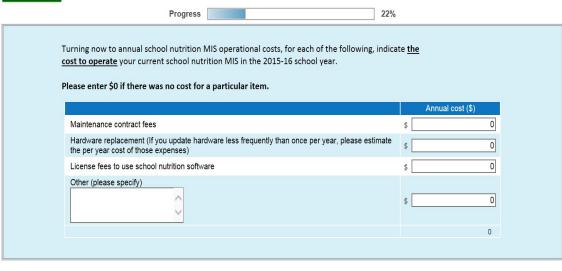
No, we have no maintenance contracts with any of our vendors

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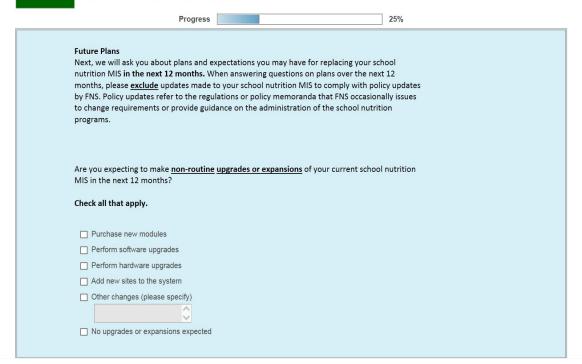
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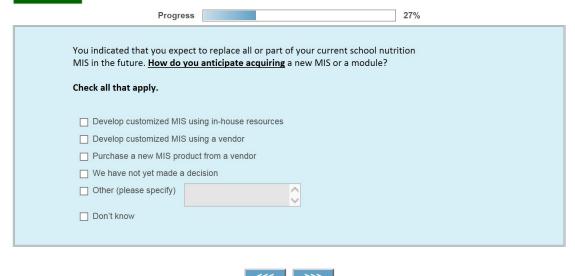














How much do you anticipate it will cost to replace all or part of your current school nutrition MIS? Include all costs such as personnel, software license, and hardware.

Check only one.

Less than \$50,000
\$50,000 - \$99,000
\$100,000 - \$249,999
\$250,00 - \$499,999
\$500,000 - \$999,999
\$1,000,000 - \$2,999,999
\$3,000,000 or more
Don't know



Section 2: Data Elements and Reporting
Section 2 of the survey focuses on the types of data or data "elements" that are available in your current school nutrition MIS. Some of these are data you report out to FNS but others may not be.

We have grouped the data into five categories.

1. Reimbursement claims

2. Free and Reduced Price Eligibility Determination and Verification

3. Meal Service and Nutrition Information

4. Financial Management

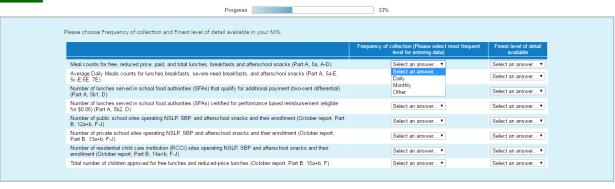
5. Other Data Elements

In addition to asking whether the data are in your school nutrition MIS, we also want to know how frequently you collect them, the level of detail (either SFA or school/site) you have, and whether you generate reports with the data.



Progress 32% **Claims for Reimbursement** First, we will ask you about the capabilities of your current school nutrition MIS in helping you manage reimbursement claims. Does your current school nutrition MIS collect the following data elements reported to FNS on the Form FNS-10, Report of School Program Operations? (References below are to the cells of the Form FNS-10.) Please check all that apply. Meal counts for free, reduced price, paid, and total lunches, breakfasts and afterschool snacks (Part A, 5a, ☐ Average Daily Meals counts for lunches, breakfasts, severe need breakfasts, and afterschool snacks (Part A, 5a-E, 5c-E, 6E, 7E) Number of lunches served in school food authorities (SFAs) that qualify the state for additional payment (twocent differential) (Part A, 5b1, D) ☐ Number of lunches served in school food authorities (SFAs) certified for performance based reimbursement (eligible for \$0.06) (Part A, 5b2, D) Number of public school sites operating NSLP, SBP, and afterschool snacks and their enrollment (October report, Part B, 12a+b, F-J) ☐ Number of private school sites operating NSLP, SBP and afterschool snacks and their enrollment (October report, Part B, 13a+b, F-J) Number of residential child care institution (RCCI) sites operating NSLP, SBP and afterschool snacks and their enrollment (October report, Part B, 14a+b, F-J) ☐ Total number of children approved for free lunches and reduced-price lunches (October report, Part B, 15a+b, F)





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36%

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Progress Free and Reduced Price Eligibility Determinations and Verification Next, we will ask you some questions about the capabilities of your current school nutrition MIS in helping your state manage free and reduced price eligibility determinations and verification Does your school nutrition MIS collect FNS-742 Report (School Food Authority Verification Collection Report) data at the site/school level? O Yes O No

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> Progress 37% Does your school nutrition MIS collect FNS-874 Report (formerly 742a) (Local Eduational Agency Second Review of Applications Report) data at thesite/school level? O Yes O No

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Progress			38%
pes your current school nutrition MIS colle schools/SFAs operating the Community I entified Student Percentages (ISP) or clain	ligibility Provisio	on (CEP) and the	ir
all that apply for each item.	MIC collecte	Avoilable for	Net applicable no CFD
neck all that apply for each item.	MIS collects this data	Available for reports	Not applicable, no CEP schools in our state
neck all that apply for each item. List of schools operating CEP			

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39% Does your current school nutrition MIS collect and maintain a <u>list of schools</u> operating Provision 2 and schools operating Provision 3 and their claiming percentages and enrollment? Check all that apply for each item. Not applicable, no Provision 2 or 3 schools in our state We collect this data Available for reports List of schools operating Provision 2 Claiming percentages for schools operating Provision 2 Enrollment for schools operating Provision 2 List of schools operating Provision 3 Claiming percentages for schools operating Provision 3 Enrollment for schools operating Provision 3



Meal Service and Nutrition Information

The next set of questions focuses on the data in your school nutrition MIS related to meal service and nutrition. We are interested in how you collect and store information on meal pattern component compliance and dietary specification compliance by your school nutrition sites.

Does your current school nutrition MIS maintain data on SFA meal pattern component compliance? This includes documentation that shows meal components and quantities by grade level, such as detailed menus and/or a completed FNS-approved menu planning tool.

Check all that apply.

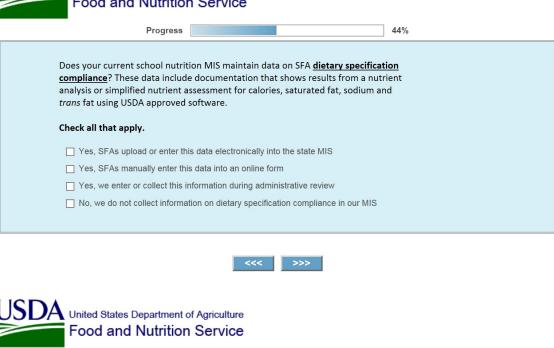
Yes, SFAs upload or enter this data electronically into the state MIS
Yes, SFAs manually enter this data into an online form
No, we do not collect information on meal pattern component compliance in our MIS

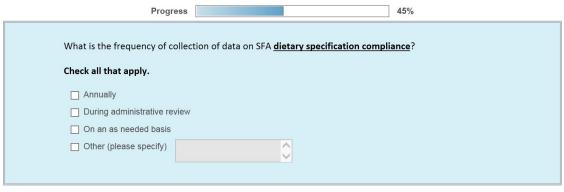




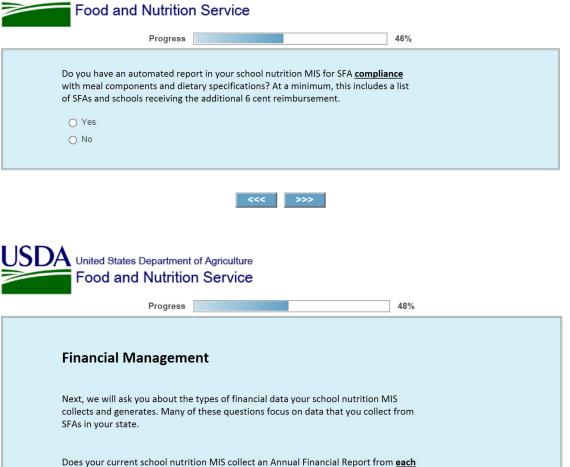
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<u>SFA</u> in the state? This report is also called a Balance Sheet or Statement of Revenues and Expenditures and contains information on the SFA's revenues, expenditures and

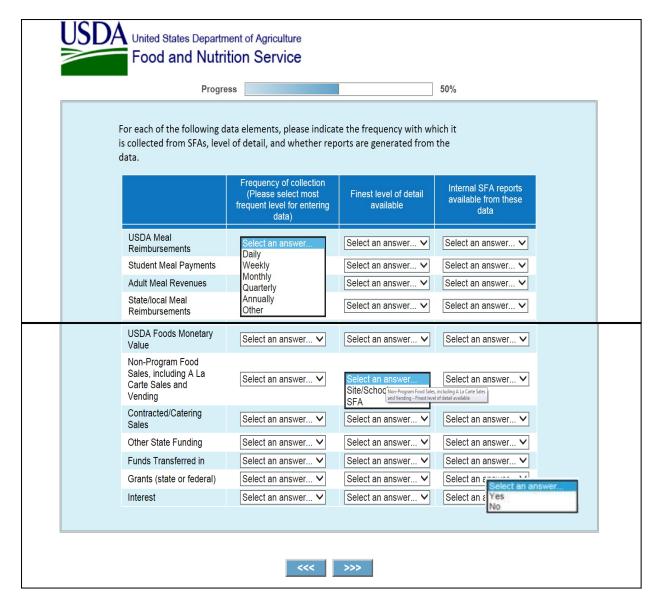
ending net cash resources (account balance) for a school year.

YesNo

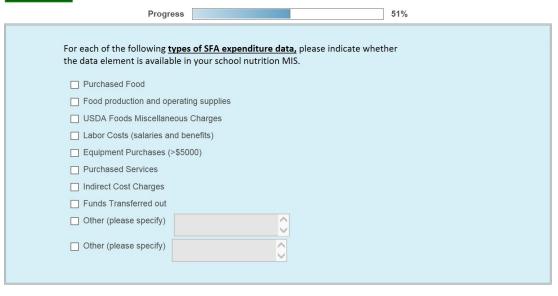




Progress	49%			
For each of the following <u>types of SFA revenue data,</u> please indicate whether the data element is available in your school nutrition MIS.				
☐ USDA Meal Reimbursements				
Student Meal Payments	☐ Student Meal Payments			
Adult Meal Revenues	☐ Adult Meal Revenues			
☐ State/local Meal Reimbursements				
☐ USDA Foods Monetary Value				
☐ Non-Program Food Sales, including A La Carte Sales and Vending				
Contracted/Catering Sales				
☐ Other State Funding				
☐ Funds Transferred in				
Grants (state or federal)				
☐ Interest				
Other (please specify)				
Other (please specify)	O			
Other (please specify)				

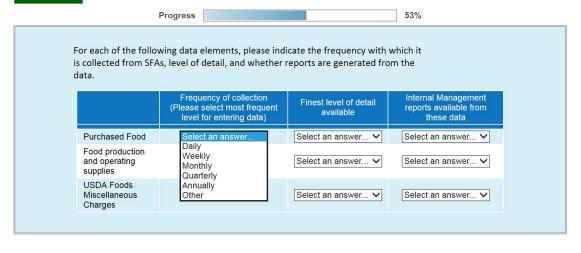




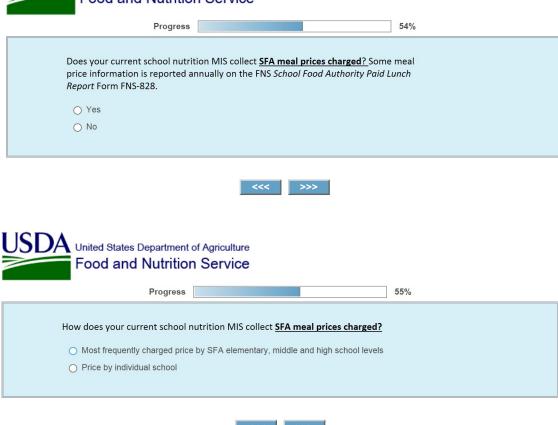


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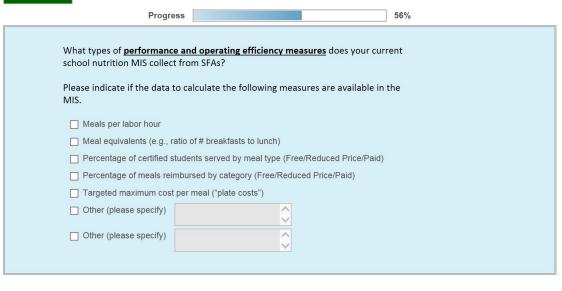




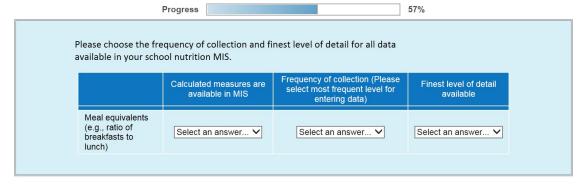












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Progress 60%

Other Data Elements

The next set of questions on data elements do not fall into any of the previous categories. They focus on data available on other administrative activities.

How does your state use school nutrition MIS to conduct Administrative Reviews of SFAs? Please indicate to what extent your current school nutrition MIS captures each of the following administrative review tools and forms.

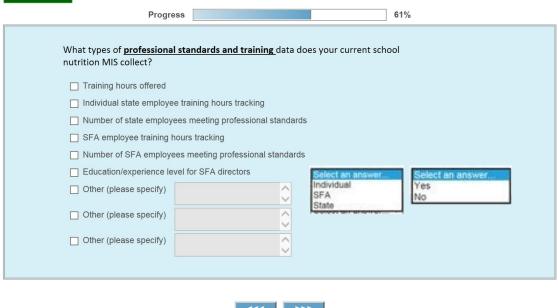
Check only one per row.

	MIS FULLY automates data collection and processing	MIS PARTIALLY automates data collection and processing	Forms from FNS website are used (entered manually outside of MIS)	Not applicable to our state
Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1)	0	0	0	0
Special Provisions Non-Base Year and CEP Claiming Percentage/Funding Level Summary Form (SFA-1A)	0	0	0	0
Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2)	0	0	0	0
Community Eligibility Provision ISP Validation Form (SFA-2A)	0	0	0	0
School Data and Meal Pattern Error Form (S-1)	0	0	0	0
Meal Compliance Risk Assessment Tool	0	0	0	0
Non-reimbursable Meal Allocation Form	0	0	0	0
Nutrient Analysis Protocols	0	0	0	0
Nutrient Analysis and Validation Checklist	0	0	0	0
Dietary Specifications Assessment Tool	0	0	0	0
Off-site Assessment Tool	0	0	0	0
On-site Assessment Tool	0	0	0	0
Resource Management Comprehensive Review Form	0	0	0	0
Resource Management Risk Indicator Tool	0	0	0	0
Fiscal Action Workbook	0	0	0	0
General Areas (i.e., Professional Standards, Civil Rights, Local Wellness, etc.)	0	0	0	0
Supplemental SFAs Contracting with Food Service Management Companies Review Form	0	0	0	0

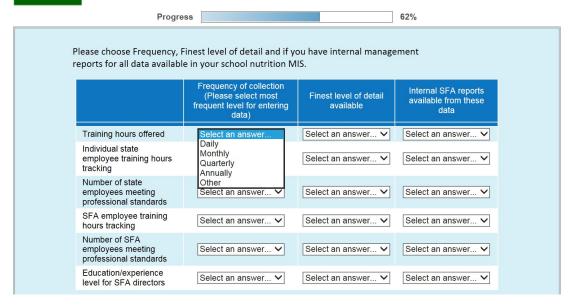
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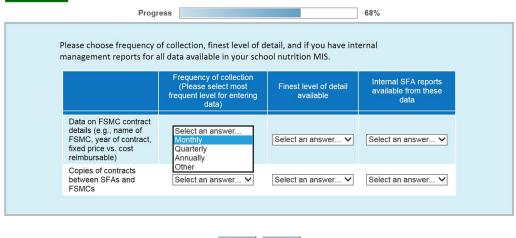




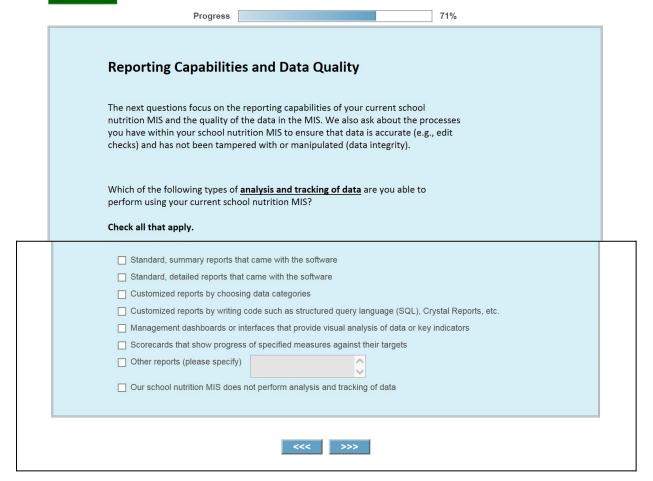


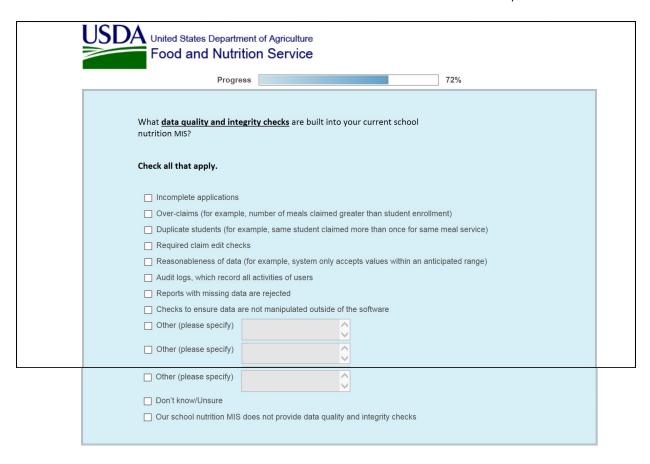
Progress 67%
What types of <u>FSMC contracts</u> data does your current school nutrition MIS collect?
☐ Data on FSMC contract details (e.g., name of FSMC, year of contract, fixed price vs. cost reimbursable)
Copies of contracts between SFAs and FSMCs
☐ Data to support monitoring of SFA contracts (e.g. tracking receipt of rebates, discounts and credits)
☐ Data and logs to support bids/procurement of FSMC services
Other (please specify)
Other (please specify)



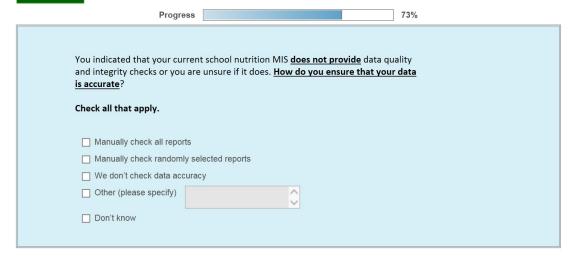




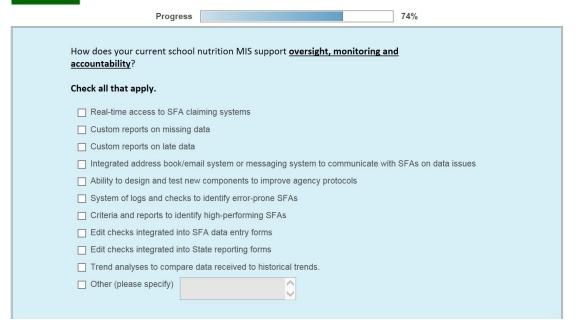




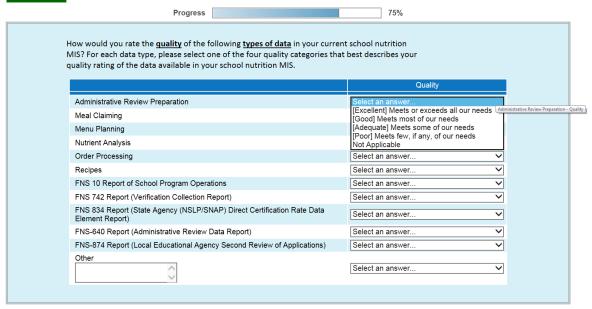




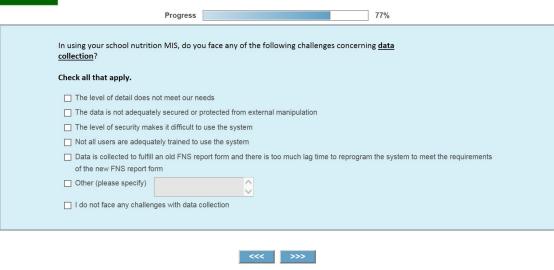




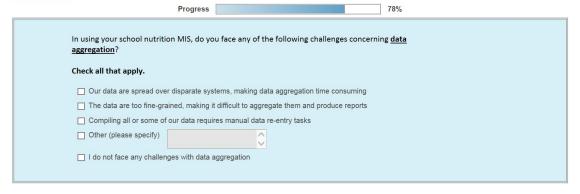






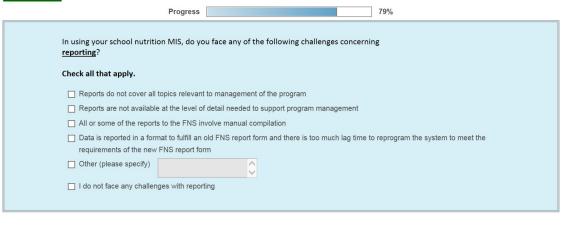






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Section 3: Technical Features of School Nutrition MIS
This section contains questions about the technical features of your current school nutrition MIS. In particular, we will cover the following topics:

1. Copyright Protection - Copyright protection for your custom-built software

2. Interoperability – How your system connects and shares data with other systems

3. Architecture and Deployment – How you access and store data within your system

4. Data Security – How your system performs backups and secures sensitive student data

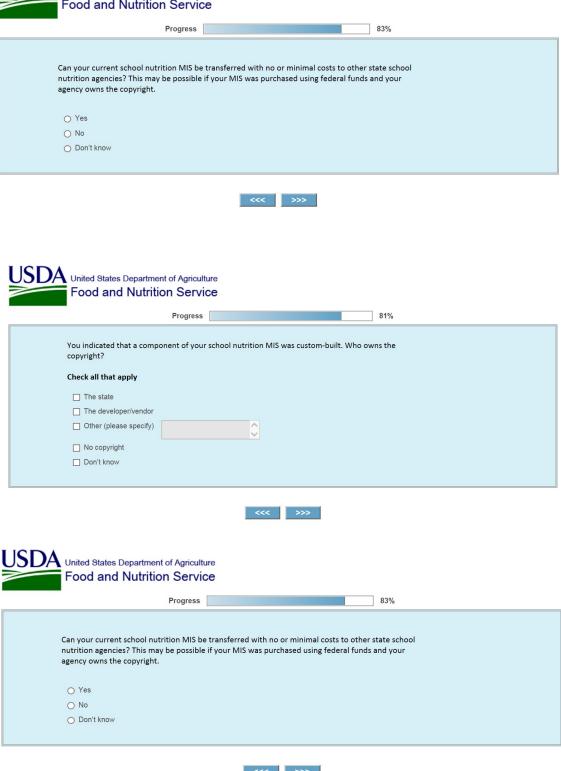
Copyright Protection

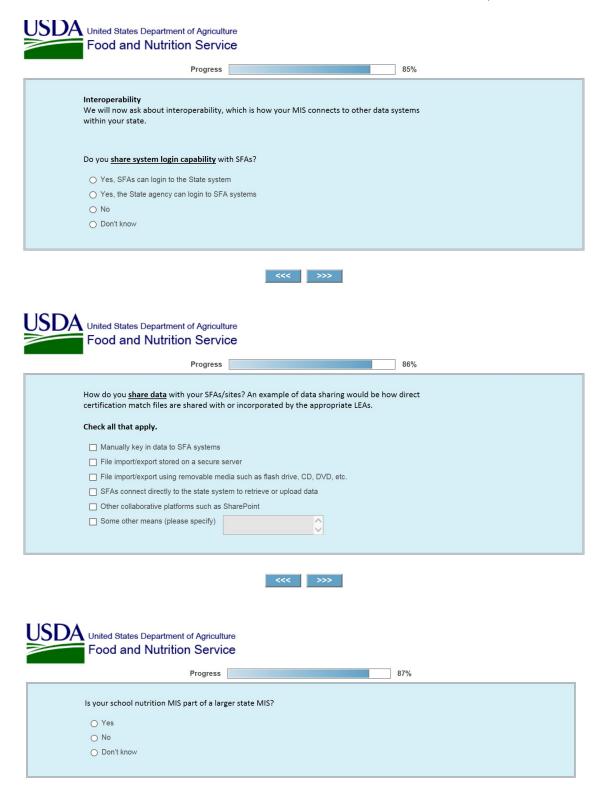
The following questions focus on copyright protection for your in-house or custom developed software.

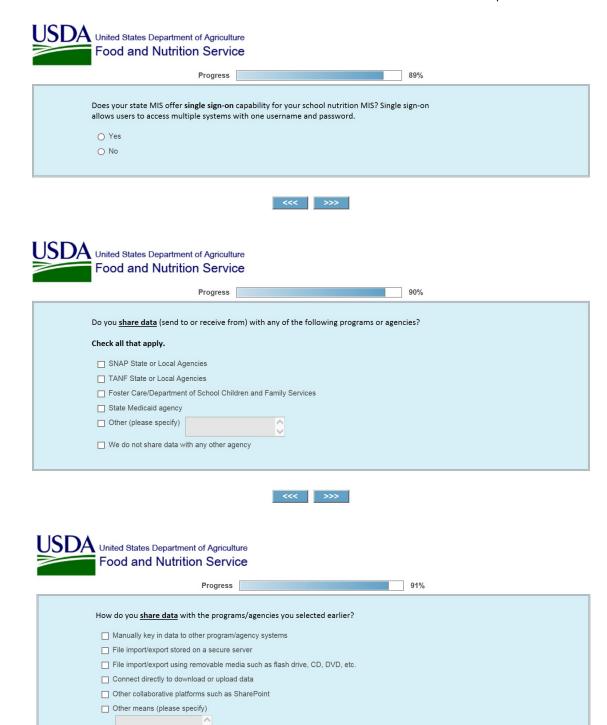
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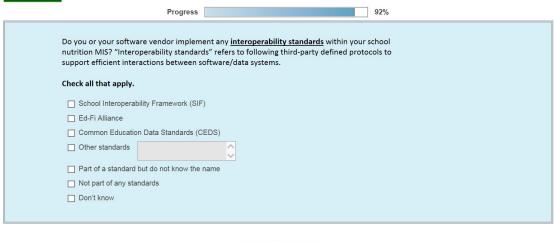




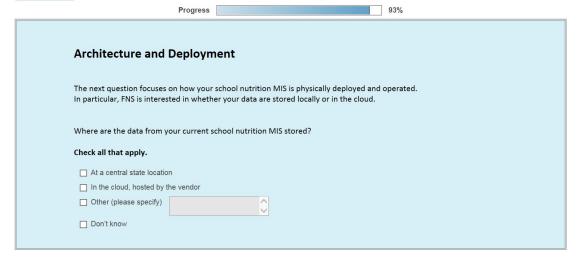












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