

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 60 minutes or 1 hour 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
Expiration Date: XX/XX/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:

1. 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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Progress 3%

Overview

We will start by asking you some general questions about your school nutrition state agency and the tools you use to manage your operations.

In general, how do you manage your state agency's school nutrition program data? Remember that use of spreadsheet applications such as Microsoft Excel is not considered an electronic MIS for our purposes.

Check all that apply.*

*This question is required.

- Custom software developed in-house by our state or acquired from another state
- Custom software developed by a vendor (**not including** commercial off-the-shelf [COTS] software that is later customized)
- Software purchased or licensed from a vendor (**including** commercial off-the-shelf [COTS] software that is later customized)
- We use basic spreadsheets such as Microsoft Excel
- We collect and store data manually on paper

<<< >>>



Progress 10%

Why do you **not** use an electronic MIS to manage at least part of your school nutrition program data?

Check all that apply.*

*This question is required.

- The available software is too expensive
- We cannot find a product that will work for us
- We do not have the staff to develop one
- We do not have staff trained to use the software
- We tried in the past, but it didn't work for us
- Other reason (please specify)

<<< >>>



Progress  4%

Why do you **not use** an electronic MIS to manage at least part of your school nutrition program data?

Check all that apply.

- The available software is too expensive
- We cannot find a product that will work for us
- We do not have the staff to develop one
- We do not have staff trained to use the software
- We tried in the past, but it didn't work for us
- Other reason (please specify)

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Progress  6%

How many individuals employed in your state school nutrition operations are **users** 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 Administrative Expense (SAE) Funds
- SFA Claims and Reimbursement
- Direct Certification (matching)
- Online Applications (free/reduced price)
- Menu Planning
- Nutrient Analysis
- USDA Foods Utilization Tracking
- Professional Standards Training
- Federal Reporting
- Other (please specify)

<<< >>>



Progress

Please indicate the vendor of the modules you have and approximately how long you have had them.

	Vendor/Developer	Specify if other	No. of Years
Administrative Review	Select an answer... ArdentTechnologies, Inc. ArmAmy, Inc.	<input type="text"/>	Select an answer... <input type="button" value="v"/>
Sponsor Application and Record Management	Colyar Technology Solutions Cybersoft Deloitte	<input type="text"/>	Select an answer... <input type="button" value="v"/>
Financial Management - SFA School Nutrition Revenues and Expenditures	Dynamic Internet Solutions (DIS) Estrada Consulting, Inc. Heartland (Nutrikids) Hupp Information Technologies Image API Informatica Corporation Information Research Group, Inc. ISF	<input type="text"/>	Select an answer... <input type="button" value="v"/>
Financial Management - State Administrative Expense (SAE) Funds	Kyran Northrop Grumman/Metis Peoplesoft Financials The Canton Group Vision Software	<input type="text"/>	Select an answer... <input type="button" value="v"/>
SFA Claims and Reimbursement	Other (please specify) Select an answer... <input type="button" value="v"/>	<input type="text"/>	Select an answer... <input type="button" value="v"/>
Direct Certification (matching)	Select an answer... <input type="button" value="v"/>	<input type="text"/>	Select an answer... <input type="button" value="v"/>

Online Applications (free/reduced price)	Select an answer... <input type="button" value="v"/>	<input type="text"/>	Select an answer... Less than a year 1 year to less than 4 years 4 years to less than 7 years 7 years to less than 11 years 11 years to less than 15 years 15 years or more
Menu Planning	Select an answer... <input type="button" value="v"/>	<input type="text"/>	
Nutrient Analysis	Select an answer... <input type="button" value="v"/>	<input type="text"/>	
USDA Foods Utilization Tracking	Select an answer... <input type="button" value="v"/>	<input type="text"/>	Select an answer... <input type="button" value="v"/>
Professional Standards Training	Select an answer... <input type="button" value="v"/>	<input type="text"/>	Select an answer... <input type="button" value="v"/>
Federal Reporting	Select an answer... <input type="button" value="v"/>	<input type="text"/>	Select an answer... <input type="button" value="v"/>

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Progress

Please tell us if your needs for the following modules are fully met, partially met, or not met at all by your current school nutrition MIS

	Fully met	Partially met	Not met at all
Federal Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<<< >>>



Progress 10%

What department within your state **primarily manages** the day-to-day operations of your school nutrition MIS? By primarily manage we mean responsible for arranging staff access to the system and overseeing contracts with vendor(s) (if applicable).

Check only one.

- School Nutrition Department
- Dedicated IT Department within the State Government
- Other (please specify)

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Progress 13%

Costs

Next, we will ask you questions about the costs of your current school nutrition MIS, including cost to develop, implement, upgrade, and operate your school nutrition MIS and the sources of funds used to finance it. Please estimate costs related to NSLP/SBP operations only.

Initial Development and Upgrade Costs for Current Modules

The first questions focus on the costs your state incurred in **procuring or developing** your current school nutrition MIS and for any subsequent **upgrades**. For **initial development**, please include costs of direct development, software development tools, hardware and any other resources expended in initially developing or purchasing each module. For **upgrades**, please include costs for changes, other than routine updates, made to the software by the software vendor or your in-house IT staff to either enhance existing functions or add new functions. These are sometimes called "add-on" enhancements and should **only** include changes procured outside of any maintenance contract(s).

Please indicate the cost to **initially develop and implement** each of the modules in your current school nutrition MIS and for any **subsequent upgrades**. Please choose **one response** in each column for each module.

	Initial Development and Implementation Costs	Upgrade Costs (If non-routine upgrade(s) occur)
Federal Reporting	<p>Select an answer...</p> <p>No direct cost to state school nutrition agency (upgrades are made by state IT staff)</p> <p>Less than \$50,000</p> <p>\$50,000 - \$99,000</p> <p>\$100,000 - \$299,999</p> <p>\$300,000 - \$499,999</p> <p>\$500,000 - \$699,999</p> <p>\$700,000 - \$999,999</p> <p>\$1,000,000 - \$4,999,999</p> <p>\$5,000,000 or more</p> <p>Don't know</p>	<p>Select an answer...</p> <p>No upgrades purchased</p> <p>No direct cost to state school nutrition agency (upgrades are made by state IT staff)</p> <p>Less than \$50,000</p> <p>\$50,000 - \$99,000</p> <p>\$100,000 - \$299,999</p> <p>\$300,000 - \$499,999</p> <p>\$500,000 - \$699,999</p> <p>\$700,000 - \$999,999</p> <p>\$1,000,000 - \$4,999,999</p> <p>\$5,000,000 or more</p> <p>Don't know</p>

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Progress  14%

How did you fund the initial development and implementation of your current school nutrition MIS?

Check all that apply

- State agency general funds
- Federal State Administrative Expense (SAE) funds – annual allocation
- Federal State Administrative Expense (SAE) funds – reallocation request
- Federal education funds
- Other federal funds (please specify)
- Other grant monies (please specify)
- Other source (please specify)
- Don't know

<<< >>>



Progress  15%

Generally, how often do you upgrade your school nutrition MIS modules (both in-house and/or via software purchased from a vendor)?

Check all that apply.

- On an as needed basis
- Quarterly
- Semi-annually
- Annually
- Other (please specify)
- Don't know
- Never upgraded

<<< >>>



Progress  16%

For the components of your current school nutrition MIS that are provided by a vendor, do you own or lease (pay regular license fees for) them?

Check all that apply.

- We own the software (i.e., own the copyright or equivalent)
- We have a renewable license to use the software
- We have no MIS components provided by a vendor
- We use open source software (software available for free to anyone)
- Other (please specify)

<<< >>>



Progress  19%

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

<<< >>>



Progress  21%

You indicated that you **do NOT have** a maintenance contract with at least one of your current school nutrition MIS vendor(s). How do you update that vendor's school nutrition MIS?

Check all that apply.

- We make changes using in-house IT staff
- We make changes using contracted software developers
- We do not make any changes to it
- Other (please specify)

What support functions does your maintenance contract(s) cover?

Check all that apply.

- Regular updates to conform with FNS policies
- Other updates to system functionality or features
- Patches and fixes to problems
- Training (remote, on- or off-site)
- Backup and recovery
- In-person software support
- In-person hardware support
- Remote software support
- Technical support via telephone or online
- Other (please specify)
- Don't know

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Progress

Turning now to annual school nutrition MIS operational costs, for each of the following, indicate **the cost to operate** your current school nutrition MIS in the 2015-16 school year.

Please enter \$0 if there was no cost for a particular item.

	Annual cost (\$)
Maintenance contract fees	\$ <input type="text" value="0"/>
Hardware replacement (If you update hardware less frequently than once per year, please estimate the per year cost of those expenses)	\$ <input type="text" value="0"/>
License fees to use school nutrition software	\$ <input type="text" value="0"/>
Other (please specify) <input type="text"/>	\$ <input type="text" value="0"/>
	0

<<< >>>



Progress

Future Plans

Next, we will ask you about plans and expectations you may have for replacing your school nutrition MIS in the next 12 months. When answering questions on plans over the next 12 months, please **exclude** updates made to your school nutrition MIS to comply with policy updates by FNS. Policy updates refer to the regulations or policy memoranda that FNS occasionally issues to change requirements or provide guidance on the administration of the school nutrition programs.

Are you expecting to make **non-routine upgrades or expansions** of your current school nutrition MIS in the next 12 months?

Check all that apply.

- Purchase new modules
- Perform software upgrades
- Perform hardware upgrades
- Add new sites to the system
- Other changes (please specify)
- No upgrades or expansions expected



Progress  26%

When do you expect to **replace all or part of** your current school nutrition MIS?

Check only one.


- In less than 1 year
- 1 year to less than 3 years
- 3 years to less than 6 years
- 6 years or more
- No current replacement plans
- Don't know



Progress  27%

You indicated that you expect to replace all or part of your current school nutrition MIS in the future. **How do you anticipate acquiring** a new MIS or a module?

Check all that apply.

- Develop customized MIS using in-house resources
- Develop customized MIS using a vendor
- Purchase a new MIS product from a vendor
- We have not yet made a decision
- Other (please specify) 
- Don't know





Progress  28%

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



Progress  30%

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, A-D)
- 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 (two-cent 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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Progress 33%

Please choose Frequency of collection and Finest level of detail available in your MIS.

	Frequency of collection (Please select most frequent level for entering data)	Finest level of detail available
Meal counts for free, reduced price, paid, and total lunches, breakfasts and afterschool snacks (Part A, 5a, A-D)	Select an answer... ▾	Select an answer... ▾
Average Daily Meals counts for lunches, breakfasts, severe need breakfasts, and afterschool snacks (Part A, 5a-E, 5c-E, 6E, 7E)	Select an answer... ▾ Daily Monthly Other	Select an answer... ▾
Number of lunches served in school food authorities (SFAs) that qualify for additional payment (two-cent differential) (Part A, 5b1, D)	Select an answer... ▾	Select an answer... ▾
Number of lunches served in school food authorities (SFAs) certified for performance based reimbursement (eligible for \$0.06) (Part A, 5b2, D)	Select an answer... ▾	Select an answer... ▾
Number of public school sites operating NSLP, SBP, and afterschool snacks and their enrollment (October report, Part B, 12a+b, F-J)	Select an answer... ▾	Select an answer... ▾
Number of private school sites operating NSLP, SBP and afterschool snacks and their enrollment (October report, Part B, 13a+b, F-J)	Select an answer... ▾	Select an answer... ▾
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)	Select an answer... ▾	Select an answer... ▾
Total number of children approved for free lunches and reduced-price lunches (October report, Part B, 15a+b, F)	Select an answer... ▾	Select an answer... ▾

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Progress 36%

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?

- Yes
- No

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Progress 37%

Does your school nutrition MIS collect **FNS-874 Report** (formerly 742a) (Local Educational Agency Second Review of Applications Report) data at the site/school level?

- Yes
- No

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Progress 38%

Does your current school nutrition MIS collect and maintain a **list of schools/group of schools/SFAs operating the Community Eligibility Provision (CEP)** and their **Identified Student Percentages (ISP) or claiming percentages, and enrollment?**

Check all that apply for each item.

	MIS collects this data	Available for reports	Not applicable, no CEP schools in our state
List of schools operating CEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claiming percentages or identified student percentages (ISP) for schools operating CEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment for schools operating CEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Progress 39%

Does your current school nutrition MIS collect and maintain a **list of schools operating Provision 2 and schools operating Provision 3** and their **claiming percentages and enrollment?**

Check all that apply for each item.

	We collect this data	Available for reports	Not applicable, no Provision 2 or 3 schools in our state
List of schools operating Provision 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claiming percentages for schools operating Provision 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment for schools operating Provision 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of schools operating Provision 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claiming percentages for schools operating Provision 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment for schools operating Provision 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Progress  42%

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



Progress  43%

What is the frequency of data collection on SFAs' **meal pattern component compliance**?

Check all that apply.

- Annually
- During Administrative Review
- On an as needed basis
- Other (please specify)





Progress  44%

Does your current school nutrition MIS maintain data on SFA dietary specification compliance? These data include documentation that shows results from a nutrient analysis or simplified nutrient assessment for calories, saturated fat, sodium and *trans* fat using USDA approved software.

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
- Yes, we enter or collect this information during administrative review
- No, we do not collect information on dietary specification compliance in our MIS



Progress  45%

What is the frequency of collection of data on SFA dietary specification compliance?

Check all that apply.

- Annually
- During administrative review
- On an as needed basis
- Other (please specify)





Progress 46%

Do you have an automated report in your school nutrition MIS for SFA **compliance** with meal components and dietary specifications? At a minimum, this includes a list of SFAs and schools receiving the additional 6 cent reimbursement.

- Yes
- No



Progress 48%

Financial Management

Next, we will ask you about the types of financial data your school nutrition MIS collects and generates. Many of these questions focus on data that you collect from SFAs in your state.

Does your current school nutrition MIS collect an Annual Financial Report from **each SFA** 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.

- Yes
- No





Progress  49%

For each of the following **types of SFA revenue data**, please indicate whether the data element is available in your school nutrition MIS.

- USDA Meal Reimbursements
- Student Meal Payments
- 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)
- Other (please specify)

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Progress 50%

For each of the following data elements, please indicate the frequency with which it is collected from SFAs, level of detail, and whether reports are generated from the data.

	Frequency of collection (Please select most frequent level for entering data)	Finest level of detail available	Internal SFA reports available from these data
USDA Meal Reimbursements	Select an answer... Daily	Select an answer... ▾	Select an answer... ▾
Student Meal Payments	Weekly	Select an answer... ▾	Select an answer... ▾
Adult Meal Revenues	Monthly	Select an answer... ▾	Select an answer... ▾
State/local Meal Reimbursements	Quarterly Annually Other	Select an answer... ▾	Select an answer... ▾

USDA Foods Monetary Value	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Non-Program Food Sales, including A La Carte Sales and Vending	Select an answer... ▾	Select an answer... ▾ Site/School SFA <small>Non-Program Food Sales, including A La Carte Sales and Vending - Finest level of detail available</small>	Select an answer... ▾
Contracted/Catering Sales	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Other State Funding	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Funds Transferred in	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Grants (state or federal)	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Interest	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾ Yes No

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Progress 51%

For each of the following **types of SFA expenditure data**, please indicate whether the data element is available in your school nutrition MIS.

- Purchased Food
- Food production and operating supplies
- USDA Foods Miscellaneous Charges
- Labor Costs (salaries and benefits)
- Equipment Purchases (>\$5000)
- Purchased Services
- Indirect Cost Charges
- Funds Transferred out
- Other (please specify)
- Other (please specify)

<<< >>>



Progress 53%

For each of the following data elements, please indicate the frequency with which it is collected from SFAs, level of detail, and whether reports are generated from the data.

	Frequency of collection (Please select most frequent level for entering data)	Finest level of detail available	Internal Management reports available from these data
Purchased Food	Select an answer... Daily Weekly Monthly Quarterly Annually Other	Select an answer... ▼	Select an answer... ▼
Food production and operating supplies		Select an answer... ▼	Select an answer... ▼
USDA Foods Miscellaneous Charges		Select an answer... ▼	Select an answer... ▼

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Progress  54%

Does your current school nutrition MIS collect **SFA meal prices charged?** Some meal price information is reported annually on the FNS *School Food Authority Paid Lunch Report* Form FNS-828.

- Yes
- No



Progress  55%

How does your current school nutrition MIS collect **SFA meal prices charged?**

- Most frequently charged price by SFA elementary, middle and high school levels
- Price by individual school





Progress 56%

What types of **performance and operating efficiency measures** does your current school nutrition MIS collect from SFAs?

Please indicate if the data to calculate the following measures are available in the MIS.

- Meals per labor hour
- Meal equivalents (e.g., ratio of # breakfasts to lunch)
- Percentage of certified students served by meal type (Free/Reduced Price/Paid)
- Percentage of meals reimbursed by category (Free/Reduced Price/Paid)
- Targeted maximum cost per meal ("plate costs")
- Other (please specify)
- Other (please specify)

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Progress 57%

Please choose the frequency of collection and finest level of detail for all data available in your school nutrition MIS.

	Calculated measures are available in MIS	Frequency of collection (Please select most frequent level for entering data)	Finest level of detail available
Meal equivalents (e.g., ratio of breakfasts to lunch)	Select an answer... ▼	Select an answer... ▼	Select an answer... ▼

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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)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Provisions Non-Base Year and CEP Claiming Percentage/Funding Level Summary Form (SFA-1A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Eligibility Provision ISP Validation Form (SFA-2A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
School Data and Meal Pattern Error Form (S-1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meal Compliance Risk Assessment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-reimbursable Meal Allocation Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nutrient Analysis Protocols	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nutrient Analysis and Validation Checklist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dietary Specifications Assessment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Off-site Assessment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site Assessment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resource Management Comprehensive Review Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resource Management Risk Indicator Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fiscal Action Workbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Areas (i.e., Professional Standards, Civil Rights, Local Wellness, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supplemental SFAs Contracting with Food Service Management Companies Review Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<<< >>>



Progress 61%

What types of **professional standards and training** data does your current school nutrition MIS collect?

- Training hours offered
- Individual state employee training hours tracking
- Number of state employees meeting professional standards
- SFA employee training hours tracking
- Number of SFA employees meeting professional standards
- Education/experience level for SFA directors
- Other (please specify)
- Other (please specify)
- Other (please specify)

Select an answer...
 Individual
 SFA
 State

Select an answer...
 Yes
 No

<<<
>>>



Progress 62%

Please choose Frequency, Finest level of detail and if you have internal management reports for all data available in your school nutrition MIS.

	Frequency of collection (Please select most frequent level for entering data)	Finest level of detail available	Internal SFA reports available from these data
Training hours offered	Select an answer... Daily Monthly Quarterly Annually Other	Select an answer... ▾	Select an answer... ▾
Individual state employee training hours tracking	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Number of state employees meeting professional standards	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
SFA employee training hours tracking	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Number of SFA employees meeting professional standards	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾
Education/experience level for SFA directors	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾

USDA United States Department of Agriculture
Food and Nutrition Service


Progress  66%

Do any SFAs in your state have contracts with **food service management companies (FSMCs)**?

Yes
 No

<<< >>>

USDA United States Department of Agriculture
Food and Nutrition Service

Progress  67%

What types of **FSMC contracts** 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)

<<< >>>



Progress 68%

Please choose frequency of collection, finest level of detail, and if you have internal management reports for all data available in your school nutrition MIS.

	Frequency of collection (Please select most frequent level for entering data)	Finest level of detail available	Internal SFA reports available from these data
Data on FSMC contract details (e.g., name of FSMC, year of contract, fixed price vs. cost reimbursable)	Select an answer... Monthly Quarterly Annually Other	Select an answer... ▾	Select an answer... ▾
Copies of contracts between SFAs and FSMCs	Select an answer... ▾	Select an answer... ▾	Select an answer... ▾

<<< >>>



Progress 71%

Reporting Capabilities and Data Quality

The next questions focus on the reporting capabilities of your current school nutrition MIS and the quality of the data in the MIS. We also ask about the processes you have within your school nutrition MIS to ensure that data is accurate (e.g., edit checks) and has not been tampered with or manipulated (data integrity).

Which of the following types of **analysis and tracking of data** are you able to perform using your current school nutrition MIS?

Check all that apply.

- Standard, summary reports that came with the software
- Standard, detailed reports that came with the software
- Customized reports by choosing data categories
- Customized reports by writing code such as structured query language (SQL), Crystal Reports, etc.
- Management dashboards or interfaces that provide visual analysis of data or key indicators
- Scorecards that show progress of specified measures against their targets
- Other reports (please specify)
- Our school nutrition MIS does not perform analysis and tracking of data

<<< >>>



Progress 72%

What **data quality and integrity checks** are built into your current school nutrition MIS?

Check all that apply.

- Incomplete applications
- Over-claims (for example, number of meals claimed greater than student enrollment)
- Duplicate students (for example, same student claimed more than once for same meal service)
- Required claim edit checks
- Reasonableness of data (for example, system only accepts values within an anticipated range)
- Audit logs, which record all activities of users
- Reports with missing data are rejected
- Checks to ensure data are not manipulated outside of the software
- Other (please specify)
- Other (please specify)
- Other (please specify)
- Don't know/Unsure
- Our school nutrition MIS does not provide data quality and integrity checks

<<< >>>



Progress 73%

You indicated that your current school nutrition MIS **does not provide** data quality and integrity checks or you are unsure if it does. **How do you ensure that your data is accurate?**

Check all that apply.

- Manually check all reports
- Manually check randomly selected reports
- We don't check data accuracy
- Other (please specify)
- Don't know

<<< >>>



Progress 74%

How does your current school nutrition MIS support **oversight, monitoring and accountability**?

Check all that apply.

- Real-time access to SFA claiming systems
- Custom reports on missing data
- Custom reports on late data
- Integrated address book/email system or messaging system to communicate with SFAs on data issues
- Ability to design and test new components to improve agency protocols
- System of logs and checks to identify error-prone SFAs
- Criteria and reports to identify high-performing SFAs
- Edit checks integrated into SFA data entry forms
- Edit checks integrated into State reporting forms
- Trend analyses to compare data received to historical trends.
- Other (please specify)



Progress 75%

How would you rate the **quality** of the following **types of data** in your current school nutrition MIS? For each data type, please select one of the four quality categories that best describes your quality rating of the data available in your school nutrition MIS.

	Quality
Administrative Review Preparation	<input type="text" value="Select an answer..."/>
Meal Claiming	[Excellent] Meets or exceeds all our needs [Good] Meets most of our needs [Adequate] Meets some of our needs [Poor] Meets few, if any, of our needs Not Applicable
Menu Planning	<input type="text" value="Select an answer..."/>
Nutrient Analysis	<input type="text" value="Select an answer..."/>
Order Processing	<input type="text" value="Select an answer..."/>
Recipes	<input type="text" value="Select an answer..."/>
FNS 10 Report of School Program Operations	<input type="text" value="Select an answer..."/>
FNS 742 Report (Verification Collection Report)	<input type="text" value="Select an answer..."/>
FNS 834 Report (State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report)	<input type="text" value="Select an answer..."/>
FNS-640 Report (Administrative Review Data Report)	<input type="text" value="Select an answer..."/>
FNS-874 Report (Local Educational Agency Second Review of Applications)	<input type="text" value="Select an answer..."/>
Other	<input type="text" value="Select an answer..."/>



Progress 77%

In using your school nutrition MIS, do you face any of the following challenges concerning **data collection**?

Check all that apply.

- The level of detail does not meet our needs
- The data is not adequately secured or protected from external manipulation
- The level of security makes it difficult to use the system
- Not all users are adequately trained to use the system
- Data is collected to fulfill an old FNS report form and there is too much lag time to reprogram the system to meet the requirements of the new FNS report form
- Other (please specify)
- I do not face any challenges with data collection

<<< >>>



Progress 78%

In using your school nutrition MIS, do you face any of the following challenges concerning **data aggregation**?

Check all that apply.

- Our data are spread over disparate systems, making data aggregation time consuming
- The data are too fine-grained, making it difficult to aggregate them and produce reports
- Compiling all or some of our data requires manual data re-entry tasks
- Other (please specify)
- I do not face any challenges with data aggregation

<<< >>>



Progress 79%

In using your school nutrition MIS, do you face any of the following challenges concerning **reporting**?

Check all that apply.

- Reports do not cover all topics relevant to management of the program
- Reports are not available at the level of detail needed to support program management
- All or some of the reports to the FNS involve manual compilation
- Data is reported in a format to fulfill an old FNS report form and there is too much lag time to reprogram the system to meet the requirements of the new FNS report form
- Other (please specify)
- I do not face any challenges with reporting

<<< >>>



Progress 81%

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.

<<< >>>



Progress 83%

Can your current school nutrition MIS be transferred with no or minimal costs to other state school nutrition agencies? This may be possible if your MIS was purchased using federal funds and your agency owns the copyright.

Yes
 No
 Don't know

<<< >>>



Progress 81%

You indicated that a component of your school nutrition MIS was custom-built. Who owns the copyright?

Check all that apply

The state
 The developer/vendor
 Other (please specify)
 No copyright
 Don't know

<<< >>>



Progress 83%

Can your current school nutrition MIS be transferred with no or minimal costs to other state school nutrition agencies? This may be possible if your MIS was purchased using federal funds and your agency owns the copyright.

Yes
 No
 Don't know

<<< >>>



Progress 85%

Interoperability

We will now ask about interoperability, which is how your MIS connects to other data systems within your state.

Do you share system login capability with SFAs?

- Yes, SFAs can login to the State system
- Yes, the State agency can login to SFA systems
- No
- Don't know

<<< >>>



Progress 86%

How do you share data with your SFAs/sites? An example of data sharing would be how direct certification match files are shared with or incorporated by the appropriate LEAs.

Check all that apply.

- Manually key in data to SFA systems
- File import/export stored on a secure server
- File import/export using removable media such as flash drive, CD, DVD, etc.
- SFAs connect directly to the state system to retrieve or upload data
- Other collaborative platforms such as SharePoint
- Some other means (please specify)

<<< >>>



Progress 87%

Is your school nutrition MIS part of a larger state MIS?

- Yes
- No
- Don't know

<<< >>>



Progress 89%

Does your state MIS offer **single sign-on** capability for your school nutrition MIS? Single sign-on allows users to access multiple systems with one username and password.

- Yes
- No

<<< >>>



Progress 90%

Do you **share data** (send to or receive from) with any of the following programs or agencies?

Check all that apply.

- SNAP State or Local Agencies
- TANF State or Local Agencies
- Foster Care/Department of School Children and Family Services
- State Medicaid agency
- Other (please specify)
- We do not share data with any other agency

<<< >>>



Progress 91%

How do you **share data** with the programs/agencies you selected earlier?

- Manually key in data to other program/agency systems
- File import/export stored on a secure server
- File import/export using removable media such as flash drive, CD, DVD, etc.
- Connect directly to download or upload data
- Other collaborative platforms such as SharePoint
- Other means (please specify)

<<< >>>



Progress 92%

Do you or your software vendor implement any **interoperability standards** within your school nutrition MIS? "Interoperability standards" refers to following third-party defined protocols to support efficient interactions between software/data systems.

Check all that apply.

- School Interoperability Framework (SIF)
- Ed-Fi Alliance
- Common Education Data Standards (CEDS)
- Other standards
- Part of a standard but do not know the name
- Not part of any standards
- Don't know

<<< >>>



Progress 93%

Architecture and Deployment

The next question focuses on how your school nutrition MIS is physically deployed and operated. In particular, FNS is interested in whether your data are stored locally or in the cloud.

Where are the data from your current school nutrition MIS stored?

Check all that apply.

- At a central state location
- In the cloud, hosted by the vendor
- Other (please specify)
- Don't know

<<< >>>



Progress 95%

What type of database management system does your school nutrition MIS use to store data?

Check all that apply.

- Oracle
- Microsoft SQL
- MySQL
- PostgresSQL
- IMB DB2
- IBM Informix
- SAP Sybase
- Teradata
- Non-relational database (e.g. MonoDB, Cassandra, HBase, Neo4j)
- Other (please specify)
- Don't know

<<< >>>



Progress 97%

Data Security

The next questions focus on your backup and data security systems and protocols. By protocols, we mean the set of rules and procedures that govern backup and security of your school nutrition MIS.

How long do you **retain data** in your current school nutrition MIS? By retain we mean that the data are electronically available in your system without the need to restore the data from an archive.

Check only one.

- Just the current school year
- 1 year to less than 4 years
- 4 years to less than 7 years
- 7 years to less than 10 years
- Indefinitely
- Other time period (please specify)



Progress 98%

Do you have any of the following **security protocols** to protect the data in your current school nutrition MIS, specifically those related to personally identifiable information?

Check all that apply.

- Login requirements
- Data encryption
- Confidential data maintained in a secure environment
- User profiles with access to only specific data
- Virus protection
- Security penetration testing
- Virtual private network (VPN)
- Training for users to protect from phishing (i.e. email scams)
- Other (please specify)
- Other (please specify)
- Other (please specify)

<<< >>>



Progress 100%

Thank you for taking the time to complete this survey. As we noted at the beginning, the information you provided will be used only for the purposes of this study.

Please provide the following information about any staff members who have assisted in completing this survey.

	Job Title	# of Years at State agency
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

If you have any questions about completion of this survey please contact Ms. Mousumi Sarkar of IMPAQ International at 202.774.1985 msarkar@impajnt.com. If you have any questions about completion of this survey please contact Madeleine Levin at 202-774-1982 mlevin@impajnt.com.

<<< Submit