Attachment B.12 - SFA Survey (Web Screenshots)



Progress 5

School Food Authority Survey

The purpose of this SFA School Nutrition Management Information System (MIS) survey is to assess your School Food Authority's (SFA) school nutrition electronic management information system (MIS). In addition to a general description of the features of your MIS, the Food and Nutrition Service (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 meal claiming, point of service, verification, household applications and certification, direct verification and certification, menu planning, production records, 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. An overview description of your current electronic school nutrition MIS
- 2. Data elements and reporting capabilities available in your electronic school nutrition MIS
- 3. Technical features of your electronic school nutrition MIS

The questions in each of these three sections are organized to allow different individuals to provide answers, if needed. Ideally, the Director of Food Services 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 SFA or school district 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 OMS control number. The valid OMS control number for this information collection is OMS-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, pearching 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

Section 1: Description of SFA School Nutrition MIS

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

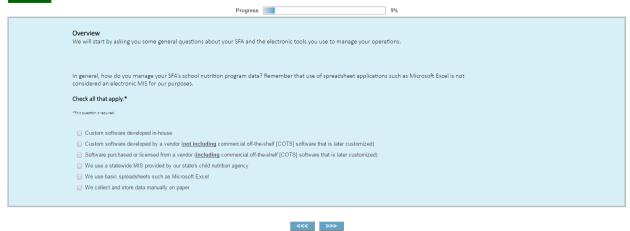
The questions are grouped into three areas:

- 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.
- $2. \ Costs-the\ expenditures\ associated\ with\ the\ acquisition,\ ongoing\ operations\ of\ your\ school\ nutrition\ MIS,\ and\ any\ planned\ upgrades.$
- 3. Challenges and Future Plans the extent to which your current MIS meets your needs and plans to upgrade or replace it.

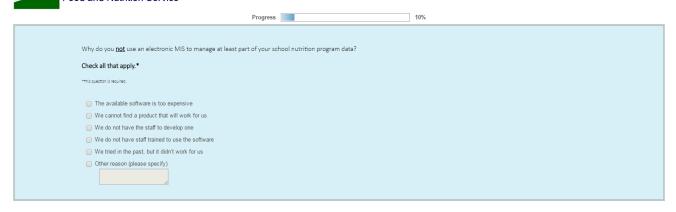
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USDA United States Department of Agriculture Food and Nutrition Service



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United States Department of Agriculture
Food and Nutrition Service

Progress

11%

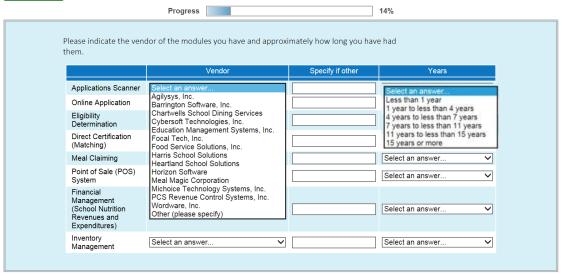
How many individuals employed in your SFA school nutrition operations are <u>users</u> of your school nutrition MIS?

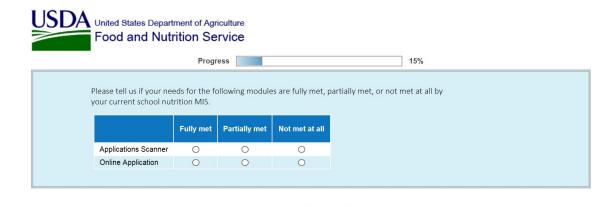
Please include all individuals who enter, view, download, or upload data and/or reports.

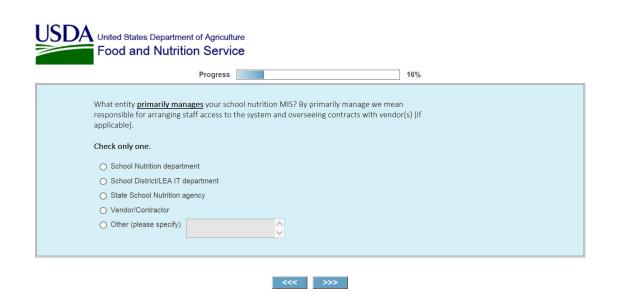


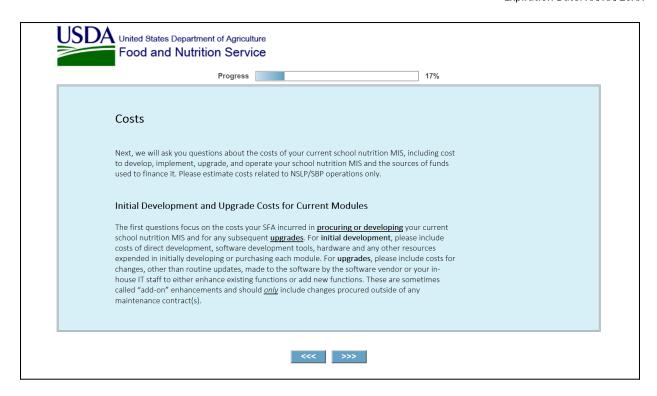
Which of the following <u>modules</u> do you have in your current school nutrition MIS?
Applications Scanner
☐ Online Application
☐ Eligibility Determination
☐ Direct Certification (Matching)
☐ Meal Claiming
☐ Point of Sale (POS) System
☐ Financial Management (School Nutrition Revenues and Expenditures)
☐ Inventory Management
☐ Facilities and Physical Asset Management
☐ USDA Foods Tracking
Online Payments from Households
☐ Order Processing
Meal Production
☐ Menu/Nutrient Analysis
Menu Planning
☐ Tracking Staff Training (e.g. food safety/HACCP)
Other (please specify)
Other (please specify)
Other (piease specify)



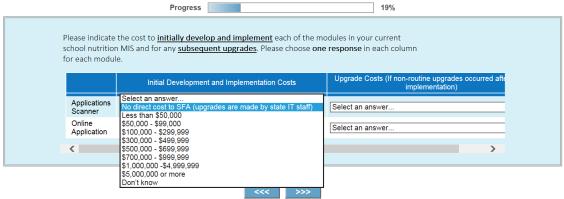




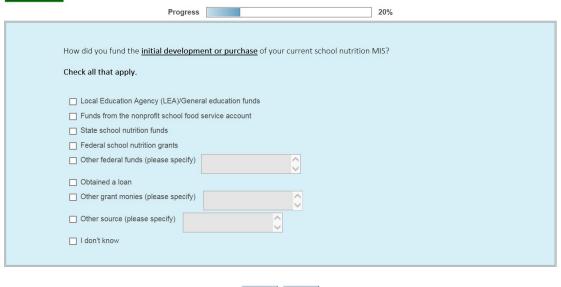




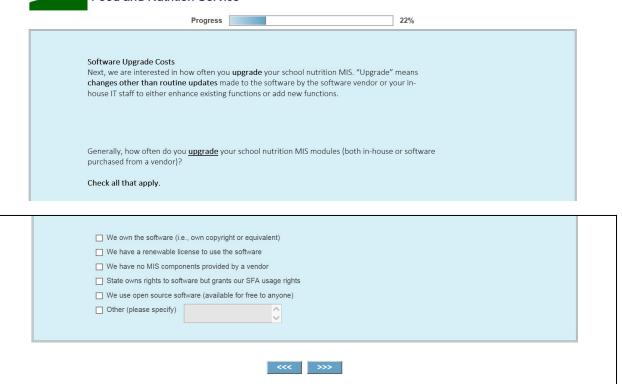




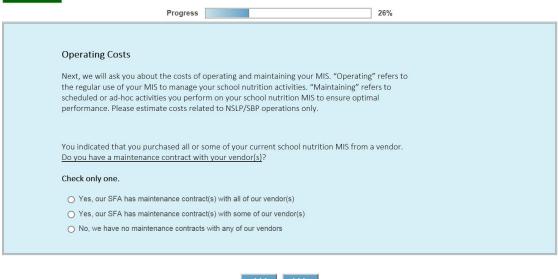




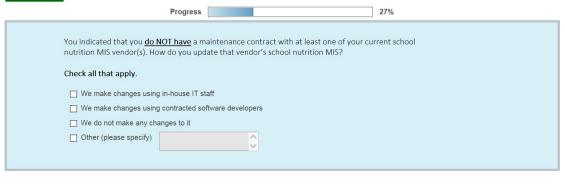






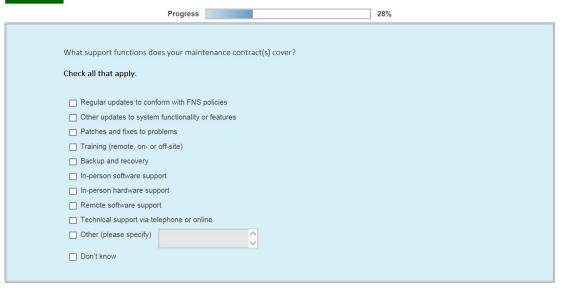






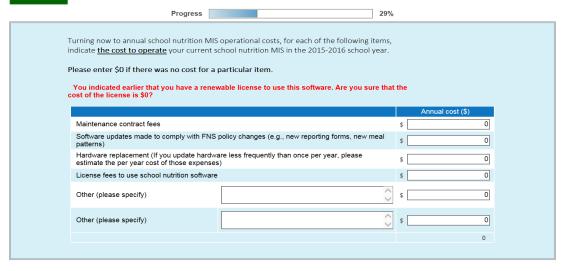
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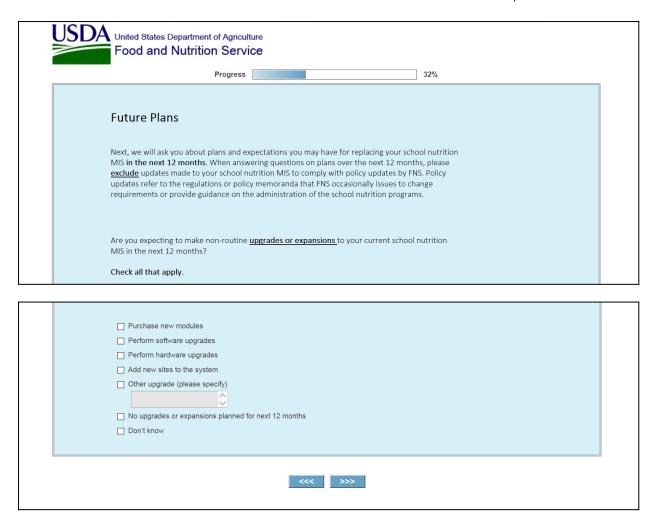




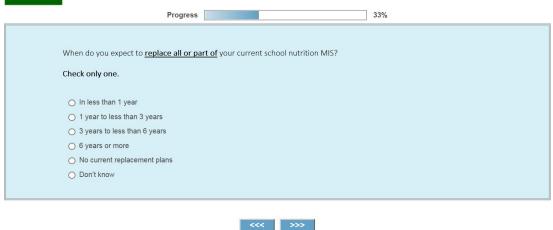
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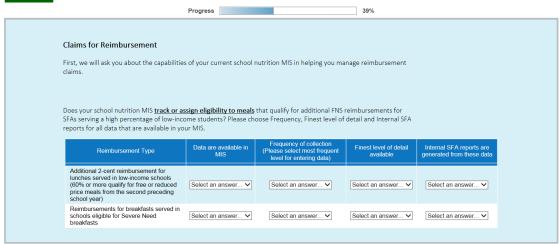


Progress		35%
You indicated that you expect to replac future. <u>How do you anticipate acquirir</u>	e all or part of your current school nutrition MIS i g a new MIS or a module?	in the
Check all that apply.		
☐ Develop customized MIS using in-hou	se resources	
☐ Develop customized MIS using a vend	dor	
☐ Purchase a new MIS product from a v	endor	
Other (please specify)	0	
☐ Don't know		
	n total, will be to replace all or part of your curren personnel, software licenses, and hardware.	nt school
Check only one.		
O Less than \$50,000		
O \$50,000 - \$99,000		
O \$100,000 - \$249,999		
O \$250,000 - \$499,999		
O \$500,000 - \$999,999		
O \$1,000,000 - \$2,999,999		
○ \$3,000,000 or more		
O Don't know		

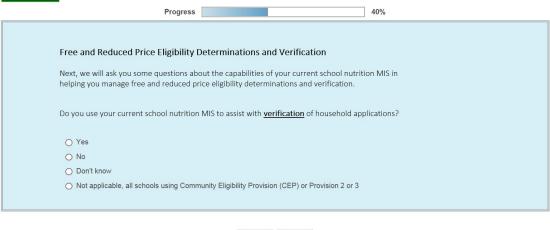


Progress 36% Section 2: Data Elements and Reporting Section 2 of the survey focuses on the types of data or data "elements" you collect in your current school nutrition MIS. Some of these are data you report to the State agency or FNS, but others may not be reported outside of your SFA. We have grouped the data into five categories: 1. Reimbursement claims 2. Free and Reduced Price Eligibility Determinations 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), and whether you generate reports with the data.

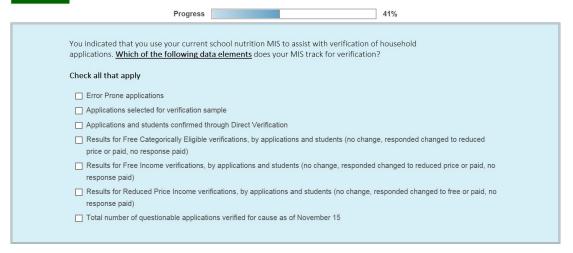






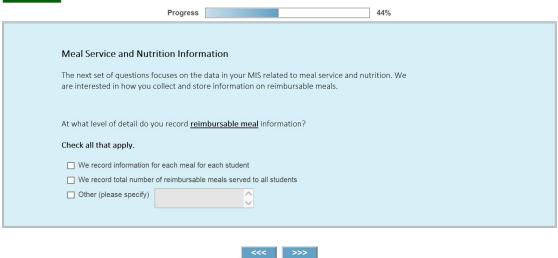






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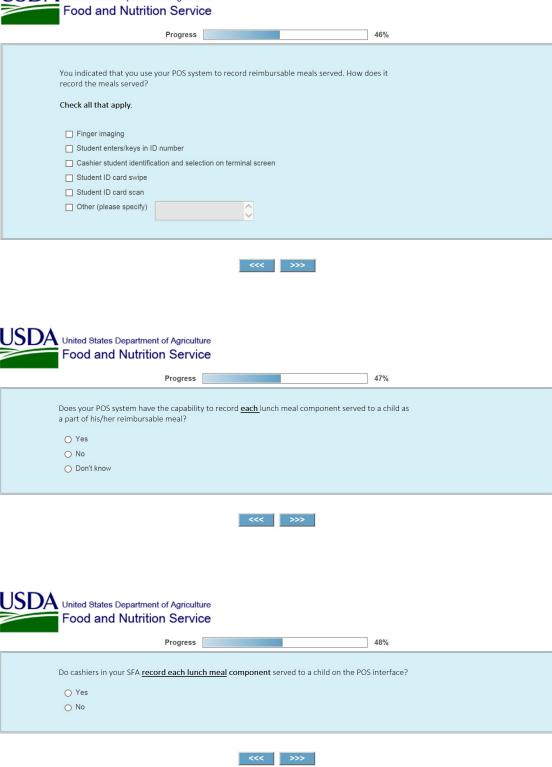




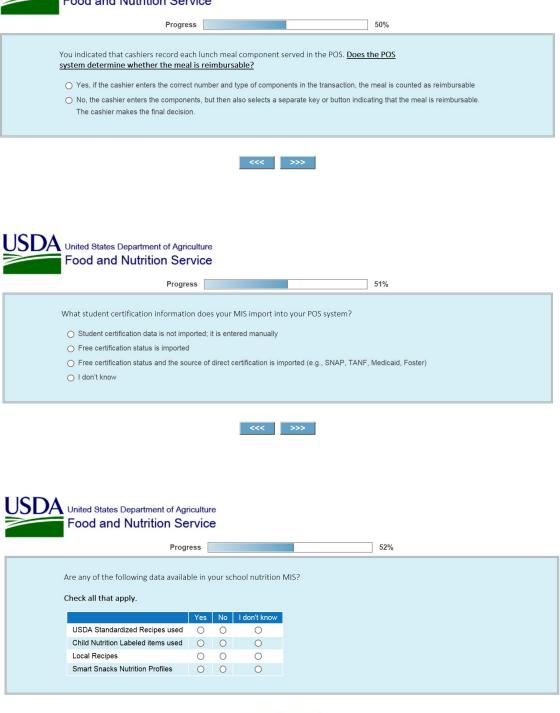




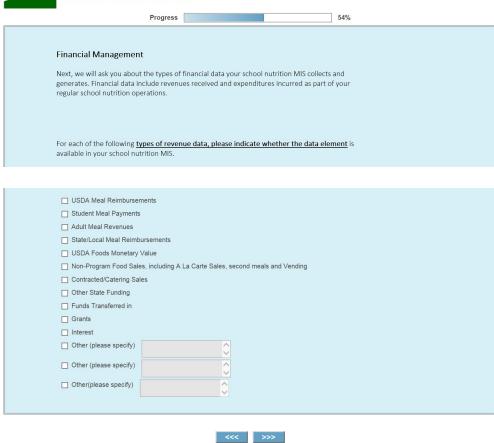




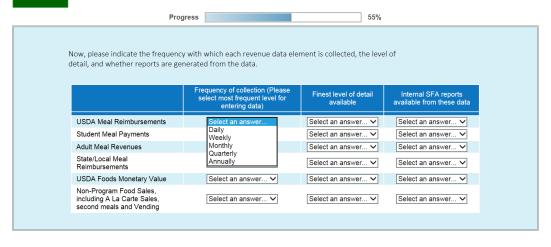










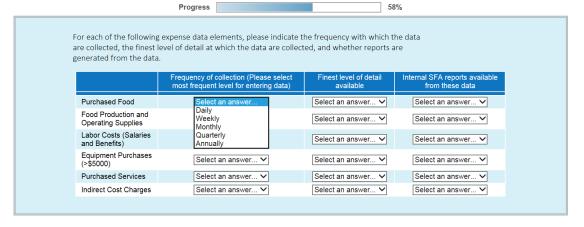


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Progress	57%
For each of the following types of expen available in your school nutrition MIS.	nditure data, please indicate whether the data element is
☐ Purchased Food	
☐ Food Production and Operating Supplie	es
□ USDA Foods Delivery/Handling/Storag	e Charges
☐ Labor Costs (Salaries and Benefits)	
☐ Equipment Purchases (>\$5000)	
□ Purchased Services	
☐ Indirect Cost Charges	
☐ Funds Transferred Out	
Other (please specify)	
Other (please specify)	0







Food and Nutrition Service

Progress

Does your School Food Authority sell non-program foods? "Non-program foods" means foods and beverages purchased with nonprofit school food service account funds and sold to students but not as a reimbursable meal or snack (including a la carte, second meals and vending).

Yes

No

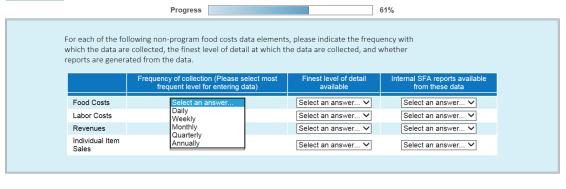
United States Department of Agriculture Food and Nutrition Service

Progress

60%

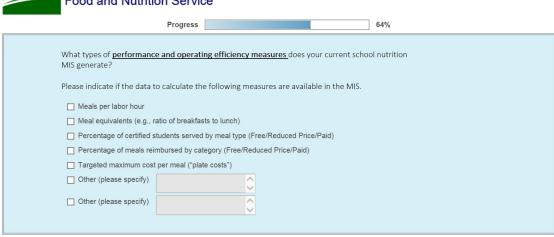
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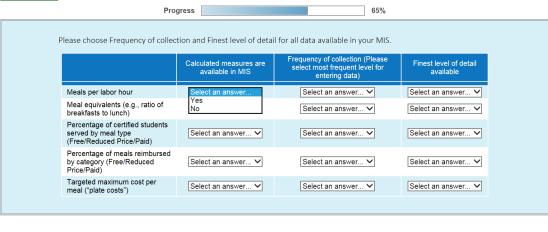




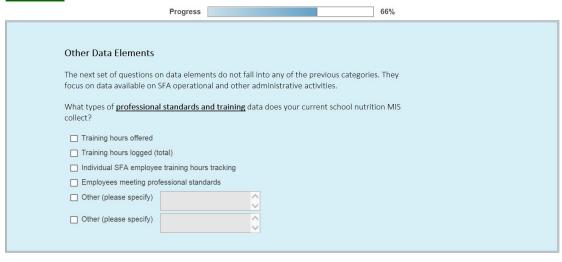
Progress 63% Does your current school nutrition MIS generate $\underline{\textit{paid lunch equity}}$ calculations? These are the annual calculations required to determine whether you need to raise your paid lunch prices or $% \left(1\right) =\left(1\right) \left(1\right) \left$ contribute an equivalent amount of funds to the nonprofit school food service account. O Yes O No O Don't know <<< >>> USDA United States Department of Agriculture Food and Nutrition Service





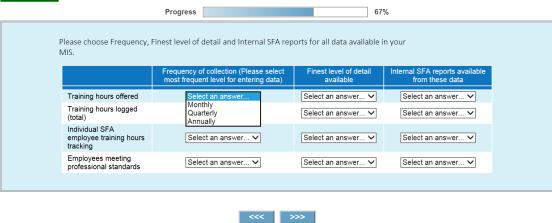


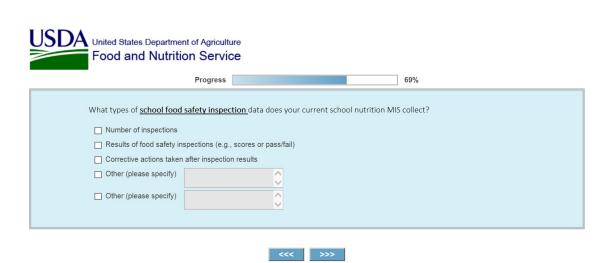




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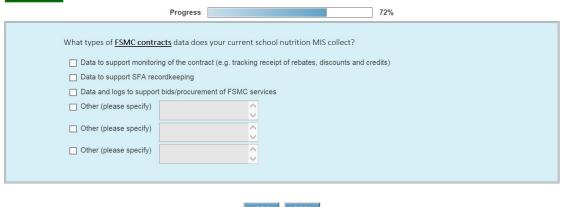




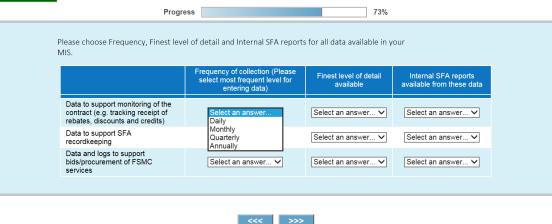




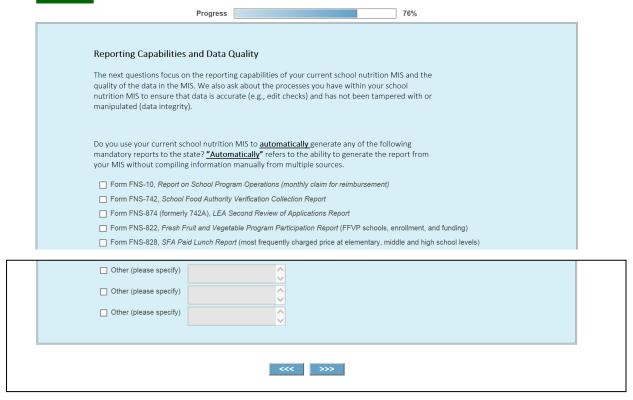




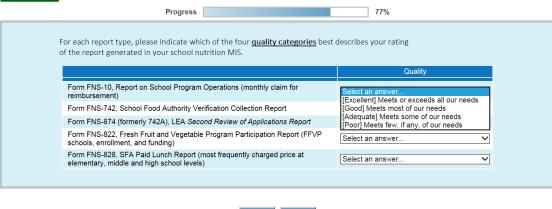




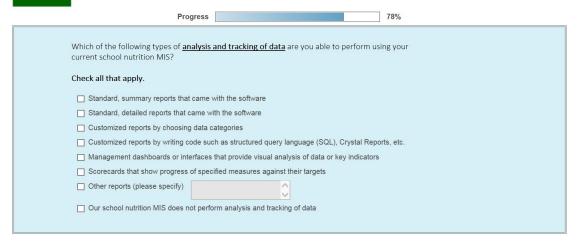






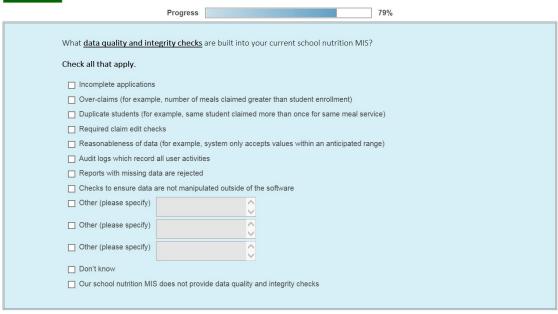


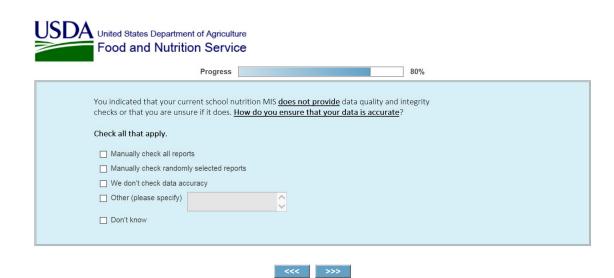




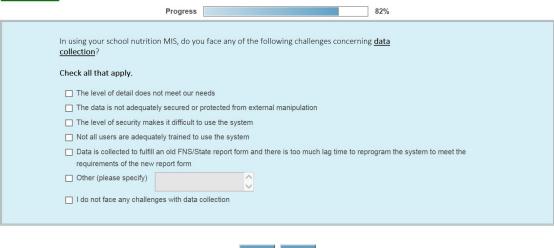
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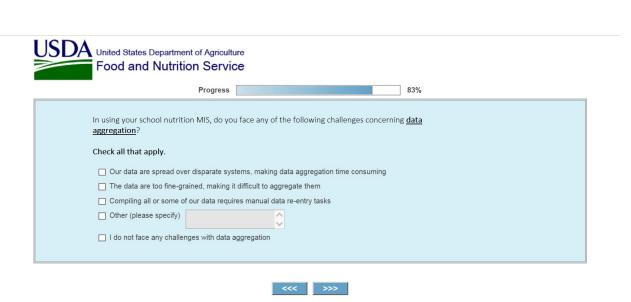




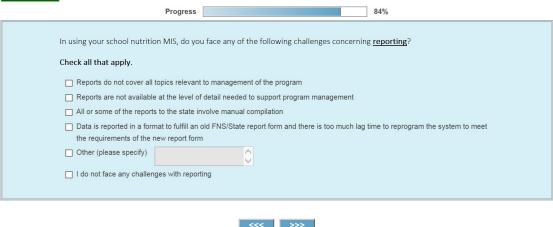














Section 3: Technical Features of School Nutrition MIS

Section 3 of the survey contains questions about the technical features of your current school nutrition MIS. In particular, we will cover the following topics:

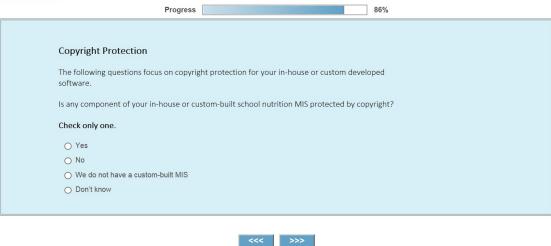
1. Copyright Protection – Copyright protection for your custom-built software.

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

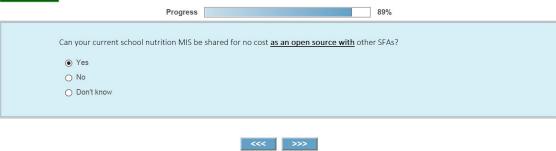




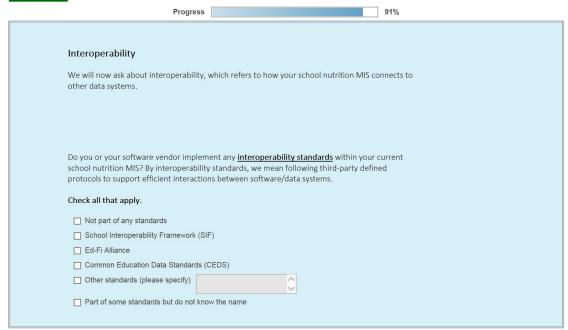




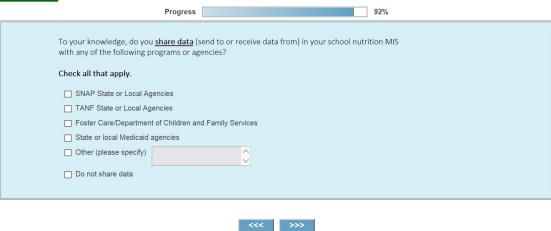




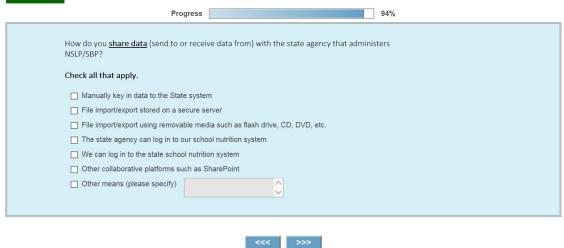




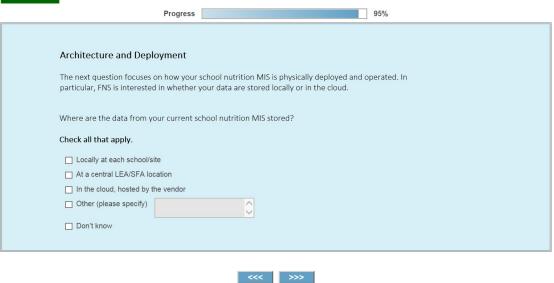




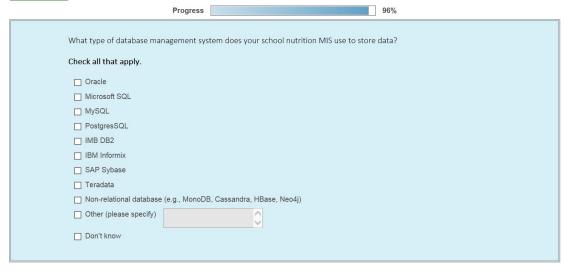








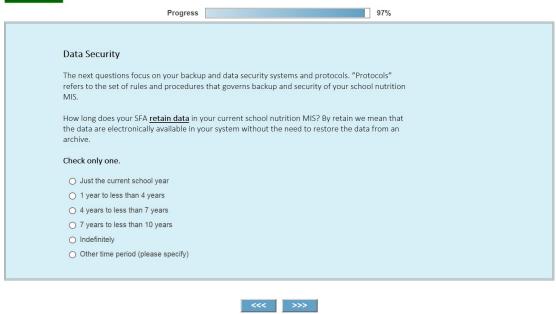




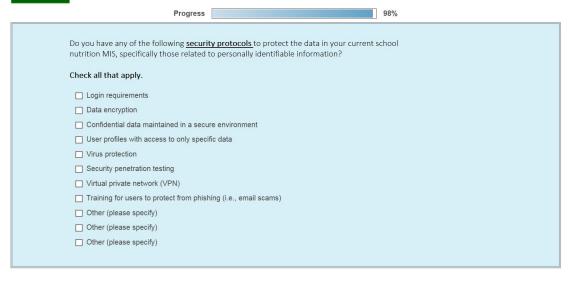
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		Progress				100%			
Thank you for taking the time to complete this survey. As we noted at the beginning, the information you provided will be used only for the purposes of this study.									
Please ; this sur		g information	about any s	staff members who h	ave assisted in	completing			
	Job Title	# of Yea	rs at SFA						
1]					
2]					
3]					
4]					
If you ha	ave any questions abou	t completion of t	this survey plea	ase contact Madeleine Lev	vin at 202-774-19	82 ③ or <u>mlevin@impaqint.com</u> .			

<<< Submit