

# Administrative Review

## Online Review Instructions



### Access and User Information

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CO Child Nutrition Hub URL: <https://cde.cnpus.com/codoe/Splash.aspx>

#### Access

To obtain access to the Compliance or Review Module within the online system, you will need to have an activated user ID and password. Current users will be able to use their same user ID and password, but will still need to request access so that the Compliance Module specifically is enabled. New users need to request a user ID and password from their reviewer or the review manager.

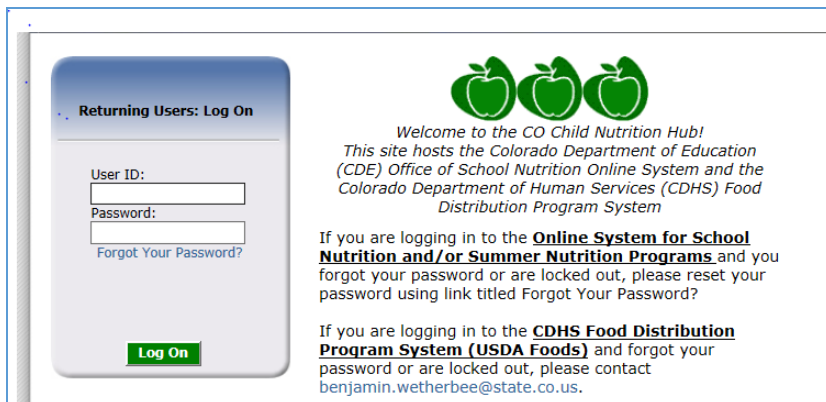
#### Passwords

Passwords must be kept strictly confidential, as sharing them with an unauthorized use is a violation of state security policy. If you forget your password or get locked out, please access the *Forgot Your Password?* feature on the log on screen. Please note that the CDHS Food Distribution Program System log on is different than the Office of School Nutrition log on.

### Navigation

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#### Log On Page:

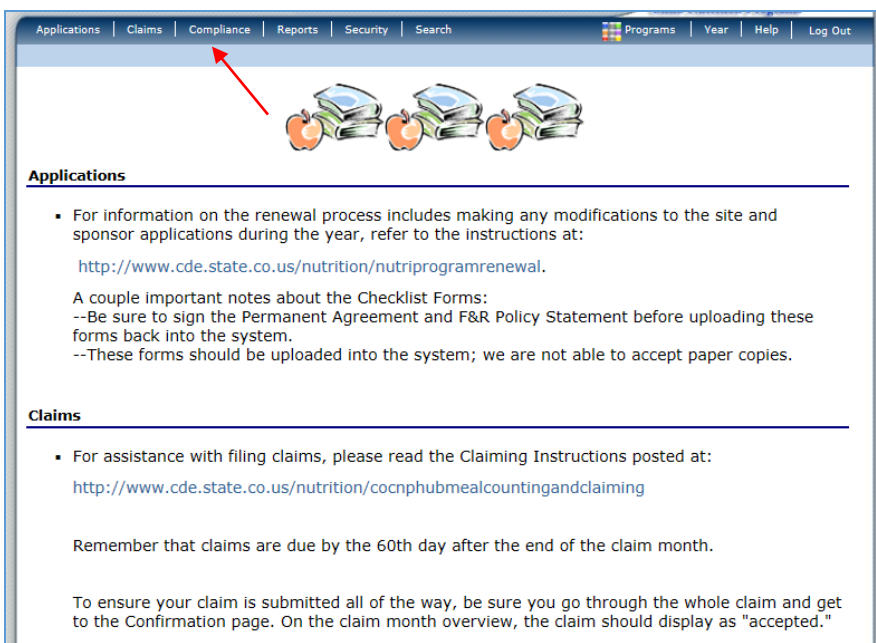
A screenshot of the log on page for the CO Child Nutrition Hub. The page is titled 'Returning Users: Log On' and features a login form with fields for 'User ID:' and 'Password:', a 'Forgot Your Password?' link, and a 'Log On' button. To the right of the form, there is a welcome message: 'Welcome to the CO Child Nutrition Hub! This site hosts the Colorado Department of Education (CDE) Office of School Nutrition Online System and the Colorado Department of Human Services (CDHS) Food Distribution Program System'. Below this, there are two paragraphs of instructions: one for the 'Online System for School Nutrition and/or Summer Nutrition Programs' and another for the 'CDHS Food Distribution Program System (USDA Foods)', both providing instructions on what to do if a user forgets their password or is locked out.

#### School Nutrition Programs:

Select the blue tile, School Nutrition Programs.



You will see the following screen. Select Compliance from the dark blue header at the top of the page.



The following page will display. Select Review Tracking



On the SNP Review screen, select Details next to Review Year 2016-2017. This will take you to the review dashboard.



SNP Reviews								
0130 Status: Active <b>CHERRY CREEK 5</b> DBA: 14270 E. Briarwood Avenue Centennial, CO 80112 Type of Agency: Educational Institution Type of SNP Organization: Public								
<a href="#">Expand</a>								
Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
<a href="#">Details</a>	273	2016 - 2017	Administrative	Bodnar, Jan			0	Open
<a href="#">Details</a>	83	2013 - 2014	Administrative	Bodnar, Jan		7/18/2014	0	Closed

### Review Dashboard:

Below is a view of the Review Dashboard.

#### SNP Reviews Review Dashboard

0130 Status: Active  
**CHERRY CREEK 5**  
 DBA:  
 14270 E. Briarwood Avenue  
 Centennial, CO 80112  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Review Year: 2016 - 2017  
 CAP Due Date:  
 Final Closed Date:  
 Entrance Date:  
 Original Submitted Date:

#### Review Progress

Scheduled

Off-site

On-site

CAD

Closed

#### Review Details

<b>Review Type:</b>	Administrative	<b>Lead Reviewer:</b>	Bodnar, Jan	<b>Review ID:</b>	273
<b>Review Form Set:</b>	Administrative Review v1	<b>Status:</b>	Open		

#### Review Tools

Action	Description
<a href="#">View   Modify</a>	Review Information
<a href="#">View   Modify</a>	Sponsor Contact Information
<a href="#">Detail</a>	Site Dashboard (0)
<a href="#">Detail</a>	Review Forms
<a href="#">View   Modify</a>	Corrective Action Documents (0)
<a href="#">View   Modify</a>	Commendations (0)
<a href="#">View   Modify</a>	Technical Assistance (0)
<a href="#">View   Modify</a>	Notes to Sponsor (0)
<a href="#">View   Modify</a>	State Agency Notes (0)
<a href="#">Detail</a>	Review Attachments (0)
<a href="#">Detail</a>	Correspondence Tracking (0)

It contains the following items under Review Tools:

- Review Information

- Contains the following, which you may view: Prior Review Cycle, Review Period (month), Reviewers, Scheduled Date (the date the OSN made contact with the SFA to schedule the review), and Entrance Conference Date. Other miscellaneous details about the review are also listed here.
- Sponsor Contact Information
  - Your reviewer may ask that you complete or verify the information in this section. The contacts include the superintendent, Child Nutrition Director, and Review Contact.
- Site Dashboard
  - Contains a list of sites being reviewed.
- Review Forms
  - This section contains the bulk of the review. See the Review Forms section below.
- Corrective Action Documents
  - This is where the corrective actions will be listed by the OSN and where the SFA will be asked to respond.
- Commendations
  - This is where the commendations will be listed by the OSN.
- Technical Assistance
  - This is where all technical assistance notes will be documented by the OSN. The SFA is not required to respond to the technical assistance.
- Notes to Sponsor
  - Your reviewer may post notes here pertinent to the review.
- Review Attachments
  - The SFA may add miscellaneous attachments here.

### **Review Forms:**

Click on Review Forms, and the Off-site Assessment Tool will come up. There are several sets of questions. Click on Modify next to each series, and then complete the questions on the pages that will come up. If needed, use the paperclips to attach additional documentation as needed.

Be sure to notify your reviewer once the Off-site Assessment Tool is complete. Your reviewer will look through the responses. If everything looks okay, the status will be set to Completed. If additional information is needed, the status will be set to Pending. Click on Modify next to the question series, and then read through the instructions at the top of the page, describing what needs to be clarified/added. Again, notify your reviewer once this is complete.