



## Access and User Information

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**Colorado Nutrition Portal URL:** <https://co.cnpus.com/Colorado/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:

**Returning Users: Log On**

User ID:

Password:

[Forgot Your Password?](#)

**Log On**

**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

If you are logging in to the **Online System for School Nutrition and/or Summer Nutrition Programs** and you forgot your password or are locked out, please reset your password using link titled **Forgot Your Password?**

If you are logging in to the **CDHS Food Distribution Program System (USDA Foods)** and forgot your password or are locked out, please contact [benjamin.wetherbee@state.co.us](mailto:benjamin.wetherbee@state.co.us).

### 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.

**Applications**

- For information on the renewal process includes making any modifications to the site and sponsor applications during the year, refer to the instructions at:  
<http://www.cde.state.co.us/nutrition/nutriprogramrenewal>.

A couple important notes about the Checklist Forms:  
--Be sure to sign the Permanent Agreement and F&R Policy Statement before uploading these forms back into the system.  
--These forms should be uploaded into the system; we are not able to accept paper copies.

**Claims**

- For assistance with filing claims, please read the Claiming Instructions posted at:  
<http://www.cde.state.co.us/nutrition/cocnphubmealcountingandclaiming>

Remember that claims are due by the 60th day after the end of the claim month.

To ensure your claim is submitted all of the way, be sure you go through the whole claim and get to the Confirmation page. On the claim month overview, the claim should display as "accepted."

The following page will display. Select Review Tracking

Item	Description
Review Tracking	Functions for tracking reviews.

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

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	273	2016 - 2017	Administrative	Bodnar, Jan			0	Open
Details	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**

**Review Details**

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

**Review Tools**

Action	Description
View   Modify	Review Information
View   Modify	Sponsor Contact Information
Detail	Site Dashboard (0)
Detail	Review Forms
View   Modify	Corrective Action Documents (0)
View   Modify	Commendations (0)
View   Modify	Technical Assistance (0)
View   Modify	Notes to Sponsor (0)
View   Modify	State Agency Notes (0)
Detail	Review Attachments (0)
Detail	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 School Nutrition made contact with the Sponsor 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 School Nutrition and where the Sponsor will be asked to respond.



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- Commendations
    - This is where the commendations will be listed by School Nutrition.
  - Technical Assistance
    - This is where all technical assistance notes will be documented by School Nutrition. The Sponsor 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 Sponsor 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.