



Colorado Nutrition Portal User Guide Dashboard Enhancement

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Overview

The [Colorado Nutrition Portal \(CNP\)](#), which replaces CHEARS, has many new and improved updates and enhancements, such as the dashboard. The new dashboard feature will become available to the CNP users during the last week of August, 2020.

This document offers guidance on how to navigate the new dashboard enhancement and summarizes the changes that have been made to the system.

An instructional video on the CNP dashboard is available [here](#) and in the training section on the [CACFP website](#).

New Features

The dashboard has several new features. There is now a section for messages, contacts, quick links, claims, and more.

Below is an example of how the CNP dashboard will look after a registered user logs in to their CNP account.

Child and Adult Care Food Program

Colorado Department of Education
Department of Public Health & Environment

Program Year: 2020 - 2021

Institution: Application Updates (0065798) **Tommy Pickles**
Application Updates
Application Updates
FEIN: 12-3456789

Messages (6)

Contacts

Program Year: 2020 - 2021 **Institution Applications**

Program	Form Name	Packet Status	Form Status
SNP		Not Participating	
SFSP		Not Participating	
CACFP - Centers		Approved	
	✓ Institution Application		Approved
	✓ Institution Budget Detail		Approved
	✓ Checklist (26)		
	Attachment List		
	CACFP Centers (3)		
CACFP - DCH		Not Participating	

Site Applications

Program	Approved	Submitted for Approval	Not Submitted	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
CACFP - Centers	3	0	0	0	0	0	0	3

Site List

Claims

Reviews

Program Year	Program	Review Period	Review Type	Status	Findings?	Nbr. Sites Reviewed
2020 - 2021	CACFP		Scheduled	Open	No	0

Quick Links

Program	Item	Description
CACFP	Download Forms	Forms Available for Downloading

Independent centers and sponsors of centers will see the dashboard page when they log in to the CNP.

Institutions with sites in CACFP and CDE (shared users) and CACFP users that are associated with more than one institution will see the application page when they log in. To navigate to the dashboard, click on the home icon button.

Home Icon



The home icon is located in the upper left corner of the blue navigation bar. Clicking on this icon at any time will take you to the dashboard page.

Institution Name Dropdown List

The name of the institution is displayed on the left hand side. The first and last name of the registered user is displayed on the right.



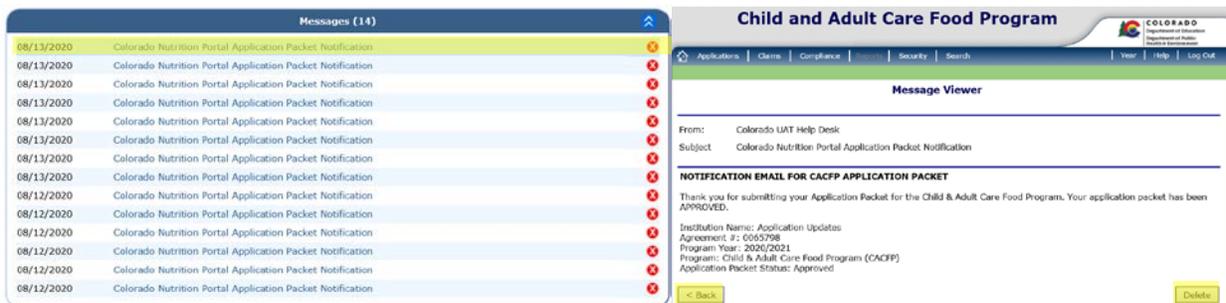
Messages

This section will display up to 25 auto-generated email messages. The message bar will not be visible if the institution has not received any messages.

Open the section by clicking the down arrow on the right side. Collapse the section by clicking on the arrow button again.



Once expanded, a list of email messages will appear. Click the title of the message to view the email. Delete a message by clicking on the red X button. After reading the message, there is an option to delete it or navigate back to the dashboard page by clicking the back button.



Contacts

This section displays contact type, contact name, phone number, and the email address of the contact. This section is also collapsible, and can be opened and closed by clicking the down arrows on the right side.

Contacts			
Contact Type	Contact Name	Phone Number	Email Address
Sponsoring Official	Tommy Pickles	720-777-7777	rugrats@applications.com
Program Contact	Red Fraggie	303-333-3333	fragglerock@applications.com
Claim Preparer	Red Fraggie	303-333-3333	fragglerock@applications.com
All Contact Details			

No contacts will be seen here until program year 2020-2021 recertification is complete. After recertification, the contacts seen in this section will be the contacts listed in the CACFP institution application. Shared users will see contacts across all CDE programs and CACFP.

To view more details, click on "All Contact Details."

Contacts			
Contact Type	Contact Name	Phone Number	Email Address
Sponsoring Official	Tommy Pickles	720-777-7777	rugrats@applications.com
Program Contact	Red Fraggie	303-333-3333	fragglerock@applications.com
Claim Preparer	Red Fraggie	303-333-3333	fragglerock@applications.com
All Contact Details			

Institutions will not be able to edit contact details in this screen. Contacts will only be editable through the "Edit Contacts" link in the institution application.

Contacts

Executive/Center Director

13. Name:	Salutation	First Name	Last Name
	Dr.	Tommy	Pickles
14. Date of Birth:	01/01/1970 (mm/dd/yyyy)		
15. Email Address:	rugrats@applications.com		
16. Facility Phone:	(720) 777-7777	Ext: 7	Fax:
17. Cell/Alt Phone:			
18. Title:	Director		

[Edit Contacts](#)

Institution Applications

The status of your application packet is displayed in this section.

Program Year: 2020 - 2021		Institution Applications	
Program	Form Name	Packet Status	Form Status
SNP		Not Participating	
SFSP		Not Participating	
CACFP - Centers		Approved	
	✓ Institution Application		Approved
	✓ Institution Budget Detail		Approved
	✓ Checklist (24)		
	Attachment List		
	CACFP Centers (3)		
CACFP - DCH		Not Participating	

CACFP only: The CACFP application status is shown. Packet Status next to SNP and SFSP will be "Not Participating."

Shared Users: The status of the SNP, SFSP, and CACFP applications is shown.

The program year is displayed in the top left corner. To change the program year, click on the dropdown arrow.



The "CACFP-Centers" hyperlink on the left will take you to the application packet.

Program Year: 2020 - 2021		Institution Applications	
Program	Form Name	Packet Status	Form Status
SNP		Not Participating	
SFSP		Not Participating	
CACFP - Centers		Approved	
	✓ Institution Application		Approved
	✓ Institution Budget Detail		Approved
	✓ Checklist (24)		
	Attachment List		
	CACFP Centers (3)		
CACFP - DCH		Not Participating	

To navigate back to the dashboard, select the home icon.

Site Applications

This section displays the status of the site applications. The "CACFP-Centers" hyperlink on the left will take you to the application packet.

Site Applications								
Program	Approved	Submitted for Approval	Not Submitted	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
CACFP - Centers	3	0	0	0	0	0	0	3

Site List

This section displays the site ID, site name, the facility contact phone and email, and the programs each site participates in.

This section is also collapsible, and can be opened and closed by clicking the down arrows on the right side.



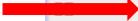
CACFP only: Only CACFP sites will appear under the program section.

Shared Users: SNP, SFSP, and CACFP will appear under the programs section.



Site List					⌵
ID	Site Name	Contact Phone	Email	Programs	
23595	Fake Site App	303-111-2222	judgejudy@gmail.com	CACFP SFSP	
23594	Site App #2	720-303-7733	gogogadget@gmail.com	CACFP	
23592	Site Application Updates	303-720-5280	TMNT@gmail.com	CACFP	

Sites can be sorted in an alphabetical order by site name or by program. To sort alphabetically by site name, click on "Site Name."



Site List					⌵
	Site Name	Contact Phone	Email	Programs	
23595	Fake Site App	303-111-2222	judgejudy@gmail.com	CACFP SFSP	
23594	Site App #2	720-303-7733	gogogadget@gmail.com	CACFP	
23592	Site Application Updates	303-720-5280	TMNT@gmail.com	CACFP	

To sort by program, click on "Programs."



Site List					⌵
ID	Site Name	Contact Phone	Email	Programs	
23594	Site App #2	720-303-7733	gogogadget@gmail.com	CACFP	
23592	Site Application Updates	303-720-5280	TMNT@gmail.com	CACFP	
23595	Fake Site App	303-111-2222	judgejudy@gmail.com	CACFP SFSP	

Claims

This section displays the last two claims submitted. Click on the claims in this section and it will direct you to the claims page.

If the institution has not yet submitted any claims, the claims section will still be visible on the dashboard; however, it will not link directly to the claim section.



Reviews

This section will display the CACFP State reviews that have been scheduled or conducted for the institution.

Click on the "CACFP" hyperlink to go to the new review page.

Reviews						
Program Year	Program	Review Period	Review Type	Status	Findings?	Nbr. Sites Reviewed
2020 - 2021	CACFP		Scheduled	Open	No	0

The CACFP review dashboard page is used when a CACFP review is completed and there are outstanding findings requiring a response. The institution's Nutrition Consultant will send detailed instructions on how to navigate this new platform at that time.

The review bar will not be visible if the institution has not had any reviews conducted or scheduled.

Applications | Claims | Compliance | Reports | Security | Search
Year | Help | Log Out

Dashboard >
Program Year: 2020 - 2021

CACFP Reviews Review Dashboard

0065798 Status: Active

Application Updates

DBA: Application Updates
4300 E CHERRY CREEK SOUTH DR
DENVER, CO 80246-1523

Review Year: 2020 - 2021

CAP Due Date:

Final Closed Date:

Entrance Date:

Original Submitted Date: 10/1/2020 ✔

Review Progress

Scheduled

On-site

CAD

Closed

Review Details

Review Type: Scheduled	Lead Reviewer: Debits, Lisa	Review ID: 12281
Review Form Set: Sponsor of Centers Review - 2019 v1	Status: Open	

Review Tools

Action	Description
View	Review Information
View	Institution Contact Information
View	Corrective Action Documents (0)
View	Commendations (0)
View	Technical Assistance (0)
View	Notes to Institution (0)
Detail	Review Attachments (0)

To navigate back to the dashboard, click on the home icon.



Quick Links

This section offers links to downloadable CACFP forms and other programs (if applicable.) Click on the "Download Forms" hyperlink to access the list of available CACFP forms.

Quick Links		
Program	Item	Description
CACFP	Download Forms	Forms Available for Downloading