

# TX-UNPS New Administrative Review User Guide

## Getting Started

*Before you can begin using TX-UNPS, you must be assigned a user ID and password that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.*

## Accessing the Web Site

You can access TX-UNPS website from any computer connected to the Internet by opening your Internet browser and entering the URL in the browser's address line. **The TX-UNPS URL is:**

<https://txunps1.texasagriculture.gov/TXUNPS/Splash.aspx>



**TIP:** You can add this URL to your browser's Favorites list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

## Logging On

### To log on

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Access TX-UNPS by typing the URL into the address line of your web browser.

Enter your assigned **User ID**.

Enter your **Password**.

Select **Log On**.

**Note:** If you do not have a User ID and Password, contact the Texas Department of Agriculture at (877) TEX-MEAL.



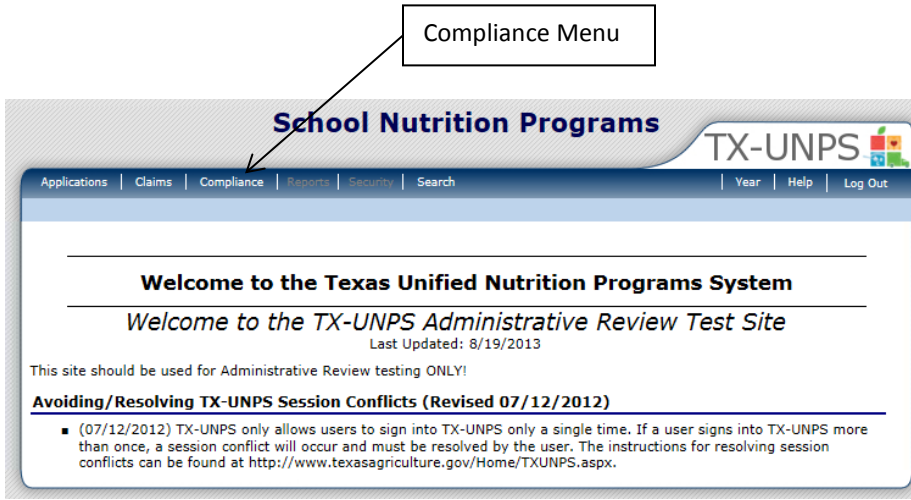
**TIP:** The Password is case-sensitive, so be sure to use upper- and lower-case letters, if necessary.

## Off-site Review Forms

*Before you can access the Off-site review forms, your Contracting Entity must have an approved 2015-2016 Annual Application on file in TX-UNPS.*

## To access the Review Forms

1. Select the **Compliance** Menu.



2. Select **Review Tracking** from the Compliance menu.



Select the **Details** link for the desired review. The Review Dashboard displays.

The screenshot shows a table with columns: Actions, Review ID, Review Year, Review Type, Lead Reviewer, Scheduled Date, Closed Date, Nbr of Sites, and Status. The 'Details' link in the 'Actions' column is highlighted with a box labeled 'Details' and an arrow pointing to it.

Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	93	2013 - 2014	Administrative		8/06/2013		4	Open

Select **Detail** next to the Review Forms option.

**Review Progress**

Scheduled  Off-site  On-site  CAD  Closed

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**Review Details**

**Review Type:** Administrative      **Lead Reviewer:** Tester (John), IADE      **Review ID:** 100  
**Review Form Set:** Administrative Review v1      **Status:** Open

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**Review Tools**

Action	Description
<a href="#">View</a>   <a href="#">Modify</a>	Review Information
<a href="#">View</a>   <a href="#">Modify</a>	Organization Contact Information
<a href="#">Detail</a>	Site Dashboard (1)
<a href="#">Detail</a>	Review Forms
<a href="#">View</a>   <a href="#">Modify</a>	Corrective Action Documents (0)
<a href="#">View</a>   <a href="#">Modify</a>	Commendations (0)
<a href="#">View</a>   <a href="#">Modify</a>	Technical Assistance (0)
<a href="#">View</a>   <a href="#">Modify</a>	Notes to Organization (0)
<a href="#">View</a>   <a href="#">Modify</a>	State Agency Notes (0)
<a href="#">Detail</a>	Review Attachments (0)

Details →

The Off-site Review Forms screen displays.

<input type="checkbox"/>		Off-site Assessment (12)	
<input type="checkbox"/>		SFA Forms (11)	
	<a href="#">View</a>   <a href="#">Modify</a>	100 - Certification and Benefit Issuance	
	<a href="#">View</a>   <a href="#">Modify</a>	200 - Verification	
	<a href="#">View</a>   <a href="#">Modify</a>	300 - Meal Counting and Claiming	
	<a href="#">View</a>   <a href="#">Modify</a>	600 - Dietary Specifications and Nutrition Analysis	
	<a href="#">View</a>   <a href="#">Modify</a>	700 - Resource Management	
	<a href="#">View</a>   <a href="#">Modify</a>	800 - Civil Rights	
	<a href="#">View</a>   <a href="#">Modify</a>	900 - SFA On Site Monitoring	
	<a href="#">View</a>   <a href="#">Modify</a>	1000 - Local School Wellness Policy	
	<a href="#">View</a>   <a href="#">Modify</a>	1600 - School Breakfast and SFSP Outreach	
	<a href="#">View</a>   <a href="#">Modify</a>	2100 - Special Provision Options	
	<a href="#">View</a>   <a href="#">Modify</a>	Resource Management Comprehensive Review Form	
<input type="checkbox"/>		Sites (1)	
	<a href="#">Detail</a>	Site 1	

**Note:** The system groups the forms by type. You can expand or collapse the forms by form group by selecting the  or  icons for easier viewing.





Figure 1: Review Forms screen (partial)

## SFA Forms

The Off-site SFA Forms are group of forms provided by the USDA to be completed prior to the On-site form groups.



### To complete the SFA Off-site Assessment forms

1. Select **Modify** for the desired Off-site Assessment form.

		Off-site Assessment (12)	
		SFA Forms (11)	
	View   Modify	100 - Certification and Benefit Issuance	
	View   Modify	200 - Verification	
	View   Modify	300 - Meal Counting and Claiming	
	View   Modify	600 - Dietary Specifications and Nutrition Analysis	
	View   Modify	700 - Resource Management	
	View   Modify	800 - Civil Rights	
	View   Modify	900 - SFA On Site Monitoring	
	View   Modify	1000 - Local School Wellness Policy	
	View   Modify	1600 - School Breakfast and SFSP Outreach	
	View   Modify	2100 - Special Provision Options	
	View   Modify	Resource Management Comprehensive Review Form	
		Sites (1)	
	Detail	Site 1	



Modify

2. Complete all review questions.

- If additional information from the USDA Guidance is available, select  to view the tool tip.
- You will see  icon to the right of most questions in the Off-site Assessments to upload attachments. **PLEASE DO NOT UPLOAD ATTACHEMENTS HERE.**

- **Note:** Documents requested by TDA for the Offsite review will be uploaded in the Review Attachments section of the Review Dashboard. Please reference page 7 of this document to locate the Review Attachments section.

**Off-site Assessment**

**200** Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).  

a. Did the SFA choose the correct verification sample size?  
 Yes  No



b. Did the SFA verify the correct number of applications based on their verification sample size?  
 Yes  No

c. Was the most recent report timely and accurate?  
 Yes  No

If no, is this a recurring problem?  
 Yes  No



Comments:

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**201** Who serves as the SFA's verifying official? (Name and/or position title)  


Regina Under - Free & Reduced Coordinator

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**202** Who serves as the confirming official? (Name and/or position title or software used is acceptable)  

**Figure 2: Off-site Assessment Form – 200 – Verification (partial)**


- Select **Validate** to save the form and check for errors.

**122** Is there a back-up system for updating benefit issuance document(s)? If yes, describe the back-up system for updating benefit issuance document(s). 

Yes  No

Comments:  
 QA

Created By: Developer on: 12/20/2013 11:13:17 AM Modified By: Developer on: 12/20/2013 11:16:56 AM




- If the form contains errors (e.g., a required question was not answered), an error message displays and the form was saved with an Error status.

### Validation Confirmation

The form contains **errors**.

**Figure 3: Validation Confirmation – Errors screen**

- Select **<Edit** to return to the form. Questions with errors display with a red indicator (  ) beside the question number.

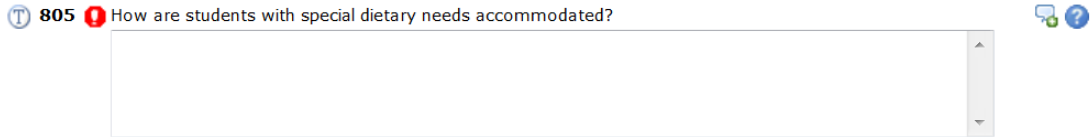


Figure 4: 800 – Civil Rights – Question with Errors screen (partial)

- Correct any errors and select Validate. Once the form has been saved without errors, the status changes to “Pending Review.”

### Sites

The Sites section of the Off-site Assessment consists of the Meal Compliance Risk Assessment Tool. CEs will only complete the Meal Compliance Risk Assessment Tool, by site, if more than one site is being reviewed. If only one site is selected for review, this screen will not display the Meal Compliance Risk Assessment Tool.

### To use the Meal Compliance Risk Assessment Tool by site

1. Select **Modify** for the desired Site.

[-]		Off-site Assessment (12)	
[-]		SFA Forms (11)	
	View   Modify	100 - Certification and Benefit Issuance	
	View   Modify	200 - Verification	
	View   Modify	300 - Meal Counting and Claiming	
	View   Modify	600 - Dietary Specifications and Nutrition Analysis	
	View   Modify	700 - Resource Management	
	View   Modify	800 - Civil Rights	
	View   Modify	900 - SFA On Site Monitoring	
	View   Modify	1000 - Local School Wellness Policy	
	View   Modify	1600 - School Breakfast and SFSP Outreach	
	View   Modify	2100 - Special Provision Options	
	View   Modify	Resource Management Comprehensive Review Form	
[-]		Sites (1)	
	Detail	Site 1	

Details

2. Select **Modify** for the Meal Compliance Risk Assessment Tool.

Action	Form	Status
[-]	Site Worksheets (1)	
View   Modify	Meal Compliance Risk Assessment Tool	

[< Back](#)

Modify

3. Complete questions. For each question answered, risk points display in yellow.
4. Select **Validate**. The total Risk Score displays at the top and bottom of the screen.

**Risk Score: 30.0**

**Off-site Assessment**

**1** In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at the site?

School Breakfast Program	<input checked="" type="radio"/> Yes <input type="radio"/> No	15.0
Seamless Summer Option	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
Afterschool Snack Program	<input checked="" type="radio"/> Yes <input type="radio"/> No	5.0
Fresh Fruit and Vegetable Program	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
Special Milk Program	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0

**2** What are the age/grade groups served in the school?

Pre-K	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
K-5 only (or K-1, K-2, K-3, K-4)	<input checked="" type="radio"/> Yes <input type="radio"/> No	0.0
6-8 only (or 6-7, 7-8)	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
9-12 only (or 10-12)	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
K-8	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
6-12	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0
K-12	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0

**3** Were Performance Standard 1 or Performance Standard 2 violations identified at the previous administrative review or during follow-up activities?

Yes  No 0.0

**Figure 5: Meal Compliance Risk Assessment Tool screen (partial)**

Per the USDA Guidance Manual, the Meal Compliance Risk Assessment Tool must be completed for each selected school. The Meal Compliance Risk Assessment evaluates error-prone areas and provides risk scores. The selected site with the highest Meal Compliance Risk Assessment score must undergo a more in-depth meal review (i.e., “Targeted Menu Review”).

***Form Statuses:***

A status column is located to the right of each SFA level form and Site level Form. They may display the following statuses:

Incomplete – the form has been started, but has not been completed.

Completed – all questions have been answered in the form without errors.

Error – required questions in the form have not been answered correctly.

Not Applicable – the form set does not apply to the CE and does not need to be completed.

***Accessing Review Attachments:***

TDA reviewers will request CEs to provide specific documentation during the Off-site Assessment and CE’s will attach the requested documents in this section of TX-UNPS.

1. CE must return to the SNP Reviews Review Dashboard. If you were currently working in the Off-site Assessment forms, click the “Back” button at the bottom of the screens until you reach this page.

Action	Form	Status
[-]	Site Worksheets (5)	
View   Modify	Meal Compliance Risk Assessment Tool	Completed
View   Modify	Dietary Specifications Assessment Tool - Breakfast	Completed
View   Modify	Dietary Specifications Assessment Tool - Lunch	Completed
View   Modify	Meal Component and Quantities - Breakfast	
View   Modify	Meal Component and Quantities - Lunch	

Back → < Back

2. Click "Details" next to Review Attachments.

**Review Progress**

Scheduled  Off-site  On-site  CAD  Closed

**Review Details**

**Review Type:** Administrative      **Lead Reviewer:** Tester (John), IADE      **Review ID:** 100  
**Review Form Set:** Administrative Review v1      **Status:** Open

**Review Tools**

Action	Description
View   Modify	Review Information
View   Modify	Organization Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View   Modify	Corrective Action Documents (0)
View   Modify	Commendations (0)
View   Modify	Technical Assistance (0)
View   Modify	Notes to Organization (0)
View   Modify	State Agency Notes (0)
Detail	Review Attachments (0)

Details →

3. Click "Add Attachment."

**Attachments**

Action	File Name	Description	Date	User
No data to display.				

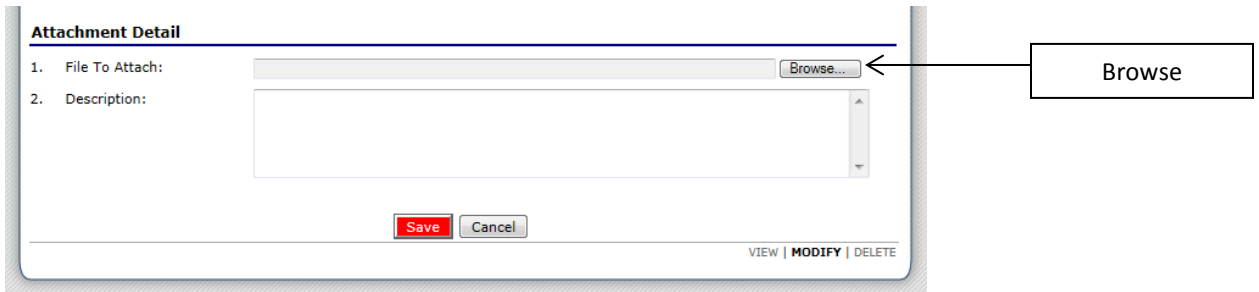
Total Attachments: 0

< Back   Add Attachment ←

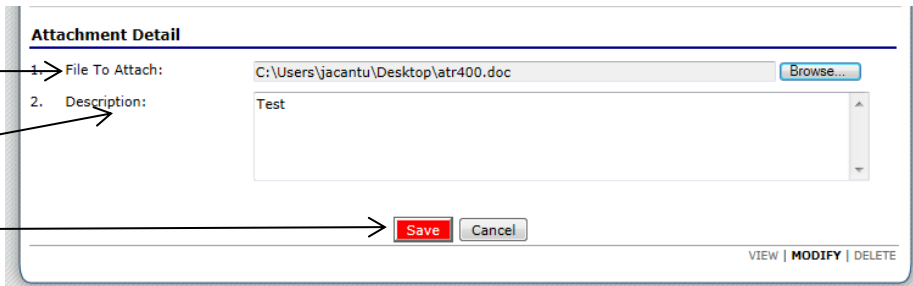
Add Attachment



4. Click “Browse” to open a search window for your computer.

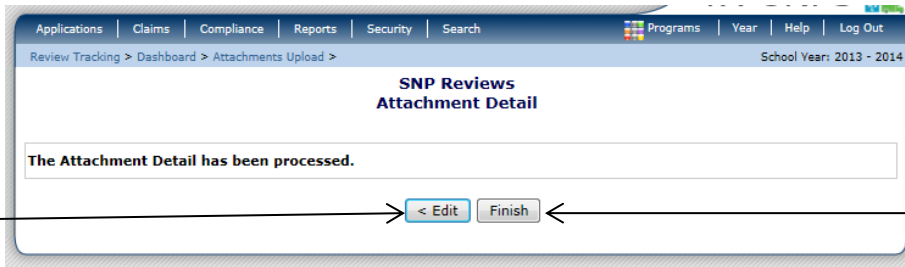


5. Once the browser window appears, search for the document on your computer you want to attach. Once you find your document, double click it to attach and upload into TX-UNPS. You will see the file name appear in the File To Attach cell. Please add a brief description of the file attached in the Description cell. Once you have completed attaching your document, click “Save.”

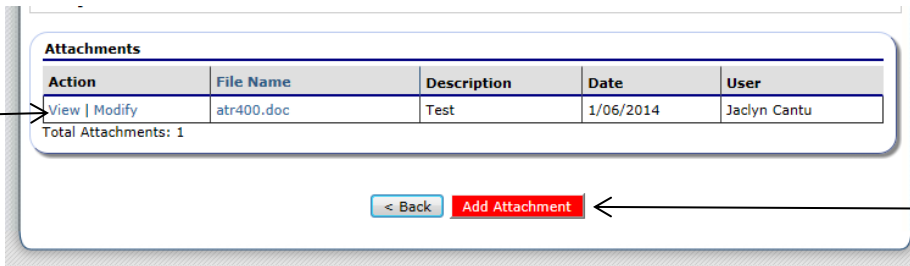


• **Note:** Please use the following naming convention for files attached:  
**Offsite Form Series\_Document Name (example 100\_Student Roster), or**  
**Offsite Form Series\_Document Name\_Site (example 300\_Meal Counts\_ABC JRH)**  
Please reference the Administrative Review Offsite Checklist for Form Series and Document Names.

6. If you accidentally attach the wrong file, click the “Browse” button again. Search for the desired file and attach it by double clicking on it. The new attachment will over-write the previous document you attached. Once you have completed the attachment and clicked save, click “Finish” to complete the action of attaching a document. Click “Edit” if you must go back to the previous attachment to make a change.



- Once you have finished attaching a document, you will return to your Attachment List screen. You will see the document you have attached with the ability to View or Modify the attachment. You may also attach another document by clicking the “Add Attachment” button again.



Once all applicable forms in the Off-site Administrative Review have a “Completed” status and all requested documents have been attached, you have finished the Off-site portion of the review. The Off-site monitor will contact you for any questions, corrections, or errors that may be addressed prior to the On-site review.