

## Gateway Home

[Link to MDE Nutrition Gateway Dashboard & Portal Basics](#)

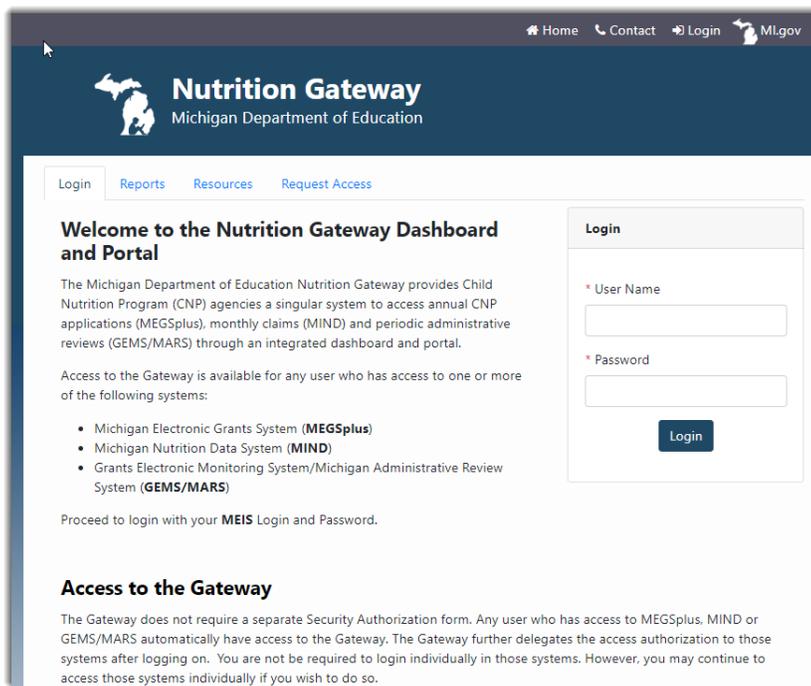
## Welcome to the Nutrition Gateway Dashboard and Portal

The Michigan Department of Education Nutrition Gateway provides Child Nutrition Program (CNP) agencies a single location to access annual CNP applications (MEGSplus), monthly claims (MIND) and periodic administrative reviews (GEMS/MARS) through an integrated dashboard and portal.

Access to the Gateway is available for any user who has access to one or more of the following systems:

- Michigan Electronic Grants System (**MEGSplus**)
- Michigan Nutrition Data System (**MIND**)
- Grants Electronic Monitoring System/Michigan Administrative Review System (**GEMS/MARS**)

Proceed to login with your **MEIS** Username and Password.



The screenshot shows the login page of the Nutrition Gateway. At the top, there are navigation links for Home, Contact, Login, and MI.gov. The main header includes the Michigan Department of Education logo and the text "Nutrition Gateway Michigan Department of Education". Below the header, there are tabs for Login, Reports, Resources, and Request Access. The main content area is titled "Welcome to the Nutrition Gateway Dashboard and Portal" and contains a brief description of the gateway's purpose. It lists the systems accessible through the gateway: MEGSplus, MIND, and GEMS/MARS. A "Login" button is visible on the right side of the page.

**Login page:** Provide your MEIS username and password and gain access to the Gateway

**Reports:** Access publicly available Child Nutrition Program (CNP) Data through a variety of reports

**Resources:** Access to CNP resources from the Program Offices for successful participation

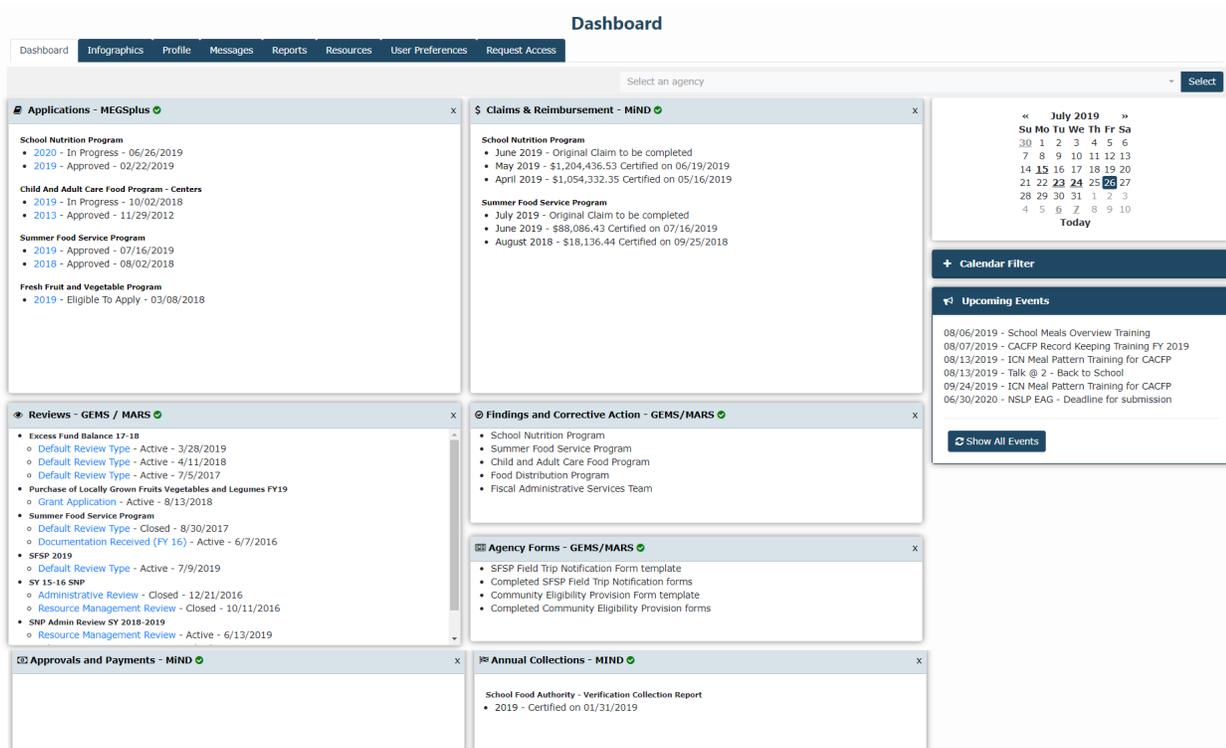
**Request Access:** Ability to electronically request access to GEMS/MARS

## Features:

- Visit the MEIS page to reset your password: <https://mdoe.state.mi.us/MEIS/PasswordRecovery.aspx>

## Dashboard

Dashboard displays Application data, Claims data and Administrative Review data.



The screenshot shows the MDE Nutrition Gateway Dashboard. At the top, there is a navigation bar with tabs: Dashboard, Infographics, Profile, Messages, Reports, Resources, User Preferences, and Request Access. Below the navigation bar is a 'Select an agency' dropdown menu. The dashboard is divided into several sections:

- Applications - MEGSplus:** Lists applications for School Nutrition Program, Child Adult Care Food Program - Centers, Summer Food Service Program, and Fresh Fruit and Vegetable Program.
- Claims & Reimbursement - MIND:** Lists claims for School Nutrition Program and Summer Food Service Program.
- Calendar:** A calendar for July 2019 with a 'Calendar Filter' button below it.
- Upcoming Events:** A list of events including School Meals Overview Training, CACFP Record Keeping Training, and ICN Meal Pattern Training.
- Reviews - GEMS / MARS:** Lists reviews for Excess Fund Balance, Purchase of Locally Grown Fruits Vegetables and Legumes, Summer Food Service Program, and SFSP.
- Findings and Corrective Action - GEMS/MARS:** Lists findings for School Nutrition Program, Summer Food Service Program, Child and Adult Care Food Program, Food Distribution Program, and Fiscal Administrative Services Team.
- Agency Forms - GEMS/MARS:** Lists forms for SFSP Field Trip Notification Form, Completed SFSP Field Trip Notification forms, Community Eligibility Provision Form, and Completed Community Eligibility Provision forms.
- Approvals and Payments - MIND:** Lists approvals and payments for School Food Authority - Verification Collection Report.

### The Dashboard lists:

- Available applications and last two approved applications for each participating program
- Last three claims for each participating program
- Review information and associated tasks
- Child Nutrition Program dates

### The Portal Capability:

- Users with access to any of the systems; MEGSplus, MIND, and GEMS/MARS will gain access by clicking the corresponding links on the dashboard.
- The Gateway will transfer you directly to the Application, Claim, or a Review based on access rights and selection.
- If a user does not have access to a specific system, clicking on the link will give the user instructions as to how to secure access.

### Feature:

- Ability to filter calendar to specific program or function
- Custom View feature can be selected in the User Preference tab
  - The Blue slider menu on the right will allow you to rearrange and delete cards

**Infographics**

**Pictorial representation of data.**

The screenshot shows the 'Infographics' section of the Nutrition Gateway for Lansing Public School District (33020). It features a navigation menu with options like Dashboard, Profile, Messages, Reports, Resources, User Preferences, Request Access, and Admin. Below the menu, there are filters for 'Select an agency' and 'School Nutrition Programs - SNIP'. The main content area is divided into several widgets:

- Program Participation:** Six icons representing different programs: National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Fresh Fruit and Vegetable Program, Summer Food Service Program, and Child and Adult Care Food Program. Each icon has a legend for 'Participating' (green) and 'Eligible Not Participating' (red).
- Student Enrollment:** A widget titled 'Students Total Enrollment' showing 11,389 students. It includes a bar chart showing 'Free & Reduced Price Eligible' (98.26%) and 'Paid Price Eligible' (1.74%).
- Students Served Daily:** Two widgets for 'Breakfast' (6,487 students) and 'Lunch' (8,160 students). Each shows 'Free & Reduced' (98.28% and 98.27% respectively) and 'Paid' (1.71% and 1.72% respectively).
- CD Sources of Revenue:** A pie chart showing revenue from 'Student Fees' (1.88%), 'State and Federal Reimbursements' (97.18%), and 'Nonprogram Sales' (0.94%).
- Breakfast Counts and Lunch Counts:** Two bar charts comparing 'Breakfast Counts' and 'Lunch Counts' for SY16-17 and SY17-18.
- Where do we spend our funds?:** A pie chart showing fund sources: 'Federal Grants' (7.28%), 'Local Benefits' (2.9%), 'State Grants' (2%), 'Supplier' (1%), 'Purchased Services' (2%), and 'Other Funds' (11%).
- # USDA Foods:** A widget showing 'SY16-17 Disbursement' of \$454,380.94 and 'End Balance' of \$51,773.90, with a '% Used' of 88.61%.
- Enrollment in last 3 Years:** A line chart showing enrollment trends from 2015-16 to 2017-18.

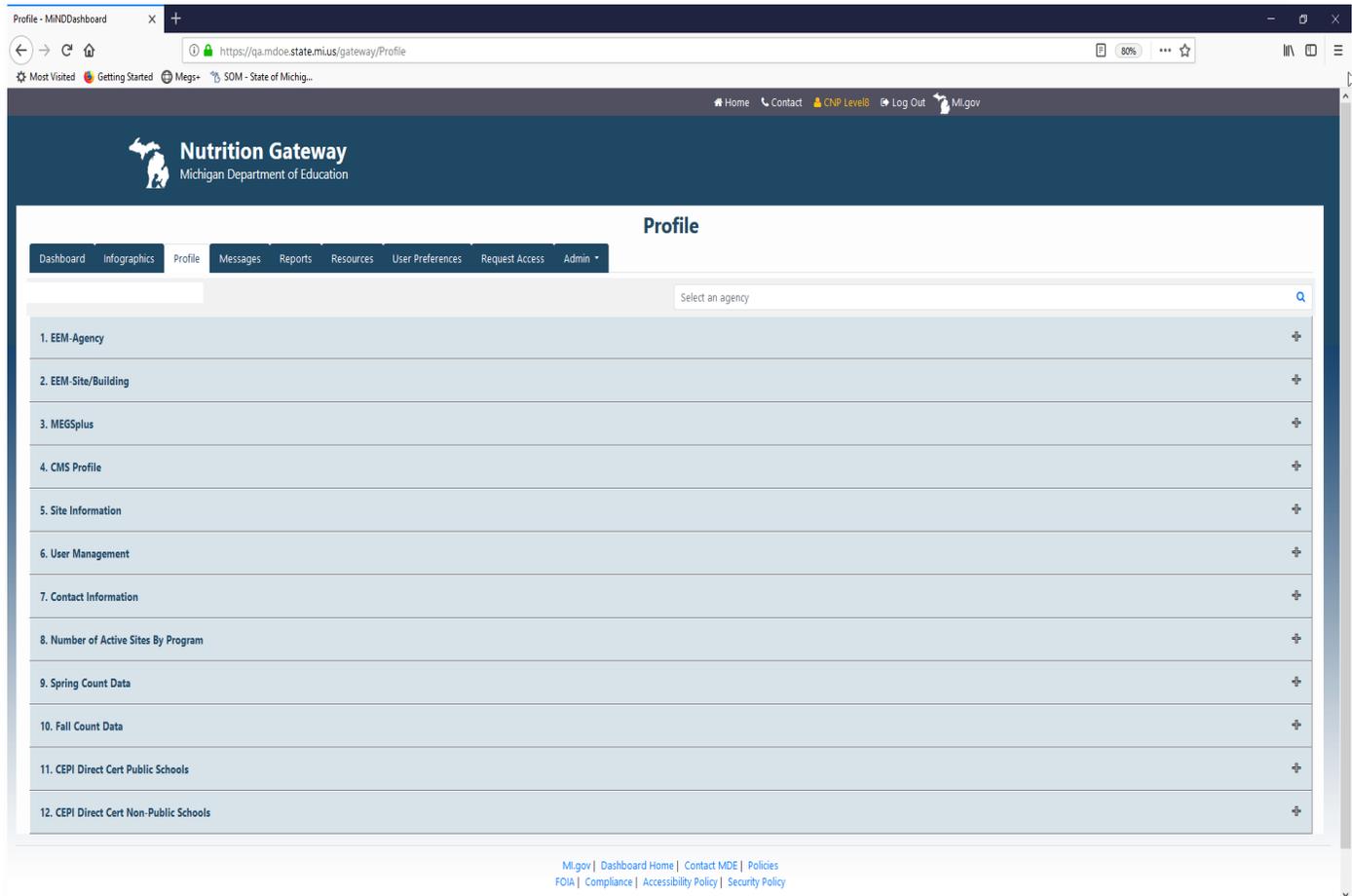
At the bottom right, there are links for 'Migov | Dashboard Home | Contact MDE | Policies | FOIA | Compliance | Accessibility Policy | Security Policy' and a copyright notice for 2019 State of Michigan.

**Features:**

- Displays data in easy-to-analyze pictorial representations
- Data behind some images can be downloaded to an Excel
- Images can be added, moved or hidden using the Blue slider menu on the right

## Profile

Listing of agency profile information from various MDE systems.



The screenshot shows a web browser window displaying the 'Profile' page of the MDE Nutrition Gateway. The page has a dark blue header with the Michigan Department of Education logo and the text 'Nutrition Gateway Michigan Department of Education'. Below the header is a navigation menu with options: Dashboard, Infographics, Profile (selected), Messages, Reports, Resources, User Preferences, Request Access, and Admin. A search bar labeled 'Select an agency' is positioned above a list of 12 items, each with a plus icon on the right:

1. EEM-Agency
2. EEM-Site/Building
3. MEGSplus
4. CMS Profile
5. Site Information
6. User Management
7. Contact Information
8. Number of Active Sites By Program
9. Spring Count Data
10. Fall Count Data
11. CEPI Direct Cert Public Schools
12. CEPI Direct Cert Non-Public Schools

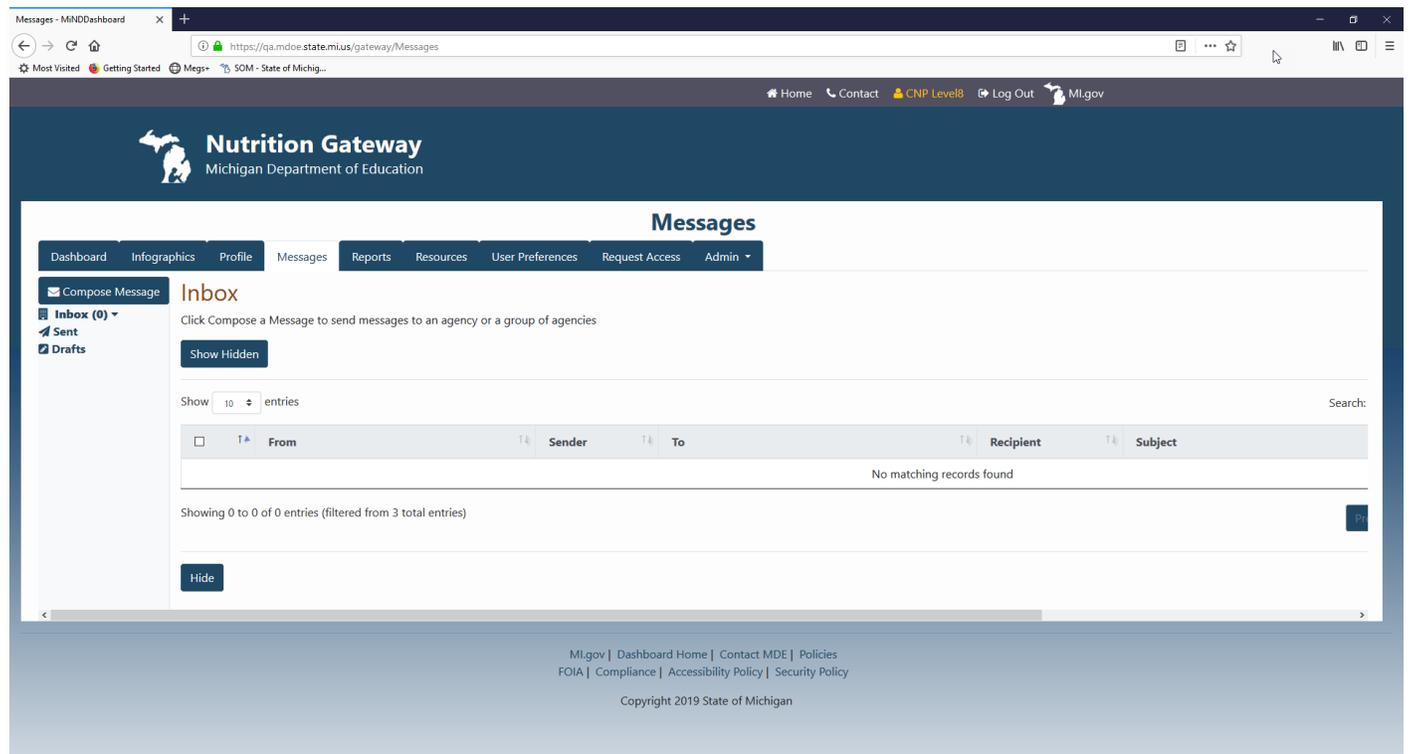
At the bottom of the page, there is a footer with links: [Mi.gov](#) | [Dashboard Home](#) | [Contact MDE](#) | [Policies](#) | [FOIA](#) | [Compliance](#) | [Accessibility Policy](#) | [Security Policy](#)

## Features:

- View profile information of agencies to which you have access
- Export data to Excel, CSV, PDF or copied to the Clipboard

## Messages

Centralized feature to create and log all communication between MDE OHNS and the Agencies

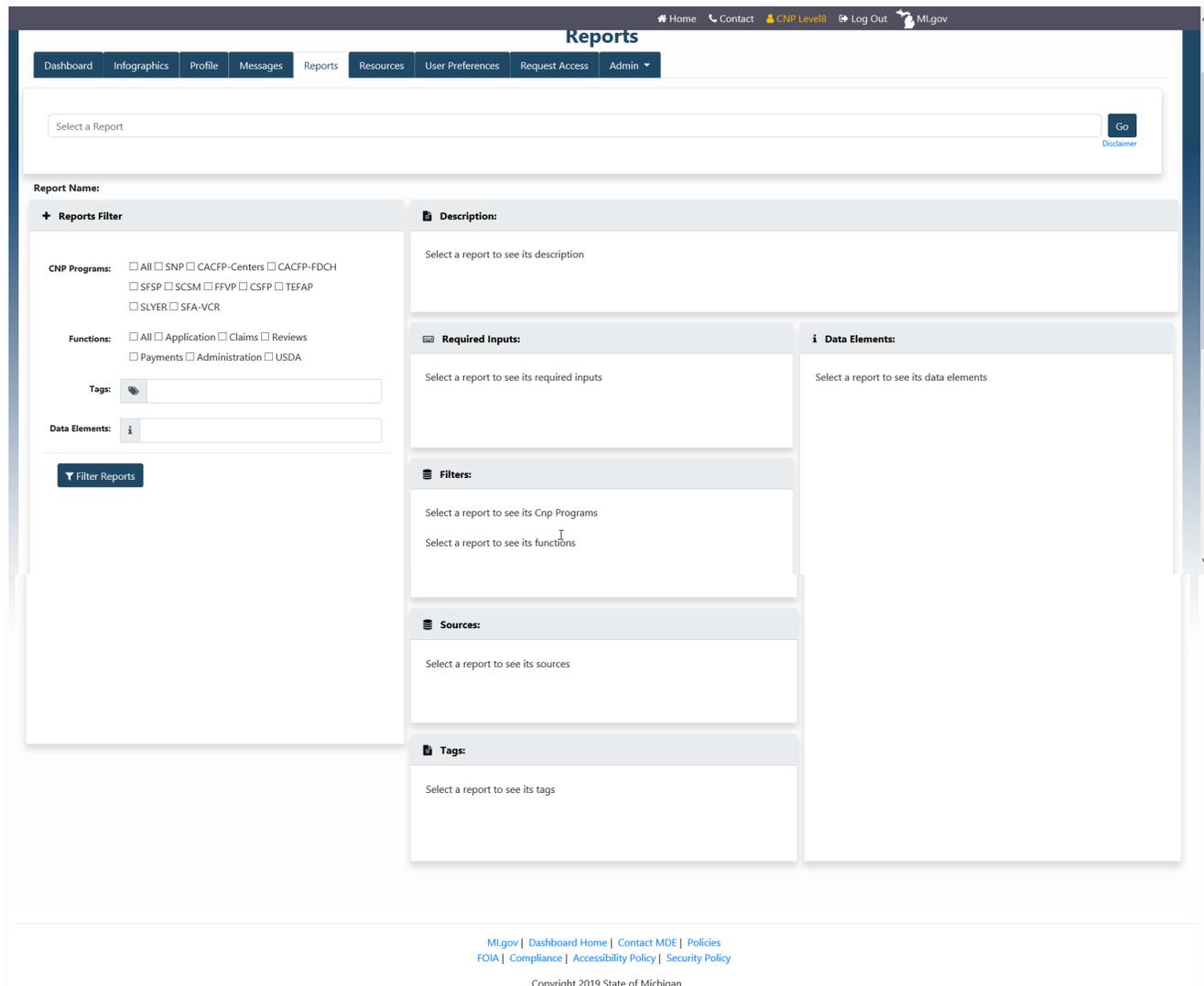


## Features:

- All messages addressed to the user will be listed in the Inbox
- All messages addressed to other users in the agencies will be listed in the Agency Inbox
- Default Agency can be chosen on the User Preference page if you have access to multiple agencies
- Ability to hide and unhide messages from folders by selecting messages and clicking “Hide/Show Hidden”
- Clicking “Show Default” resets the folders to available messages
- Search for specific messages using the Search box
- Messages can be sorted by clicking on column header

## Reports

Access to public reports.



The screenshot shows the 'Reports' section of the MDE Nutrition Gateway. At the top, there is a navigation bar with links for Home, Contact, CNP Level 8, Log Out, and MI.gov. Below this is a sub-navigation bar with links for Dashboard, Infographics, Profile, Messages, Reports (active), Resources, User Preferences, Request Access, and Admin. A search bar labeled 'Select a Report' with a 'Go' button and a 'Disclaimer' link is positioned below the navigation. The main content area is divided into several sections:

- Report Name:** A dropdown menu for selecting a report.
- + Reports Filter:** A section with checkboxes for CNP Programs (All, SNP, CACFP-Centers, CACFP-FDCH, SFSP, SCSM, FFVP, CSFP, TEAP, SLyer, SFA-VCR), Functions (All, Application, Claims, Reviews, Payments, Administration, USDA), Tags (with a search input), and Data Elements (with an 'i' icon and search input). A 'Filter Reports' button is at the bottom.
- Description:** A card with the text 'Select a report to see its description'.
- Required Inputs:** A card with the text 'Select a report to see its required inputs'.
- Data Elements:** A card with the text 'Select a report to see its data elements'.
- Filters:** A card with two sub-sections: 'Select a report to see its Cnp Programs' and 'Select a report to see its functions'.
- Sources:** A card with the text 'Select a report to see its sources'.
- Tags:** A card with the text 'Select a report to see its tags'.

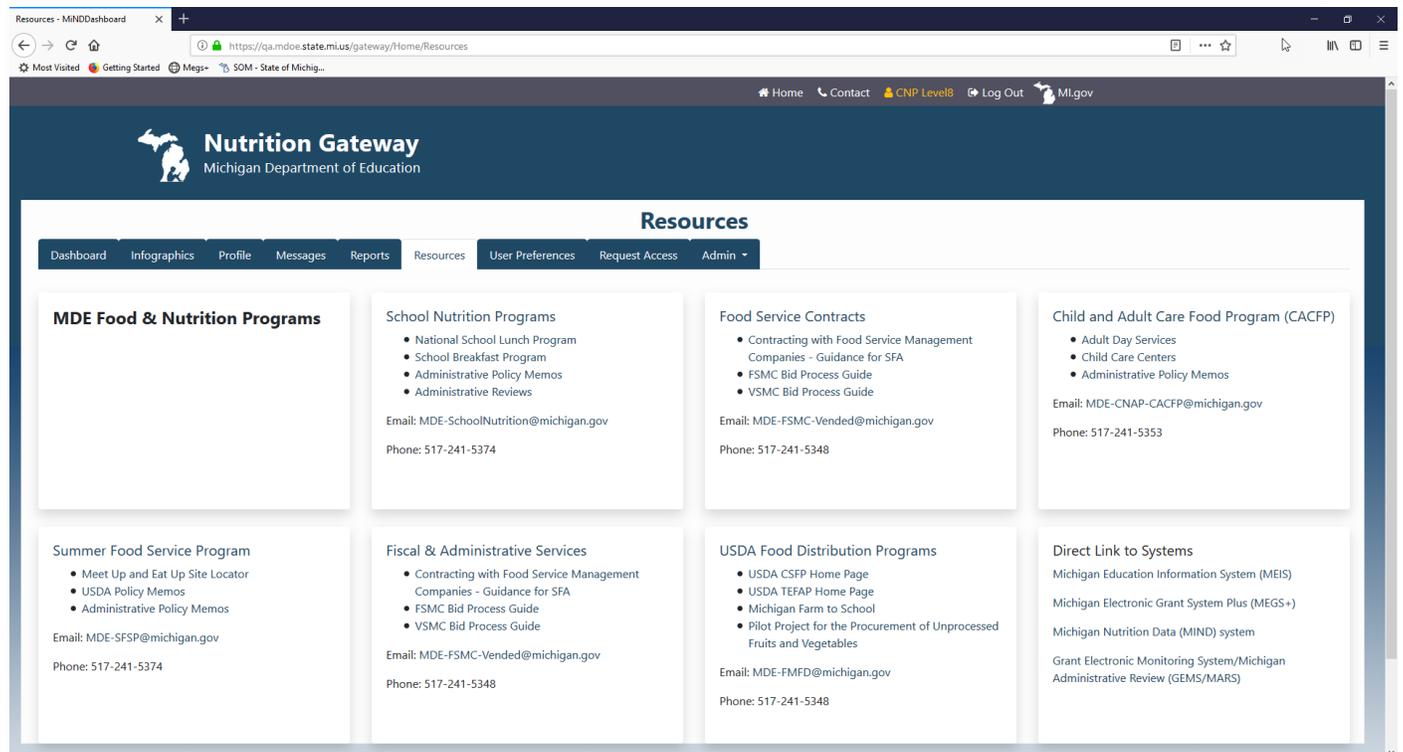
At the bottom of the page, there is a footer with links for MI.gov, Dashboard Home, Contact MDE, Policies, FOIA, Compliance, Accessibility Policy, and Security Policy, along with the text 'Copyright 2019 State of Michigan'.

## Features:

- Select from a variety of reports using the dropdown menu
- Filter information using Reports Filter
- A definition of the specific report and the information contained in the report are shown on the Description, Required Inputs and Data Elements cards
- To view report, click "View Report"
- Provide the required inputs and generate the report
- Report can be exported to Excel, CSV, PDF or copied to the Clipboard
- All reports are ADA compliant

## Resources

### Links to Child Nutrition Program resources from USDA and MDE



The screenshot shows a web browser window displaying the MDE Nutrition Gateway Resources page. The page has a dark blue header with the Michigan Department of Education logo and the text "Nutrition Gateway Michigan Department of Education". Below the header is a navigation menu with tabs: Dashboard, Infographics, Profile, Messages, Reports, Resources (selected), User Preferences, Request Access, and Admin. The main content area is titled "Resources" and contains eight white boxes, each representing a different program or service. Each box lists key resources, contact information (email and phone), and a brief description of the program.

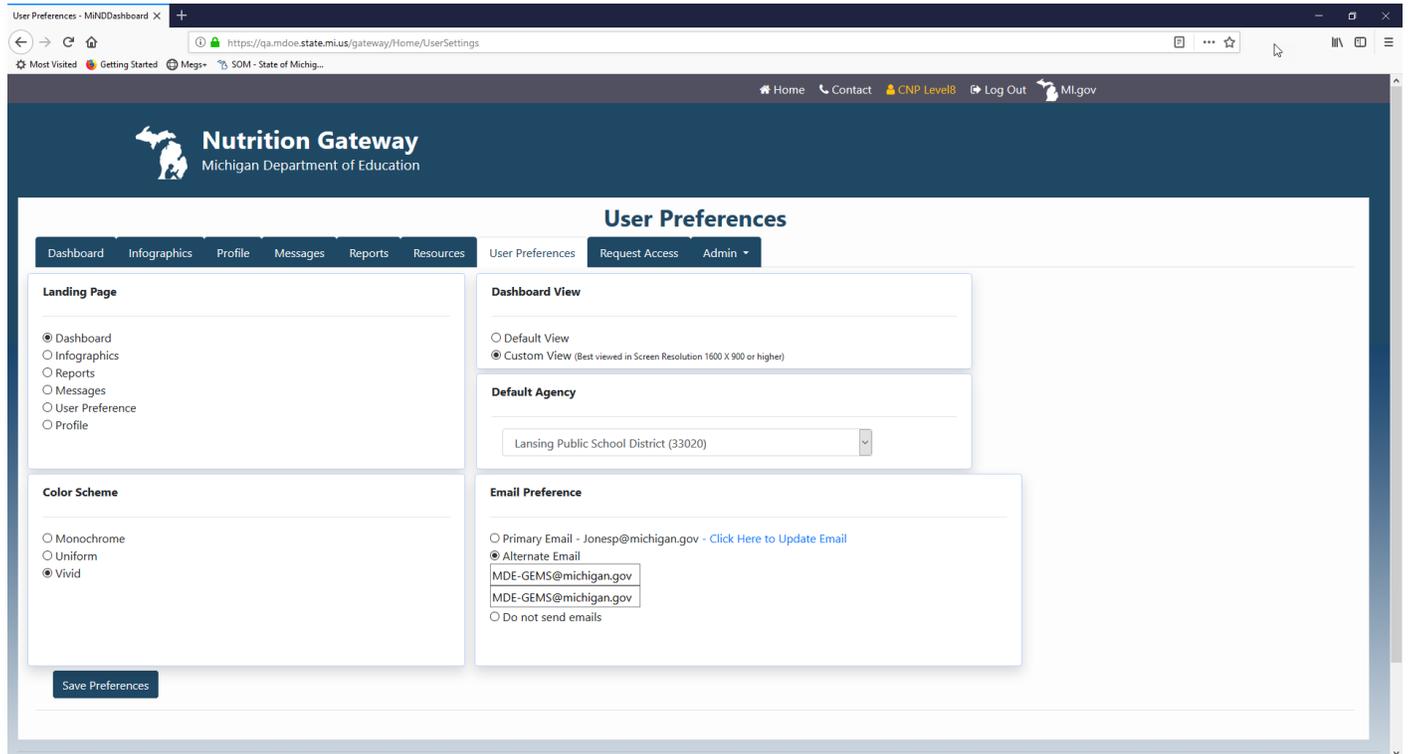
Program/Service	Key Resources	Contact Information
<b>MDE Food &amp; Nutrition Programs</b>	<ul style="list-style-type: none"> <li>National School Lunch Program</li> <li>School Breakfast Program</li> <li>Administrative Policy Memos</li> <li>Administrative Reviews</li> </ul>	Email: MDE-SchoolNutrition@michigan.gov Phone: 517-241-5374
<b>School Nutrition Programs</b>	<ul style="list-style-type: none"> <li>Contracting with Food Service Management Companies - Guidance for SFA</li> <li>FSMC Bid Process Guide</li> <li>VSMC Bid Process Guide</li> </ul>	Email: MDE-FSMC-Vended@michigan.gov Phone: 517-241-5348
<b>Food Service Contracts</b>	<ul style="list-style-type: none"> <li>USDA CSFP Home Page</li> <li>USDA TEFAP Home Page</li> <li>Michigan Farm to School</li> <li>Pilot Project for the Procurement of Unprocessed Fruits and Vegetables</li> </ul>	Email: MDE-FMFD@michigan.gov Phone: 517-241-5348
<b>Child and Adult Care Food Program (CACFP)</b>	<ul style="list-style-type: none"> <li>Adult Day Services</li> <li>Child Care Centers</li> <li>Administrative Policy Memos</li> </ul>	Email: MDE-CNAP-CACFP@michigan.gov Phone: 517-241-5353
<b>Summer Food Service Program</b>	<ul style="list-style-type: none"> <li>Meet Up and Eat Up Site Locator</li> <li>USDA Policy Memos</li> <li>Administrative Policy Memos</li> </ul>	Email: MDE-SFSP@michigan.gov Phone: 517-241-5374
<b>Fiscal &amp; Administrative Services</b>	<ul style="list-style-type: none"> <li>Contracting with Food Service Management Companies - Guidance for SFA</li> <li>FSMC Bid Process Guide</li> <li>VSMC Bid Process Guide</li> </ul>	Email: MDE-FSMC-Vended@michigan.gov Phone: 517-241-5348
<b>USDA Food Distribution Programs</b>	<ul style="list-style-type: none"> <li>Michigan Education Information System (MEIS)</li> <li>Michigan Electronic Grant System Plus (MEGS+)</li> <li>Michigan Nutrition Data (MIND) system</li> <li>Grant Electronic Monitoring System/Michigan Administrative Review (GEMS/MARS)</li> </ul>	Direct Link to Systems

### Features:

- MDE units providing support for the Child Nutrition Programs
- Emails and contact numbers of the various Child Nutrition Program units
- Direct links to Child Nutrition Program Systems (MEIS, MEGS+, MIND, & GEMS/MARS)

## User Preferences

Display settings based on user's preference

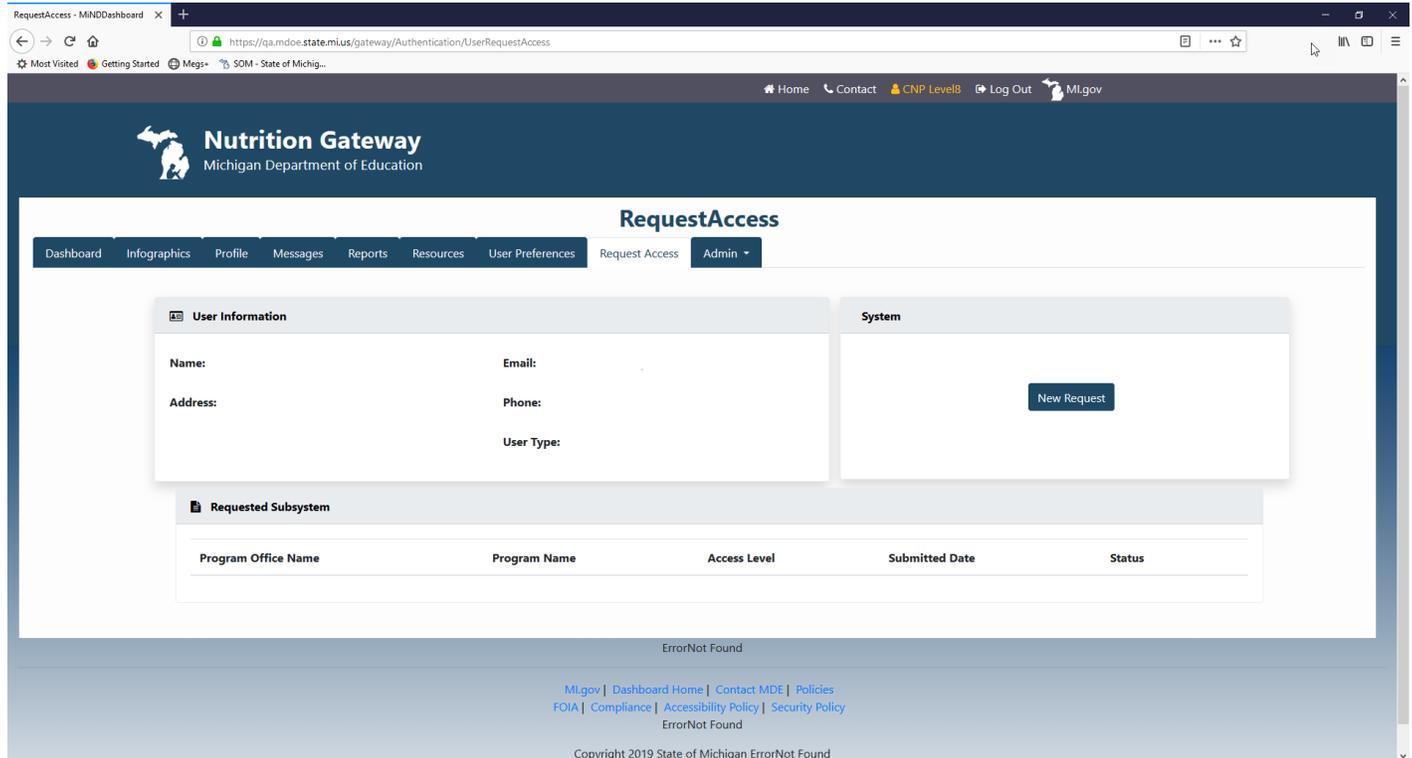


## Features:

- **Landing Page:** Select the preferred page to open when logging in
- **Dashboard View:** Choose your option
  - **Default View:** ADA Compliant, larger card display, and cards don't move
  - **Custom View:** Allows you to remove, reorganize, and resize cards
- **Default Agency:** For multiple Agencies - Select the preferred agency to open upon login
- **Color Scheme:** Choose between three color schemes - Monochrome (Default), Bold and Light
- **Email Preference:** Designates where you want emails to be sent

## Request Access

### Electronic Access to Child Nutrition Program Systems



The screenshot shows a web browser window displaying the 'Request Access' page of the Michigan Department of Education's Nutrition Gateway. The page has a dark blue header with the Michigan logo and 'Nutrition Gateway Michigan Department of Education'. Below the header is a navigation menu with items: Dashboard, Infographics, Profile, Messages, Reports, Resources, User Preferences, Request Access (active), and Admin. The main content area is divided into two columns. The left column, titled 'User Information', contains form fields for Name, Address, Email, Phone, and User Type. The right column, titled 'System', contains a 'New Request' button. Below these columns is a 'Requested Subsystem' section with a table. The table has five columns: Program Office Name, Program Name, Access Level, Submitted Date, and Status. The footer of the page includes links for MI.gov, Dashboard Home, Contact MDE, Policies, FOIA, Compliance, Accessibility Policy, and Security Policy, along with a copyright notice for 2019 State of Michigan.

### Features:

- Ability for Agency users to request access to the GEMS/MARS system
- COMING SOON: Ability for MDE users to request access to the MIND system
  - Agency users request access through the specific MEGS+ applications
- MEGS+ security access has not been converted to the electronic format