MDE Nutrition Gateway User Guide

Gateway Home

Link to MDE Nutrition Gateway Dashboard & Portal Basics

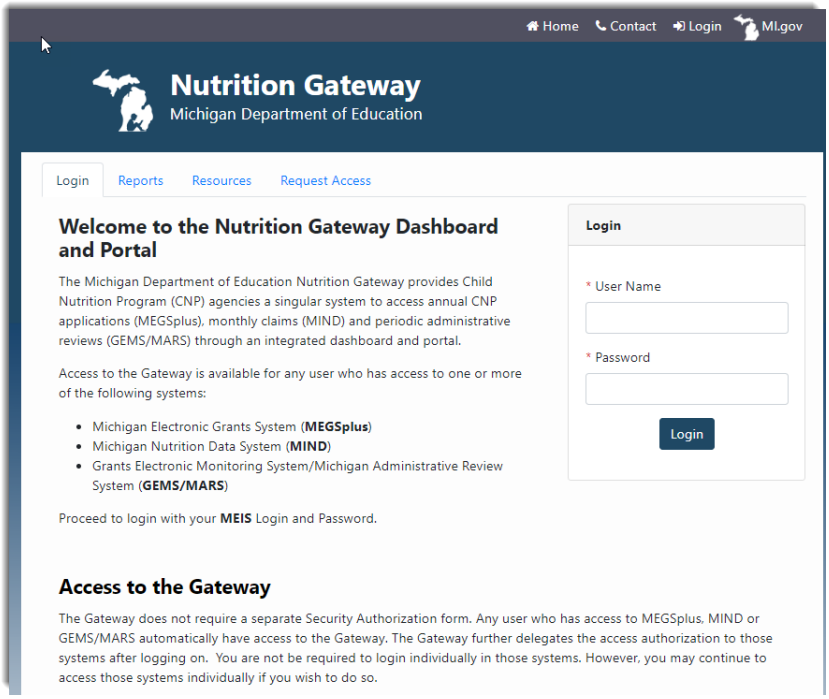
Welcome to the Nutrition Gateway Dashboard and Portal

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.



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

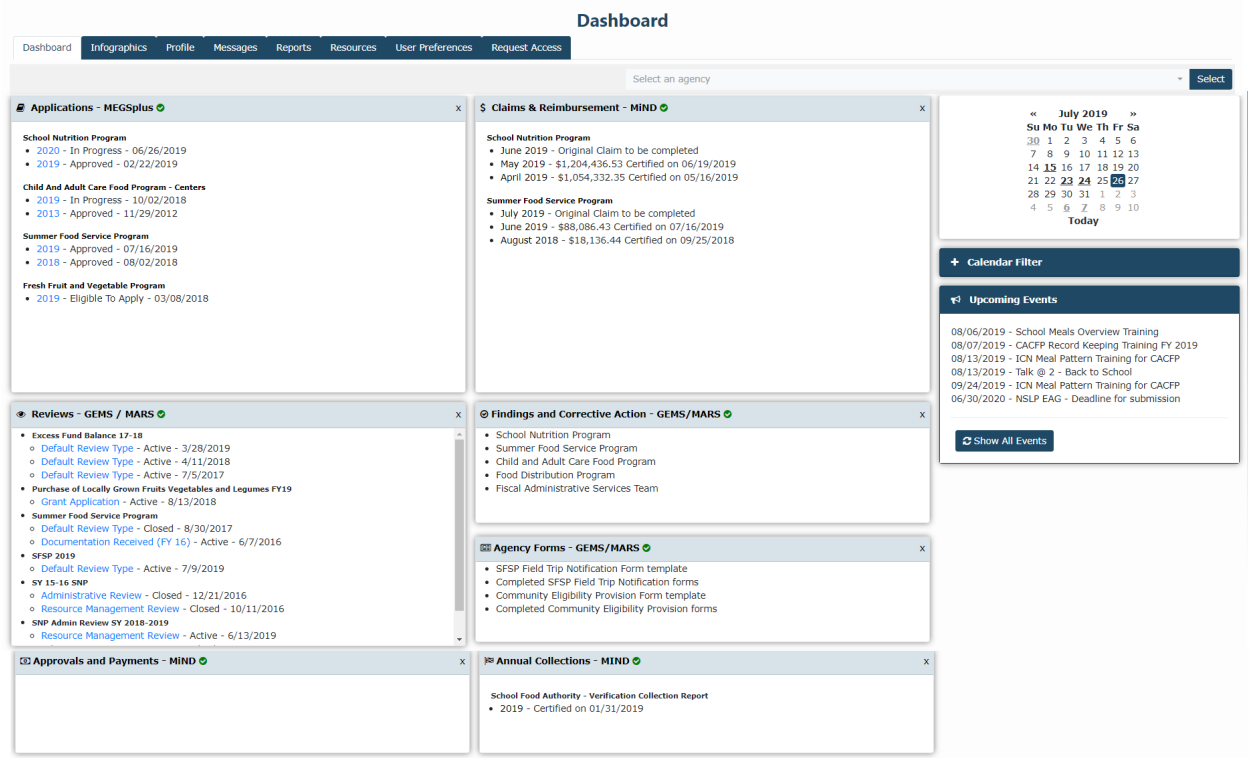
Request Access: Ability to electronically request access to GEMS/MARS

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 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:

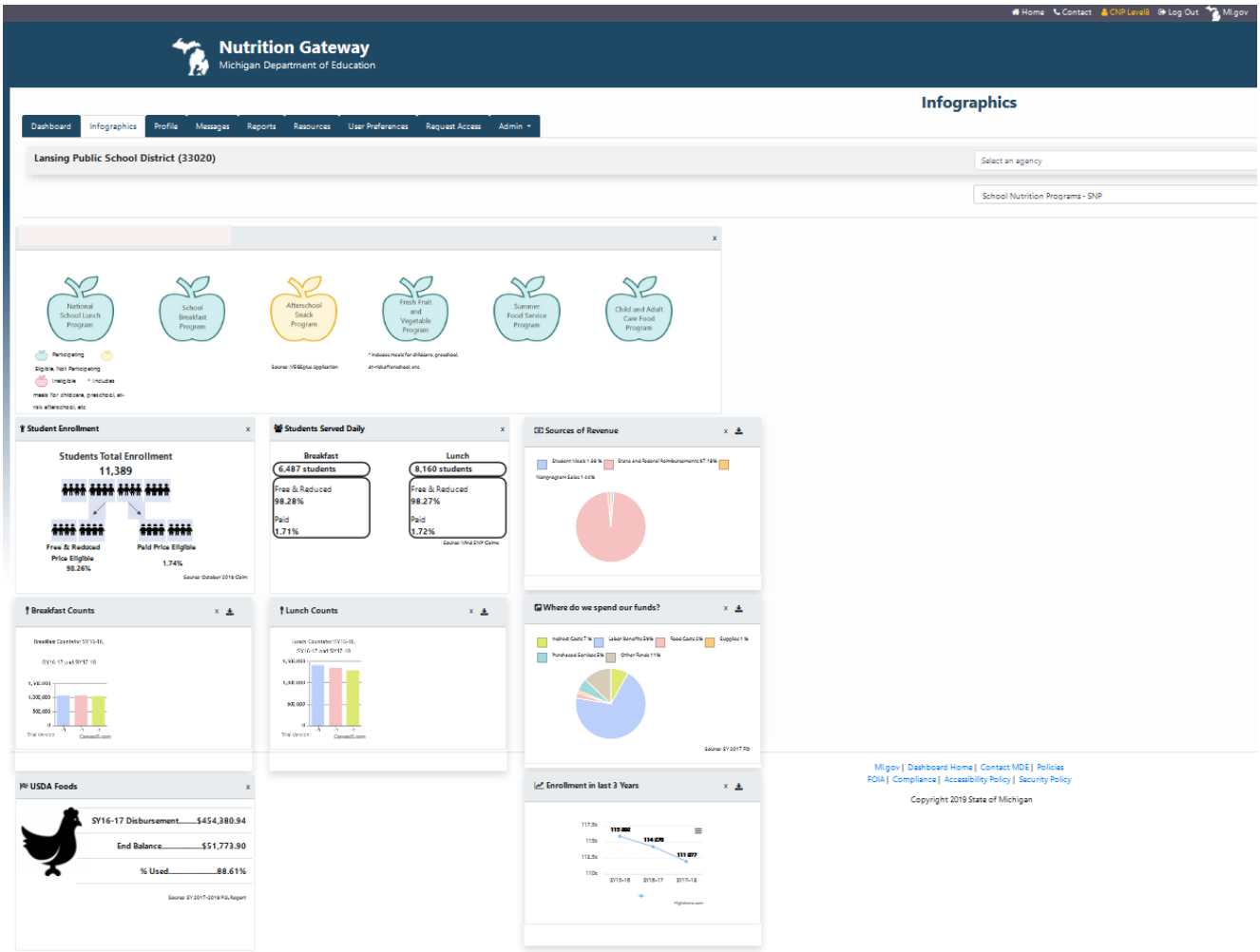
- Users with access to any of the systems; MEGSplus, MIND, and GEMS/MARS will gain access by clicking the corresponding links on the dashboard.
- The Gateway will transfer you directly to the Application, Claim, or a Review based on access rights and selection.
- If a user does not have access to a specific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

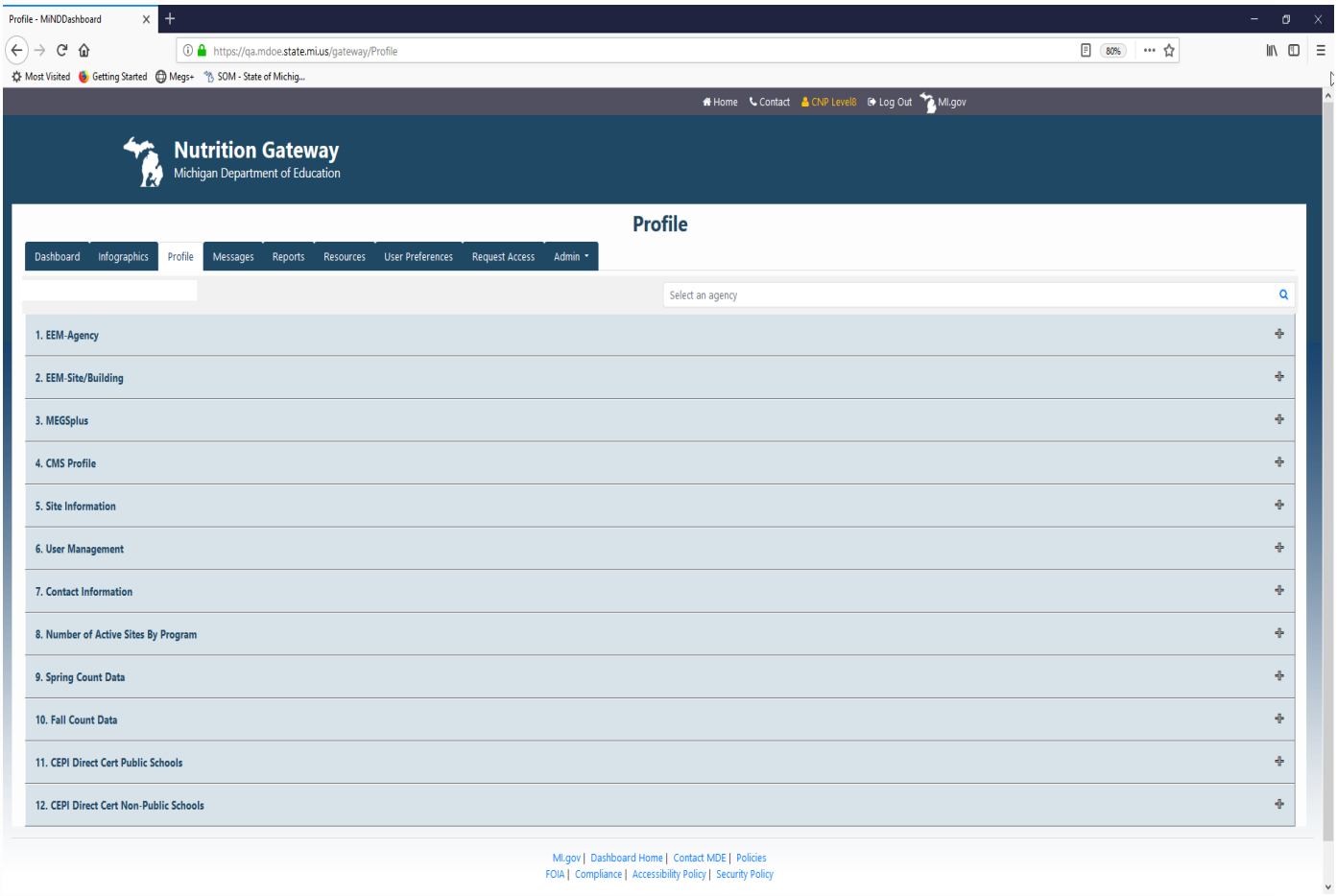


Features:

- 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.

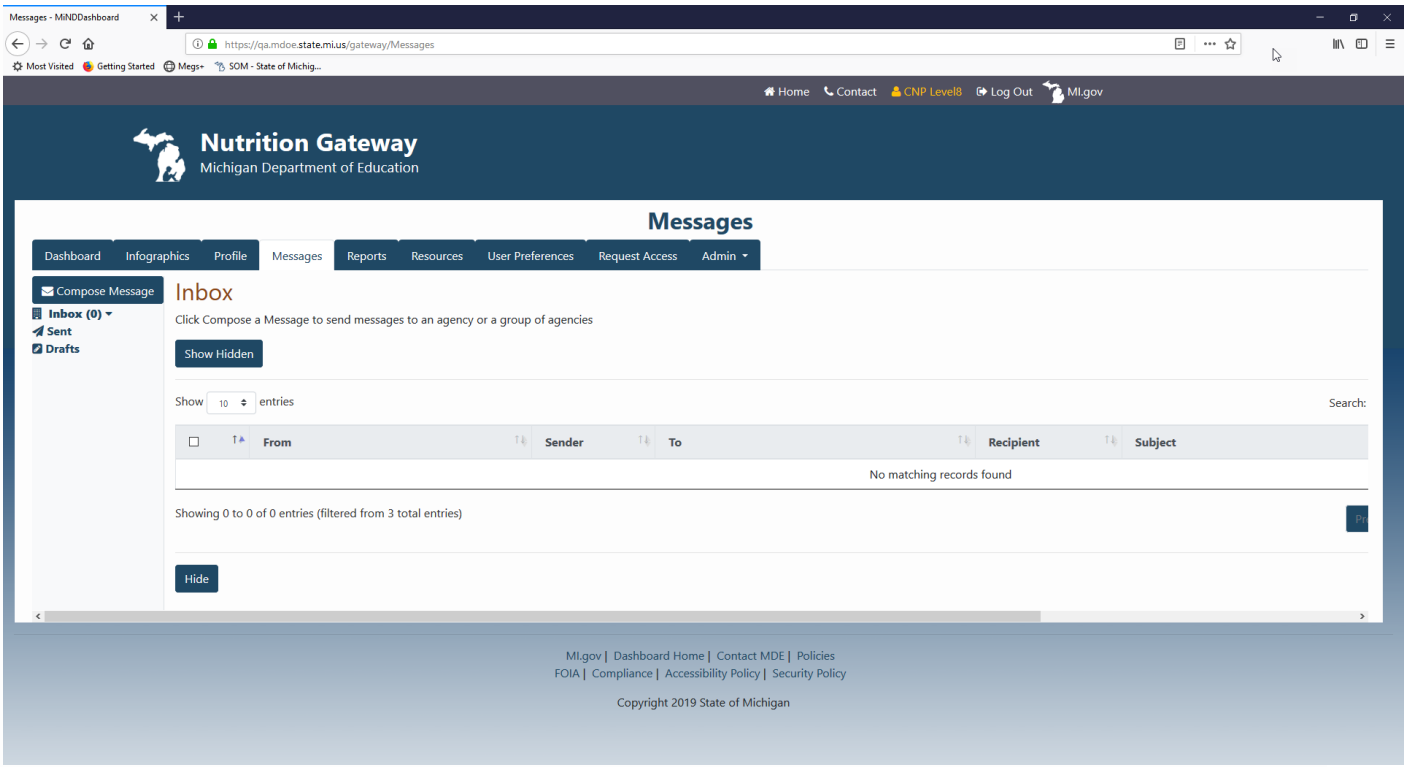


Features:

- 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

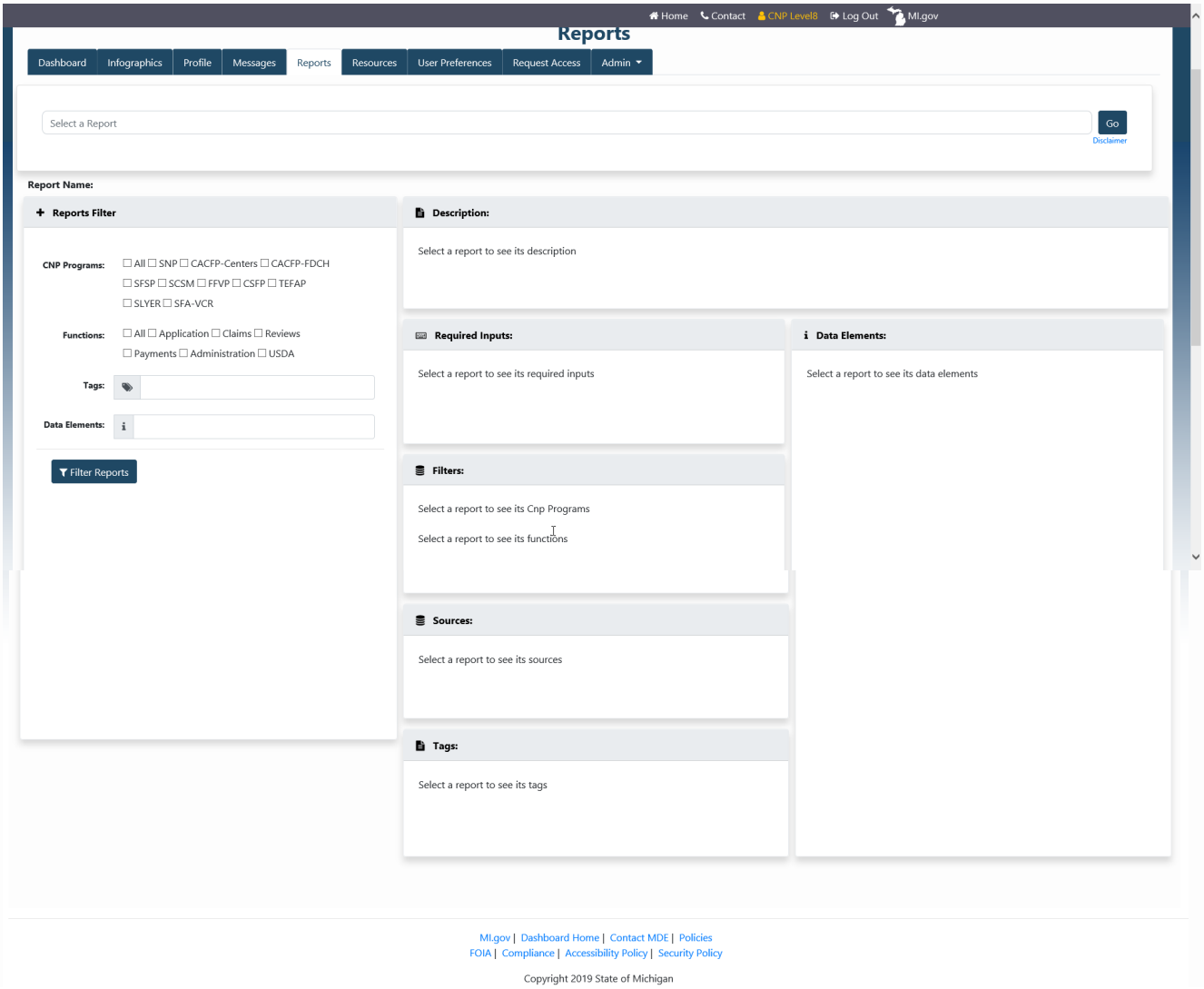


Features:

- 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.

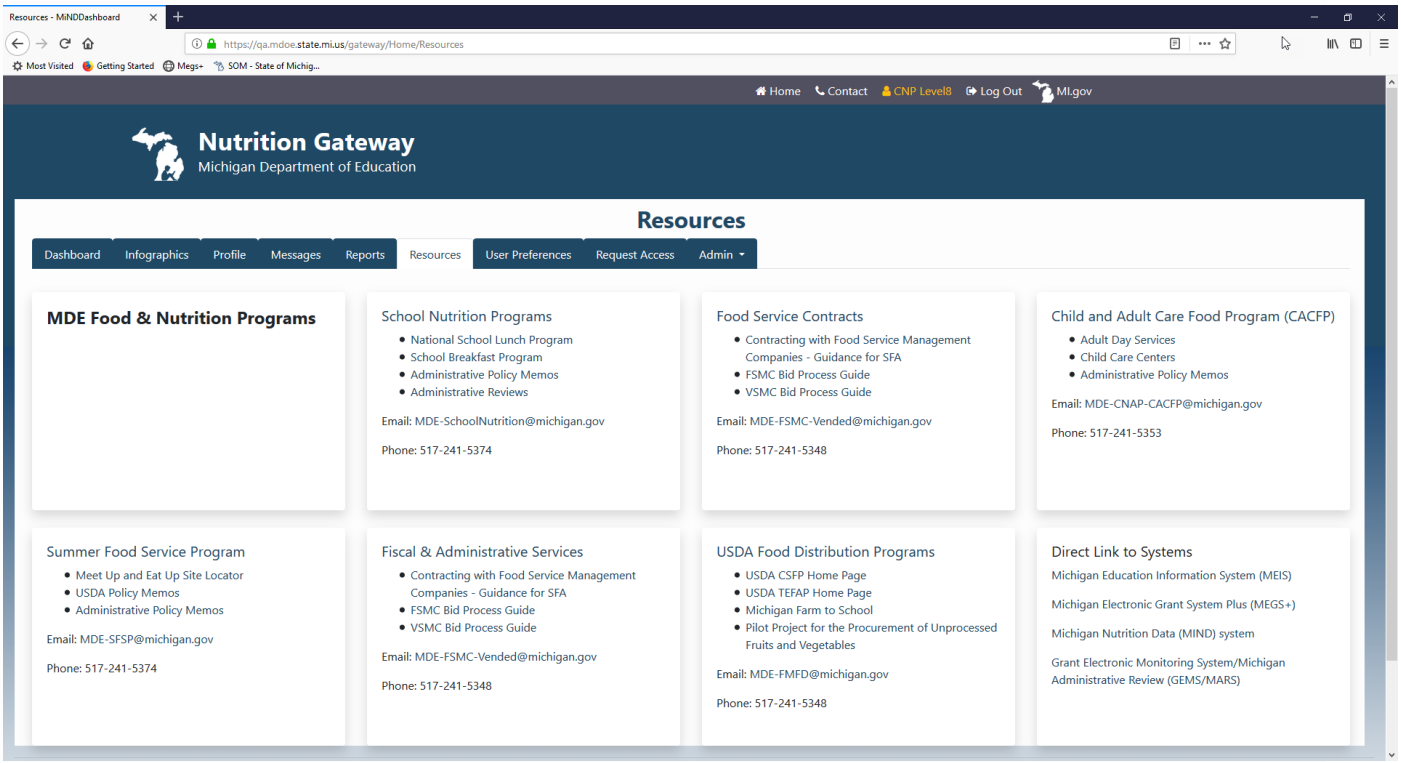


Features:

- 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

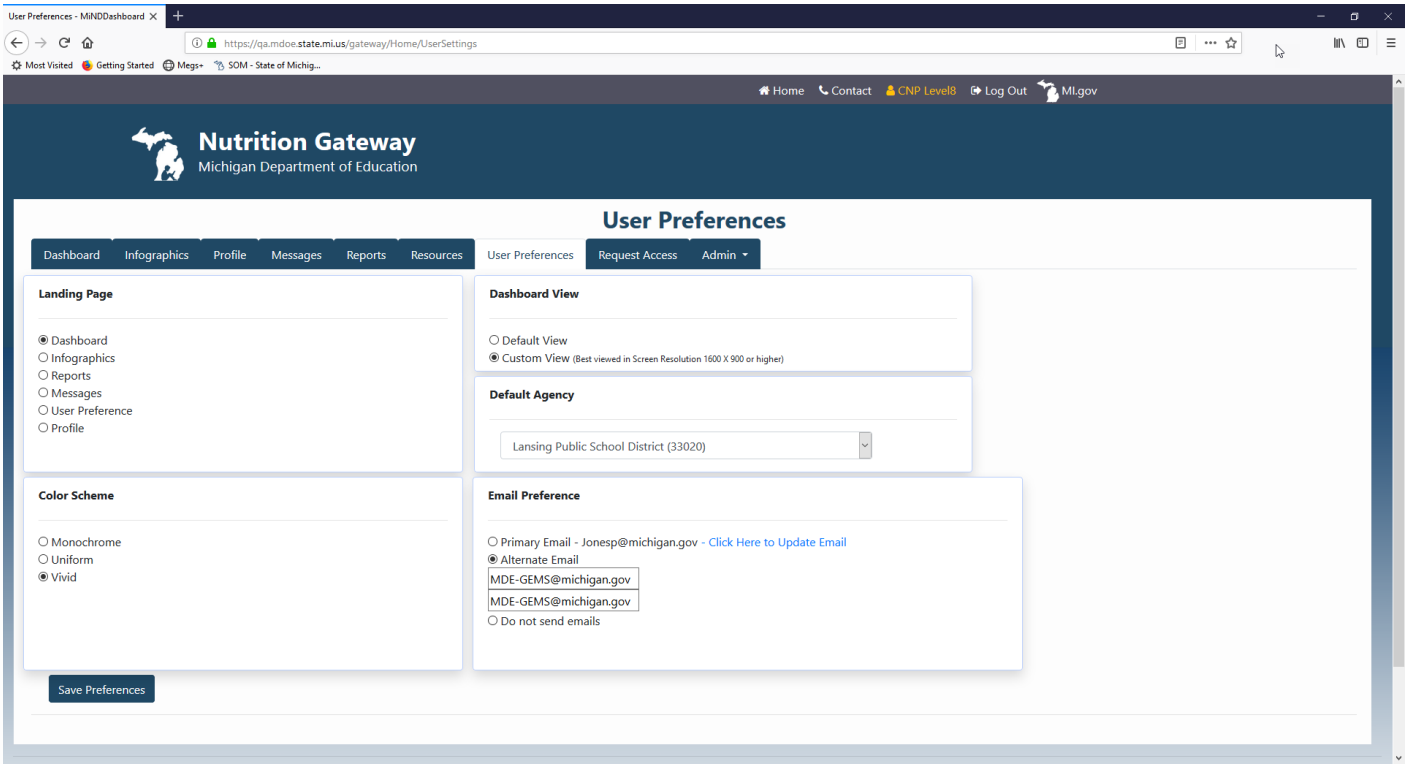


Features:

- 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

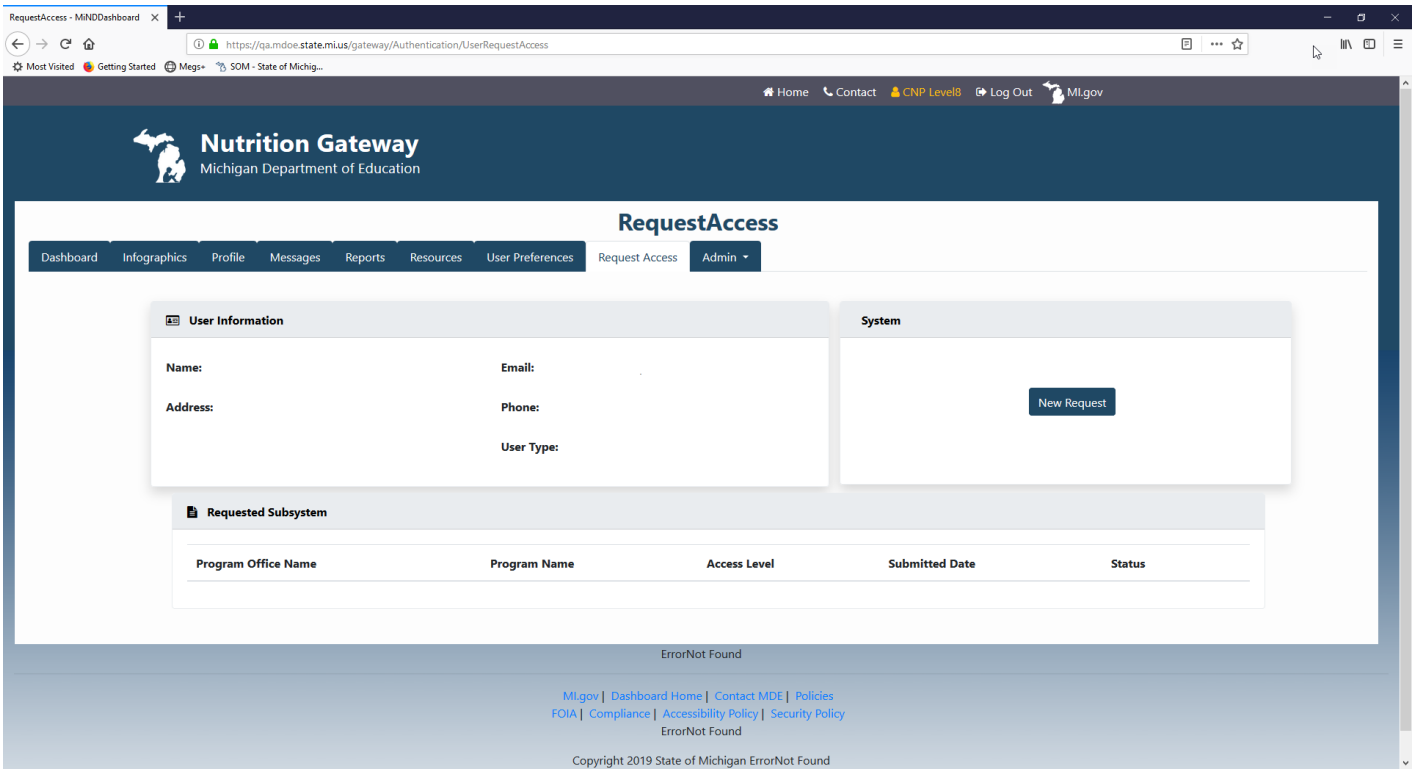


Features:

- **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



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