

Health Inspection Manual

<http://cnp.doe.louisiana.gov>

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Overview

- Schools that serve meals under that National School Lunch Program and School Breakfast Program are required to maintain proper sanitation and health standards as mandated by state and local laws and regulations.
 - ✓ SFAs must request two food safety inspections for each school site, each school year.
 - ✓ Food Safety Inspections must be completed by a state or local governmental agency responsible for food safety inspections.
 - ✓ SFAs must notify the inspecting agency to make arrangements for the inspections.
 - ✓ If the inspecting agency is unable to fulfill this responsibility, the SFA must request the inspections in writing and keep a copy of the correspondence to document their efforts.
 - ✓ SFAs must post, in a publicly visible location, a report of the most recent food safety inspection at each school site in the location where meals are served.

Non-Cooking School Sites

- The LDOE has received many questions from sponsors regarding whether or not they must obtain food safety inspections for school sites where they do not cook food.
- These sites are considered **service only sites**, and the requirement for two food safety inspections **also** applies to them.
- Examples of service only sites include, but are not limited to:
 - ✓ Sites that receive meals from a central kitchen, where staff only serve the meals.
 - ✓ Sites that receive prepackaged meals from a vendor, and staff do not prepare or cook meals at the site.

When to Submit to LDOE?

- **March Claim for Reimbursement** - a reminder will appear prior to submitting the claim asking if there are any current year health inspections that need reporting in the CNP website. A response must be provided.
- **April Claim for Reimbursement** - Sponsor users will not be allowed to submit claims beginning in April until health inspection reporting has been done for each NSLP-approved site.
 - ✓ If both required inspections have been completed per site, report dates that they occurred.
 - ✓ If both have not been completed, be sure to contact the local health department regarding completion of the remaining required inspections and document this in the CNP website.

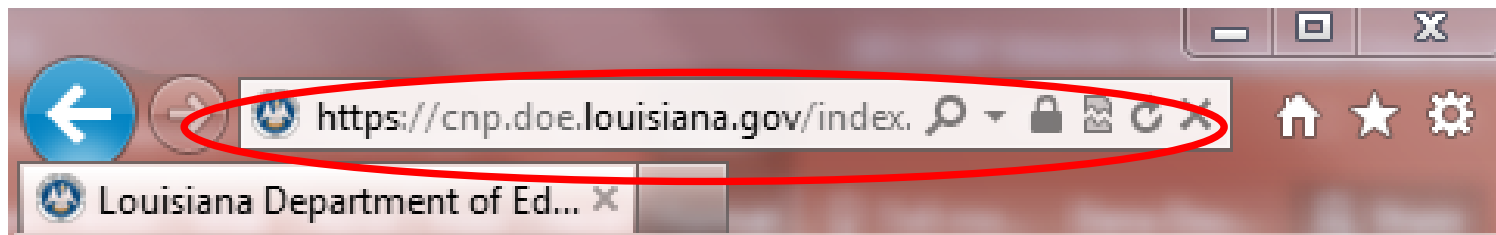
State Agency has a deadline to submit this data to USDA.

Accessing the CNP Website

Health Inspections

The next few steps assume that you have basic computer knowledge.

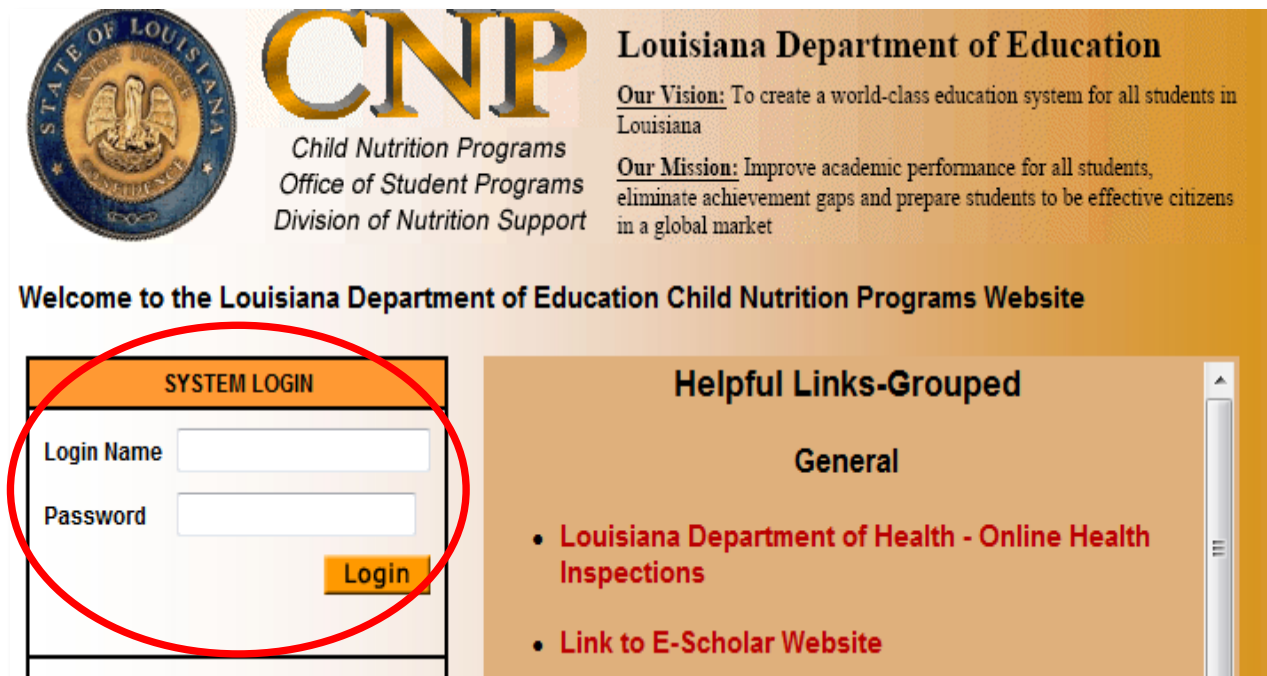
1. Connect to the Internet.
2. Open your browser, preferably Microsoft Internet Explorer. (**NOTE:** You may download the latest version of Microsoft Internet Explorer by clicking the icon below the login box on the CNP login page.)
3. Type <http://cnp.doe.louisiana.gov> the Address bar. (**NOTE:** Be careful not to type the address in a Search box.)




Accessing the CNP Website

Health Inspections

4. Enter Login Name and Password to access the SFS program database
5. Click *Login*



 **CNP** Louisiana Department of Education
*Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support*

Our Vision: To create a world-class education system for all students in Louisiana
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

SYSTEM LOGIN

Login Name

Password

Login

Helpful Links-Grouped

General

- **Louisiana Department of Health - Online Health Inspections**
- **Link to E-Scholar Website**

Accessing the CNP Website

Health Inspections

6. Click *School Food Service*



7. Click *Site Health Inspections*



Add a Health Inspection Date

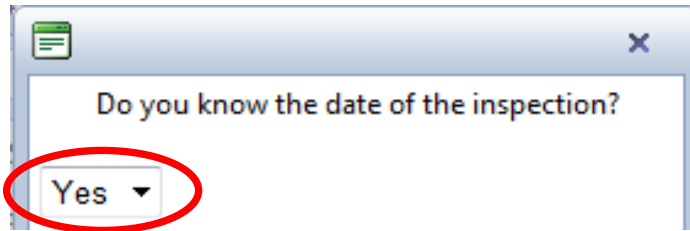
1. Click “+” sign next to site that needs date(s) entered or reason why inspection wasn’t conducted

Program Year:

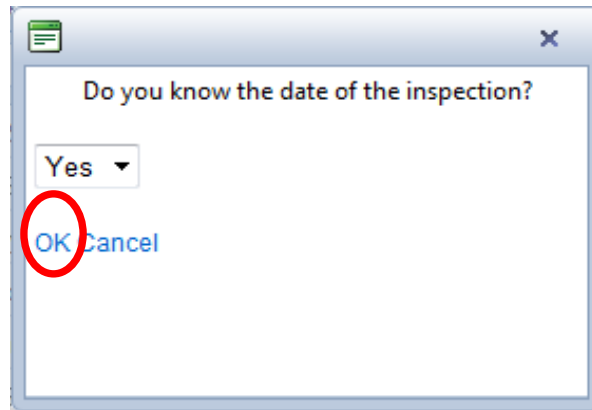
Action	Site Name	Site Code ▲	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶ <input type="button" value="+"/>	Armstrong Middle School	001001	Rayne
<input type="button" value="+"/>	Branch Elementary School	001002	Branch

Have a Health Inspection Date

2. Select *Yes* from drop down list if the date of the inspection is known. If not, please skip to [Step 11](#)



3. Click *OK*




Have a Health Inspection Date

4. Select calendar to insert site inspection date or type date in the field (--/--/----

Add Site Health Inspection ✕


Add Site Health Inspection



Inspection Date: 

5. Click *Insert* button (blue check)

Add Site Health Inspection ✕

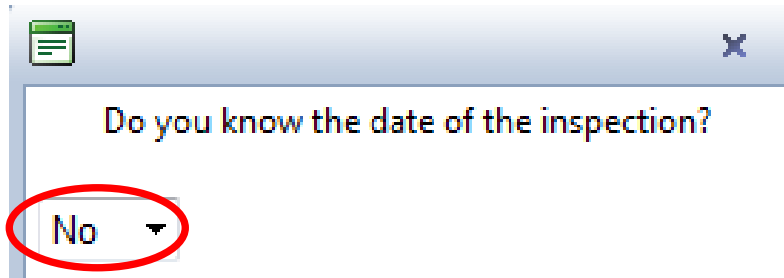
Add Site Health Inspection

Inspection Date: 

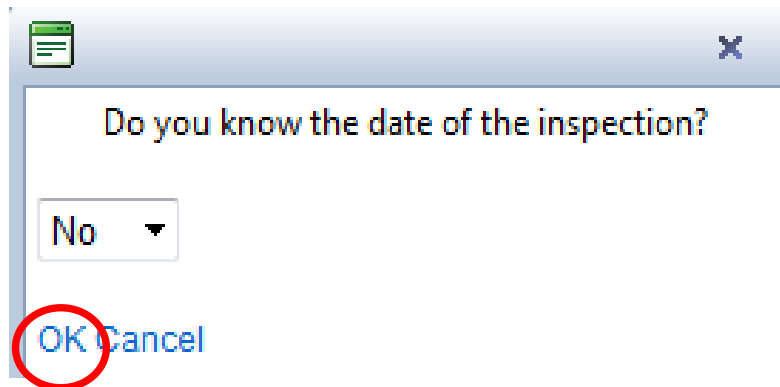
 

Do Not Have a Health Inspection Date

1. Select *No* from drop down list if date of inspection is not known or has not been conducted

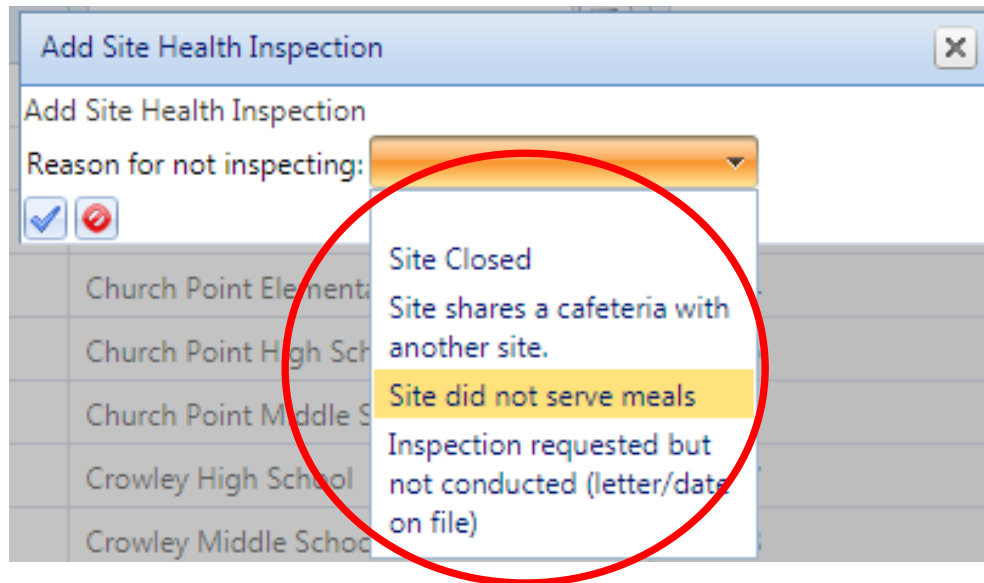


2. Click *OK*

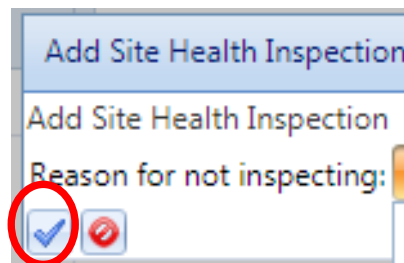


Do Not Have a Health Inspection Date

3. Select reason for not inspecting from drop—down list





4. Click *Insert* button (blue check)





Steps to Edit a Health Inspection Date

These steps may be used if existing information needs updating (ex. date of inspection was reported incorrectly).

1. Click *Expand* button (arrow) next to site that needs updating

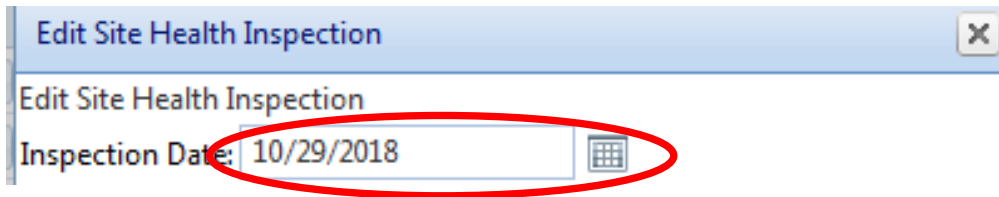
Action	Site Name	Site Code ▲	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Armstrong Middle School	001001	Rayne
	Branch Elementary School	001002	Branch

2. Click *Edit* button (pencil)

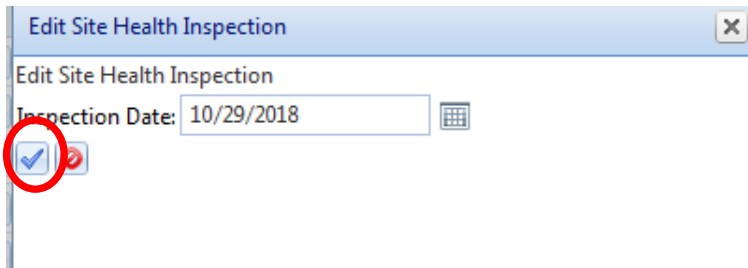
Action	Delete	Inspection Date	Reason for not inspecting
		10/29/2018	

Steps to Edit a Health Inspection Date

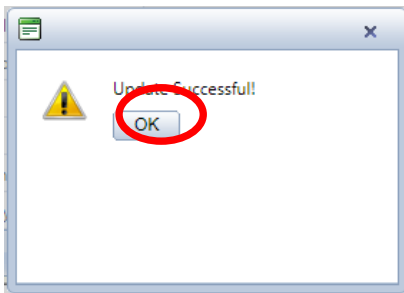
3. Click calendar or enter date (-/--/---) to make changes



4. Click *Insert* button (blue check)





5. Click *OK*





Steps to Delete a Health Inspection Date

1. Click *Expand* button (arrow) next to site that needs to be deleted

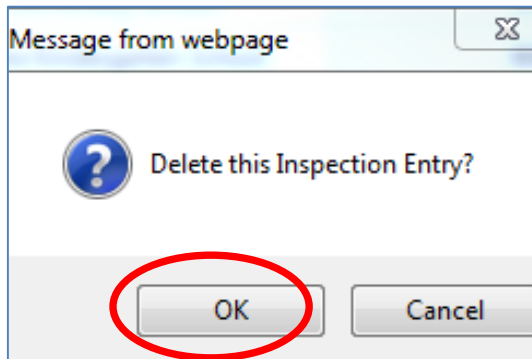
Action	Site Name	Site Code ▲	City
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Armstrong Middle School	001001	Rayne
	Branch Elementary School	001002	Branch

2. Click *Delete* button (red X)

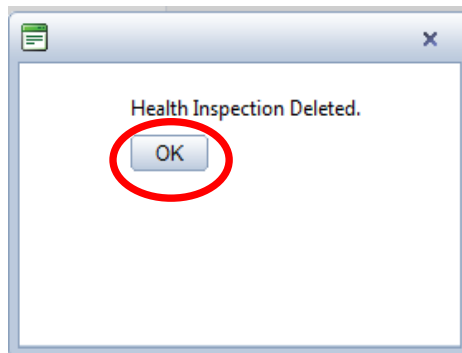
Action	Delete	Inspection Date	Reason for not inspecting
		10/29/2018	

Steps to Delete a Health Inspection Date

3. Click *OK* to confirm inspection entry should be deleted



4. Click *OK*



General Tips for Health Inspection Entries

If you have entered inspections before and now having difficulty, check Compatibility View Settings. Refer to memo [SFS-17-36](#) for instructions.

If not set correctly, all fields/buttons may not be available.

Example 1: The arrow or “+” sign may not appear on the screen

Program Year: 2019

Action	Site Name	Site Code	City
▶ +	Elizabeth High School	002001	Elizabeth
▶ +	Fairview High School	002002	Grant
▶ +	Kinder Elementary School	002003	Kinder

Example 2: The “Do you know the date of the inspection” window may not appear

Do you know the date of the inspection?

Yes