Introduction to the Food Programs Reporting System (FPRS) and FNS-153 and FNS- 191 Data Entry

FPRS Agenda

Lesson 1: Introduction to FPRS

Lesson 2: Data Entry and Validation

Questions and Answers

FPRS Lesson 1

Introduction to FPRS

FPRS Lesson 1

After this lesson, you should be able to describe the following:

- What is FPRS?
- Who uses FPRS?
- What is included in FPRS?
- What happens to submitted forms?
- Who performs what functions?
- Where can one go to get assistance when using FPRS?

What is FPRS?

- Stands for Food Programs Reporting System
- Web-based system that's compliant with Section 508 and USDA eAuthentication
- Primary collection point for FNS Program activity information (e.g., financial, participation, food issuance, meal counts, etc.)
- Enables data reporting by FNS Program participants (grantees)
- Integrates review and approval workflow structure
- Supports full range of user roles
- Provides complete historical data
- Supplies financial and participation data to NDB

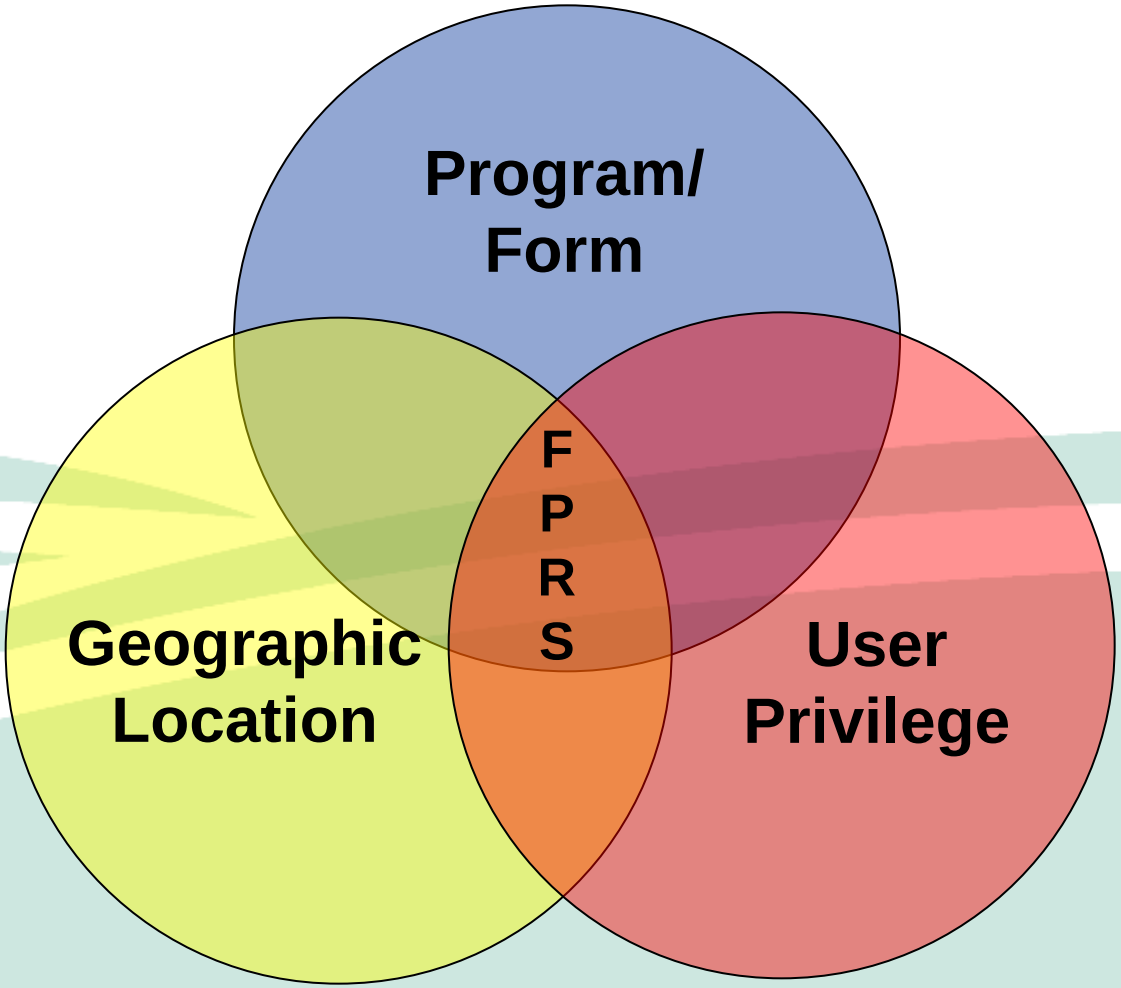
FPRS Facts

- Permanent retention of user accounts
- Keeps a history of every submission by:
  - Providing an audit trail for any revision
  - Providing the history of any submission
- Permanent retention of certified, posted, and rejected submissions
- Form warnings are available throughout the submission process

FPRS Facts

- Analysis reports are provided for sensitivity analysis to facilitate data verification
- Submission lockout/unlock by form and by geographical location
- Users are notified via email when a report has been rejected
- FPRS provides a list of overdue submissions

Role-Based User Access



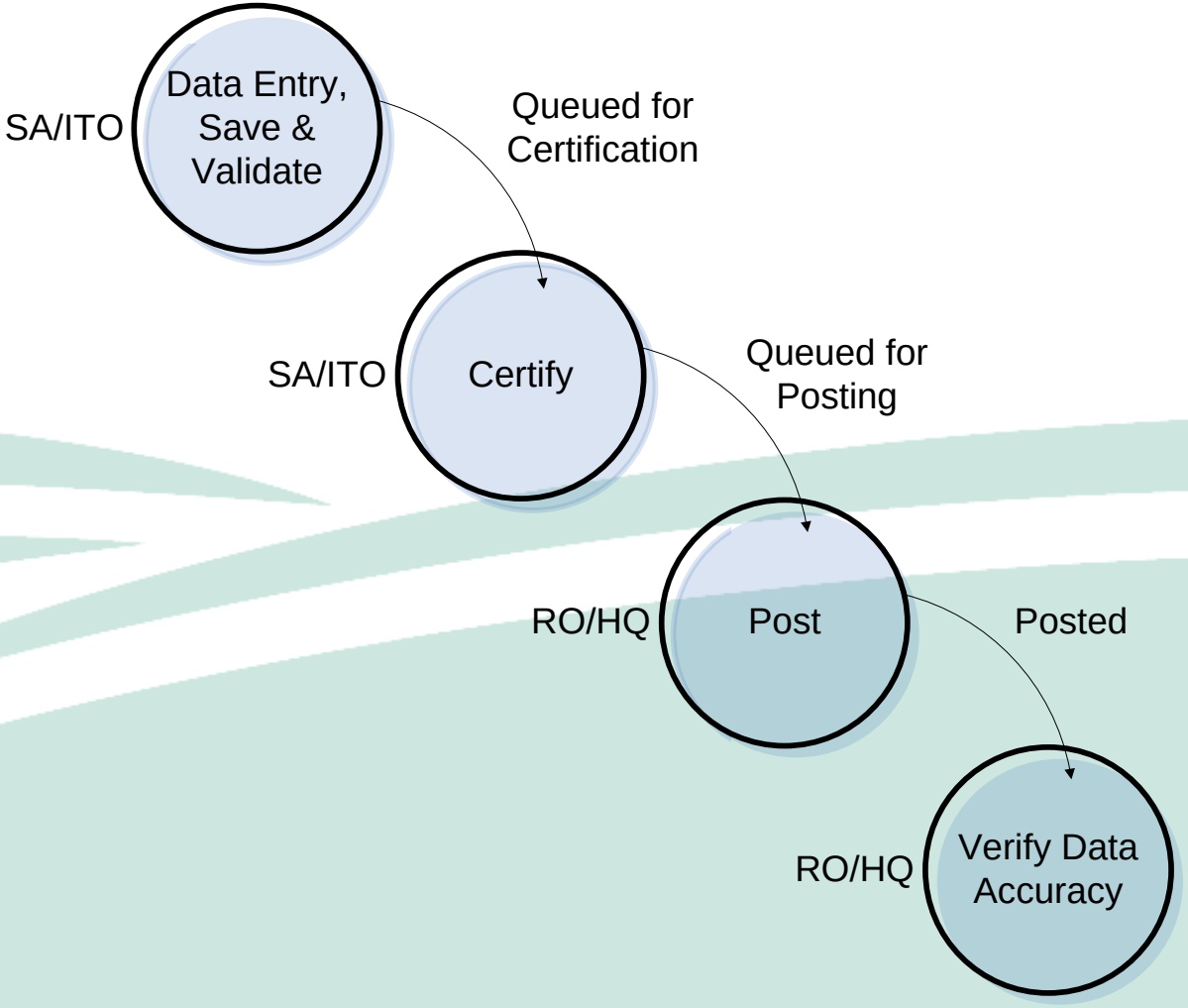
User Roles

Function \ User Role	View (SA / ITO / RO)	Data Entry & Validate (SA / ITO)	Certify (SA / ITO)	Post (RO / HQ)	Final Review (HQ)
View submissions	✓	✓	✓	✓	✓
Enter a new submission		✓	✓	✓	✓
Certify (or Reject Before Certification)			✓	✓	✓
Post (or Reject Before Posting)				✓	✓
Reject after posting				✓	✓

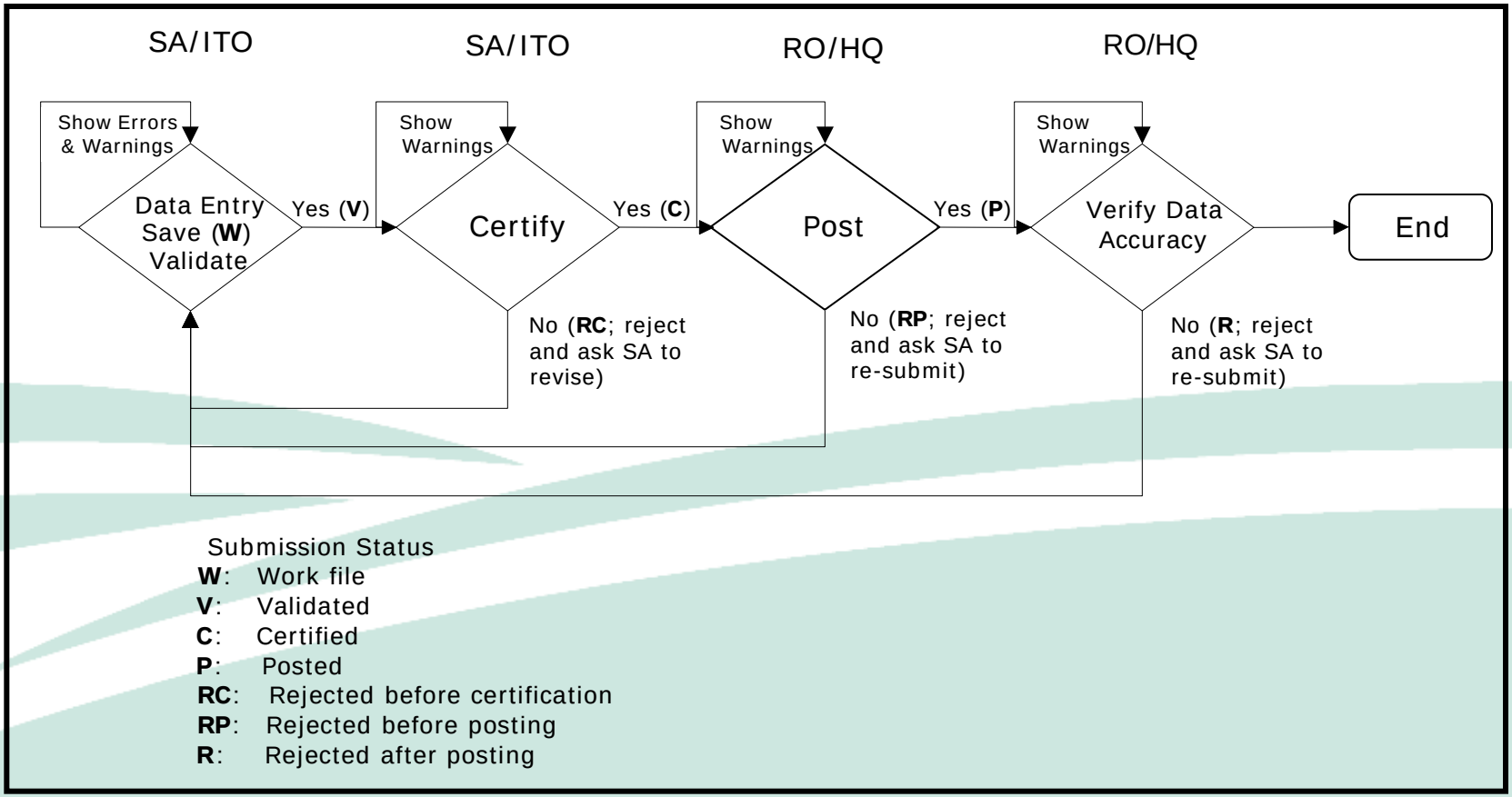
FPRS/NDB Forms

Program Name	OMB Form
Child Nutrition (CN) – NSLP, SBP, CACFP, SFSP, SM	FNS-10, 13, 44, 418, 742, 777, 834, QTR-SFA and SF-425
Commodity Supplemental Food Program (CSFP)	**FNS-153, 191, and SF-425**
Food Distribution Program (FD) – Disaster Relief	FNS-292A
Food Distribution Program on Indian Reservations (FDPIR) and Education Grant Program (FDPNE)	FNS-101, 152, SF-425
Food Safety Center of Excellence (FS-CE); Food Safety Education and Outreach (FS-ED-OR)	SF-425
Senior Farmers' Market Nutrition Program (SFMNP)	FNS-683A
Supplemental Nutrition Assistance Program (SNAP)	FNS-46, 101, 209, 292B, 366A, 366B, 388, 388A, 583, 759 and SF-425 (FNS-778/778A)
The Emergency Food Assistance Program (TEFAP)	FNS-667
Women, Infants, and Children (WIC), WIC Farmers Market Nutrition Program (WIC-FMNP), WIC Breastfeeding (WIC-BF) programs, among others	FNS-203, 648, 683 798/798A, BFDLA, SF-425

Submission Workflow



Submission Workflow



Submission Status

W Work in progress - New submission started and saved, but not yet submitted further (Deleted after 14 days)

V Submission validated and submitted for certification

RC Submission rejected *before* certification

C Submission certified

RP Certified submission rejected *before* posting

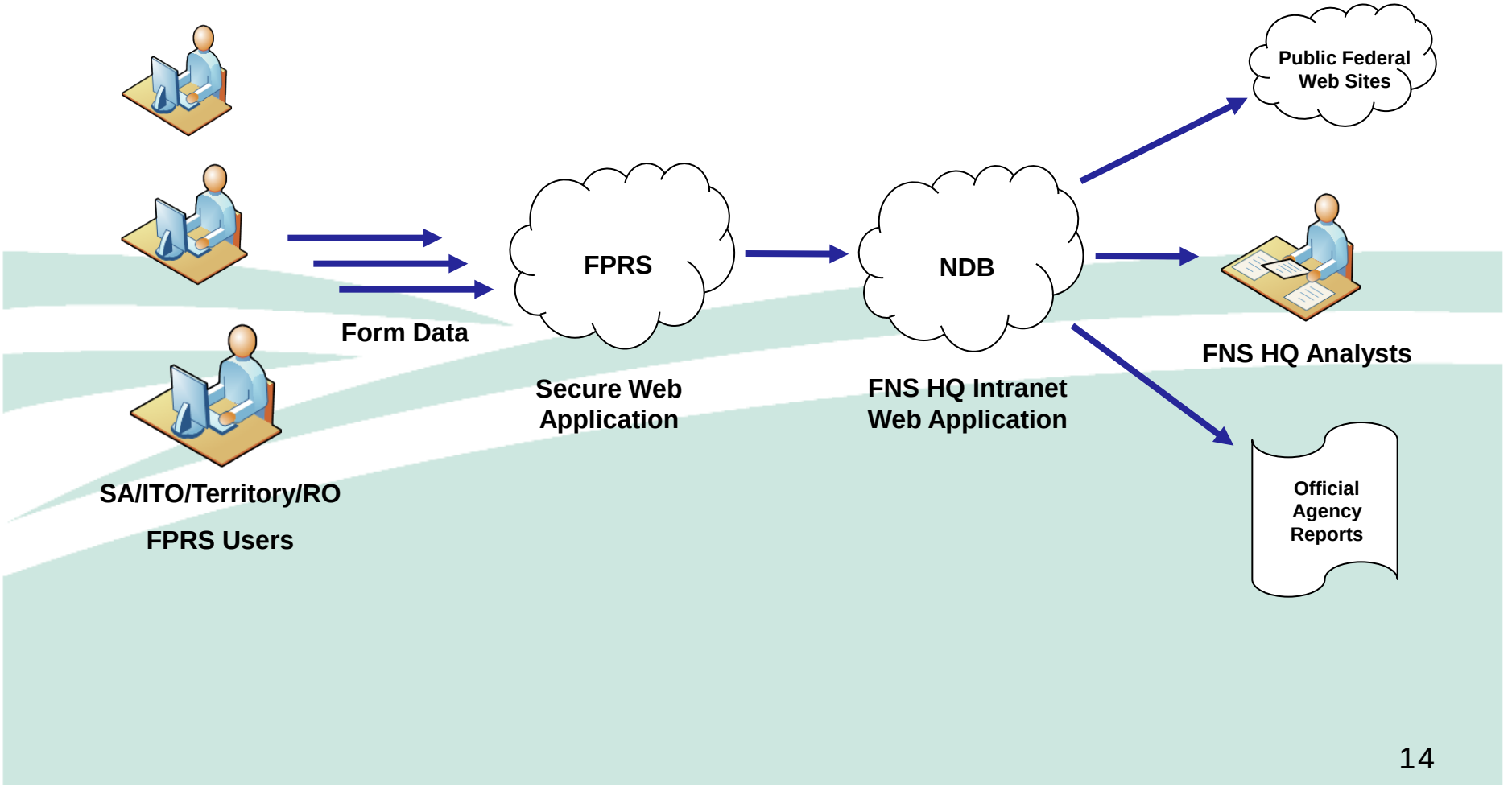
P Submission posted

R Posted submission rejected *after* posting

What is the National Data Bank?

- FNS' official repository of program and financial data
- Web/FNS Intranet-based (Not accessible to grantees)
- Converts and aggregates FPRS data to a data warehouse for analysis and reporting
- Provides estimates
- Displays customized and predefined (canned) reports using Excel

FPRS/NDB Data Flow



FPRS Technical Support

- Online Help Manual
- Helpdesk
  - Email: FPRS.Support@fns.usda.gov
  - Telephone: 1-866-336-FPRS (3777)
  - Hours: 8:00 AM – 5:00 PM EST

Questions

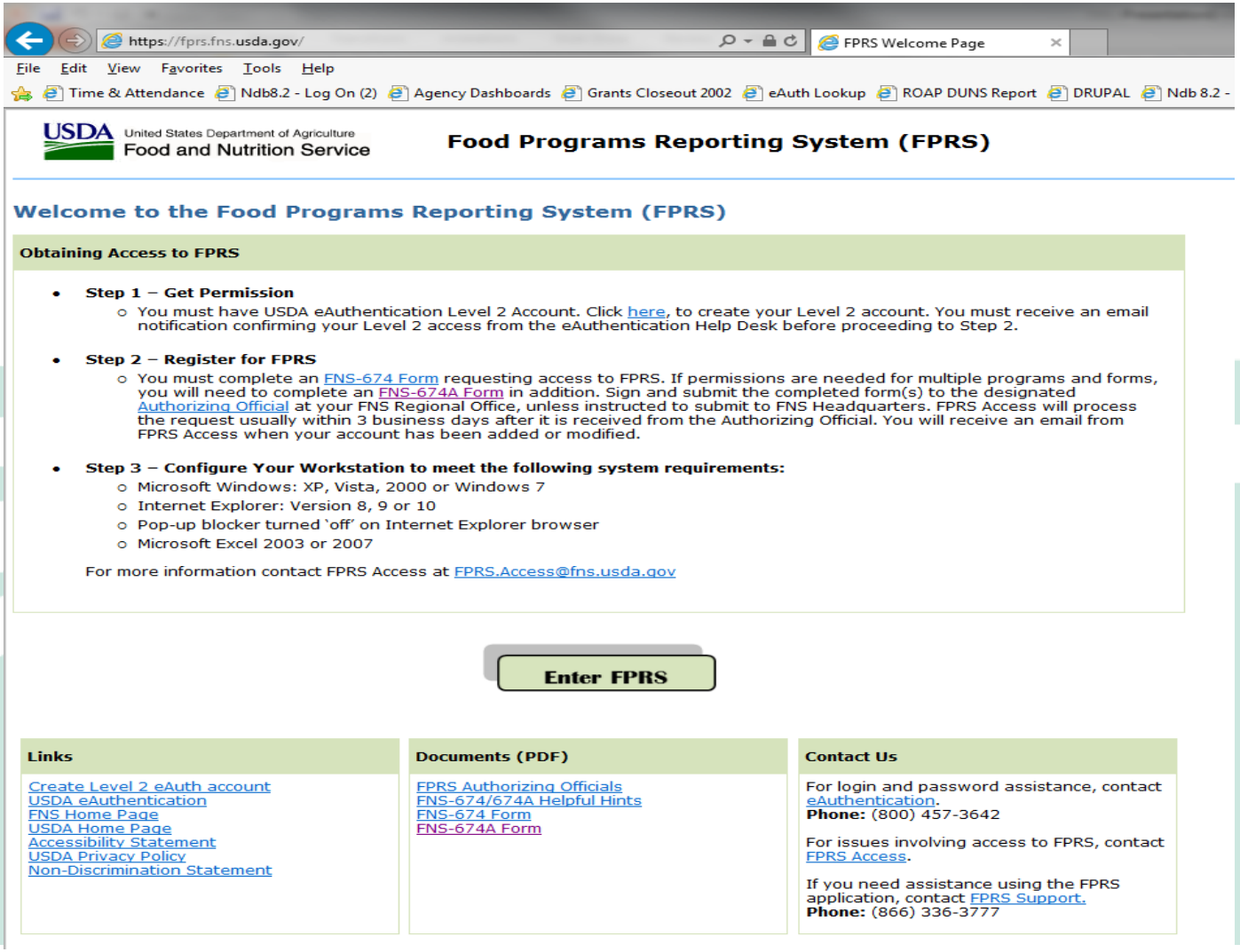
FPRS Lesson 2
Data Entry and Validation

FPRS Lesson 2

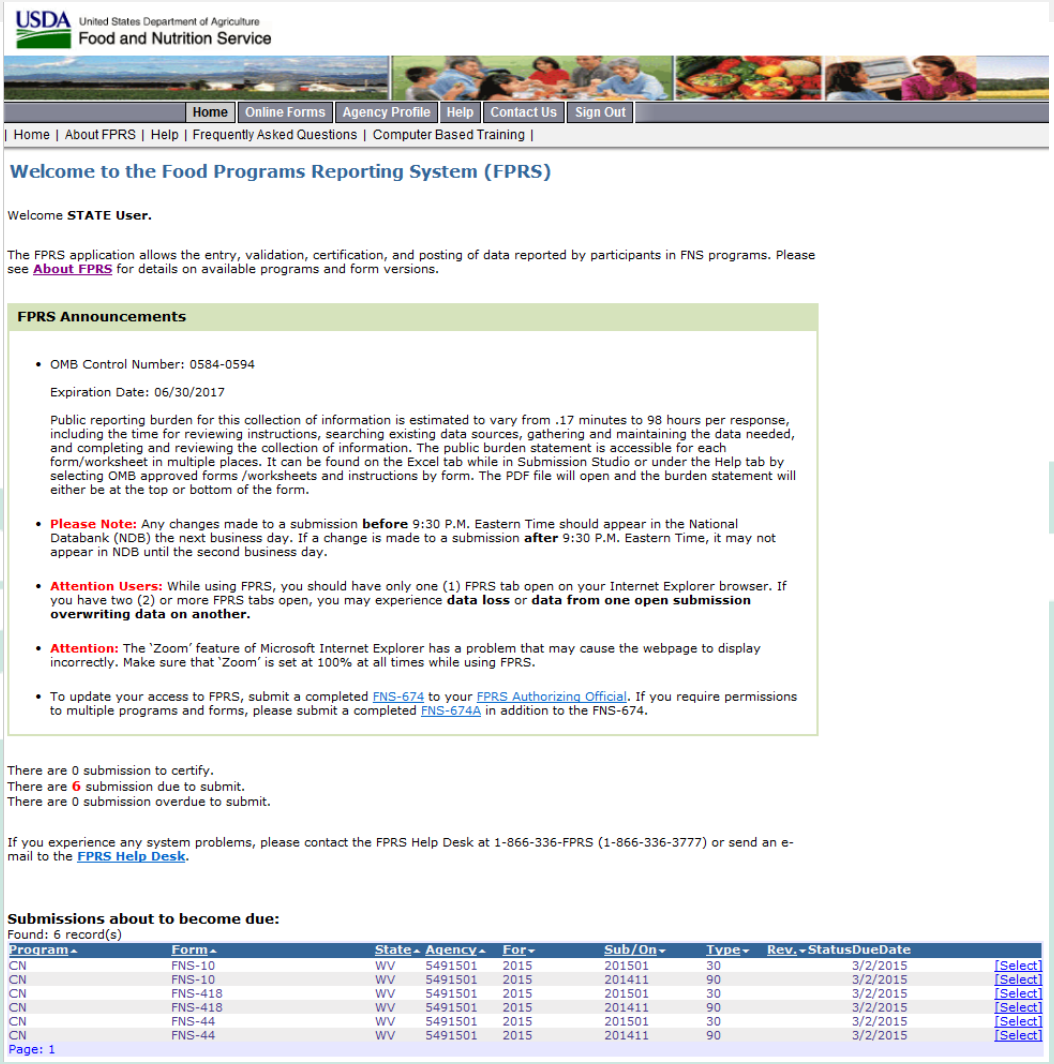
After this lesson, you should be familiar with the following:

- Data Entry and Submission
- Validating, Saving, and Submitting submissions
- Revisions, History, and Audit Trail
- Search
- Submission due dates and overdue submissions

Access to FPRS Screen



Home Tab



USDA United States Department of Agriculture
Food and Nutrition Service

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| Home | About FPRS | Help | Frequently Asked Questions | Computer Based Training |

Welcome to the Food Programs Reporting System (FPRS)

Welcome **STATE User.**

The FPRS application allows the entry, validation, certification, and posting of data reported by participants in FNS programs. Please see **About FPRS** for details on available programs and form versions.

FPRS Announcements

- OMB Control Number: 0584-0594

  Expiration Date: 06/30/2017

  Public reporting burden for this collection of information is estimated to vary from .17 minutes to 98 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The public burden statement is accessible for each form/worksheet in multiple places. It can be found on the Excel tab while in Submission Studio or under the Help tab by selecting OMB approved forms /worksheets and instructions by form. The PDF file will open and the burden statement will either be at the top or bottom of the form.

- **Please Note:** Any changes made to a submission **before** 9:30 P.M. Eastern Time should appear in the National Databank (NDB) the next business day. If a change is made to a submission **after** 9:30 P.M. Eastern Time, it may not appear in NDB until the second business day.

- **Attention Users:** While using FPRS, you should have only one (1) FPRS tab open on your Internet Explorer browser. If you have two (2) or more FPRS tabs open, you may experience **data loss** or **data from one open submission overwriting data on another.**

- **Attention:** The 'Zoom' feature of Microsoft Internet Explorer has a problem that may cause the webpage to display incorrectly. Make sure that 'Zoom' is set at 100% at all times while using FPRS.

- To update your access to FPRS, submit a completed FNS-674 to your FPRS Authorizing Official. If you require permissions to multiple programs and forms, please submit a completed FNS-674A in addition to the FNS-674.

There are 0 submission to certify.
There are **6** submission due to submit.
There are 0 submission overdue to submit.

If you experience any system problems, please contact the FPRS Help Desk at 1-866-336-FPRS (1-866-336-3777) or send an e-mail to the **FPRS Help Desk**.

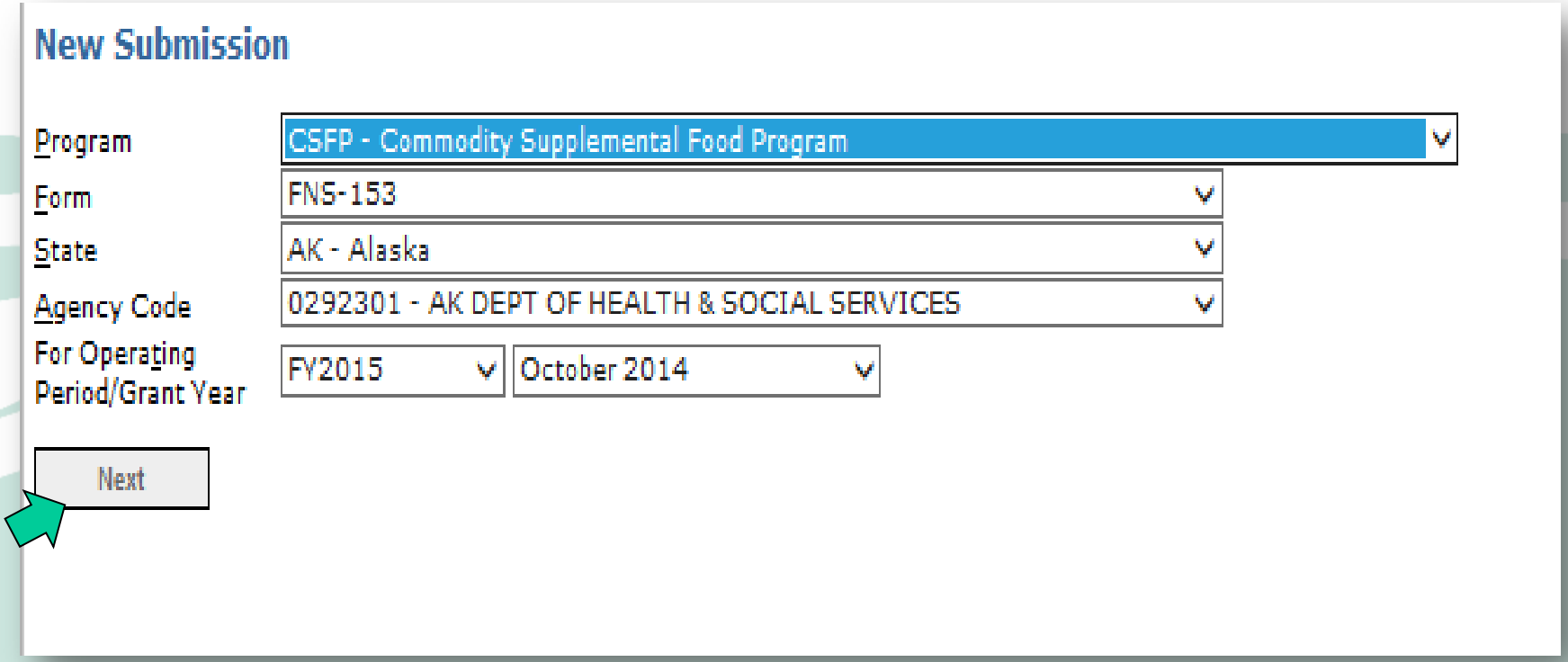
Submissions about to become due:
Found: 6 record(s)

Program	Form	State	Agency	For	Sub/On	Type	Rev.	StatusDueDate	
CN	FNS-10	WV	5491501	2015	201501	30		3/2/2015	[Select]
CN	FNS-10	WV	5491501	2015	201411	90		3/2/2015	[Select]
CN	FNS-418	WV	5491501	2015	201501	30		3/2/2015	[Select]
CN	FNS-418	WV	5491501	2015	201411	90		3/2/2015	[Select]
CN	FNS-44	WV	5491501	2015	201501	30		3/2/2015	[Select]
CN	FNS-44	WV	5491501	2015	201411	90		3/2/2015	[Select]

Page: 1

Creating a New Submission

- Select the appropriate criteria and click **Next** button.

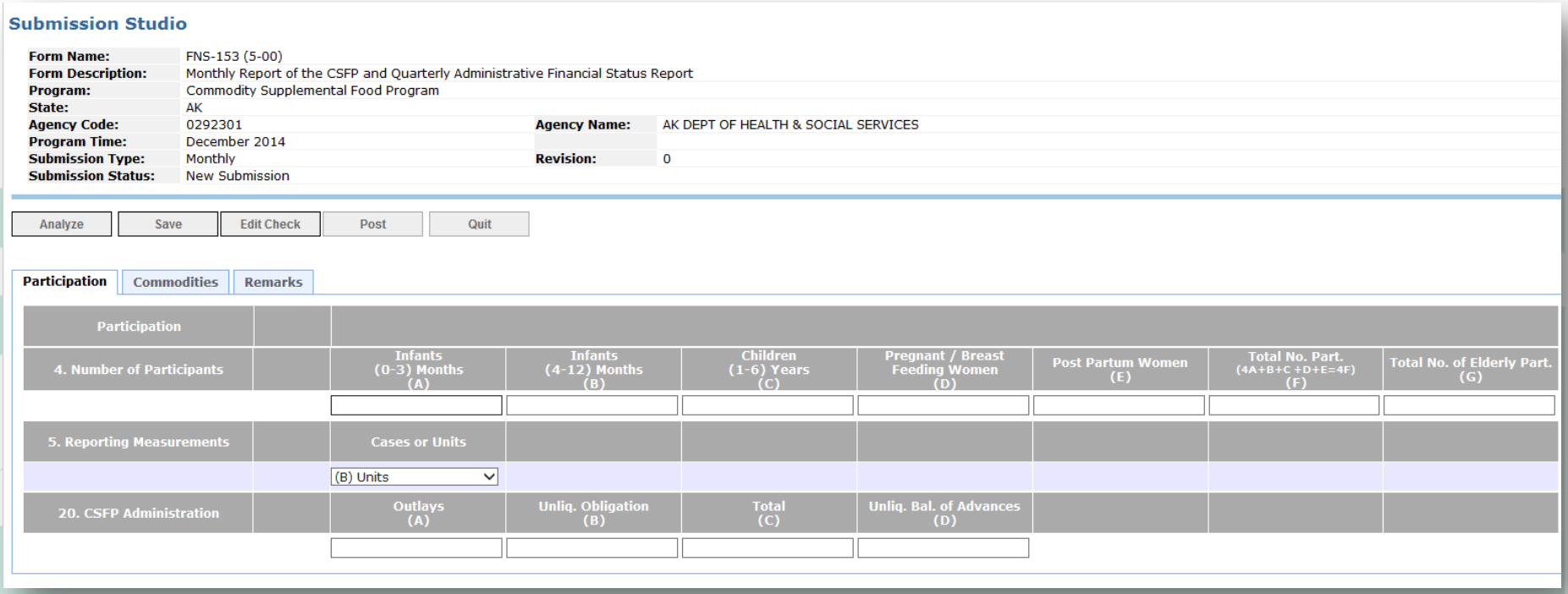


Data Entry: Getting Started

- Click the [New] link to start a new submission for a particular form

Submission Studio

- The blank form displays in the Submission Studio



Submission Studio

Form Name:	FNS-153 (5-00)		
Form Description:	Monthly Report of the CSFP and Quarterly Administrative Financial Status Report		
Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	**Agency Name:**	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	December 2014		
Submission Type:	Monthly	**Revision:**	0
Submission Status:	New Submission		

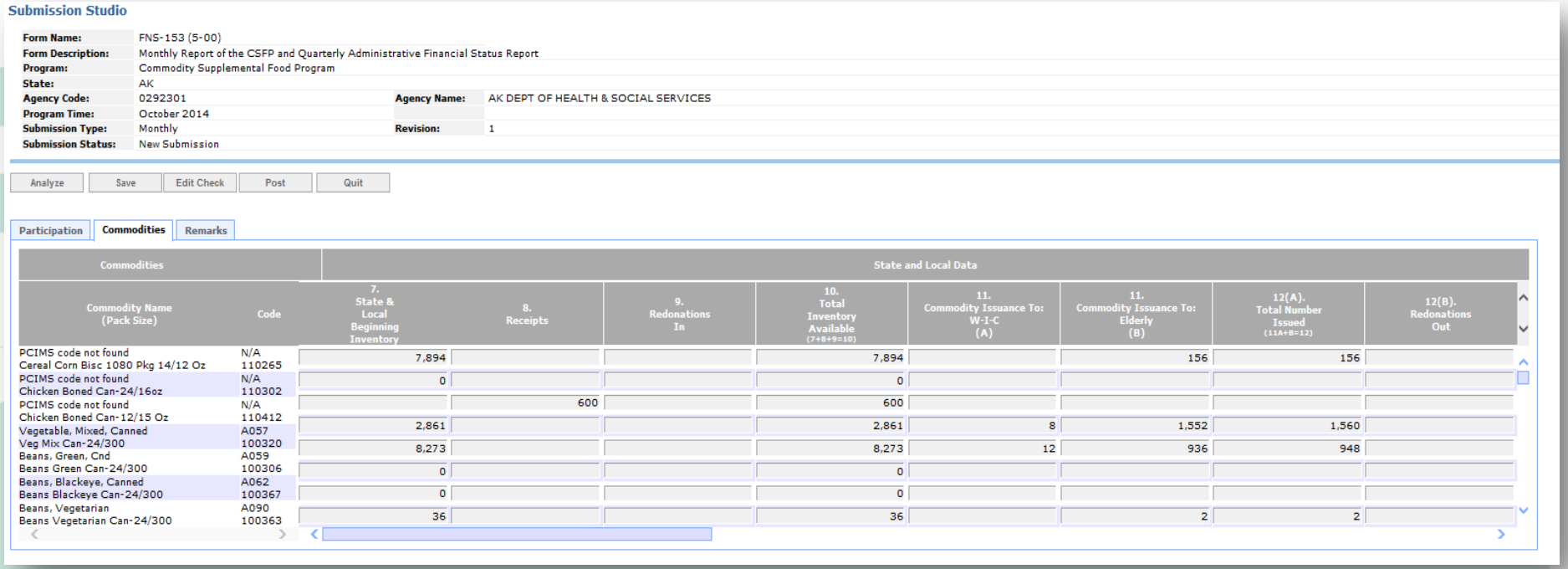
Analyze | Save | Edit Check | Post | Quit

Participation | Commodities | Remarks

Participation								
4. Number of Participants		Infants (0-3) Months (A)	Infants (4-12) Months (B)	Children (1-6) Years (C)	Pregnant / Breast Feeding Women (D)	Post Partum Women (E)	Total No. Part. (4A+B+C+D+E=4F) (F)	Total No. of Elderly Part. (G)
5. Reporting Measurements		Cases or Units						
		(B) Units						
20. CSFP Administration		Outlays (A)	Unliq. Obligation (B)	Total (C)	Unliq. Bal. of Advances (D)			

Form Ready for Data Input

- Active and Inactive Cells
  - Active cells permit data to be entered
  - Inactive cells are “grayed” out and do not permit data entry



Submission Studio

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Program:	Commodity Supplemental Food Program		
State:	AK		
Agency Code:	0292301	**Agency Name:**	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	October 2014		
Submission Type:	Monthly	**Revision:**	1
Submission Status:	New Submission		

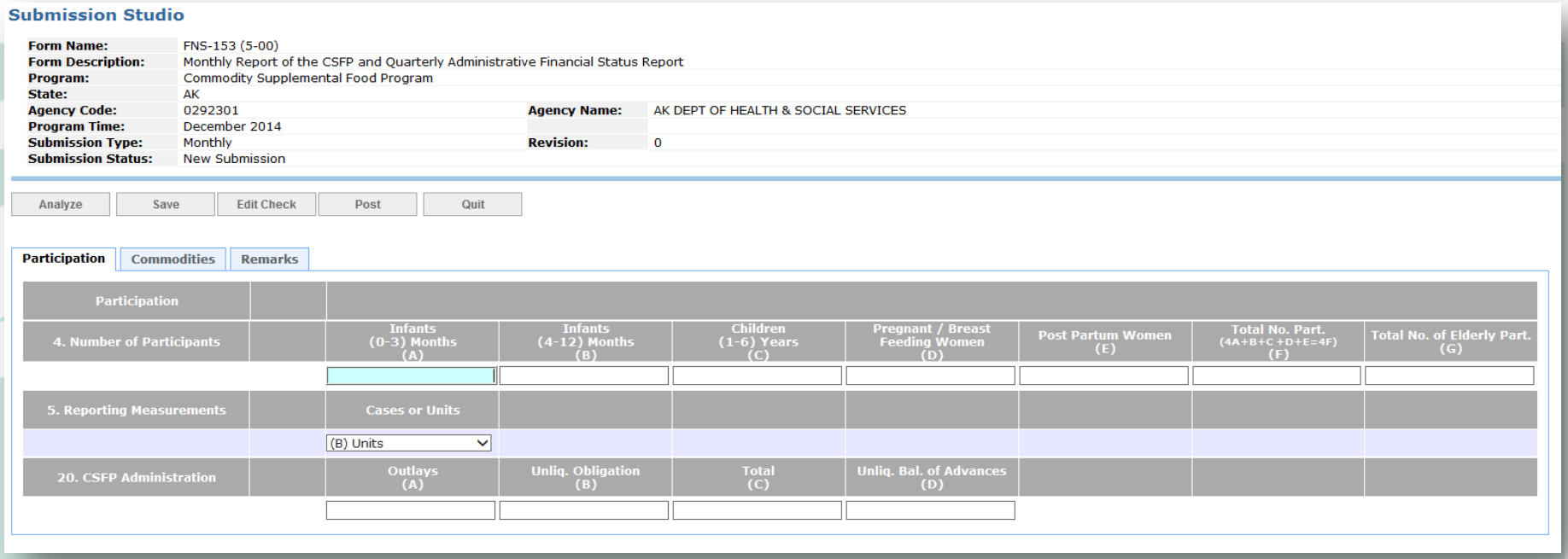
Analyze | Save | Edit Check | Post | Quit

Participation | Commodities | Remarks

Commodities		State and Local Data							
Commodity Name (Pack Size)	Code	7. State & Local Beginning Inventory	8. Receipts	9. Redonations In	10. Total Inventory Available (7+8+9=10)	11. Commodity Issuance To: W-I-C (A)	11. Commodity Issuance To: Elderly (B)	12(A). Total Number Issued (11A+B=12)	12(B). Redonations Out
PCIMS code not found Cereal Corn Bisc 1080 Pkg 14/12 Oz	N/A 110265	7,894			7,894		156	156	
PCIMS code not found Chicken Boned Can-24/16oz	N/A 110302	0			0				
PCIMS code not found Chicken Boned Can-12/15 Oz	N/A 110412		600		600				
Vegetable, Mixed, Canned Veg Mix Can-24/300	A057 100320	2,861			2,861	8	1,552	1,560	
Beans, Green, Cnd Beans Green Can-24/300	A059 100306	8,273			8,273	12	936	948	
Beans, Blackeye, Canned Beans Blackeye Can-24/300	A062 100367	0			0				
Beans, Vegetarian Beans Vegetarian Can-24/300	A090 100363	0			0				
		36			36		2	2	

Form Ready for Data Input

- To enter data, click in the appropriate cell and type in the numbers
- To move to the next cell, hit the Tab or Enter key



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State:	AK		
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Program Time:	December 2014		
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Analyze | Save | Edit Check | Post | Quit

Participation | Commodities | Remarks

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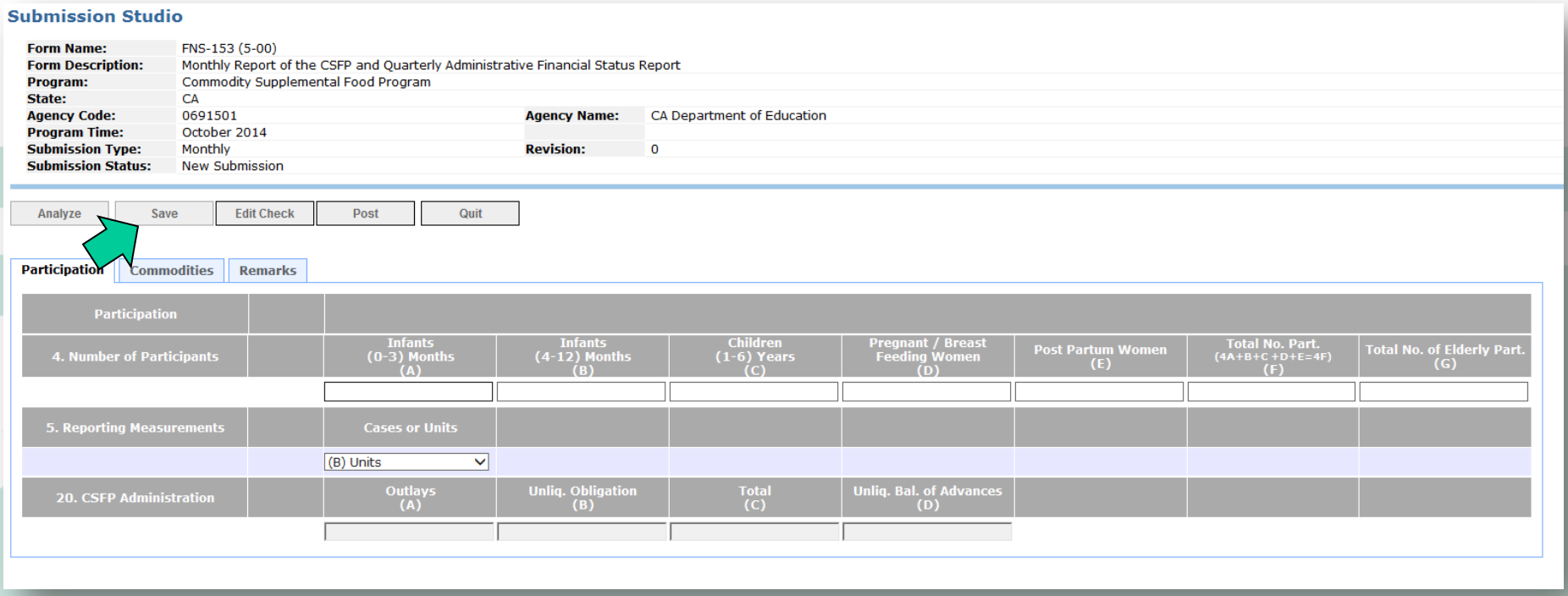
4. Number of Participants		Infants (0-3) Months (A)	Infants (4-12) Months (B)	Children (1-6) Years (C)	Pregnant / Breast Feeding Women (D)	Post Partum Women (E)	Total No. Part. (4A+B+C +D+E=4F) (F)	Total No. of Elderly Part. (G)
5. Reporting Measurements		Cases or Units						
		(B) Units						
20. CSFP Administration		Outlays (A)	Unliq. Obligation (B)	Total (C)	Unliq. Bal. of Advances (D)			

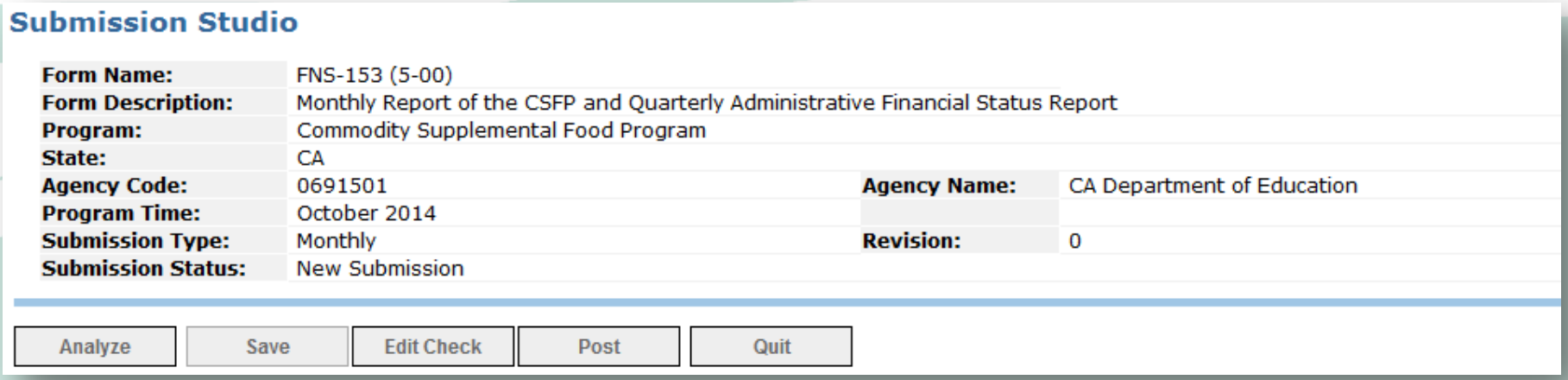
Saving a Form

- A submission can be saved as a Work File by clicking on the **Save** button



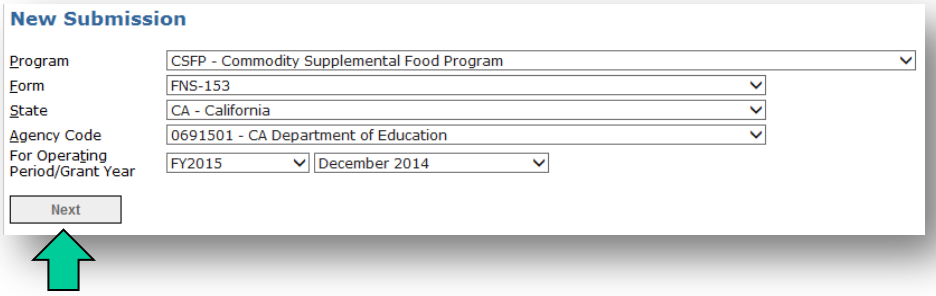
Saving a Form

- Once a submission has been saved, its status changes to **Work in Progress (W)**
- Clicking the OK [OK] button returns to the new submission window
- *Note*: A Work File is saved in the system for 14 days before automatically being deleted

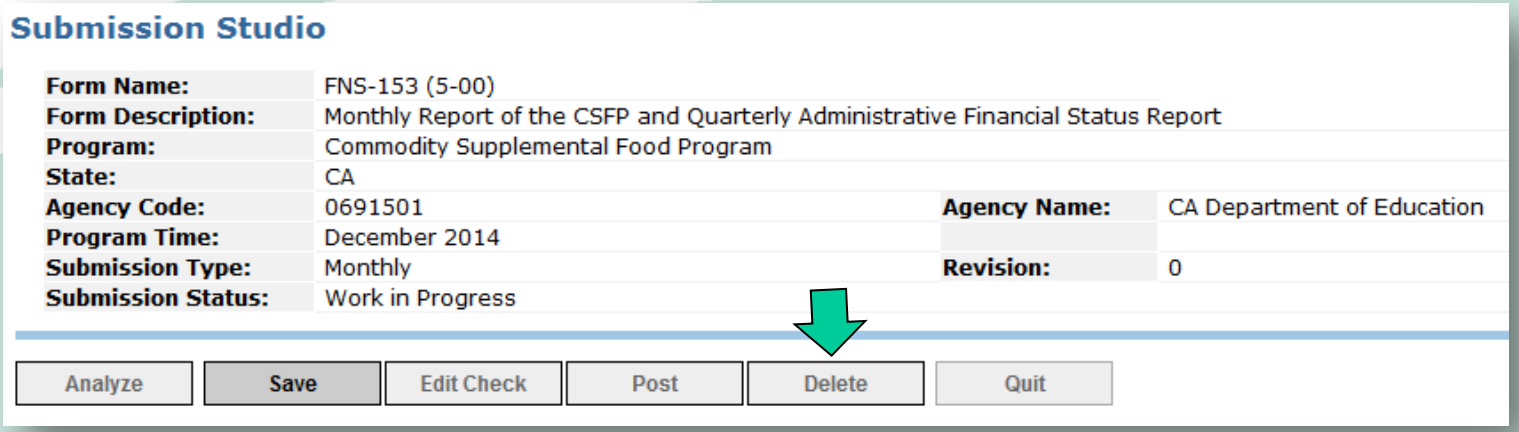


Work Files

- To view a work file, select the appropriate criteria and click the **Next** button



- To delete a work file click the **Delete** button



Edit Check/Validation

- Errors vs. Warnings

  Errors

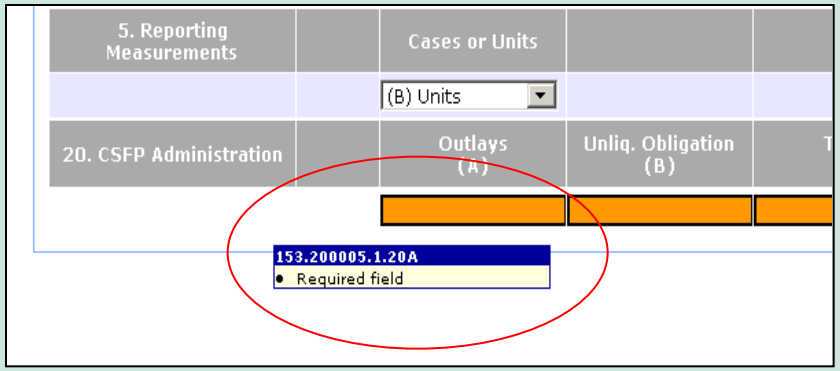
  – Must be fixed before submitting a form.

  Warnings

  – Warnings may be overridden.

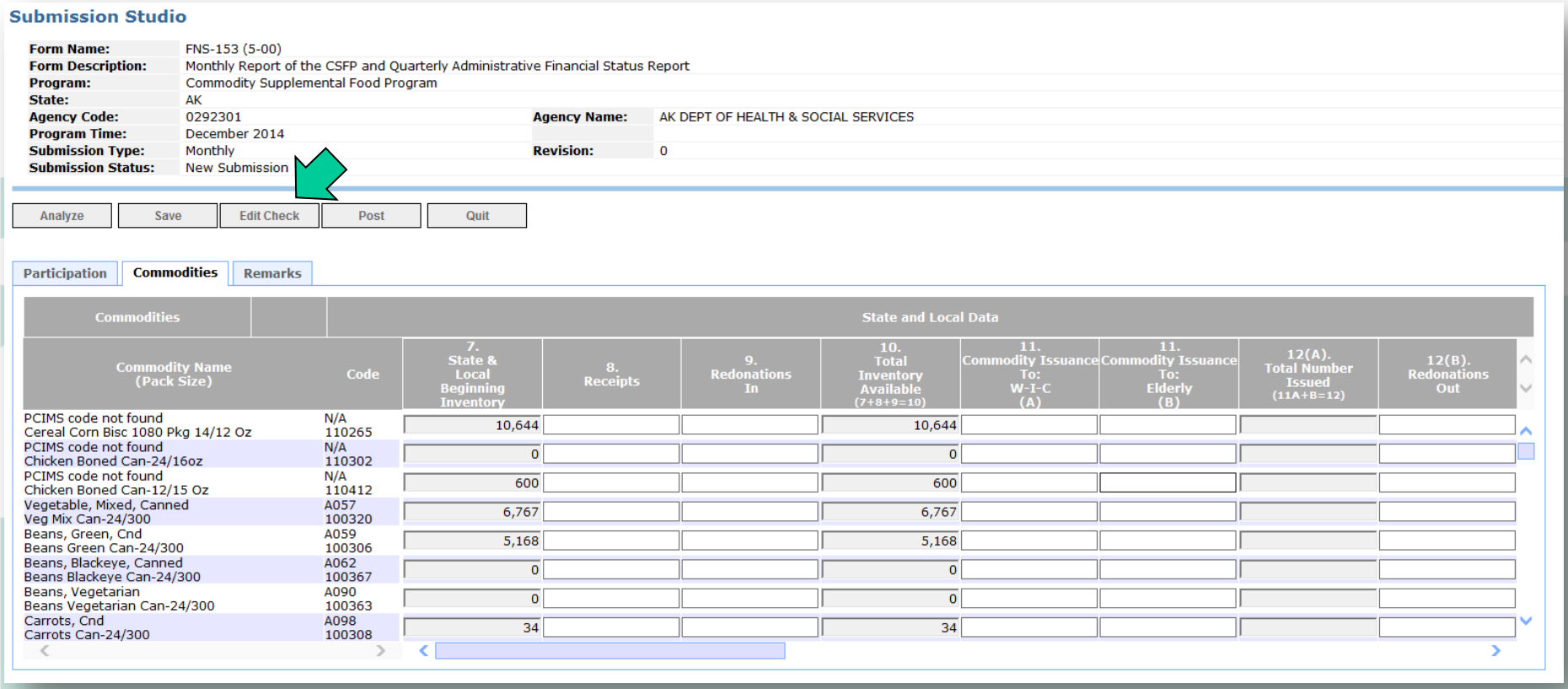
- Cell validation tips:

  – Display when mouse pointer "hovers" over cell



Validating Form Data

- To validate the submission data entered, click the **Edit Check** button.



Submission Studio

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Agency Code:	0292301	**Agency Name:**	AK DEPT OF HEALTH & SOCIAL SERVICES
Program Time:	December 2014		
Submission Type:	Monthly	**Revision:**	0
Submission Status:	New Submission		

Analyze | Save | Edit Check | Post | Quit

Participation | Commodities | Remarks

Commodities		State and Local Data							
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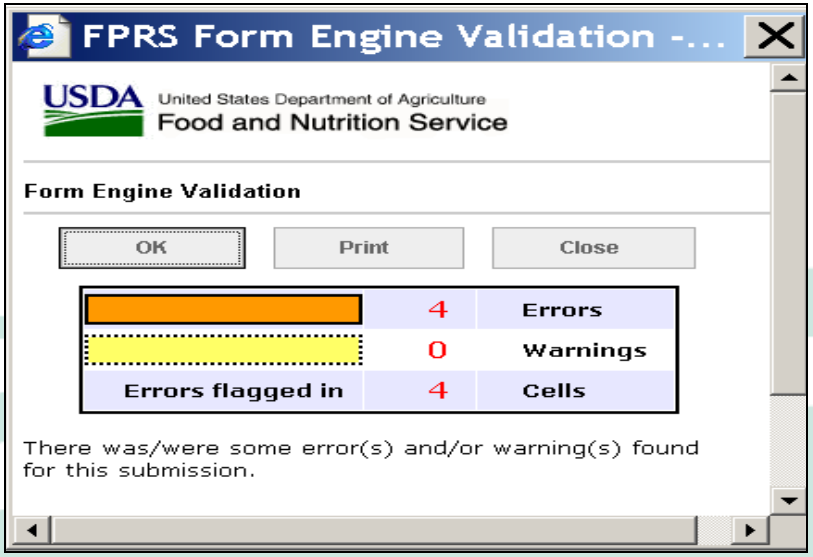
PCIMS code not found Cereal Corn Bisc 1080 Pkg 14/12 Oz	N/A 110265	10,644			10,644				
PCIMS code not found Chicken Boned Can-24/16oz	N/A 110302	0			0				
PCIMS code not found Chicken Boned Can-12/15 Oz	N/A 110412	600			600				
Vegetable, Mixed, Canned Veg Mix Can-24/300	A057 100320	6,767			6,767				
Beans, Green, Cnd Beans Green Can-24/300	A059 100306	5,168			5,168				
Beans, Blackeye, Canned Beans Blackeye Can-24/300	A062 100367	0			0				
Beans, Vegetarian Beans Vegetarian Can-24/300	A090 100363	0			0				
Carrots, Cnd Carrots Can-24/300	A098 100308	34			34				

Validation: Error Checking

- Validation Summary Window
  - Displays if there are errors or warnings



- FPRS automatically validates a form when a submission is saved or submitted

Analyze Tab/Participation

CSFP FNS-153 MONTHLY REPORT OF THE CSFP AND QUARTERLY ADMINISTRATIVE FINANCIAL STATUS REPORT
CSFP PARTICIPATION ANALYSIS
Alaska - 0292301 ALASKA DEPT OF HEALTH & SOC S

FNS-153	Submission Type	Revision	Line 4A	Line 4B	Line 4C	Line 4D	Line 4E	Line 4F	Calc	Line 4G	Calc
			INFANTS (0-3 MONTHS)	INFANTS (4-12 MONTHS)	CHILDREN (1-6) YEARS	PREGNANT/BREAST FEEDING WOMEN	POST PARTUM WOMEN	TOTAL NO. OF W-I-C PART.	% Change W-I-C Participation	TOTAL NO. OF ELDERLY PART.	% Change Elderly Participation
FY 2014											
Oct-13	Monthly	0	0	0	71	0	0	71		1,843	
Nov-13	Monthly	1	0	0	62	0	0	62	-12.68%	1,712	-7.11%
Dec-13	Monthly	1	0	0	49	0	0	49	-20.97%	1,783	4.15%
Jan-14	Monthly	0	0	0	54	0	0	54	10.20%	1,858	4.21%
Feb-14	Monthly	1			48	2		50	-7.41%	1,885	1.45%
Mar-14	Monthly	1		1	54	1	0	56	12.00%	1,971	4.56%
Apr-14	Monthly	0		1	58	1		60	7.14%	2,039	3.45%
May-14	Monthly	1			54	1		55	-8.33%	2,104	3.19%
Jun-14	Monthly	1	0	0	37	1	0	38	-30.91%	2,117	0.62%
Jul-14	Monthly	1			30	1	0	31	-18.42%	2,060	-2.69%
Aug-14	Monthly	0	0	0	25	1	0	26	-16.13%	2,046	-0.68%
Sep-14	Monthly	2	0	0	14			14	-46.15%	2,024	-1.08%
AVG				**0**	**46**	**1**		**47**		**1,954**	
FY 2015											
Oct-14	Monthly	0	0	0	12	0	0	12	-14.29%	1,770	-12.55%
Nov-14	Monthly	0			12			12	0.00%	1,780	0.56%
Dec-14	Monthly	0	0	0	10	0	0	10	-16.67%	1,731	-2.75%
Jan-15											
Feb-15											
Mar-15											
Apr-15											
May-15											
Jun-15											
Jul-15											
Aug-15											
Sep-15											
AVG					**11**			**11**		**1,760**	

Analyze Tab/Food Costs

CSFP FNS-153 MONTHLY REPORT OF THE CSFP AND QUARTERLY ADMINISTRATIVE FINANCIAL STATUS REPORT
CSFP COST PER PERSON ANALYSIS
Alaska - 0292301 ALASKA DEPT OF HEALTH & SOC S

FNS-153	Submission Type	Revision	Total WIC Entitlement Food Cost	Line 4F WIC ENTITLEMENT FOOD COST PERSON/MONTH*	Calc % Change W-I-C Cost Per Person	Total Elderly Entitlement Food Cost	Line 4G ELDERLY ENTITLEMENT FOOD COST PERSON/MONTH**	Calc % Change Elderly Cost Per Person
FY 2014								
Oct-13	Monthly	0	1,420	20.01		31,527	17.11	
Nov-13	Monthly	1	1,494	24.10	20.47%	34,637	20.23	18.27%
Dec-13	Monthly	1	963	19.66	-18.42%	31,554	17.70	-12.53%
Jan-14	Monthly	0	1,401	25.95	31.99%	38,216	20.57	16.22%
Feb-14	Monthly	1	1,179	23.57	-9.18%	34,636	18.37	-10.67%
Mar-14	Monthly	1	1,561	27.88	18.29%	47,354	24.03	30.75%
Apr-14	Monthly	0	1,126	18.76	-32.72%	39,651	19.45	-19.06%
May-14	Monthly	1	1,188	21.59	15.12%	37,247	17.70	-8.97%
Jun-14	Monthly	1	689	18.13	-16.03%	33,140	15.65	-11.57%
Jul-14	Monthly	1	657	21.18	16.80%	39,717	19.28	23.16%
Aug-14	Monthly	0	452	17.37	-17.98%	30,708	15.01	-22.15%
Sep-14	Monthly	2	263	18.79	8.19%	35,935	17.75	18.30%
AVG				**21.90**			**18.53**	
FY 2015								
Oct-14	Monthly	0	226	18.82	0.15%	28,993	16.38	-7.74%
Nov-14	Monthly	0	251	20.92	11.12%	32,765	18.41	12.38%
Dec-14	Monthly	0	139	13.87	-33.67%	26,163	15.11	-17.89%
Jan-15								
Feb-15								
Mar-15								
Apr-15								
May-15								
Jun-15								
Jul-15								
Aug-15								
Sep-15								
AVG				**18.11**			**16.65**	

* WIC ENTITLEMENT FOOD COST PER PERSON/MONTH = TOTAL WIC ENTITLEMENT FOOD COST FOR THE MONTH / TOTAL NO. OF WIC PARTICPANTS FOR THE MONTH
FORMULA: (FOOD COSTS TAB) COLUMN F = (FOOD COSTS TAB) COLUMN E / (PARTICIPATION TAB) COLUMN J

** ELDERLY ENTITLEMENT FOOD COST PER PERSON/MONTH = TOTAL ELDERLY ENTITLEMENT FOOD COST FOR THE MONTH / TOTAL NO. OF ELDERLY PARTICPANTS FOR THE MONTH
FORMULA: (FOOD COSTS TAB) COLUMN I = (FOOD COSTS TAB) COLUMN H / (PARTICIPATION TAB) COLUMN L

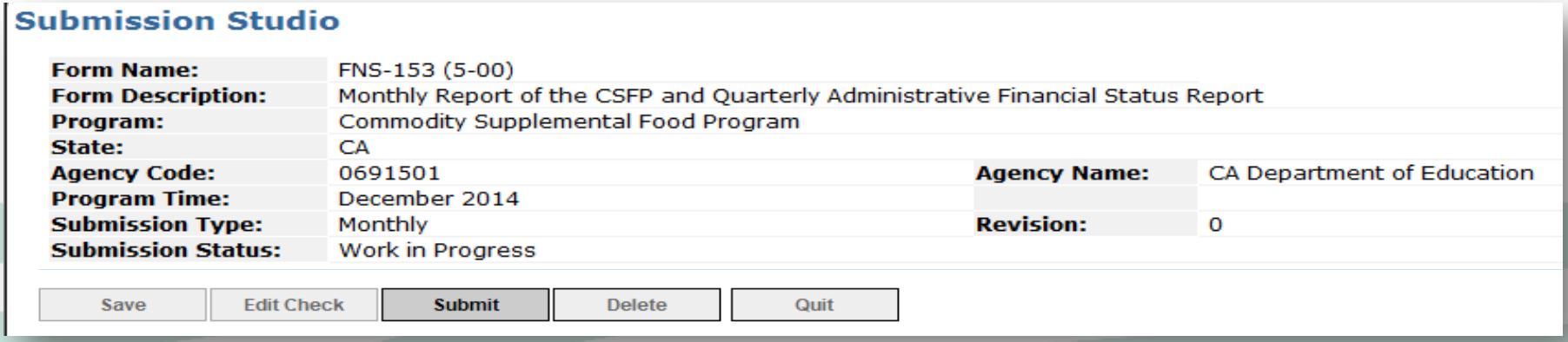
Analyze Tab/Admin

CSFP FNS-153 MONTHLY REPORT OF THE CSFP AND QUARTERLY ADMINISTRATIVE FINANCIAL STATUS REPORT
CSFP ADMINISTRATIVE COSTS ANALYSIS
Alaska - 0292301 ALASKA DEPT OF HEALTH & SOC S

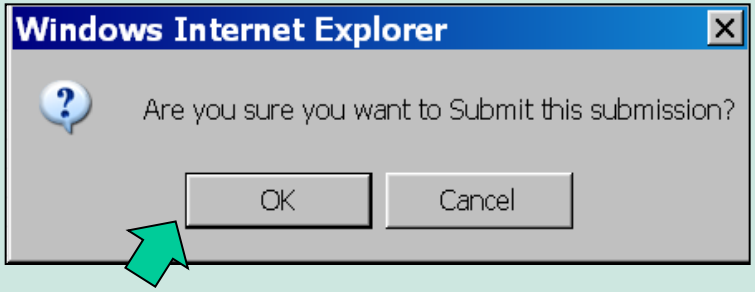
FNS-153	Line 20A	Line 20B	Line 20C	Line 20D	Calc
	Auth Admin Outlays	Cumulative Bal Unliq Admin Oblig	Total (Outlays plus Unliq Obligations)	Unliquidated Balance of Advances	Per Person Admin Grant Expenditure Cost
FY 2014					
Qtr. 1 (Oct. 13 - Dec. 13)	41,151	0	41,151	113,768	7.45
Qtr. 2 (Jan. 14 - Mar. 14)	77,618	0	77,618	0	13.21
Qtr. 3 (Apr. 14 - Jun. 14)	145,398	0	145,398	9,521	22.67
Qtr. 4 (Jul. 14 - Sep. 14)	150,363	0	150,363	0	24.25
AVG	**103,633**		**103,633**	**30,822**	
FY 2015					
Qtr. 1 (Oct. 14 - Dec. 14)	45,745	0	45,745	0	8.61
Qtr. 2 (Jan. 15 - Mar. 15)					
Qtr. 3 (Apr. 15 - Jun. 15)					
Qtr. 4 (Jul. 15 - Sep. 15)					
AVG	**45,745**		**45,745**		

Submitting a Report

- To submit a report, click the **Submit** button

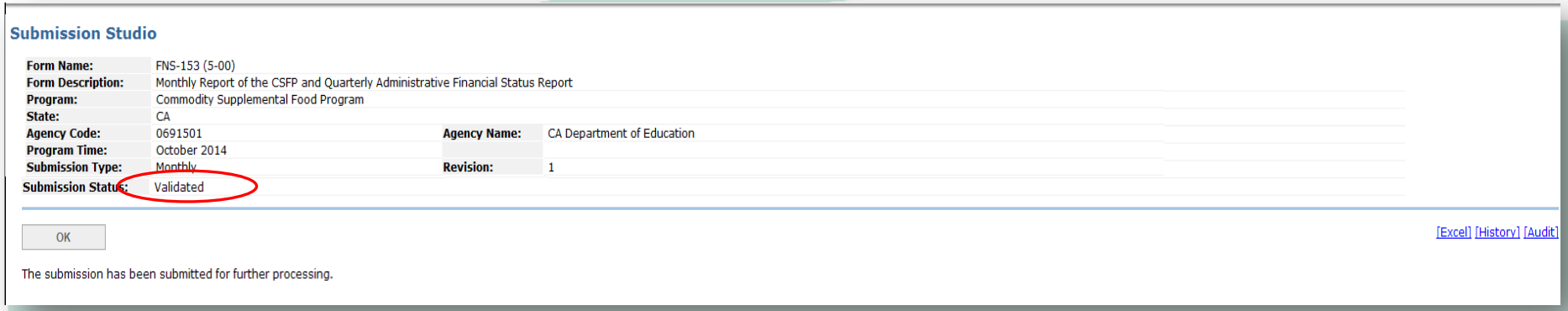


- If you are certain that you want to submit the report
  - Click the **OK** button



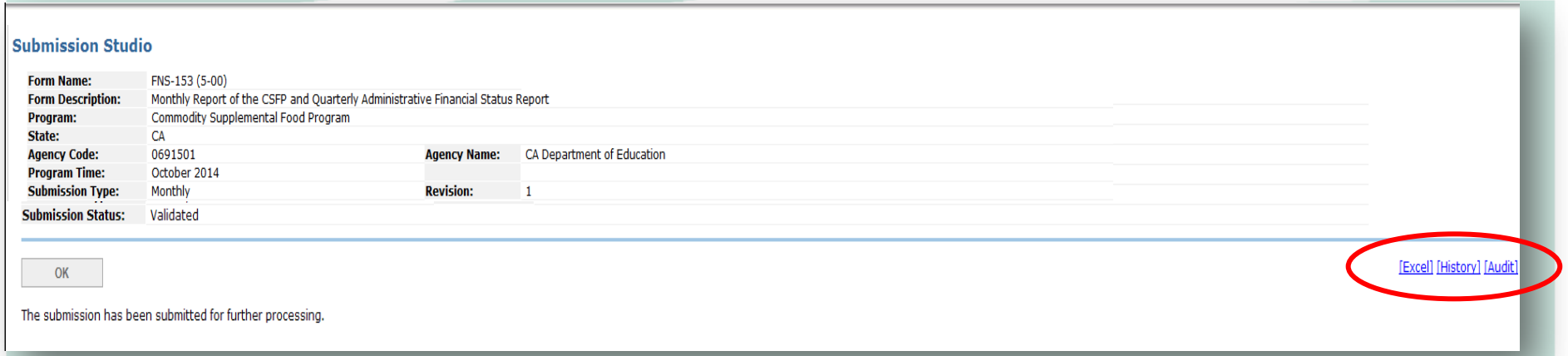
Submitting a Report

- When a report has been submitted, the message "*The submission has been submitted for further processing.*" appears
- The status of the submission becomes **Validated (V)**



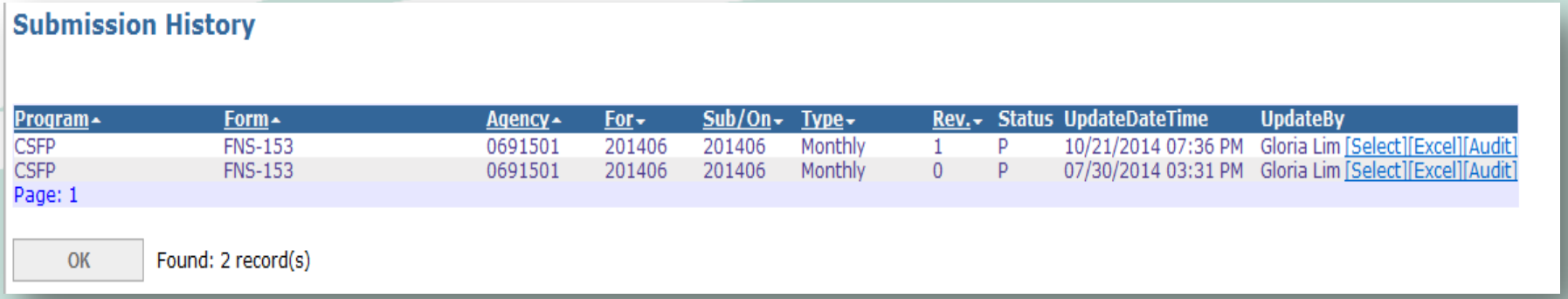
Submitting a Report

- Once a form has been saved or submitted:
  - A user can view an Excel facsimile of the submission by clicking on the [Excel] link
  - A user can view the history of the submission by clicking on the [History] link
  - A user can view the audit trail of the submission by clicking on the [Audit] link



Revisions and History

- The first submission has a revision number 0
- The submission history screen shows:
  - For whom and when the submission was last updated
  - All the revisions of a submission
  - The latest status of each revision
  - Which user updated the revision last



Submission History

Program	Form	Agency	For	Sub/On	Type	Rev.	Status	UpdateDateTime	UpdateBy
CSFP	FNS-153	0691501	201406	201406	Monthly	1	P	10/21/2014 07:36 PM	Gloria Lim [Select][Excel][Audit]
CSFP	FNS-153	0691501	201406	201406	Monthly	0	P	07/30/2014 03:31 PM	Gloria Lim [Select][Excel][Audit]

Page: 1

OK Found: 2 record(s)

Submission Audit

- The submission audit displays all activity for a particular submission
- This screen shows:
  - Which user saved the submission (if it was saved)
  - Which user entered the data
  - For whom and when the data was entered
  - It's current submission status

Submission Audit

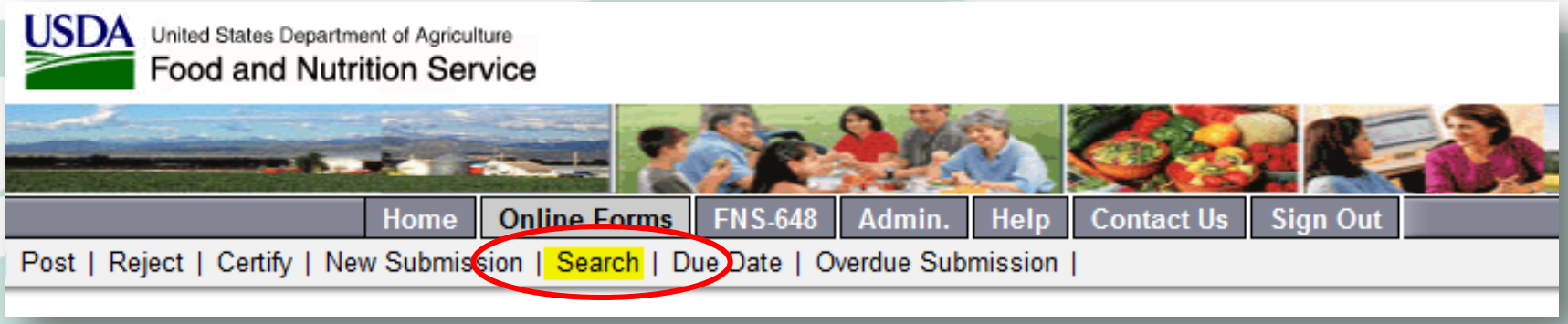
Program	Form	Agency	For	Sub/On	Type	Rev.	Status	UpdateDateTime	UpdateBy
CSFP	FNS-153	0691501	201406	201406	Monthly	1	P	10/21/2014 07:36 PM	Gloria Lim
CSFP	FNS-153	0691501	201406	201406	Monthly	1	C	10/21/2014 07:09 PM	Stephanie Ewing
CSFP	FNS-153	0691501	201406	201406	Monthly	1	V	10/21/2014 07:09 PM	Stephanie Ewing
CSFP	FNS-153	0691501	201406	201406	Monthly	1	W	10/21/2014 07:09 PM	Stephanie Ewing

Page: 1

OK Found: 4 record(s)

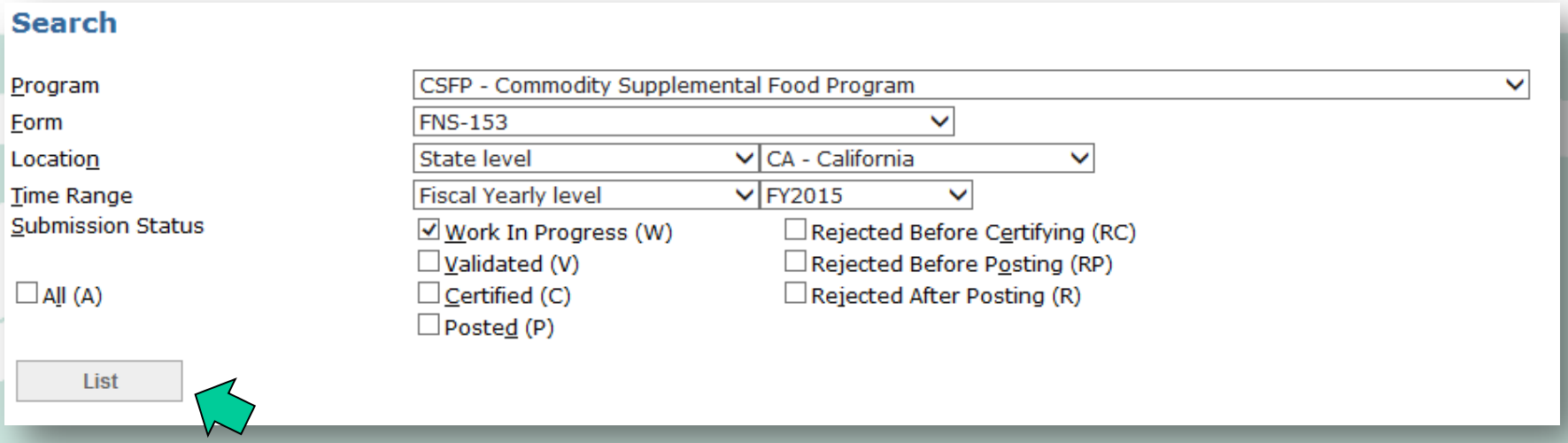
Search

- The Search function permits a user to locate a form based on program, form, location, time range, or status
- To get to the Search:
  Click the **Search** button



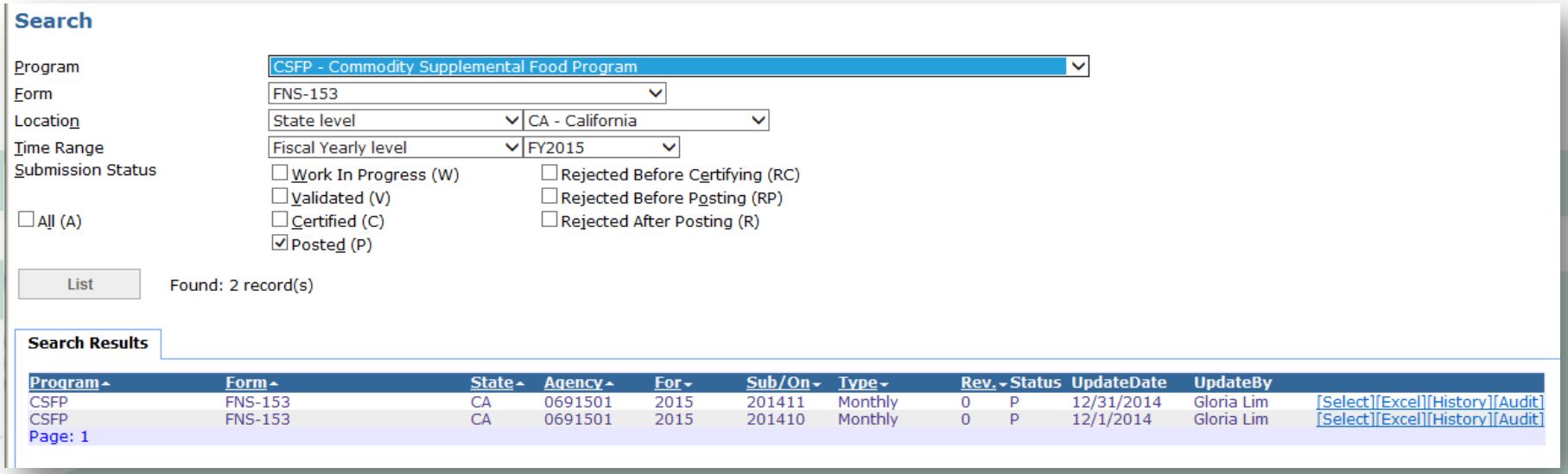
Search

- Select the appropriate criteria to narrow down the number of submissions listed
- Click **List**



Search

- A list of submissions matching the search criteria is returned



Food and Nutrition Service

Food Programs Reporting System (FPRS)

FNS-191

FORM APPROVED OMB NO. 0584-0025
Expiration Date: 08/31/2015

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

RACIAL/ETHNIC GROUP PARTICIPATION
COMMODITY SUPPLEMENTAL FOOD PROGRAM

FNS INSTRUCTION 113 - 1

1. STATE	2. STATE#	L/A#	NO. OF SITES
AK	**0292301**	**0292301021**	**29**

3. REPORTING

LOCAL AGENCY NAME **Food Bank of Alaska**
ADDRESS **2121 Spar Avenue**
CITY **Anchorage**
STATE **AK** ZIP CODE **99501**
TELEPHONE NUMBER **--**

4. REPORTING YEAR: APRIL **2014**, **Revision 0**

PARTICIPANTS FOR THE MONTH OF APRIL		COLUMN A TOTAL NUMBER OF PARTICIPANTS BY RACE	COLUMN B NUMBER OF HISPANIC OR LATINO PARTICIPANTS REPORTED IN COLUMN A BY RACE
PARTICIPANTS WHO MARKED ONLY ONE RACE	5. AMERICAN INDIAN OR ALASKA NATIVE	283	3
	6. ASIAN	256	2
	7. BLACK OR AFRICAN AMERICAN	63	1
	8. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	32	2
	9. WHITE	882	14
PARTICIPANTS WHO MARKED TWO RACES	10. AMERICAN INDIAN OR ALASKA NATIVE AND WHITE	14	0
	11. ASIAN AND WHITE	1	0
	12. BLACK OR AFRICAN AMERICAN AND WHITE	2	0
	13. AMERICAN INDIAN OR ALASKA NATIVE AND BLACK OR AFRICAN AMERICAN	1	0
	14. BALANCE REPORTING MORE THAN ONE RACE	74	60
	15. TOTAL (ADD ITEMS 5 THRU 14)	1,612	82

16. REMARKS
This report is for Food Bank of Alaska only. FNS-191 for Fairbanks Community Food Bank will be sent in a separate report. The total statewide is 2089 which is the total for these two reports.

DATE	TITLE	SIGNATURE
STAMP/CERTIFY DATE **7/31/2014**	LAST UPDATED BY **DEVIN WILCOX MCCOMBS**	LAST UPDATED ON **7/31/2014**

FORM FNS-191 (12/08) *Previous Editions are Obsolete*
FPRS Electronic Version

SBU

No further monies or other benefits may be paid out under this program unless this report is completed and filed in accordance with Title VI of the Civil Rights Act of 1964 and USDA implementing regulations.

Questions