KN-CLAIM

Kansas
Nutrition -
CLaims
And
Information
Management

Quick Reference
Wellness Impact Tool

Child Nutrition & Wellness
Kansas State Department of Education
May 2015

KN-CLAIM
School Nutrition Programs
Quick Reference for Wellness Impact Tool

We have done our best to assure that the Wellness Impact Tool works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using this tool.

Do you need help using KN-CLAIM or have a system problem to report?

Call 785-296-2276 and ask for KN-CLAIM support.

This Quick Reference Covers How To:

A. Access KN-CLAIM and Log-in

B. Navigate to sponsor's (i.e. school district, private school or RCCI) Wellness Impact Tool

C. Complete the Wellness Impact Tool to develop local wellness policy

D. Complete the Wellness Committee Information

E. Upload Locally Developed Wellness Policy and/or Wellness Activities Done in Support of Wellness Policies

F. Print the Wellness Policy Reports

Also included is information about:

G. Error Messages

H. Kansas Model Wellness Policy Guidelines Levels

Important Date

The Wellness Impact Tool must be completed by July 15, 2015.

A. Access KN-CLAIM and Log-in

1. Go to www.kn-eat.org**.**

2. Select "KN-CLAIM" from the left menu.

3. Log-in using the login and password for your sponsor. If you do not normally use KN-CLAIM, contact the person who files the sponsor's monthly School Nutrition Reimbursement Claim and ask them to set you up as a Designated User (see Designated User Quick Reference for more detail).

B. Navigate to Sponsor's Wellness Impact Tool

1. Click on "School Nutrition Program" (blue puzzle piece).

2. Program Year Selection – Click **2015**.

3. Click **Applications** on the blue menu bar at the top of the screen.

4. On the **Application Menu**, click **Wellness Impact Tool**.

C. Complete the Wellness Impact Tool

1. Click on each Guideline Sub-Topic (i.e. Breakfast under Nutrition Guidelines).

2. For each sub-topic selected, indicate the school-level (Elementary, Middle, and High) that applies to your sponsor, by clicking the respective boxes at the top of the screen. **Important:** If the school-level box is not checked, any selections for that school-level are not saved.

3. Each statement that is listed is a Kansas Model Wellness Policy statement. For each policy statement in the column(s) under the school-level(s) you have indicated, select one of the three policy status options from the drop-down menu. The three policy status options are:
   - Not in Policy – respective to the policy statement, the sponsor has not established a policy.
   - Developing Policy – respective to the policy statement, the sponsor has begun the process of developing a policy, such as drafted a policy with the intention of presenting it to the local Board of Education. If there are multiple buildings at a specific school level (i.e. elementary) and some, but not all, are implementing a policy, this should be categorized as Developing Policy.
   - Policy in Place – respective to the policy statement, the sponsor has an approved, written policy that is currently being implemented or followed. In order for a policy to be deemed as Policy in Place, the policy must be implemented or followed in all buildings at that grade level (i.e. multiple elementary schools).

4. When you complete a screen, click Save, then Exit Page, this will return you to the **Wellness Impact Tool** home screen.

   Repeat this process until all policy statements under the four Wellness Policy Guidelines are complete. The four areas are:
   - Nutrition
   - Nutrition Promotion and Education
   - Physical Activity
   - Integrated School Based Wellness

   You can access this screen and revise the information as many times as necessary to ensure accuracy.

D. Complete the Wellness Committee Information

1. Enter the First Name, Last Name, and Title for the Chairperson of the Wellness Committee. This information must match the First and Last Name listed on line 135 of the Sponsor Application, or an error will be displayed upon trying to save.

2. Enter the names and titles of additional members of the Wellness Committee. USDA guidelines identify the following as recommendations for who is to serve on the Wellness Committee:
   - School Nutrition Program representatives
   - Physical Education teachers
   - School Administrators
   - School Board representation
   - School Health professionals
   - Students
   - Parents
   - Public representatives

3. Click **Add Lines** to enter information on more than two Wellness Committee members (strongly recommended).

4. Click **Save**, when you have completed entering Wellness Committee Information.

E. Upload Wellness Policy and/or Wellness Activities Done in Support of Wellness Policies (optional)

1. If your Sponsor has developed a local Wellness Policy that varies from the Kansas School Wellness Policy Model Guidelines, please upload the policy by clicking the upload icon (📄➜) then clicking on **Upload Process**.
   - Browse or Enter Filename to locate your locally developed Wellness Policy.
   - Click **Upload Local Policy**.
   - The next screen allows you to **View** the uploaded document, if successfully uploaded. You may also **Delete** the uploaded document.
2. A new feature of the Wellness Impact Tool is the ability for sponsors to upload documents reflective of Wellness Activities Done in Support of Wellness Policies. To share your Wellness Activities Done in support of Wellness Policies, click on the upload icon (📄➜) then click the **Upload Support Document** and follow the same steps as outlined above for uploading the document.
   - Sponsors can only upload one document.
   - If you have multiple activities to share, please create a document that includes all activities and save as a pdf which can be uploaded.

F. Print the Wellness Policy Reports

The guidance as outlined in the Healthy Hunger-Free Kids Act of 2010 directs sponsors to share their Local School Wellness Policy with their local Board of Education and with the general public. This **Print Wellness Policy Reports** feature assists sponsors in satisfying those requirements.

1. Click on **Reports**.
2. For each school-level that is applicable to your sponsor, click on Wellness Policy.
3. You will be asked to **Select Program Year** then click **Generate Report**.
4. The Wellness Policy Report for the sponsor will be displayed and you can use the arrows at the top of the document to scroll through the report.
5. A box to the left of the report will indicate the sponsor number. Clicking on the + sign next to the sponsor number will allow for navigating directly to the portion of the report that identifies "Policy in place" or those that are categorized as "Developing policy".

Crystal Reports Information

Crystal Reports uses either the Active-X or Java viewer. Which viewer is used will depend upon the way your computer is configured. In either case, you will likely receive a prompt to install or accept the viewer. The first time you run a report using the Java viewer, a "Warning-Security" pop-up box like that shown below may display. If this box displays, click <Yes>. You will then see the "Java" logo, followed by the report screen.
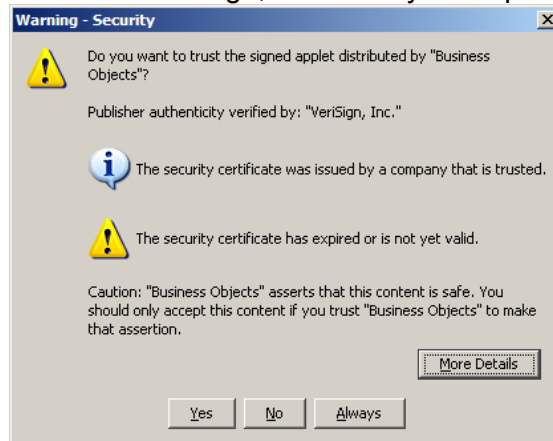
To print the report, click the printer icon on the upper left of the report screen's toolbar.
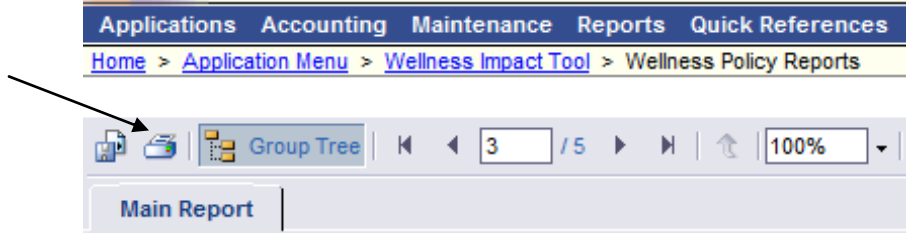
G. Error Messages

Failure to Complete All Fields

If you attempt to save after you have designated a policy level for each policy statement in a sub-category, but have left one or more responses blank, you will receive an error similar to the following:

Input Errors		
Field No.	Severity	Description
1-HS	1	Cannot be blank.

If you receive this error, it will let you know which field needs to be completed. Once you have completed all fields indicated under the Input Errors and click **Save**, you should no longer receive the error message.

Failure to Select at Least One School Level

If you attempt to save after you have completed a section of the Wellness Impact Tool, but have not selected any school level, you will receive an error similar to the following:

Input Errors		
Field No.	Severity	Description
1	1	At least one school level must be checked and completed.

If you click at least one of the school levels within a section, complete that section, and click **Save**, you should no longer receive the error message.

Inaccurate Wellness Committee Information

If you attempt to save your Wellness Committee Information and the First and Last Name of the Chairperson does not match the information on line 135 of the Sponsor Application, the following error will result:

	Input Errors	
Field No.	**Severity**	**Description**
1	1	Contact first name must match the WPG Contact first name on this year's NSLP Sponsor App.

If you receive this error, check the information on line 135 of the Sponsor Application, re-enter the correct information, and click **Save**.

If you do not enter First and/or Last Name in each of the two rows under Wellness Committee Information for the Chairperson and at least one Member, an error similar to the following will result:

	Input Errors	
Field No.	**Severity**	**Description**
2	1	This field is required and must be entered to submit form.
2	1	This field is required and must be entered to submit form.

If you receive this error, complete the fields and click **Save**.

H. Wellness Policy Levels

Each policy statement falls within one of three levels: The policy statements at the…
- **IMPLEMENTING** level meet all requirements of current federal and state laws, regulations and policies.
- **TRANSITIONING** level show growth from the implementing level.
- **MODELING** level reflect highly effective policies.

Based on the classification of each policy statement as Not in Policy, Developing Policy, or Policy in Place, the sponsor's wellness policy will fall into one of the three levels indicated above. Though the Modeling level is a desirable goal, a sponsor who is at the Implementing or Transitioning level is still creating a healthier school environment. All wellness policies that are implemented at any level should be viewed positively.

The designation of Implementing, Transitioning, and Modeling levels is based on points accumulated by identifying if each statement is Not in Policy, Developing Policy, or Policy in Place. The level of attainment by a sponsor for each category (Nutrition, Nutrition Promotion and Education, Physical Activity, and Integrated School Based Wellness) is based on the completion of all the policy statements within each sub-category (i.e. Lunch sub-category of Nutrition section). The Overall Progress level is based on completion of all four categories.

Thank you for prioritizing school wellness policy and your commitment to and actions toward improving the health of students and staff.