
KN-CLAIM

Kansas
Nutrition -
CLaims
And
Information
Management

**Quick Reference
Wellness Policy Builder**

Sponsor Version

Child Nutrition & Wellness
Kansas State Department of Education
January 2006

KN-CLAIM School Nutrition Programs Quick Reference for Wellness Policy Builder

We have done our best to assure that the Wellness Policy Builder 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 Policy Builder
- C.** Complete the Wellness Policy Builder
- D.** Print the Wellness Policy Reports
- E.** Upload a Locally Developed Wellness Policy

It also provides information about:

- F.** Error Messages
- G.** Scoring

Important Date

The Wellness Policy Builder must be completed by July 15, 2006.

KN-CLAIM – Quick Reference for Wellness Policy Builder

A. Access KN-CLAIM and Log-in

1. Go to www.kn-eat.org.
2. Click on School Nutrition Programs (i.e. the blue “piece of the pie”).
3. Select “KN-CLAIM” from the left menu.
4. 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.

B. Navigate to Sponsor’s Wellness Policy Builder

1. Program Selection Menu – Click <School Nutrition Program>.
2. Program Year Selection – Click <2006>.
3. Click **Applications** on the **blue** menu bar at the top of the screen.
4. On the **Application Menu**, click **Wellness Policy Builder**.

C. Complete the Wellness Policy Builder

1. Click on **each** Guideline Topic (for example, Vending), even if it is **not** applicable to your sponsor.
 - If the topic is applicable, go to step 2.
 - If the topic is **not** applicable, leave all of the responses set to “Not Applicable” and skip to step 4.
2. On the Guideline Topic screen (for example, Vending), check the box for each school-level (i.e. Elem, MS, HS) to which this Guideline Topic applies. For example, if the sponsor has vending only at the high school level, check only the high school box.
Important: If the school-level box is not checked, any selections for that school-level are not saved.
3. For each guideline under a checked school-level (such as Elem) use the drop-down box to indicate whether the guideline is “Not Applicable”, a “New Goal”, “In Progress” or “Achieved”.

The Exemplary level is healthier than the Advanced, and the Advanced is healthier than the Basic. There are many groups of three related guidelines where one of the guidelines is “Basic”, another is “Advanced” and a third is “Exemplary”. There are also many groups with only two related guidelines.

KN-CLAIM – Quick Reference for Wellness Policy Builder

PLEASE NOTE: If you indicate that the sponsor has “Achieved” the Exemplary level in a group of three guidelines, it is not necessary to indicate that the sponsor has also “Achieved” the “Basic” and “Advanced” levels. When you submit the screen, the system will automatically update the “Basic” and “Advanced” levels to a status of “Achieved”.

For example, below is a related group of guidelines for Lunch:

- (5) Fresh fruits or vegetables are offered:
 - a. Fewer than 3 days a week (*Basic*)
 - b. At least 3 days a week (*Advanced*)
 - c. Daily (*Exemplary*)

If the sponsor is offering fresh fruits and vegetables daily, then indicate that item c. is “Achieved”. It is not necessary to select anything on the two lower levels (a. and b.).

- 4. When you complete a screen, click <Submit> at the bottom of the screen.
- 5. You will return to the **Wellness Policy Builder** screen.

Repeat this process until all Guideline Topics are “Complete”. You can access this screen and revise the information as many times as necessary.

D. Print the Wellness Policy Reports

Based on the selections made on the Wellness Policy Builder screens, the system will generate seven Wellness Policy reports:

- 1. School Board Policy (This is a modifiable MS Word document.)
- 2. Elementary Wellness Policy Guidelines Grouped by Guideline Status
- 3. Elementary Wellness Policy Guidelines Grouped by Content Area
- 4. Middle School Wellness Policy Guidelines Grouped by Guideline Status
- 5. Middle School Wellness Policy Guidelines Grouped by Content Area
- 6. High School Wellness Policy Guidelines Grouped by Guideline Status
- 7. High School Wellness Policy Guidelines Grouped by Content Area

Important: Part 2 of the School Board Policy Report states: *Therefore, it is the policy of Sponsor Number and Name that wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level.* If the local Board adopts this policy, then the Wellness Policy Builder can be updated by the sponsor without additional Board action.

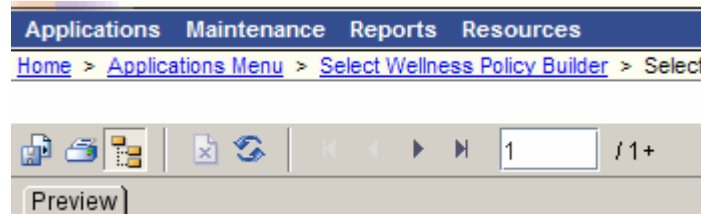
- 1. At the bottom of the **Wellness Policy Builder** screen, click the <Reports> button.
- 2. On the **Wellness Policy Reports** screen, click the hyperlink for the desired report.
- 3. On the **Report Criteria** screen, click the <Generate Report> button.

KN-CLAIM – Quick Reference for Wellness Policy Builder

- 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 report screen’s toolbar.



E. Upload a Locally Developed Wellness Policy

Sponsors may choose to use the Kansas Model Wellness Policy Guidelines or to develop their own guidelines. Another option is to use a combination of the Kansas guidelines and locally developed ones.

Any locally developed guidelines are to be uploaded to KSDE using the following steps.

- At the bottom of the **Wellness Policy Builder** screen, click the icon next to the words “Upload locally developed wellness policy.”
- On the upload screen, enter the file name or browse to its location on your computer.
- Click the <Upload File> button.

F. Error Messages

Let's refer again to our previous example for Lunch, guideline 5:

- (5) Fresh fruits or vegetables are offered:
 - a. Fewer than 3 days a week (*Basic*)
 - b. At least 3 days a week (*Advanced*)
 - c. Daily (*Exemplary*)

After the user clicks <Submit>, the system will accept the user's entries and return to the Wellness Policy Builder menu OR it will display one or more error messages. The error messages will display at the top of the screen and will show the number of the field in error (i.e. 5 in the example above). The number of each field with an error will also be highlighted in red.

Errors result from selecting an invalid sequence of choices. The error messages refer to the letters (A, B, C, D) of each choice that is related to the guideline. In the example above there are three choices (A, B, C) related to guideline 5.

For guidelines with **two** choices, the following error messages are used.

1. A and B cannot both be NA. (Note: This applies only to required fields.)
2. Before B can be a New Goal, A must be In Progress or Achieved.
3. Before B can be In Progress, A must be Achieved.
4. Before B can be Achieved, A must be Achieved.

For guidelines with **three** choices, the following error messages are used.

1. A, B and C cannot all be NA. (Note: This applies only to required fields.)
2. Before C can be a New Goal, A must be Achieved and B must be In Progress or Achieved.
3. Before C can be In Progress, A and B must be Achieved.
4. Before C can be Achieved, A and B must be Achieved.

For guidelines with **four** choices, the following error messages are used.

1. A, B, C and D cannot all be NA. (Note: This applies only to required fields.)
2. Before D can be a New Goal, A and B must be Achieved and C must be In Progress or Achieved.
3. Before D can be In Progress, A, B and C must be Achieved.
4. Before D can be Achieved, A, B and C must be Achieved.

G. Scoring

The scores computed by the Wellness Policy Builder are confidential. They can be viewed only by KSDE and by the sponsor's designated user(s).

Computation of Numeric Scores:

Each guideline has a level:

Basic = 1

Advanced = 2

Exemplary = 3

Each guideline has a status:

NA = 0

New Goal = 1

In Progress = 2

Achieved = 3

The value of the level is multiplied times the value of its status to compute the score for the item. The sum of the item scores is the total score for a set (such as Lunch, Breakfast, etc.).

A standard arithmetic mean was used to determine the scores required for each level within each set of guidelines.