
KN-CLAIM

Kansas
Nutrition -
CLaims
And
Information
Management

Training
Quick Reference

Child Nutrition & Wellness
Kansas State Department of Education
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Child Nutrition & Wellness
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- (2) Fax: (202) 690-7442; or
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Your comments and suggestions are always welcome. If you have questions, please call 785-296-2276 or contact your area consultant.

KN-CLAIM Training Quick Reference

What is KN-CLAIM?

It is the Child Nutrition & Wellness web-based computer system. The acronym stands for **K**ansas **N**utrition – **CL**aims **A**nd **I**nformation **M**anagement.

Help is Available!

We have done our best to assure that KN-CLAIM 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 the system.

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 Training

C. Training Tab

1. View Training Schedules
2. Register for Classes
 - Add Participants
 - Register Participants for Training
 - Remove Participants from Classes
 - Print Confirmation Reports
3. Activate a Participant
4. Inactivate a Participant
5. View Sponsor Training History

A. Access KN-CLAIM and Log-in

1. Go to www.kn-eat.org.
2. Select <KN-CLAIM> from the left ‘Key Links’ menu.
3. Log in using your user name and password.
If this is the first time logging into the new KN-CLAIM system, users will need to Register and create a new login and password while requesting access to KN-CLAIM. Specific instructions can be found at www.kn-eat.org, How to Access KN-CLAIM (blue menu bar on the left).

IMPORTANT! If someone other than the sponsor’s authorized representative will be enrolling participants in classes, that person will need to be added as a designated user and given access to Training when assigning user permissions. See [Quick Reference for Accessing KN-CLAIM](#).

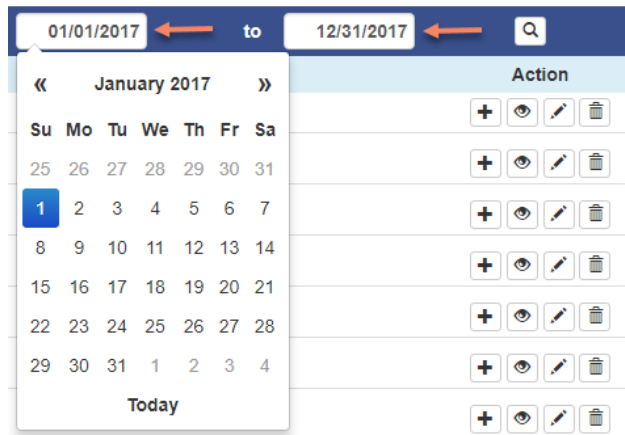
B. Navigate to Training

1. **Program Selection Menu** – Click on a Program (SNP, CACFP or SFSP). Only programs that a user has access to will appear.
2. **Program Year Selection** – Select Program Year in which training you are registering for will occur.
3. **Sponsor Summary** – Click <Training> tab.

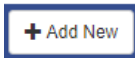
C. Training Tab

1. **View Training Schedules.** These links will take you to www.kn-eat.org for a detailed description of training.
2. **Register for Classes.** If the sponsor participates in multiple Child Nutrition Programs, all participants for all programs will appear on the training tab. Active participants are listed alphabetically by last name in the first section under Training Enrollment Entry. To view inactive participants click on the <Expand Inactive Participants Button> found to the left of the heading titled “Inactive Participants.” Inactive participants are listed alphabetically by last name.

No matter what Program Year is selected in Step B, the date range on the training tab will default to the 1/1 – 12/31 of the current calendar year. To change the date range, click on the date(s) displayed and select a new date from the calendar that appears. Click the <Search> button found to the right of the date range selection and looks like a magnifying glass to search for the new date range that was selected.



Add Participants. If employee is not currently listed on the Participant Name Listing, add the employee by clicking the Add New button found in the blue heading to the right of “Training Enrollment Entry”. On the Sponsor Participant Entry screen complete the information for the participant, check the active indicator box and click <Save>.



Register Participants for Classes. To enroll a participant in a class, click the <Add a class for this participant> button, which looks like a + and can be found to the far right of the employee name. Select the Event Type from the drop down list. (Note: At the top of each screen you will see the name of the participant you are registering for classes.) Select the box in front of the class to register and click <Save>. If there isn't a box next to your desired class, the class may be full, cancelled, or closed. Call the Topeka office (785-296-2276) to get on the waiting list for a full class or to register for a class that has been closed (occurs when a class date is less than 1 week away).

Remove Participants from a Class. Click the <Expand Participant> button found to the left of the participant's name. The window will expand to show the classes the participant is enrolled in. If the class is more than 1 week away, click on the <Delete> button found to the right of the class and looks like a trashcan. If the class is less than 1 week away, call the Topeka office (785-296-2276) to let them know which participant will not be attending.



Print Confirmation. To print an individual Participant's Enrollment Status Report, click the <Print> button to the far right of the participant's name. This will provide all of the details of the training in which the participant is enrolled, including date, start and end times, address, driving instructions and any special instructions for the training. To print the Enrollment Status Report for ALL enrolled participants click on the <Print> button found at the bottom of the Training Enrollment Entry section.

- 3. Inactivate a Participant.** Inactivate a participant by clicking on the <Edit> button, found to the far right of the participant name and looks like pencil. Uncheck the <Active Indicator> box. Click <Save>.
- 4. Activate a Participant.** To activate a participant click on the <Expand Inactive Participants> button found to the left of the Inactive Participants heading. Click on the <Edit> button, found to the far right of the participant name and looks like pencil. Check the <Active Indicator> box. Click <Save>.
- 5. View Sponsor Training History.** To view training histories for program personnel go to "Sponsor History," select the desired year and a list of the Sponsor's program personnel who attended training in that year will appear. To view training details (class name, class length, date and location) for a particular participant, click the <Expand Event> button to the left of the participant name and looks like file folder. To collapse a participant click the <Collapse Event> button next to the participant name and looks like an open file folder. To collapse a year, click the <Collapse Event> button that can be found to the left of the year and looks like a downward arrow.

KN-CLAIM Tip: To leave a screen without saving, click on the <Exit> button at the bottom of the page. Do NOT use the back arrow.