
KN-CLAIM

Kansas
Nutrition -
Claims
And
Information
Management

Quick Reference
for
Wellness Impact Tool

Child Nutrition & Wellness
Kansas State Department of Education
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(1) mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 or (202) 690-7442; or

(3) email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Your comments and suggestions are always welcome. If you have questions about the Direct Certification process, please call 785-296-2276 or contact your area consultant.

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 Wellness Impact Tool
- C.** Complete the Wellness Impact Tool
- 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 Impact Tool Reports
- G.** View the Wellness Impact Tool Graphs

Also included is information about:

- H.** Error Messages
- I.** Kansas School Wellness Policy Model Guideline Levels

Important Date

The Wellness Impact Tool must be completed by July 15 annually.

A. Access KN-CLAIM and Log-in

1. Go to <https://cnw.ksde.org>.
2. Select <KN-CLAIM> from the top menu.
3. Log in using your username and password.
If this is the first-time logging into KSDE Web Applications Common Authentication, users will need to register and create a username and password while requesting access to KN-CLAIM. Specific instructions can be found at <https://cnw.ksde.org>, KN-CLAIM, How to Access KN-CLAIM.

IMPORTANT! Never share your username and password.

B. Navigate to Sponsor's Wellness Impact Tool

1. **Program Selection Menu** – Click <SNP>.
2. **Program Year Selection** – Click <Program Year>.
3. **Sponsor Summary** – Click <Wellness> tab.

C. Complete the Wellness Impact Tool

The Wellness Impact Tool home page lists the four Wellness Guideline Topics:

- Nutrition Guidelines
- Nutrition Promotion and Education Guidelines
- Physical Activity Guidelines
- Integrated School Based Wellness Guidelines

Each of these Wellness Guideline Topics contains Guideline Sub-Topics. Clicking on a Guideline Sub-Topic will bring up a listing of the Kansas School Wellness Policy Model Guidelines statements for that sub-topic.

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. For each Kansas School Wellness Policy Model Guidelines 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 developing a plan to put the policy into action in schools. If there are multiple buildings at a specific school level (i.e. elementary) and some, but not all, are following 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 practiced or followed. In order for a policy to be deemed as Policy in Place, the policy must be practiced or followed in all buildings at that grade level (i.e. multiple elementary schools).

4. When you complete a screen, click <Save>, 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.

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

D. Complete the Wellness Committee Information

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
- Community representatives

1. To **add a wellness committee member**, click the <+ Add> button. The add button can be found at the top of the Wellness Committee Information section. In the text box for “Seq #” enter the line number in which you want the individual to appear in the committee member listing, select the radio button indicating whether the individual is the chairperson or member. Enter the first name of the individual in the “first name” text box and last name of the individual in the “last name” text box. Enter the title of the individual (i.e. PE Teacher, Student, Parent, etc.) in the “title” text box. Click the <Save> button.

Note: A Wellness Committee Chair must be entered with phone number and email. There is ability to indicate a co-chair, if applicable.

2. To **edit a wellness committee member**, click the <Edit> button. The edit button can be found on the right-hand side of the screen and looks like a pencil icon. Edit any of the text in the text boxes. To change member type, select the appropriate radio button. Click the <Save> button when done.
3. To **delete a wellness committee member**, click the <Delete> button. The delete button can be found on the right-hand side of the screen and looks like a trashcan icon. Once the individual’s information appears, click the red <Delete> button at the bottom of the page. To exit without deleting, click the <Exit> button.

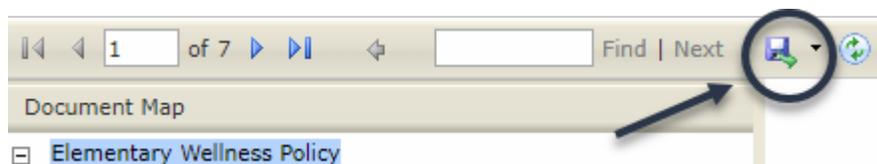
E. Upload Sponsor-Developed Local Wellness Policy and/or Wellness Activities Done in Support of Wellness Policies (optional)

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> button. The upload button can be found on the right-hand side of the screen and has the image of an upward arrow.
 - Browse or Enter Filename to locate your locally developed Wellness Policy.
 - Click <Open>.
 - Once uploaded, the document can be viewed or deleted by clicking the respective button to the right of the file name.
2. Sponsors may also 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> button. The upload button can be found on the right-hand side of the screen and has the image of an upward arrow.
 - Browse or Enter Filename to locate your locally developed Wellness Policy.
 - Click <Open>.
 - Once uploaded, the document can be viewed or deleted by clicking the respective button to the right of the file name.
 - Follow this process for each separate document

F. Print the Wellness Impact Tool 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. The **View and Print Reports and Graphs** feature assists sponsors in satisfying those requirements.

1. Click on the <Print> button to the right of View and Print Reports and Graphs.
2. For each school-level that is applicable to your sponsor, click on <View Report> button. The View Report button can be found on the right-hand side of the screen and has the icon of an eye.
3. Select the Wellness Guideline Year from the drop-down box then click the <Generate Report> button.
4. The Wellness Impact Tool 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”.
6. To save or print the report, click the <Export Dropdown Menu> button on the report screen’s toolbar. Select the file type (PDF, word, etc.) in which to export. Once exported the file can be printed or saved.



G. View the Wellness Impact Tool Graphs

This function allows users to generate graphs depicting each of the following:

- Wellness Impact Tool Graphs – Grade Level Comparison
- Wellness Impact Tool Graphs – State Guideline Comparison
- Sponsor-State Guidelines Comparisons for:
 - o Nutrition
 - o Nutrition Promotion and Education
 - o Physical Activity
 - o Integrated School Based Wellness

To generate graphs:

1. Click on the <Print> button to the right of View and Print Reports and Graphs.
2. Click on <View Report> button next to the graph you want to display. The View Report button can be found on the right-hand side of the screen and has the icon on an eye.
3. Select the Wellness Guideline Year from the drop-down box then click the <Generate Graph> button.
4. The Wellness Impact Tool Graph for the selected category will be displayed. Navigate to other graphs in the category by clicking on the subheadings on the left-hand side of the screen.
5. To save or print the report, click the <Export Dropdown Menu> button on the report screen's toolbar. Select the file type (PDF, word, etc.) in which to export. Once exported the file can be printed or saved.



H. 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:

Please correct the following errors:

- Elem - Each policy statement in the Elem level must have a status

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.

Incomplete Wellness Committee Information

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:

Wellness Committee Information		+ Add
Incomplete : Must have a Chairperson and at least one Committee Member. If there are no Committee Members, user must enter Chairperson first.		
Seq #	Member Type	First Name

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

I. Kansas School Wellness Policy Model Guideline Levels

Each policy statement falls within one of three levels: The policy statements at the...

- **IMPLEMENTING** level meets all requirements of current federal and state laws, regulations and policies.
- **TRANSITIONING** level shows growth from the implementing level.
- **MODELING** level reflects 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 put into action 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 points for policy statements being developed and policies in place within each sub-category (i.e. Lunch sub-category of Nutrition section). The Overall Progress level is based on points from all four categories.

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