

## Ohio Department of Education Office for Child Nutrition: Claims Reimbursement and Reporting System (CRRS) Training Management

To register for all child nutrition program trainings and workshops, you will need to access the Claims Reimbursement and Reporting System (CRRS) Training Management module.

To access the CRRS Training Management link:

1. Open an internet browser and type “https://oh.cnpus.com” into the address line as shown in [Figure 1](#). This address is the uniform resource locator, or URL, for CRRS.

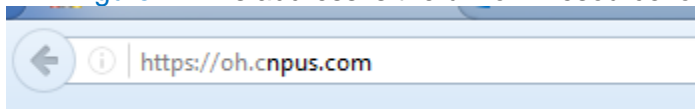


Figure 1. Entering the Claims Reimbursement and Reporting System URL into an Internet browser.

2. Press **Enter** on your keyboard to display the CRRS login screen, which provides access to the application. ([Figure 2](#))

A screenshot of the CRRS login screen. The page has a blue header with the text "Claims Reimbursement and Reporting System CRRS" and the Ohio Department of Education logo. The main content area is white with a blue border. On the left, there is a login box with a "Returning Users: Log On" header, fields for "User ID:" and "Password:", and a green "Log On" button. Below the login box is a "Links" section with a bullet point for "Training Management". In the center, there are three green apple icons and the text "Welcome to the Updated Claims Reimbursement and Reporting System (CRRS .NET) and Commodities Allocation Tracking System (CATS)". To the right, there are two sections: "Password Requirements" with a list of rules (8-12 characters, numeric, special character, uppercase letter, not same as User ID) and "Non-Discrimination Statement" with a paragraph of text. At the bottom left is the CNP press logo, and at the bottom center is the copyright notice "Copyright © 2016 Colyar Technology Solutions".

Figure 2. The CRRS Login screen

3. Click **Training Management** under Links (Figure 3).

**Claims Reimbursement and Reporting System**  
**CRRS**

Ohio | Department of Education

**Returning Users: Log On**

User ID:

Password:

**Log On**

**Links**

- **Training Management**

**Welcome to the Updated Claims Reimbursement and Reporting System (CRRS .NET) and Commodities Allocation Tracking System (CATS)**

**Password Requirements**

- A User's Password MUST follow these rules:
  - 8 to 12 characters in length
  - Must contain a numeric character
  - Must contain a special character (e.g., #, \$, &)
  - Must contain an uppercase letter
  - Must NOT be the same as the User ID

**Non-Discrimination Statement**

- The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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Figure 3. Training Management link

## Establish a Training Management User ID and Password

1. First time users: Click "I am a new user" to set up a profile in training management (Figure 4).
2. Returning users: Enter your training management user ID (email address) and the password previously created by the user. Then, click **Log In** to access training registration.

**NOTE:** The training management user ID and password combination **is not** connected to the CRRS login user ID and password. The user ID will be your email address and users create passwords.

| Session ID  | Session Name  | Start Date |
|-------------|---|------------|
| Dayton      | Healthy Child Care Workshop   | 6/1/2016   |
| 001         | Basic Training for School Meal Programs                               | 6/28/2016  |
| 002         | Administrative Review Workshop  | 6/29/2016  |
| SUMREG-DIR  | Summer Regional Training for Food Service Directors: Mansfield        | 7/26/2016  |
| SUMREG-PROD | Summer Regional Training for Production and Cashier Staff - Mansfield | 7/26/2016  |

Figure 4. Training Management Welcome page

## Complete the Contact Information

1. Select your school or agency name in the **Select a Sponsor** field (Figure 5).
  - If you are not yet a sponsor of a program, skip the **Select a sponsor** section. Then complete **New Sponsor Name**.
2. Complete all other areas of the training contact information form
3. Click **Save** (green button).
4. Reminder: The user ID and password created by the user will be used only for the training management login. These login credentials are not associated with CRRS login user ID and password login credentials.

My Training | Log Out

### Training Contact Information

NOTE: The email address you enter below will be your login.

\* Required

**Select a sponsor:** \*

**New sponsor name:**

**Name:** Salutation  First Name \*  MI  Last Name \*

**Title:**

**Job Category:**

**Email Address:** \*

**Confirm Email:** \*

**Phone:** \*  Ext:  Fax:

**Alternate Phone:**  Ext:

**Address 1:** \*

**Address 2:**

**City:** \*  State: \*  Zip: \*  Zip is required

**County:**

**Enter Password:** \*

**Confirm Password:** \*  Passwords must match.

Figure 5. Training Contact Information page

## Register for Training

1. Click Register for Training (Figure 6).

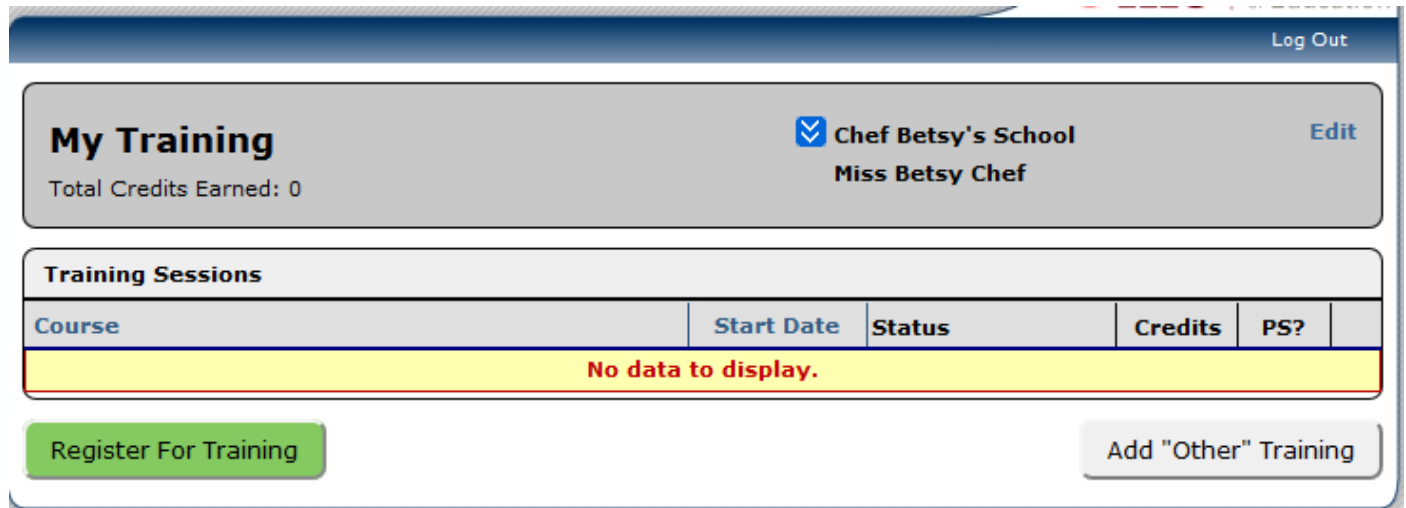
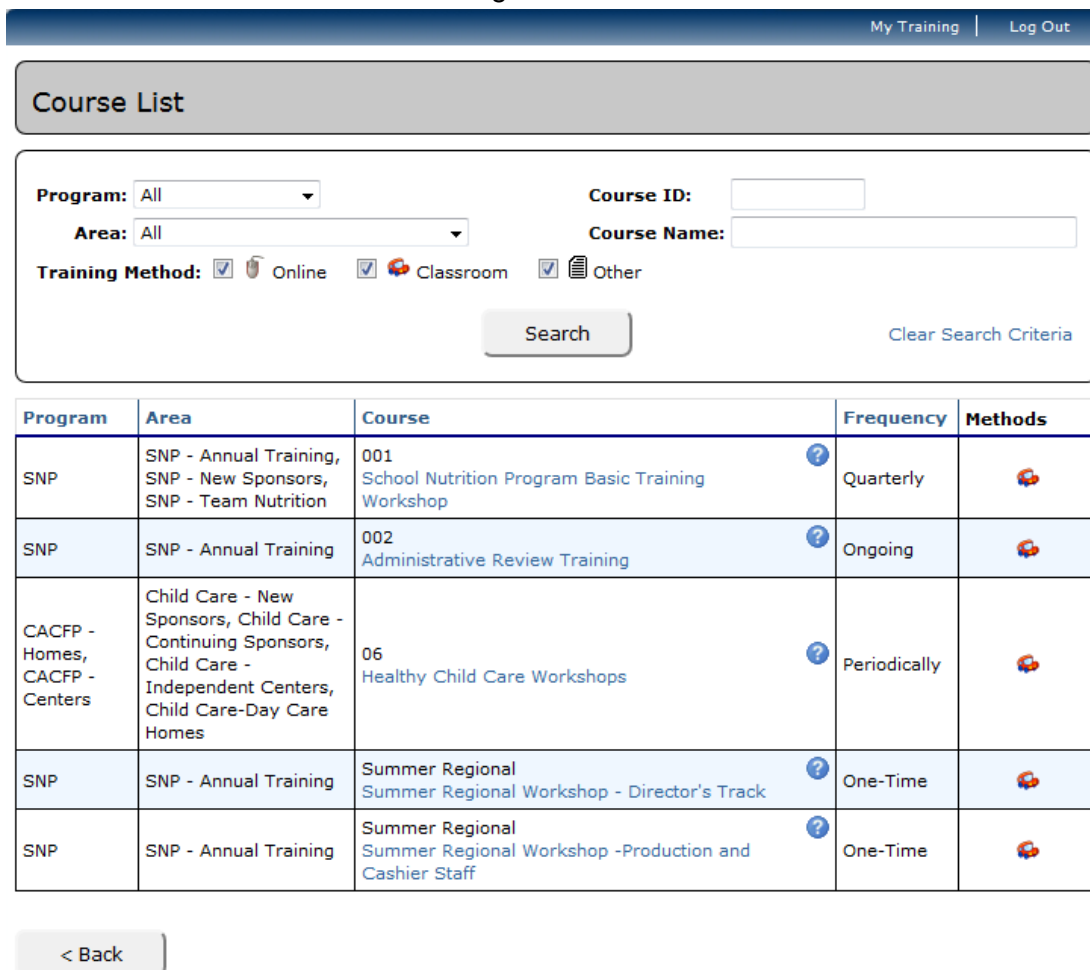


Figure 6. My Training Page

2. CRRS displays the course list page (Figure 7).
  - a. Select the class and register to attend.



| Program                        | Area   | Course   | Frequency    | Methods |
|--------------------------------|--|--|--------------|---------|
| SNP                            | SNP - Annual Training, SNP - New Sponsors, SNP - Team Nutrition  | 001 School Nutrition Program Basic Training Workshop                   | Quarterly    |         |
| SNP                            | SNP - Annual Training  | 002 Administrative Review Training                                     | Ongoing      |         |
| CACFP - Homes, CACFP - Centers | Child Care - New Sponsors, Child Care - Continuing Sponsors, Child Care - Independent Centers, Child Care-Day Care Homes | 06 Healthy Child Care Workshops  | Periodically |         |
| SNP                            | SNP - Annual Training  | Summer Regional Summer Regional Workshop - Director's Track            | One-Time     |         |
| SNP                            | SNP - Annual Training  | Summer Regional Summer Regional Workshop -Production and Cashier Staff | One-Time     |         |

Figure 7. Available Categories page

- b. The course details page contains all sessions for that topic. Select the desired date and location (Figure 8).

[My Training](#) | [Log Out](#)

## Course Details

**School Nutrition Program Basic Training Workshop**

The National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch, Breakfast and After School Care Snack programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

Anyone responsible for any aspect of the Child Nutrition Programs is welcome, including new food service directors, supervisors and managers, as well as business managers, treasurers, secretaries, teachers and principals. Schools and agencies new to the Child Nutrition Programs are required to attend this workshop before applying to participate in the programs.

Lunch will be on your own. Please bring a sweater or a jacket as room temperatures may fluctuate.




| Session ID | Session Name                            | Start Date | Location                                     | Enroll  |
|------------|---|------------|--|---|
| 001        | Basic Training for School Meal Programs | 6/28/2016  | 274 East First Avenue<br>Columbus, OH 43201  |  |
| 001        | Basic Training for School Meal Programs | 8/22/2016  | 274 East First Avenue<br>Columbus, OH 43201  |  |
| 001        | Basic Training for School Meal Programs | 8/4/2016   | 6393 Oak Tree Blvd<br>Independence, OH 44131 |  |

Figure 8. Available locations page

- c. The new page will provide session details about the training. Confirm that information is correct and click **Enroll** (Figure 9).

The screenshot shows a web interface for session details. At the top right, there are links for "My Training" and "Log Out". The main heading is "Session Details". Below this, the session is identified as "SNP".

**Target Audience:** SNP - Annual Training, SNP - New Sponsors, SNP - Team Nutrition  
**Course:** 001 - School Nutrition Program Basic Training Workshop

The National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch, Breakfast and After School Care Snack programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

Anyone responsible for any aspect of the Child Nutrition Programs is welcome, including new food service directors, supervisors and managers, as well as business managers, treasurers, secretaries, teachers and principals. Schools and agencies new to the Child Nutrition Programs are required to attend this workshop before applying to participate in the programs. Lunch will be on your own. Please bring a sweater or a jacket as room temperatures may fluctuate.

**Number of Credits:** 6  
**Course meets USDA Professional Standards Requirements?** Yes

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**Session:** 001 - Basic Training for School Meal Programs  
**Method:** Course  
**Fee:** \$0.00  
**Registration closes:** 6/27/2016  
**Session Credits:** 5.00

**Location:** 274 East First Avenue  
Columbus, OH 43201  
**Dates:** 6/28/2016-6/28/2016  
**Time:** 9:00-15:30

[Click here for more information about this session.](#)

At the bottom, there are two buttons: "< Back" and "Enroll".

Figure 9. Session Details page

**On the Session Details page, users can:**

1. Click the location address to receive a map of the location (Figure 9).
2. Click **Back** at the bottom of the page to see a list of classes registered for the user.
3. Click **Enroll** to receive the confirmation code page (Figure 10).

Enrollment successful! Confirmation code: 648801b4

## SNP

**Target Audience:** SNP - Annual Training, SNP - New Sponsors, SNP - Team Nutrition

**Course: 001 - School Nutrition Program Basic Training Workshop**

The National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch, Breakfast and After School Care Snack programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

Anyone responsible for any aspect of the Child Nutrition Programs is welcome, including new food service directors, supervisors and managers, as well as business managers, treasurers, secretaries, teachers and principals. Schools and agencies new to the Child Nutrition Programs are required to attend this workshop before applying to participate in the programs. Lunch will be on your own. Please bring a sweater or a jacket as room temperatures may fluctuate.

**Number of Credits:** 6

**Course meets USDA Professional Standards Requirements?** Yes

**Session:** 001 - Basic Training for School Meal Programs

**Method:**  Course

**Fee:** \$0.00

**Registration closes:** 8/3/2016

**Session Credits:** 5.00

**Location:** 6393 Oak Tree Blvd  
Independence, OH 44131

**Dates:** 8/4/2016-8/4/2016

**Time:** 9:00-15:30

[Click here for more information about this session.](#)

### General Information

National School Lunch Program Basic Training Workshop will present information about the regulations and reporting procedures for School Lunch and Breakfast programs. Attendees will learn about the regulations governing the U.S. Department of Agriculture (USDA) Child Nutrition Programs and how to prepare the required program reports, plan menus, approve student meal applications and all other facets of operating the programs.

Anyone responsible for any aspect of the Child Nutrition Programs is welcome, including new food service directors, supervisors and managers, as well as business managers, treasurers, secretaries, teachers and principals. Schools and agencies new to the Child Nutrition Programs are required to attend this workshop before applying to participate in the programs.

Lunch will be on your own. Please bring a sweater or a jacket as room temperatures may fluctuate.

Your registration to attend the Basic Training for School Meal Programs workshop is confirmed:  
Thursday, August 4, 2016

Figure 10. Confirmation page



**From the My Training Page (Figure 11), you may:**

1. Click **Add “Other” Training** to register for a different class.
2. Click the red “x” to the right of the training to remove/cancel a registration.

The screenshot shows a user interface for 'My Training'. At the top right is a 'Log Out' link. Below it, the user's name 'Chef Betsy's School Miss Betsy Chef' is displayed with a dropdown arrow and an 'Edit' link. The 'Total Credits Earned' is shown as 0. A section titled 'Training Sessions' contains a table with the following data:

| Course  | Start Date | Status      | Credits | PS? |  |
|---|------------|-------------|---------|-----|--|
| <b>001 - School Nutrition Program Basic Training Workshop</b><br>Session: 001 - Basic Training for School Meal Programs | 06/28/2016 | Not Started | 6       | Y   |  |

At the bottom of the page, there are two buttons: a green 'Register For Training' button and a grey 'Add "Other" Training' button.

Figure 11. My Training page

For help with registration, please call (800) 808-6325.  
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