Cross Program Content Training Agenda

Training Event Details

One-day session
9:00 a.m. to 4:00 p.m. CST

Training Site Address

WIT Case Management Training Site.

Training Events – Day 1

Introduction and Agenda Review

The instructor will welcome training participants and review the training agenda.

Training Participant Login

Participants will practice logging in to the WIT Training site.

Client System Registration

Participants will create a fictitious individual account for the purpose of training.

Complete Wagner-Peyser Program Application

Participants will perform this pre-requisite activity to access the system features identified in this agenda.

Remote Electronic Signature

Participants will practice capturing and entering electronic signatures, including in-person and remote signatures.

Case Notes

Participants will review the process for entering case notes, accessing and creating templates, and identify some of the various locations case notes can be entered within program management.

Participation Date and Initial Enrollment Service

Participants will perform these pre-requisite activities to access the system features identified in this agenda.

Ribbons

Participants will learn about Ribbon management and how the WIT site leverages ribbons for program management.

Multiple Program Enrollment

Participants will review a sample multi-program enrollment record.

Case Assignment

Participants will review case loads, individual and group assignments, and learn about assignment history.

Document Management

Participants will work from the Documents (Staff) tab screen to explore uploading, scanning, and linking documents within the WIT system.

Credential Ribbon

Participants will review the process for capturing and identifying achieved credentials during program participation.

Assessment Results in Assessments Tab

Participants will review the Basic Assessment component available in the Assessments tab and practice entering score results.

Add/Entered Employment Ribbon

Participants will review the process for documenting entered employment that occurs during program participation.

End of Session Review

The instructor will check participant understanding of the presented content.

Conduct Training Survey

Participants will complete an online survey to provide training feedback.