Cross Program Content Training Syllabus

One-day session

9:00 a.m. to 4:00 p.m. CST

Training Site Address

WIT Case Management Training Site.

What is Cross Program Content?

The Cross Program Content training session covers a variety of topics that are considered universal or apply to multiple programs. The goal of this session is to save valuable time during the program-specific training courses by covering universal topics earlier in this one-day session. Training attendees will receive hands-on, instructor-led training that enables them to engage in the knowledge transfer process and to practice using the actual system construct in a **test-data** environment.

Course Objectives:

Utilizing the WIT system, this course is designed to train staff on how to navigate common areas of the system and prepare to assist individuals. Staff will also learn how to:

- Complete system login as a staff member.
- Build a client account profile to access and utilize these common resources/tools.
- Complete a Wagner-Peyser (WP) program application as a pre-requisite step to managing cross program content.
- Capture client and staff signatures electronically.
- Manage case notes on behalf of the program participant.
- Establish a WP participation date to formally establish the applicant's program begin date.

- Manage individual (participant) account profile folders.
- Understand the concept of program ribbons and how they support program requirements.
- Identify individuals who are participating in multiple programs simultaneously.
- Perform case assignment.
- Document credential attainment on behalf of the participant.
- Record basic skills assessment results.
- Conduct a Comprehensive Objective Assessment for the individual.
- Document obtained employment for the individual.

Prerequisite:

View the TX WIT System Overview Training Video (recommended):

TX WIT System Overview Training Video.