W-2 New Worker Training Guide
Financial and Employment Planner

This guide lists all the Computer Based Trainings (CBTs), Knowledge Checks, and system entries you need to complete for New Worker Training. Use it as a checklist to make sure you complete all required activities.

All activities start in the Learning Center. You complete CBTs inside the Learning Center. Knowledge Checks open a link for you to complete them in Quia. When you access an Entry Guide, the Learning Center opens a document with instructions for making entries in CWW or WWP. You then email PTT to let us know you completed the entries.

As you start making entries, your guide instructs you to note RFA/Case numbers and PINs. Use the space below to document this information, as you will use this throughout New Worker Training.

Parent	RFA/Case	PIN
Ana		
Brittany		
Viktor		
Chantelle		

01 Introduction (FEP)

CBTs	
☐	Welcome to New Worker Training
☐	Introduction to DCF
☐	Introduction to the W-2 Program (FEP) ☐ W-2 Overview ☐ The Families You Serve ☐ W-2 Agency Staff Roles
☐	Program Security and Confidentiality: Part One
☐	Through the Family's Eyes: The Robinson's Journey
VIRTUAL CLASS	
☐	New Worker Training (NWT) Orientation *Learning Center Registration Staff automatically registered you for the next available NWT Orientation session. Check your email for details.* ☐ Received email **Orientation Date** ☐ Attend NWT Orientation
NEXT CURRICULUM	
☐	Request the **02 Requesting W-2 (FEP)** curriculum by emailing PTTTrainingSupp@wisconsin.gov. *Note:* You must complete all 01 Introduction (FEP) modules **and** attend an NWT Orientation session to continue to the next curriculum.

02 Requesting W-2 (FEP)

CBTs	
☐	Through the Family's Eyes: The Robinson's Request for Assistance
☐	Introduction to CWW: Requesting W-2
☐	Client Registration for W-2
SYSTEM ENTRIES	
☐	Requesting W-2 Entry Guide
	☐ Entry Guide Information
	☐ **ANA** - Send an email to PTTTrainingSupp@wisconsin.gov.
	Subject Line: ***Requesting for W-2 – Ana*** & her RFA number
	Do not make more entries until a trainer verifies these are complete.
	☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line ***Requesting for W-2 – Brittany*** & her RFA number.
	Do not make more entries until a trainer verifies these are complete.
	☐ **CHANTELLE** – Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line ***Requesting for W-2 – Chantelle*** & her RFA number.
	Do not make more entries until a trainer verifies these are complete.
CBTs	
☐	Case Management Strategies: Empathy
☐	Beyond Data Entry: Case Management at Request for Assistance
	☐ Providing Support During the Resource Appointment
	☐ Services Handout
COMPLETE IN QUIA	
☐	Knowledge Check: Requesting W-2
NEXT CURRICULUM	
☐	Request the **03 Applying for W-2** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

03 Applying for W-2

	CBTs
☐	Through the Family's Eyes: The Robinson's Application for W-2
☐	Beyond Data Entry: Case Management at Application
	☐ Providing Support During the Application Appointment
	☐ Preparing for an Application Appointment
☐	Introduction to CWW: Applying for W-2
☐	Case Comments
☐	Determining W-2 Program Eligibility
	☐ Eligibility Overview
	☐ Eligibility Processes in CWW
	SYSTEM ENTRIES
☐	Applying for W-2 Entry Guide Part One
	☐ **ANA –** Send an email to PTTTrainingSupp@wisconsin.gov.
	Subject Line: *Applying for W-2 – Ana* & her case number **Do not make more entries until a trainer verifies these are complete.**
	CBTs
☐	Understanding CWW System Messages
	SYSTEM ENTRIES
☐	Applying for W-2 Entry Guide Part Two
	☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line *Applying for W-2 – Brittany* & her case number. **Do not make more entries until a trainer verifies these are complete.**
	☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line *Applying for W-2 – Chantelle* & her case number. **Do not make more entries until a trainer verifies these are complete.**
	☐ **ANA -** Send an email to PTTTrainingSupp@wisconsin.gov.
	Subject Line: *Verifications Provided for W-2 – Ana* & her case number **Do not make more entries until a trainer verifies these are complete.**
	COMPLETE IN QUIA
☐	Knowledge Check: Applying for W-2
	CBTs
☐	Child Support and W-2
	REQUESTING THE NEXT CURRICULUM
☐	Request the **04 Completing Initial Assessments** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

04 Completing Initial Assessments

CBTs	
☐	Through the Family's Eyes: The Robinson's Initial Assessment

☐	Beyond Data Entry: Case Management at Initial Assessment
	    ☐ Providing Support During Assessment
	    ☐ Other W-2 Resources

☐	Introduction to WWP: Assessment
☐	PIN Comments

☐	Navigating Initial Assessment
	    ☐ Informal Assessment
	    ☐ Other Assessments
	    ☐ Entering Assessments in WWP

SYSTEM ENTRIES	

☐	Initial Assessment Entry Guide Part One
	☐ **ANA -** Send an email to PTTTrainingSupp@wisconsin.gov.
	    Subject Line: ***Assessment for W-2 – Ana*** & her PIN/case number
	    Do not make more entries until a trainer verifies these are complete.

CBTs	
☐	Accommodations 101
SYSTEM ENTRIES	

☐	Initial Assessment Entry Guide Part Two
	☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov
	    Subject Line: ***Assessment for W-2 – Brittany*** & her PIN/case number.
	    Do not make more entries until a trainer verifies these are complete.
	
	☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov
	    Subject Line: ***Assessment for W-2 – Chantelle*** & her PIN/case number.
	    Do not make more entries until a trainer verifies these are complete.

COMPLETE IN QUIA	
☐	Knowledge Check: Initial Assessment
REQUESTING THE NEXT CURRICULUM	
☐	Request the **05 Determining Initial Placement** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

05 Determining Initial Placement

	CBTs
☐	Through the Family's Eyes: The Robinson's Initial Placement
☐	W-2 Placements
☐	Comments Across Systems
	SYSTEM ENTRIES
☐	Initial Placement Entry Guide ☐ **ANA -** Send an email to PTTTrainingSupp@wisconsin.gov. Subject Line: ***Initial Placement – Ana*** & her PIN/case number **Do not make more entries until a trainer verifies these are complete.** ☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: ***Initial Placement – Brittany*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.** ☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: ***Initial Placement – Chantelle*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
	CBTs
☐	Beyond Data Entry: Case Management at Initial Placement
	COMPLETE IN QUIA
☐	Knowledge Check: Initial Placement
	REQUESTING THE NEXT CURRICULUM
☐	Request the **06 Initial Employability Plan** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

06 Initial Employability Plan

CBTs	
☐	Through the Family's Eyes: The Robinson's Initial EP
☐	Developing an Employability Plan
	☐ Introduction
	☐ Goals
	☐ Activities
	☐ EPs in WWP
SYSTEM ENTRIES	
☐	Initial Employability Plan Entry Guide Part One
	☐ **ANA -** Send an email to PTTTrainingSupp@wisconsin.gov.
	Subject Line: ***Initial EP – Ana*** & her PIN/case number
	Do not make more entries until a trainer verifies these are complete.
CBTs	
☐	Participation Statuses
SYSTEM ENTRIES	
☐	Initial Employability Plan Entry Guide Part Two
	☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Initial EP – Brittany*** & her PIN/case number.
	Do not make more entries until a trainer verifies these are complete.
	☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Initial EP – Chantelle*** & her PIN/case number.
	Do not make more entries until a trainer verifies these are complete.
CBTs	
☐	Beyond Data Entry: Case Management During EP Development
	☐ Providing Support During the EP Development
	☐ LMI Websites Handout
COMPLETE IN QUIA	
☐	Knowledge Check: Initial Employability Plan
REQUESTING THE NEXT CURRICULUM	
☐	Request the **07 Ongoing Case Management** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

07 Ongoing Case Management

CBTs	
☐	Introduction to WWP: Ongoing Processes
☐	Ongoing Case Management 101
	☐ Case Management
	☐ Caseworker Policy Assistant
	☐ Worker Tasks
☐	Program Security and Confidentiality: Part Two
	☐ Scenarios
COMPLETE IN QUIA	
☐	Knowledge Check: Confidentiality
CBTs	
☐	Through the Family's Eyes: The Robinson's Participation
☐	W-2 Participation: Policy and Tracking
SYSTEM ENTRIES	
☐	Participation Entry Guide
	☐ **ANA -** Send an email to PTTTrainingSupp@wisconsin.gov.
	Subject Line: *Participation – Ana* & her PIN/case number **Do not make more entries until a trainer verifies these are complete.**
	☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: *Participation – Brittany* & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
	☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: *Participation – Chantelle* & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
CBTs	
☐	Beyond Data Entry: Case Management Based on Participation Tracking
REQUESTING THE NEXT CURRICULUM	
☐	Request the **08 Building on Assessment Information** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

Reinforcing W-2 in the Classroom

You are required to complete in-person and virtual classes within 12 months of hire. See upcoming classes in the Learning Center or Training Times. Check with your agency for the preferred method of signing up and attending classes.

	CBT
☐	Training Expectations - Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: **Training Expectations CBT** **Note:** *You must complete this CBT to continue to the next curriculum, and before attending in-person classes.*
	CLASSROOM TRAINING
☐	Balancing Domestic Abuse Issues with W-2 Participation *Virtual or Face-to-Face*
☐	Engage with Ease: W-2 Case Management Fundamentals *Face-to-Face*
☐	Building the BEST Connections in Case Management *Virtual or Face-to-Face*
☐	Practical Applications in CWW *Face-to-Face*
☐	Partnering for Possibility: Whole Family Case Management in W-2 *Face-to-Face*

08 Building on Assessment Information

CBTs	
☐	Through the Family's Eyes: Building on the Robinson's Assessments
☐	Continuing Assessment
	☐ Following Up on Assessments
	☐ Formal Assessment
	☐ Exploring Assessment Results Handout
☐	Subsequent Employability Plans Process
SYSTEM ENTRIES	
☐	Building on Assessment Entry Guide
	☐ **ANA -** Send an email to PTTTrainingSupp@wisconsin.gov.
	Subject Line: ***Building on Assessment – Ana*** & her PIN/case number **Do not make more entries until a trainer verifies these are complete.**
	☐ **BRITTANY –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Building on Assessment – Brittany*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
	☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Building on Assessment – Chantelle*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
CBTs	
☐	Beyond Data Entry: Case Management and Additional Assessments
REQUESTING THE NEXT CURRICULUM	
☐	Request the **09 Two-Parent Households** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

09 Two-Parent Households

CBTs	
☐	Introduction to CWW: Ongoing Processes
☐	Two-Parent Households

SYSTEM ENTRIES	
☐	Two-Parent Household Entry Guide

☐ **BRITTANY/VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: *Person Add – Brittany/Viktor* & her PIN/case number.
Do not make more entries until a trainer verifies these are complete.

☐ **BRITTANY/VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: *Two-Parent Placement Change* & their PINs/case number.
Do not make more entries until a trainer verifies these are complete.

☐ **VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: *Viktor's EP* & his PIN.
Do not make more entries until a trainer verifies these are complete.

CBTs	
☐	Beyond Data Entry: Case Management for Two-Parent Households

REQUESTING THE NEXT CURRICULUM	
☐	Request the **10 Employment** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

10 Employment

CBTs
☐ Through the Family's Eyes: The Robinson's New Employment
☐ Adding Employment in CWW and WWP
☐ W-2 Supportive Service Plans
☐ Beyond Data Entry: Case Management when Gaining Employment
SYSTEM ENTRIES
☐ Employment Entry Guide ☐ **ANA –** Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: ***Employment – Ana*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.** ☐ **BRITTANY/VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: ***Employment – Viktor*** & his PIN/case number. **Do not make more entries until a trainer verifies these are complete.** ☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: ***Employment – Chantelle*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
COMPLETE IN QUIA
☐ Knowledge Check: Employment
REQUESTING THE NEXT CURRICULUM
☐ Request the **11 Eligibility Reviews** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

11 Eligibility Reviews

CBTs	
☐	Through the Family's Eyes: The Robinson's Eligibility Review
☐	Eligibility Reviews
SYSTEM ENTRIES	
☐	Eligibility Reviews Entry Guide
	☐ **ANA –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Review – Ana*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
	☐ **BRITTANY/VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Review – Brittany*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
	☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov
	Subject Line: ***Review – Chantelle*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**
COMPLETE IN QUIA	
☐	Knowledge Check: Eligibility Review
REQUESTING THE NEXT CURRICULUM	
☐	Request the **12 Employment Changes** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

12 Employment Changes

CBTs	
☐	Through the Family's Eyes: The Robinson's Change in Employment
☐	Beyond Data Entry: Case Management When Employment Changes
☐	Changes in Employment
SYSTEM ENTRIES	
☐	Employment Changes Entry Guide

☐ **ANA –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: ***Changes in Employment – Ana*** & her PIN/case number.
Do not make more entries until a trainer verifies these are complete.

☐ **BRITTANY/VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: ***Changes in Employment – Brittany*** & her PIN/case number.
Do not make more entries until a trainer verifies these are complete.

☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: ***Job Retention Appointment– Chantelle*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**

REQUESTING THE NEXT CURRICULUM	
☐	Request the **13 Case Closure** curriculum by emailing PTTTrainingSupp@wisconsin.gov.

13 Case Closure

	CBTs
☐	Through the Family's Eyes: The Robinson's Case Closure
☐	Closing a Case

	SYSTEM ENTRIES
☐	Case Closure Entry Guide

☐ **ANA –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: ***Closing Case – Ana*** & her PIN/case number.
Do not make more entries until a trainer verifies these are complete.

☐ **BRITTANY/VIKTOR –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: ***Closing Case – Brittany*** & her PIN/case number.
Do not make more entries until a trainer verifies these are complete.

☐ **CHANTELLE –** Send an email to PTTTrainingSupp@wisconsin.gov

Subject Line: ***Closing Case – Chantelle*** & her PIN/case number. **Do not make more entries until a trainer verifies these are complete.**

	COMPLETE IN QUIA
☐	Knowledge Check: FEP NWT Completion

	CONGRAULATIONS!
☐	You've made it through NWT! Send an email to PTTTrainingSupp@wisconsin.gov to confirm that all courses and activities have are complete.