

W-2 New Worker Training Guide

Resource Specialist

This guide includes a listing of all courses grouped by section, a listing of all assignments that must be submitted to PTT throughout the NWT process, and a listing of all assignments that must be completed through the Learning Center.

You can find additional information on the PTT website at <https://dcf.wisconsin.gov/w2-partnertraining>. Access the Learning Center at <https://wss.ccdet.uwosh.edu/stc/dcf/>.

**See the end of this guide for additional information on the training process and systems access.

Initial New Worker Training (NWT) Guide to all Courses

W-2 Policy and Process Introduction

Complete this curriculum within week 1 of beginning Initial New Worker Training.

Complete in the Learning Center:
Introduction to the PTT Learning Center <input type="checkbox"/> Introduction to the PTT Learning Center <input type="checkbox"/> Introduction to the Computer Settings Document
Introduction to Wisconsin Works New Worker Training <input type="checkbox"/> Introduction to Wisconsin Works New Worker Training
Meet the W-2 Trainers <input type="checkbox"/> Meet the W-2 Trainers
Introduction to the W-2 Program <input type="checkbox"/> W-2 Overview <input type="checkbox"/> The Application Process
Introduction to DCF <input type="checkbox"/> Introduction to DCF
Introduction to ADA <input type="checkbox"/> ADA Resources and References Document <input type="checkbox"/> Introduction to the ADA for W-2 CBT Course
Introduction to Civil Rights <input type="checkbox"/> Civil Rights Introduction <input type="checkbox"/> Civil Rights Laws <input type="checkbox"/> Civil Rights and Your Agency <input type="checkbox"/> Civil Rights Review Quiz
Program Security and Confidentiality <input type="checkbox"/> Program Security and Confidentiality – Introduction <input type="checkbox"/> Program Security and Confidentiality - Scenarios

Submit via Quia:

Policy and Process Introduction Activities

- Confidentiality Questions
- Quiz: W-2 Policy and Process Introduction

Orientation

Attend a required session within week 1 of beginning Initial New Worker Training. Learning Center Registration Staff automatically registered you for the next session. Check your email for details.

Complete Virtual Class:

- New Worker Training Orientation

Request the next curriculum, “Client Registration”, upon completion of the W-2 Policy and Process Introduction curriculum **and** attending a NWT Orientation Session at PTTTrainingSupp@wisconsin.gov.

Client Registration

Complete this curriculum before or within weeks 2-3 of Initial New Worker Training.

Complete in the Learning Center:

Introduction to Systems

- Introduction
- CWW
- WWP

Complete in the Learning Center:

Client Registration for W-2

- Instructions: Client Registration
- Client Registration for W-2 – General
- Client Registration for W-2 – Step-by-Step

Make Entries in CWW:

Client Registration for W-2

- Entry Guide: Client Registration

Case Name	RFA Number
Carmen	_____
Haylee	_____

After completing the entries by following the instructions in your Entry Guide, email Carmen’s and Haylee’s RFA numbers to PTTTrainingSupp@wisconsin.gov with a subject line of **Client Registration**. PTT will respond with feedback and any needed corrections.

Complete in the Learning Center:

Case Management Within the W-2 Program

- Introduction
- Roles and Major Functions of Case Management
- Assessment
- Planning
- Connecting with Resources
- Follow Up
- Recording
- Printable Poem – The Other Side of the Desk

Submit via Quia:

Client Registration Quiz

- Client Registration Quiz

Request the next curriculum, “W-2 NWT Completion - RS”, upon completion of this curriculum at PTTTrainingSupp@wisconsin.gov.

Reinforcing W-2 in the Classroom (RS)

Watch this CBT to help prepare you for virtual and face-to-face classroom training. Complete this course prior to completing your initial New Worker Training.

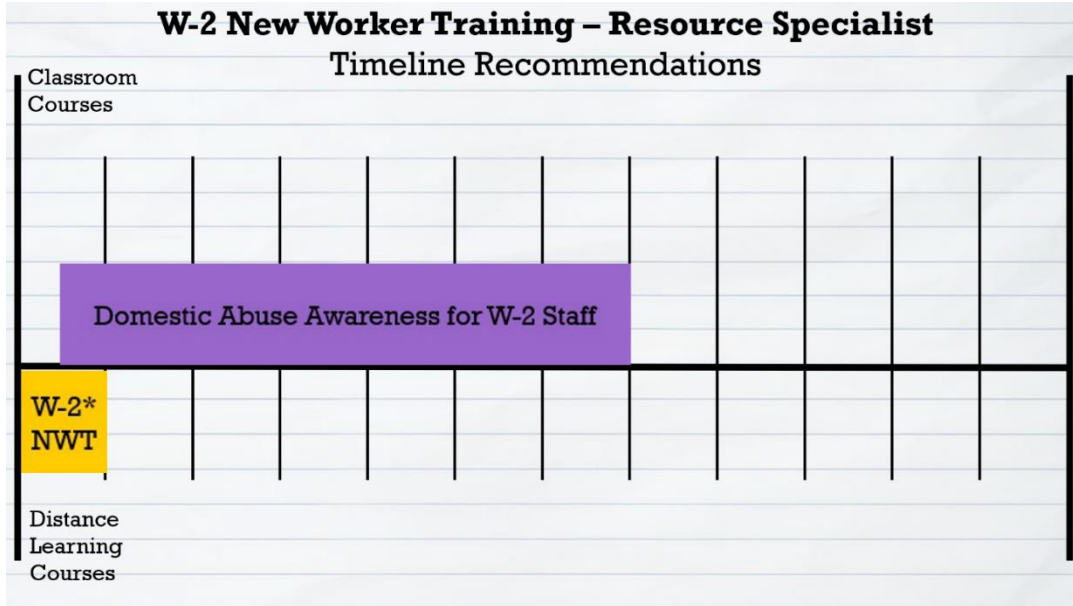
Complete in the Learning Center:

- W-2 Training Expectations

Look at the timeline recommendations below for when it is most beneficial to take these courses. If you cannot take the courses within the recommended timelines, they must be completed within 12 months of hire.

Complete in the Classroom (Virtual):

- Domestic Abuse Awareness for W-2 Staff



W-2 NWT Completion (Resource Specialist)

Complete this curriculum before or within week 4 of Initial New Worker Training.

Submit via Quia:
NWT Completion – Resource Specialist
<input type="checkbox"/> W-2 Final Assessment: Resource Specialist

The New Worker Training Process

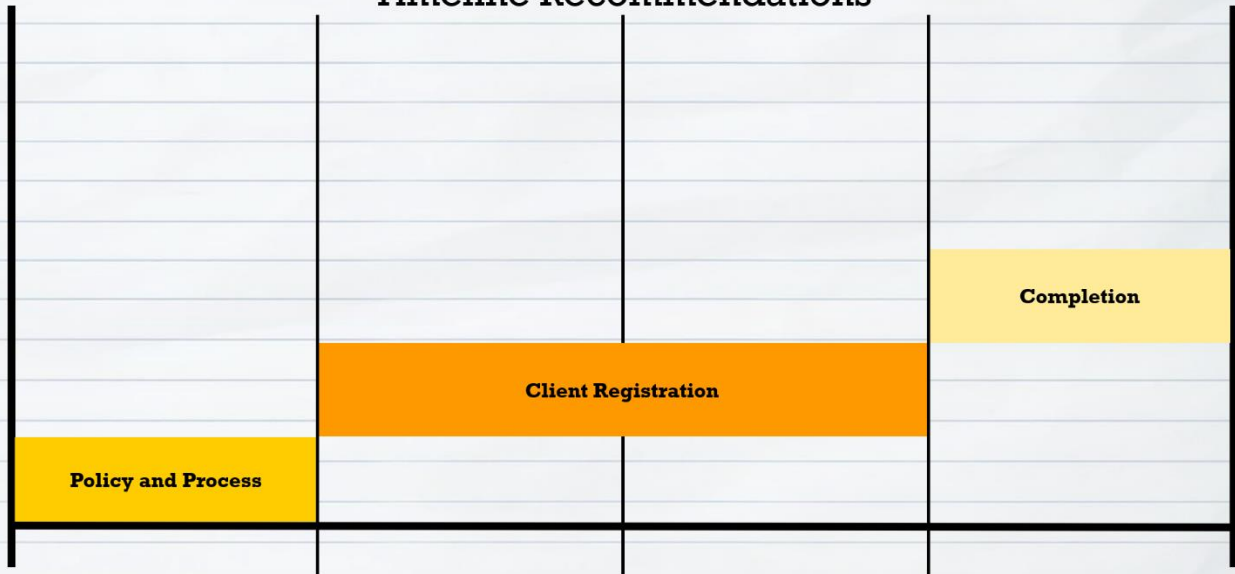
New Worker Training is made up of multiple curriculums. Each curriculum will be monitored, and completion of each requires approval from the Partner Training Team prior to moving forward. As you complete each curriculum, the Partner Training Team staff will request the next required curriculum.

- | | |
|------------|---------------------------------------|
| Week 1 | W-2 Policy and Process Introduction |
| Weeks 2-3 | Client Registration |
| Throughout | Reinforcing W-2 in the Classroom (RS) |
| Week 4 | W-2 Completion (RS) |

Initial New Worker Training should be completed within 3 weeks of the start date. New workers must devote a minimum of 15-20 hours per week to NWT to complete NWT within the maximum time frame. Failure to complete NWT within the required timeframe may result in termination from the New Worker Training process. If terminated, a new worker may be required to re-start the training from the beginning. The Reinforcing W-2 in the Classroom curriculum is required within the first 12 months of hire.

Initial W-2 New Worker Training – RS


Timeline Recommendations



Instructions

Throughout training, you will be working in the Training environment.

To access CARES Worker Web

- Go to the Training Gateway Page: <https://trn.cares.wisconsin.gov>.
-  Click the CWW-Training Icon, and then enter your Web Access Management System (WAMS) User ID and password.
- You will now be in CWW training at the Home Page.
- Confirm that you are in the CWW training base by noting the word *TRAINING* in red shown in the left upper corner.