

W-2 New Worker Training Guide

Resource Specialist

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.

01 Introduction (RS)

CBTs	
<input type="checkbox"/>	Welcome to New Worker Training
<input type="checkbox"/>	Introduction to DCF
<input type="checkbox"/>	Introduction to the W-2 Program (RS) <ul style="list-style-type: none"> <input type="checkbox"/> Overview <input type="checkbox"/> Staff Roles <input type="checkbox"/> Application Process
<input type="checkbox"/>	Program Security and Confidentiality: Part One
VIRTUAL CLASS	
<input type="checkbox"/>	New Worker Training (NWT) Orientation <i>Learning Center Registration Staff automatically registered you for the next available NWT Orientation session. Check your email for details.</i>
<input type="checkbox"/>	Received email
<input type="checkbox"/>	Attend NWT Orientation
	Orientation Date
NEXT CURRICULUM	
<input type="checkbox"/>	Request the 02 Requesting W-2 (RS) curriculum by emailing PTTTrainingSupp@wisconsin.gov . Note: You must complete all 01 Introduction (RS) modules and attend an NWT Orientation session to continue to the next curriculum.

02 Requesting W-2 (RS)

CBTs
<input type="checkbox"/> Introduction to Systems <input type="checkbox"/> Introduction <input type="checkbox"/> CWW <input type="checkbox"/> WWP
<input type="checkbox"/> Client Registration for W-2
SYSTEM ENTRIES
<input type="checkbox"/> Requesting W-2 Entry Guide <input type="checkbox"/> Entry Guide Information <input type="checkbox"/> ANA'S RFA#: _____ Send an email to PTTTrainingSupp@wisconsin.gov . Subject Line: Client Registration – Ana & her RFA number Do not make more entries until a trainer verifies these are complete. <input type="checkbox"/> BRITTANY'S RFA#: _____ Send an email to PTTTrainingSupp@wisconsin.gov . Subject Line: Client Registration – Brittany & her RFA number. Do not make more entries until a trainer verifies these are complete. <input type="checkbox"/> CHANTELLE'S RFA#: _____ Send an email to PTTTrainingSupp@wisconsin.gov . Subject Line: Client Registration – Chantelle & her RFA number. Do not make more entries until a trainer verifies these are complete.
CBTs
<input type="checkbox"/> Case Management Strategies: Empathy
<input type="checkbox"/> Case Management within the W-2 Program <input type="checkbox"/> Introduction <input type="checkbox"/> Roles and Major Functions of Case Management <input type="checkbox"/> Assessment <input type="checkbox"/> Planning <input type="checkbox"/> Connecting with Resources <input type="checkbox"/> Follow-Up <input type="checkbox"/> Recording
NEXT CURRICULUM
<input type="checkbox"/> Request the 03 W-2 NWT Completion (RS) curriculum by emailing PTTTrainingSupp@wisconsin.gov .

Reinforcing W-2 in the Classroom

CBT
<input type="checkbox"/> Training Expectations - Send an email to PTTTrainingSupp@wisconsin.gov Subject Line: Training Expectations CBT Note: <i>You must watch this CBT to complete NWT.</i>
VIRTUAL CLASSROOM
<i>You are required to complete virtual classroom training 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.</i>
<input type="checkbox"/> Domestic Abuse Awareness for W-2 Staff <i>Virtual</i>
<input type="checkbox"/> Partnering for Possibility: Whole Family Case Management in W-2 <i>Face-to-Face</i>

03 W-2 NWT Completion (RS)

COMPLETE IN QUIA
<input type="checkbox"/> Final Assessment (RS)
CONGRAULATIONS!
<input type="checkbox"/> You've made it through NWT! Send an email to PTTTrainingSupp@wisconsin.gov to confirm that all courses and activities have are complete.