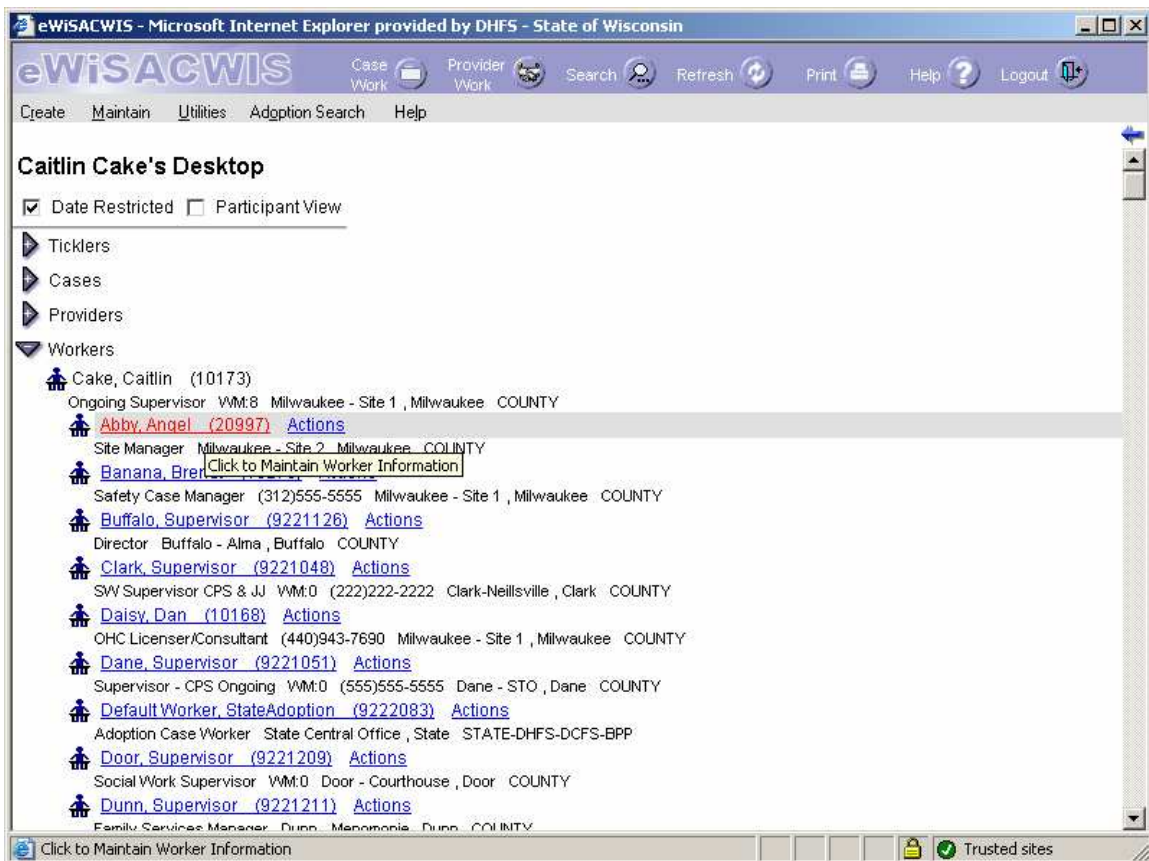


# Maintaining Individual Worker Training Record

1. From the Supervisors desktop, under the worker expando, select the worker to Maintain the Individual Training Record.



Maintaining Individual Worker Training Record

- The Worker Information window will open. The Basic Tab is a view only screen regarding the worker. To maintain this tab, the supervisor would need to go back to the desktop and go up to Maintain>Worker (This will be covered in a separate Quick Reference Guide).

**Worker Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

eWISACWIS

Print Spell Check Help

**Worker**

Name: Angel Abby Employee ID: Worker ID: 20997

**Basic** Individual Training History Individual Training Plan

**Current Position Information**

Start Date: 08/01/2004 End Date: 00/00/0000  
 Status: Active Job Class: Site Manager  
 Medicaid Rep  IV-E Worker  
 Supervisor Name: Caitlin Cake

**Worker Type** Languages

County  
 State  
 Vendor

**Report Access**

All County Access  Authorizer

**Social Worker Certification**

Yes Status:   
 No Effective Date: 00/00/0000

**Location**

Employing Entity: County/State: Site/Office: Unit:  
 COUNTY Milwaukee Milwaukee - Site 2 Administrative  
 Work Phone: Home Phone:  
 Work Fax: Email:

Save Close

Done Trusted sites

Maintaining Individual Worker Training Record

3. The Individual Training History Tab is used to record training information for staff. The Begin Date of Child Welfare employment in Wisconsin, Pre-Service, Ongoing and Foundation are user entered dates.
4. The Insert button will allow multiple rows to be added to the Worker's Record. The Course and Source fields are free flow text fields. Complete the record by adding the Date Start, Date Complete, and Hours Completed if needed.

If the record was entered in error, select the Delete Hyperlink to the right of the record

5. Select Save to save the record and Close to return to the Desktop.
6. To view historical records, follow steps One and Two.

The screenshot shows a web browser window titled "Worker Information - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header is "eWISACWIS" with navigation links for Print, Spell Check, and Help. The main content area is titled "Worker" and displays the following information:

- Name: Angel Abby
- Employee ID: [blank]
- Worker ID: 20997

Below this information are three tabs: "Basic", "Individual Training History" (which is selected), and "Individual Training Plan". Under the "Individual Training History" tab, there is a section titled "Worker Training Information" with the following fields:

- Begin Date of Child Welfare employment in WI: 01/01/2006
- Ongoing Training is current as of: 01/01/2006
- Pre-Service Training Completion Date: 03/01/2006
- Foundation Training Completion Date: 00/00/0000

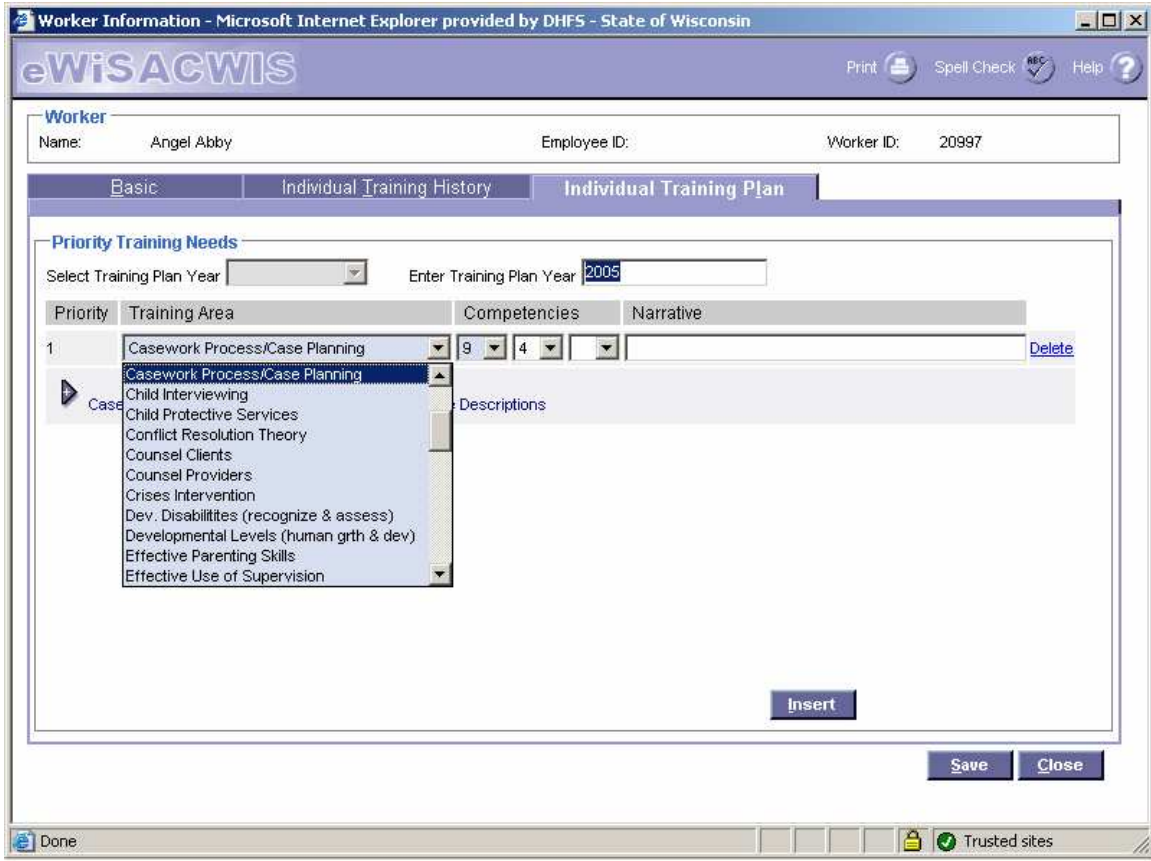
Below these fields is a table for recording training information:

Course:	Type free text here			<a href="#">Delete</a>	
Source:	Type free text here				
Date Start:	01/01/2005	Date Complete:	01/01/2005	Hrs Complete:	4

At the bottom right of the form area is an "Insert" button. Below the form area are "Save" and "Close" buttons. The browser status bar at the bottom shows "Done" and "Trusted sites".

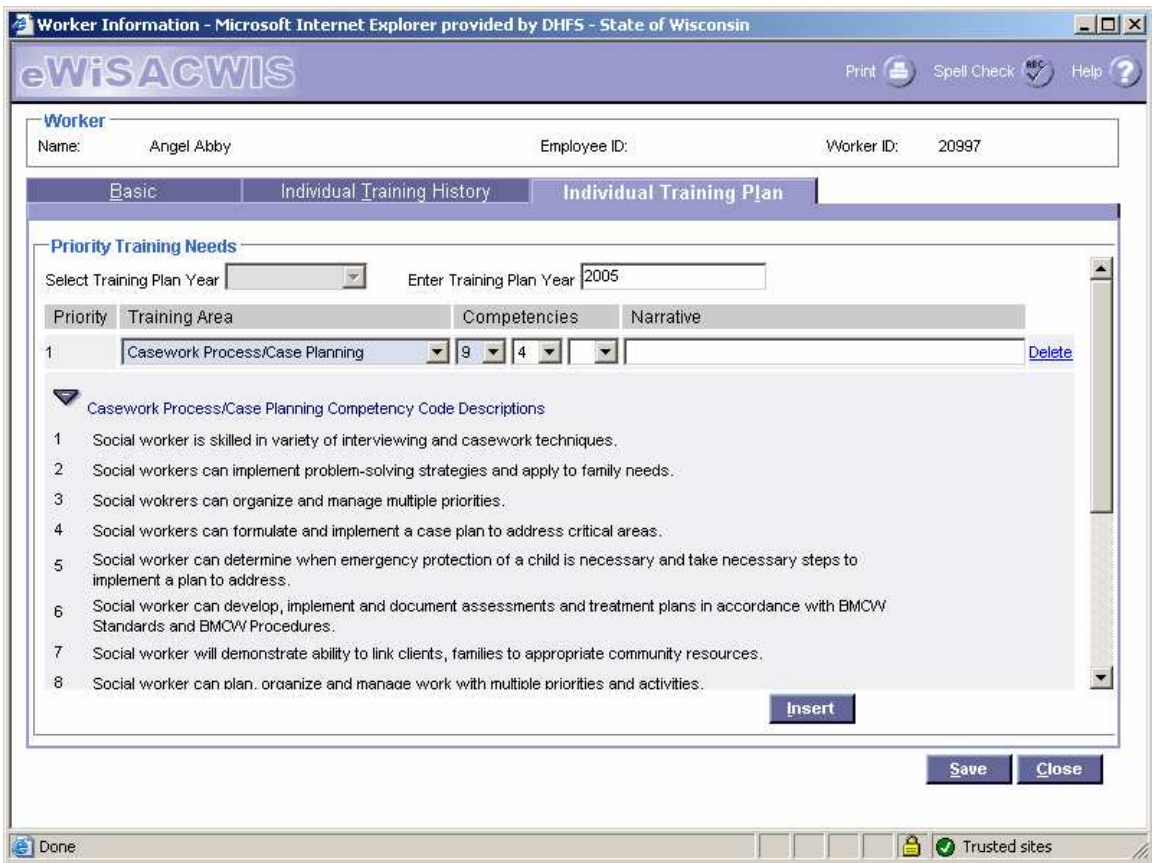
Maintaining Individual Worker Training Record

- Use the Individual Training History tab to view and/or update a worker's training plans. To create the Training Plan, enter a four digit year in the Enter Training Plan Year field. A new row will be inserted.



Maintaining Individual Worker Training Record

8. Enter the Training Area and Competencies from the drop down values supplied. Anchors for each of the competencies are listed below under the expando titled Casework Process/Case Planning Competency Code Descriptions. The Narrative field is a free flow text field. The Delete Hyperlink will delete the associated rows.
9. Save will save the record and Close will return to the Desktop.



Maintaining Individual Worker Training Record