

## "Refresher/New User" TVR Training Agenda

This Virtual class reviews the overall TVR client management system. Focusing on workflows, progress trail, new features, and management and progress reports, introducing the principal areas needed to support an accurate annual performance report. This class is three days in length. The goal of the course is to **"get it,"** not just **"get through it,"** so content is subject to change.

Typical Training Day		Day 2	
Time	Action	Overview & Questions from Day 1 <a href="#">Client Classification Exercise</a> New Client Entry Creating An IPE Goals – "Defining" Services – "Declaring" Signing IPE Revising IPE Services – "Delivering Educational Outcomes – "Documenting" Key Reports Visual Progress Graph Services Delivered Report	
10 am	Instruction Begins		
11 am	10 min. Break		
12 pm	30 min. Break		
1 pm	10 min. Break		
2 pm	Finish for the day		
Day 1		Day 3	
Welcome/Introductions Training Goals Pre-test Log-in TVR Process Menu Navigation Focused File Navigation New Clients "Open" vs "All" Client Client Translation Form Questions		Overview & Questions from Day 2 <a href="#">Employment Stages Exercise</a> Closure Procedure Post Closed Actions Edit Record Post Employment Services Archive Re-Open Key Reports – Deep Dive Visual Progress Services Delivered AIVRS Annual Questions Exit Survey – Goals Met?	