"Jump Start" 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

Time	Action
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

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

Day 2

Overview & Questions from Day 1
Client Classification Exercise
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

Day 3

Overview & Questions from Day 2
Employment Stages Exercise
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?

For additional information about all training, please contact our team at
support@tvrsoftware.com or at **(505) 504-7635**.