Albuquerque TVR Software Training
Agenda March 10-12, 2026

Typical Training Day

Instructor shows up at 9:30 am 10 am Instruction Begins 11 am 10 min. Break	12 pm 10 min. Break 2 pm Finish for the day Instructor leaves at 3 pm

Day 1 Welcome/Introductions

- ☐ Training Goals
- ☐ Log-in
- ☐ **Main Dashboard Menu Navigation overview**
- ☐ Key Indicator Graphs
- ☐ Side Bar
- ☐ Participant Search
- ☐ All, Closed, Open, My Participants
- ☐ Column Search
- ☐ Progress Colors
- ☐ Progress Report
- ☐ New Participants
- ☐ Program Entry
- ☐ **Hands on Pop Quiz**

- ☐ **Participant File Navigation**
- ☐ Participant Card
- ☐ Stages
- ☐ Participant Action Bar
- ☐ Case Notes
- ☐ Expense
- ☐ Core Details
- ☐ **Hands on Pop Quiz**

- ☐ **Entering Data**
- ☐ Referral
- ☐ Application on file
- ☐ Eligibility
- ☐ Case Open
- ☐ **Hands on Pop Quiz**
- ☐ **Questions**

Day 2 Overview & Questions from Day 1

- ☐ **Creating an IPE**
- ☐ IPE Development
- ☐ Adding Services
- ☐ Print and Review IPE with Participant
- ☐ IPE Approval
- ☐ IPE Signed
- ☐ **Amend an IPE**
- ☐ IPE Amendment
  - ☐ Annual Review
  - ☐ Change or add service
  - ☐ IPE Goal Changes
- ☐ Print and Review IPE with Participant
- ☐ IPE Approval
- ☐ IPE Signed
- ☐ **Employment**
- ☐ Employed
- ☐ **90 days**
- ☐ ☐ 90 Day Start
- ☐ ☐ Lost Job, (lose all days)
- ☐ ☐ Pause Job, Continue Job (pauses days)
- ☐ **Hands on Pop Quiz (each open profile and program entry)**
- ☐ **Questions**

Day 3 Overview & Questions from Day 2

- ☐ Case Note Link to IPE & Report
- ☐ Expenses Link to IPE & Report
- ☐ Core Detail Report
- ☐ ClosurePaper Reports- Expense, Services Delivered, Case Note, Core Details
- ☐ Closure, Closure Letter
- ☐ Post Employment services
- ☐ ReOpen
- ☐ View Case Record
- ☐ Progress Graph Progress
- ☐ Services Delivered
- ☐ AIVRS Annual

Questions

Exit Survey – Goals Met?