



Albuquerque TVR Software Training Agenda

March 16-18, 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
	<p>Day 1 Welcome/Introductions</p> <ul style="list-style-type: none"><input type="checkbox"/> Training Goals<input type="checkbox"/> Log-in<input type="checkbox"/> Main Dashboard Menu Navigation overview<input type="checkbox"/> Key Indicator Graphs<input type="checkbox"/> Side Bar<input type="checkbox"/> Participant Search<input type="checkbox"/> All, Closed, Open, My Participants<input type="checkbox"/> Column Search<input type="checkbox"/> Progress Colors<input type="checkbox"/> Progress Report<input type="checkbox"/> New Participants<input type="checkbox"/> Program Entry<input type="checkbox"/> Hands on Pop Quiz<input type="checkbox"/> Participant File Navigation<input type="checkbox"/> Participant Card<input type="checkbox"/> Stages<input type="checkbox"/> Participant Action Bar<input type="checkbox"/> Case Notes<input type="checkbox"/> Expense<input type="checkbox"/> Core Details<input type="checkbox"/> Hands on Pop Quiz<input type="checkbox"/> Entering Data<input type="checkbox"/> Referral<input type="checkbox"/> Application on file<input type="checkbox"/> Eligibility<input type="checkbox"/> Case Open<input type="checkbox"/> Hands on Pop Quiz<input type="checkbox"/> Questions	<p>Day 2 Overview & Questions from Day 1</p> <ul style="list-style-type: none"><input type="checkbox"/> Creating an IPE<input type="checkbox"/> IPE Development<input type="checkbox"/> Adding Services<input type="checkbox"/> Print and Review IPE with Participant<input type="checkbox"/> IPE Approval<input type="checkbox"/> IPE Signed<input type="checkbox"/> Amend an IPE<input type="checkbox"/> IPE Amendment<ul style="list-style-type: none"><input type="checkbox"/> Annual Review<input type="checkbox"/> Change or add service<input type="checkbox"/> IPE Goal Changes<input type="checkbox"/> Print and Review IPE with Participant<input type="checkbox"/> IPE Approval<input type="checkbox"/> IPE Signed<input type="checkbox"/> Employment<input type="checkbox"/> Employed<input type="checkbox"/> 90 days<ul style="list-style-type: none"><input type="checkbox"/> 90 Day Start<input type="checkbox"/> Lost Job, (lose all days)<input type="checkbox"/> Pause Job, Continue Job (pauses days)<input type="checkbox"/> Hands on Pop Quiz (each open profile and program entry)<input type="checkbox"/> Questions <p>Day 3 Overview & Questions from Day 2</p> <ul style="list-style-type: none"><input type="checkbox"/> Case Note Link to IPE & Report<input type="checkbox"/> Expenses Link to IPE & Report<input type="checkbox"/> Core Detail Report<input type="checkbox"/> ClosurePaper Reports- Expense, Services Delivered, Case Note, Core Details<input type="checkbox"/> Closure, Closure Letter<input type="checkbox"/> Post Employment services<input type="checkbox"/> ReOpen<input type="checkbox"/> View Case Record<input type="checkbox"/> Progress Graph Progress<input type="checkbox"/> Services Delivered<input type="checkbox"/> AIVRS Annual <p>Questions</p> <p>Exit Survey – Goals Met?</p>