TVR Software – Cloud Refresher Training

This three-day virtual training will provide a comprehensive overview of the Tribal Vocational Rehabilitation (TVR) case management process. Topics will include application and eligibility procedures, assessment of strengths and barriers, employment goal exploration, development of the Individualized Plan for Employment (IPE), service identification and coordination, and documentation requirements. We will also address RSA compliance standards and the requirements outlined in the AIVRS Rules to ensure services are delivered in accordance with federal regulations and program guidelines. We will engage in interactive team activities and case scenarios to apply learning in a practical setting while reinforcing compliance expectations.

Typical Training Day		
10:10 am Instruction Begins 11:10 am 10 min. Break 12:10 pm 20 min. Lunch Break 1:10 pm Finish for the day		

Day 1 WelcomeWelcome/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
- [ ] Closure Paper 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?

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