Training Clinic Progress Report

New Clerk Training

The "End of Training Progress Report" is attached for your review. You will notice that our forms have recently been modified to include a place for your follow-up as needed. This will help ensure continuity in training after the trainee leaves training clinic and returns to the local agency.

Local Agency Follow-Up - Directions:

- Save this document in your records
- Carefully review this form and identify any areas needing additional follow-up or training
- Provide and record follow-up training for any items noted with an **NT** (no training provided) or an **RT** (re-teaching needed) in the space provided on the form
- Return the form showing your follow-up within 30 days to Jackie Johnson and Caitlin McCann using the E-mail Submit button found at the bottom of this form

For Questions - Please contact the Training Clinic Coach listed above if you have questions about the following:

- Clarification or questions on what was covered or not covered during a particular training clinic session
- Suggestions on providing follow-up training to ensure continuity of training for this individual trainee's needs
- Questions on what worked well or didn't work well for this trainee
- Clarifications on trouble areas, strengths and weaknesses identified during training clinic that would be helpful for you to know
- Directions to additional job aides that would be helpful for follow-up training; discuss how coaches use them in training clinic

Training Clinic Progress Report
New Clerk Training

Trainee Name:	
LA Name:	
Training Dates Attended:	

Complete by Training Clinic Coaches				Completed by Local Agency: Follow-Up Training		
CERT & ENROLLMENT	**DATE**	**RATING**	**COMMENTS**	**DATE**	**RATING**	**COMMENTS**
WIC eligibility requirements						
WIC program explanation						
Rights & Responibilities						
Auth Rep & Additional AR						
Proof of ID						
Proof of Address						
Voter Registration						
Language / Interpreter						
Race Ethnicity						

CERT & ENROLLMENT	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Refugee/Migrant/Homeless						
Proof of Income						
Adjunct Eligibility						
Income Calculator						
Gross, net, year to date						
Over Income						
Family Size						
Category & length of cert periods						
Affidavit						
Signed Statement (no proof)						
Ineligibility letter						
Proxy (Alternate shopper)						

CERT & ENROLLMENT	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Comments & Alerts						
Referrals						
Enrolling New Clients						
Recertifying Clients						
Customer Service						
Statement of Status Form						
Correcting record errors or name changes						
Using TAP, AP, P						
Breastfeeding status & Importance						
Custody Change						
Change Foster Care						
Out of State Transfer (VOC)						

CERT & ENROLLMENT	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Terminating Records						
Instate Transfer						
Reinstate (reversal of term)						

FOOD PACKAGE UNIT	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Foods provided by WIC category						
Two types of WIC checks						
Explain parts of a WIC check						
WIC approved stores & special use - NEBRASKA Only						
WIC BF philosophy / support/BF friendly environment						
How WIC food pkg. supports BF						
Model food packages per category						
Contract Formula						

FOOD PACKAGE UNIT	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Respond to formula requests						
PAF - Special formulas						
Change food packages (CPA)						

CHECK DISTRIBUTION	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Use of equipment to print checks						
Print checks						
Confirm accuracy						
Issue checks						
Check issuance intervals - # months to print - Changing interval - Scheduling next appt						
ID folder						
WIC foods booklet						

CHECK DISTRIBUTION	DATE	RATING	COMMENTS	DATE	RATING	COMMENTS
Void checks (change food pkg.)						
Reprinting checks (torn, lost)						
Policy on replacing lost & stolen checks						
Check look-up						
Other:						

WORKING With CLIENTS	#	RATING	COMMENTS	#	RATING	COMMENTS
New						
Recert						
Check Pick-ups						
Transfer						
Midcert						
Foster / Custody Change						

DAILY TRAINING CLINIC COMMENTS

	Date	Notes
M		
T		
W		
Th		
F		

LA TRAINING COMMENTS

Date	Notes

TRAINING CLINIC - COMMENTS

Preparation before coming to training clinic	
Dependable	
Enthusiasm & Interest	
Interaction w/ WIC Staff	
Interaction w/ WIC Clients	
Applying Knowledge	
Other Comments	

LA COMMENTS

End of Week Rating Scale:

- **AM: Approaching Mastery** - Has a good grasp and understanding of the task. Will need someone near for special situations or questions.
- **NS: Needs Supervision** - Understands the basics of the task but will need someone with them at the clinic working with them. Cannot work alone yet.
- **RT: Re-teaching needed** - Training provided with limited understanding or recall. The LA will need to provide additional teaching in content area. (*Document follow up teaching on this form in the appropriate area.*)
- **NT: No Training** - Training was not provided at Training Center. The local agency will need to provide training. (*Document follow-up teaching on this form in the appropriate area.*)

- Please complete additional training needed ie. (anything rated RT or NT)
- Contact the Training Clinic coach if you have questions about what was specifically trained, not trained or specific areas that trainee had problems with to help you provide additional follow-up training or additional resources that can be used to provide follow-up
- Document your completed follow-up training on this form
- Email this form to **Jackie Johnson** & **Caitlin McCann** using the **Email Submit** button below to show that follow-up training has been completed.

Electronic Signature - Each training coach: (*Type name & Date below*)

Coach 1		Date	
Coach 2		Date	
Coach 3		Date	

Follow-up Signature - LA Training Coordinator providing the follow-up training identified as needed: (*Type name & Date below*)

Follow-up Trainer		Date	
Follow-up Trainer		Date	
Follow-up Trainer		Date	

Please click the button below to electronically submit your filled out form!

Submit Form Via E-mail

If you have issues using the Submit button, please save the form, attach to an Email and send to ***jackie.johnson@nebraska.gov*** & ***cmccann@familyservicelincoln.org***