

Colorado WIC Certification Program Level I: Online Compass Training Course

Below lists the details of the individual 13 modules that make up the online Compass Training course in suggested order of completion. Modules are located on CO.TRAIN.org using the course ID.

Order of Completion	CO.TRAIN Course ID	Online Compass Modules	Objectives
1	1054510	Welcome to Colorado WIC	History of WIC and the purpose of the Colorado WIC Program.
2	1054775	Determining Participant Eligibility & Introduction to Compass	Determining if a participant is eligible or ineligible based on eligibility criteria for the Colorado WIC Program
3	1054902	Introduction to Clinic Services & Searches	How to perform a simple and advanced search in Compass, and additional functions with Clinic Services.
4	1057161	Intake Overview & Processing Standards	<ul style="list-style-type: none"> • Overview of intake steps • Processing standards • How to create an endorser participant, infant participant, proxy, foster child participant • Create a family record • Create a new contact/address record
5	1057163	Help Desk & Network Down Time	How to: <ul style="list-style-type: none"> • Contact the Compass Help Desk • Switch to NDT Mode • Perform a Synchronization • Importance of synchronization.
6	1057164	WIC Appointment Types & Basic Scheduler	How to: <ul style="list-style-type: none"> • Navigate the WIC Clinic Scheduler • Create a WIC appointment • Reschedule and cancel WIC appointments, print

			<ul style="list-style-type: none"> • notices • Create a Nutrition Education Class • Move a participant to another Nutrition Education Class • Create a personal and non-WIC appointment • Create a open WIC appointment Slot
7	1057165	Certification of a Pregnant Woman	Discuss the steps needed to complete a certification of a pregnant woman in Compass.
8	1057166	Recertification of a Child	Discuss the steps needed to complete a recertification of a child in Compass.
9	1057167	Food Benefits & Issuance	Discuss food benefit issuance. Show steps of how to create a tailored food package. Discuss the difference between Reprint and voiding food benefits. Discuss how to issue a special formula.
10	1057168	Recertification of Pregnant Woman as Breastfeeding/Add Baby Appointment	Review all the elements required for add baby visit. Review the process to change a pregnant woman to a breastfeeding woman. How to assign a breast pump in Compass. Review breast feeding description for infants.
11	1057169	High Risk Follow-up Appointment	Review policy for a high risk follow-up appointment. Go through the steps of a high risk follow-up appointment.
12	1057171	Mid-certification Appointment	Discuss requirements and policy for a mid-certification visit.
13	1057170	Other Compass Activities	<p>How to:</p> <ul style="list-style-type: none"> • Retrieve a Participant into a Family • Transfer a Family – Instate & Out of State • Maintain Participant Violations and Sanctions • Reinstate a Participant