



eWIC Training Day Schedule & Checklist

Morning

- Log into CO.TRAIN and take the eWIC Benefit Issuance Online module - CO.TRAIN course ID 1062145.
- Follow the directions provided in the *Install Instructions for eWIC Compass* (emailed a few days prior to your agency's Training Day) to install eWIC Compass
 - Look for eWIC Compass by going to **Start/All Programs/Ciber/eWICCompass**.
- Log into eWIC Compass and confirm that your User ID and Password works. This will be the same User ID and password as FI Compass.
- Go to the start menu and select Devices and Printers. Verify which printer your documents go to, so that the Family Food Benefit list printout will be sent to the correct printer.
- Verify eWIC cards are in the eWIC Compass system. Follow the directions provided in the document *Receiving & Verifying eWIC Cards* (This needs to be done by two designated WIC staff. Not all staff completes this task.)
- Familiarize yourself with eWIC Compass. **Do Not Change Data - this is real client data. Do not use this data to run test scenarios in the system.**
 - In Clinic Services, do an Advanced Search and select an active family:
 - Go through all Clinic Services panels and view the new eWIC features (e.g. Food Package, Card Operations, Returned Formula, and Food Benefits).
 - Confirm appropriate panels are available (not gray) in the Navigation Tree.
 - Confirm that New, Edit, Delete buttons are enabled.
- Confirm an adequate supply of materials/items are available for each WIC staff member:
 - "Shopping with your eWIC card" brochure (English and Spanish)
 - Allowable Foods List (July 2015)
 - Plastic sleeves
 - Access to eWIC video (if using to show sections to participants)
 - eWIC Cards
 - Pre-Training Quick Reference Guide and Transition Guides for each WIC staff member
- Time permitting, as a group, discuss:
 - Ah-ha moments about the new eWIC Compass

- Individual and clinic workflow changes based on eWIC Compass
 - Issues, concerns and questions to discuss with State staff during the Training Day webinar
- ☐ Participate in the State Office Training Day Presentation that begins at 10:30 am on your agency's Training Day

Afternoon

- ☐ Participate in store practice buys
- ☐ Complete any remaining task from the morning
- ☐ Perform synchronization