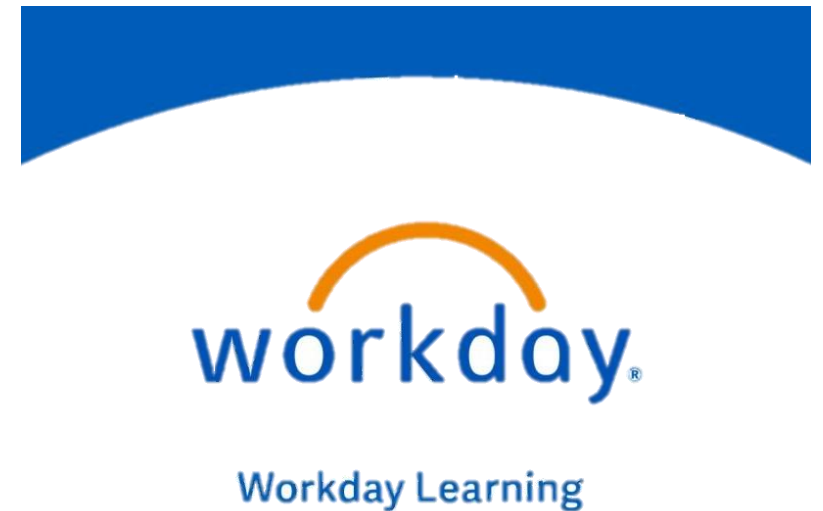




OREGON DEPARTMENT OF
Human Services

Introduction to Workday Learning (WDL) for Tribal Navigators



Aging and People with Disabilities – Training Unit for Services and Supports
TrainingUnit.ServicesSupports@odhsoha.oregon.gov

Objectives:

After reviewing this presentation, you will know:

- How to create a Workday account
- What courses you need to complete and where to find them
- Who to contact if you have questions or need help



How to Create a Workday Account: Registration

1. Navigate to the Workday Registration page at the following link: [Workday Registration link](#)
2. Select “United States” in the County dropdown menu
3. Enter your first name, last name, and email address
4. Click Submit Registration button
5. The last screen you will see tells you (1) you’ve successfully completed the account request, and (2) the next step is that your request needs to be approved.
 - New account approvals can take up to 3-5 business days to process – though most are approved in less than 24 hours.

Logging Into Workday

1. Navigate to the [Workday login page](#)
 - Note: Bookmark this page; this URL is the only one that will allow you to login with your credentials
2. Select the option to login from a personal device
3. Enter your username which is your EEL#
4. Enter your password (this is case-sensitive)
5. Answer your security questions (these are NOT case-sensitive)

What Courses are Recommended-one?

It is recommended that you participate in courses that are directed toward APD case managers and are outlined in the following documents:

- Case Manager Training Schedules outline live trainings recommended for new case managers:
 - **Case Manager Training Schedule**
- **The Case Manager Workflow Training Document** outlines all trainings (live and virtual) recommended for new case managers



What Courses are Recommended-two?

Core Case Management and TUFSS Learning Hub

Topics include:

- CM Roles and Responsibilities
- Case Manager Safety in the Field
- Narration
- In-Home Programs
- Facility Types
- K-Plan Ancillary
- Spousal Pay
- Exceptions
- Natural Supports
- Adult Protective Services
- Preventing Fraud



What Courses are Recommended-three?

Assessing and Determining Service Priority Levels

Topics include:

- Service Priority Levels
- General Assessment Information
- Service Eligibility Drivers
- Methods of Assessing
- Thorough Review of every ADL and how to Assess
- How to Determine Appropriate Assist Level for each Component / ADL
- Writing Strong Comments to Support Decisions
- Understanding Cognition



What Courses are Recommended-four?

Person-Centered Service Planning

Topics include:

- Person-Centered Theory
- Person-Centered Assessments
- Consumer Goals, Identifying Strengths
- Honoring Preferences
- Risk Assessments
- Hours Determination
- Service Planning in Oregon ACCESS



- For technical assistance in Workday, including password or security question resets and course completion errors:
 - Chelsea Kline – chelsea.kline@odhs.oregon.gov
- For questions related to training expectations:
 - Laura Hunker – laura.hunker@odhs.oregon.gov



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Have Questions or Need Help?