

LA New Staff Training Process

Notify Jackie of Intent to hire new staff

View Training Clinic Offerings

Contact
Jackie to see
what dates
are open

Complete
Training
Request Form
> Jackie

Complete
Journey Train
New User
Request Form >
WIC Help Desk

Complete Medicaid verification forms > to help desk if needed

#1 Phone; #2 Web



Phase 1 – Complete Pre-training at the Home Agency using the pre-training Activities Checklist for Clerk or CPA

Week 1 & 2

Phase 2 – New Staff attend four-day hybrid Training Clinic session provided by Training Center Coaches

Scheduled ASAP after pretraining is complete

Phase 3 – Additional or follow up and ongoing training provided at the Home Agency

Ongoing