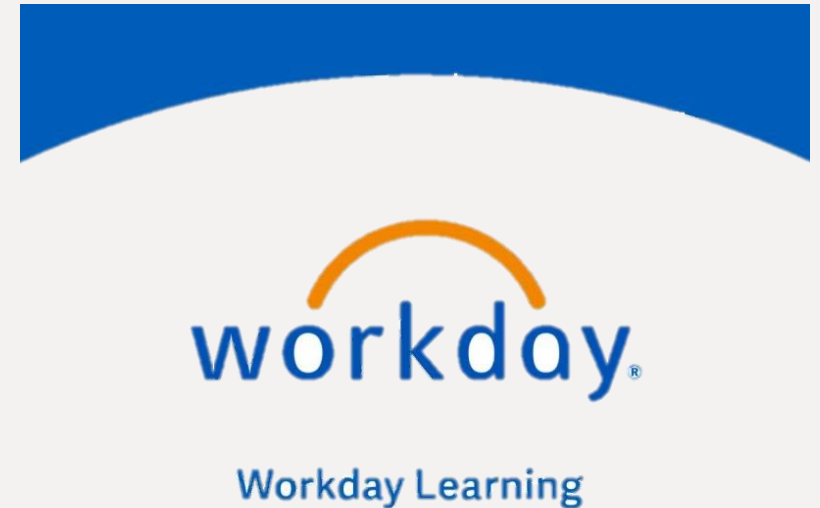


Intro to Workday Learning

Introduction to Workday Learning (WDL)
for Extended Enterprise Learners
(EELs)



Objectives:

After this training, 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 WDL External Portal at the following link:

<https://workdaylearning.dasapp.oregon.gov/>

2. Fill out the registration form on the Register screen

- Note: Be sure to select “Human Services” in the Affiliation field of the Register screen

3. Click the Register button



How to Create a Workday Account: Confirm and Finalize Registration

Three emails will be sent to the email used to register:

1. The first email is to confirm the request to create a Workday account; click the hyperlink in the email to confirm.
2. The second email will contain your username which is also your EEL number; this number will be used to log into WDL.
3. The third email will contain a temporary password; you will be prompted to update this password and create security questions when you log into your account the first time.

Logging Into Workday

- 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
- Select the option to login from a personal device
- Enter your username which is your EEL#
- Enter your password (this is case-sensitive)
- Answer your security questions (these are NOT case-sensitive)

What Courses are Recommended?

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 - May-Dec 2022](#)
 - [Case Manager Training Schedule - Jan-Jun 2023](#)
- [Case Manager Workflow Training Document](#) outlines all trainings (live and virtual) recommended for new case managers



What Courses are Recommended?

Core Case Management

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?

Assessing and Determining Service Priority Level

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?

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



Have Questions or Need Help?

- For technical assistance in Workday, including password or security question resets and course completion errors:
 - Chelsea Kline – Chelsea.Kline@dhsoha.state.or.us
- For questions related to training expectations:
 - Laura Hunker – Laura.Hunker@odhs.Oregon.gov

