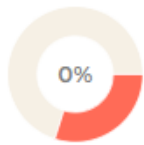


Work Hands

DASHBOARD

You'll be using WorkHands to document your On the Job Training (OJT) hours, which are broken down into 7 different categories. Your employer can share those categories with you and what goes into them.

Your dashboard includes OJT hours, Time Cards, Evaluations, and Courses



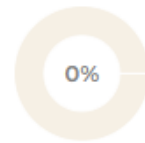
OJT



Time cards



Evaluations



Courses

OJT

This is where you can review your progress for your OJT hours. If you click on the square, it will display a breakdown of your progress for each of the 7 categories. This section automatically updates as you fill out and submit your TIME CARDS.

Section 1a: Intro to DSP Role & Orientation to the Work Environment

Orientation to the role of the Direct Support Professional

- Job description and requirements
- Expectations and needs of individual(s) receiving support
- Overview & fulfillment of employer's philosophy of support service
- Employer history
- Employer policy and procedures
- Co-worker, mentor and supervisory relationships/working with employer's networks (for DSPs directly employed by service participant)
- Access to mentors, supervisors, employee assistance programs and other support structures
- Overview of upcoming regular and specialized social and other employer events

2 hr	15.3 hours expected	42.7 hours required	60 hours
2.3 skills expected		5.7 skills required	8 skills

3% HOURS

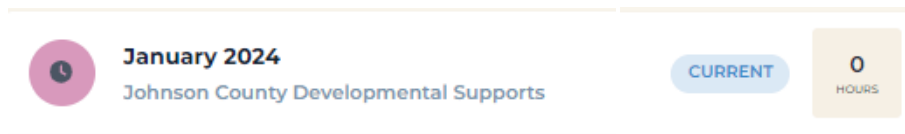
0% SKILLS

TIME CARDS

The TIME CARDS section is what you will use to document your OJT hours. You will need to determine what category your work-related tasks fall into. You should work with your mentor or other designated employee at your organization to make sure you are categorizing your hours correctly and to ensure you have a good understanding of what goes into each category.

Each month, you will have a "current" time card. Fill out your time card throughout the month, and then submit it for approval.


First, click on the current month's time card



Next, click on the correct date.

From there, you will see each OJT category, where you can enter your time spent completing tasks related to that category

MONTH	STATUS	HOURS
January 2024	CURRENT	0

DAILY HOURS: JANUARY 1	JAN 1	JAN 2	JAN 3	JAN 4	JAN 5	JAN 6	JAN 7
 Full							

	January 1	Total
Section 1a: Intro to DSP Role & Orientation to the Work Environment	<input type="text" value="0"/>	0
Section 1b: Intro to the DSP Role & Orientation to the Work Environment	<input type="text" value="0"/>	0
Section 1c: Intro to DSP Role & Orientation to the Work Environment	<input type="text" value="0"/>	0

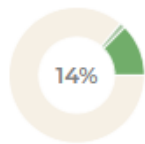
EVALUATIONS

Your site apprenticeship coordinator or other designated employee for your organization will complete evaluations. Evaluations are used to mark the OJT categories as 'completed' once you have fulfilled the requirements.

COURSES

Your site coordinator or other designated employee from your organization will enter your course progress. This may be done as you are taking courses (for example if you are taking badge courses at WSU), or it may be done once courses are completed.

Courses have to be entered, and then later marked as completed. As you complete courses, your display percentage will change so you can easily visualize your progress



Courses

