Cascades Champions

Goal: Assure every clinic has at least one Champion with advanced knowledge in Cascades to support and assist clinic staff with pre-training activities and implementation of Cascades on-site.

Knowledge and skills which support the Champion’s role:

- Knowledge of all aspects of CIMS (Client Services) as a way to bridge staff questions and transition to Cascades system
- Knowledge of state WIC policies and procedures
- Knowledge of local agency policies and procedures
- Intermediate computer skills and ease using technology
- Able to communicate effectively and use critical thinking skills
- Able to travel to attend Cascades training

Tasks:

Support clinic staff

- Pre-training
  - Set up template and Master Calendar in the Sandbox
  - Help clinic staff navigate tools used for training:
    - Computer Based Trainings in the Learning Management System (LMS)
    - WA WIC Cascades web site:
      - Policy and Procedures; staff tools, transition guidance
      - Cascades Support
        - Cascades Steps
    - Training
      - Policy training-modules, table of revisions, review guides, etc.
      - Cascade Software Training
      - Training Supplement
      - Test SAW, Self-study Workbook and Cascades Sandbox
      - SAW and Cascades
  - Rollout of Cascades
Cascades Champions

Clinic preparation:

- Work with the coordinator to help prepare the clinic for implementation:
  - Confirm clinic users have SAW accounts and Cascades accounts with appropriate role and clinic location
  - Verify clinic information (clinic address, phone, etc.)
  - Set up a template in the Master Calendar
  - Enter in participant appointments
  - Consider having decreased number of participant appointments the first week or possibly not appointments so Champion is available to other staff.

Communication

- Receive communication along with the WIC coordinator about Cascades updates
- Participate in scheduled calls to Champions, potential meetings and activities offered by state WIC staff

Training:

- Commit time to learn all designated parts of the Cascades system and meet all training requirements. Training includes:
  - Pre-training Activities (before Basic Training)
    - Complete Computer Based Training in LMS
    - Complete pre-training Self-study Workbook activities in Sandbox
  - Complete policy training – modules, table of revisions, review guides, etc.
  - Attend 2-day Basic Training (classroom)
  - Attend 2-day Cascades Champions Training (classroom)

This institution is an equal opportunity provider.

Washington State WIC Nutrition Program doesn’t discriminate.

For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)

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