WVU-School of Social Work - Tevera Quick Reference Guide

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1. **TUTORIALS & GUIDANCE**

Please review the tutorials available on your Tevera dashboard/Home page. Additional details around field policies can be found in the [Field Education Handbook](#).

- **Getting Started (2:16)**
- **Assignments (3:19)**
- **Tracking Time on Desktop (3:23)**
- **Tracking Time on Phone (3:07)**
2. **COMMON SYMBOLS & FUNCTIONS**

   2.1. **PLUS icon** – Click on this symbol to open or add an activity, add a document or detail, or add an additional option to a form or field.

   2.2. **EDIT FIELD icon** – Click on this symbol to add text to a field or other descriptor.

   2.3. **REQUIRED FIELD icon** – Click on this symbol to add text to a field or other descriptor to a required item.

   2.4. **SAVE** – Tevera saves your work as you go, so there is no button to click to save your work. The system automatically saves your entries.

3. **COMPLETING YOUR PROFILE**

You have the option to personalize your profile and include demographic, contact, and address details. This information is for your own use and only Field Office personnel can view. You also have the option of adding a picture, setting a theme, and making your Tevera system reflective of your interests and style.

3.1. Click the **USER PROFILE** icon in the upper right-hand corner. The **USER SETTINGS** window will open.

3.2. Click the **MY PROFILE** tab. Here you can enter or edit any of your personal information. Click on the **EDIT** icon next to any field to make a change.

3.3. Phone Numbers: Click the **PLUS (+) icon** to add a phone number. You can add as many phone numbers as you like, label them appropriately, and select one as your primary number.

3.4. Demographics: Click on the **EDIT** icon next to any demographic information field you would like to enter information for.

3.5. Address: Click on the **EDIT** icon next to any address field for which you would like to enter information. Entering the **Zip code** first will allow you to select/auto-populate **City, State, County, and Country** fields all at once.
3.6. Languages (optional): Add any languages you would like to have listed as part of your profile. Click the PLUS (+) icon to the right. The language fields will appear. Select the LANGUAGE, PROFICIENCY, and MODE using the drop-down menus.

4. **BROWSING PREAPPROVED SITES**

The WVU SSW has existing relationships and active agreements with many organizations. You can search for sites directly by name, and are also encouraged to do a zip code search to explore the agencies in your area. You can also filter sites using filter drop-down fields by populations served, practice areas, and other agency details. If you have specific interests in particular areas, you can also save your search criteria.

4.1. To explore possible sites, first click into **SITE PLACEMENTS**.

4.2. Next, Click **BROWSE SITES**, which will open a new page. Then, use the drop-down filters to search by name, filter option, etc.
4.3. Click on the PLUS (+) symbol to view additional details about each site, including the site contact details, site representative details, and site profile documents. Site profile documents will often include program details that outline the Generalist and Advanced placement learning activities, details around vaccinations, medical tests, and background check requirements, as well as websites.

4.4. When hyperlinked address details are clicked, a new web browser will open with Google Maps and provide the sites specific location.
5. APPLYING FOR SITE PLACEMENT

5.1. Click SITE PLACEMENTS tile

5.2. Go to pre-application paperwork, click TASKS

Pre-application tasks include three required action items, and two optional items for Employer Based Placements. All students are required to complete 1) a Student Field Placement Application, 2) upload a recent resume, and 3) complete a Student Interview Feedback form after they have interviewed with an agency.

5.3. Click NOT STARTED – located next to tasks

5.4. Click START
5.5. Go through the application and complete all fields with information about your field interests.

5.6. AGENCY PREFERENCE – After you have browsed available agencies by zip code, population, service, area, etc. you will enter the name and/or location about specific agencies or communities in which you are interested. This is a free-text field and you can include contact details if you have already been in touch with the agency. You can also add agencies that you are interested in that are not already in Tevera. Sign the application upon completing.

5.7. RESUME - Upload a PDF file of your updated resume.

5.8. EMPLOYER-BASED PLACEMENT PROPOSAL, PART 1 - If you are considering doing your placement at your place of employment, you will need to complete the Part 1 form along with your application. This form will prompt you to think through what an employer-based placement would look like. Complete it with the best information that you have and then sign and submit. This will be discussed during your field consult.

6. CREATING LEARNING CONTRACT

Learning Contracts are typically completed within the first four weeks of a student’s field placements. Please review additional requirements about learning activities in the Field Handbook and Field Guidance Packet before beginning to draft your learning contract.

6.1. WATCH this YouTube tutorial on Completing your Learning Contract (3:38).

6.2. Click ASSIGNMENTS tile.
6.3. Click LEARNING CONTRACT ASSIGNMENT then click START. Read and follow all instructions as you complete the form fields. You can click FINISH LATER at the bottom to save your work and return to it through the assignments tab. You should have discussions with your field instructor (and site supervisor if applicable) as you are working on this document. Do not sign your learning contract until you have incorporated feedback from your Faculty Field Liaison and supervisors. By the time you send to them for a signature, they should be familiar with what you are proposing. If you would like to share your draft with them, the easiest way to do this is click the print icon in the top right corner, which will create a pdf that you can share by email.

6.4. REVIEW PROCESS: The first draft of your learning contract goes to your Field Faculty Liaison to review. Expect that it will come back to you for some revisions, as this is a normal part of the process and why you have both a draft due date and a final due date. Once you have made the revisions, you will resubmit.

Once your Field Faculty Liaison has approved it, it will be returned to you to sign. After you sign, it will go to your Site Supervisor (if applicable), Field Instructor, and back to your Field Faculty Liaison for the final signature.

6.5. REVIEWERS: After you have completed the form, click SUBMIT at the bottom (this first submission will occur before you ever sign the document). IMPORTANT: You will select reviewers for your contract in the following order:

#1. Faculty Field Liaison: This is to initiate an initial review by your Field Faculty Liaison (FFL). This field should be already filled in with the name of your FFL/seminar instructor.

#2. Student: This step allows students to make revisions following feedback from their FFL. This should be your/student information.

#3. (OPTIONAL) Site Supervisor: This section/step is optional. If you do not have a Site Supervisor, select “skip this signature”. If you have a Site Supervisor (No MSW), include them here.
#4. Field Instructor: This step allows your Field Instructor (Supervisor with MSW) to provide final approval of Learning Contract items.

#5. Faculty Field Liaison: This step allows your Field Faculty Liaison to provide final approval of Learning Contract items.

7. **STUDENT SELF-ASSESSMENT**

To complete this assignment, you will need to refer to your Learning Contract and planned activities. Your self-assessment should reflect your perceived progress and there will likely be activities/areas that you may not have completed. Items that have not yet been started or completed are expected and should be marked as 1’s or 2’s, as you have yet to demonstrate practice competency. In the comments, you should indicate how you plan to work on those areas in the 2nd half of placement and demonstrate competency.

7.1. Watch YouTube tutorial on [Foundation-Generalist Self-Assessments (4:27)](#) and [Specialized-Advanced Self-Assessments (2:26)](#)

7.2. Click ASSIGNMENTS

7.3. Select appropriate assessment for your program “Field Assessment - Midterm (Student Self-Assessment)” and click OPEN or START.

7.4. When you finish, sign the self-assessment, and click SUBMIT. A box will appear to select your Field Instructor and Site Supervisor, if applicable. If you have a Site Supervisor, select them from box 1, if not choose “skip this signature”. Select your Field Instructor from box 2 and click SUBMIT.

8. **SUPERVISOR ASSESSMENT**

**IMPORTANT** - Student’s self-assessment must be completed with all signatures before student can send supervisor assessment to Field Instructor/Site Supervisor for final evaluation.

8.1. Click ASSIGNMENTS

8.2. Click “MSW Generalist Field Assessment - Midterm (Supervisor Eval of Student)”

8.3. Instructions are imbedded, click START and follow the instructions to send to your site supervisor/field instructor.
9. TRACKING HOURS

Time reports are required for each monthly reporting period while a student is in field and are submitted to field supervisors each reporting period for final approval. Faculty Field Liaisons provide final approval of completed field hours. Time reports are approved in the following order: #1) Site Supervisors (if applicable), #2) Field Instructors, and #3) Faculty Field Liaisons. Students submit completed Monthly Time Reports by the 5th of each following month for the field hours completed during the prior month. *(see Field Handbook for further details)*

9.1. WATCH YouTube tutorial on Time-tracking and submission (4:08).

9.2. Click TIMESHEET tile.

9.3. On the TIMESHEET tile, click ENTER TIME. Navigate to the week for which you are entering time. You can enter time for the current date and days in the past, but not in the future.

9.4. ENTERING TIME: Enter the amount of time you spent working in each category for the day

9.5. COPYING SCHEDULED ACTIVITIES: If your schedule is similar from one day to the next, or maybe your breakdown of activities is the same each Monday for example, you can copy a day from the past, into a future date. Go to the day you wish to copy, click copy at the bottom and enter the date you would like to copy it to.

9.6. Your time entries will save, and you can return to time tracking at any time.

9.7. ACTIVITY DESCRIPTIONS: The following descriptions may be helpful in categorizing field hours based on activities.

- **CLIENT CONTACT** – Phone contact, emails, therapy sessions, in-person, virtual; Individual, group, organization, community and institutional client work should be included in this category.
- **ORIENTATION OR TRAINING** – New student orientation, trainings, and ongoing professional development.
- **SUPERVISORY CONFERENCES** – Weekly meetings with Field Instructor, supervision, etc.
● MEETINGS/CONFERENCES OUTSIDE AGENCY – Attending/collaborating with external groups and organizations
● OBSERVATION OF OTHERS – Observing a client session, program meeting, MDT, etc.
● PAPERWORK/DOCUMENTATION – Creating plans, reviewing/revising manuals, and developing documents; developing field learning contract, assessments, and timesheets; drafting grant proposals, issue briefs, research summaries and internal memos; documenting client case notes, group summaries, etc.
● POLICY/ADVOCACY WORK – Outreach, education and Social media; researching policy strategies and solutions; contacting stakeholder groups regarding policy initiatives; actively campaigning
● EVALUATION WORK – Reviewing research and program evaluation data; compiling reporting materials; conducting key informant interviews, focus groups, and other forms of QN/QL research.
● OTHER HOURS – Self-care, etc.

10. SUBMITTING TIMESHEETS
10.1 WATCH YouTube tutorial on Time-tracking and submission (4:08).
10.2 Click on the ASSIGNMENTS tile.
10.3 Select the time report for the month you are completing.
10.4 Click START. Complete each field in the form.
10.5 Selecting the month from the range dropdown menu.
10.6 Select “Calculate Cumulative Hours as of the end date selected above”
10.7 Choose your program from the program dropdown
10.8 Choose your current track (MSW Foundation-Generalist; BSW Foundation-Generalist; MSW Specialized-Advanced)

● You will select signers in the order in which they should sign. The Field Instructor dropdown menu will let you choose multiple supervisors if appropriate.

● Whoever’s name is listed on top will be the first signer. If you have a Site Supervisor, this person should go before your Field Instructor.

● If you only have a Field Instructor, you will only select this person. You can delete the Site Supervisor by clicking on the (-) sign to the left of the option.

● The “filter hours by FI” box only needs to be checked if you are engaging in multiple field settings. For example, if you hours logged for the Summer Policy Institute that will be approved by a different supervisor, check this box, otherwise leave it blank.

● Select your Faculty Field Liaison from the faculty/staff field (this is the person who teaches your seminar).

● Click “send for signatures”. This will generate a report.
10.9 Sign the document. You have now submitted your timesheet. Supervisors will be notified, and the document will be sent to each signer in order. When everyone has signed, you will get a notification in your Tevera message center will inform you that it has been approved and it will include a signed PDF with all signatures.
11 ASSIGNMENTS

When completing documents in ASSIGNMENTS, they will need to be submitted to be marked as complete.

11.1 SUBMITTING AN ASSIGNMENT

When completing a document that was started within an assignment, such as the Learning Contract, click the SUBMIT button found when opening the assignment, or at the bottom of the document itself. If the form within the assignment has all required fields completed, Click the SUBMIT button that appears next to the OPEN button.

11.2 Select the appropriate signers/approvers for the assignment.

You may be prompted to select from dropdown menus, to determine who the document is to be submitted to. If a signature is optional, a Skip this signature option will appear in the dropdown. Once all required signers have been selected, click the SUBMIT button.

11.3 From your ASSIGNMENTS workspace, click on the assignment name.

11.4 Click the OPEN or START button.

11.5 Complete the form. When all required fields have been completed, scroll to the bottom of the form.

11.6 Click the SUBMIT button. Once you have submitted the assignment, the status of the assignment will change to WAITING ON or COMPLETE, based on reviewer activity.