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Division of Workforce Solutions
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Call Center –JCSBA Lead Staff
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Inform

Engage

Support

Succeed

THIS IS AN INFORMAL E-FLYER THAT IS MEANT TO UPDATE SYSTEM USERS ABOUT UPCOMING EVENTS, POLICIES AND HAPPENINGS RELATED TO JOB CENTER SYSTEMS. OFFICIAL POLICY WILL BE TRANSMITTED THROUGH REGULAR DWS COMMUNICATIONS. [Please be sure to pass this information on to whoever needs it!](#)

ASSET UPDATES

REMINDER!!!

IMPORTANT – PLEASE CIRCULATE

Beginning FRIDAY, March 28th, 2003 at 5 PM, ASSET and Touchscreen JobNet will be brought down so that we can begin the data conversion process.

Touchscreen JobNet will be available on Monday, March 31, but there will be no ASSET available at all. You will need to document participant activities on paper for entry after the new system is available. On Tuesday, April 1st, we'll have the new ASSET system on line. You should begin using it at that time. The old ASSET will be available for query purposes only.

TRAINING UPDATES

Training materials are available at www.dwd.state.wi.us/destrain/asset. These are self-study materials for all ASSET users to learn from. Contact Lynda Fischer (608-266-2016; lynda.fischer@dwd.state.wi.us) or Jenny Ritchey (608-267-1426; jenny.ritchey@dwd.state.wi.us) with any questions about how to use them.

There are also some hands-on classroom sessions for those individuals who need further assistance. The link to information about the classes can be found on the training page listed above.

JOB CENTER BUSINESS AREA

The JCSBA has been on hiatus since Christmas for a variety of reasons. You can expect a number of changes in the Business Area's structure, membership and function over the next several months.

A Job Center Systems User group is being developed at the request of the WDB Directors and other field staff. Roles and responsibilities have not been completely defined yet. This group will be locally driven and managed, with staff support from DWS. We expect it to be similar to the former WIMS User group, although they will be dealing with all Job Center systems, not just ASSET. We will keep you informed as plans progress.

DATA WAREHOUSE

We continue to add corporate reports to the JCS Data Warehouse. We encourage you to explore these reports and keep your suggestions for new reports coming in.

If the reports that are available don't meet your needs, please let us know what data you would like to see. It is not sufficient to say you want some Special Response reports, for example. At a minimum, we need to know what information you are looking for, the requestor's contact information, and the date by which you need the information. If you're not sure of the specific data elements that you want, then just tell us what question(s) you want answered. (e.g. How many people in my WDA are receiving training services under a Special Response Grant #____ and are disabled?) Your requests should be sent to Paul Saeman at paul.saeman@dwd.state.wi.us with copies to Lynn Schmitt, Bob Korb and Nancy Bryan.

In the past few weeks, we've received a number of last-minute requests for special reports that are needed for a variety of different grants that WDB staff are putting together. We have done our best to accommodate these requests but could have done a better job if we'd had more than a few days' notice.

If there are grants that you apply for each year, and the required supporting data tends to be similar from one year to the next, please let us

know what those grants are and provide us with a copy of the guidelines you receive. We can provide you with much better information if we know ahead of time what you need to have available. Please send this information to Nancy Bryan at nancy.bryan@dwd.state.wi.us.

to get this corrected by April 1st. We regret any inconvenience this may cause."

COMMUNICATIONS UPDATES

The following identifies how you will access the new ASSET and who to contact when you have problems

ASSET users must have an active DWD or DWDPUB Domain ID to log on to the system. The new system also requires that you have Internet Explorer 6.0 and have Java script enabled.

The DWD Service Desk (608-266-7252) can assist you if your Domain ID is not current or if you have questions about I.E. 6.0 or Java scripts being enabled.

If you have questions about using the new system, call or email Diane Bartels at the DWS Call Center - > Diane. Bartels@dwd.state.wi.us or 608-267-9690.

If you have a current Domain ID and are still unable to access ASSET, the DWS Security Call Center at 608-261-6827 will resolve access problems.

Because of poor edits in the current ASSET, we know that some data entered is not valid, and as a result will not convert properly. We will let everyone know about the data conversion results as soon as they are available. We hope to have a summary of the conversion problems out to staff so they can query the old ASSET to get the correct information to enter into the new ASSET as needed.

PERFORMANCE DATA

The PY02 WIA, Title 1 Performance Data extracts for the 2nd quarter are now posted on the DWD Extranet. We apologize for the long delay in making this information available and appreciate your patience and understanding.

"As some of you have already discovered, the PY02 2nd quarter extract files are missing the Younger Youth Skill Attainment data. We will try