



correct sort order of your own choosing. Once you have a customer selected and are on the Customer Note summary page, if you want them by date, oldest to newest, click on the Date (underlined) column header. This rearranges all the Customer Notes oldest to newest. Click on it again, and they rearrange, newest to oldest. (A little up or down triangle appears to let you know which is being done. This functionality exists throughout ASSET, whenever the column header has an underlined title.)

3. Customer Search Parameter Retention: Local suggestions to make ASSET like WJOS for the Customer Search default resulted in this change. Before the change, the search default criteria always reverted to Last Name. If workers were doing a series of entries, but had only the SSN, they had to change the search criteria each time. With this enhancement, ASSET 'remembers' what your last search criterion was. If you last searched by SSN, then the next time you go to do a search, SSN is still the search criteria.

Here's what's on the horizon for **future changes**:

1. ASSET User Guide Update: Staff have noted a few items to be corrected in the User Guide and many new items need to be added. We have come up with a strategy to let you know that changes to manual are being done. We will post a message on the ASSET sign-in page telling you that new manual material was uploaded. When you go to the manual, you will see a new page that outlines the additions, updates or deletions that were made to each chapter.

2. Improved Job Matching: As mentioned in the ASSET User Guide, we will be bringing you the ability to do job matching by geographic location. This functionality to limit matching of O\*NET codes of a customer to O\*NET codes of job orders on JobNet for a specified county will be available in early May. (Planned date is May 2nd for the move.)

3. Soft Exit Processing for WIA Title I: Federal rules require that Title 1 customers be 'soft' exited from the program if they have not received services for more than 90 days. This automated processing will be installed in ASSET for the first time in May. This is how it will work: A new online report (in System

Reports) will allow a worker to pull up a listing (by specified Job Center) of all individuals who will potentially soft exit after the beginning of the next month. The report listing will show the date of last activity from which the 90 days was calculated. After the batch exit process runs, about the first of every month, another report will be created that shows which customers were soft exited. Complete instructions will be provided in an ASSET User Guide update or other correspondence. (Planned Date: Potential Soft Exit Notification - May 5th, First Soft Exits - June 1st)

4. Individual Training Account (ITA) Tracking: Beginning work on creating the ITA tracking in ASSET and linking it to the Eligible Training Provider (ETP) information. Also planning to re-vamp the ETP process to meet federal requirements for Customer Report Cards. (Planned Date for ITA and links to ETP - June 30th with the ETP work following by September.)

## WJOS UPDATES

### In Memoriam

Karen Viegut, who managed most of the day-to-day WJOS and ERS activities in DWS, passed away on April 13<sup>th</sup>. She had 28 years' experience in Job Center programs. Those of us who knew her and came to rely on her extensive expertise on the Job Center systems will miss her.

## EMPLOYER RECORD SYSTEM

Five days of focus groups will be conducted in May and June to gather input from users about system improvements and enhancements. Invitations will be sent in the next few weeks. Focus groups will also be conducted with non-users and infrequent users. Contact Linda Williamson at [linda.williamson@dwd.state.wi.us](mailto:linda.williamson@dwd.state.wi.us) for more information.

## TRAINING UPDATES

Remember that there are self-study materials available at [www.dwd.state.wi.us/destrain/asset](http://www.dwd.state.wi.us/destrain/asset).

## JOB CENTER BUSINESS AREA

Over the next few months, the JCSBA will be setting tasks and priorities for the job center systems. High priority tasks include ITA integration into ASSET and implementing the soft exit process for WIA Title 1 participants.

The bad news is that our IT budget is being cut back for PY03. This means we may not be able to make many of the planned or desired improvements to re-engineered ASSET.

Gary Denis will be finalizing a new Job Center Systems "User" Group that will replace the JCSBA At-Large Team. He plans to convene the first meeting for WIA Title 1 representatives on May 23rd. Expansion of the User Group for Wagner-Peyser and TAA will be the next step. The User Group is charged with identifying program management data and reporting needs, as well as being the primary conduit for communicating policy and training updates to Job Center systems users and customers.

## DATA WAREHOUSE

The re-engineering of ASSET required changes for the Data Warehouse as well. We have been modifying the programs that extract the data to go against the Oracle database instead of the old Lotus Domino system. With cleaner data in the new ASSET and better transformation logic to the warehouse, many problems have been resolved that had been problematic in getting information between the two systems.

The first reports on Webl from the new ASSET database should be available to local agencies on May 12th (April data). There may be some interruptions of Webl access between May 5th and May 9th to get the Corporate Reports updated to use the new data from ASSET.

## COMMUNICATIONS UPDATES

Effective April 29, 2003 the JobNet and ASSET Call Center title was changed to the **Workforce Programs Information and Problem Resolution Unit**. The phone number and email address remain the same.

If you experience login or password problems when accessing ASSET, please call 608-261-6827.

## SECURITY UPDATES

Do not send Social Security Numbers via email. ASSET now assigns a PIN number that can be used to identify a customer record, when requesting changes/updates to that record.

## USER GROUP UPDATES

The Job Center Systems User group will use this section to report their activities.

## PERFORMANCE DATA

The PY02 WIA Title 1 3<sup>rd</sup> quarter report will be produced on May 14, 2003. This report will be the last to use ASSET data from the "old" ASSET system. Clean up continues at an intense pace. The good news is that new information going into the system is in much better shape than the old data we brought in through the conversion process.

### Reporting Younger Youth Goals and Skill Attainments in ASSET

We've received a number of inquiries about reporting Skill Attainments in the new ASSET system. Here's how it works.

The law requires every younger youth to have at least one skill attainment goal set. If the Assessment identifies a basic skills deficiency, at least one of the goals must address the basic skills deficiency.

Most case managers set many goals for participants, even though only a maximum of 3 per participant gets measured each program year. Prior to April 1, when we calculated this measure, we simply pulled the first 3 skill goals we found and looked for an attainment date that met the performance criteria. This method may or may not have worked to a WDB's benefit, depending on how much information was in a youth's record.

In the new system, case managers may set as many skill attainment goals as necessary and identify the ones which they WANT counted for performance measurement purposes - keeping in mind that once that box is marked, you can't go back in and change it - only DWS staff can do that. This should allow you to do a more thorough job of documenting goals set for your participants and allow your case managers to identify the goals to be counted in the measure, without compromising federal reporting requirements.

Here's how goal-setting and reporting should be handled in ASSET:

1. Set at least one goal for each younger youth participant.

2. If only one goal is set, the box MUST be marked to count for performance measurement.
3. If between 1 and 3 goals are set, at least ONE must be marked to count for performance measurement.
4. If more than 3 goals are set, at least one, BUT NO MORE THAN 3, must be marked to count for performance measurement.
5. If a case manager should happen to mark more than 3, we will identify the 3 with the earliest set date(s) and use those for the performance measure.