



Name has been added to both views of the Follow-up List. (3) When a job order closes, associated follow-up items are deleted from the Follow-up List. (4) Follow-up information can now be added to employer-entered job orders. (5) A confusing question regarding the Employer Contact has been reworded for clarity. (6) Bi-weekly is now a choice in the Compensation fields. (7) The Qualifications text field can now be formatted into paragraphs. (8) A new report is available listing reopened job orders. (9) Several reports now include a suppression indicator, making it easier for staff to identify suppressed orders.

## **EMPLOYER RECORD SYSTEM**

(1) Apprenticeship Job Order has been added as an activity. It is automatically created in ERS when an apprenticeship order is saved as complete. (2) Cell phone number has been added to the Contact Detail screen. (3) When adding a new contact person, the address and telephone number fields automatically default to the site's address and phone.

WebIntelligence – Two new reports: WJOS Employers Registered to Use WJOS by Job Center and WJOS List of Job Orders in Job Center by Order Taker. Three modified reports: List of Job Orders in Job Center by Order Responsible Staff, WJOS Job Orders Removed from JobNet in Job Center by Date, and ERS Employer Sites by County

## **JOB CENTER BUSINESS AREA**

The JCSBA has spent the last several meetings reviewing the IT work plan for the coming year. This plan should be complete by the end of June. The Core Team will meet on Tuesday, July 1, 2003. Their July 15<sup>th</sup> meeting is cancelled.

## **DATA WAREHOUSE**

### **DWSCDW - JCS Report #21 - Services by Service Category and Service Type [Date Range Prompt]**

This report has an additional prompt that allows the user to select a time period for the data as well as WDA(s). This option affords an opportunity to retrieve service counts for time periods other than Planning Year. For example, if the user wants all services with an Actual Begin Date during December 2002, the dates

entered would be 12/01/2002 and 12/31/2002. (Note: Dates must be in the MM/DD/YYYY format)

### **DWSCDW - JCS Report #38 - WIA Title 1 Exit Listing [Date Range Prompt]**

This report produces a listing of all the WIA Title 1 individuals who exited between the dates specified in the parameters. The user must enter the from & to dates as well as select a WDA. The listing is arranged in descending order by exit date. The report was requested by local agency staff to facilitate the post-exit follow-up process.

Here's how you might use the report: If you are required to do a 90 day follow-up after exit, use this report to give you a list of all the individuals "due for follow-up". For example, every one who exited in March should have a 90-day follow-up in June. Just enter 03/01/2003 in the first date field and 03/31/2003 in the second date field. Choose the WDA, and hit enter. The listing returned is everyone who exited in that WDA in March. You can drill down to each office and worker.

The information on the report includes the Title 1 Exit Reason. 'Unknown' means that there was not a response in that field in ASSET, meaning that there was no special circumstance for the exit that would potentially exclude them from performance. We included this because individuals who exit with one of these reasons may not need to have a follow-up completed.

You may want to develop a chart to help figure out when follow-ups are due, based on the policies for your own WDA. Attached is a [sample chart for 90 and 180 day follow-ups](#):

## **COMMUNICATIONS UPDATES**

On Monday, May 5<sup>th</sup>, WIA Title 1 a new report called the **Soft Exit Warning Report** became available. This report is by Job Center (office number) and lists all of the individuals who will be exited automatically by ASSET at the beginning of the next month. This gives workers about a month to check out each customer's record. The first soft exit processing occurred on June 1<sup>st</sup>. Any individual on the warning list that didn't have a planned end date service reported or updated was automatically exited from Title 1 and counted in the appropriate performance measures.

These are the conditions used to determine if the person appears on the Warning Report:

- ◆ Title 1 Registration but no services reported for 90 days.
- ◆ Title 1 Registration with services reported, but all have been closed at least 90 days.
- ◆ Title 1 Registration with services reported, but service dates indicated no activity for more than 90 days.

Local agency staff can prevent a soft exit from occurring by taking an appropriate action:

1. Reporting a service for the individual if one has been provided, or,
2. Updating the Service Planned Close Date to the correct date if the service should remain open and active.

## **POLICY UPDATES**

A timely data entry policy was sent to the ASSET User group representatives on Monday, June 16<sup>th</sup>, 2003. They have been asked to distribute this policy to local ASSET users.

Within the next few weeks, we will be making a change to ASSET to make it easier for us to select a random sample of participants for the required customer satisfaction survey. This change will affect the Manage Programs, Youth enrollment form. Parental consent is required to survey youth under the age of 18. A consent statement and signature line will be added to the enrollment form, along with a radio button for the case manager to indicate whether or not consent was obtained. You will receive further information on this shortly.

Soft exits have also generated a number of inquiries. Formal policy is being developed. In

## **SECURITY UPDATES**

Forgot your ASSET password? Call 608-261-6827.

## **USERS UPDATES**

A WIAASSET User Group was recently formed to address the questions and concerns of WIA Title 1 Adult, Youth, and Dislocated Worker Programs. This group is a sub-committee of the WDB Directors committee, WAJTE. Meetings will be held monthly at GEF 1. A representative from each WDA is represented on the committee.

The first meeting was held on Friday, May 23<sup>rd</sup> with the elections of a chair and vice chair (Chair is Jennifer White from WDA #11 and Vice-Chair is Richard Price from WDA ##8). The group created a Group Charter and developed a work plan for the next year. Issues of the work plan include: data validation, development of local WIAASSET reports through the data warehouse, local correct ability, identifying performance-related fields, and development of user handbook that contains policy and procedures.

The next meeting of the group will be held on Friday, July 18, 2003 from 9:30 a.m. to 3:00 p.m. in room H203 at GEF 1.

## **PERFORMANCE DATA**

The PY02 3<sup>rd</sup> quarter data has not been made available as yet. We have several questions about the results – mainly in the younger youth measures. We're also researching some issues that have been raised during meetings with those WDBs who are working on corrective action plans based on inadequate performance. We appreciate your patience while we try to get these questions answered.

## **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)