

Is this job a federal job?

Check YES if this job is a federal government employer.

Is this a temporary job (less than or equal to 30 days)?

Check YES if this job is expected to last < 30 days.

Estimated number of hours per week:

Put the actual or estimated number of work hours per week that this customer had (or will have) on this job.

Manage Assessments – Testing

This change also is one that reorganizes where data fields are found in anticipation of future changes to GATB testing.

The last tab on the Comprehensive Assessment details page is for Occupational/Educational Testing results. The lower part of that page was for GATB test results. Since the GATB test will be replaced by the new DOL Ability Profiler test, we needed to update ASSET.

There is no change in how other occupational or educational testing results are reported in ASSET. Continue to document them in the Comprehensive Assessment as in the past. The change described below is only for GATB and the new Ability Profiler.

Currently, the GATB tests are sent to Madison for scoring and scanning, with the test results being stored on the state's mainframe computer. Special access is needed to read those scores.

This ASSET enhancement moves the GATB and future Ability Profiler test results off of the Comprehensive Assessment to a new and separate section on the Manage Assessments Summary page. This section is named **Test Scores – GATB/Ability Profiler**, and is immediately below the Comprehensive Assessment section. You will not see GATB scores there yet, but it will eventually contain the results of the tests that scored and scanned by the DWS central office over the last several years. DWS will be loading GATB test scores currently on the mainframe to ASSET when new software is installed and tested for the scanning/scoring process several weeks from now. From that point forward, as new customers are tested and the test forms submitted to Madison, their scores automatically will be uploaded to ASSET. Workers will not be able to add data or change these fields, as they are

read-only. The only way GATB or Ability Profiler data will be added to ASSET is through the automated score, scan and upload process.

Until you receive notice from DWS, continue following the same process for submitting GATB tests to Madison and accessing the scored results via the mainframe query.

Manage Programs – TAA & Dislocated Worker

Federal reporting requires that we provide the Dislocation Date for TAA petitioners and Dislocated Workers. The need for this date prompted a change in ASSET.

Effective with the change, the TAA Program Registration page has changed field. The former End Date of employment is now renamed **Qualifying Dislocation Date**, and is the date that UI (Unemployment Insurance) recognizes as the last day worked for the employer that has been TAA certified. All new TAA Program Registrations will require this date be entered. The Title 1 Dislocated Worker registration has required this field since the implementation of ASSET last year.

Because the Qualifying Dislocation Date field (formerly shown as End Date) was not a required field, many TAA registrations do not have the information completed. Because this date is carried on the UI database, DWS will be doing a special batch process to retrieve the information from the UI mainframe and populate the field in ASSET. This batch job will be done within the next few days.

NOTE: If a change or update needs to be done on an existing TAA registration before that batch process occurs, a case manager will need to enter this date in order to save the record.

Because the old G*STARS ASSET did not require the entry of a dislocation date, there are some converted Title 1 Dislocated Worker registrations with this information missing. They too, will be populated with information from the batch UI processing.

Additionally, there is a small change on the Dislocated Worker Registration page. The question regarding Displaced Homemaker is now a required field.

Manage Customer & Manage Programs – Highest School Grade Completed

When the old ASSET was built, the table that provides a list of Highest School Grade Completed had some redundancies that made it confusing for workers to select the correct response. To help make it worse, there were no edits to ensure that the response made sense in relation to the Education Status response. (There are lots of records with Not Attending, HS dropout with a highest grade that indicated post high school levels!)

This system enhancement fixes both problems - the list for Highest School Grade Completed has been consolidated and edits are introduced for consistency with the Education Status selected.

The following Highest School Grade Completed options are available on the dropdown if either Student, High School or Less, or Not Attending, HS Dropout are selected in the Education Status field:

- No School Grade Completed
- First Grade Completed
- Second Grade Completed
- Third Grade Completed
- Fourth Grade Completed
- Fifth Grade Completed
- Sixth Grade Completed
- Seventh Grade Completed
- Eighth Grade Completed
- Ninth Grade Completed
- Tenth Grade Completed
- Eleventh Grade Completed

The following Highest School Grade Completed options are available if either Not Attending, HS Grad or Student, Attending Post HS are selected in the Education Status field:

- High School Graduate
- HSED or GED *
- 13 yrs or Post Secondary Cert
- 14 yrs or Associate Degree
- 15 years completed
- Bachelors Degree/Equivalent
- Beyond Bachelors Degree
- Masters Degree/Equivalent
- Doctorate Degree/Equivalent

*This is out of order in the actual dropdown. It will be fixed ASAP.

In making this consolidation, we converted the data that was in ASSET to these new responses. For example, both the BA and BS

degrees were converted to Bachelors Degree/Equivalent.

To decide how to respond to these new categories until a complete discussion is provided in a future ASSET Users' Guide, please consider the following as a guideline:

In general, select the appropriate level completed as determined by the degree earned. Use 14 Yrs or Associate Degree if the person has an AA and no additional credits, even if it took more than 2 years beyond HS to achieve it.

If the person has a post-secondary certificate, such as for a Certified Nursing Assistant, report it as 13 Yrs or Post Secondary Cert., even if it took less than one year to achieve.

Manage Services - Job Referral/Job Development

The Job Referral and Job Development services detail page have two questions related to Federal Job Contractor Listing (FCJL) jobs and federal jobs. Since either of these questions relates to a single job order or a single job development contact, a new edit is installed that prevents using the multiple job order referral functionality from being used if the response is Yes to either the FCJL or federal job questions.

Manage Follow-ups – Follow-up Services

Last week several new types of Follow-up services were added to the dropdown. They were just added to those that were already there. After this weekend, they should appear in alphabetical order so it is easier to find the one you are looking for.

ALL OF THESE CHANGES HAVE BEEN INSTALLED TO THE ASSET TRAINING DATABASE AS OF APRIL 15TH.

USE THE TRAINING ENVIRONMENT TO CHECK THEM OUT!