

If you are not entering a service for multiple individuals, proceed as in the past: Search for the customer for whom you wish to report a service and click on that person's PIN.

STAFF SEARCH

This enhancement is a new option on the Menu Tree and allows an ASSET user to find information about other ASSET users, including the office, telephone number, email address and staff type (if they have entered all of that information on the Staff Information screen). This can help you locate a worker in another office or WDA.

NEW FIELDS ON TAA REGISTRATION AND EXIT

Because of federal reporting requirements, a new field was added to the TAA Program Registration to clarify the date relating to the dislocation. There is now a field for the Qualifying Dislocation Date and the Most Recent Qualifying Separation Date. Here are the definitions for each field:

Qualifying Dislocation Date: The date of the first separation or layoff - including temporary layoff - from the affected employer after the impact date of the petition.

Most Recent Qualifying Separation Date: The last date of presence at work with the affected employer.

Initially, these dates may be the same. For some customers, the employer may call the worker back for some period of time and again lay them off. This may occur several times. In each instance, when the customer returns for TAA services, the Most Recent Qualifying Separation Date should be update with the last day worked.

Another new field on the TAA Registration relates to Pell Grants. If the customer has been approved to receive or is receiving a Pell Grant, the Yes response should be checked.

On the TAA Exit, two new fields were added to allow for the reporting of training information. The first question – **Did this person receive TAA approved training?** – must be completed at the time of exit from TAA. If the answer is YES, the second question appears, and asks –

Did the person complete the approved training course? Answer Yes to this question only if the person finished the training program successfully. If the person withdrew or failed to successfully complete the training, the response is No.

UI RE-EMPLOYMENT DEMONSTRATION PROJECT - NEW FIELDS & REPORT

The UI demo project will be starting on July 1 in Oshkosh and Milwaukee. The staff assigned to the demo will have a manual that fully describes their responsibilities. However, all ASSET users will see a few new fields on the Manage Customer record, Case Management tab if the customer is part of the research group selected for the project in the designated offices. The new fields relate to the person's UI referral date, assignment to a research group and the UI Profiling Score. The referral date and Profiling Score are display only. There also is a new report for this project that provides the project staff with a listing of the individuals who have been referred by UI to ASSET. It is important for all ASSET Users to note that individuals who have been referred to ASSET by UI automatically have a Manage Customer record created from the UI Benefit system information provided on the Initial UI Claim. Because UI does not collect all of the information that ASSET requires, the Manage Customer record on these new individuals is not complete.

If any case manager happens to select this individual's record before UI project staff have had an opportunity to contact the customer, it will be necessary to complete the Manage Customer record to ensure that all the required fields are entered and information on the entire record is accurate. It will be necessary to especially check the following items, as the information transferred from UI is incomplete or missing: Race & Ethnicity, Veterans Status, Highest School Grade Completed, and Current Education Status.

ALL OF THESE CHANGES ARE INSTALLED TO THE ASSET PRODUCTION AND TRAINING ENVIRONMENTS AS OF JUNE 28.

USE THE TRAINING ENVIRONMENT TO CHECK THEM OUT AND PRACTICE USING THEM.

KEEP READING - CHANGES FOR JULY 1ST BELOW

CHANGES FOR JULY 1

DISLOCATED WORKER AUTOMATED CONVERSION OF GRANT IDS

There are a number of SSR and STW Grants that end on June 30 that are being continued under through new PY 05 grants. All of the individuals who are being served under the closing grants need to be converted to the new grants. Because there are several thousand open services under several different grants, the DWS Dislocated Worker Section requested that there be an automated conversion.

Therefore, on July 1st, you will find that all open services on June 30 (that have a Dislocated Worker SRR or STW grant that closed June 30 as the fund source) have been ended effective June 30, 2004 and re-created on July 1, 2004 under the new Grant ID. All of the closing Grant IDs will be inactivated and will no longer appear on the dropdown in ASSET.

Questions regarding the conversion may be directed to Lynn Schmitt at 608 261-6733.

If there are any services that were converted but should have been closed prior to July 1 (late reporting or worker error), it will be necessary to request assistance to delete the service under the new Grant ID. This must be done using the ASSET Data Correction Form – form number DWS 13942E, found on the DWD Workweb at:

http://dwdworkweb/forms/dws/DWSP_13942_E.htm

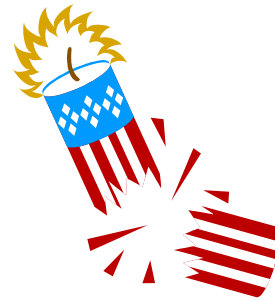
Correction forms should be sent via email attachment to: Diane.Bartels@dwd.state.wi.us

CHANGES FOR JULY 1

UI RE-EMPLOYMENT PROJECT – BATCH PROCESSING OF REFERRALS

The first download of information from UI will occur on the night of June 30 to create the ASSET Customer Record for individuals who are selected for participation in the UI Re-employment demonstration project and do not already have an ASSET record. (Oshkosh and Milwaukee designated offices only).

Only staff assigned to work in the UI project should make the assignment of the appropriate research group. However, any ASSET user may need to complete the partial Manage Customer record that is created from this batch process if the person receives services from other programs before the UI Project Staff have had an opportunity to meet with the customer.



Have a Happy July 4th Holiday!