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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 CHANGES PLANNED FOR WEEK BEGINNING NOVEMBER 22, 2004

Enhancements and fixes are moving into ASSET after close of business on Friday, November 19th. They will be in place on Monday, November 22nd.

The major changes are:

1. Manage Programs:
   Title 1, Title 3 and TAA Registration Page – New fields
   Title 1 Registration Dislocated Worker Page – New fields
2. Manage Follow-ups - Status: Many changes to format and data collected etc.
3. Staff Requests - Data Changes: Modified process to expand functionality and streamline DWS review and approval process
4. System Reports: New Employment History Report

In addition, the following minor changes and fixes also are moving to ASSET:

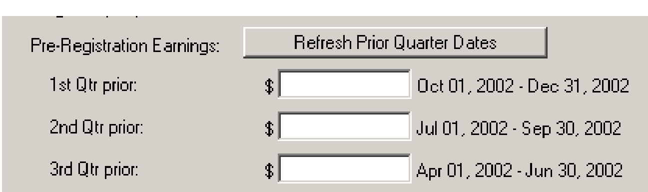
1. Manage Employment – Adds link to Federal Contractor List
2. Manage Services – Credential Check box change
3. Manage Services – Fixes sorts on Qualifying Employer, Grant ID, Contract ID in pop-up window
4. System Report for Customer Notes - Adds buttons for dates
5. System Report for Youth ISS – Corrected which services are being shown
6. Title 1 Youth Skill Attainment Goals – Change to format of performance check box

1. NEW FIELDS IN MANAGE PROGRAMS

Program performance outcomes related to earnings are not calculated until several months after the customer has exited the program. This is because of the time lag in securing the wage information from the State's Wage Record system.

Program managers want to predict performance outcomes sooner, so they can address deficiencies before the final performance measures are calculated. To address this need, several new fields are being added to ASSET Manage Programs to collect the pre-registration earnings information.

These are the new fields on each of the registration pages for Title 1, Title 3 and TAA.



The new fields are on the General Program Summary tab and collect the pre-registration earnings based on the registration date entered for that specific program.

NOTE: These fields are not required by ASSET, <u>but may be required for your program.</u>

> **For WIA Title 1 programs, check with your ASSET User Group representative for local WDB policy.**
>
> **For TAA, the Dislocated Worker Section has decided that these fields are required for all new TAA registrations.**
>
> **For Wagner-Peyser, the data is optional. Case managers might refer to this info when determining appropriate wages for a participant job referral.**

How to Complete These Fields: Once you have entered the Registration Date and checked the information in the other required fields, click on the button labeled Refresh Prior Quarter Dates. Along with each of the new earnings fields, calculated dates of the quarter for which wages should be entered appear.

Remember: These fields can be estimates. Although it might be best to get this information from the program participant, you may estimate these pre-registration earnings based on the work history information such as hourly earnings and number of hours worked each week. As a guideline, there are 13 weeks in a quarter, so if you have a person who worked the entire quarter, a quick calculation of Wage Rate X Number of Hours Per Week X 13 will yield the estimated quarterly wages.

Title 1 Dislocated Workers: For T1 Dislocated Worker registrations, the performance measure considers the pre-dislocation wages. There are new fields on the Dislocated Worker program area tab to gather this information. Instead of using the date of Title 1 Registration as the reference point, ASSET uses the Date of Dislocation to determine the dates for the quarters of Pre-dislocation Earnings.

Note that all entries into any of these fields are program-specific and are <u>not shared</u> among Programs, even if the same registration date is used for both. For example, a Title 1 DW registration and a TAA registration on the same date will have the same three quarters for pre-registration earnings. It is possible that the amount of earnings entered by different workers will not be the same. Workers might want to refer to existing registrations for open programs before entering a new Program Registration, but be sure that if you copy information over, that you correctly match the quarters by date.

Please remember that although this data can be used by staff to predict performance and program outcomes, UI wage record data is still the required data source for computing actual performance measures. Data that staff enter into ASSET cannot be used to dispute reported WIA Title 1 performance measure results if UI wage data is available for participants.

<u>2. NEW FIELDS IN MANAGE FOLLOW-UP</u>

Extensive changes have been introduced to the Follow-up Status section in Manage Follow-ups.

As soon as you open a Follow-up Status for a customer, you will see the addition of two new tabs for 2nd and 4th Quarter After Exit reporting. Most WDAs require quarterly follow-up on exiters for the first year, so these new tabs provide a location to document employment that is found for those quarters.

- **Entered Employment Overview Tab:**

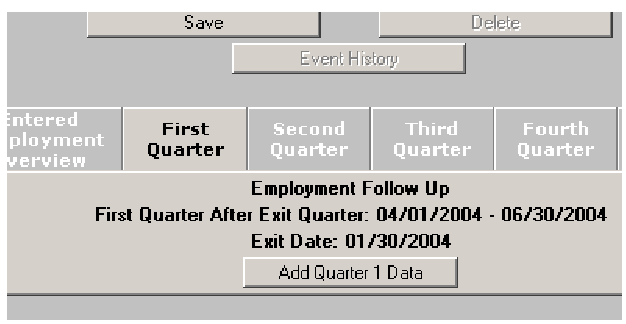
You will find that a field labeled Describe Method is no longer on this page. This field was a carry-over from G*STARS and was not necessary. In its place is a new field labeled:

***"Reason follow-up not possible at this time*:"**
Currently, policy does not exempt from performance those individuals who had a special Exit Reason, such as Died or Incarcerated, unless it is the reason the individual exited the program. This field is being introduced so we may begin capturing post-exit reasons that follow-up could not be done.

- **Quarter Tabs – All Quarters**

As mentioned above, tabs for 2nd quarter and 4th quarter follow-up information have been added. Additionally, the format of each tab has changed significantly.

When you click on one of the Quarter tabs, you will see the following information in bold print:



We have added the Exit date and the dates for that quarter. ASSET prevents data entry on the tab before the 1st day of the After-Exit quarter as shown in this area. In the example above, the person exited on January 30th, so no data may be added to the 1st Quarter Follow-up until after April 1. All employment information at exit and after should be documented in the work history in Manage Employment.

You may want to wait until the end of the quarter to get and report the most accurate information available for the After-Exit quarters. There are no edits to prevent "late" data entry as there are on other fields in the system.

Completing the Post Exit Quarterly Tabs:
There are now distinct sections for entry of data. The first section is for the WIA Title 1 Youth Program Area only. All Youth exiters must have one of these two fields completed, depending on Younger Youth/Older Youth status at registration. These are the same fields as in the past, but have been relocated to a more visible spot.

The second section is for indicating whether or not the person entered employment in the quarter. (Yes/No response)

The third section is for Supplemental Employment information for Federal Reporting. At this time, this is only used for WIA Title 1. Additional enhancements will be completed to comply with Federal reporting requirements and State policy.

The last section is for Local Management Reporting and is required for all WIA Title 1 exiters and TAA exiters. This data will be used by WDB staff to predict performance outcomes and monitor service provider activities. It is vitally important that you complete the fields in this section.

Workers need to report the information in each of these fields for each quarter. If an individual has more than one employer in a quarter, the information shown should be for the employer as of the end of the quarter, or if multiple concurrent jobs, for the most important one. However, the field for Total Wages Paid This Quarter should be the sum from all employment in the quarter. The maximum amount enterable is $99,999.00.

Remember: All employers should be included in the work history in Manage Employment.

3. EXPANDED STAFF REQUEST OPTIONS

Last month staff began submitting requests for data corrections via the new option called Staff Requests directly in ASSET. The process is working well, but needed some modification to notify workers that the request cannot be acted upon because of insufficient information. We have added a new status to denote this situation. Beginning November 22, you may have some data requests returned to you in NEEDS MORE INFO status. You will need to open the request to determine what we need to complete the review or action. (In most cases, it's a Contract ID or Qualifying Employer Name that we need to complete an action on a service.)

After you add the needed information to the Description field, reset the status to PENDING and hit save. This will route the request back.

We have added some new status categories for Central Office staff use. If the request has been routed to the Program Policy staff for review, the request will be in the new QA REVIEW status. They will change the request to NEEDS MORE INFO, DENIED or QA APPROVED. ASSET administrator staff will make the changes as directed and mark the request as COMPLETED.

****** REMINDER ******

The General Request feature means that you must periodically check to see if other workers have sent you a request to take an action on a customer's record. This means that you should review the request listing on a weekly basis, at a minimum. To do this, open Staff Requests and select the General option, and click on submit. If others have sent you a request, it will appear on the Summary page.

4. NEW EMPLOYMENT HISTORY REPORT

There is a new system report that provides workers with the ability to print a complete work history from the information in Manage Employment. You may choose to print all the records or just some based on the dates entered.

5. MISCELLANEOUS ENHANCEMENTS AND FIXES

- **Manage Employment/Federal Contractors**: We added a link to the DWD listing of Federal Contractors to assist workers in responding to this question. Clicking on the SEE LIST link pops open a DWD website that alphabetically lists employers who we have received notice as having a federal contract.
- **Manage Services - Credentials:** The question asking, "Is this activity leading to a

credential?" has been removed from all training services and from all Youth services because all of these services are federally-defined as leading to a credential. This question remains on five specific Intensive services (Basic Skills or Literacy Activities, GED Training - Stand Alone, Internships, Work Experience, and Prevocational Services). For these five services only, workers will be required to respond Yes or No before saving. Once set, the response cannot be changed except by Data Change Request to Central Office. In WIA Policy Update 04-13, which was distributed on November 5, 2004, instructions were provided for requesting corrections to participant records. If you have not been informed of this policy, you can access it at: http://dwd.wisconsin.gov/dwdwia/policy.htm

- **Manage Services** – Sorts on Qualifying Employer, Contract ID and Grant ID. When you opened these lists, they were not sorting correctly because of upper/lower case differences. This is fixed.
- **Customer Notes Summary Report**: Many workers document participant activities in Customer Notes and then print a copy to put in a paper file for use in other work sites. Workers requested that we add the Set As Today buttons so they could get to print day's notes. The buttons are now there.
- **Individual Service Strategy Fix**: The Youth ISS was incorrectly including deleted services. This has been fixed.
- **Manage Employability Plans – Youth Skill Attainments:** The Performance Related Goal indicator is now a required field, changing it from a check box to a Yes/No radio button. This was requested to help workers make fewer errors because a decision must be make before the record saves.

COMING IN DECEMBER:
SOFT EXITS FOR TITLE 3

Wagner-Peyser individuals who have are closed in all other programs and who have not received any services for more than 400 days will be soft-exited from Wagner-Peyser. Details will be provided later.

Happy Thanksgiving!