

counts. Those individuals who haven't had a contact or service with any Job Center in more than a year are probably no longer seeking our services. Soft exit inactivates these Title 3 registrations and they can be by-passed in the counts of 'Active Job Seekers'.

Eventually, we will need to purge old records from ASSET. If, in 3 or more years from now, a person's record that was soft exited on Feb 1, 2005 still has not returned to any Job Center for services, this person's record could be a candidate for removal from ASSET completely (archived off to storage elsewhere.)

Can staff still create a Title 3 Wagner-Peyser Exit?

Title 3 Wagner-Peyser staff may still go to Manage Programs and exit a person. This staff generated exit is called a 'hard exit' and should only be done if there is a reason to do so. These reasons are listed on the dropdown on the exit page. Staff in other programs should not be completing a Title 3 exit but should notify a Title 3 staff person if the customer needs to be hard exited for a specific reason.

ASSET

Staff Request Functionality:

Workers have been using the online Staff Request functionality in ASSET to request a Data Change to a customer record for a few months. In late November, we added a status of *Needs More Info* when we needed to have the worker provide specific data in order to evaluate or process the request.

When you open Staff Requests, look for the section labeled **Data Change Request(s) - Sent by You**. If the status is *Needs More Info*, please look at what has been added in the description field or response field. Central office cannot process this request until we have the requested clarification or information.

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

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

Periodically check the **General Request** option as well as the **Data Changes** 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 Staff Request listings for

both **Data Changes** and **General Requests** **on a weekly basis at a minimum.**

To do this, open Staff Requests. The Data Change type is the default and you can check for Needs More Info immediately. Then select the General option parameter at the top, and click on the Submit button. If others have sent you a request, it will appear on the Summary page.

ASSET

Error Changes Frequently Requested

Service Change Request

Workers sometimes report a service under the wrong Program or Program Area and request that Central Office staff change it to the one that it should have been. Other times, a worker will report the wrong service for an individual and asks to have it changed to a different service. In either case, Central Office staff are not able to "move" a reported service.

If the error is on an Active (not exited) record, the Case Manager should key in the correct service. Then complete a Data Change request on ASSET to ask that the incorrect service be removed. Be sure to fully explain what occurred. If the error is found on an exited record, submit a Data Change request, making sure that there is a full explanation and that all the necessary data is included to correctly report the service (Contract ID, completion status, etc.)

The Performance Goal Checkbox

For the Title 1 Youth Program, the Performance Related Goal box must have a checkmark in order for the Skill Goal to count in the Skill Attainment Performance numerator. Once a Case Manager hits the save button the field can't be changed. To request a change, click on the Staff Request ASSET menu item and complete a Data Change request.

Credential Reporting in ASSET

For WIA Title 1 Workers: All Training services automatically place the person in the credential measure. There are 5 Intensive services that may be credential-eligible, depending on the WDA policy. In order for a Credential to be counted in the Credential Performance Measure for any of these 5 Intensive services, the response must be YES to the question "Is this activity leading to a Credential." A response of

No, or No Response will exclude the participant from the performance cohort. The question must be answered at the time the service is created. This policy was implemented on November 1, 2004 (policy update 04-13) and is retroactive to October 1, 2003. If changes are needed click on the ASSET menu item Staff Request and complete the Data Change request on ASSET.

ASSET

O*NET CODING

There are a number of places in ASSET where O*NET codes are used to describe jobs. Each one serves a purpose that workers may not realize are important for the specific reason intended. A review of ASSET information indicates that workers are either omitting entry of this information or are entering 'bogus' numbers in the field (such as 99-9999.99).

- ◆ O*NET in Manage Customer: There is the opportunity to list up to 10 O*NET codes for the person. These codes should reflect the kind of work the person is seeking based on experience, training and interest.

PURPOSE: Job Matching. These O*NET codes are the ones brought forward into the Job Match function in ASSET. DWS also is designing a process in JobNet Business that would allow a search of all ASSET customers based on O*NET code for a specific job order. It is the Manage Customer O*NET fields that would be matched in this new JobNet function.

- ◆ O*NET in Manage Follow-up Status: Once a person has exited, programs requiring follow-up report the employment status for each quarter following exit for up to 5 quarters. On each of the quarterly report tabs in Manage Follow-ups, if a person is reported as being employed, the O*NET code should be listed for the job that person has in that quarter.

PURPOSE: Federal Reporting. The WIA Title 1 and TAA federal reports have fields for reporting the O*NET of the occupation. At present, we are not providing acceptable numbers for federal reports. This means that DWS may have to modify ASSET to make O*NET a required field on these records.

- ◆ O*NET in Manage Services: Whenever a Training service is reported for an individual, a field for entering the O*NET code of the training is provided. Because it is not a required field, workers most often leave it blank.

PURPOSE: Reporting and local agency management. The type of occupations for which training is being provided is useful information for program planners. Program operators need to evaluate whether individuals who received training in some occupational fields have more successful results than trainees do in other occupations.

Other places where you might use an O*NET code in ASSET:

- ◆ O*NET in Manage Assessment: The code listed for each Employment Goal is for the customer's employment planning and should reflect the type of jobs the person is seeking or for which the person is being trained.
- ◆ O*NET in Manage Employment: Each job in the work history has a place for an O*NET code. This helps to better define the type job this person had or gains while participating in a program. Job Titles alone are not enough.

ERS/WJOS BECOMES JOBNET BUSINESS

Even though the Employer Record System (ERS) and the Wisconsin Job Order System (WJOS) share a common database, they have separate user applications (screens) for staff to enter data. Work is underway to merge the two systems into a single system application that will combine functionality. This means workers will have to sign on only once to record information about employer records or job orders. More importantly, it means that we can build the web pages using tabs – like in ASSET, so the long, scrolling pages are unnecessary.

To give the new system a fresh start, DWS has decided to name it JobNet Business. Watch for announcements about JobNet Business in the next few months.

“THINK SPRING”