

ASSET Youth Test Scores- A new page under Manage Assessments that is accessed by clicking on the Add Test tab on the Assessment Summary page. This page captures information related to General Program Information, and General Youth Test Score Information. Included is the Pretest overview, with Post Test for years 1,2 and 3 tabs.

Test Category – This is a required field and is located on the Youth Test Scores page. It has 2 category types for the test administered. Staff must select either an ABE or ESL category.

Pre-Test Overview-Tab located on the Youth Test Scores page. At least one educational functional area is required when reporting Numeracy/Literacy. Two additional functional areas may also be added.

Assessment Tool – This field is located under the Pre-Test Overview tab and a response is required. It will identify the name of the test that was administered. Available choices are based on the Test Category selected.

Functional Area: Required Field located on the Pre-Test Overview tab. This field describes the educational functional area tested.. Choices are based on the Assessment Tool selected.

Test Form – A required field, and applicable when TABE is the Assessment Tool selected. It is the version of the test TABE that was administered.

Score – A required field. This is the score of the test listed from the Functional Area. The number range input is based on the Assessment Tool and Functional Area selected.

Date Administered – Required field located on the Pre-Test Overview tab. This is the Date that the test was administered.

Grade Equivalent – Required field located on the Pre-Test Overview tab. This is the Equivalent grade level for a given score. A number range that may be input is based on Assessment Tool, Functional Area, and Score.

Educational Functioning Level – This field is system generated and corresponds to a given Grade Equivalency. System calculated.

Please refer to U.S. DOL TEGL 28-04 Attachment D for additional Literacy/Numeracy information/guidance.

ERS/WJOS to JOBNET BUSINESS

JobNet Business, which combines the existing Employer Record System and Wisconsin Job Order System, will be implemented on Monday, November 14, 2005 for both staff and employers.

Staff training will take place in the weeks preceding implementation. All training will be self-paced and computer-based, meaning it takes place at your workstation. A training environment will be available for staff to practice entering job orders and managing employer records. Two Wisline or Wisline Web sessions are also planned, to give staff an opportunity to ask questions of the implementation team.

Training materials will be available on the JobNet Business site for employers. The employer side will have a fresh look, including the same color scheme as JobNet 3.0. Employers who are currently registered will not need to register again. Informational notices about the new system will begin appearing on the WJOS employer login page in late October.

Call Centers Updates

On July 1, the contact phone number changed for ASSET and JobNet staff. The new number to call is 608-261-6317.

STAFF REQUEST FUNCTIONALITY

**** 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.

Dislocated Worker Roundtable 9/28/05 in Wausau at the Plaza Hotel and Suites

PERFORMANCE UPDATES

September 10, 2005 is the deadline for updating participant records for the PY04 Annual Report. All staff changes must be completed by 3:00 pm. After that time, the PY04 data will be frozen; no further changes will be permitted to those records. DWS must submit the report to U.S. DOL on September 30th; the final performance reports will be distributed to ASSET User Group representatives the following week.

We are under extremely tight deadlines for programming the reporting specifications for the PY05 1st quarter performance report, and still have a number of questions that U.S. DOL has not answered. The priority is producing the actual report that must be submitted to U.S. DOL by November 14th. This means that the participant performance files you usually receive may not be available for several weeks after that. We are doing our best to make all the necessary changes in a timely fashion and appreciate your patience as we strive to complete the transition to comply with U.S. DOL's common measures policy requirements.

POLICY UPDATES

An updated draft of the Supplemental Data Technical Assistance Guide was distributed to ASSET User Group representatives on September 2nd. The TAG is posted on the web at: <http://dwd.wisconsin.gov/dwdwia/>.

A draft policy update on the All-Youth Literacy and Numeracy Gain performance measure requirements was distributed for 30-day review and comment on August 24, 2005. WDB staff, youth service providers and case managers are encouraged to review this proposed policy and submit comments to DWS. The deadline for comments is September 25, 2005. A complete text of the proposed policy is available on the web at <http://dwd.wisconsin.gov/dwdwia/>.

ROUNDTABLE/CONFERENCE DATES

Dislocated Worker New Employee Training 9/27/05 in Wausau at the Plaza Hotel and Suites