



were added to meet the Federal reporting requirements.

**Current Education Status-** To access this field click on Manage Customer, and then select the Case Management tab. This field is also located on Manage Programs, on the General Program Summary page in ASSET. The response of "In-School, Alternative School" was added to meet the Federal Reporting requirements. This field is not updatable once a participation date is set.

**JobNet:-** The application was changed to include "Attending Alternative School" as an option on the current education status field.

**Highest Grade Completed:** To access this field click on Manage Customer and select the Case Management tab. To access the field under Manage Programs select the General Program Summary tab. Three (3) new responses were added. If the response in the Current Education Status field at registration is either 'Attending Post High School', or "Not Attending, High School Graduate" one of the following responses may be selected: "Attained High School Diploma", "Attained Certificate of Attendance/Completion", and "Attained other Post-Secondary Degree/Certificate". The changes were made to meet the Federal Reporting requirements.

### **MANAGE PROGRAM EXITS:**

**Recalled Layoff Employer (TAA):-**This field is located under Manage Program Exits, on the Program Exit Details page in ASSET. The field is new and a response is required. The responses available for selection are: Yes, No, and No Response. The No Response is used as the default. The changes were made to meet the Federal Reporting requirements.

**Exit Reasons Other than Completions-**As a result of the Common Measures, the same exit reasons will be used for Title 1, TAA, and Title 3 programs. The Exit Reason field is located on the Program Exit Details page. The responses include the following: Institutionalized, Health/Medical, Deceased, Family Care, Reservists Called to Active Duty, and Relocated to Mandated Residential Program

**Educational Status at Exit-**This is a new field that is located on Manage Program Exits, on the Program Exit Details page in ASSET. The

responses to the field include: Attending High School or Less, Attending Post High School, Not Attending/Dropout, Not Attending, High School Graduate, and In-School, Alternative High School. The field and the responses were added to ASSET to meet Federal Reporting requirements.

### **FOLLOW-UP STATUS:**

**Training Related Employment-**This field is located on Manage Follow-ups under the ASSET Menu. To access this field click on the Follow-Up status option and then click on the Entered Employment Overview tab. The two responses of "Training Did Not Impart Job Specific Skills", and "Relationship of Job to Training Not Determined" were deleted. The current responses to choose from are Yes or No.

**Youth Placement/Retention-**This field is located on Manage Follow-Ups under the ASSET Menu. To access this field click on the Follow-Up Status, for the appropriate Program Name. The changes to this field were the deletion of responses from both the Younger Youth and 1 Older Youth fields. The Younger Youth deletions were "Entered Unsubsidized Employment" and "Did not enter 1-5 above". There response deleted from the Older Youth field was "Did not enter further training".

The new responses are: Entered Post Secondary Education, Entered Advanced Training, Entered Military Service, or Entered a Qualified Apprenticeship.

**Follow-Up Credentials-** This field is located on the Manage Follow-ups, Follow-up Summary page and then by clicking on the Add Follow-up Credential tab. The Follow-up Credential page field has 2 changes. They are: "Approved Youth Certificate", and the previous response of "Skills Certificate was reworded to read "Occupational Skills Certificate or Credential".

### **MANAGE PROGRAMS:**

**Out of School Youth-**This field is located on the Title I Youth Program Registration page in ASSET. The change to this field is that the response to this will not be updatable once a participation date is set for Title I.

**Disabled Youth**-A new response was added to the to Disabled Youth field. "Undisclosed/Not Identified" is a new option and may be used for individuals who prefer not to identify their disability status.

### MANAGE SERVICES:

**Support Services**-Two (2) new services were added to the Support Services category list that will establish a TAA participation date and puts the individual into the TAA Performance Measures: They are Subsistence, and Transportation Assistance.

### Title 3 Soft Exits:

On February 1, 2005 Title 3 Wagner Peyser begin "soft exiting" individuals who had not used Touchscreen or JobNet 3.0 or had not had any reported service from any program for more than 400 days. The timeframe for inactivity has been changed to 90 days to meet Federal requirements. The first batch run will be at the end of October.

## Call Centers Updates

On July 1, 2005 the contact phone number changed for ASSET and JobNet staff. The new number to call is 608-261-6317. ASSET User's should select menu item 3.

## THE 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 if you are an ASSET user, 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.

## PERFORMANCE UPDATES

The PY04 WIA Title 1 Annual Report was submitted to U.S. DOL on September 23, 2005. Wisconsin met or exceeded all performance measures this year.

Data Validation season began on October 1<sup>st</sup>. The sample has been drawn and you will soon receive notification regarding files that DWS will need to review. The process will be the same that was used for last year's data validation effort. The sample includes a number of participants for whom supplemental employment data was reported in ASSET. Please be sure that you have included the required documentation in all customer files.

We continue to be under extremely tight deadlines for programming the reporting specifications for the PY05 1<sup>st</sup> 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 14<sup>th</sup>. 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

A draft policy update (05-08) which addresses the definition of Family, Family Care, and Health/Medical Conditions that exclude participants from performance measures was circulated for review and comment at the end of September. The due date for your comments is October 28, 2005. Since this policy affects WIA Title 1, Title 3 and TAA participants, staff who work with customers in any of these programs are encouraged to review the proposed policy and submit comments and suggestions. The draft policy is posted on the web at: <http://dwd.wisconsin.gov/dwdwia/>.

## ROUNDTABLE/CONFERENCE DATES:

### WIA Orientation & Program Administration

Wednesday, November 9<sup>th</sup>, 9:30 A.M -3:45 P.M.  
Raintree Resort and Conference Center  
1435 Wisconsin Dells Parkway  
Wisconsin Dells, WI. 53965

**WIA Workforce Programs Roundtable**

Thursday, November 10th, 8:30 A.M-3:30 P.M.

Raintree Resort and Conference Center

1435 Wisconsin Dells Parkway

Wisconsin Dells, WI. 53965