JOB CENTER SYSTEMS INFOLINE

Job Center Systems Business Area

Department of Workforce Development
Division of Workforce Solutions
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Bureau of Workforce Programs
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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!

MARCH 2006 EDITION

ASSET UPDATES

The following changes were made in ASSET overnight on March 2, 2006).

ASSET ITA Administration Tools-and the subtitle **Manage Program Providers** were removed and are no longer viewable under the ASSET Menu tree. Since this function was accessible to DWS Administrative staff only it made sense to remove it.

MANAGE EMPLOYABILITY PLAN

Employability Plan Summary Individual Training Account- The functionality was changed. Staff now needs to **Save** the information on the ITA Overview tab before clicking on the ITA Services tab. If staff fail to save the information the following error message appears: **You can not Add an ITA Service until you save ITA Overview!**-

In addition, ASSET is using the new ETP application in displaying a list of Eligible Training Providers when using the ITA functionality. When you select an ITA Program ID, the ITA Program Provider Lookup table that pops up has a Detailed Info link that opens to the State's ETP page.

Manage Programs

WIA Title IB Youth Program Registration- Underemployed was added as a field to the Youth Registration. This is a radio button that is defaulted to No Response. Staff should change the response on Active/Open records when appropriate, to reflect their participant's status at participation.

New Project Fields- Two new fields have been added to the Title 1 Adult registration page. The fields are MJDI and WISCAP. They are only for use by workers in those two projects. They appear as yes/no radio buttons, and are defaulted to No.

ASSET SYSTEM REPORT

Soft Exited Report for Title 3- This report is located under System Reports on the ASSET Menu. Soft Exits are performed on services when there is a most recent date of service more than 90 days in the past.

MANAGE FOLLOW-UPS

Follow-up Status-Users will now be able to add/ update Follow-up Status for up to 30 months after program exit instead of the current 6 quarters after exit.

JOBNET BUSINESS UPDATES

Several changes and enhancements have been made to JobNet Business, both the staff and employer versions, since implementation on November 14, 2005. Staff was alerted to the changes via the ERS/WJOS Email Distribution List. To view the messages, or to sign up to receive future messages, please go to **www.wisconsinjobcenter.org/erswjos**.

ROUNDTABLES/CONFERENCES

The next Workforce Programs Roundtable is scheduled for **Tuesday, October 10, 2006**. This Roundtable will be held at The Plaza Hotel and Suites in Wausau, WI.

CONTACT INFORMATION:

If you need additional information about these changes, please call the ASSET Call Center at 608-261-6317, and select Menu Item 3. Or, email Diane.Bartels@dwd.state.wi.us or Matt. Mita@dwd.state.wi.us.