

Department of Workforce Development  
Division of Workforce Solutions  
P.O. Box 7972  
Madison, WI 53707

Bureau of Workforce Programs  
[Diane.Bartels @dwd.state.wi.us](mailto:Diane.Bartels@dwd.state.wi.us)

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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!](#)

## JANUARY 2007 EDITION

### ASSET UPDATES:

(These Changes were made to both the Production and Training environments in ASSET over the weekend of January 27-28).

**Manage Customers**-An edit was added on the Date of Birth field. The Manage Customer record won't be saved if the individual is less than 9 years of age.

A new response value was added to Highest Grade Completed field in ASSET. The response is "Attained Associates Diploma/Degree." The new response is located on the Case Management Info tab, on Manage Customer.

**Manage Assessments**-Edits were relaxed on both the Literacy/Numeracy pre and post-test tabs. A pre-test should be administered 6 months prior to or 60 days after the date of first youth service. The post test information can be entered in ASSET at any time during participation or up to 1 year of the anniversary date of the first youth service.

**Manage Program Exits**-Re-named "Manage Exits" on the ASSET menu. A worker will no longer be able to enter an exit in ASSET. Instead, the exits will be system generated (via batch run).

The system generated exit occurs when a participant has not received a funded service by any program for 90 consecutive calendar days.

The Exit batch will also overwrite the Program Area End Date if the Exit Date is greater than the Program Area End Date and auto-fill Program Area End Date if null.

The change is to meet the requirements as by the U.S. DOL (Department of Labor). DWD policy, number 06-03 can be found at: <http://www.dwd.state.wi.us/dwdwia/>.

For the interim, we recommend that staff record the placement ( exit) information in the comments section under Case Notes as the data may be needed once the exit screen is available.

Separate Exit screens for each of the programs are no longer available in ASSET. One exit screen is generated at the time of the exit and contains fields

that are necessary to meet each of the program reporting requirements.

The two nested questions on the Exit screen related to TAA were deleted. The first question asked if the participant had received approved TAA training. If the response is "Yes" a second question appeared asking if the participant had completed the training? These questions were deleted as they were redundant and appear under Manage Services on the Training services screen in ASSET.

The Educational Status field at Exit will no longer be populated when the system exit is generated. Staff who work with Younger Youth (YY) programs will need to key in the correct educational status response at exit.

Failure to enter a response may impact the Younger Youth Diploma Attainment Rate and the Younger Youth Retention Rate measures

The field "Exit Reasons other than completion," for Title I and TAA, and "WIA Title 3 Inactivation Reason" was re-named "Exclusion Reason".

The field "Retired" was re-formatted and changed from a checkbox to radio buttons.

**Manage Programs**-A new value was added to the Highest School Grade Completed Field in ASSET. The new value is "Attained Associates Diploma or Degree" and is located on the Program Summary tab of the Program Registration.

**Manage Follow-Up Services**- The edit that prevented Follow-up services from being entered prior to a program exit was removed. Staff will now be able to enter a follow-up service at any time during participation or after the system exit has occurred.

A participation date must be present to record a service to the Follow-Up service section in ASSET. (policy 06-06 related to acceptable follow-up services can be found at: <http://www.dwd.state.wi.us/dwdwia/>).

**Manage Follow-Up Status** – This screen won't be available until a system generated exit (via batch run) has occurred. This screen is common to each of the program areas that use ASSET.

Separate Follow-Up Status screens for each of the programs are no longer available in ASSET. The screen now contains fields that are necessary to meet each of the program reporting requirements.

The field "Exit Reasons other than completion," for Title I and TAA, and "WIA Title 3 Inactivation Reason" was renamed "Exclusion Reason".

The field "Retired" was re-formatted and changed from a checkbox to radio buttons.

**Manage Services**-The Core Staff Assisted service, Follow-up Services, was removed from the Support Services category in ASSET. Staff requested the deletion of this service as it was a service that was typically recorded under the Manage Follow-Up, Follow-Up Services section in ASSET.

**Planned GAP in Service Reporting** –Guidance was provided for the "Planned Gap in Service" definition. (policy 06-06 can be found at, <http://www.dwd.state.wi.us/dwdwia/>) The policy definition is:

"A participant should not be considered as exited if there is a gap in service of greater than 90 days If one of the following circumstances:

1. Delay before the beginning of training;
2. Health/Medical condition or providing care for a family member with a health/medical Condition; and
3. Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service.

A planned gap in service must be related to one of the three circumstances listed above and should last no more than 180 consecutive calendar days from the date of the most recent service. However, grantees may initiate a consecutive gap in service for an additional 180 days for the participant to resolve the issues that may prevent the participant from completing program services that lead to employment. All gaps in service that occur and the reasons for the gaps must be documented, including the participant's intent to return to complete program services.

**Staff Request**- A response was added to the Filter by Status field, on the Request Summary screen in ASSET. The new response is "Withdraw." A Case Manager will be able to withdraw a staff request that was created in error. This functionality is only available to a case manager/service provider.

**Soft Exit Warning:** Re-named "Exit Warning" on the ASSET menu. The Exit Warning report includes all programs in ASSET including Veterans, for both

DVOP and LVER. This report is updated every night via a batch run.

**Soft Exited:** Re-named "Exited" on the ASSET menu. The report was also expanded to include exits for all programs in ASSET.

**Veterans Report:** The system report calculation was changed to include Recently Separated Veterans based on their WIA Title 3 Registration Date, instead of the participation date.

### **JOBNET UPDATES:**

An edit was added on the Date of Birth field. A Customer record will only be saved when the age of the individual is at least 9 years of age at registration.

A new response value was added to "Highest Grade Completed" field in JobNet. The new response is "Attained Associates Diploma/Degree."

### **JOBNET BUSINESS UPDATES:**

A number of fixes and enhancements were implemented on January 16<sup>th</sup>. For a summary of the changes, go to: <http://www.wisconsinjobcenter.org/jobnetbiz/archive/011607JNB.pdf>

### **PERFORMANCE UPDATES:**

Last October, DOL terminated its contract for Wage Record Interchange System (WRIS) management with the National Association of State Workforce Agencies (NASWA). New data sharing agreements have been distributed for State UI and Performance Agencies to sign. Wisconsin signed its agreement on December 15, 2006.

If you receive NASWA newsletters and bulletins, you are aware that this change in WRIS management has disrupted the flow of wage record data. Changes in States' UI personnel and new UI wage record regulations have raised new concerns about UI wage record security and confidentiality. Consequently, a number of states have stopped submitting their wage record data to the WRIS until these concerns are addressed to their satisfaction.

DOL is taking steps to address other States' concerns about the new agreement language and management of WRIS. Their goal is to have this resolved prior to the publication of the PY06 Annual Report.

In the mean time, we expect to see some drops in our performance results. As of January 12, 2007 the following states have signed agreements: Alaska, Arkansas, Florida, Idaho, Illinois, Indiana, Kansas, Kentucky, Minnesota, Missouri, Montana, Nebraska, Ohio, Oklahoma, Oregon, South Dakota, Texas, Wisconsin and Wyoming.

We will be monitoring this situation closely over the next several months and are considering a number of options if State and/or WDB performance declines because of the lack of WRIS data.

### **ITA/ELIGIBLE TRAINING PROVIDERS:**

#### **WIA Regulatory Change Proposal**

The Department of Labor in December 2006 sought comment on a set of WIA regulatory changes, two of which may impact Wisconsin's Statewide List of Eligible Training Programs (ETP). The proposal is to remove references the 18-month time limit on the initial eligibility of training providers to clarify that the Governor has maximum flexibility within the law to establish methods for maintaining the eligibility of providers on a Statewide ETP List, with input from Local Boards. In addition, there is a proposal to permit Youth eligibility for Individual Training Accounts (ITAs).

The comments were prepared for the Department of Workforce Development's Secretary's Office in mid-January, and are due to DOL in February.

#### **Statewide List Statistics**

(<http://www.wisconsinjobcenter.org/ita>)

In calendar year 2006, 251 programs were added to or modified on Wisconsin's Statewide List of Eligible Training Programs (ETP). The most active WDAs were Milwaukee (86 programs) and West Central (60), accounting for more than half of the total.

Since September, 2006, updates to existing applications on the list has been increasing. These changes are typically in the form of a new tuition rate, or new contact information for the program. And, many schools have asked for programs to be inactivated.

The new database now holds just over 3,000 active programs from over 400 training providers. While majority of the training programs on the Statewide List are offered by Wisconsin's Technical Colleges, there is a growing number of applications received for distance learning opportunities from providers both inside and outside Wisconsin.

Comments regarding the new ITA website may be sent to Mark W. Wurl ([mark.wurl@dwd.state.wi.us](mailto:mark.wurl@dwd.state.wi.us)).

### **TAX CREDIT INFORMATION:**

(<http://www.wisconsinjobcenter.org/jobnetbiz/archive/EITCposter.pdf>)

The Wisconsin Department of Revenue has drafted information designed for distribution through Wisconsin Job Centers. The link is found above.

It announces how to receive Earned Income Tax Credit and Wisconsin Homestead Tax Credit information, and how to receive free VITA tax preparation assistance. The information was designed to appear as a poster or a handout preferentially positioned near JobNet computers in Resource Rooms.

For additional information, contact Bob Plakus at 608/267-3708.

### **CMDR UPDATE:**

When staff attempt to access CMDR the following system message appears: The web address for CMDR has been updated to reflect the name of the system to <https://www.dwd.state.wi.us/cmdr>.

- ❖ The system has been updated to use new technologies to retrieve data from host systems.
- ❖ Response times to retrieve data should be faster than previous releases of CMDR.
- ❖ Access to Child Care information has been restored.

U.I. Benefits and New Hire data is not available as the UI Division will no longer share data with the CMDR system. Data security is their main concern as laws prohibit the sharing of information.

A future meeting is scheduled to discuss maybe an indicator of some sort that says UI/New Hire data found but will not display the detail data.