

JOB CENTER SYSTEMS INFOLINE

Job Center Systems Business Area

Department of Workforce Development
Division of Employment & Training
P.O. Box 7972
Madison, WI 53703

Bureau of Program Management & IT Coordination
Diane.Bartels@dwd.state.wi.us

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 DET COMMUNICATIONS. [Please be sure to pass this information on to whoever needs it!](#)

JULY 2007 EDITION

ASSET UPDATES:

(These Changes were made to Production over the weekend of July 13-14).

O'NET Auto Coder- The O'NET code look-up functionality was added to 5 screens in ASSET. Auto-Coder is available on the following screens:

Manage Customer- (Case Management Info tab)
Manage Employment
Manage Employability-(ITA Overview tab)
Follow-Up Status-Follow-up (Quarter tabs)
Manage Services.

When a worker enters a Job Title and uses either the Tab or Enter keys the Occupational Category field updates and reads; "Please select an Occupational Category." Selecting an occupational category from the list will auto-populate the O'NET field with a code that corresponds to the Occupational Category selected.

Another new function is that staff can indicate if the code selected relates to the customer's area of Interest, Training, or Experience. A code entered in error it can be removed at any time.

The fields in this section are not required. [The "Link to O'NET"](#) option remains as an option for staff to view and/or select additional codes, if preferred.

Manage Exits - A Planned Exit screen is available for staff to record pre-exit information prior to the system generated (90 day) exit. A Planned Exit shouldn't be completed until staff are relatively certain that the participant has completed **all** program services (includes any Job Center partner agency funded service).

It is important that worker's review the information on the Planned Exit screen prior to the system automated exit because the information entered on this screen will auto-populate to the ASSET Exit Details screen.

Manage Services- "All Services" was added to the Service Category field under Manage Services.

Selecting the "All Services" response retrieves a set list services available for a specific program/program area that an individual is registered for in ASSET. A checkbox was also added under Title 3 service eligibility screen. If the box is checked the service list returned are services that are Veteran Specific Services.

SYSTEM REPORTS:

Exited – Clicking on the PIN on this report takes user's to the Exit Details screen in ASSET. Staff should review the screen for accuracy of data and make changes if needed

A Language change was made to the "Exit Created in" field on the Exited report in ASSET. The following language changes were made:

- a) Changed 'One month' to 'Current month'
- b) Changed 'Two months' to 'Last month'
- c) Changed 'Three months' to 'Two months ago'

Exit Warning – The PIN on this report is a hyperlink. Clicking on the PIN will take users to the Service Summary screen in ASSET. Staff should review the services and make changes/updates as needed.

JOBNET BUSINESS UPDATES:

America's Job Bank Phase-out – Beginning July 1, 2007, the America's Job Bank (AJB) is no longer available. In its place is a list of other similar websites that customers can access to obtain similar services.

A replacement system, called JobCentral, became available on July 1, 2007. Staff should note that the services we currently receive from AJB will be provided by JobCentral located at <http://www.JobCentral.com/>.

ITA UPDATE:

At the request of Wisconsin Indianhead Technical College, several changes were made to the school's programs listed on our Statewide List of Eligible Training Programs (ETP) at <http://www.wisconsinjobcenter.org/ita>.

The following programs were "suspended" (making it unavailable for system users to view), updated with new information, or are new programs:

SUSPENDED WITC PROGRAMS

151-013 Electronic Servicing
151-020 Mechanical Computer Drafting
151-022 Medical Secretary
151-036 Electrical-Industrial Apprenticeship
151-039 Computers: Absolute Beginner
151-041 Excel 2000-Beginner
151-042 Word 2000-Beginner
151-043 Intro to Computers
151-044 Electronics-Computer
151-045 Intro to Computer Repair
151-047 Travel Agent
151-048 Advanced Activities Professional Director
151-050 Medical Coding Specialist
151-053 Medical Transcription
151-056 Recruit Academy X
151-057 Recruit Academy II
151-058 Recruit Academy III
151-059 Recruit Academy IV
151-061 Recruit Academy VI
151-062 Recruit Academy VII
151-063 Recruit Academy VIII
151-064 Recruit Academy IX
151-070 Self Employment/Small Business
151-075 Computers: Intro to Computers
151-077 Early Childhood Education (Accelerated Evening Option)
151-078 Early Childhood Education (Accelerated Daytime Option)

UPDATED WITC PROGRAMS

151-008 Information Technology-Computer Support Specialist
151-009 Information Technology-Network Support Specialist
151-010 Information Technology-Web Analyst Programmer
151-046 Medical Transcription
151-052 Web Design
151-054 Medical Coding Specialist
151-065 AutoCAD Drafting

151-072 CNC Manual Programming
151-074 Self-Employment/Small Business
151-079 Personal Care Worker
151-082 Microsoft Office

NEW WITC PROGRAMS

151-084 Business Management
151-085 Industrial Automation, Controls, and Networking

July, August are busy for new ITA info

Historically, the late summer months have been the busiest for adding new ITA programs or updating existing information. The surge begins in July and accelerates in August, all in anticipation of the new school year.

In the past, the majority of the activity has been to add new programs. This year, the forecast calls for a mix of new programs along with updates to existing programs (similar to the WITC programs activity above).

Much of the change activity experienced lately has included harvest of programs no longer offered, and updates to contact persons, tuition rates, completion rates, and modification of the course description.

Any training provider that would like information on how to update an existing program may call either their WDB contact, or Mark W. Wurl at 608/266-4497 (mark.wurl@dwd.state.wi.us).

PERFORMANCE UPDATES:

On June 27, 2007, DET concluded its performance negotiations with the U.S. DOL. Negotiations with the local boards will begin on or shortly after July 1, 2007.

The U.S. DOL raised the stakes for the PY07-08 negotiations using past program performance figures as well as year-to-date PY06 performance results as the starting point for the discussions. Thus, local staff will see some substantial increases in the goals DET must strive to achieve for the next two program years.

PROGRAM UPDATES:**USDOL Publishes New Lower Living Standing Income Level (LLSIL)**

USDOL has published the annual Lower Living Standard Income Level (LLSIL) for uses under

the Workforce Investment Act (WIA). WIA defines the term "Low Income Individual" as one who qualifies under various criteria, including an individual who received income for a six-month period that does not exceed the higher level of the poverty line or 70 percent of the LLSIL. The latest issuance, which was published in the June 4 *Federal Register* is effective immediately, and provides the Secretary's annual LLSIL for 2007 and references the current 2007 Health and Human Services "Poverty Guidelines."

The LLSIL is used for several purposes under WIA. Specifically, WIA Section 101(25) defines the term "low income individual" for eligibility purposes, and Sections 127(b)(2)(C) and 132(b)(1)(B)(v)(IV) define the terms "disadvantaged youth" and "disadvantaged adult" in terms of the poverty line or LLSIL for state formula allotments. The Governor and state/local workforce investment boards (WIBs) use the LLSIL for determining eligibility for youth, eligibility for employed adult workers for certain services and for the Work Opportunity Tax Credit (WOTC).

For a copy of the *Federal Register* notice containing the 2007 LLSIL, go to:
<http://a257.g.akamaitech.net:80/7/257/2422/01jan20071800/edocket.access.gpo.gov/2007/E7-10662.htm>

OTHER UPDATES:

DET Call Center Changes – Beginning July 1, 2007, the telephone number for the ASSET and JobNet Business Call Center changed. The new number is 608-267-9690. Select option 1 for ASSET and option 2 for JOBNET Business assistance.