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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!](#)

## DECEMBER 2007 SPECIAL EDITION

### ASSET UPDATES:

(These Changes were made to Production the weekend of December 15th).

**Manage Assessments:** The functionality and page format was changed. Effective immediately there will only be one current version of a Comprehensive Assessment at any given time. In addition, the goals on the Employability Plan Report (System Report) are drawn from the current version.

The following summaries define the Assessment field functionalities:

#### Add Assessment

This field permits only 1 current Comprehensive Assessment during an episode. . To add your Comprehensive Assessment click on the Add Assessment button and the Asset Details page displays. The 2 areas to record assessment information are; the Occupational/Educational Assessment Overview and the Supportive Service needs areas. The Occupational Educational Testing Results tab was removed and is a separate field where test scores can be posted under the Add Test Score button.

#### Add Copy of Most Recent Assessment

Staff with Update level profiles can create/update the new Comprehensive Assessment in this field by using values from the most recent historical assessment as the default values. The button is grayed out whenever a current Comprehensive Assessment is present.

#### Historical Assessments

When an exit occurs, the current Comprehensive Assessment becomes archived. The archived assessment is available in View form only and cannot be updated by local staff.

An ASSET Administrator (state staff) has the ability to make an archived Comprehensive Assessment current, provided a current Assessment isn't present.

Event Tracking was added to all non-text fields on the Assessment so that ASSET user's can see when changes were made to the Comprehensive Assessment and what fields were changed. Event Tracking is viewable to all staff, with the exception for Confidential records, for both current and archived.

**Manage Services:** Both the National Emergency Grant (NEG) and Special Reserve Response (SRR) as a Fund Source is no longer an available option when the Service type selected is Core Self or Informational.

**May the Memories you make during the Holiday Season remain bright and beautiful throughout the New Year!**

