

JOB CENTER SYSTEMS INFOLINE

Job Center Systems Business Area

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THIS IS AN INFORMAL E-FLYER THAT IS MEANT TO UPDATE THE SYSTEM USERS ABOUT UPCOMING EVENTS, POLICIES AND HAPPENINGS RELATED TO OUR JOB CENTER SYSTEMS. OFFICIAL POLICY IS TRANSMITTED THROUGH REGULAR DET COMMUNICATIONS. [Please be sure to pass this information on to whoever needs it!](#)

JUNE 2008 EDITION

ASSET UPDATES:

(The following changes were recently made to our Job Center Systems. The ASSET User's Guide was updated to reflect these changes).

MANAGE PROGRAMS:

Youth Program Registration

The edit that prevented staff from making a change to the "Basic Skills Deficient" field, if the selected response was "No" was removed. However, if the selected response is "Yes" the field updates, becomes grayed out, and not accessible. To request a change to this field, complete and submit a Staff Request to your local designated "Approver" staff.

Adult Program Registration

A new field was added to the Adult Program Registration page. It is called the "Milwaukee Corrections Pilot Project. This field should only be used when the individual being served meets the criteria for the project.

Youth Age Status

In ASSET, the "Age at Date of First Youth Service" field is now calculated by subtracting the individual's date of birth, from the first youth service date. The service must have an actual begin date and is greater than the design framework level (must be one of the program element services, or other applicable services).

MANAGE EXITS:

ASSET Exit Details

The Education Status at Exit field, on the Exit Details page will require a response if the participant is a Youth Program participant (ages 14-21).

MANAGE ASSESSMENTS:

Comprehensive Assessment Section

The Comprehensive Assessment includes Occupational/Educational and Supportive Service Tabs.

The 3rd tab, the "Occupational/Educational testing results were removed and re-located under the ASSET Assessment Summary page, Test Scores-Occupational/Educational section.

Literacy/Numeracy- Post-Test years were added. Instead of having 3 years to record post-test information, staff can now enter 5 years of testing results.

ASSET ON-LINE SYSTEM REPORTS:

All of the ASSET System Reports have been updated to reflect changes that have occurred in ASSET for the past year.

JOBNET/JOBNET BUSINESS UPDATES:

Many changes were made to JOBNET Business. The announcements can be found at:

<http://www.wisconsinjobcenter.org/jobnetbiz/>.

TRAINING UPDATES:

Performance training sessions have been completed in Bay Area, South Central, Fox Valley and Northwest WDA. More sessions are scheduled throughout the summer and early fall in most of the remaining WDAs. Contact your WDB representatives for training dates in your area.

POLICY UPDATES:

DET has distributed two draft WIA Policy Updates for public review and comment: WIA Policy Update 08-03, which provides clarification on the WIA 5% eligibility window for youth (comments due by 6/30/08) ; and Policy Update 08-04, which contains new information and details about the Youth Literacy and Numeracy Gains measure (comments due by 7/7/08).

PERFORMANCE UPDATES:

The PY07 4th quarter reports will be distributed in early August. Staff will have approximately 30 days from that point to correct data and clean up their records. All correction requests must be processed by September 10th, which is the cut-off date, so please do not wait until this date to submit Staff Change Requests if Call Center and QA staff approval is required.

All WIA Technical Assistance Guides and the Performance Measure Map have been updated to reflect changes in policies and reporting requirements. The All-Youth Performance Measures Technical Assistance Guide will require further modification after the two policy updates mentioned in this publication have been finalized. Staff should download

the new versions of these documents (dated April 2008).

Staff is also developing a WebI Report Directory for use by JCS Data Warehouse customers. This directory will include information about each report's contents and suggested uses for the data contained within the reports.

The directory will be available in July.

REPORT UPDATES:**Removal of SSNs From Webi**

As part of DWD's ongoing efforts to secure personally identifying information, we will be removing SSNs from all WebI reports, and removing the SSN object from the Universes visible to Analyst-level users. SSN is not currently a visible field in the standard WebI reports – however, the following reports contain the SSN field in the “cube” of data that can be filtered or downloaded into Excel:

- #1 - Individuals Active in Date Range.
- #36 - EOM Active 5% Youth
- #48 - T3 individuals Registered but not Enrolled
- #53 - Exited Individuals with No Credential Reported
- #59 - EOM Active TAA Individuals Served by Petition Number

These reports will be republished without SSNs. Once that happens, SSNs will no longer be available for download. When these reports are refreshed from Corporate Documents, the SSN will no longer be in the data cube.

Viewer users that have saved reports in their Personal Documents folder that contain the SSN field in the data cube, once this change is made, the reports can no longer be refreshed – you will get an error when you try to refresh it. Viewer users that

have Personal Documents based on any of the reports listed above will need to re-run

the original report, perform whatever filtering, etc., was done to that report, and save the new version to their Personal Documents folder.

Analyst users will no longer see the SSN in any universe. Saved reports in a Personal Documents folder that contain SSNs, once this change is made, will display an error if you try to refresh it. What you should do in this case is edit the report. Before you get to the edit screen a message box will pop up stating the query is being modified due to obsolete objects. Click okay and when the Edit Query screen comes up you will see that SSN has been removed from the query. Re-run the report and save it.

This information will be published in the next Info-Line. Expect the change to take place shortly thereafter.