

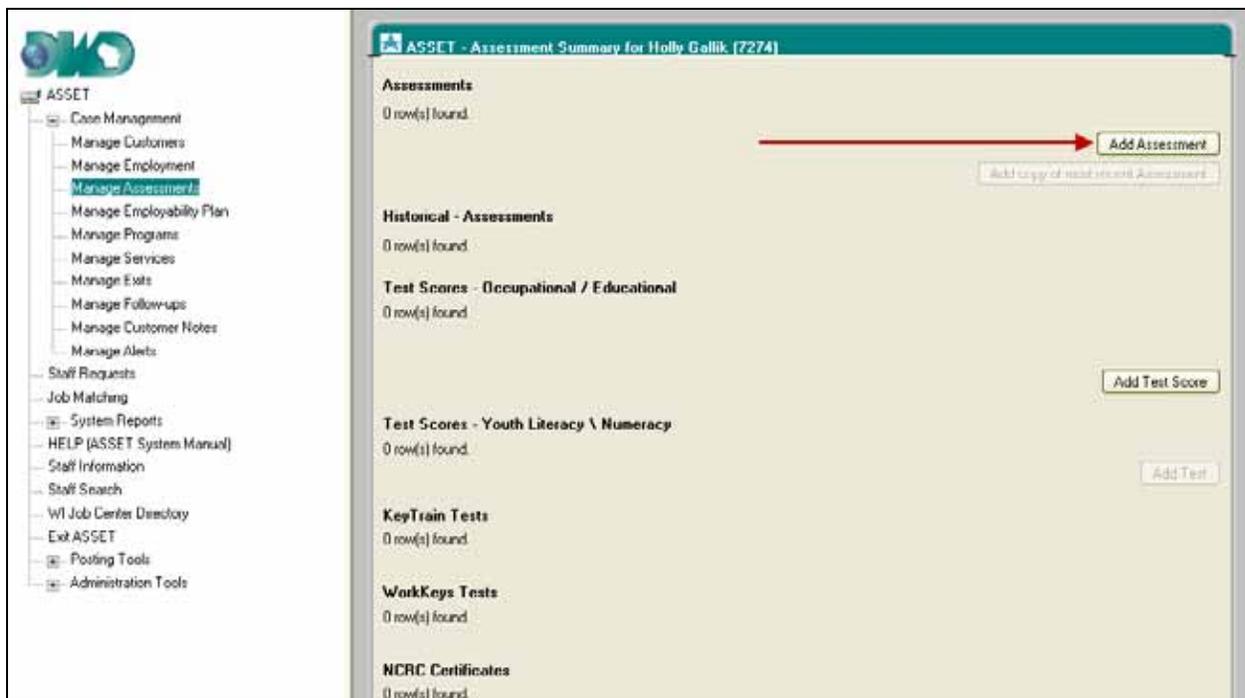
ASSET Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Assessments

Manage Assessment is the case management function that provides workers with an area to record their customer assessment information. There are 7 distinct areas to the Assessment Summary page. Click on Manage Assessment located on the ASSET Menu Tree. This launches the Manage Assessment Summary page. If a current assessment isn't present in ASSET the Add Assessment button will be available.



If a Comprehensive Assessment is present, the page displayed looks like the one below. Note that the Add Assessment and Add copy of most recent Assessment buttons are no longer available to the user.





Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

To record participant assessment information, click on the link for the Comprehensive Assessment, which displays the following page:

ASSET - Assessment Details for JOHN FLASH (41) - Current

Save Delete

Event History

Archive

Occupational/Educational Assessment Overview Supportive Service Needs

Occupational/Educational Assessment Overview

Occupational:

Employment/Career Goals:

Goal: D:NET Code: [FixLO:NET](#)

Long Term/Primary: _____

Short Term/Secondary: _____

Career Goal/Alternate: _____

Display on Employment Plan

Goal: _____

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Interested in Non Traditional Employment: Yes No

Job Seeking Skills Assistance: Yes No

Education Information: Yes No

Area Labor Market Information: Yes No

Career Options Exploration: Yes No

Comments and Needs Summary: _____

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Educational:

Comments and Needs Summary: _____

caution 2000 character limit

Disability: CDB CDS DD EBD LD

School Grade: _____

English as Second Language: Yes No

Certificates of Training Completed: _____

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Training Programs not Completed: _____

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Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Workers should create a new Comprehensive Assessment only if the customer has been inactive for a long period of time, or the person's situation has changed significantly, rendering the previous assessment inaccurate or obsolete. Staff should continually update the current Assessment so that it's a cumulative record of the customer's assessment information. It is not necessary to create a new Assessment for each program or program area in which a customer participates.

The structure of the Comprehensive Assessment page consists of the following two tabs.

Occupational/Educational Assessment Overview Tab

The general information collected in this area is the worker's overall appraisal of the customer's employment needs and the employment goal the customer hopes to achieve. The Occupational portion of the screen consists of text boxes, radio buttons and data entry fields. There is an open text area (free format) where workers may comment and summarize needs not covered by the radio button topics. The radio buttons, which have a default value of No, may be toggled to the Yes response if the customer is in need of or interested in any of these items.

Employment/Career Goals: There are 3 fields for indicating the Primary, Secondary, and Alternate employment goals and the O*NET codes. The Small Icons indicate that data from this section will be displayed on the Employability Plan. Case Managers should identify the types of jobs for which the customer is looking, trained, or has experience. At least one Goal must be listed to create the Employability Plan.

Supportive Service Needs Tab

The information documented in this Assessment tab includes several topics that may have an impact on the employability of a customer. There is a text box for a summary statement regarding Supportive Service Needs, then various fields, text boxes, and check boxes within each topic. The choices are Child Care, Transportation, Housing, Medical, Disability, Legal, and Other Services.





Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Child Care section:

Workers may indicate whether the customer has need of child care services and the type of arrangements needed or made. Workers should document here if the customer is receiving Child Care assistance through TANF or other source.

Transportation section:

Workers respond with a Yes/No radio button to describe the customer's transportation situation.

Housing section:

Workers may document the customer's need for housing assistance, homelessness, or other related situation that may impact employability.

Medical section:

Workers document whether the customer has health and dental insurance in this section.



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Disability section:

Workers indicate if the person is working with the Division of Vocational Rehabilitation and other information about a disability that impacts employability.

Disability

Co-enrolled with DVR Programs: Yes No

Describe the disability oriented need:

caution 500 character limit

Legal section:

Workers may indicate offender status as well as the contacts with Probation and Parole or Social Services connected to this status.

Legal

Offender Status:

Current Status:

Probation/Parole Officer:

P.O. Phone Number: [(###) ###-####] Ext:

Social Worker/Counselor:

S. W. Phone Number: [(###) ###-####] Ext:

List Financial Resources and Needs:

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Other Services section:

Workers may document the specific service and related contact information for other types of supportive services not covered elsewhere. An example might be a food pantry or clothing exchange.

Other Services

Current Issues:

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Program Contact:

Contact Phone Number: [(###) ###-####] Ext:

Comments:

caution 1000 character limit



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Historical Assessments

Once exited, the Comprehensive Assessment is archived (via system automation) and is viewable, but no longer updatable to staff. If a customer is re-enrolled staff will need to determine whether to "Add a copy of the most recent Assessment," or, to "Add Assessment," completing an entire new assessment.

As a general rule, if the participant has been inactive for a long period of time, or the person's situation has changed significantly, rendering the previous assessment inaccurate or obsolete, it is recommended that staff create a new Comprehensive Assessment. Click on the Add Assessment button to complete the Assessment.

If a customer was inactive for a short period of time, staff should update the previous assessment. To update the assessment, click on the "Add a copy of the most recent Assessment" button.

Note: It is not necessary to create a new Assessment for each program or program area in which a customer participates.

The screenshot shows the ASSET system interface for 'JOHN FLASH (41)'. The left navigation menu includes 'ASSET', 'Case Management', 'Manage Customers', 'Manage Employment', 'Manage Assessment' (highlighted with a red arrow), 'Manage Employment Plan', 'Manage Programs', 'Manage Services', 'Manage Exits', 'Manage Follow-ups', 'Manage Customer Notes', 'Manage Alerts', 'Staff Requests', 'Job Matching', 'System Reports', 'HELP (ASSET System Manual)', 'Staff Information', 'Staff Search', 'WI Job Center Directory', 'Exit ASSET', 'Posting Tools', and 'Administration Tools'.

The main content area displays the following data:

ASSET - Assessment Summary for JOHN FLASH (41)					
Assessments					
Assessment Name	Create Date	Created By	Updated Date	Updated By	
Comprehensive Assessment	06/17/2008	DWD\MITAMA			
1 row(s) found					
<input type="button" value="Add Assessment"/> <input type="button" value="Add copy of most recent Assessment"/>					
Historical - Assessments					
Assessment Name	Create Date	Created By	Updated Date	Updated By	
Comprehensive Assessment	06/07/2006	DWD\MITAMA	06/17/2008	DWD\MITAMA	
1 row(s) found					
Test Scores - Occupational / Educational					
Test Code	Test Name	Score	Test Date		
D_Achievements	1	1	12/12/2007		
1 row(s) found					
<input type="button" value="Add Test Score"/>					
Test Scores - Youth Literacy \ Numeracy					
Test Category	Create Date	Created By	Updated Date	Updated By	
ABE	06/11/2009	DWD\MITAMA	07/30/2009	DWD\MITAMA	
1 row(s) found					
<input type="button" value="Add Test"/>					

If staff forget to add assessment information prior to the exit, the information can be added if the case manager submits a Staff Request for the assessment information to be added to the record by a JCS Administrator.



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Test Scores - Occupational/Educational

Documented in this section is assessment information about the type of formal tests given to the customer. Each time a new test is administered, the worker may document the information related to that test.

Note: The information entered in the Educational Section is not used for Federal reports. It is used only for customer employability planning and assessment purposes.

The screenshot shows the 'ASSET - Assessment Summary for JOHN FLASH (41)' page. The left sidebar contains a navigation menu with 'Manage Assessment' highlighted. The main content area is divided into three sections: 'Assessments', 'Historical - Assessments', and 'Test Scores - Occupational / Educational'. The 'Test Scores - Occupational / Educational' section is highlighted with a red box and contains a table with one row: 'B. Achievement' with a score of 1 and a test date of 12/12/2007. A red arrow points from the 'Add Test Score' button in this section to the 'Add Test Score' button in the 'Test Scores - Youth Literacy \ Numeracy' section below it.

Assessment Name	Create Date	Created By	Updated Date	Updated By
Comprehensive Assessment	06/17/2008	DWD/MITAMA		

1 row(s) found.

Historical - Assessments

Assessment Name	Create Date	Created By	Updated Date	Updated By
Comprehensive Assessment	08/07/2006	DWD/MITAMA	06/17/2008	DWD/MITAMA

1 row(s) found.

Test Code	Test Name	Score	Test Date
B. Achievement	1	1	12/12/2007

1 row(s) found.

Test Scores - Youth Literacy \ Numeracy

Test Category	Create Date	Created By	Updated Date	Updated By
ABE	06/11/2009	DWD/MITAMA	07/30/2009	DWD/MITAMA

1 row(s) found.

To launch the Occupational/Educational Details page, click on the Add Test Score button.

The screenshot shows the 'ASSET - Test Score - Occupational / Education Details for JOHN FLASH (41)' page. The left sidebar is the same as in the previous screenshot. The main content area has a 'Save' button and a 'Delete' button at the top. Below them is the 'Test Results' section with the following fields: 'Test Date' (with a 'Set As Today' button), 'Test Code' (with a dropdown arrow), 'Test Name' (text input), 'Score' (text input), 'Test Administrator' (text input), and 'Comments' (text area with a '500' character limit indicator).



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Following is a list of the types of test results that may be recorded:

- Aptitude
- Achievements
- BESI
- Career Development Inventories
- Interests
- Basic Math Skills
- Other Education Assessment Tools
- Proficiencies
- Basic Reading Skills

The Test Scores – Occupational Educational page requires a response in the following fields:

- Test Date
- Test Code
- Test Name
- Score (staff should include the numeric score and grade equivalent in the Comments area)

In addition, there are two optional entries (Test Administrator [Name] and Comments) that provide specific information about the test, e.g. observations, who gave the test, etc.. Once the information is entered, clicking save will return the user to the Assessment Summary page with the new test results displayed.

The Field Descriptions are:

FIELD	REQUIRED	DESCRIPTION
Test Date	Yes	Date on which the test was administered.
Test Code	Yes	Test Code by Name/Battery.
Test Name	Yes	Text box in which the name of the test given is entered.
Score	Yes	Grade Level/raw score results from the test.
Test Administrator	No	Name of individual who administered the test.
Comments	No	Text box in which other pertinent information not captured elsewhere about the test can be entered.



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

Test Scores - Youth Literacy/Numeracy

The Add Test button appears on the Assessment Summary page for an individual who has been identified as an Out of School youth who is Basic Skills Deficient. The Youth Program General Summary Page must also have an actual participation date present. The date field is populated when a service with an actual open date has been entered into ASSET and that service is beyond the Design Framework level.

The screenshot shows the ASSET interface for 'ASSET - Assessment Summary for Slave Youth (4787)'. The left sidebar contains a navigation menu with 'Manage Assessment' highlighted. The main content area is divided into sections: 'Assessments' (0 rows found), 'Historical - Assessments' (1 row found: Comprehensive Assessment), 'Test Scores - Occupational / Educational' (1 row found: B. Achievements), and 'Test Scores - Youth Literacy \ Numeracy' (1 row found: AGE). A red box highlights the 'Test Scores - Youth Literacy \ Numeracy' section, and a red arrow points to the 'Add Test' button at the bottom right of this section.

Click on the Add Test button and the page that appears looks like this:

The screenshot shows the 'Add Test' form. At the top, there are 'Save' and 'Event History' buttons. The form is divided into sections: 'General Program Information' with a 'Date of First Youth Service' field set to 01/31/2012; 'General Youth Test Score Information' with a 'Test Category' dropdown; and a 'Pre-Test Overview' table with columns for Post-Test Year One through Year Five. Below the table are three 'Functional Area' sections (Functional Area #1, #2, #3), each with a checkbox and an 'Assessment Tool' dropdown. The 'Functional Area #1' section is checked, and its 'Assessment Tool' dropdown is open. There are also 'Score' and 'Date Administered' fields with a 'Set As Today' button.

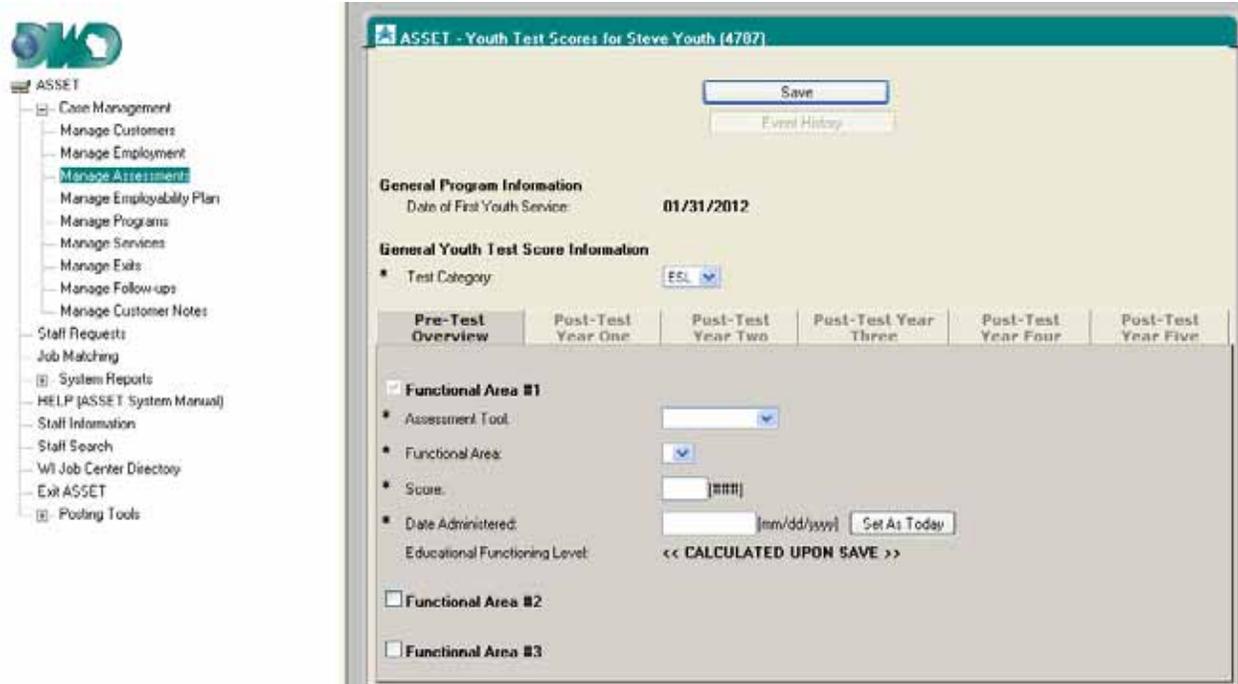


Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

When ESL is selected as the type of Test Category, the screen updates and looks like this:



The Field Descriptions are:

FIELD	REQUIRED	DESCRIPTION
Test Category	Yes	Select ESL (English as a Second Language) to indicate the test category type of approved test used for the assessment.
Functional Area #1	Yes	This is the functional area of the assessment test that was administered to the youth participant.
Assessment Tool	Yes	This field identifies the name of the test the participant was given. The test names vary as they relate to the type of Test Category that was selected.
Functional Area	Yes	Describes the functional area of the assessment test that was given. The choices appearing in this field reflect the type of assessment tool selected.



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

FIELD	REQUIRED	DESCRIPTION
Score	Yes	This is the Score resulting from the Functional Area test administered.
Date Administered	Yes	The date on which the participant was given the test.
Educational Functioning Level	System Generated	This field is the Educational Functioning Level associated with the youth participant's raw score. System calculated when responses are completed and the record is saved.

When ABE is selected as the type of Test Category, the screen updates and looks like this:



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

The Field Descriptions are:

FIELD	REQUIRED	DESCRIPTION
Test Category	Yes	Select ABE (Adult Basic Education) to indicate the test category type of approved test used for the assessment.
Functional Area #1	Yes	This is the functional area of the assessment test that was administered to the youth participant.
Assessment Tool	Yes	This field identifies the name of the test the participant was given. The test names vary as they relate to the type of Test Category that was selected.
Functional Area	Yes	Describes the functional area of the assessment test that was given. The choices appearing in this field reflect the type of assessment tool selected.
Score	Yes	This field contains the Raw Scale Score Achieved by the youth participant on the pre-assessment test.
Date Administered	Yes	The date on which the participant was given the test.
Grade Equivalent	Yes	The equivalent grade level for a given score. The number range that is input is based on the Assessment Tool, Function Area, and Score.
Educational Functioning Level	System Generated	This field is the Educational Functioning Level associated with the youth participant's raw score. System calculated when responses are completed and the record is saved.

Post Test Tabs (5 Years):

The Post Test Tabs should be used to record the date the post-test was administered to the youth during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered.



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

The Post Test tab looks like this:

The Field Descriptions Are:

FIELD	REQUIRED	DESCRIPTION
Test Category	Yes	Name of Test Category type of approved test used for the assessment.
Assessment Tool	System Generated	Identifies the name of the test that participant was given.
Functional Area	System Generated	Describes the functional area of the assessment test that was given.
Score	Yes	This field contains the Raw Scale Score Achieved by the youth participant on the post-assessment test.



Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

FIELD	REQUIRED	DESCRIPTION
Date Administered	Yes	The date on which the participant was given the post-test.
Grade Equivalent	Yes	The equivalent grade level for a given score. The number range that is input is based on the Assessment Tool, Function Area, and Score.
Educational Functioning Level	System Generated	This field is the Educational Functioning Level associated with the youth participant's raw score. System calculated when responses are completed and the record is saved.

In the ASSET case management function, the By Block located at the bottom of each tab is common to all. It shows information about who created the Assessment, who last updated, and transfers from tab to tab.

Printing a copy of the Assessment:

The tabular format of the Assessment requires a special process for printing. See Chapter 2-1 Presentation of ASSET Information for complete instructions on printing for tabular formatted pages.

KeyTrain Tests

The KeyTrain Tests area is read only. KeyTrain test scores are uploaded weekly to ASSET.

KeyTrain Tests								
Course Name	Enrolled Date	Pretest Score	Max Level Passed	Level 3 Score	Level 4 Score	Level 5 Score	Level 6 Score	Level 7 Score
APLMATH	03/04/2010	4						
LOCINFO	03/04/2010	3	3	100				
READINFO	03/04/2010	7						

3 row(s) found.

WorkKeys Tests

The WorkKeys Tests area is read only. WorkKeys test scores are uploaded weekly to ASSET.

WorkKeys Tests			
Test Name	Test Date	Test Location	Test Level Score
Locating Information	11/14/2011	RockCoJobCenter	5
Applied Mathematics	11/14/2011	RockCoJobCenter	7
Reading for Information	11/14/2011	RockCoJobCenter	6

3 row(s) found.

ASSET Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-4 MANAGE ASSESSMENTS

NCRC Certificates

The NCRC Certificates area is read only. NCRC Certificate information is uploaded weekly to ASSET.

NCRC Certificates		
Certificate Number	Certificate Level	Certificate Issue Date
KR13QQ3BDPV	Gold	11/16/2011
1 row(s) found.		

[Return to Index – Click here](#)