



# USER'S GUIDE

## ASSET SYSTEMS REPORT

### 5-12 EMPLOYMENT PLAN

The **Employment Plan Report** is located under the System Reports section of ASSET. To access the report, open System Reports by clicking on the plus sign (+) on the ASSET Menu. Next click on Employment plan and the page returned will look like this.

ASSET

- [-] Case Management
  - Manage Customers
  - Manage SSN Validation
  - Manage Employment
  - Manage Assessments
  - Manage Employability Plan
  - Manage Programs
  - Manage Services
  - Manage Exits
  - Manage Follow-ups
  - Manage Customer Notes
  - Manage Alerts
- Staff Requests
- Job Matching
- [-] System Reports
  - Customer Summary
  - Customer Notes
  - Customer Employment History
  - Veterans
  - Case Managed Veterans
  - Youth Individual Service Strategy
  - Ineligible Youth Participants
  - Exit Warning
  - Soft Exited
- [-] Case Management
  - Manage Customers
  - Manage Employment
  - Manage Assessments
  - Manage Employability Plan
  - Manage Programs
  - Manage Services
  - Manage Program Exits
  - Manage Follow-ups
  - Manage Customer Notes
- Staff Requests
- Job Matching
- [-] System Reports
  - Customer Summary
  - Customer Notes
  - Customer Employment History
  - Veterans
  - Case Managed Veterans
  - Youth Individual Service Strategy
  - Soft Exit Warning
  - Soft Exited

### Employment Plan

[Print Report](#)

For: Nina Katz  
 Asset PIN: 632  
 Employment Plan Date: 4/28/2008

---

**Case Manager(s)**

Case Manager	Phone Number	Program	Office
Scott Bausch	(608) 789-5613	WIA T1 Adult	Dane County Job Center

---

**Goals**

Long Term: \_\_\_\_\_ Case Manager: Sherri L Durant  
 Short Term: cna  
 Career Goal: \_\_\_\_\_

---

**Skills to Develop**

Skill	Skill Type	Skill Set Date	Planned Date of Attainment	Case Manager
Learn to use Job Net	Work Readiness	07/29/2004	08/15/2004	Lynn C Schmitt
Read at the 10th grade level	Basic Educational	09/17/2004	09/17/2005	Diane L Bartels
Complete educational activities	Basic Educational	01/18/2005	01/18/2006	Diane L Bartels

---

**Readiness Steps**

Step	Step Set Date	Planned Date of Attainment	Case Manager

---

**Services/Activities**

**Service 1 : Adult Education and Literacy**  
**Program: WIA Title 1 Dislocated Worker**

Case Manager: Diane L Bartels  
 Planned Service Open Date: 04/12/2005  
 Actual Service Open Date: 04/12/2005  
 Planned Service Close Date: 04/15/2006  
 Hours: \_\_\_\_\_  
 Provider: Employment and Training Associates  
 Location: \_\_\_\_\_  
 Comments: \_\_\_\_\_

---

I participated in the development of this plan and agree to do the activities listed. I agree to notify the appropriate case manager if I am unable to attend scheduled appointments or activities. I consent to the disclosure of this information to organizations assisting with my training and/or employment search.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I provided an explanation of the conditions and requirements for the activities listed and an opportunity to answer participant questions.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The data captured on this report comes from specific areas within Manage Assessments (Goals), Manage Employability Plan (Skills to Develop, Job Readiness Steps), and Manage Services (Services/Activities).



# USER'S GUIDE

## ASSET SYSTEMS REPORT

### 5-12 \_\_\_\_\_EMPLOYMENT PLAN\_\_\_\_\_

The ICON on the Manage Assessment page indicates that the responses will populate to the Employment Plan. At least one **Goal** must be listed to create the Employment Plan.

Pulling the information from these three areas in ASSET dynamically creates the Employment Plan. Worker's can use this report to enter into a contract with their customer. The Employment Plan can be printed and includes a block for signatures of both the customer and the case manager. Each should retain a copy of the signed plan for reference.

The Employment Plan is intended to be for the customer, and as such should be updated as needed. In most instances, an Employment Plan should be reviewed with the customer on a regular basis, to determine the progress and to add or change the Goals, Skills to Develop, and/or Job Readiness Steps as appropriate. The appearance of the Employment Plan will change each time a change is made in ASSET to any of the areas that are drawn together to create the Employment Plan.

From a monitoring and program operation standpoint, the printed and signed version of the Employment Plan will be the one that is in effect for the customer.

[Return to Index-Click Here](#)