



Users' Guide

ASSET SYSTEM REPORTS

5-10 CASE MANAGED DOC/CDP

Currently only inmates from Milwaukee, Racine, Kenosha and Waukesha, who initially participate in an extensive Assessment and Evaluation process at DCI (Dodge Correctional Institution) and who eventually begin a training program while incarcerated, will qualify for services.

A registrant who is a DOC/CDP registrant is identified on the Title 3 Wagner Peyser Program Registration page, as indicated below:

The screenshot shows the ASSET system interface. On the left is a menu tree with 'ASSET' at the top, followed by 'Case Management' (with sub-items: 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', 'HELP (ASSET System Manual)', 'Staff Information', 'Staff Search', 'WI Job Center Directory', and 'Exit ASSET'. The main content area is titled 'Title 3' and contains a 'General Program Summary' section. Below this is the 'Title 3 Program Information' section with the following fields:

Served By MSFW:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Served By Veterans:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Served by Older Worker:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Served by Refugees:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Served by DOC/CDP:	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Below the information section is the 'Title 3:' section with the following fields:

- * Title 3 Case Manager: [Change Staff button]
- Staff Type: [dropdown menu]
- * Office Code: [1825-Milwaukee DOC Project Holton dropdown menu]
- WDA: 002-Milwaukee County

This is where the case manager staff records the status of their customer at registration. Individuals who are provided services through the DOC/CDP Project will have a Yes response to the radio button on this page.

To access this report, open the System Reports by clicking on the plus sign (+) on the ASSET Menu Tree. Next click on the Case Managed DOC/CDP Report option.

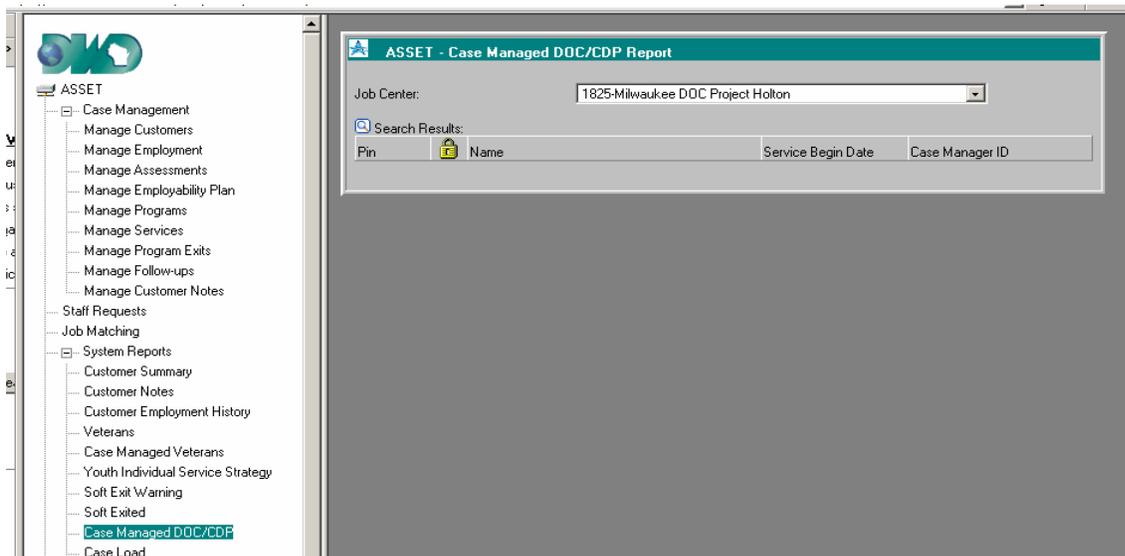


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A page will display that looks like this:



From the drop down Job Center field, select the appropriate Job Center to display the desired report. A report then appears that lists the Search Results. Included on this report is the Customer PIN, the Customer Name, (last name, first name), the Service Begin Date, and the Case Manager name.

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