



# Users' Guide

## ASSET SYSTEM REPORTS

### 5-6 YOUTH INDIVIDUAL SERVICE STRATEGY

Access the **Youth Individual Service Strategy Report**, by clicking on the plus sign (+) under Systems Report, on the ASSET Menu Tree. Next, select a customer from the list of Previously Searched For Customers or find a new customer using the Search function.

This online report is the print-ready version of the Individual Service Strategy for the WIA Youth Program Area. ASSET pulls the required data from areas within ASSET to create the report.

The Field Area Descriptions Are:

FUNCTION	DOCUMENT	DATA ELEMENTS
<b>Manage Assessments</b>	Comprehensive Assessment	Employment/Career Goals Job Titles/O*NET Codes
<b>Manage Employability Plans</b>	Youth Skill Attainment	Goal Type, Goal, Contract ID, Goal Set Date, Planned Date of Attainment for all goals that have a Goal Attainment Status of Set, Attainment Pending.
<b>Manage Services</b>	Youth Services	Lists all Youth Services that are open, meaning the service has a Planned Service Close Date (but no Actual Service Close Date).

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The report adds information such as the customer name and PIN, and creates a signature block for the Youth, Case Manager and Parent signatures. At the top of the display is a Print Report button. Click on this button and the report will print.

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a sidebar on the left containing a tree view of ASSET modules. The main content area displays the 'Youth Individual Service Strategy' report. At the top of the report is a 'Print Report' button, indicated by a blue arrow. Below the button, the report details are as follows:

**Youth Individual Service Strategy**  
Print Report

For: Penelope Antelope  
Asset Pin: 163  
Individual Service Strategy Date: 3/29/2003

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**Career Goals**  
Primary Title: Computer Operations O\*Net Code: 43-9011.00  
Secondary Title: Computer systems network support O\*Net Code: 15-1081.00  
Alternate Title: O\*Net Code:

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**Skill Attainment Goals**

Goal	Goal Type	Contract ID	Goal Set Date	Planned Date of Attainment
Needs to develop a resume writing skills as well as interviewing skills. Needs to build confidence in the interview situation.	Work Readiness Skills	A-200-03	03/29/2003	04/30/2003

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**Service Strategy**

This is a view of a sample report page with all the components shown. If the Case Manager has not completed all the information on the Comprehensive Assessment, Youth Skill Attainment and Services, that section of the report has the basic structure presented, but has no data. The actual printed copy of the report looks very similar.



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### 5-6 YOUTH INDIVIDUAL SERVICE STRATEGY

ASSET - Microsoft Internet Explorer  
 File Edit View Favorites Tools Help  
 Address http://aspl0t2z.dwd.state.wi.us/asset/ Go

### Youth Individual Service Strategy

Print Report

For: Penelope Antelope  
 Asset Pin: 163  
 Individual Service Strategy Date: 3/29/2003

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**Skill Attainment Goals**

Goal	Goal Type	Contract ID	Goal Set Date	Planned Date of Attainment
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**Service Strategy**

**Activity 1 : On-the-Job Training**

Planned Service Open Date: 03/29/2003  
 Actual Service Open Date:  
 Planned Service Close Date: 09/01/2003  
 Hours:

**Activity 2 : Work Readiness**

Planned Service Open Date:  
 Actual Service Open Date: 03/29/2003  
 Planned Service Close Date: 05/30/2003  
 Hours: 15  
 Provider:  
 Location:  
 Comments:

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Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Case Manager: Lynn C Schmitt

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