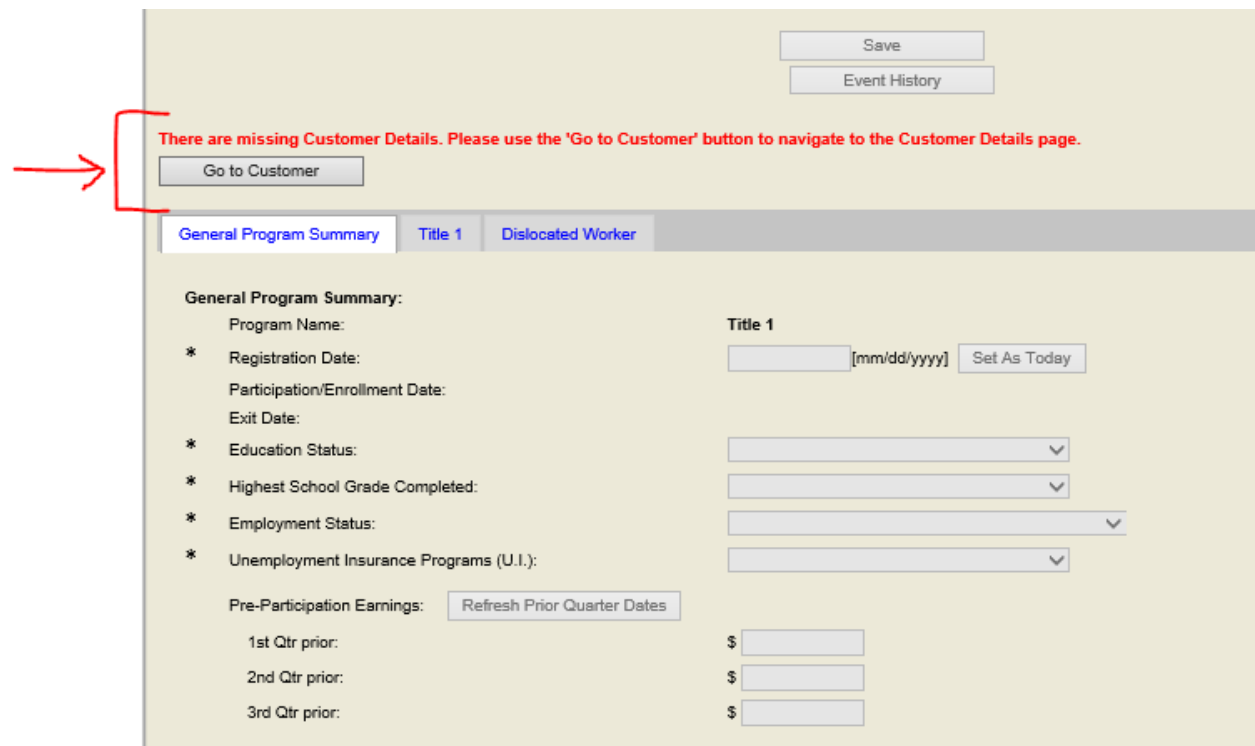Dear ASSET Users,

Some changes are coming to ASSET over the next couple of months.

1) On December 16, there will be a new Apprenticeship Pipeline program in Manage Programs. This will allow the Bureau of Apprenticeship Standards to track participants it is serving under a federal grant.

2) On December 16, there will be following changes to Manage Programs and Manage Customers, to allow us to add non-WIOA programs to ASSET without requiring those programs to collect information they may not need:

- Most of the fields in Manage Customer that are currently required will no longer be required to save a new customer. However, all of the currently required fields must be filled in before you can create an Adult, Dislocated Worker, Youth, Title 3 or TAA program under Manage Programs.
    - If an ASSET record is created because someone registered in JCW, Manage Customers will automatically have all the fields filled in that are required to open Title 1, Title 3 or TAA programs.
    - If you create an ASSET record manually without all the fields required to open a new Adult, Dislocated Worker, Youth, Title 3 or TAA program in Manage Programs, you will get an error message when you try to open one of these programs and be re-directed to the Manage Customer screen to complete the missing information.

o When you return to the Manage Customers tab, you will see a list of required fields at the top of each screen, and the required fields will be marked with red exclamation points. You will be able to save your work as you go by clicking "Save." Once all the missing fields are entered, clicking "Save and Continue" will return you to Manage Programs to add the new program:

Save	Save and Continue

Event History

Contact Details	Demographics	Military Service	**Case Management Info**	Job Center of Wisconsin

Please correct the following:

- Contact Details Tab: Missing Residence Address Line 1.
- Contact Details Tab: Missing Required Field: Residence City.
- Contact Details Tab: Missing Residence State.
- Contact Details Tab: Missing Residence Zip.
- Contact Details Tab: Missing Residence County.
- Demographics Tab: Missing Limited English Language.
- Demographics Tab: Missing Individual with a Disability.
- Military Service Tab: Missing Military Service.
- Case Management Info Tab: Missing Current Education Status.
- Case Management Info Tab: Missing Current Highest School Grade Completed.
- Case Management Info Tab: Missing Current Employment Status.
- Case Management Info Tab: Missing Current Unemployment Insurance Programs (U.I.).

Case Management Information:

! Current Education Status: [dropdown]

! Current Highest school grade completed: [dropdown]

Single Parent: ○ Yes ○ No ⦿ No Response

Non Custodial Parent: ○ Yes ○ No ⦿ No Response

Are you at risk of becoming homeless? ○ Yes ○ No ⦿ No Response

! Current Employment Status: [dropdown]

! Current Unemployment Insurance Programs (U.I.): [dropdown]

Unemployed more than 27 weeks in past year (Veterans): ○ Yes ○ No ⦿ No Response

Veteran reported at: ⓘ

Referred by Disability Resource Coordinator: ○ Yes ○ No ⦿ No Response

Alternative Method for Meeting UI/JCW Requirements: ○ Yes ○ No ⦿ No Response

Current State Employee: ○ Yes ○ No ⦿ No Response

Restoration Rights: ○ Yes ○ No ⦿ No Response

3) In mid-January, ASSET career services will be reorganized:

- ASSET Career services used by Title 1 will be reorganized to align more closely with the list of services that WIOA and its regulations require us to provide. This work was done in consultation with career planners in our CEPT discussion group and in agreement with central office staff representing TAA, Title 1 and Title 3.
- The reorganization was for Title 1 services. Since changes to ASSET services affects all the programs that share those services, the Adult, Dislocated Worker, Title 3

(including OVES), and TAA programs will all see changes. There are no changes to Youth services.

- In ASSET, you will see:
    - service menus that are much shorter and easier to use
    - changes to service names and descriptions
    - some services currently in ASSET will be gone
    - some services will be grouped together, under "umbrella services"
        - Example: Referral will be an umbrella service. On the Referral service's details screen, you will be able to choose the type(s) of referral(s) you plan to provide or have provided, such as "Referral for a supportive service to community programs/services" or "Referral to Department of Veterans Affairs (VA) Services," etc.
- There will be webinars to demonstrate the new services and additional documentation coming the week of January 6. Days and times of the webinars will be sent to the ASSET users list.