

## ASSET Changes Implemented

The following changes to ASSET were implemented on December 16, 2019:

### Basic Customer Record

Added ability to create a 'Basic Customer Record' including creation of PIN with minimal information required. This allows addition of non-WIOA programs to a customer PIN without requiring staff to collect information they may not need or have access to.

The Basic Customer Record requires only the following fields:

- Intake Date
- First Name
- Last Name
- Date of Birth
- Gender

The screenshot displays the 'ASSET - Customer Details' web application. At the top, there are two buttons: 'Save' and 'Event History'. Below these are four tabs: 'Contact Details' (selected), 'Demographics', 'Military Service', and 'Case Management Info'. The 'Contact Information' section contains the following fields:

- PIN: (empty)
- \* Intake Date: (calendar icon) [mm/dd/yyyy] Set As Today
- Social Security Number: (empty) [###-##-####] Create Pseudo SSN
- Title: (dropdown menu)
- \* First Name: (text input)
- Middle Initial: (text input)
- \* Last Name: (text input)
- Suffix: (dropdown menu)
- \* Gender: (dropdown menu)
- \* Date of Birth: (calendar icon) [mm/dd/yyyy]
- Add Alias/Maiden Name (button)

Below the contact information, there are three address fields:

- Residence Address Line 1: (text input)
- Residence Address Line 2: (text input)
- Residence City: (text input)

When the 'Save' button is clicked a PIN is created, but a Title 3 program is not automatically created:

**ASSET - Program Summary for Velma Jones (19947)**

**Current – Open Programs**

Program Name	Program Area	Registration Date
0 row(s) found.		

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**Historical Exited Programs**

Program Name	Program Area	Registration Date	Exit Date
0 row(s) found.			

Please note that there is **no change to JCW Registration** (all fields in registration are still required and a Title 3 program is created during registration).

When adding a program to a Basic Customer Record, staff will be notified that there are missing Customer Details and provided navigation via the 'Go to Customer' button to the Customer Record to add the necessary data for that program:

**ASSET - Program Details for Velma Jones (19947)**

There are missing Customer Details. Please use the 'Go to Customer' button to navigate to the Customer Details page.

**General Program Summary:**

Program Name:	Title 1	
* Registration Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Set As Today"/>
Participation/Enrollment Date:		
Exit Date:		
* Education Status:	<input type="text"/>	
* Highest School Grade Completed:	<input type="text"/>	
* Employment Status:	<input type="text"/>	
* Unemployment Insurance Programs (U.I.):	<input type="text"/>	

Staff can save a partially-completed screen by clicking the 'Save' button or click the 'Save and Continue' Button once they have pleased all validations and they will be navigated to the Program to complete data entry.

ASSET - Customer Details for Velma Jones (19947)

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.).

Contact Information:

PIN: 19947

\* Intake Date: 12/11/2019 [mm/dd/yyyy] Set As Today

Social Security Number: \*\*\*-\*\*-7888 [###-##-####] Create Pseudo SSN

Title: [v]

\* First Name: Velma

Middle Initial: [ ]

\* Last Name: Jones

Suffix: [v]

\* Gender: Female [v]

\* Date of Birth: 12/24/1975 [mm/dd/yyyy]

Add Alias/Maiden Name

! Residence Address Line 1: [ ]

## Apprenticeship Pipeline Program and Services

A new Apprenticeship Pipeline program can be entered for a customer and will allow the Bureau of Apprenticeship Standards to track those participants it is serving under a federal grant.



ASSET

- Case Management
- Manage Customers
- Manage Documents
- Manage Job Seeker
- Manage Employment
- Manage Assessments
- Manage Employability Plan
- Manage Planning Tools
- Manage Programs**
- Manage Services
- Manage Exits
- Manage Follow-ups

**ASSET - Program Eligibility for Velma Jones (19947)**

Eligible Programs

Program Name	Program Area	Description
<a href="#">Title 1 Adult</a>	Adult	Title 1 Program Registration Open - May Add Adult
<a href="#">Title 1 Dislocated</a>	Dislocated	Title 1 Program Registration Open - May Add Dislocated
<a href="#">TAA</a>		TAA - Program Registration for TAA
<a href="#">Title 3</a>		WP - Program Registration for Title 3
<a href="#">Incumbent Worker</a>		IW - Program Registration for Incumbent Worker
<a href="#">Apprenticeship Pipeline</a>		Apprenticeship Pipeline program

6 row(s) found.

**ASSET - Program Details for Velma Jones (19947)**

Save  
Event History

Program Name: **Apprenticeship Pipeline**

\* Registration Date:  [mm/dd/yyyy]

Exit Date:  [mm/dd/yyyy]

Age at Program Entry: 43 [ DOB: 12/24/1975 ]

Education Status:  ▼

Eligibility Status (Re-calculated on Save): Eligible

Apprenticeship Pipeline Services can be entered for customers with an Apprenticeship Pipeline Program:

**ASSET - Non-WIOA Service Eligibility for Velma Jones (19947)**

Non-WIOA Program Information - Apprenticeship Pipeline

Service Category:  ▼

Service Name	Service Description
<a href="#">Pre-Apprenticeship Participation</a>	Engaged in a Certified Pre-Apprenticeship program. The related instruction portion of any Certified Pre-Apprenticeship program prepares qualified entry-level workers for Registered apprenticeship careers while contributing to the development of a diverse and skilled workforce.
<a href="#">Recruitment Events</a>	An event where Job Seekers begin the process of searching for prospective employment. This event stimulates the Job Seeker to seek out and understand the potential and possibilities of a Certified Pre-Apprenticeship or Apprenticeship program.
<a href="#">Referral to Certified Pre-Apprenticeship Program</a>	Referred to a Certified Pre-Apprenticeship program that is provided by a 3rd party partner.
<a href="#">Referral to Registered Apprenticeship Program</a>	Referred to an Apprenticeship program that is provided by Sole Sponsor/Local Committee partner.