ASSET Career Services Changes Cheat Sheet

This is a guide to changes to ASSET career services planned to deploy to ASSET on 1/14/20.

Table 1 shows what will happen to all Adult and Dislocated Worker career services in ASSET. For each service, there may be:

1. No change
2. Change of name or definition
3. Service inactivated – Table 1 will show you what service to use instead
4. Service hidden from some programs but still available for other programs – Table 1 will show you what service to use instead

Table 2 lists seven new services added to ASSET: Intake and Orientation, Integrated Education and Training Programs, and five "umbrella services" (Labor Market Information, Referral, Job Search Assistance, IEP Development or Review, and Work Experience).

The umbrella services look like normal services when you choose them from the services drop-down menu but they are not real services – they are a way to group together a set of related services. When you open an umbrella service, the service details screen shows you a list of actual services to choose from. For example, the Work Experience umbrella includes these services: Internship, Job Shadowing, Transitional Job and Other Work Experience. You can choose as many services from the list as you are providing, as long as the service open and close dates, fund source, etc., are the same, because these details will apply to all services chosen under the same umbrella. After you have chosen services from the umbrella screen and clicked "Save," the services you have selected will appear individually on the Service Summary screen; you will not see the umbrella service listed.

Table 1 – Changes to ASSET Services

Old Service Name	New Service Name	New Service Definition
Basic Career - Self/Informational		
Customer Specific Labor Market information.	Inactivated - use options under "Labor Market Information" umbrella service	
Financial Aid Information	Financial Aid Information and Application Assistance	Providing significant staff assistance in applying for financial aid including notifying workers that they may request financial aid administrators to use current year income data in determining need.
Info on Assessment Services	Inactivated - use "Intake and Orientation" if this service is provided	
Info on Career Counseling Services	Inactivated - use "Intake and Orientation" if this service is provided	
Info on Demand Occupations	Moved inside the umbrella service, "Labor Market Information" - Name changed to "Info on in-demand occupations/sectors"	Provided statistical information on occupations with a short supply of workers.
Info on Vocational Guidance Services	Inactivated - use "Intake and Orientation" if this service is provided	
Information to UI Profiled Job Seekers	Inactivated - use "Intake and Orientation" if this service is provided	
Job Center Info	Inactivated - use "Intake and Orientation" if this service is provided	
Job Search Info	Inactivated - use "Job Search Assistance" if this service is provided	
Job Skill Needs Information	Job Requirements Information	Staff reviews with participant the knowledge, skills and abilities needed for a specific job or type of job and discusses how to develop them.
Labor Market Information	Inactivated - use new umbrella service called "Labor Market Information"	

		Providing information, in understandable formats, about how the local area is performing on the local performance accountability measures and any other relevant information on local one-stop performance.
Local Area Performance	Information on Local Area Performance	
Old Service Name	**New Service Name**	**New Service Definition**
One-Stop Orientation	Inactivated - use "Intake and Orientation" if this service is provided	
Online Self-Services and Informational Activities	Online Self-Services and Informational Activities Available for Title III. Hidden from Adult, Dislocated Worker and TAA dropdowns.	Self-Services and Informational Activities performed utilizing the Job Center of Wisconsin.
Program Performance and Cost	Information about Eligible Training Programs (ETPs)	The State or local WDA list of eligible training providers (including performance and cost information) was given to the customer.
Referred for Non-WIOA support services at a Partner Agency	Inactivated – use "Referral for a supportive service to community programs/services" inside the umbrella Referral service	
Referred to Department of Veterans Affairs (VA) Services	Moved to inside the umbrella service, "Referral"	Referred to Department of Veterans Affairs (VA) services for benefits, VA Chapter 31 career counseling, or medical services.
Referred to Disabled Veteran Outreach Program (DVOP) Specialist	Moved to inside the umbrella service, "Referral"	Referred veteran to Disabled Veteran Outreach Program (DVOP) Specialist due to significant barrier to employment.
Referred to Federal Training	Moved to inside the umbrella service, "Referral"- Name changed to "Referral to federal training (WIOA Title I, TAA, Adult Education, Vocational Rehab, Job Corps)"	Referred to job-training program supported by the Federal Government.
Referred to Other Federal/State Assistance	Moved to inside the umbrella service, "Referral"- Name changed to "Referred for a supportive service to a state or federal public assistance program"	Referred to other federal or state assistance, such as Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support and any other federal or state assistance programs.
Referred to Other Non-WIOA Program	Moved to inside the umbrella service, "Referral"- Name changed to "Referral for a supportive service to community programs/services"	Referral to non-WIOA program or community group for services or information.
Referred to Other WIOA Program or Program Area	Referral to other WIOA program (services other than training)	Referral to another WIOA program or program area.

Referred to VR & E Programs	Inactivated - choose "Referral to Department of Veterans Affairs (VA) Services" inside the Referrals umbrella service, and then choose, "Referral for Vocational Rehabilitation and Employment determination"	
Old Service Name	**New Service Name**	**New Service Definition**
Support Services Information	Inactivated	
Unemployment Insurance Info	Unemployment Insurance Info Hidden from Adult, Dislocated Worker and TAA dropdowns. Available for Title III.	Provided general Unemployment Insurance info, such as phone number or website.

Basic Career - Staff Assisted		
Assisted Job Search & Placement	Inactivated - use new umbrella service called "Job Search Assistance"	
Eligibility Determination	Eligibility Determination	Applying information collected during program registration to the eligibility criteria to see if an individual is eligible for the program
Initial Assessment	Initial Assessment of Interests, Skill Levels & Supportive Service Needs	Initial assessment of skill levels, aptitudes and interests, and supportive service needs given to all participants, which forms the basis of future services (includes literacy, numeracy, and English language proficiency).
Job Referral	Job Referral/Placement Assistance	Bringing one or a group of registered job seekers who are available for a job to the attention of an employer
Planned Gap in Service	Inactivated	
Resume Development	Résumé Development	Assistance in creating or improving a résumé.
Testing-Interest	Inactivated - use "Initial Assessment of Interests, Skill Levels & Supportive Service Needs" if this service is provided	
Testing-Other	Inactivated - use "Initial Assessment of Interests, Skill Levels & Supportive Service Needs" if this service is provided	

	Testing-Typing Available for Title III. Hidden from Adult, Dislocated Worker and TAA dropdowns. These programs should use "Initial Assessment of Interests, Skill Levels & Supportive Service Needs" if this service is provided	
Testing-Typing		The customer has completed a typing proficiency test.

Old Service Name	New Service Name	New Service Definition
Unemployment Insurance (UI) Claim Assistance	Unemployment Insurance (UI) Claim Assistance	Providing meaningful help with filing an initial UI claim or weekly claim certification. Meaningful help is help provided by staff who have completed the DWD's UI certification training.
Workshop-Other	Inactivated - use "Other" under Job Search Assistance if this service is provided	

Individualized Career Services

Assessment - Comprehensive & Specialized	Comprehensive Individualized or Specialized Assessment	Additional individualized or specialized assessment of skill levels, service needs, employment barriers and appropriate employment goals which may include (1) diagnostic testing and assessment tools or (2) in-depth interviewing and evaluation
Basic Skills or Literacy Activities	Workforce Preparation	Providing services designed to help the participant acquire skills necessary for successful transition into and completion of postsecondary education or training, or employment. Examples: basic academic skills (at the pre-secondary school level); critical thinking skills; digital literacy skills; and competencies in using resources, using information, and understanding systems.
Bonding	Moved to inside the umbrella service, "Referral"- Name changed to "Referral to local bonding coordinator for Federal Bonding Program"	Referral of a customer who is not eligible for commercial bonding to the Federal Bonding Program.

Career Guidance	Career Guidance Available for Title III. Hidden from Adult, Dislocated Worker and TAA dropdowns. These programs should use "Career Planning" if providing this service	Assistance in choosing an occupation and identifying general steps to be taken to achieve success in that occupation.
Career Planning	Career Planning	Assistance in choosing an occupation and identifying general steps to be taken to achieve success in that occupation.
Case Management	Case Management Available for TAA and Title III. Hidden from Adult and Dislocated Worker dropdowns.	Coordination of the multiple employment, educational, and supportive services necessary for a customer to obtain and retain employment

Old Service Name	New Service Name	New Service Definition
Disaster Recovery Employment	Disaster Recovery Employment Available for the Dislocated Worker Program. Hidden from TAA, Title III and Adult Program dropdowns.	Temporary employment under a DWG Disaster Recovery Grant to assist in disaster-related humanitarian services, cleanup, or restoration.
English Language Acquisition	English Language Learning	Participant is engaged in a program designed to help English language learners achieve competence in reading, writing, speaking and comprehension of the English language. The goal must be to aid in the attainment of a secondary school diploma or its recognized equivalent, transition to postsecondary education or training, or employment.
Financial Literacy Services	Financial Literacy Services	Providing services to support participant's ability to make informed financial decisions, including learning how to: budget; open a checking or savings account; manage spending, credit and debt; evaluate financial products, services and opportunities; and avoid and resolve identity theft.
Group Employment Counseling / Mentoring	Group Employment Counseling	Participant involvement in a group employment counseling session with a licensed counselor.
IEP Development	Moved to inside the umbrella service, "IEP Development or Review" - Name changed to "IEP Initial Development"	Developing a plan that identifies the participant's employment goals, appropriate achievement objectives, supportive service needs, and the appropriate combination of services for the participant to achieve their employment goals.
IEP Review	Moved to inside the umbrella service, "IEP Development or Review"	Reviewing a plan that identifies the participant's employment goals, appropriate achievement objectives, supportive service needs, and the appropriate combination of services for the participant to achieve their employment goals.

Individual Employment Counseling / Mentoring	Individual Employment Counseling	Participant involvement in an individual employment counseling session with a licensed counselor.
Internships	Moved to inside the umbrella service, "Work Experience"	A planned, structured learning experience that provides students and recent graduates with the opportunity to expand and connect classroom learning in a work-based context for a limited period of time. May be paid or unpaid.
Job Development	Job Development	Helping an individual get a job interview where there is no published job opening.
Job Finding Clubs	Moved to inside the umbrella service, "Job Search Assistance"	Engaged in attending a formal group job search activity defined as a Job Finding Club.

Old Service Name	New Service Name	New Service Definition
JOBehaviors Trucking Assessment	Inactivated- use "Initial Assessment of Interests, Skill Levels & Supportive Service Needs" or "Assessment – Comprehensive & Specialized" if providing this service	
Out of Area Job Search Assistance	Out of Area Job Search Assistance	Providing funding or assistance relating to a job search for employment beyond normal commuting distance. May include paying for transportation, hotel stays.
Prevocational Services	Short-term Pre-vocational Services	Providing services to help participant develop soft skills to prepare for unsubsidized employment or training. Examples: learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct.
Relocation Assistance	Out of Area Relocation Assistance	Providing funding or assistance relating to relocation for employment beyond normal commuting distance.
Staff-arranged Supportive Services	Inactivated - use options under the new umbrella service, "Referrals"	
Test Interpretation	Inactivated- use "Initial Assessment of Interests, Skill Levels & Supportive Service Needs" or "Assessment – Comprehensive & Specialized" if providing this service	
Transitional Job	Moved to inside the umbrella service, "Work Experience"	Time-limited work experience to allow barriered individuals who are chronically unemployed or have inconsistent work histories to develop skills and demonstrate work success. Wage-paid and subsidized.

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Available for Title III.
Hidden from Adult, Dislocated Worker and TAA dropdowns | A Work Opportunity Tax Credit eligibility form has been completed for the customer. |

Table 2 – New ASSET Services

New Service Name	New Service Definition
Basic Career - Self-service/Informational	
Intake and Orientation	Providing introductory information about the job center, including programs and services, in an individual or group setting.
Labor Market Information (Umbrella Service)	Provision of information on state and local labor market conditions, from data sources such as the Bureau of Labor Statistics (BLS), Wisconomy, O*Net, etc.
	Service details screen will require you to choose one or more of the following services:
	Info on in-demand occupations
	Info on non-traditional occupations
	Other LMI
Referral (Umbrella Service)	Referral to non-WIOA services
	Service details screen will require you to choose one or more of the following services:
	Referral to Department of Veterans Affairs (VA) Services
	Referral to Disabled Veteran Outreach Program (DVOP Specialist)
	Referral to Federal Training (TAA, Adult Education, Vocational Rehab, Job Corps)
	Referral to local bonding coordinator for Federal Bonding Program
	Referral for a supportive service to community programs/services
	Referral for a supportive service to a State or Federal public assistance program
	Other Referral
Basic Career - Staff Assisted	
Job Search Assistance (Umbrella Service)	Assistance in planning and carrying out a successful job hunting strategy.
	Service details screen will require you to choose one or more of the following services:
	Information about a specific job vacancy appropriate for the participant
	Development of job search plan
	Job search workshop
	Job finding club
	Other Job Search Assistance

New Service Name	New Service Definition
Individualized Career Services	
Integrated Education and Training Programs	Providing adult education and literacy activities (including English language acquisition or integrated English literacy and civics education) concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster.

New Service Name	New Service Definition
IEP Development or Review(Umbrella Service)	Developing or reviewing a plan that identifies the participant's employment goals, appropriate achievement objectives, supportive service needs, and the appropriate combination of services for the participant to achieve their employment goals.
	Service details screen will require you to choose one of the following services:
	IEP Initial Development
	IEP Review

New Service Name	New Service Definition
Work Experience (Umbrella Service)	A planned, structured learning experience that takes place in a workplace for a limited period of time.
	Service details screen will require you to choose one or more of the following services:
	Internship
	Job Shadowing
	Transitional Job
	Other Work Experience