

January 13, 2019

Upcoming ASSET Changes

The following changes to ASSET will be implemented on Tuesday, January 14, 2020:

Career Service Changes


Changes will be made to Career services to match WIOA requirements. For some services this will include changes to service name and/or description or addition of new fields to capture service details. Some new services have been added, and some existing services have been removed or will not be available for selection for some programs where it is not appropriate.

Please see the attached cheat sheet for further detail on changes to services.

Addition of "Umbrella" services

Some services have been placed within an "umbrella" or shell service, with checkboxes and radio buttons to allow staff to easily enter more than one related service for a customer at the same time. Staff can choose as many services from the list as they are providing, so 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. Separate comments boxes are provided for each service on the umbrella page, so that staff can enter a different comment for each service chosen:

- **Labor Market Information Umbrella service**

Labor Market Information 	Provision of information on state and local labor market conditions, from data sources such as the Bureau of Labor Statistics (BLS), Wisconsin, O*Net, etc.
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Service details screen will require staff to choose one or more services:

- Info on in-demand occupations
- Info on non-traditional occupations
- Other LMI

Service Information		Labor Market Information	
Service Name:		Basic Career - Self / Informational	
Service Category:			
* Open: (One of the following is required)			
Planned Service Date:	<input type="text" value=""/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/08/2020"/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>
* Close: (One of the following is required)			
Planned Service Date:	<input type="text" value=""/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/08/2020"/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Funding Source:	<input type="text" value="WIOA Title 1B Adult"/> ▼		
* Contract ID:	<input type="text" value="125456"/>		<input type="button" value="Select Contract ID"/>
Old Contract ID:			
* Type(s) of Information Provided:			
<input checked="" type="checkbox"/> Info on in-demand occupations/sectors			
Comments:	<input type="text" value="Demand for statisticians and mathematicians is expected to grow by a phenomenal 33% from 2016 to 2026"/>		
<input checked="" type="checkbox"/> Info on non-traditional occupations			
Comments:	<input type="text" value="Gave information on court reporter training course"/>		
<input checked="" type="checkbox"/> Other LMI			
* Description of the LMI provided:	<input type="text" value="Gave customer demo of Wisconomy."/>		
Comments:	<input type="text" value=""/>		
Provider Name:			
Provider Text:			
Weekly Training Participation Hours:	<input type="text" value=""/>		
Location of Training:	<input type="text" value=""/>		
Completion Code:	<input type="button" value="Completed This Service"/>		<input type="button" value=""/>
Caution: 500 character limit			

- **Referral Umbrella service**

Referral	Referral to non-WIOA services
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Service details screen will require staff to choose one or more 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

Program Name:	Title 1
Program Area:	Adult

Service Information

Service Name: Referral

Service Category: Basic Career - Self / Informational

* **Open: (One of the following is required)**

Planned Service Date: [mm/dd/yyyy]

Actual Service Date: [mm/dd/yyyy]

* **Close: (One of the following is required)**

Planned Service Date: [mm/dd/yyyy]

Actual Service Date: [mm/dd/yyyy]

Funding Source:

* **Contract ID:** 125458

Old Contract ID:

* **Type(s) of Referral Provided:**

☒ Referral to Department of Veterans Affairs (VA) Services

* ☐ Referral for Vocational Rehabilitation and Employment determination

☒ Referral to Post-9/11 GI Bill benefits

☐ Referral to Montgomery GI Bill benefits

☐ Referral to both Post-9/11 Bill and Montgomery GI Bill benefits

☐ Referral to other VA services

Comments:

☐ Referral to Disabled Veteran Outreach Program (DVOP) Specialist

☐ Referral to Federal Training (WIOA Title I, TAA, Adult Education, Vocational Rehab, Job Corps)

☐ Referral to other WIOA program (services other than training)

☐ 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

Provider Name:

Provider Text:

- **IEP Development or Review Umbrella service**

IEP Development or Review 	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.
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Service details screen will require staff to choose one service:

- IEP Initial Development
- IEP Review

Program Name:	Title 1
Program Area:	Adult

Service Information

Service Name:	IEP Development or Review
Service Category:	Individualized Career Services

* **Open: (One of the following is required)**

Planned Service Date:	<input type="text"/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/09/2020"/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>

* **Close: (One of the following is required)**

Planned Service Date:	<input type="text"/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/09/2020"/>	[mm/dd/yyyy]	<input type="button" value="Set As Today"/>

Funding Source:

* **Contract ID:** 125458

Old Contract ID:

* **Select Service Type:**

☒ IEP Initial Development

Comments:

☐ IEP Review

Provider Name:

Provider Text:

Weekly Training Participation Hours:

Location of Training:

Completion Code:

Caution: 500 character limit

- **Job Search Assistance Umbrella service**

Job Search Assistance	Assistance in planning and carrying out a successful job hunting strategy.
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Service details screen will require staff to choose one or more 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

Program Name:	Title 1
Program Area:	Adult

Service Information

Service Name:	Job Search Assistance
Service Category:	Basic Career - Staff Assisted

* **Open: (One of the following is required)**

Planned Service Date:	<input type="text"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/09/2020"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>

* **Close: (One of the following is required)**

Planned Service Date:	<input type="text"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/09/2020"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>

Funding Source:

* **Contract ID:** 125456

Old Contract ID:

* **Type(s) of Assistance Provided:**

☒ Information about a specific job vacancy appropriate for the participant

Comments:

☐ Development of a job search plan

☐ Job search workshop

☒ Job finding club

Comments:

☐ Other Job Search Assistance

Provider Name:

Provider Text:

Weekly Training Participation Hours:

Location of Training:

Completion Code:

Caution: 500 character limit

• Work Experience Umbrella service

Work Experience	A planned, structured learning experience that takes place in a workplace for a limited period of time.
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Service details screen will require staff to choose one or more services:

- Internship
- Job Shadowing
- Transitional Job
- Other Work Experience

Program Name:
Program Area: Title 1 Adult

Service Information
Service Name: Work Experience
Service Category: Individualized Career Services

* **Open: (One of the following is required)**
 Planned Service Date: [mm/dd/yyyy] Set As Today
 Actual Service Date: 01/09/2020 [mm/dd/yyyy] Set As Today

* **Close: (One of the following is required)**
 Planned Service Date: [mm/dd/yyyy] Set As Today
 Actual Service Date: 01/09/2020 [mm/dd/yyyy] Set As Today

Funding Source: WIOA Title 1B Adult

* **Contract ID:** 125456 Select Contract ID

Old Contract ID:

* **Type(s) of Work Experience:**
☒ Internship
 Comments: Front Desk Associate

☒ Job Shadowing
 Comments: Front Desk Manager

☒ Transitional Job
 Comments: Night Desk Associate

☐ Other Work Experience

* **Location Of Work Experience:** Super 8

Provider Name:

Provider Text:

Weekly Training Participation Hours:

Location of Training:

Caution: 500 character limit

Please Note: Once an umbrella service is entered and saved, it is no longer available for view or edit. Services recorded will show up individually on the Service Summary screen, preceded by the umbrella service name for easy identification:

Service Name	Area	Fund	Open Date	Close Date	Office	Staff ID
Job Search Assistance: Job finding club	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Work Experience: Job Shadowing	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Referral: Referral to Department of Veterans Affairs (VA) Services	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Work Experience: Transitional Job	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Labor Market Information: Other LMI	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Work Experience: Transitional Job	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Work Experience: Internship	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Work Experience: Job Shadowing	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
IEP Development or Review: IEP Initial Development	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Labor Market Information: Info on non-traditional occupations	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Job Search Assistance: Information about a specific job vacancy appropriate for the participant	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ
Labor Market Information: Info on in-demand occupations/sectors	AD	WIOAD	01/09/2020	01/09/2020	0810	ACCOUNTS\POWELRXAWQ

Individual services will include any data you entered on the Umbrella service:

Service Information	
Service Name:	Job Shadowing
Service Category:	Individualized Career Services
* Open: (One of the following is required)	
Planned Service Date:	<input type="text"/> [mm/dd/yyyy] <input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/09/2020"/> [mm/dd/yyyy] <input type="button" value="Set As Today"/>
* Close: (One of the following is required)	
Planned Service Date:	<input type="text"/> [mm/dd/yyyy] <input type="button" value="Set As Today"/>
Actual Service Date:	<input type="text" value="01/09/2020"/> [mm/dd/yyyy] <input type="button" value="Set As Today"/>
Funding Source:	<input type="text" value="WIOA Title 1B Adult"/> <input type="button" value="Select Contract ID"/>
* Contract ID:	<input type="text" value="125458"/>
Old Contract ID:	
Location of Work Experience:	<input type="text" value="Super 8"/>
Provider Name:	<input type="text"/>
Provider Text:	<input type="text"/>
Weekly Training Participation Hours:	<input type="text"/>
Location of Training:	<input type="text"/>
Comments:	<input type="text" value="Job shadowing Front Desk Manager"/>
	Caution: 500 character limit
Completion Code:	<input type="text" value="Completed This Service"/>