

ASSET Technical Bulletin

January 14, 2021

ASSET Changes Implemented

The following changes to ASSET will be implemented on **January 15, 2021**.

Document Upload Search

We have added functionality to search/filter customer's uploaded documents so staff can more easily find the document they are looking for when many documents have been uploaded for a customer.

If the customer has more than 1 page of uploaded documents, a search button will appear:

The screenshot shows the 'Customer Documents' page in the ASSET system. On the left is a blue sidebar with a menu: Customer, Documents (highlighted), Job Seeker, Employment, Assessments, Employability Plan, Programs, Services, Exits, Follow-ups, Customer Notes, Job Matching, and Customer Reports. The main content area has a breadcrumb trail: / Customer Search / Customer Details / Documents. Below this is the title 'Customer Documents' in orange. There are two orange buttons: 'Search' (with a magnifying glass icon) and 'Add Document'. Below the buttons is a table with the following data:

Document Type	Document Name	Uploaded/Modified Date	Uploaded/Modified By	Action
DD 214 / Equivalent	vetsinfo.docx	11/24/2020 1:43:59 PM	ACCOUNTS\POWELRXAWQ	Details
VA Service Connected Disability Letter	SCDdoc.docx	11/24/2020 1:43:24 PM	ACCOUNTS\POWELRXAWQ	Details
Social Security Card	SSNdoc.docx	11/24/2020 1:13:39 PM	ACCOUNTS\POWELRXAWQ	Details

Search allows staff to filter results by any combination of document type, program, purpose or file name:

The screenshot shows the 'Customer Documents' page with search filters. The breadcrumb trail is / Customer Search / Customer Details / Documents. The title 'Customer Documents' is in orange. There are two orange buttons: 'Close Search' and 'Add Document'. Below the buttons is the text 'Choose any combination to filter results:'. There are three dropdown menus: 'Document Type:', 'Program:', and 'Purpose:'. Below these is a 'File Name:' text input field. There are two radio buttons: 'Begins with' (selected) and 'Contains'. Below the filters is a table with the following data:

Document Type	Document Name	Uploaded/Modified Date	Uploaded/Modified By	Action
DD 214 / Equivalent	vetsinfo.docx	11/24/2020 1:43:59 PM	ACCOUNTS\POWELRXAWQ	Details
VA Service Connected Disability Letter	SCDdoc.docx	11/24/2020 1:43:24 PM	ACCOUNTS\POWELRXAWQ	Details

ASSET Technical Bulletin –

Find this document at: https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm

Support to Communities Grant

We have made system changes for tracking the 'Support to Communities' grant participants.

- 1) Added a new field for 'Alcohol/Substance Abuse at Entry' to the bottom of the Title 1 program tab:

Alcohol/Substance Abuse at Entry:
(Only collected for Support to Communities Grant participants)

☐ Yes ☐ No ☒ No Response

- 2) Added a new "Treatment and Recovery Service", available for both Adult and Dislocated Worker programs:

[Home](#) / [Customer Search](#) / [Customer Details](#) / [Services Summary](#) / [Add Service](#)

Service Eligibility

Program Information - Title 1

Program Area:

Service Category:

Service Name	Service Description
Childcare Assistance	Receiving or authorized to receive Title 1B child care assistance.
Housing Assistance	Provided housing assistance or information.
Other Support Service Assistance	Provided with support service not elsewhere describe.
Transportation Assistance	Assistance to cover cost of transportation to and from WIOA-approved activities. Reimbursement for mileage driven by clients engaged in TAA Approved Training at a facility beyond their normal commuting distance.
Treatment and Recovery Services	Services related to the treatment of alcohol and/or substance abuse.

Available fund source for this service is 'DWG Funded Grant' and appropriate grant identifiers are available for participating areas.

Referral Service Changes

- 1) The definition of the Referral service has been changed to avoid confusion:

Referral	Connecting an individual to, and/or providing information about, another program or resource.
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- 2) Fixed error that occurred when staff were saving a planned referral service.

Career Services Changes

- 1) Removed 'Provider Text field'
- 2) Added field to capture the location of service provision:

If the service was provided outside the job center, please complete:

Provider Name:

Location of Service Provision:

Comments:

Caution: 500 character limit

Completion Code:

Customer Notes Summary Report

The "Direct Participant Contact" field was added to the Customer Notes Summary Report so staff can see this information at a glance:



Search Results:

Customer Note Information:

Note ID: 6102
Note Date: 01/14/2021
Summary: Met with Customer
Comments: Met with customer to discuss barriers and action steps
Created By: ACCOUNTS\POWELRXAWQ
Created Date: 1/14/2021 9:17:50 AM
Direct Participant Contact: ☐

Customer Note Information:

Note ID: 6103
Note Date: 12/20/2020
Summary: Left message
Comments: Tried to call customer to discuss job fair
Created By: ACCOUNTS\POWELRXAWQ
Created Date: 1/14/2021 9:18:44 AM

Staff Request Change

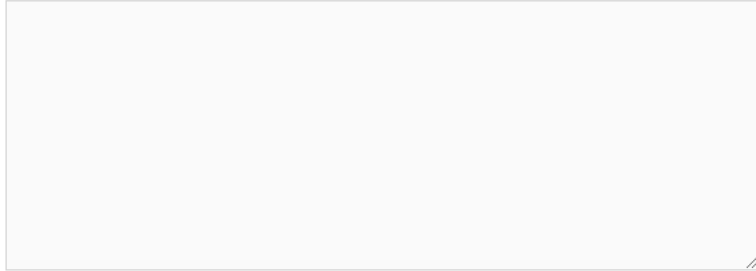
We increased the allowable characters in the 'Response' field to 2000 characters:

* Description:

A rectangular text input field with a thin black border and a small diagonal icon in the bottom right corner.

caution 500 character limit

Response:

A rectangular text input field with a thin black border and a small diagonal icon in the bottom right corner.

caution 2000 character limit

As always, please report any issues to [Apps Support](#)