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# ASSET Technical Bulletin

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March 26, 2021

## ASSET Changes Implemented

The following changes to ASSET will be implemented on **March 29, 2021**.

### Changes for 'Support to Communities' Grant

- Alcohol/Substance Abuse question on Title 1 screen has been edited so that it does not expose participant medical information:



Eligible for Support to Communities Grant:  
(Only collected for Support to Communities Grant participants)

☐ Yes ☐ No ☒ No Response

- The new 'Treatment and Recovery' service was removed so that it does not expose participant medical information. These services will instead be recorded as 'Other Support Service Assistance'.
- 'DWG Funded Grant' is now an allowable Fund Source for allowed Adult, DW and supportive services.

## Agreement to Terms of Use

All staff using external wiext IDs (non-DWD accounts) will agree to Terms of Use before accessing ASSET on login:



STATE OF WISCONSIN  
DWD  
Department of Workforce Development

**ASSET**

**AGREEMENT TO TERMS**

WARNING! This system contains US government information. By accessing and using this computer system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to State and Federal criminal prosecution as well as civil penalties. I understand the confidential nature of workforce information contained in ASSET and other DWD-owned systems of record, and will demonstrate due diligence in safeguarding ASSET data and other DWD-owned automated systems in my daily work duties. I agree, by access granted to me, to comply with all measures to protect the confidentiality of any information provided against unauthorized access or disclosure. I will:

- Protect confidential workforce information and information containing Personally Identifiable Information (PII);
- Use data only for the purposes authorized by law and/or data agreement;
- Not disclose data to unauthorized individuals, agencies or third parties;
- Limit paper documentation and store documents in a physically secure location;
- Keep data in any electronic format secure from unauthorized access; and,
- Take precautions to ensure only authorized persons have access to computer systems in which the data is stored.

User cannot access the system without agreeing to terms.

ASSET Technical Bulletin –

Find this document at: [https://dwd.wisconsin.gov/DETAPPS/detapps\\_info/secure/asset/tech-bulletins.htm](https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm)

## Staff Request Changes

- An alert has been added to notify staff when any staff request that they have entered requires more information to complete:



Alerts will remain on the screen until the condition no longer exists.

## Staff Alerts

PIN	Name	Alert Type	Alert Date	Description
19953	Falco, Shane	Staff Request needs more info	08/05/2020	Your staff request has been moved to the needs more info status.
Page 1				

1 Alert(s) found.

- Staff Requests are now ordered in chronological order so that they can more easily be processed in the order they are received:

[Home](#) / Staff Request Summary

### Staff Request Summary

Request Type:  
Search Field:  
\* Filter By Status:  
Requested in Past:

Data Change

Status

Pending

Twelve Month

Submit

Data Change Request(s)

Request Date	PIN	Summary	WDA#	Program	Status	Requestor
05/28/2020	15541	Need Correctional Facility Inmate flag checked	010	Title 3	Pending	Sharma, Vikas
09/24/2020	19953	Change fund sources remove grant identifiers	010	Title 1	Pending	Powell, Rebecca
01/21/2021	20887	Testing	010	Title 1	Pending	Young, Tim
01/21/2021	20887	Testing	010	Title 3	Pending	Young, Tim
01/21/2021	20887	Testing	010	TAA	Pending	Young, Tim
01/27/2021	7455	test	010	Title 1	Pending	Powell, Rebecca
02/23/2021	8457	Test	010	Title 1	Pending	Powell, Rebecca
Page 1						

7 row(s) found.

Add Request

## "Direct Participant Contact" field added to the Customer Notes Summary Report

If the customer note indicates there was direct participant contact the checkbox now displays in the report so that staff can see this information easily.

[Home](#) / [Customer Search](#) / [Customer Details](#) / [Customer Notes Report](#)

### Customer Notes Report

Display Case Notes:

☐ Date Range

\* From:  [mm/dd/yyyy] [Set As Today](#)

\* To:  [mm/dd/yyyy] [Set As Today](#)

☒ All

Search Results:

Customer Note Information:

Note ID:	5006
Note Date	03/23/2021
Summary:	Met with participant
Comments	Test
Created By:	ACCOUNTS\POWELRXAWQ
Created Date:	3/23/2021 3:30:14 PM
Direct Participant Contact:	<input checked="" type="checkbox"/>

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Customer Note Information:

Note ID:	2117
Note Date	08/14/2019
Summary:	ESS Calculation 7 was created
Comments	Marked as Confidential
Created By:	ACCOUNTS\ARZTJMMHP

## Links updated

Website URLs were updated throughout system screens:

- NAICS (North American Industry Classification System) were updated to the new website address: <https://www.census.gov/naics/>.
- Migrant and Seasonal Farmworker Reporting Guidelines were updated to <https://dwd.wisconsin.gov/wioa/lisil-fpl.htm> to meet DWD file naming standards.
- LLSIL/FPL Guidelines were updated to <https://dwd.wisconsin.gov/wioa/lisil-fpl.htm> to meet DWD file naming standards.

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## **Production Issues Fixed**

- Fixed problem that occurred when staff closed an Apprenticeship Pipeline program and change was not retained.
- Fixed problem when staff saved changes to ITA Services and change was not retained.
- Fixed system error that occurred when staff accessed participant's uploaded documents.