

ASSET Technical Bulletin

The following changes to ASSET were implemented before business hours **TODAY February 7, 2022.**

Case Assignment/Security Changes

- Case assignment now happens *faster!*
- Case Assignment end date is now being respected.
- Case Assignment purpose is now defaulted to “Staff Request” for Admin and QA reviewer roles.
- Data Monitors (LPLs, Board and Service Providers) are now allowed to view confidential case notes.

Program Changes

- Pay for Performance field is no longer required for TAA program.
- Selective Service field is no longer required for TAA program.
- Admin can now update Registration Dates for non-WIOA programs.
- TAA program page load now defaults the Veteran Status value from the Customer Record's stored military responses, so that a TAA program may be added without causing a system error.

Service Changes

- Changes to Financial Aid Information and Application Assistance service:
 - Financial Aid Information service (Basic Career Services – Self/Informational category) is not a participation-causing service.
 - Financial Aid Application Assistance service (Basic Career Services – Staff Assisted category) is a participation-causing service.
- Staff now have the ability to add new Individual Training Accounts (ITAs) for non-Title 1 programs.
- An Initial Assessment service was added to the TAA program:

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

Service Eligibility

Program Information - TAA/NAFTA

Participation-causing services may not be entered until Manage Programs screen is completed.

Service Name	Service Description
Apprenticeship Training	Engaged in a registered apprenticeship program. The classroom portion of any registered apprenticeship program on the ETPL is ITA eligible. An OJT contract may be used to fund the on-the-job training portion of any registered apprenticeship program.
Case Management	Coordination of the multiple employment, educational, and supportive services necessary for a customer to obtain and retain employment.
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.
Customized Training	Engaged in training customized for a specific employer/individual, for which the employer pays a significant portion of the cost of training. Not ITA eligible.
Eligibility Determination	Applying information collected during program registration to the eligibility criteria to see if an individual is eligible for the program.
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.
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.
Individual Employment Counseling	Participant involvement in an individual employment counseling session with a licensed counselor.
Information on Training	Provision of information on: training available in local and regional areas, counseling to determine suitable training and how to apply for training.
Initial Assessment of Interests, Skill Levels & Supportive Service Needs	Initial assessment of skill levels (includes literacy, numeracy, and English language proficiency), aptitudes and interests, and supportive service needs given to all participants, which forms the basis of future services.
Intake and Orientation	Providing introductory information about the job center, including programs and services, in an individual or group setting.

ASSET Technical Bulletin –

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

- Corrected TAA Benchmark Review service so due dates are 59 days from actual training start date and the report contains appropriate participants.
- Corrected a duplication issue when staff added services using Add Services (Multiple Customers) function.

Document Upload Changes

- We now capture an Event History when uploaded documents are deleted. This is only viewable to Admins for troubleshooting:

Deleted Documents

Document Type	Document Name	Deleted Date	Deleted By	Action
Class Schedule	sample.xlsx	2/7/2022 1:30:52 PM	ACCOUNTS/POWELRXAWQ	Details
TAA Participant Invoice	ajverizonbill-November 24-December 23202141 91.pdf	2/3/2022 10:30:39 AM	ACCOUNTS/UJOHNSAAIHE	Details
TAA Supplier Invoice	AF Becky.xlsx	1/7/2022 5:04:36 PM	ACCOUNTS/POWELRXAWQ	Details
TAA Participant Invoice	invoice 1.docx	1/18/2022 9:38:28 AM	ACCOUNTS/UJOHNSAAIHE	Details

Page 1

- Staff can now upload Excel spreadsheets to customer documents so that they don't have to be manipulated into .pdf or .doc

Report Changes

- TAA Benchmark Review report now displays the CP name from the TAA program screen so that appropriate CP can view their participants.
- Staff Request Summary page now includes search fields so QA Reviewer and Admin can simultaneously filter by Status, WDA, and Program.
- Added stars to Caseload Report so staff can see if assignment has been taken for cases generated on the report.
- TAA Waiver Deadline Report search parameters have been updated.

TAA Financials Post-Production Fixes

- TES Account Codes were corrected.
- Purchase Order Print Watermark was updated
- Supplier location ID was added for clarity.
- An associated service is required for all Cost Estimate Worksheet line items on prior to submission:

Please correct the following:

- You must attach at least one service to submit Cost Estimate Worksheet

! Select Service:

[Associate Service](#)

- Links to supporting documents have been provided on the Invoice Details screen:

Invoice Documents

Document Name	Document Type	Uploaded/Modified Date	Uploaded/Modified By	Action
Invoice 1.docx	RTAA	1/18/2022 9:38:28 AM	ACCOUNTS\JOHNSAAIHE	Delete

Page 1

1 document(s) found.

Receiving Documents

0 document(s) found.

- Text change on Advance Payments checkbox:

☐ All final receipts are uploaded AND any overpayment has been invoiced OR payment has been made for an outstanding balance.

☐ I have verified that all services have been provided and all the correct supporting documentation has been received. This invoice is approved for payment.

You must check only one of the boxes above & click save to select PO.

WAI Program Post-Production Fixes

- Fixed an error when staff attempted to add a WAI program record to a customer with tribal designation.

RESEA Changes

- RESEA sessions cannot be scheduled on State Holidays in 2022.
- In the case of a Title 3 program with an Initial RESEA service, the "Unemployment Insurance Programs" field on the program record is set to "UI claimant referred by RESEA" when the "Initial RESEA" service is completed:

General Program Summary
Title 3

General Program Summary:

Program Name:
Title 3

Registration Date:
02/07/2022 [mm/dd/yyyy]
[Set As Today](#)

Participation/Enrollment Date:
02/07/2022

Inactivation Date:

Education Status:
Attending Post High School

Highest School Grade Completed:
Bachelors Degree/Equivalent

Employment Status:
Employed

Unemployment Insurance Programs (U.I.):
UI claimant referred by RESEA

Geo-coding and FIPS code fixes to keep Production environment in sync.

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