
ASSET Technical Bulletin

The following changes to ASSET will be implemented on June 27, 2023.

CEPT/ASSET Merge

Initially, before this Merge, CEPT acted as a separate Application. But now CEPT will be seen/operated within ASSET. A new CEPT Section has been created in ASSET.

To Access CEPT, the Staff would have to go to ASSET Application, perform Customer Search and then have a Case Assignment of the Customer Selected, to access the Widgets (Employment Plan, Self-Sufficiency, Actions Steps List, Community Resources Search, Budget).

When clicked on the Widget, each widget that is clicked would open on the ASSET Screen.

NOTE- The functionality on the working of the Widgets is the same as it was previously, when CEPT used to be a different application.

The screenshot displays the ASSET web application interface. At the top, a navigation bar includes links for Home, Manage Customers, Staff, System Reports, BI Reports, and Manage Financials. Below this is a breadcrumb trail: Customer Search / Customer Details. The main heading is "Customer Details". Two orange buttons, "Save" and "Event History", are positioned above a tabbed interface. The tabs are "Contact Details", "Demographics", "Military Service", "Case Management Info", and "Job Center of Wisconsin". The "Contact Details" tab is active, showing a form for "Contact Information". The form fields include: PIN (33886), Intake Date (03/29/2023), Social Security Number (000-00-0000) with a "Create Pseudo SSN" button, Reason for Pseudo SSN (JCW registrant declined to provide SSN), Title (dropdown), First Name (yad), Middle Initial (empty), and Last Name (test). On the left sidebar, a menu lists various options, with the "CEPT" section highlighted by a red box. The CEPT section includes: Employment Plan, Self-Sufficiency, Action Steps List, Community Resources Search, and Budget.

➤ CEPT Employment Plan-

- Clicking on the "Employment Plan" on the left-hand panel, would open the following Page.
- The Staff can then either Add a Plan (if no plan is added already), by clicking on the "Add" button.

Customer Search / Customer Details / CEPT Employment Plan

CEPT Employment Plan

Plan Name	Created Date	Version	Status	Approval Date	Outcome
yad's Plan	06/09/2023	2	Closed	06/09/2023	Completed
yad's Plan	06/01/2023	1	Inactive	06/09/2023	

Add

- The Staff can click on the existing open Plan by just clicking on the mentioned Plan Name.

CEPT Employment Plan

Plan Name	Created Date	Version	Status	Approval Date	Outcome
yad's Plan	06/23/2023	1	Draft		
yad's Plan	06/09/2023	2	Closed	06/09/2023	Completed
yad's Plan	06/01/2023	1	Inactive	06/09/2023	

Add

- Once the above steps are performed, the users IEP Page would open and then the Staff can perform the functions as they used to. They can add goals, perform a Job Fit Review, Add Potential Barriers, Services, Action Steps to the User's IEP Page. Lastly, acknowledge the plan.

Customer Search / Customer Details / CEPT Employment Plan

CEPT Employment Plan

Plan Name: yad's Plan Print all details:  Print without Job Fit Review: 

This Plan is for:

Programs Other Than Youth Program (IEP) Youth Program (ISS)

My Goals:

My Goals, Youth Program:

Job Fit Review:

Potential Barriers:

Services:

Action Steps:

Acknowledgment:

[Save](#)

➤ CEPT Self-Sufficiency –

- Clicking on the "Self-Sufficiency" on the left-hand panel, would open the following page.
- The Staff can Click on "Add" and create Self-sufficiency calculations.

CEPT Self-Sufficiency

Calc Name and Program	Calculation Date	Self-sufficient	Status
Calculation 2 - T1Y	06/09/2023	Yes	Created
Calculation 1 - T1Y	06/01/2023	No	Created

[Add](#)

CEPT Self-Sufficiency

Self-sufficiency Calculation Details

Name: * Status:

Program: *

Current Individual Income: *

Other Household Income: *

County: *

Household Composition: Ages 0-2 * Ages 3-5 * Ages 6-12 * Ages 13-17 * Ages 18+ or minor living alone *

Calculation Date: *

Comments Section - A case note is automatically populated into ASSET when you click "Calculate." To make changes to the case note, click the "Recalculate & Save" button.

Summary:

Comments:

[Calculate](#)

- CEPT Action Steps List-
 - Clicking on the "Action Steps List" on the left hand-panel, would open the following Page.
 - The Staff can Click on "Manage" and create Action Steps List.

CEPT Action Steps List

Name	Due Date
test 06/09/2023	06/09/2023
Complete skills, aptitude, or career assessment(s)	

[Manage](#)

CEPT Action Steps List

My Action Steps

Search for an Action Step 🔍

Keep track of important activities and to help you complete tasks on time. To add to the list you can either enter your own action step in the text box or click "Add from Library" to see a list of useful action steps.

Click on the name of any of the items in your list to add or edit details. You can also mark items as complete on this page, which moves them to the end of the list.

+

[Add from Library](#)

Show Deleted Action Items

Equals - No ▼

Search

Name	Due Date	Priority	Type	Completed	CompletedOn	Created By	
test 06/09/2023	06/09/2023	Medium	Required	<input type="checkbox"/>		Yadav, Kritika	
Complete skills, aptitude, or career assessment(s)				<input type="checkbox"/>		Yadav, Kritika	
Identify your interests, skills, and values				<input checked="" type="checkbox"/>	06/09/2023	Yadav, Kritika	

🔄
⏪ Page 1 of 1 ⏩
10
View 1 - 3 of 3

- Clicking on "Add from Library" will open the following Action Step Details Page and the required Action Steps can be added from this list.

Customer Search / Customer Details / CEPT Action Steps List

CEPT Action Steps List

Action Step Details

This Action Steps library contains a list of activities that may be useful to job seekers. Expand one or all of the categories to see the suggested Action Steps. Select one or more Action Steps and click "Add to My List". Once Action Steps are added from this page, you can edit them individually to change the name, add a due date, location, priority, etc.

Expand All Collapse All

- Career Exploration
- Financial
- Interview
- Job Search
- Networking
- Personal
- Training
- Unemployment Insurance
- WIOA

Add to My List Cancel

- The Staff can also click on an Action Step Item on the main Action Steps List Menu Page to fill in the Action Step Details.

Name	Due Date
test 06/09/2023 Complete skills, aptitude, or career assessment(s)	06/09/2023

[Manage](#)

Customer Search / Customer Details / CEPT Action Steps List

CEPT Action Steps List

Action Step Details

Action Step Name * Completed

test 06/09/2023 [Event History](#)

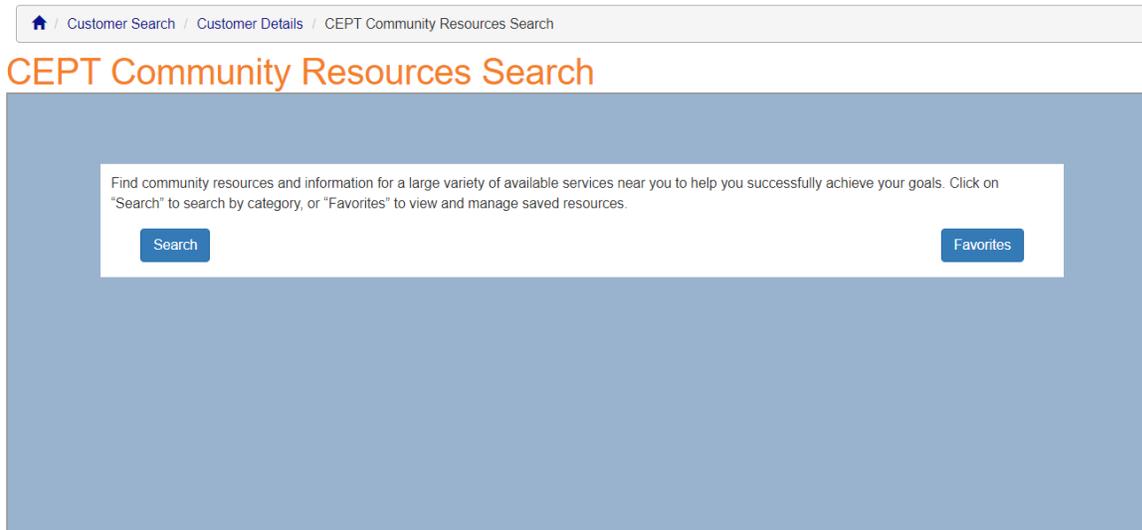
Due Date: 06/09/2023 Action Type: Required

Location: Priority: Medium

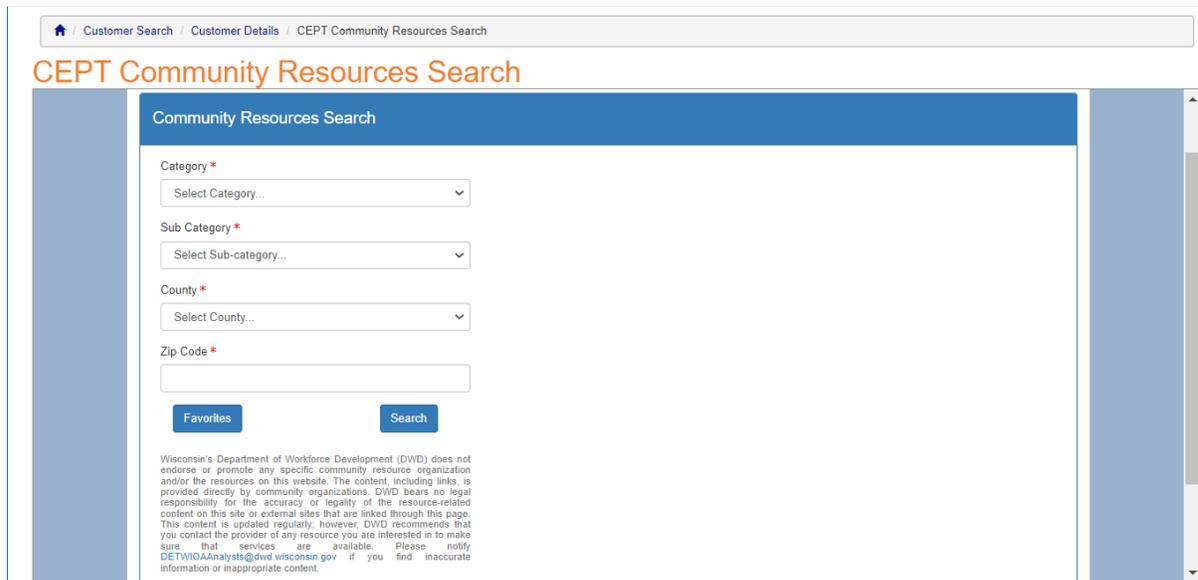
Comments:

Delete Save and Close

- CEPT Community Resources Search
 - Clicking on the "Community Resources Search" on the left-hand panel, would open the following page.



- Clicking on Search would take the Staff to the following page.



- The Staff can then perform a Search and mark the Resource as Favorite by clicking on the Star. This would then save this Resource under the Favorites Section.

Home / Customer Search / Customer Details / CEPT Community Resources Search

CEPT Community Resources Search

Community Resources Search

Category *
COVID-19

Sub Category *
COVID-19 At-Home Testing Kit

County *
Dane

Zip Code *
53713

[Favorites](#) [Search](#)

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Click on the  to save a resource to the participant's Favorites list.

COVID-19 AT-HOME RAPID TESTS
JUNEAU COUNTY HEALTH DEPARTMENT

 Juneau County Health Department is providing free at-home rapid tests. Tests can be picked up at 200...[Read more](#)

[More Details](#)

COVID-19 AT-HOME TESTS
ADAMS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

 Adams County Health Department is providing at-home rapid tests. WHILE SUPPLIES LAST. Please call ...[Read more](#)

[More Details](#)

AT HOME COVID-19 TEST KITS
WINNEBAGO COUNTY HEALTH DEPARTMENT

 Free at home test collection kits can be picked up at various sites in Winnebago county

- Clicking on Favorites would take the Staff to the following Page showing them a list of the Favorites Added.

Home / Customer Search / Customer Details / CEPT Community Resources Search

CEPT Community Resources Search

Favorite Resources

Child & Youth

FOOD PANTRIES
MOUNT ZION BAPTIST CHURCH

 Food pantry. Can use once every 30 days. ID and proof of address required for every household member...[Read more](#)

[More Details](#)

Aging & Disability Services

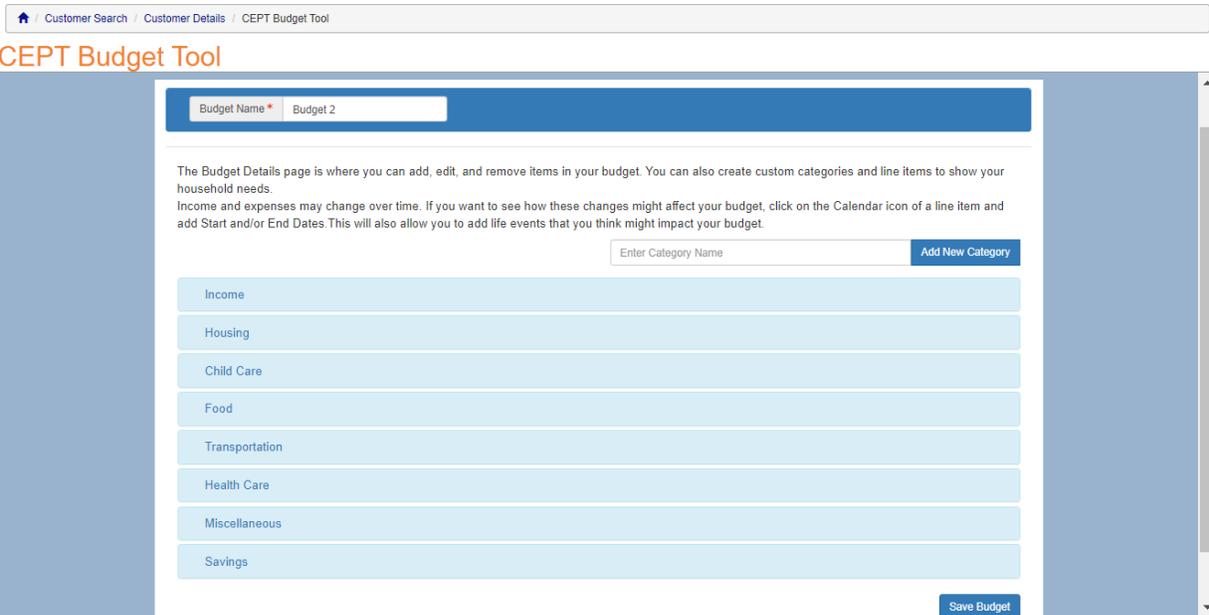
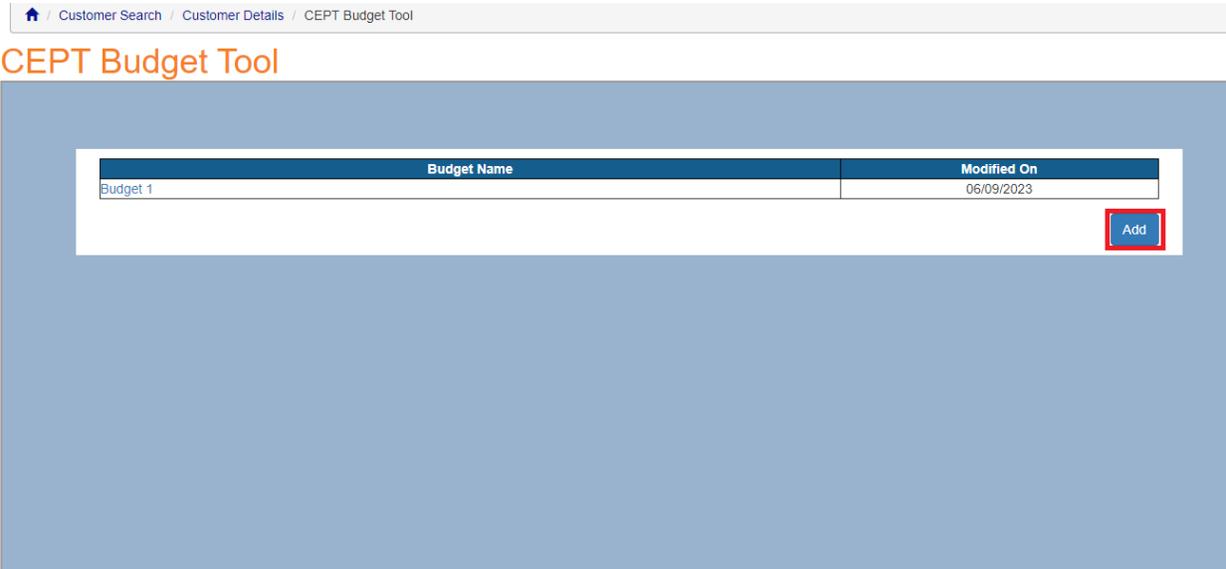
CAREGIVER TRAINING - NAMI BASICS
NAMI DANE COUNTY

 CHANGE: The educational programming is currently running virtually. A three session educational cou...[Read more](#)

[More Details](#)

➤ CEPT Budget

- Clicking on the "Budget" on the left-hand panel, would open the following Page.
- The Staff can Click on "Add" to create Budget.



Case Assignment-

- When the Staff clicks on a Customer with no Case Assignment, and tries to access CEPT, the following System Warning Message will be displayed.

Warning



System Warning

To Access this information, please take an assignment on the [Customer Page](#) or [Case Team Page](#)

- They would then have to Click on "Customer Page or "Case Team Page" from the above-mentioned System Warning, to go the respective pages and assign themselves as a Career Planner to the Customer.

