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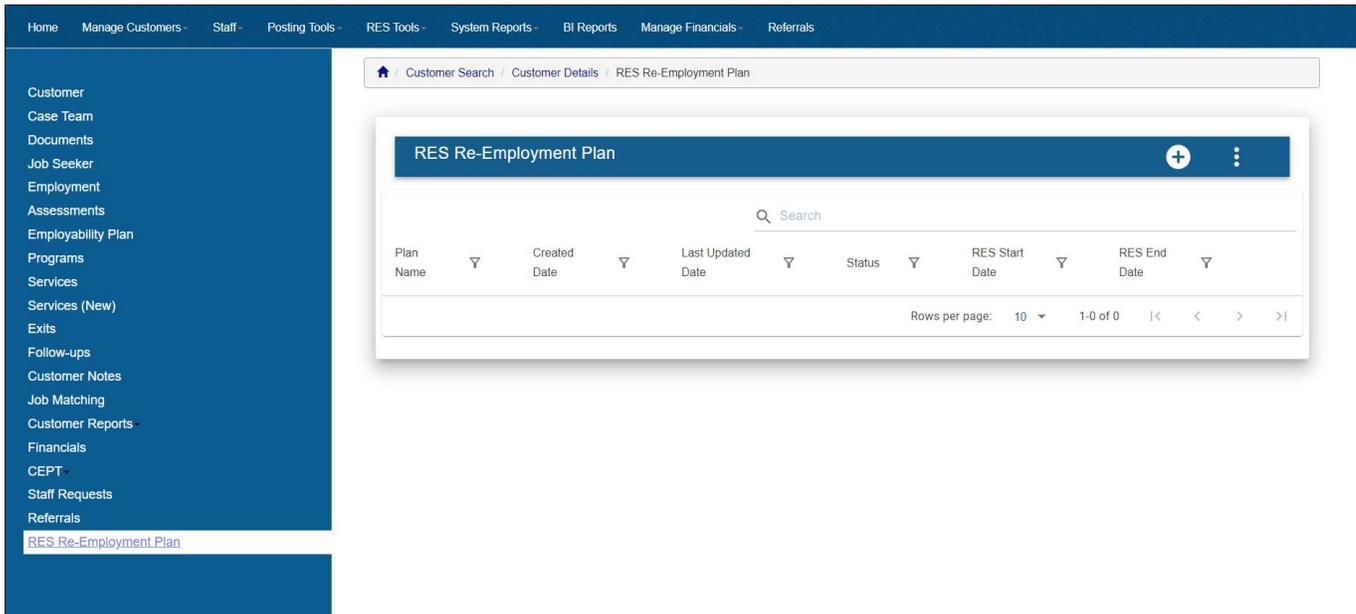
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The following changes to ASSET will be implemented the week of **April 22, 2024**.

With the deploy of the RESEA Employment Plan project, two of the current paper forms that RESEA Staff use to support the employment Plan are now digitalized!

RES Re-Employment Plan Workflow

We have introduced a new left-menu item on ASSET, named 'RES Re-Employment Plan':



To create a plan for a participant, they must be in an active RES Period. The Staff can click on the (+) button on the landing page to add a plan.

RESEA Evaluation Group

If the Participant belongs to the Evaluation Group of RESEA, the Staff will have 2 Tabs to fill.

Eligibility Review/Initial Tab:

The screenshot displays a web application interface for the RESEA system. On the left is a dark blue navigation sidebar with a list of menu items: Home, Manage Customers, Staff, Posting Tools, RES Tools, System Reports, BI Reports, Manage Financials, Referrals, Customer, Case Team, Documents, Job Seeker, Employment, Assessments, Employability Plan, Programs, Services, Services (New), Exits, Follow-ups, Customer Notes, Job Matching, Customer Reports, Financials, CEPT, Staff Requests, Referrals, and RES Re-Employment Plan. The main content area has a breadcrumb trail: Home / Customer Search / Customer Details / RES Re-Employment Plan. Below this, there are two tabs: 'ELIGIBILITY REVIEW/INITIAL' (which is active) and 'INDIVIDUAL RE-EMPLOYMENT PLAN (IRP)'. The active tab contains three questions with radio button options:

- 1. Have you been offered work since filling for unemployment (UI)?*
 Yes(Complete Section A) No
- 2. Is there any reason you cannot accept full-time work, 32 hours per week? (Lack of Transportation or childcare, physical or mental health limitation, school attendance, etc)*
 Yes(Complete Section B) No
- 3. Review Work Search Actions:.*
 Adequate Not Adequate Not Provided

At the bottom of the main content area, there is a vertical list of sections: Section A, Section B, Section C, and By Block, each with a dropdown arrow.

Question 1 – Have you been offered work since applying for Unemployment (UI)?

If the Staff selects 'Yes' in Question 1, then they fill out Section A.

If the Staff selects 'No' in Question 1, then Section A is locked for edit.

Eligibility Review / Initial

1. Have you been offered work since filling for unemployment (UI)?*

Yes(Complete Section A) No

Section A

Employer Name*

Employer Phone Number

Employer Address

City

State

Zip

Start Date*
MM-dd-yyyy 

1. Did you report wages on your UI Claims?*

Yes No

2. If you did not start or are no longer working for this Employer, please explain:*

3. Did you report this separation or refusal on your UI claim?*

Yes No

Question 2 – Is there any reason you cannot accept full-time work, 32 hours per week?

- If the Staff selects 'Yes' in Question 2, then they fill out Section B.
- If the Staff selects 'No' in Question 2, then Section B is locked for edit.

2. Is there any reason you cannot accept full-time work, 32 hours per week? (Lack of Transportation or childcare, physical or mental health limitation, school attendance, etc)*

Yes(Complete Section B) No

Section B

Check the reason(s) below and fill in the appropriate details:

1. Lack of Transportation.
If Offered Work, can you arrange transportation? (Bus, friends, family, rideshare etc)*

Yes No

Arrangements:

2. Lack of Childcare.
If offered work, can you arrange childcare? (Prior childcare provider, friends, family, etc)*

Yes No

Arrangements:

3. Physical or mental health limitation.*

Yes No

List Restrictions:

Have you worked with these same restrictions before filling for UI?

Yes No

4. School Attendance.
Are you attending school online or after 5 p.m. and willing to work full-time?*

Yes No

5. Other, provide details of limitation.

6. Did you report the issue(s) to UI?*

Yes No

Question 3 – Review Work Search Actions

- If the Staff selects 'Adequate' in Question 3, then it's not mandatory for them to fill out the checkboxes in Section C.
- If the Staff selects 'Not Adequate' in Question 3, then it is mandatory for them to fill out atleast one of the checkboxes in Section C.
- If the Staff selects 'Not Provided' in Question 3, then it is mandatory for them to fill out atleast one of the checkboxes in Section C.

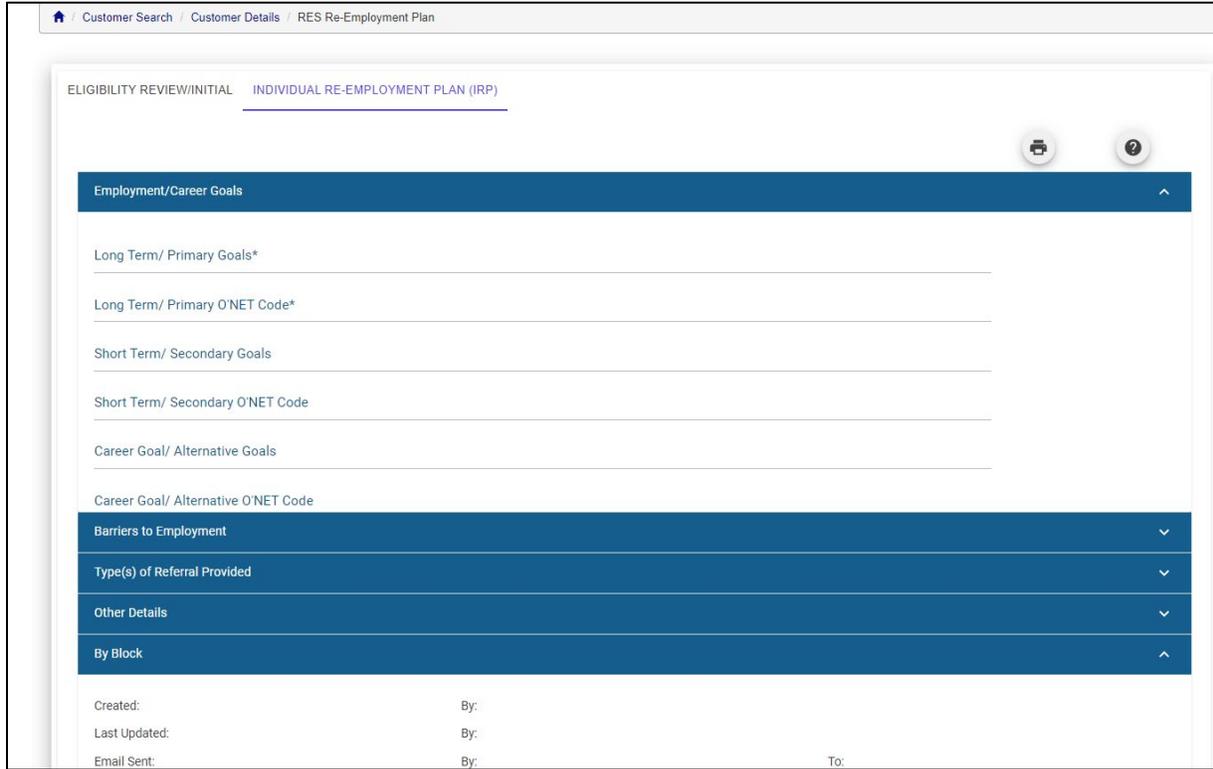
The screenshot shows a form titled "3. Review Work Search Actions:*". It contains three radio button options: "Adequate" (which is selected), "Not Adequate", and "Not Provided". Below this is a section header "Section C" with a list of checkboxes under the heading "New Issues Raised:". The items are: "Wage Issue", "Separation Issue", "Job Refusal Issue", "Able/Available Issue", and "Work Search Issue".

- The Staff is required to fill out the textbox for Eligibility Review/Initial once the participant has been enrolled in the Initial Session.
- The Staff can also check the checkbox for Create Case Note. Checking this checkbox and clicking on 'Save' would auto-generate a Case Note for Initial Session Eligibility Review/Initial under the 'Customer Notes' menu item.

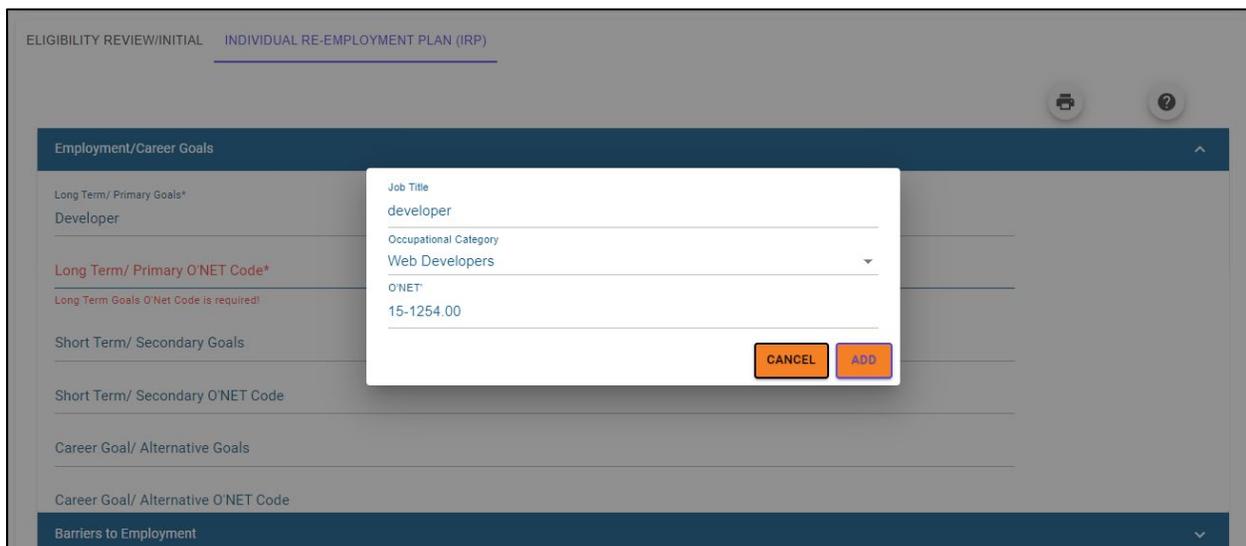
This screenshot shows the "Section C" form with the "New Issues Raised:" checkboxes. Below them is a text input field labeled "Eligibility Review/ Initial:*" and a checkbox labeled "Create Case Note". At the bottom of the form is a "By Block" section with labels for "Created:", "Last Updated:", "By:", and "By:". A "SAVE" button is located at the very bottom of the form.

Individual Re-Employment (IRP) Tab

After filling out the Eligibility Review tab, the Staff fills out the IRP Tab. [All of the required fields are marked with an asterisk (*)]



The Staff is presented with the following dialog box once they click on any field that ends with O'NET Code:

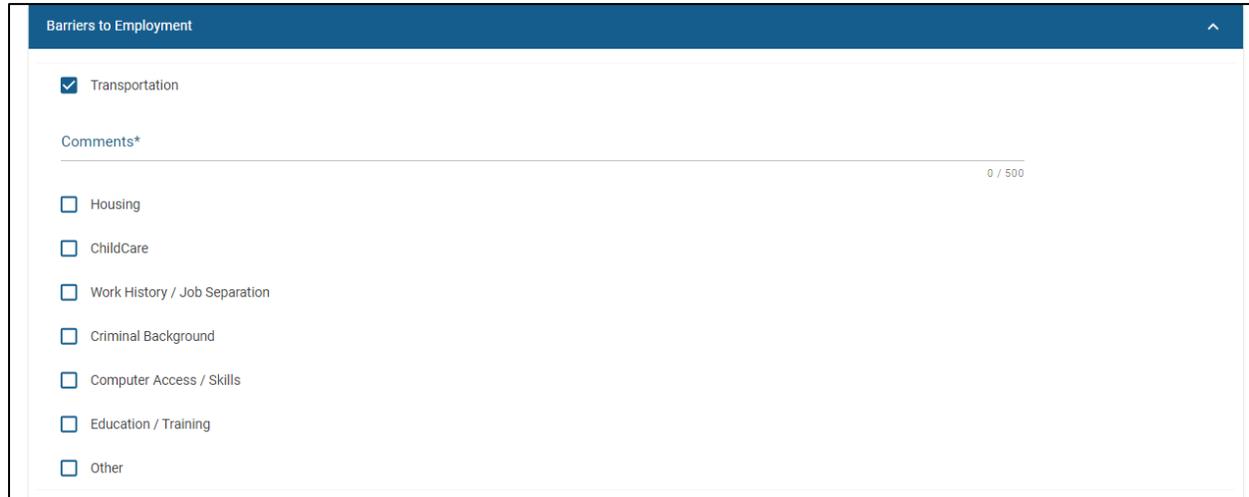


ASSET Technical Bulletin –

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

Barriers to Employment

Checking any of the checkboxes under Barriers to Employment displays a required textbox field to fill:



The screenshot shows a form titled "Barriers to Employment" with a blue header bar. Below the header, there is a list of checkboxes. The "Transportation" checkbox is checked, while all other checkboxes are unchecked. Below the list of checkboxes is a "Comments*" field, which is a required text input field. The field is currently empty and has a character count of "0 / 500" on the right side.

- Transportation
- Housing
- ChildCare
- Work History / Job Separation
- Criminal Background
- Computer Access / Skills
- Education / Training
- Other

Comments* 0 / 500

Types of Referral Provided

Checking any of the checkboxes under Types of Referral displays a required textbox field to fill:

Type(s) of Referral Provided

- Referral to Disabled Veteran Outreach Program (DVOP) Specialist
- Referral due to significant barrier to employment
- Referral of Transitioning Service Member in need of additional career services
- Referral of wounded, ill or injured participant located in a military treatment facility, or the caregiver of such a participant
- Referral due to serving in the military during the Vietnam era of August 1964 to May 1975
- Referral for other reasons

Comments* 0 / 1000

- Referral to Federal Training (WIOA Title 1, TAA, Adult Education, Vocational Rehab, Job Corps)

Comments* 0 / 1000

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

Comments* 0 / 1000

- Referral to local bonding coordinator for federal Bonding Program

Comments* 0 / 1000

- Referral for a supportive service to community programs/services

Comments* 0 / 1000

0 / 1000

- Referral for a supportive service to a State or Federal public assistance program

Comments* 0 / 1000

- Other Referral

Description of the referral provided* 0 / 1000

Comments* 0 / 1000

Other Details

All the fields (except Outcomes & Create Case Note checkbox) under this dropdown are mandatory to check and fill:

- The options selected have a required comment box to fill.
- Create Case Note- The Staff can also check the checkbox for Create Case Note. Checking this checkbox and clicking on 'Save' auto-generates a Case Note for IRP under the 'Customer Notes' menu item, specifically for the Initial Session Enrolled/Attended by the participant.
- Create Email- The Staff selects this checkbox after they fill out the IRP. Checking this auto-generates an Email to the participant, sending them 1 PDF. This PDF is the copy of the IRP Tab filled out by the Staff.

RESEA PLUS Evaluation Group

If the Participant belongs to the Evaluation Group of RESEA PLUS, the Staff will have 3 Tabs to fill:

Eligibility Review/Initial Tab

The screenshot shows a web application interface for the 'Eligibility Review / Initial' tab. On the left is a dark blue navigation sidebar with the following menu items: Customer, Case Team, Documents, Job Seeker, Employment, Assessments, Employability Plan, Programs, Services, Services (New), Exits, Follow-ups, Customer Notes, Job Matching, Customer Reports, Financials, CEPT, Staff Requests, Referrals, and RES Re-Employment Plan. The main content area has a breadcrumb trail: 'Customer Search / Customer Details / RES Re-Employment Plan'. Below this are three tabs: 'ELIGIBILITY REVIEW/INITIAL' (selected), 'INDIVIDUAL RE-EMPLOYMENT PLAN (IRP)', and 'ELIGIBILITY REVIEW/SUBSEQUENT'. The 'Eligibility Review / Initial' tab contains three numbered questions with radio button options:

- 1. Have you been offered work since filing for unemployment (U)?*
 Yes(Complete Section A) No
- 2. Is there any reason you cannot accept full-time work, 32 hours per week? (Lack of Transportation or childcare, physical or mental health limitation, school attendance, etc)*
 Yes(Complete Section B) No
- 3. Review Work Search Actions:*

Below the questions are four expandable sections: 'Section A', 'Section B', 'Section C', and 'By Block'. At the bottom of the form, there are fields for 'Created:' and 'Last Updated:', each followed by a 'By:' field.

Question 1 – Have you been offered work since filing for unemployment (UI)?

- If the Staff selects 'Yes' in Question 1, then they fill out Section A.
- If the Staff selects 'No' in Question 1, then Section A is locked for edit.

Eligibility Review / Initial

1. Have you been offered work since filling for unemployment (UI)?*

Yes(Complete Section A) No

Section A

Employer Name*

Employer Phone Number

Employer Address

City

State

Zip

Start Date*
MM-dd-yyyy 

1. Did you report wages on your UI Claims?*

Yes No

2. If you did not start or are no longer working for this Employer, please explain:*

3. Did you report this separation or refusal on your UI claim?*

Yes No

Question 2 – Is there any reason you cannot accept full-time work, 32 hours per week?

- If the Staff selects 'Yes' in Question 2, then they fill out Section B.
- If the Staff selects 'No' in Question 2, then Section B is locked for edit.

2. Is there any reason you cannot accept full-time work, 32 hours per week? (Lack of Transportation or childcare, physical or mental health limitation, school attendance, etc)*

Yes(Complete Section B) No

Section B

Check the reason(s) below and fill in the appropriate details:

1. Lack of Transportation.
If Offered Work, can you arrange transportation? (Bus, friends, family, rideshare etc)*

Yes No

Arrangements: _____

2. Lack of Childcare.
If offered work, can you arrange childcare? (Prior childcare provider, friends, family, etc)*

Yes No

Arrangements: _____

3. Physical or mental health limitation.*

Yes No

List Restrictions: _____

Have you worked with these same restrictions before filling for UI?

Yes No

4. School Attendance.
Are you attending school online or after 5 p.m. and willing to work full-time?*

Yes No

5. Other, provide details of limitation.

6. Did you report the issue(s) to UI?*

Yes No

Question 3 – Review Work Search Actions

- If the Staff selects 'Adequate' it is not mandatory for them to fill out the checkboxes in Section C.
- If the Staff selects 'Not Adequate' it is mandatory for them to fill out at least one of the checkboxes in Section C.
- If the Staff selects 'Not Provided' it is mandatory for them to fill out at least one of the checkboxes in Section C.

3. Review Work Search Actions:*

Adequate Not Adequate Not Provided

Section C

New Issues Raised:

- Wage Issue
- Separation Issue
- Job Refusal Issue
- Able/Available Issue
- Work Search Issue

- The Staff is required to fill out the textbox for Eligibility Review/Initial once the participant has been enrolled in the Initial Session.
- The Staff can also check the checkbox for Create Case Note. Checking this checkbox and clicking on 'Save' auto-generates a Case Note for Eligibility Review/Initial under the 'Customer Notes' menu item.

Section C

New Issues Raised:

- Wage Issue
- Separation Issue
- Job Refusal Issue
- Able/Available Issue
- Work Search Issue

Eligibility Review/ Initial:*

Create Case Note

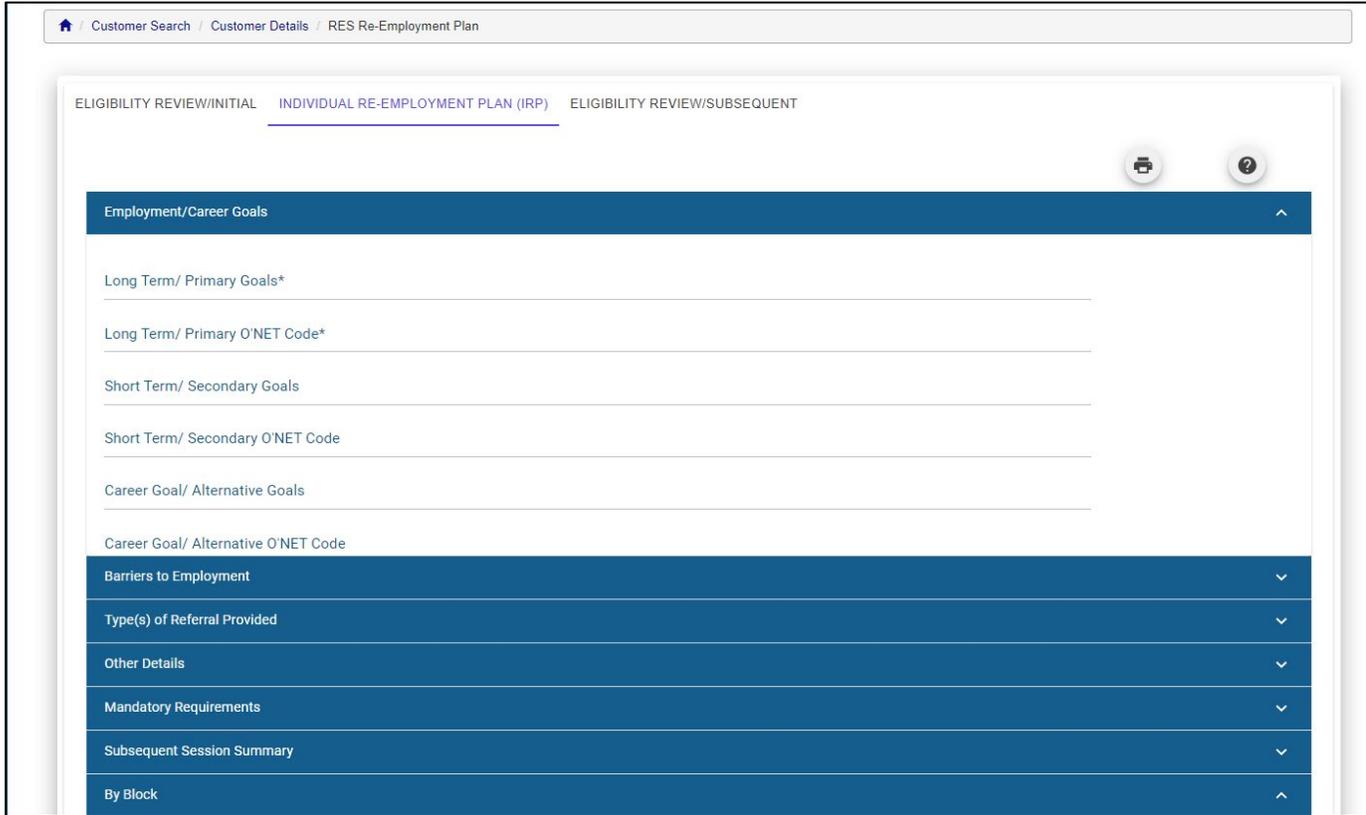
By Block

Created: _____ By: _____

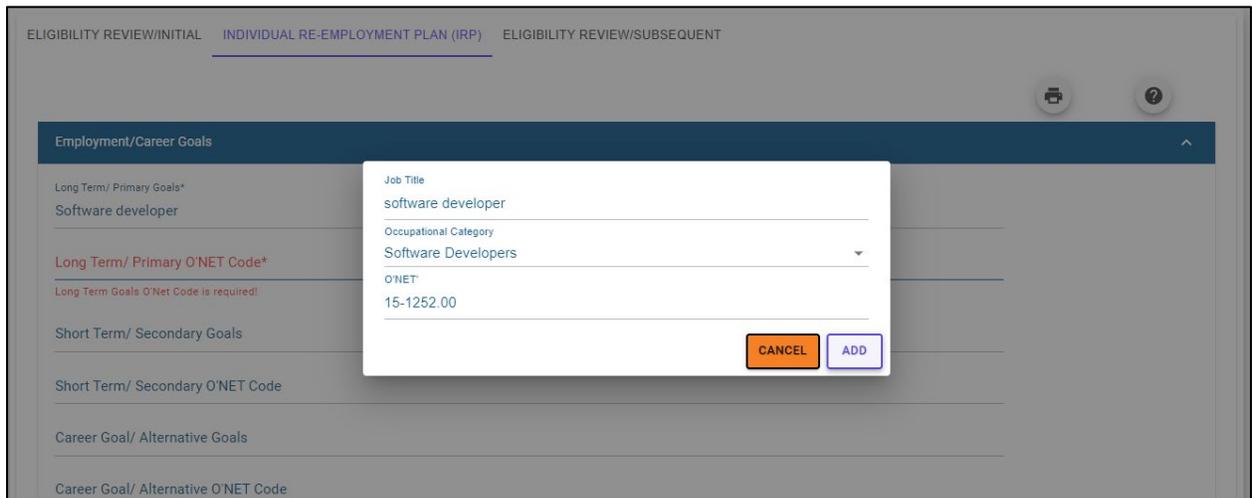
Last Updated: _____ By: _____

Individual Re-Employment (IRP) Tab

After filling out the Eligibility Review tab, the Staff will fill out IRP Tab. [All required fields are marked with an asterisk (*)]



Staff are presented with the following dialog box once they click on any field that ends with O'NET Code:



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

Barriers to Employment

Checking any of the checkboxes under Barriers to Employment displays a required textbox field to fill:

ELIGIBILITY REVIEW/INITIAL INDIVIDUAL RE-EMPLOYMENT PLAN (IRP) ELIGIBILITY REVIEW/SUBSEQUENT

Employment/Career Goals

Barriers to Employment

Transportation

Comments* 0 / 500

Housing

ChildCare

Work History / Job Separation

Criminal Background

Computer Access / Skills

Education / Training

Other

Types of Referral Provided

Checking any of the checkboxes under Types of Referral displays a required textbox field to fill:

Type(s) of Referral Provided ^

- Referral to Disabled Veteran Outreach Program (DVOP) Specialist
- Referral due to significant barrier to employment
- Referral of Transitioning Service Member in need of additional career services
- Referral of wounded, ill or injured participant located in a military treatment facility, or the caregiver of such a participant
- Referral due to serving in the military during the Vietnam era of August 1964 to May 1975
- Referral for other reasons

Comments* 0 / 1000

- Referral to Federal Training (WIOA Title 1, TAA, Adult Education, Vocational Rehab, Job Corps)

Comments* 0 / 1000

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

Comments* 0 / 1000

- Referral to local bonding coordinator for federal Bonding Program

Comments* 0 / 1000

- Referral for a supportive service to community programs/services

Comments* 0 / 1000

Referral for a supportive service to a State or Federal public assistance program

Comments* 0 / 1000

- Other Referral

Description of the referral provided* 0 / 1000

Comments* 0 / 1000

Other Details

All the fields under this Dropdown are mandatory to check and fill:

Other Details ^

JCW Overview*

Comments* 0 / 500

Area Labor Market Information*

Comments* 0 / 2000

Resume Reviewed*

Comments* 0 / 2000

Initial Session Summary* 0 / 2000

Mandatory Requirements

- The radio button for "Work Search Record(s) for ALL week(s) between today and your self-scheduled Subsequent Session" is auto-selected.
- The Staff should select only one other radio button.
- The options selected has a required comment box to fill.
- Create Case Note- The Staff can also check the checkbox for Create Case Note. Checking this checkbox and clicking on 'Save' auto-generates a Case Note for IRP under the 'Customer Notes' menu item, specifically for the Initial Session Enrolled/Attended by the participant.
- Create Email- The Staff elects this checkbox after they fill out the IRP. Checking this auto-generates an Email to the participant, sending them 2 PDFs. One of the PDF is the copy of the IRP Tab filled out by the Staff and the second PDF involves information about Scheduling Subsequent RESEA Session.

Mandatory Requirements ^

Work Search Record(s) for ALL week(s) between today and your self-scheduled Subsequent Session.

Comments* 0 / 2000

Create Work References Document

Create Job Separation(s) Response

Update/Revise Current Resume Being Used

Update/Revise JobCenterofWisconsin.com (JCW) Resume

Create Cover Letter/Letter of Qualifications

Develop Elevator Speech

Create LinkedIn Profile

Complete GCF Learnfree

Complete Career Cruising

Complete InterviewPrep

Schedule and Attend Career Counseling Appointment

Schedule and Attend WIOA Orientation

Complete Interview Preparation

Schedule and Attend Apprenticeship Tour

Complete Skill Explorer

Complete MySkills MyFuture

Complete My Next Move

Research Transportation Methods

Attend Job Club

Attend Job Fair

Attend Professional Networking Event

Attend In-person/Virtual Workshop

Create Case Note

Create Email*

Subsequent Session Summary

Fields under the dropdown for Subsequent Session Summary are locked for edit until the Staff fills out the above-mentioned items and saves it.

These fields are filled by the Staff once the participant is enrolled for the Subsequent Session.

Create Case Note- This is the second Case Note under the IRP tab. Checking the checkbox for the Case note under Subsequent Session Summary auto-generates a Case note for participants enrolled for Subsequent Sessions.



The screenshot shows a web form titled "Subsequent Session Summary". It features two text input fields. The first field is labeled "Subsequent Session Summary" and has a character count of "0 / 2000". The second field is labeled "Outcomes" and has a character count of "0 / 1000". Below the "Outcomes" field, there is a checkbox labeled "Create Case Note".

Eligibility Review/Subsequent Tab

The screenshot shows a web application interface for the 'Eligibility Review/Subsequent' tab. At the top, there is a breadcrumb trail: 'Customer Search / Customer Details / RES Re-Employment Plan'. Below this, three tabs are visible: 'ELIGIBILITY REVIEW/INITIAL', 'INDIVIDUAL RE-EMPLOYMENT PLAN (IRP)', and 'ELIGIBILITY REVIEW/SUBSEQUENT', with the latter being the active tab. The main content area is titled 'Eligibility Review / Initial' and contains three numbered questions with radio button options:

- 1. Have you been offered work since filing for unemployment (UI)?*
 Yes(Complete Section A) No
- 2. Is there any reason you cannot accept full-time work, 32 hours per week? (Lack of Transportation or childcare, physical or mental health limitation, school attendance, etc)*
 Yes(Complete Section B) No
- 3. Review Work Search Actions:***
 Adequate Not Adequate Not Provided

At the bottom of the form, there are four expandable sections: 'Section A', 'Section B', 'Section C', and 'By Block', each with a downward-pointing arrow.

Question 1 – Have you been offered work since applying for Unemployment (UI)?

- If the Staff selects 'Yes' in Question 1, then they fill out Section A.
- If the Staff selects 'No' in Question 1, then Section A is locked for edit.

The screenshot displays a web form interface. At the top, a blue header bar contains the text "Eligibility Review / Initial" and a small upward-pointing arrow. Below this, the question "1. Have you been offered work since filling for unemployment (UI)?" is presented. Two radio button options are available: "Yes(Complete Section A)" which is selected (indicated by a green dot), and "No".

Below the question is a section titled "Section A" with a blue header bar and an upward-pointing arrow. This section contains several text input fields: "Employer Name*", "Employer Phone Number", "Employer Address", "City", "State", and "Zip". A "Start Date*" field is also present, with a placeholder "MM-dd-yyyy" and a calendar icon. Below these fields are three numbered questions:

1. Did you report wages on your UI Claims?*
 Yes No
2. If you did not start or are no longer working for this Employer, please explain:*
3. Did you report this separation or refusal on your UI claim?*

For question 3, there are two radio button options: "Yes" and "No".

Question 2 – Is there any reason you cannot accept full-time work?

- If the Staff selects 'Yes' in Question 2, then they fill out Section B.
- If the Staff selects 'No' in Question 2, then Section B is locked for edit.

2. Is there any reason you cannot accept full-time work, 32 hours per week? (Lack of Transportation or childcare, physical or mental health limitation, school attendance, etc)*

Yes(Complete Section B) No

Section B

Check the reason(s) below and fill in the appropriate details:

1. Lack of Transportation.
If Offered Work, can you arrange transportation? (Bus, friends, family, rideshare etc)*

Yes No

Arrangements:

2. Lack of Childcare.
If offered work, can you arrange childcare? (Prior childcare provider, friends, family, etc)*

Yes No

Arrangements:

3. Physical or mental health limitation.*

Yes No

List Restrictions:

Have you worked with these same restrictions before filling for UI?

Yes No

4. School Attendance.
Are you attending school online or after 5 p.m. and willing to work full-time?*

Yes No

5. Other, provide details of limitation.

6. Did you report the issue(s) to UI?*

Yes No

Question 3 – Review Work Search Actions

- If the Staff selects 'Adequate', then it's not mandatory for them to fill out the checkboxes in Section C.
- If the Staff selects 'Not Adequate', then it is mandatory for them to fill out at least one of the checkboxes in Section C.
- If the Staff selects 'Not Provided', then it is mandatory for them to fill out at least one of the checkboxes in Section C.

3. Review Work Search Actions:*

Adequate Not Adequate Not Provided

Section C

New Issues Raised:

- Wage Issue
- Separation Issue
- Job Refusal Issue
- Able/Available Issue
- Work Search Issue

- The Staff is required to fill out the textbox for Eligibility Review/Subsequent once the participant has been enrolled in the Subsequent Session.
- The Staff can also check the checkbox for Create Case Note. Checking this checkbox and clicking on 'Save' auto-generates a Case Note for Eligibility Review/Subsequent under the 'Customer Notes' menu item.

Section C

New Issues Raised:

- Wage Issue
- Separation Issue
- Job Refusal Issue
- Able/Available Issue
- Work Search Issue

Eligibility Review/ Subsequent:*

Create Case Note