
ASSET Technical Bulletin

ASSET Changes – Will be deployed on October 15, 2024

Tips for Staff Request submission

- When submitting a Staff Request, pay attention to the page you're currently on when you create your request.
- If changes need to be made to a service, program, note, document, etc., go to that specific record to make your request. This will pull data points from that record (like Actual Start Date or Document Name) into the request details. Additionally, this will link the processor back to the specific page on which they need to make modifications. This is particularly helpful when there are multiple services with the same name, or multiple pages of documents to search.
- If you need to open an episode back up to make changes, there are various ways you could accomplish this based on what you want to see happen:
 - If the change you need is for new services to be added, you could submit a Staff Request from the specific program or from the episode exit details, and request that you be notified when it is open again for you to take action. Administrators can now send automated emails to the person assigned to the Staff Request to inform them as soon as it's been completed. This will give you time to make necessary changes before the program re-exits at 6 pm with the run of the Common Exit process.
 - If you need to modify existing services, you could submit a Staff Request on each particular service that needs the change. When the Administrators re-open the program, they will then have a link to each specific service and it will be easy to verify changes are made to the correct services and that one wasn't skipped.
 - Remember that for an episode to be re-opened, any Follow-up Status that exists will need to be deleted. If you are requesting for an episode exit to be removed and there is a Follow-up Status, keep in mind this will need to be manually re-added after the episode has re-exited.

General Changes

- CEPT will now allow separate tracking of JVSG/Title 3 goals from Title 1 goals.
- The "Veteran Priority of Service" service will only be selectable for customers who are eligible based on their Customer Details.
- The "Veteran Priority of Service" service will allow staff to indicate if the customer is eligible for JVSG program.

Eligible for JVSG Service:	<input type="radio"/> Yes <input type="radio"/> No
Completion Code:	<input type="text"/>

- Customer records can be created with an O*NET code entered at the time of creation. Previously, this gave a system error.
- Career Planners will be required to enter a comment in order to create a note from a completed services. Previously, this gave a system error.

• **Comments must be entered in order to create a Customer Note from this service.**

- The "Job Fair Screening" service will no longer be available for selection.

- ASSET has been updated with the 2024 FPL & LLSIL guidelines.
- Youth Ineligible report has been updated to provide accurate results.

TAA

- Documents uploaded from a TAA invoice will be viewable in the Documents section of the customer record.
- The "UI Eligibility Review" service will no longer be available for selection.
- The Completion Date grids on Training Waiver Review and Training Benchmark Review services will sort properly.

Referrals

- Autogenerated notes will include program areas selected in the Referral.
- Cancelling a Referral will require a reason for cancelation.
- You will be able to search for a customer from the Referral.
- You will be able to create a new customer from the Referral.
- You will be able to save "Incoming Referral" grid settings.
- Referrals to JVSG will include Reason for Referral.
- You will see guidance on making Referrals to specific program areas.

JVSG

- A new "Veterans and Covered Persons" page will be available to staff with the OVES Staff special access role in ASSET.
 - This page can be accessed by selecting "Veterans and Covered Persons" under the Manage Customers on the top ASSET menu.



OVES Eligibility Determination

* [WDA:](#)

* [Job Center:](#)

*

Veteran Status: **JVSG/DVOP Eligible**
 Veteran Priority of Service Eligible

Registration status:

Submit

 Search Results:

0 row(s) found.

- This page allows staff to query DVOP eligible customers and those who are eligible for Veteran Priority of Service across all WDAs.
- Additionally, this page allows staff to query customers who have been served in the past as well as customers who have never been served in the JVSG program.
- Selecting WDA(s) will update the available Job Centers to only those within the selected WDA(s).
- Selecting the WDA and Job Center blue links will expand or collapse the WDA and Job Center selection lists to reduce the page length.
- Searching on "JVSG/DVOP Eligible" will show you customers who are DVOP Eligible.
- Searching on "Veteran Priority of Service" will show you customers who are not DVOP Eligible but are eligible for priority of service.
- Searching on "New registrations" will show you customers who have not been served in a WP or JVSG program before.
- Searching on "Re-registrants" will show you customers who have either exited a WP or JVSG program at least 6 months ago and now returned to JCW OR customers who have declined receiving services at least 6 months ago and now returned to JCW.
- The search results on this page will provide you with the contact information necessary to perform your outreach.

 Search Results:

PIN	 Customer Name	Title 3 Registration Date	Last Updated JCW "My Account"	WDA	Job Center	Telephone	Email	Declined Services
11909	Busher, Donald	09/08/2015	03/15/2024	010	Workforce Development Center of Jefferson County	(608) 220-6595	dnldbusher@yahoo.com	<input type="checkbox"/>

- After contacting the customer, if they decline services select the "Declined Services" checkbox in the right-hand column, and then select the "Approve Declined" button at the top of the search results. This will remove the customer from the list for at least 6 months. After that point if they log back in to JCW they will be added back into the list so that we may offer services again.

Approve Declined	
	Declined Services
	<input checked="" type="checkbox"/>

- If the customer accepts services, enrolling them in a JVSG program will also remove them from the list.
- DVOP Eligible alerts can now be cleared in two ways:
 - Enrolling the customer in a JVSG program.
 - Declining services via the above "Veterans and Covered Persons" page.

Approve Declined	
	Declined Services
	<input checked="" type="checkbox"/>