ASSET Alerts Modernization Project – Technical Bulletin

The Project Changes – Will be deployed on March 5th, 2025

Overview of general changes made in the ASSET Alerts Modernization Project:

- ✤ Alerts and Notifications page has been moved to the new technology.
- New Alerts are added for multiple different areas.
- Manual clearing feature is added for the Alerts section.
- Ability to "Snooze" alerts for 1, 3, or 5 days.

Alerts and Notification page moved to the new technology:

- The Alerts and Notification screen is replaced by new Mudblazer technology. This page can be accessed by clicking on the link under the Alerts and Notification bell at the top of the ASSET page.
- There are two tables on the screen. The first one is for Alerts and the bottom one is for Notifications.
- The tables will have all the filtering, search, and sort capabilities that come standard with the new Mudblazer screens.
- The Alerts and Notifications grids are now connected to the Staff Preferences, and staff can select their WDA, Job Center and Program on the "Staff Preferences" menu item under the Staff dropdown.

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- For the Alerts table
 - My Staff Alerts, Snoozed Alert(s) and Cleared Alert(s) are 3 different grids that can be accessed by clicking on the 3 vertical dots at the top of the table.
 - The Snoozed Alert(s) table contains all the currently snoozed alerts.
 - Cleared Alert(s) table will contain all the alerts(for the past year) that were cleared using the clear icon or button.

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- For the Notifications table
 - All WDA(s) and My WDA(s) are 2 different grids that can be accessed by clicking on the 3 vertical dots at the top of the table.
 - The My WDA(s) table contains notifications for the WDA's that were selected on the Staff Preference page.
 - o All WDA(s) table will contain notifications for all the WDA's

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Snoozing functionality:

• The Snoozing functionality was introduced in this project; using this option, users will be able to snooze their alerts for 1, 3 or 5 days.

ASSET Technical Bulletin -

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

- There are two ways to Snooze the alerts.
 - On the "My Staff Alerts" table, single alerts can be snoozed using the 💿 icon found at the rightside end of the table.
 - Multiple alerts can be snoozed at once by selecting the checkboxes and clicking on the "Snooze" button. The snooze button will only be visible once the checkboxes are clicked.
- Once snoozed, the alert will be hidden from the "My Staff Alerts" table and can be viewed under the "Snoozed Alert(s)" grid.
- This alert will only be hidden for the staff that uses the snooze option.
- When the Snooze time is completed, the snoozed alert will be readded to the top of the "My Staff Alerts" table.

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Clearing functionality:

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- The Clearing functionality is similar to the Snooze function, but it will permanently remove the alert from the "My Staff Alerts" table for everyone who has received that particular alert.
- There are two ways to clear the alerts.
 - On the "My Staff Alerts" table, single alerts can be cleared using the icon found at the rightside end of the table.
 - Multiple alerts can be cleared at once by selecting the checkboxes and clicking on the "Clear" button. The clear button will only be visible once the checkboxes are clicked.
- Once cleared, the alert will be removed from the "My Staff Alerts" table and can be viewed under the "Cleared Alert(s)" table.

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New Alerts added:

- The new Alerts added during the Project are listed below; the table contains the Alert name, who the alert will go to, the trigger for the alert and action steps that clear the alert.
- All the alerts can be cleared using the new Clear functionality in addition to the clearing action items.
- The screenshots of the Trigger screens are below the table for reference.

Alert Name	Alert received by	What triggers the alert	Action steps that clear the Alert	Additional Comments
RESEA Session Cancellation	Staff member for whom the session is registered under	The session is canceled or rescheduled 30 minutes or less before the session start time. This action can occur on either JCW or ASSET to trigger the alert.	The alert will automatically be cleared once the session end time passes.	
Training Documentation	Title 1 Career Planner	When the participant has any training services where the question -"Postsecondary training that leads to a credential or degree" is set to "YES" & the completion code for the service is set as "Completed Segment" or "Completed this Service."	When a Measurable Skill is added on the Assessment tab or a Credential is entered on the Follow-up screen, the alert will automatically clear.	If the Alert name is clicked, you will be navigated to the Training Service screen.
Follow-up Status Due	Title 1 Career Planner and their direct Supervisor	An alert will be sent 45 days prior to the end of the current quarter on the Follow-up status screens.	Information added and saved for the quarter that the alert was sent for should clear the alert.	

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Selective Service registration required	Title 1 Youth Career Planner and their Direct supervisor. (Information found on the Staff Information area)	Alert gets generated when "Date of Birth" on Customer Details screen is 30 days prior to turning 18 and the Title I Program tab's Selective Service Indicator shows "No",	Alert is removed when the indicator for Selective Services is changed to "Yes" on the ASSET Programs Title I screen.	
Service Date Change Needed	Staff member who created the service	An alert is sent 5 days prior to the Planned Service close date for any WIOA services.	The alert will clear once the service has an actual end date OR if the Planned end date is modified to a future date.	
JCW Document Upload	Career Planner for any active Programs on the PIN	A checkbox will be available when uploading a document on JCW when a CP is assigned to a program for the customer. When the checkbox is selected and a document is uploaded, an alert will generate.	This alert can be cleared using the manual clear button or icon on the Alerts and Notification page in ASSET.	When the Alert name is clicked, we will be navigated to the document details page on ASSET.
Episode re- opened by Administrator	Career planner who was assigned to the Common exit Program which was re-opened by the admins	A checkbox will be available to admins when the status is assigned to " Needs Additional CP work " on the Staff request. If this check box is checked, an alert will be generated.	This alert can be cleared using the manual clear button or icon on the Alerts and Notification page in ASSET.	
Follow-up Status deleted by Administrator	Career Planner attached to the Program of the Follow-up status	An alert will be generated when the follow-up status is deleted for the CP's program.	This alert can be cleared using the manual clear button or icon on the Alerts and Notification page in ASSET.	When the Alert name is clicked, we will be navigated to the Deleted follow- up area.

Figure 1: RESEA Session Cancellation Alert

				MyLMI Resources He	lp English ✓			
					Hi, sstestheicho	My account Notificatio	ns Logout	
	Home		Employers	Job Seek	ers	Featured Industries		
	Re-employment Services (R	ES) Session Scheduling						
	Attendance at a Re-employment S session within 21 days from the	ervices (RES) session is manda date you completed your RES	tory as part of your continued Assessment.	eligibility for Unemployment Insuran	ce benefits. You must watch the	videos linked below and	attend a	
	If you fail to watch the videos, fai	l to schedule into a session, fa	il to attend a scheduled session	n, or fail to complete any follow-up	requirements, your Unemploymer	it Insurance benefits may l	e denied until	
	you comply with all requirements.	whe scheduled for additional	requirements during your se	reion				Ð
	If you need assistance with enrolli	ng in a session, contact one of	f our customer service represen	itatives at 1-888-258-9966.				X
	These videos will provide you with	general information about Ur	nemployment Insurance, service	es provided at your location job cent	ter, and job search tips. A copy of	the presentation is also av	ailable to	
	download at this link.							
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	2/11/2025 12:20 RES Session Information	:08 PM						
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	02/20/2025 11:30	AM	Dane County J	ob Center	Attended	Vie	w	
	Subsequent Re-employmen	t Services (RES) Session	Scheduling					
	Attendance at a Subsequent Re-er the date you completed your Re-	nployment Services (RES) sessi employment Services (RES) s	ion is mandatory as part of your session.	r continued eligibility for Unemployr	nent Insurance benefits. You mus	t attend a session within	21 days from	
	If you fail to schedule, fail to atte	nd a scheduled session or fail	to complete any follow-up requ	virements, your Unemployment Insu	rance benefits may be denied unti	l you comply with all requ	irements.	
	If you need assistance with enrolli	ng in a session, contact one of	f our customer service represen	tatives at 1-888-258-9966.				
	Subsequent Session Information							
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Services		Your Workplace Skills						
Exits Follow-ups		De employment Services Ini	tial Section					
Customer Notes		Re-employment services in	aquired					
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RES Re-Employment F	Plan							
		Subsequent Session Activity	y					
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Figure 2: Training D	ocumentatio	n Alert			
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Staff Requests Referrats RES Re-Employment Plan	Planned Service Date: Actual Service Date:	[mm/dd/yyyy]	Set As Today		
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CEPT Staff Requests Referrals	Training Provided Virtual/Online Is this postsecondary training the leads to a credential or degree?	at	-Person and Virtual/Online O In-Person Only C) No Response an accredited postsecondary education institution	n.
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Exes Follow-ups Customer Notes Job Matching	* Pay-For-Performance: Provider Name:	○ Yes ⑧ No ○ No Respon	Se		
Customer Reports Financials CEPT	Provider Text: Weekly Training Participation H	Hours:			
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Customer Notes Job Matching Customer Reports Financials	Completion Code:"Compl "Com ITA Established:	leted this Service" or npleted Segment"	v) ⊃ Yes O No ® No Response		
Staff Requests Referrals RES Re-Employment Plan	* Career Planner: Staff Type:	Shetty, Sarvi	a	Change Staff Ef	nail:
	* Office Code: WDA:	0810-Dane C 010-South Ce	ounty Job Center		
	Created: Last Updated:				By: By:
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			Event History		

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Home Manage Customers - Staff - Posting Tools -	Admin Tool - RES Tools - System Reports - BI Reports Manage Financials - Dashboard Referrals	
	1 Customer Search / Customer Details / Followup Summary	
Customer Case Team	Followup Summary	
Documents	·	
Job Seeker	Follow-up Credentials	
Employment	0 row(s) found.	
Assessments Employability Plan	Add Fi	llow-up Credential
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Services (Old)		
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Exits	ronow-up status	
Customer Notes	Program(s) Within Episode Exit Date	
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Staff Requests	Ad	d Follow-up Status
Referrals		
Follow-up (S	A-up Status Save Delete Event History atus Overview First Quarter Second Quarter Third Quarter Fourth Quarter Follow Up Status Fourth Quarter After Exit Quarter: 04/01/2025 - 06/00/2025 Exit Date: 06/04/2024 Acted Quarter: 4 Date Save Delete Event History Frintable Version (all tabs)	

Figure 4:Selective Service	e Registration Required	l Alert				
STATE OF WISCONSIN Dependent of Windows Development		A	Staff Request	Q Customer Search	93 Alert(s) 0 Notification(s)	Hel Logout
Home Manage Customers - Staff- Posting Tools - A Customer Case Team Documents Job Seeker Employment Assessments Employability Plan Programs Services (Old)	dmin Tool RES Tools System Reports BI Rep	orts Manage Financiais - Dashboard Referrats Im Summary / Program Details		Delete		
Services Exits Follow-ups Customer Notes Job Matching Customer Reports - Financials CEPT - Staff Requests (1) Referrals RES Re-Employment Plan	Title 1 Summary: Veteran Status: Recently Separated Veteran: Campaign Veteran: VRAP Participant: Disabled Veteran: TAP Workshop in 3 Prior Years: * Selective Service Indicator: O Selective Service Number: * U.S. Clitzenship:	No No @ Yes No No Response	DOB is 30 day	(S prior to turnin ed SSN, Name and DOB)	g 18	

Figure 5: Service Date C	hange Needed Alert]	
STATE OF WISCONSIN © © © DUDD Descrited of Winders Development		Mikasa Ackerman 42010	Herr Q Customer Search D Motification(e) D Motification(e)
Home Manage Customers Staff Posting Tools	Admin Tool RFS Tools System Reports BI Reports I	42010	o Nouncation(s)
Customer	Customer Search / Customer Details / Services Summ	ary / Service Details	
Case Team	Service Details		
Job Seeker	Save		To be
Employment			Delete
Assessments Employability Plan		Event History	
Programs			
Services (Old)			
Exits	Program Name: Program Area:		
Follow-ups	Any WIOA se	ervice with the Planned close date in the nex	t
Customer Notes Job Matching	Service Information		
Customer Reports	Service Ratific. Service Category:		
	Participation Causing:		
	* Open: (One of the following is required)		
	Planned Service Date: 02/20/2025 [mm/dd	/yyyy] Set As Today	
	Actual Service Date: [mm/dd	/yyyy] Set As Today	
	* Close: (One of the following is required)		
	Planned Service Date: 02/20/2025 [mm/dd	/yyyy] Set As Today	
	Actual Service Date: [mm/dd	/yyyy] Set As Today	
	* Funding Source: WIOA Title 1B Adult		
	* Contract ID: 10-0007		Select Contract ID
	Old Contract ID:		
	If the service was provided outside the inh center place come	ete:	
	Provider Name:		
	Location of Service Provision:		
	Comments		
	Conincias.		
		Caution:	500 character
	Completion Code:	▼	limit
	* Career Planner: Shetty, :	Sarvika	Change Staff Email:
	Staff Type:		
	* Office Code: 0810-D	ane County Job Center 🗸	
	WDA: 010-Sou	th Central	
	Created:		By:
	Last Updated:		By:
	Save		
			Delete
		Event History	

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

Figure 6: JCW Document Upload Alert

		MyLMI Resources Help English	~			
of WISCONSIN			Hi, sstestt	My account Notifications Logout		
Home	Employers	Job Seekers		Featured Industries		
Upload Documents						
Do NOT upload documentation for Documentation uploaded in JCW is I Please see the UI website for assista	Unemployment Insurance in this portal. IOT shared with Unemployment Insurance. nce (https://dwd.wisconsin.gov/ui/).					
 Only .doc, .docx, .gif, .jpg, .png and The file name cannot contain specia 	1. Only .doc, .docx, .gif, .jpg, .png and .pdf documents can be uploaded. 2. The file name cannot contain special characters (such as @. g. #).					
3. Your documents will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.					W N	
Enter the Type of Document to Upload:	Pre-test Results	View Document Types			3	
Select Document to Upload:	Choose File TEST document (1).docx					
Notify the Career Planner/s?	Check-box will only be visible when there program for this PIN	is a CP assigned to a			\mathbf{x}	
Upload Document						
STATE OF WISCONSIN						
A proud partner of the americanjobcenter network						

Figure 7: Episode Reopened by Administrator Alert

ff Request - WIOA Programs			SAVE DELE
taff Request ID: 2661	Staff Requ	sst Date: 8/16/2024	
ustomer PIN: 12075	Customer I	lame: et4ga wioa adult	
rogram Name: Title 1	Program A	Program Area: Adult, Dislocated Worker	
egistration Date: 11/9/2022	Participatio	Participation/Enrollment Date: 10/22/2024	
eeds Approval By: Scales, Alison			
aff Request Details			
ogram*	Approver(s)*	Status*	
tle 1	 Scales, Alison [INVALID] 	 Needs Additional CP Work 	
Create Alert*	d when this checkbox is selected		
mmary	when this checkbox is selected.		
pprover selection			
escription*			18
x & @ @ @ + -> \$\- ==	$\equiv \Omega \mid \Sigma \mid \textcircled{D}$ Source		
B I <u>U</u> S ×₂ ײ I _× ≟ ∷ ⊕ ⊕ **	Styles - Format - ?		

Figure 8: Follow-up Status Deleted by Administrator Alert					
lome Manage Customers • Staff • Posting Tools • Ad	board Referrals				
Sustomer Jase Team locuments ob Seeker imployment seesesments imployability Plan tograms services (Old) iervices xits olow-ups Justomer Notes ob Matching Austomer Reports- inancials EEPT- talf Requests (1)	Add Follow-up Credential Exit Date 06/29/2024				
tererrais IES Re-Employment Plan					
	Exit Date				
	06/29/2024				
	04/02/2024				
	06/29/2024				
ustomer case Team loccuments ob Seeker imployability Plan trograms iervices (Old) iervices (Old) iervices sits ellow-ups ustomer Notes ob Matching ustomer Notes ob Matching ustomer Notes inancials EFT - taff Requests (1) telerrais EES Re-Employment Plan	Ext Date 06/29/2024 Add Follow-up Crede 06/29/2024 Ext Date 06/29/2024 Ext Date 06/29/2024 040/202024 04/02/2024 04/02/2024 04/02/2024 04/02/2024 04/02/2024 04/02/2024 04/02/2024				