ASSET Technical Bulletin

ASSET Changes – Will be deployed on May 27th, 2025

New TAA services available
- Two new services are available to TAA
  - Group Employment Counseling (Individualized Career Services)
  - Résumé Assistance (Basic Career - Staff Assisted)

Changes made to Staff Request dashboard tiles
- As a **Career Planner**, you have available the "My Staff Requests by Type" and "My Staff Requests by Status" dashboard tiles.
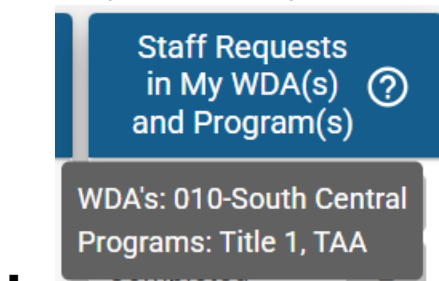
My Staff Requests By Type		My Staff Requests By Status	
WIOA Programs	18	Denied	1
Assessments: Assessments	1	Needs More Info	1
Employability Plan: Individual Training Account (ITA)	2	Needs QA Review	16
		Needs WDA Approval	20
Non-WIOA Services	7	Ready For Admin	106
		Waiting For I.T.	1
Follow-up Services	2	Withdrawn	2

  - "*My Staff Requests by Type*" tile will show you
    - Counts of each type of staff request in "active" statuses (ready for admin; needs WDA approval; needs QA review; needs more info; waiting for I.T.) that is assigned to you
    - Counts of each type of staff request in "closed" statuses (withdrawn; denied; completed; needs additional CP work) that is assigned to you that was modified within the last 10 days
  - "*My Staff Requests by Status*" will show you
    - Counts of each status of staff request in "active" statuses (ready for admin; needs WDA approval; needs QA review; needs more info; waiting for I.T.) that is assigned to you
    - Counts of each status of staff request in "closed" statuses (withdrawn; denied; completed; needs additional CP work) that is assigned to you that was modified within the last 10 days
    - If there are requests in "needs more info" status, that count will be red

- As an **Approver**, your "Staff Requests By Status" tile has been replaced with the "Staff Requests that Need My Attention" and "Staff Requests in My WDA(s) and Program(s)" tile.

Staff Requests that Need My Attention		Staff Requests in My WDA(s) and Program(s)	
Needs WDA Approval	5	Denied	3
		Completed	2
		Needs WDA Approval	1
		Needs QA Review	2
		Ready For Admin	3
		Needs More Info	3
		Waiting For I.T.	1

  - The "*Staff Requests that Need My Attention*" tile will show Approvers
    - Counts of each staff request in "Needs WDA approval" status where your name is selected as the Approver
    - The results of this dashboard tile will be filtered by the WDA(s) and WIOA and non-WIOA Program(s) selected on the ASSET Staff Preferences page
  - The "*Staff Requests in My WDA(s) and Program(s)*" tile will show Approvers
    - Counts of each status of staff request (ready for admin; needs WDA approval; needs QA review; needs more info; waiting for I.T.; withdrawn; denied; completed; needs additional CP work), filtered by the WDA(s) and WIOA and non-WIOA Program(s) selected on the ASSET Staff Preferences within a certain timeframe
      - If one of the programs chosen on the Staff Preferences page is TAA, timeframe should be 1 month. If one of the programs chosen is Title 1, timeframe should be 3 months. If both programs are selected, timeframe should be 3 months.
  - Hovering your mouse over the title of the dashboard tile will inform you what WDA(s)/program(s) are currently selected on your Staff Preferences

    Staff Requests in My WDA(s) and Program(s)

    WDA's: 010-South Central
    Programs: Title 1, TAA

- As a **QA Reviewer**, your "Staff Requests By Status" tile has been replaced with the "Staff Requests that Need My Attention" and "Staff Requests in My WDA(s) and Program(s)" tile.

  - o The "*Staff Requests that Need My Attention*" tile will show QA Reviewers
    - Counts of each staff request in "Needs QA Review" status
    - The results of this dashboard tile will be filtered by the WDA(s) and WIOA and non-WIOA Program(s) selected on the ASSET Staff Preferences page
  - o The "*Staff Requests in My WDA(s) and Program(s)*" tile will show QA Reviewers
    - Counts of each status of staff request (ready for admin; needs WDA approval; needs QA review; needs more info; waiting for I.T.; withdrawn; denied; completed; needs additional CP work), filtered by the WDA(s) and WIOA and non-WIOA Program(s) selected on the ASSET Staff Preferences within a certain timeframe
      - If one of the programs chosen on the Staff Preferences page is TAA, timeframe should be 1 month. If one of the programs chosen is Title 1, timeframe should be 3 months. If both programs are selected, timeframe should be 3 months.
  - o Hovering your mouse over the title of the dashboard tile will inform you what WDA(s)/program(s) are currently selected on your Staff Preferences