



# Users' Guide

## ASSET ORGANIZATION

### 2-3 ORGANIZATION OF PROGRAM INFORMATION

The programs brought together under the WIA umbrella each had historical policies, practices, and terminology. The Title 1B Adult, Dislocated Worker and Youth programs grew out of the former Job Training Partnership Act (JTPA) and its systems – WIMS (Wisconsin Information Management System) & WIA/WIMS. The Title 3 programs were formerly associated with Wagner-Peyser and its system – AMS (Automated Matching System). With the installation of G\*STARS (renamed ASSET), the two systems became one. Staff not only had to learn the mechanics of a new system, but also had to understand the terminology used by the other.

The implementation of Re-engineered ASSET affords an opportunity to reorganize the structure of the data in the system and make definitions consistent throughout. A different view of data organization than in the G\*STARS/ASSET model could be done because we were moving into a relational database structure. Furthermore, as the business requirements for the new ASSET were developed, it became clear that all ASSET users needed to be using the same vocabulary and definitions when dealing with the program services provided to our customers. The ASSET model reflecting the new structure is described below.

#### Customer Record Level

The highest level of data is at the **Customer** level. This is the base record for all other functions within ASSET and it is the responsibility of all ASSET users to ensure that this data is accurate and kept up-to-date. The Customer level data is the demographic data information about the person that is uniformly defined and shared among all programs represented in the system. Other ASSET functions are connected to the Customer and relate directly to the person regardless of program affiliation. These include Case Notes, Comprehensive Assessment, and Employability Plan. All programs will share the data included in these functions.

#### Program Level

The next level of the data structure is **Program**. Each program reflects the policies applicable to it. The data specific to each program is captured and stored at the Program Registration Level. At this level, a customer's information is uniquely defined for a particular data element according to the policies and guidelines for that program.

There are three programs represented in ASSET: **WIA Title 1B, WIA Title 3 Wagner-Peyser, and Trade Adjustment Act (TAA)**.

For each of these programs, there are separate dates that track when the person entered and left that program. At the program level, these dates are called Registration Date and Exit Date. A customer may have multiple Episodes that are historically retained in the system and show each time a person entered and left a program. Each Program has different rules regarding when a person may be exited.

Other program-specific information is captured at this level. For example, certain data elements that must be permanently held (e.g. Age at Registration) as well as modifiable information like the name of the primary case manager are program-level attributes.



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#### Program Area Level

The third level of the data structure is **Program Area**. At this time, only the **WIA Title 1B Program** (Adult, Dislocated Worker, and Youth) and **TAA** have Program Areas.

Each has specific eligibility and information requirements that are relevant only to that Program Area and data captured only at this level within a Program Area are stored historically at this level.

#### Details Level

The **Detail** level is lowest level of the data structure. The primary types of details are **Services** and **Follow-Ups**. For a Service to be properly reported, it must have a start date that is either planned or actual. It also must have a completion date, either planned or actual. ASSET uses the terminology **Planned Open**, **Actual Open**, **Planned Close** and **Actual Close** to document these important dates.

**Here is a chart that shows the relationship of the above-described levels. The terminology used for the dates relating to that level is shown in italics.**

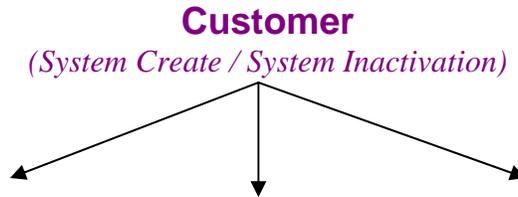


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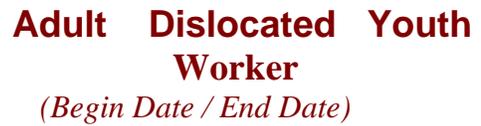
Level 1: Customer Record



Level 2: Program



Level 3: Program Area



Level 4: Details



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