

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
<b>CHANGES MADE 04/07/11</b>		
5-19 TAA Work Authorization Expired	Systems Report	Added new guide chapter for new TAA Work Authorization Expired Report
3-2 Manage Customers	Case Management Info	Added a new field, "Current Unemployment Compensation Programs (U.I.)". Description of functionality and updated screenshots added to guide.
3-8 Manage Exits	Planned Exit Details and Exit Details Summary	Added information to clarify that the "Recall by Layoff Employer" employer field will display at all times, and is required only if the customer has a TAA registration. Updated guide screenshots.
3-6 Manage Programs	TAA Tab	Added "Basic TRA Available" checkbox. Updated screenshots and added description of functionality.
<b>CHANGES MADE 08/13/10</b>		
5-18 Literacy/Numeracy Warning Report	Systems Report	New Literacy/Numeracy Warning Report, changed test scores and Administrative Functions.
5-17 TAA Waiver Deadline Report	Systems Report	The report has search capability by "due days," "office code" and "case manager." This report also provides options for the TAA coordinator to download as an Excel document that will provide all the demographic details and TAA program details of the TAA applicant.

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
3-4 Manage Assessments	Test Scores  Literacy/Numeracy	A change was made to the scores ranges for Education Functioning Levels for the various Literacy/Numeracy tests. The current tests that are approved by the National Reporting System for Adult Education for ABE are the TABE (9-10), CASAS, Wonderlic GAIN, WorkKeys, and CASAS, BEST Plus, Best Literacy, and TABE CLAS-E.
3-7 Manage Services	Service Summary	The Intensive Service, Case Management, is no longer a participation eligible service for all ASSET programs.
<b>CHANGES MADE 11/20/2009</b>		
3-6 Manage Programs	TAA Registration	Added new data elements to the TAA tab to reflect Federal Requirements.
3-7 Manage Services	Service Category  Category Type	Added existing and new services to the subset of TAA ASSET services.
3-9 Manage Follow-Ups	Follow-Up Status Quarter (TAA)	Added a 4 <sup>th</sup> Quarter tab. Added Recalled by Layoff Employer to ASSET Overview tab.
5-17 TAA Waiver Deadline	New System Report	Created an ASSET online report to identify records with Waiver deadlines for both 30/60 days.
<b>CHANGES MADE 07/31/09</b>		
3-6 Manage Services	Add Workshop	Add screenshots and description of services.
5-1 Customer Summary	Open & Exited	Updated Customer Summary page to capture episode information.
5-17 Workshop Roster	New System Report	Added screenshots and description of functionality.
<b>CHANGES MADE 06/12/09</b>		

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
3-7 Manage Services	Customer Search	Changes made to sections that reflect the requirements for America's Recovery and Reinvestment Act.
3-2 Manage Customer	Case Management Info Tab	Added edits to require responses for Job Title, Occupational Category, and O'NET fields.
3-3 Manage Employment	Employment Data	Added edits to require responses for Job Title, Occupational Category, O'NET, and NAICS fields.
3-4 Manage Assessments	Add Test Results	Added Work Keys
3-6 Manage Programs	DW Program Registration	Add Edit on DW Program Registration to permit the selection of only 1 Federal Eligibility criterion.
3-7 Manage Services	All Training Services and ITA's	Added edits to require responses for Job Title, Occupational Category, O'NET, and NAICS fields. Add selection criteria to identify whether training provided is part/full-time training.
3-9 Manage Follow-Ups	Local Management Reporting	Added edits to require responses for Job Title, Occupational Category, O'NET, and NAICS fields.
<b>CHANGES MADE 06/01/09</b>		
3-2 Manage Customer	Demographic Tab	Category of Disability response changes.
3-2 Manage Customer	Military Status	Definition clarifications. The change adds the definition of Veteran and Other Eligible in the field definitions in the section describing military/veteran information/Manage Customer section. This change also clarifies "Other Eligible" as it relates to spouses of certain classifications of veterans.
<b>CHANGES MADE 11/26/08</b>		

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
3-1 through 3-11	Case Management Functions	Section number changes and updated screenshots. Removal of SSN Validation function.
5-4 through 5-9 5-14, 5-15	System Reports	Section number changes and updated screenshots. Removed customers without validated SSNs.
<b>CHANGES MADE 08/26/08</b>		
1-2 DET Security Procedures	ASSET Access	Change of Form Name/Number
<b>CHANGES MADE 08/01/08</b>		
1-2 DET Security Procedures	ASSET Access	Form Number Change, Logon ID line number change.
<b>CHANGES MADE 07/01/08</b>		
3-5 Manage Assessments	Assessment Details and Summary	Major change to ASSET. Updated screen shots and description changes.
3-7 Manage Programs	Program Registrations	Field Description change.
5-1 Customer Summary Reports	System Report	Description Changes and Screenshots.
5-2 Customer Notes	System Report	Description Change.
5-3 Customer Employment History	System Report	Description Change.
5-4 Veterans Report	System Report	Description Change.
5-5 Case Managed Veterans	System Report	Description Change.
5-6 Youth Individual Service Strategy	System Report	Description Change.
5-7 Ineligible Youth Participants	System Report	Description Change.
5-8 Exit Warning Report	System Report	Description Change.
5-9 Exited Report	System Report	Description Change.

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
5-11 Case Load Report	System Report	Description Change.
5-12 Employment Plan	System Report	Description Change.
5-14 Supplemental Data Report	System Report	Description Change.
5-15 Customer Without Validated SSN	System Report	Description Change.
5-16 TAA Financial Plan	System Report	Description Change.
<b>CHANGES MADE 07/16/07</b>		
3-2 Manage Customer	Case Management	O'NET Auto Coder Look-Up functionality was added.
3-4 Manage Employment	Employment History	O'NET Coder Look-Up functionality was added.
3-6 Manage Employability Plan	ITA Overview	O'NET Auto Coder Look-Up functionality was added.
3-8 Manage Services	Service Details	O'NET Auto Coder Look-up functionality was added.  <b>All Services</b> added as a Service Category type.
3-10 Manage Follow-Ups	Quarter tabs	O'NET Auto Coder Look-Up functionality was added.
3-9 Manage Exits	Planned Exit	Added a Planned Exit screen to record pre-exit data.
5-8 Exit Warning	System Report	Created a PIN Hyperlink to the Service Summary screen in ASSET.
5-9 Exited	System Report	Description changes to the "Exit Created In" field.
WHAT CHANGED?	WHAT PART?	DESCRIPTION
<b>CHANGES MADE 07/01/07</b>		

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
Entire Guide	All sections of the ASSET Users' Guide	Due to recent reorganization within the Department of Workforce Development (plan fully functional by July 1, 2007), the ASSET system and guide responsibilities are now located in the new "Division of Employment and Training," Bureau of Program Management and IT Coordination, IT Coordination Section. All sections of guide updated to reflect these changes.
WHAT CHANGED?	WHAT PART?	DESCRIPTION
<b>CHANGES MADE 04/30/07</b>		
5-7 Ineligible Youth Participants	All	This is a new report.
Former 5-7 through 5-15 sections	Header/Footer	Because of new section 5-7 (above), sections previously numbered 5-7 through 5-15 have been renumbered 5-8 through 5-16. The only changes in these documents are the header and footer to correspond to the renumbering.
WHAT CHANGED?	WHAT PART?	DESCRIPTION
<b>CHANGES MADE 04/23/07</b>		
3-6 Manage Employability	Pages 12-14	New text and screen shots related to ITA.

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
3-7 Manage Programs	Pages 9-11  Page 20  Page 24	<ul style="list-style-type: none"> <li>• Added screen print for the new TAA Financial tab. Added description summary and field definitions.</li> <li>• New screen to capture new field of Age at Date of First Youth Service.</li> <li>• Field Description, added age at Date of First Youth Service and added language to Basic Literacy Skills Deficient Description column (highlighted in blue).</li> </ul>
3-8 Manage Services	Page 17  Page 18	<ul style="list-style-type: none"> <li>• Removed last paragraph.</li> <li>• Deleted entire page.</li> <li>• Removal of Credential related to Intensive Services. No longer accepted by DOL.</li> </ul>
3-9 Manage Exits	Page 2	New screen shots. Reflects current episode exit screen and captures revised system message for Retired Status (message highlighted in yellow).
3-10 Manage Follow-Ups	Page 5	New ASSET screen shots and captures revised system message for Retired Status (message highlighted in yellow).
5-4 Veterans Report	Page 1  Page 2	<ul style="list-style-type: none"> <li>• New screen shot</li> <li>• Added new field called "Registration Status" to Field Definitions table.</li> </ul>
5-5 Case Managed Veteran	Pages 1, 2	Updated all screenshots. Case Manager was added as a field to sort by.

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
5-7 Exit Warning Report	Pages 1, 2	New screenshots. Changed paragraphs to reflect screenshot changes. Updated Field Definitions table.
5-8 Exited Report	Pages 1, 2	New screenshots. Changed paragraphs to reflect screenshot changes. Updated Field Definitions table.
5-15 TAA Financial	New	New Report. Added screenshots, summary and field description for the report.
WHAT CHANGED?	WHAT PART?	DESCRIPTION
<b>CHANGES MADE 01/29/07</b>		
3-5 Manage Assessments	Page 11  Pages 16, 17  Pages 15, 17	<ul style="list-style-type: none"> <li>• Changed the screen print to capture the Date of First Youth Service on the Pre-Test section.</li> <li>• Added the Post-Test screen print and field descriptions.</li> <li>• Changed the Field Definition verbiage to correspond with policy for allowable dates on the Pre and Post-Test tabs.</li> </ul>
3-7 Manage Programs	Page 6	The DESCRIPTION of Program Area End Date has been updated to be in line with the common exit process.
3-9 Manage Exits  (formerly 3-9 Manage Program Exits)	All	Changed to meet the Common Exits requirements of DOL (Department of Labor).

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
3-10 Manage Follow-Ups	<p>Pages 3-5, 13</p> <p>Pages 4, 13</p> <p>Pages 1, 4</p> <p>Pages 5, 6</p>	<ul style="list-style-type: none"> <li>• New screen captures for Follow-Up Credentials, Follow-Up Status, and Follow-Up Services.</li> <li>• New policy outlined for recording Follow-Up Status and Follow-Up Services.</li> <li>• New language added relating to system-generated exits.</li> <li>• Changes were made to field names on the Entered Employment Overview Section.</li> </ul>
4-1 Staff Requests	Pages 1, 4	Added a response of Withdrawn and made a change to the Staff Request process that allows staff with Approver level access to submit a request to their designated Local Program Liaison for review and approval prior to JCS Admin Completion.
5-7 Exit Warning Report	<p>Page 1</p> <p>Pages 1, 2</p> <p>All</p>	<ul style="list-style-type: none"> <li>• The Report Name changed on the ASSET Menu tree to Exit Warning Report.</li> <li>• Title 3 (including both DVOP and LVER Veteran) exits was added to the report.</li> <li>• References in the report displayed as “soft exit” were removed.</li> </ul>
Exited Report	<p>Pages 1, 3</p> <p>All</p>	<ul style="list-style-type: none"> <li>• The Report Name changed on the ASSET Menu tree to Exited Report.</li> <li>• All references to the report displayed as “soft exit” were removed.</li> </ul>

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
WHAT CHANGED?	WHAT PART?	DESCRIPTION
<b>CHANGES MADE 09/18/06</b>		
2-1 Presentation of ASSET Information	Page 9	Added new Print requirement in a Summary Box
3-1 Structure of System Functions	Page 3	Screen shot updated
	Page 4	New field in table
	Page 7	New screen
3-2 Manage Customers	Pages 2, 6, 7	Contact Details screen updated
	Pages 7-9	Field and Field Description updates
3-3 Manage SSN Validation	All	New
3-4 Manage Employment	Page 3	Link to NAICs field definition added
3-7 Manage Programs	Pages 7-9	New data field
	Page 19	New screen
	Page 23	New field and field description
3-8 Manage Services	Page 12	New Grant Identifier field description
3-9 Manage Program Exits	Page 1	New conditions
	Page 5	New screen
	Page 6	New field description
	Page 8	New Field, Field Description
3-10 Manage Follow-Ups	Page 7	New Field, Field Description, Youth Only reference.
3-11 Manage Customer Notes	Pages 1 & 2	New screens and process description paragraphs.
3-12 Manage Alerts	All	New
5-14 Customer Without Validated SSN	All	New

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
Appendix 01 – Frequently Asked Policy Questions About ASSET Fields and Reporting Requirements	All	New
<b>CHANGES MADE 05/08/06</b>		
Index	Page 2	Removed the following:  +ITA ADMINISTRATION TOOLS - MANAGE PROGRAM PROVIDERS
3-5 Manage Employability Plans	Pages 10  Page16	Added wording in <b>RED</b> print.  In the “NOTE:” area, added last two sentences.
3-6 Manage Programs	Page 5  Page 13  Page 22	Reworded to capture correct process.  Added bullet points for “MJDI Project” and “WISCAP Project” as required entries  Added bullet point for “Underemployment”.
3-9 Manage Follow-ups	Pages 6 & 7  Page 9	Removed “Required” field  Added statement at bottom of screen capture.
4-1 Staff Requests	Page 3  Page 4	Second paragraph under screen capture - Sentence about “Needs Approved By” was added.  Items 2, 3, and 4 were reworded to capture the correct process.
<b>CHANGES MADE 01/03/06:</b>		
The entire ASSET User’s Guide has been updated.	All, including cover page	New or modified chapters are identified below. This does not include the Cover Page or the Index.
1-7 Staff Search (New)		New

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
3-2 Manage Customers		Previously labeled Crosswalk of G*STARS/ASSET Functions to Re-engineered ASSET
3-3 Manage Employment		Previously labeled Manage Customers
4-1 Staff Request		New
4-2 Job Matching in ASSET		Previously chapter 4-1
5-1 Customer Summary		Previously 5-1 Youth Individual Service strategy
5-2 Customer Notes		Previously 5-3
5-3 Customer Employment History		Previously Customer Notes
5-4 Veterans		Previously 5-4 Soft Exit Warning Report
5-5 Case Managed Veterans		Previously 5-5 Soft Exit Reports
5-6 Youth Individual Service Strategy		Previously 5-1. 5-6 was previously Customer Summary Report
5-7 Soft Exit Warning Report		Previously 5-4
5-8 Soft Exit Report		Previously 5-5
5-9 Case Managed DOC/CDP		New
5-10 Case Load Report		New
5-11 Employment Plan		New
5-12 UI Participant Report		New
5-13 Supplemental Data Report		New
<b>CHANGES MADE 03/10/04:</b>		
1-4 Changing Your Password	Links	Links on page 1 were updated.
<b>CHANGES MADE 09/15/03:</b>		
Index	Page 2	Added new reports

# UPDATES TO THE ASSET USERS' GUIDE

WHAT CHANGED?	WHAT PART?	DESCRIPTION
Chapter 1-3 ASSET Sign-On	Entire chapter	Added information about using Internet Explorer 6.0.
Chapter 1-5 System Timeout	Entire chapter	Timeout increased to 45 minutes.
Chapter 3-3 Manage Customer	Entire chapter	Added information on new Last Self-service Date, clarification on Employment History tab, typo corrections
Chapter 3-6 Manage Programs	Page for Title 3 Registration	Added information about the recording of DOC/CDP services under Wagner-Peyser.
Chapter 3-5 Manage Employability Plans	Entire chapter	Added information about Individual Training Accounts
Chapter 3-7 Manage Services	Entire Chapter	Added information about reporting multiple Job Orders, ITA Training Services, edits on fields.
Chapter 4-1 Job Matching	Entire chapter	Describes new functionality to match on O*NET and Job Order Worksite
Chapter 5-3 System Reports	Entire Chapter	New Chapter on Customer Notes report
Chapter 5-4 System Reports	Entire Chapter	New chapter on Soft Exit Warning Report
Chapter 5-5 Systems Reports	Entire Chapter	New chapter on Soft Exit Report
Chapter 5-6 Systems Reports	Entire Chapter	New chapter on Customer Summary Report