

Summary of Questions and Responses

12.2.4 Automated System Support for Employment and Training (ASSET)

Based on feedback from WDBs, DWD-DET has updated 12.2.4 Automated System Support for Employment and Training (ASSET), to the following, "Document uploads must occur within **30** days of the date the information is first obtained by the career planner, or the date the activity being validated is completed."

In response to suggestions and questions received during public comment regarding this policy, DWD-DET has provided the following information:

1. There was a question about how to verify the date the career planner received a document. Career Planners must ensure documents uploaded to ASSET include the date the documents were received and/or an ASSET case note is entered to reflect the date the document was received.
2. Participants entering program participation on or after October 1, 2020, DWD-DET requires that, at minimum, documentation necessary for data validation be uploaded to ASSET for any data element that applies. Therefore, this does not apply to "reportable" individuals.
3. There were suggestions regarding highlighting data validation fields in ASSET and the ability to upload documents from the screens where the data was entered. These suggestions will be investigated to ensure feasibility.
4. There were suggestions and questions regarding follow up policy and ASSET fields related to follow up. The follow up policy is currently being developed; suggestions and questions will be considered.
5. If career planners are having difficulty obtaining documents within 30 days of completion of the activity, they must case note the steps they have taken to obtain the information.
6. WDB commenters provided several suggestions for ASSET improvements related to document upload and data validation. DWD-DET will take these recommendations into consideration for future improvements, as time and resources allow.

If there are further questions, please contact your Local Program Liaison.