

Workforce Investment Act (WIA)
ASSET User's Group
T.E.C. Corridor, Room 104/105
Thursday, January 25, 2007

Meeting called to order by Al Hesse at 9:30.

Members present: Lynn Krause (01); Sue Wile/Stan Kogutkiewicz (02); Anita Gorham (03); Renee Kemp (03); Al Hesse (04); Debbie Kelly (05); Jane Spencer/Dorothy Miller (06); Joleen Prentice/Deb Kalinoski (07); Richard Price (08); Amy Scarborough (09); Diane Hoffmann/Tom Swoboda (10); Shannon Moe/Dave Belke/Barb Tucker (11); Matt Mita, Tim HineLine, Diane Bartels, Annette Nekola, Amy Bradley.

After review of the Literacy/Numeracy, Matt Mita stated that was correct as noted. He also informed the group that the pre-test may be give one day before the three-year anniversary date; no additional changes are expected; per DOL there will be no penalty if done after 60 days but will be a monitory issue. Dale Belke motioned for the minutes of the previous meeting be accepted; seconded by Jane Spencer.

Review of Action Items from November Meeting

There was much discussion on adding a case manager field to the current Soft Exit Warning Report which was to be included in ASSET 2.7.2 but will not be done until 2.7.3 due to come out at the end of March.

- The AUG will have input prior to the implementation.
- It was also requested to have the case manager report allow users to search on more than one criterion; there would be no increase in the cost to add this feature.

Amy Scarborough asked if the ITA list could be sorted by different columns; the capability was there in the past and needs to be put back in.

Discussion continued with the Exit Warning Report.

- It may be more cost effective to use WebI instead of adding a case manager column as there is no room on the current soft exit report screen to add other columns.
- Another dropdown for case manager will make this more user friendly for users.
- It was suggested by Diane Bartels to add "Any" under the Job Center dropdown and that would allow the user to select case manager. This would also be added to the Exited Report. It was the consensus of the group to definitely add case manager to the soft exit reports.
- *Tim explained briefly how WPFN works in CARES. WPFN does not go directly to the CARES database tables. A copy of work program information in CARES is loaded to a separate database table twice a week. WPFN uses that table instead of the CARES tables for reporting. The tool is available on-line in CARES to work program case managers. The concept could possibly be used in ASSET. It would be costly, and given the current ASSET calendar and DWD's limited IT budget, could not be implemented anytime soon.*

Action Item to include a Planned Exit Date tab to Manage Follow tab to track planned exits for Global Exclusion, Follow up and Educational Status at Exit information was to be submitted to BITS for inclusion in ASSET 2.7.2. This action item has not been resolved.

ASSET 2.7.2 Updates Discussion

Diane Bartels handed out a “Draft” Infoline and explained the changes that will take place with the ASSET 2.7.2 release on January 29, 2007.

- Manage Customers
 - Previously Manage Customer nor JobNet registrations had no age requirements. An edit has been added to make the minimum age requirements of 9 years old
 - New value added to Highest Grade Completed, “Attained Associates Diploma/Degree”
- Manage Assessments
 - Literacy/Numeracy information can be added anytime during active status
- Manage Program Exits
 - Renamed Manage Exits
 - Exit and follow up screens need to be filled in after exit
 - The case manager name that is listed in Manage Program will be the one to get the credit for the exit
 - Exit screen can be updatable any time after exit
- Manage Follow-Up Services
 - Enter information anytime during participation or after exit
 - **Action Item - Follow-up services technically can begin and end prior to exit but this may be a policy question; why is functionality available if this may be against policy?**
- Staff Requests
 - “Withdraw” has been added as an option for the case manager to select if they need to withdraw the request
 - Any person having Case Manager access may withdraw a request when created in error Approver level will not have this functionality.
- Performance Updates
 - Contact Nancy Bryan if any questions need to be addressed
- ITA Eligible Training Providers
 - Contact Mark Wurl if any questions need to be addressed

ASSET 2.7.3 Discussion

- Some TAA rework needs to be done
- \$250,000 available
- Diane Bartels will put together a spreadsheet detailing planned ASSET changes that are scheduled for the end of March and listed in CATS as ASSET PCR’s and Calls.
- A timeline will be developed to see where the previously discussed exit requests might fit

Staff Request Process Update

Diane Bartels explained the current procedure that is being used.

- Any staff requests pertaining to performance, policy, or programmatic may be sent directly to the QA Approver
 - In the summary field line when you select the appropriate QA Reviewer you will need to include the initials of the Reviewee. E.g. Amy Bradley would be A.B.
- Non-performance related issues will still go to Diane Bartels
- User Guide updates will be available January 29, 2007

CMDR: Impact of Removing UI Data

Some of this information has been removed because of not having a data sharing agreement with UI

- Law states that it cannot be shared
- 80% of the CMDR hits were for UI data and, since it cannot be shared, the program will not be available unless the law is changed
- **Action Item – state to follow-up (Tim Hinline to get specific details; i.e. statute/para#)**

TESSA/Job Referral System Overview/Demo

- TESSA
 - There is still an issue with the log in ID and work continues with the state to resolve this issue
- Application and Job referral systems demo
 - Web-based application for WIA created with PHP language
 - The application design will self-populate to and from ASSET and covers all data validation items
 - Application search feature allows the user to select from various dropdown(s) to query
 - Application report is a tracking mechanism and can be printed and signed by the participant
 - Client would still use JobNet to self-register and the case manager would complete the details of the form and upload into ASSET
 - Eventually this system will have all forms available so information should only have to be entered once
 - Time stamp is an option that may easily be added
 - Cost of this system is minimal
 - SSN may be an issue although this system does not query the client's SSN
 - A Job Referral System is currently being used in West Central and emails with job leads are being sent out to job seekers
 - This is a fee for service for employers
 - Employer demo can be viewed at: <http://www.workforceresource.org/jobs/Employer.php>
 - More discussion follow on various screens and how to look for certain criteria

ASSET 2.8 Workgroup

- Two AUG members to be part of this group currently are Anita Gorham and Amy Scarborough
 - The assessment sheets that were previously emailed should be reviewed to see what we actually need/want
 - Another matrix will be emailed out that we need to address including what fields, if any, should be updatable
 - IEP process will be similar to assessment process; determine what we need/don't need based on our individual programs

New Business/To-Do-List Review

- Report 54 will be fixed by Anita and submitted to Pat Arndorfer for publication
- ONET Codes Report Request – Amy Scarborough will talk to Bob to see if this is still needed
- Clarification on exit reason – this information may be found in the Family Care Policy
 - *NOTE: In July, 2006 this writer asked Nancy Bryan if a woman is no longer in the workforce because she has a newborn baby to take care of, can this be considered a global exclusion? Her response was, "Yes it can be, but if she's back in the workforce at a later date, it will probably raise a few eyebrows. Remember that the exclusion must be for a circumstance that will last longer than 90 days. So, if you report the exclusion, but we get a wage record cross match for her in the first quarter after exit, we'll probably wonder why you chose to report the exclusion when her outcome was positive."*

- Soft exit alerts has been completed
- Ability to add multiple service to clients is on hold indefinitely
- Wage data verification dropdown is on hold and may be available in ASSET 2.7.3 or 2.7.4
- Data change request view for supervisors/managers is on hold and may be available with ASSET 2.9
- Project 21 will demo at February meeting
- ITA eligible Provider List will be part of ASSET 2.72
- Report 29 request is closed
- Other Organized Program of Study is a policy issue
- Exit Guidelines is closed
- Report #53 is on hold
- Adding a universe for follow-up is currently on the report docket
- The NTO question is on hold
- The To-Do List to be maintained by AUG vice-chair.

Motion was made by Lynn Krause, seconded by Tom Swoboda. Meeting adjourned at 2:30.

Minutes submitted by Debbie Kelly (WDA 05)
January 26, 2007