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Workforce Investment Act (WIA)
ASSET User's Group
T.E.C. Corridor/Room 104/105
3591 Anderson St.
Madison, WI
Thursday, May 24, 2007

Minutes

Meeting Called to order by Al Hesse at 9:30 a.m.

Members present: Amy Scarborough (09), Duane Frisch (DWS – BWI), Richard Price (08), Tom Swoboda (Job Service – Dane County), Paul Wechter (02), Chytania Brown (02), Sue Wile (02), Joleen Prentice (07), Debbie Kelly (05), Matt Mita (DWS – AOS), Shannon Moe (11), Al Hesse (04), Anita Gorham (03), DJ Blum (03), Lynn Krause (01).

The minutes from April 26, 2007 were reviewed.

- No relevant comments were made.
- Motion was made by Anita to approve minutes. Debbie seconded.

Meeting Summary for WAJTE

Al outlined the meeting summary for WAJTE

- OJT and credential issue: AUG Members analyzing OJT numbers before next meeting. Will discuss at next meeting and make recommendation to WAJTE.
- There are still concerns and a need for a more complete definition of cash public assistance.
- Anita Gorham was elected as the Vice Chair to serve July 1, 2007.
- [AUG will meet face-to-face every other month unless a situation dictates otherwise; a webcast and/or telcon will be held during the other months.](#)
- [Nationwide Performance Conference](#)

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ASSET 2.7.4 Updates

Matt Mita outlined the items to be included in the next ASSET update:

- Fix a bug in the retain customer mode that sometimes prevents a user from bringing up certain screens. The problem is related to “losing” the date of birth when going from one screen to the next.
- Fix the criteria on the supplemental data report so that the criteria depends on the end of services, rather than the exit date.
- Add a hyperlink to the PIN on the Exit Report under the System Reports that goes to the participant's screen in Manage Exits
- Web Services for TESSA and Virtual Job Center
- Pre-exit screen to enter anticipated exit data at time of closing services.
- Updated services list to only show services that are applicable to the program. Nancy is updating the Title 1 services. **The group requested to review the services prior to coding the changes for ASSET.**
- Change the label on the Exited Report so that the time period is clearer.

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- O*Net AutoCoder will be implemented.

Matt indicated that the truncated case manager column on the Exit Warning and Exited System Reports would put too much strain on the systems, and would take about 30 – 40 second for the results to be returned. Because of this, it is no longer a future option for these reports.

SSN Validation

- Lynn indicated that she has a participant with 2 middle initials in their name. ASSET does not accommodate for this. Since this is a rare occurrence, no changes will be made to ASSET.
- Matt also mentioned that User Group members need to let case managers know that they are not supposed to unverify records. If a record is verified, they should create a new record.

TESSA

It is full-steam ahead for TESSA. WDA 08 is in process of testing. Rich is pleased with the user-friendly interface with the fiscal environment. They are currently working with the backend of fiscal, and it is near completion. There are other advanced features that are being developed. Hopefully full production will be in 2-3 months. Sue Wile asked if TESSA and different fiscal systems would be able to work together, and Rich felt that it would not be a major problem.

Rich is still waiting to receive sample data from the datamart from Ken Funck. Could this be some kind of security issue? Duane said that he will follow-up on this.

Rich indicated that with TESSA, they are able to isolate the data for your own WDA, so that it will run faster. TESSA reports will not duplicate WebI, but will create more sophisticated reports in a shorter amount of time, and directly from the menu tree.

With TESSA, we will be able to get raw data, and run adhoc reports to our hearts content, without the constraints of WebI. We recognize that this comes with responsibility to use the data with integrity.

Rich believes that by using TESSA and client services, the definitions of people's roles will change as the data part becomes more effective and efficient.

The current problems with the TESSA project are administrative, rather than technical

DWD Structure

Matt shared some of the direction that he received on the new department. Matt, Diane Bartels, and Becky Powell will continue to report to Tim Hinline. Reports and systems will be together, and security will be in another department.

SSA Confidentiality

Tim is currently in dialogue with the Social Security Administration regarding confidentiality of SSNs, names, and dates of birth in ASSET. Matt agrees with the group that this is unreasonable. We need to continue our dialogue with SSA so that they see our purpose with this data.

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Performance Fields in ASSET

The WIA Title 1 Adult, Dislocated Worker and TAA Data Elements that Affect Performance Measures document that can be found at

http://dwd.wisconsin.gov/dwdwia/PDF/asset_screenshots082306.pdf needs to be updated.

Although the actual performance fields have not changed much, the screen shots look a bit different now, due to other changes in ASSET. This can get confusing to a new worker, or those not familiar with ASSET.

It was also mentioned that the fields help text was sent out in March.

Rich indicated that Client Services, where you can enter local services, should be fully operational in about 3 months.

Vice Chair Elections

Anita Gorham was voted to be the new Vice Chair of the ASSET User Group effective July 1, 2007.

Future Meeting Location/Frequency

Currently the room we have been using at the TEC Corridor has been free, but now it will cost \$200 per meeting. Options were discussed:

- Pay the fee
- Get a smaller room across the hall
- Hold meetings at GEF 1
- Change the frequency of our meetings

Discussion included suggestions to have combinations of frequency and alternative formats and face-to-face meetings at GEF 1. At GEF 1, State staff are more available, which is a relationship we are striving for.

There will be a learning curve to minute taking during alternative formats.

It was decided to have bi-monthly face-to-face meeting at GEF 1. On the off months, we will use technology such as a conference call or a web cast. The off months will also be shorter meetings, around 2 hours at most. As costs are being cut, this web capability will be available for the days of face-to-face meetings as well.

Al will talk to his director and to Amy Phillips to see what they do for their meetings across the state, and then set up the technology for the next meeting. Features such as voting and sidebar are desirable. If the webinar falls through, we can do a conference phone call.

ASSET Suggestions from the Field

Anita shared some suggestions she received from her staff as to what would make ASSET a little better:

- Change the color of the radio buttons so that they are easier to read. Are they ADA compliant?
- The yellow alerters on the gray screen are hard to read.

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- Autopopulate the education status at exit and registration – although we have determined that this is not possible due to the information being the status on 2 separate timeframes.

Credentials and OJTs

Rich believes that OJTs are the best outcome for the dollars spent. A participant from an OJT is very likely to get a good high paying job with benefits, so WDA 08 opted to continue doing OJTs, although current policies will give those participants a definite negative impact for the credential performance measure. WDA 11 still does OJTs. Nancy says take the hit on performance.

Tracy at the DOL conference said No to Kansas about getting a waiver.

WAJTE is hesitant to apply for a waiver, because too many waivers make WIA look less relevant.

Al asked the group previously to send him numbers of how many OJTs have been done in the last 3 years. He has compiled them in a spreadsheet to get us thinking of what we can do with this problem.

Doing an OJT by definition is an automatic hit in the credential measure, although research shows that it is the best thing to do. It is an exercise in risk management.

***Action Item:** Analyze your OJT numbers, do some what if analysis, and see how you are impacted by the credential measurement. Think of recommendations to discuss at the next AUG meeting to present to WAJTE.*

Cash Public Assistance

The group looked at the WIA Final Rule and discussed the excerpts concerning cash public assistance. ***The group still has concerns and need a more complete definition of cash public assistance.***

New Business

With common exits, some WIA staff are having exits delayed due to partner programs not closing services on a timely basis. The solution seems to be to simply communicate and coordinate services with those partners.

Some WDAs have heard some information regarding outcomes from the 35% Repair Committee. The group is looking for some official outcomes from that committee. It was also noted that we are able to use the 5-yr portion of the Graduate Placement Reports to get the median wage for a training program.

WDAs are getting confused because they are being told different things by different state staff. If you have policy questions regarding youth, please ask Scott Fromader and cc: Nancy Bryan.

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To Do List

- Anita has sent revised versions of WebI reports 54 and 55 to those who have e-mailed her their WebI logon ID. Please send Anita an e-mail with comments and whether or not to put into the Corporate Documents.
- Follow-up is now in the exit universe, so we are able to run reports on follow-up information.
- Matt and Duane will check on the 9090 performance report and the WIA Title 1 Adult, Dislocated Worker and TAA Data Elements that Affect Performance Measures document on the website.
- There is a Performance Management Summit on August 15.
- DWD Roundtable is May 30.

Motion was made to adjourn. Motion was seconded. Meeting adjourned at 2:45 p.m.

Next meeting Date: Thursday, 6/28/2007

Minutes submitted by Amy Scarborough (WDA 09)

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