



March 27, 2009  
GEF 1-H306  
Minutes

Meeting called to order by Anita Gorham at 9:35 am.

Members present: Lynn Krause (01); Sue Wile-telcon (02); Stan Kogutkiewicz (02); Anita Gorham, (03); Al Hesse (04); Debbie Kelly (05); Jane Spencer (06); Joleen Prentice- telcon (07); Richard Price (08); Amy Scarborough (09); Amy Charles (11); Kathie Edge (11).

Guests present: Julio Escobedo (01); Paul Wechter- telcon (02); Renee Kemp; Rose Zingsheim-telcon, Susan Hackbarth- telcon, Linda Kieffer- telcon (03); Dianne Reynolds (DWD), Diane Bartels, Tim Hineline, Matt Mita, Duane Frisch (DET/BPMITC); Theresa Loerke (DWD LPL)

Minutes from the February 26th Webinar were reviewed. Correction made to the spelling of Wonderlik to Wonderlick (*editor note: Wonderlic is the correct spelling*). Amy Scarborough made a motion to approve the minutes, Debbie Kelly seconded. All were in favor to approve as amended.

#### **WAJTE Action Items/Highlights**

- WAJTE needs to request that the positions vacated by Nancy Bryan and Duane Frisch (August-Dec. 2009) be refilled. AUG feels that both positions are extremely important for policy guidance and report help. Consideration also needs to be given to other key staff planning to retire: Diane Bartels (July 2010) and Tim Hineline (end of 2010).
- WAJTE needs to request that additional fields be added to the Data Warehouse. AUG believes that all fields in ASSET need to be made available in the data warehouse; however, due to timelines of adding ARRA elements, a list will be compiled of specific data elements deemed most important to add now. The additional data would give WDA's an increased ability to generate reports.
- WAJTE needs to ask the State when the Common Performance measures will be implemented. The D.O.L. has approved this waiver, but the State has yet to indicate when it will be implemented and policy issued.
- In light of the ARRA, the State must modify their WIA Plan to the D.O.L. An addendum is being worked on now. As a result, WDA's must do the same for the State. Revised plans are due April 30, 2009.
- State will be applying to D.O.L. for two Youth waivers, which are currently being drafted.

#### **ARRA**

Tim Hineline reported that D.O.L. will notify the State how and when we need to report on the status and uses of Recovery Monies. He will pass that information to AUG. OMB to release reporting requirements April 2nd. The State/WDA's will likely need to report on number and types

of jobs created, as well as how the monies are spent. Dianne Reynolds noted there was a mistake in the TEGL regarding preliminary funding allocations to local areas. Corrected amounts will be re-distributed to all areas. Dianne shared that a new webpage was created to address ARRA information related to Wisconsin. This page will post new/amended information as it becomes available as well as links to Federal information. <http://dwd.wisconsin.gov/recovery>

## **WISPR**

Tim Hineline said that the D.O.L. has postponed implementation of WISPR for at least one year. The current reporting system requires 2500 to 4000 hours per year to prepare and send reports to D.O.L.; WISPR will require only 300 to 500 hours per year to prepare and send. Not a lot of new fields will be added with the advent of WISPR, but several existing fields will be modified (i.e. dropdown lists modified or added to). Example given was to ask VETS, if disabled, the type of disability: mental or physical. Stan voiced he would not be comfortable supplying that information for anyone with ASSET access to view. Susan Hackbarth asked for clarification, and also asked on whose authority was this change being made. The originator of the request was D.O.L. A lengthy discussion followed on legality of asking for this type of detailed personal information and HIPPA laws, the possibility of making the record confidential, and masking that field like the SSN. Anita asked if the WDA's should be collecting data in preparation for the changes WISPR will bring. Diane Bartels said that this would not be necessary.

Before Dianne Reynolds left the meeting, Anita asked her if she knew the status of the Common Measures waiver and subsequent policy to be issued by the State, and whether or not consideration had yet been given to replacing policy personnel (Nancy Bryan). Dianne stated she did not. It was offered that a project person will be hired for ARRA related policy requirements/activities.

## **Summer Youth**

Scott Fromader reported the following:

- February 17, 2009 We may start spending ARRA monies, and can provide Design Framework services to youth.
- May 1 to Sept. 30, 2009 ARRA dollars can be spent on any of the 10 youth program elements. Youth who participate during this period (and only during this period) must meet only the Work Readiness performance measure).
- Oct. 1 to March 31 (If D.O.L. approves waiver) 18 to 24 year olds may be considered ARRA only if they are in Paid Work Experience. As a result, they would continue to be responsible for only the Work Readiness performance measure.
- If a youth is not in Summer Employment, or is served beyond the aforementioned months, they will be considered as having been put into WIA Title 1, and will be responsible for all relevant youth performance measures.
- The definition of Work Readiness can be found in TEGL 17-05.
- The ARRA Work Readiness skill goal will be set in the Skill Attainment section of ASSET.
- Providing follow-up to ARRA youth is optional.

## **Job Center of Wisconsin**

Diane Bartels showed AUG the updates that will take place in Job Center of Wisconsin on April 3, 2009. All changes were minor.

**Action:** Diane will email these updates supplied by Becky Powell and Anita will forward to AUG members.

## **SSN's and Duplicate records in ASSET**

Diane Bartels reported that case managers are too quick to create pseudo SSN numbers when they run into difficulty creating a new record in ASSET. She recommends the following when creating new records:

- Search by D.O.B. (advanced search)
- Search by Last Name/First Name
- All operators should be set at “contains” instead of “exact match”
- Attempt to enter the new record
- If error results stating that SSN is not unique , call the DET Call Center at 608-267-9690. For immediate assistance call Diane Bartels direct at 608-261-6362.
- When duplicate records found print out the correct record's Customer Notes and Services so they can be re-entered into correct record by case manager.
- Send a General Staff Request to Diane Bartels

**Q.** Linda Kieffer asked if there could be an alert for existing records when jobseekers are trying to access JCW to avoid creating a duplicate profile record. Diane stated a suggestion had been made to have an existing record returned with a PIN when entering a SSN that already belongs to a record.

**Action:** A TFS (previously known as PCR) needs to be submitted to create the above “Alert”.

**Q.** Could the Job Seeker username also be put on the profile record to aid Resource Room staff in assisting job seekers retrieve forgotten usernames/passwords? Diane stated Becky Powell may have already created a TFS (PCR) for this.

**Action:** Follow up needed on this TFS.

Diane informed the group a Technical Bulletin will be going out soon regarding this issue.

## **Follow-up Items**

Anita asked, in light of the Business Objects upgrade that was supposed to occur early 2009, when we would have full access to master table data in Webl. Tim Hinline said that he will check on it, and noted that we would now be able to “cross universes”, but would not have access to the “master universe”. Duane agreed that using master table data can be tricky and confusing.

Anita then asked about adding additional data elements to the Data Warehouse. Tim Hinline reported that this issue will be addressed when all aspects of ARRA are up and running. ASSET modifications should occur between April and May. He agreed that AUG should be at the table when the specific elements to be added are decided upon. Because of timelines and budgetary constraints, it was agreed that AUG will identify ASSET data fields they consider most important to add immediately.

**Action:** Anita will document data field input from AUG and send to Duane Frisch to add to fields being requested by State staff.

Anita referenced the challenges in producing the reports requested by the Secretary earlier this month. She recommended that WDA's establish local policies requiring which non-required ASSET

fields need to be populated; in particular the ONET field. It was noted that WDA 03 has a local policy requiring entry into the ONET field.

Theresa Loerke mentioned the ITA report cards which are available on the internet. This information can be accessed from a link in ASSET's "Manage Services" – in the "Detailed Info" link next to each ITA description. Use this to comment on specific training providers/training.  
<http://www.jobcenter.org/ita>

## **TESSA**

Richard Price reported on the following:

- The State will begin immediately to complete the necessary TESSA – link programming. It should be completed in the next two weeks.
- Once the State has completed their programming, West Central will need approximately one week to put the finishing touches on TESSA. Shortly after, they will begin testing the program.
- The Application and Work Experience Programs will be made available to other WDA's prior to the implementation of TESSA. Richard demonstrated both programs.

## **To Do List**

Adding data elements to the Data Warehouse will be added to the list of things to do. AUG will need to collectively decide on which elements they feel should be added.

**Action:** Anita to revise TDL, AUG to send data elements to Anita.

## **Other Business**

Anita reported that Amy Phillips said pending approval from the Secretary's office, the Spring Round Table will be held on June 1, 2009 from 9:00 a.m. to 4:00 p.m. It will be held at the American Family Training Center in Madison, 6000 American Parkway, Building A, Madison.

Diane Bartels that she will be sending out reports of SSN's she is unable to validate. Case managers will need to check the data on the report and make sure it is correct. These reports will likely be snail mailed to each WDA because of the SSN's being displayed.

**Action:** WDA's will check/modify the data and snail mail them back to Diane. Diane will review these SSN's once a week. Anita reminded the group to share this information and process with all appropriate Job Center staff in their WDA.

Next meeting will be a Webinar on April 23.

Al Hesse made a motion to adjourn, and Amy seconded.  
All were in favor. Meeting adjourned.

Minutes submitted by Richard Price, WDA 08