

Oak Hill Correctional Title I Reporting Technical Assistance Guide

Contact:

Bryan Huebsch

608-261-0713

bryand.huebsch@dwd.wisconsin.gov

Background: The OCI pilot involves multiple partners working in resource rooms in correctional institutions. Title I staff sometimes cover resource rooms without Title 3 (Job Service) staff present. This guide is designed to assist in reporting self/information-only services provided in this pilot by Title I service providers.

Important *Do not enter staff assisted services into Title III*

Step 1. Create the record in ASSET. The client may register on JCW or staff may complete Manage Customers.

Select Correctional Facility Inmate in the Demographics tab.

Note: Title I staff may not enter staff assisted services for Title III. In order to provide Title I staff assisted services, Title I staff/the client must complete the applicable program requirements to become a Title I participant. These screens are then recorded consistent with Title I enrollment procedures.



ASSET

- Case Management
 - Manage Customers**
 - Manage Job Seeker
 - Manage Employment
 - Manage Assessments
 - Manage Employability Plan
 - Manage Programs
 - Manage Services
 - Manage Exits
 - Manage Follow-ups
 - Manage Customer Notes

ASSET - Customer Details for Bruce Performance (16161)

Save Delete
Event History

Contact Details Demographics Military Service Case Management Info Job Center of Wisconsin

Contact Information:

☐ Incumbent Worker Only
PIN: 16161

* Intake Date: 10/17/2018 [mm/dd/yyyy] Set As Today
Last Self Service Date: Has not used Self Service

* Social Security Number: 782-33-5021 [###-##-####] Create Pseudo SSN

Title: Mr.

* First Name: Bruce

Middle Initial:

* Last Name: Performance

Suffix:

* Gender: Male

* Date of Birth: 09/25/1991 [mm/dd/yyyy]
Add Alias/Maiden Name

* Residence Address Line 1: OCI

Residence Address Line 2:

* Residence City: Oregon

* Residence State: WI

* Residence Zip: 53575 - [#####-####]

* County: Dane

Mailing Address Line 1:

Mailing Address Line 2:

Mailing City:

Mailing State:

Mailing Zip: - [#####-####]

[Contact Details](#)
[Demographics](#)
[Military Service](#)
[Case Management Info](#)
[Job Center of Wisconsin](#)

Demographics:

Ethnicity Hispanic or Latino: ☐ Yes ☒ No ☐ Unknown/undisclosed

* Race - Check at least one:

☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Hawaiian Native or other Pacific Islander
☒ White
☐ Other
☐ Unknown/undisclosed

* Limited English language proficiency: ☐ Yes ☒ No ☐ No Response

* Individual with a disability:

Correctional Facility Inmate: ☐

Upon generation of the PIN, the ASSET Manage Program will automatically open a Title 3 program. The ASSET Manage Programs Title 3 screen is not required to be completed for entry of Career Self/Information-Only Services. Some of the data previously entered will auto-populate on Manage Programs.



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ASSET - Program Summary for Bruce Performance (16161)

Program Name	Program Area	Registration Date
Title 3		10/17/2018

1 row(s) found.

[Add Program/Program Area](#)
[Attempt To Create Common Exit](#)

ASSET - Program Details for Bruce Performance (16161)

[Save](#)
[Event History](#)
[Delete](#)

[General Program Summary](#)
[Title 3](#)

Title 3 Program Information:

* Military Service: ☐ Yes ☒ No

* Veteran status:

☐ Wagner-Peyser
 ☐ Veteran Served by DVOP

Title 3:

* Title 3 Career Planner

Staff Type:

* Office Code:

WDA:

Created: 10/17/2018 12:28:33 PM By: DWD/HUEBSBR
 Last Updated: By:

[Change Staff](#)

[Save](#)
[Event History](#)
[Delete](#)

[Printable Version \(all tabs\)](#)

Step 2. Enter the Service

Click on Manage Services and a **Title 3** program area where **Basic Career – Self/Informational** services may be entered. Click "Add Service".

*** Do not enter staff assisted services. Select only select Basic Career – Self/Informational services. ***



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ASSET - Service Summary for Bruce Performance (16161)

Program Information - Title 3

Title 3

Registration Date: 10/17/2018

Staff ID

Service Name	Fund	Open Date	Close Date	Office	Staff ID
Info on Career Counseling Services	OTH	10/17/2018		3044	DWDHUEBSBR

Add Service

ASSET - Service Eligibility for Bruce Performance (16161)

Program Information - Title 3

Service Category:

Veteran Specific Services Only:

- Basic Career - Self / Informational**
- Basic Career - Staff Assisted
- Individualized Career Services
- Needs Related Payments
- Partner Program Participation
- Support Services
- Training Services
- All Services

Step 3. Complete the Service Detail Screen

Enter Open and Closed dates as appropriate.

Enter Fund Source = "Other"

Important, **DO NOT** select Wagner-Peyser, Veterans, RESEA, etc

Enter Contract ID = 10-18-OCI

Enter "Completion Code" as necessary.
Click "Save"

Program Name:	Title 3		
Service Information			
Service Name:	Info on Career Counseling Services		
Service Category:	Basic Career - Self / Informational		
* Open: (One of the following is required)			
Planned Service Date:	<input type="text" value="10/17/2018"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>	
Actual Service Date:	<input type="text" value="10/17/2018"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>	
* Close: (One of the following is required)			
Planned Service Date:	<input type="text" value="10/17/2018"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>	
Actual Service Date:	<input type="text"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>	
* Funding Source:	<input type="text" value="Other"/>		
Contract ID:	OCI PILOT	<input type="button" value="Select Contract ID"/>	
		<input type="button" value="Remove Contract ID"/>	
Old Contract ID:			
Provider Name:	<input type="text" value="WDBSCW - Title 1 Staff"/>		
Provider Text:	<input type="text"/>		
Failed to Attend WPRS Orientation Date:	<input type="text"/> [mm/dd/yyyy]	<input type="button" value="Set As Today"/>	
Weekly Participation Hours:	<input type="text"/>		
Location of Service Provision:	<input type="text"/>		
Comments:	<input type="text"/>		
Completion Code:	<input type="text"/>		

Caution: 500 character limit