Oak Hill Correctional Title I Reporting Technical Assistance Guide

Contact:
Bryan Huebsch
608-261-0713
bryand.huebsch@dwd.wisconsin.gov

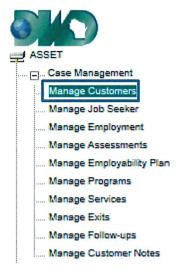
Background: The OCI pilot involves multiple partners working in resource rooms in correctional institutions. Title I staff sometimes cover resource rooms without Title 3 (Job Service) staff present. This guide is designed to assist in reporting self/information-only services provided in this pilot by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

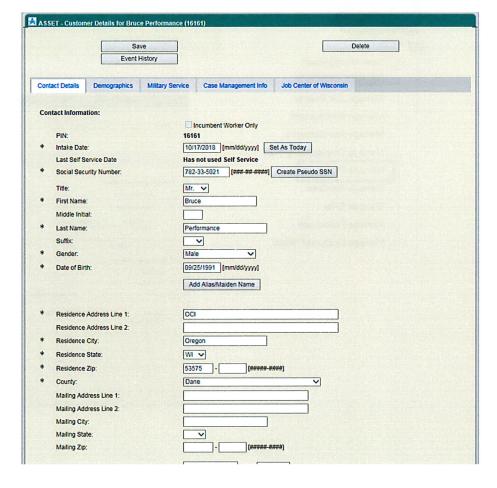
Important *Do not enter staff assisted services into Title III*

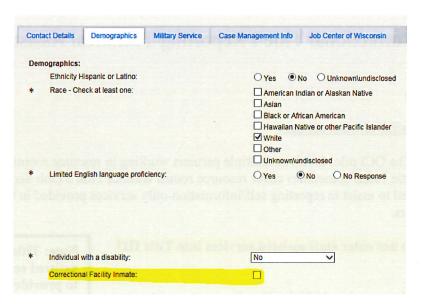
Step 1. Create the record in ASSET. The client may register on JCW or staff may complete Manage Customers.

Select Correctional Facility Inmate in the Demographics tab.

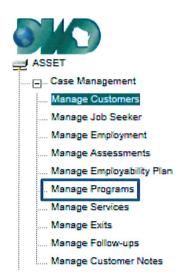
Note: Title I staff may not enter staff assisted services for Title III. In order to provide Title I staff assisted services, Title I staff/the client must complete the applicable program requirements to become a Title I participant. These screens are then recorded consistent with Title I enrollment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

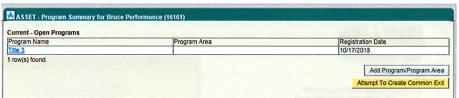


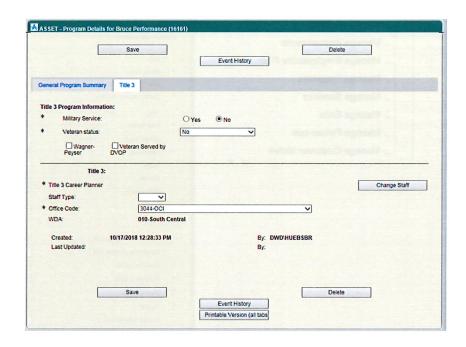




Upon generation of the PIN, the ASSET Manage Program will automatically open a Title 3 program. The ASSET Mange Programs Title 3 screen is not required to be completed for entry of Career Self/Information-Only Services. Some of the data previously entered will auto-populate on Manage Programs.



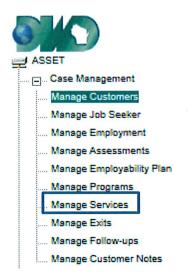




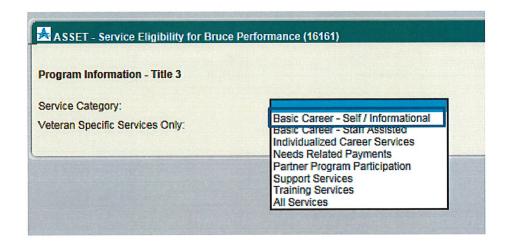
Step 2. Enter the Service

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. ***







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:	late as Course Course for Course	
		Info on Career Counseling Services Basic Career - Self / Informational	
	Service Category:	Basic Career - Seit / Informational	
*	Open: (One of the following is required		
	Planned Service Date:	10/17/2018 [mm/dd/yyyy] Set As Today	
	Actual Service Date:	[10/17/2018 [mm/dd/yyyy] Set As Today	
*	Close: (One of the following is required	n)	
	Planned Service Date:	10/17/2018 [mm/dd/yyyy] Set As Today	
	Actual Service Date:	[mm/dd/yyyy] Set As Today	
*	Funding Source:	Other	
	Contract ID:	OCI PILOT Select Contract ID	
		Remove Contract ID	
	Old Contract ID:		
	Provider Name:	WDBSCW - Title 1 Staff	
		WDBSCW - Tibe 1 Stall	
	Provider Text:		
	Failed to Attend WPRS Orientation Date:	[mm/dd/yyyy] Set As Today	
	Weekly Participation Hours:		
	Location of Service Provision:		
	Comments:		^
	Commond.		~
		Caution: 500 character limit	
	Completion Code:	V	