

JOB CENTER SYSTEMS TECHNICAL BULLETIN
Bureau of Program Management & Special Populations

FROM: Juan Jose Lopez, Bureau Director

TO: All ASSET Users

RE: New Functionality in ASSET

DATE: August 1, 2011

The following functions and enhancements were added to the ASSET Production and Training environments effective August 1, 2011.

Changes to ASSET for SSA Audit Compliance

As a response to findings from a Social Security Administration (SSA) audit in October 2010, all references to SSN Validation and/or Verification have been removed from the ASSET system. The changes include, but are not limited to, the following:

- Removing the SSN Validation column that displays the SSN validation status (e.g. "Verified," "Pending," "Not Processed," etc...)
- Removing the SSN Validation field on the Contact Details tab of the Customer Details screen.
- Remove all SSN Validation screens (which display when SSNs are verified against MCI).
- Remove Manage Alerts functionality in Case Management.
- Remove Manage SSN Validation functionality in Administration Tools.
- Remove Customers without validated SSN real-time report in Administration Tools.
- Remove all SSN Validation references on Event History Summary.

Screenshot examples of information or functions no longer available in ASSET follow. Note: in many cases, confidential information such as SSN and/or demographic information have been removed from the screenshots to maintain confidentiality.

Screenshot Examples Demonstrating ASSET Changes for SSA Audit Compliance

ASSET - Customer Search

Field: Last Name
Operator: Exact Match
Criteria: Smith

AND

Field: First Name
Operator: Begins With
Criteria:

Advanced Search

Search Results:

Last Name	First Name	MI	SSN Validation	DOB	PIN
Smith	Bubba	F			1443
Smith	Bubba	F			1444
Smith	bubba				1503
Smith	Bubba	F			1624
Smith	Bill				1819
smith	sally	s			2019
smith	debbie				1950
Smith	Tom	R			942
Smith	Jane	I			943
Smith	Tom				1043

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Not all matching results will be shown, please refine your search. More than 30 row(s) found.

Add Customer

The SSN Validation column is no longer available on the Customer Search screen as shown above.

ASSET - Customer Details

Save Delete Event History

Contact Details Demographics Military Service Case Management Info

Contact Information:

PIN: 109642

* Intake Date: 02/17/2003 [mm/dd/yyyy] Set As Today

Last Self Service Date: 06/25/2003

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

SSN Validation: **Not Processed** Warning: SSN Validation Processing will occur, after saving this record.

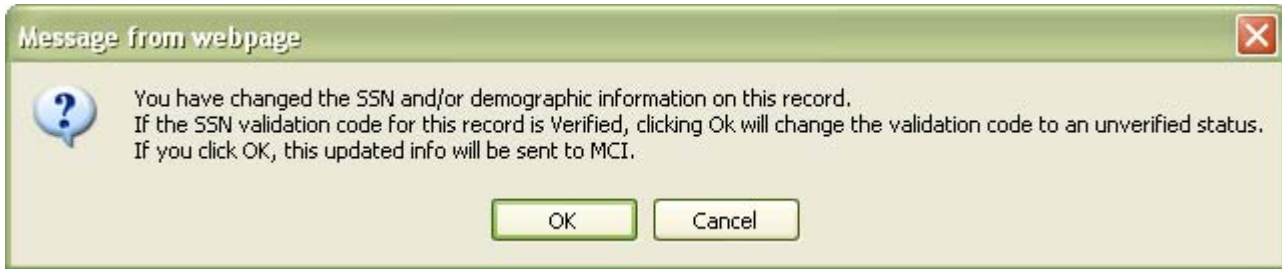
Title: []

* First Name: []

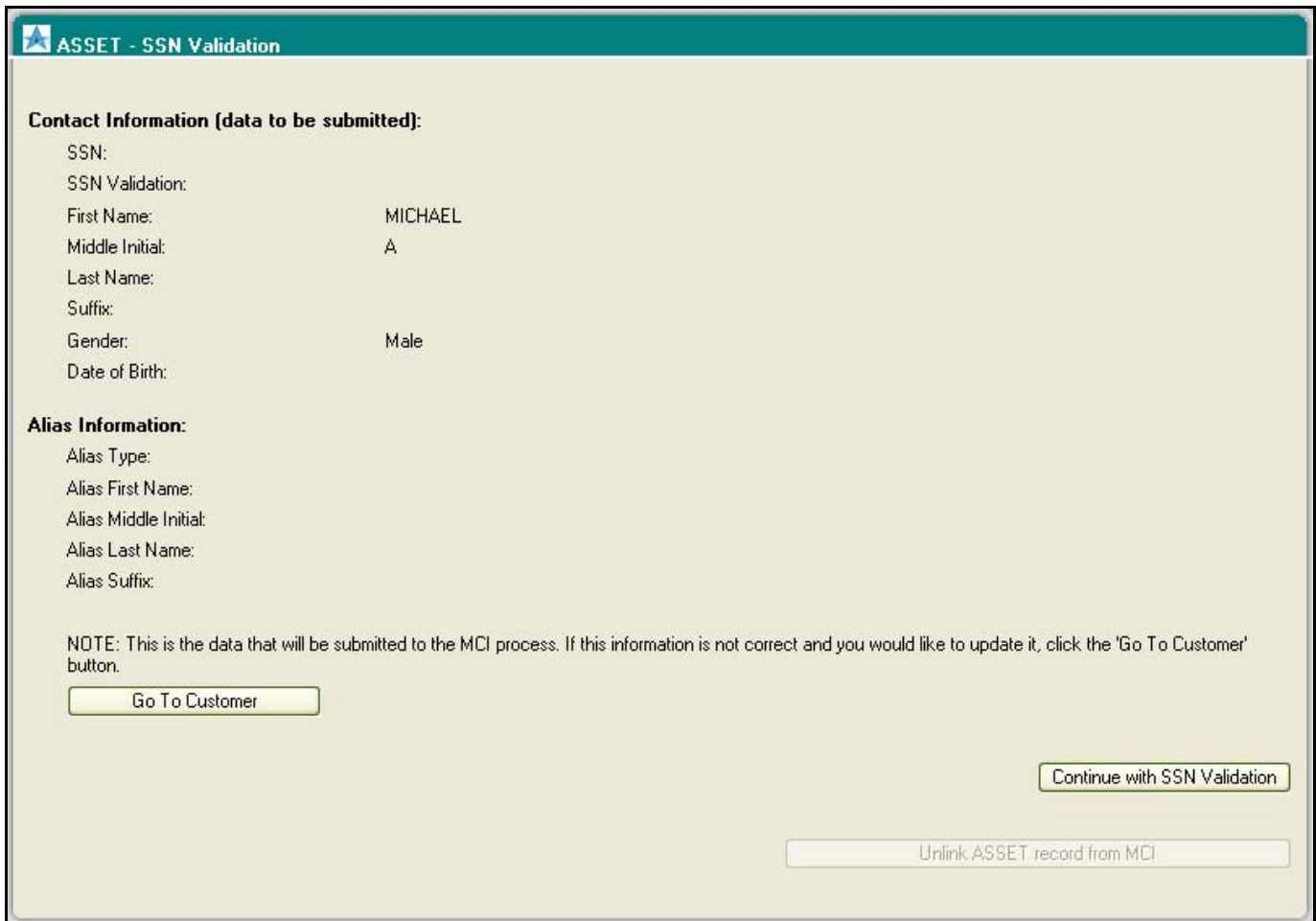
Middle Initial: K

* Last Name: []

The SSN Validation field and its corresponding data and warnings will no longer display on Customer Details as shown above.



Messages such as this one above will no longer display upon saving a customer record after changing the SSN and/or demographic information.



SSN Validation screens such as the one above will no longer display.

ASSET - Event History Summary

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Customer Event History


SSN Validation events will no longer display.

Create Date	Event Description	Office	By
07/29/2011	MCI ID changed from No Value to 5440816453	0810	Thompson, Andrea
07/29/2011	SSN validation changed from No Value to Pending	0810	Thompson, Andrea
07/29/2011	Current Unemployment Compensation Programs changed from No Value to Neither claimant nor exhaustee	0810	Thompson, Andrea
01/11/2011	Office changed from 22 to 1120-Barron County Job Center	1120	Goldstein, Gregg
01/11/2011	Current Employment Status changed from Not Employed to Employed	1120	Goldstein, Gregg
01/11/2011	Current Education Status changed from No Value to Not Attending, High School Graduate	1120	Goldstein, Gregg
01/11/2011	Current Highest school grade completed changed from Attained High School Diploma to Attained GED or Equivalent	1120	Goldstein, Gregg

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7 row(s) found.

SSN Validation events such as the one shown above will no longer display in Event History Summary.



ASSET

- Case Management
 - Manage Customers
 - Manage Employment
 - Manage Assessments
 - Manage Employability Plan
 - Manage Programs
 - Manage Services
 - Manage Exits
 - Manage Follow-ups
 - Manage Customer Notes
 - Manage Alerts
 - Staff Requests
 - Job Matching
- System Reports
- HELP (ASSET System Manual)
- Staff Information
- Staff Search
- WI Job Center Directory
- Exit ASSET
- Administration Tools

ASSET - Alerts

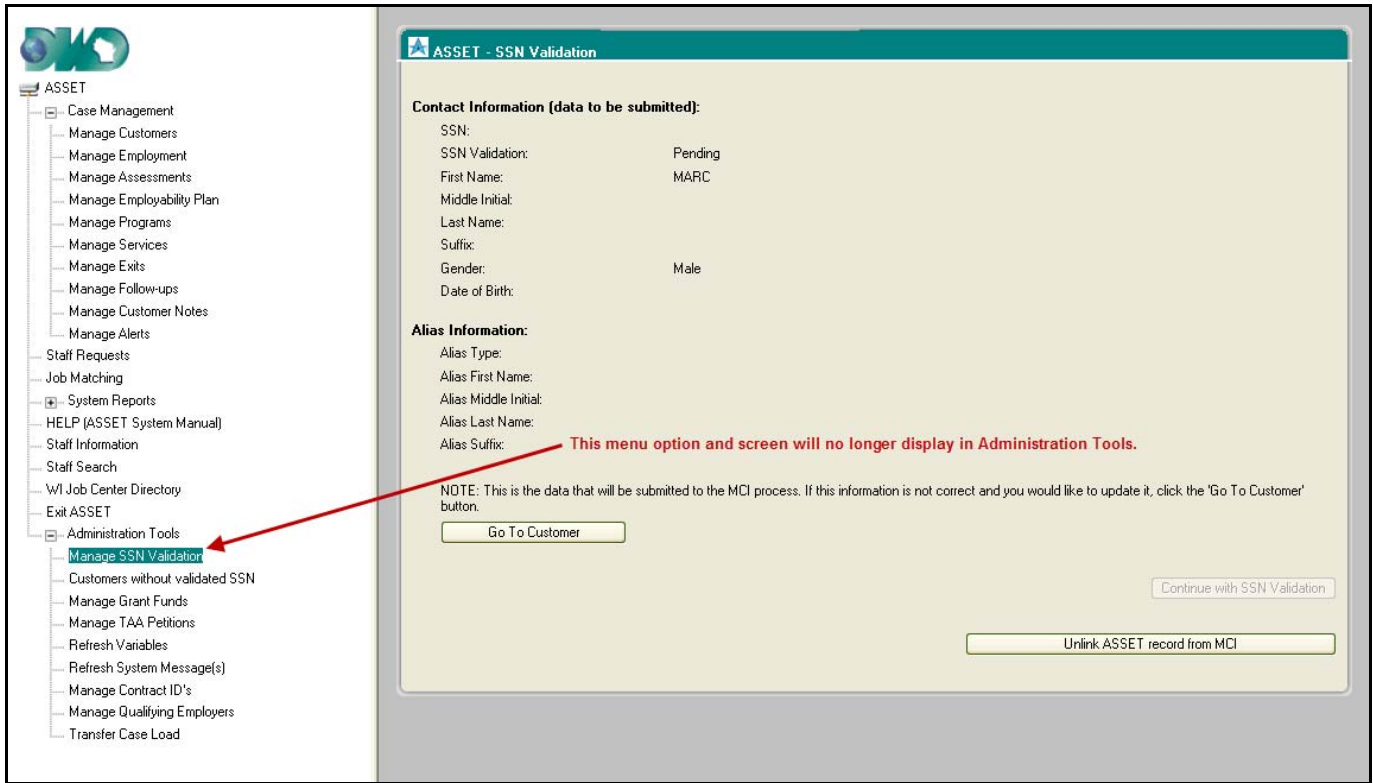
* Case Manager:

Alert Status:

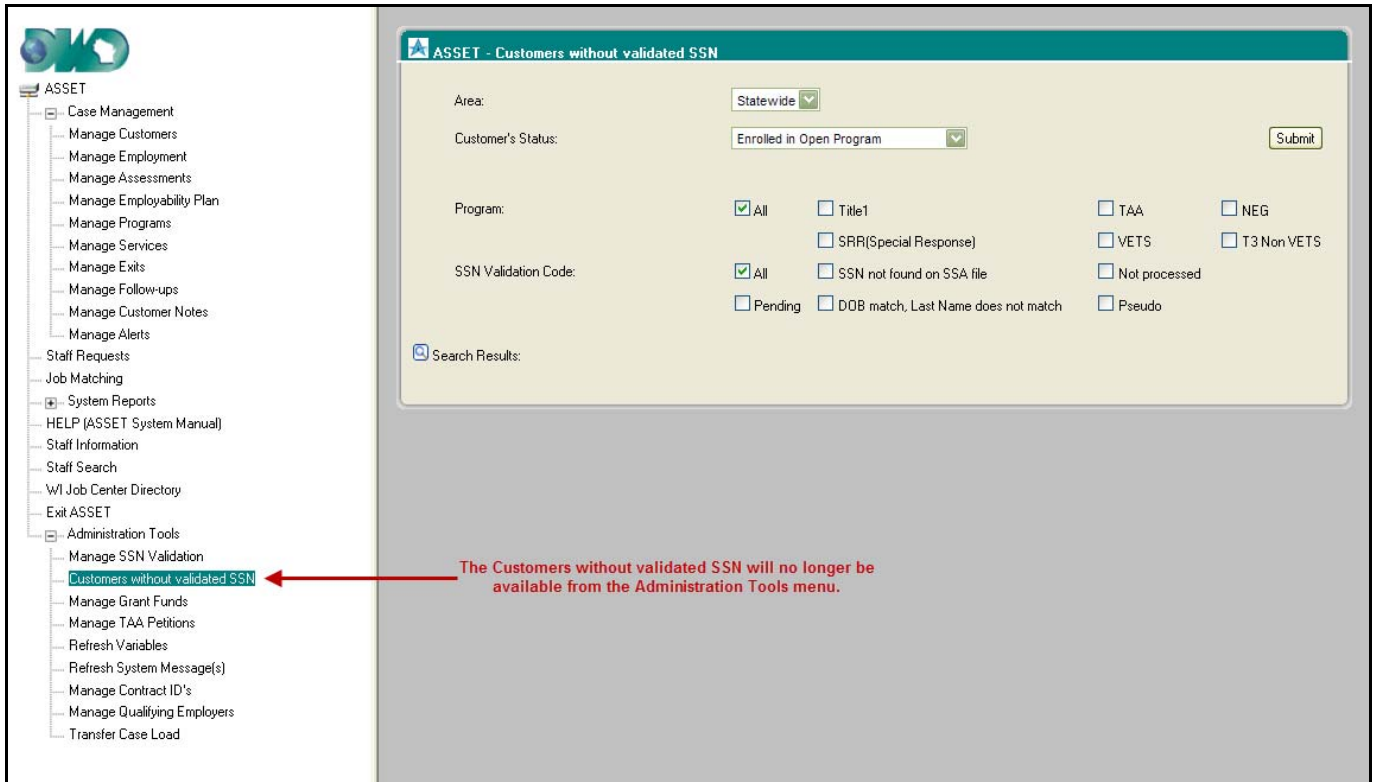
Search Results: 0 row(s) found.

This menu option and associated screen(s) will no longer display in Case Management.

The Manage Alerts menu option and associated screen(s) will no longer be available for selection in ASSET Case Management.



The Manage SSN Validation menu option will no longer be available for selection in ASSET Administration Tools.



The Customers without validated SSN real-time report will no longer be accessible from the Administration Tools menu in ASSET.

In short, any and all references to SSN validation status should no longer be accessible or viewable in ASSET. As a measure to protect the confidentiality of information supplied by SSA, SSA does not authorize the sharing of SSN verification information to staff via the ASSET system.

The ASSET Users' Guide will be updated to reflect the new functionality and is currently available on-line at <http://dwd.wisconsin.gov/asset/>. Click on Users' Guide to access the Users' Guide Index. For questions about the new functionality, please contact the DET ASSET Call Center at 608-267-9690, and select option 1.