

**Department:** Business Solutions Team, Data and Planning

**1. Purpose:** To standardize the Incumbent Worker Training Data Entry Process for ASSET.

**2. Responsibilities:**

**a. Business Solutions Representative (BSR):** The BSR is responsible for:

- i. Contacting the employer on the start date to confirm the training will start and the employees listed in the proposal will be attending the training,
- ii. Contacting the Planner within one (1) business day to confirm the employees who will be attending the training, and
- iii. Conducting four (4) quarters of follow-up for all employees who have completed the IWT training.

**b. Planner:** The Planner is responsible for:

- i. Entering required training information into ASSET,
- ii. Contacting the BSR for follow-up information, and
- iii. Pulling supplemental data for follow-up, if needed.

**3. Process:**

- a. Once the contract is fully signed by both parties, a copy will be submitted to the Planner.
- b. The Business Solutions Representative will be responsible for contacting the employer on the start date to confirm the training will start and the employees listed in the proposal will be attending the training.
- c. Upon confirmation of the training information, the Business Solutions Representative will be responsible for contacting the Planner within one (1) business day.
- d. Once the training information is confirmed, the Planner will be responsible for entering all trainees of an Incumbent Worker Training within seven (7) business days of the training start date
  - a. The training start date will serve as the intake date for a trainee as well as the program start date and service start date.
- e. The Planner will be responsible for entering the following information for a trainee:
  - i. Last Name
  - ii. First Name
  - iii. Date of Birth
  - iv. Gender
  - v. Address
  - vi. If the Worker is eligible to work in the United States
  - vii. Start date with their employer
  - viii. Earnings Q1, Q2, and Q3 prior to Program Entry
  - ix. O\*Net Code of Training Service
  - x. NAICS Code of Training Service



- xi. O\*Net Code of Most Recent Employment
  - xii. NAICS Code of Employment 1<sup>st</sup> Quarter Prior to Participation
  - xiii. Date of Program Entry/ Exit
  - xiv. Employment in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter After Exit Quarter
  - xv. Type of Employment 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter After Exit Quarter
  - xvi. Wages in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter After Exit Quarter
  - xvii. Retention with the same employer in the 2<sup>nd</sup> and 4<sup>th</sup> Quarters After Exit
  - xviii. Type of Recognized Credential
  - xix. Date of Attained Recognized Credentials
  - xx. Date of Most Recent Measurable Skill Gain
- f. Once the training is complete, the Planner will be responsible for closing the service, adding in measureable skills gain and credential information, and exiting the trainee from ASSET.
- g. Follow-up will need to be conducted by the Business Solutions Representative in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Quarter After Exit Quarter and the Planner will be responsible for entering this information into ASSET.

#### 4. Additional Resources

- a. See *Department of Workforce Development 11.22 Policy and Department of Labor TEGL 10-16, Change 1 Attachment 8*

#### 5. Back-up

- a. Each BSR is responsible to communicate and provide the details of his/her back-up with everyone.
- b. If the Planner is out of the office, the IT Manager will be responsible for ASSET data entry.

