

WAI 2 Technical Assistance Session

Date: Monday, July 21, 2025

Time: 11:00am – 12:00pm

- A. Welcome
- B. ASSET Data Entry Error
 - a. We have requested an updated timeline from the ASSET developers and will share that information when it becomes available.
 - b. In the meantime, continue to use the previously instructed workaround
 - i. Recording of ASSET training demonstrating workaround can be found on DET Application Portal. [WAI ASSET Data Entry Review and BI Data Reporting](#)
- C. Targeted Population Barriers – Low Income question
 - a. Use FPG & LLSIL guidelines – [2025 Federal Poverty Guidelines and Lower Living Standard Income Level Guidelines](#)
- D. Quarterly Narrative Reports (April 2025 – June 2025) are due at the end of the month (7/30/2025). If an extension is needed, please send notification to the WAI mailbox (DETBWTWAIGrants@dwd.wisconsin.gov) ahead of the submission deadline.
 - a. QNR template can be found in [Appendix A of the WAI 2 Project Implementation Plan](#).
 - i. Request was received for a fillable version (non-PDF); template is attached on second page of Agenda
 - b. **Please ensure report includes participant success stories.**
 - i. Provide ROIs for success stories included within your report
- E. WAI webpage update
 - a. Will be adding the success stories to the webpage after quarterly reports are received
- F. Additional questions from the group
- G. Next Meeting: August 4, 2025 @ 11:00am

Section I: Grant Recipient Information

- A. Grant Recipient:
- B. Quarter Reporting (quarter end date):
- C. Subawards / Service Providers:

Section II: Progress of Subaward

- A. Provide a brief description of your project(s) and an update of your project(s)' progress for the quarter as it aligns with the goals and objectives outlined in the submitted project proposal. Include a description of key accomplishments and outcomes achieved.
- B. Provide a detailed update of outreach activities conducted this quarter. Provide a copy of any outreach documents (i.e., flyers, mailers) developed this quarter.
- C. Provide detailed updates on training services provided this quarter, including information on the types of training services provided.
- D. Provides detailed updates on work-based learning services provided this quarter.
- E. Provide detailed updates on wraparound services, including supportive services, provided this quarter. Include any new or innovative service delivery strategies and how the services contributed to a participant's ability to fully participate in grant-funded activities.
- F. Provide a detailed update of any performance improvement efforts conducted this quarter including monitoring, training, and technical assistance efforts directed to grant staff.
- G. Describe next steps or key areas of emphasis planned for the grant in the next quarter.
- H. If you have no updates for this section for this quarter, explain why.

Section III: Status Update on Employer Engagement Strategies

- A. Describe efforts taken this quarter to engage employers in this project. Examples could include:
 - Seeking input from local employers to identify their employee pipeline needs;
 - Securing employer commitment to interview, assess, train, and/or hire participants from this project;
 - Developing new employer partnerships;
 - Recruiting employers to serve as mentors to project participants;
 - Identifying new work-based training opportunities.
- B. Describe any positive employment outcomes for project participants.
- C. If you have no updates for this section for this quarter, explain why.

Section IV: Key Issues and Technical Assistance Needs

- A. Summarize significant issues, or challenges (such as under-enrollment or dropouts) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Describe actions taken or plans to address the identified issues.
- B. Describe any questions you have for DWD-DET and/or any technical assistance needs you have.

Section V: Significant Activities, Accomplishments, and Success Stories

- A. Describe in detail any promising practices, innovative processes, and/or strategic partnerships your project developed or engaged in during this quarter.
- B. If applicable, please provide any participant-level success stories from this quarter. In documenting the success story, please describe:
 - Background, problem, issue, or concern prior to project involvement;
 - Response or intervention provided by the project;
 - Results and outcomes, including who benefitted and what changed or improved; and
 - Evidence of the success, including how the data was obtained and the methods used to measure success.

Section VI: Data and Performance

- A. Fill in the Data Report Table for the end of the reporting quarter. ***Data entered will be cumulative, from the grant start to the present reporting quarter:**

Program Service	Round 2 Cumulative Participants	Round 2 Cumulative Services
Career Services (Excluding Work Experience)		
Training Services (Excluding OJT)		
On-the-Job Training (OJT) Only		
Work Experience		
Supportive Services/Wrap Around Services		
Incentive/Stipend Payments		
Other:		
Other:		

	Round 2 Cumulative Total
Services Rendered	
Participants Served	
Exits	

B. Fill in the Data Report Table for the end of the reporting quarter. *Data entered for this table is only from the quarter:

	Quarter Total
Services Rendered in Quarter	
Participants Served in Quarter	
New Participants Entered this Quarter	
Exits Occurred in Quarter	