



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-54

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors
DCS Area Directors

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: June 22, 2004

Subject: MOSES Version 16.0 – Major Changes and New Features

Purpose: To provide information on the major changes and new features in MOSES Version 16. MOSES Version 16 will be released to users when they sign onto MOSES on Monday, June 28, 2003. This version incorporates several changes for the incorporation of the Trade and Rapid Response programs. Users will be notified of any change via this communication.

Action

Required: IT Coordinators, MOSES Local Experts, and managers on the list to receive MOSES Information Bulletins are requested to see that all MOSES users in their office(s) have a copy of the attached document, Description of Changes in MOSES Version 16.

Reminder: With every new MOSES Build, the STAFF NAME (MOSES User ID) will not pre-fill when users log onto MOSES. **Users must enter their STAFF NAME** in the block on the *Welcome to MOSES* sign-in screen, along with their password and the last four digits of their Social Security number.

Highlights: Two new modules will be added to MOSES. These modules are the Rapid Response and Trade modules.

References: Training Materials for the Rapid Response and Trade modules will be available soon after Build 16 is available, via a MOSES web link. On the MOSES main menu select Help, then Links. On page 2 of MOSES Links, select MOSES Workgroups (<http://www.etrcc.com/moses>).

Inquiries: Questions should be directed to the MOSES Help Desk at (617) 626-5656.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #04-54.

Description of General Changes and New Features in MOSES Version 16

Summary

The Rapid Response and Trade modules have been added to MOSES for Version 16. Below are a summary of changes to these modules, other screens, and areas within the MOSES application.

MOSES Main Menu

The MOSES Main Menu will include a new menu item called Program. This menu item is located between the Events and Reports menu items. Users select the Program menu item to access the Rapid Response (RR) and Trade (TAA) modules. The TAA module contains three areas, which are Trade Petitions, TAA Administration, and TAA Participant. Refer to the Rapid Response and Trade Module sections for a detailed explanation about these modules.

Security

Two new security permissions exist in MOSES Version 16. All MOSES users will be defaulted with View Only permissions for the Add Edit Rapid Response permission and the Add Edit Trade permission. These permissions include three levels: Admin, Staff, and View Only.

Email Notifications

MOSES Version 16 incorporates email notifications to staff when certain actions occur in the system. MOSES users must insure that their email address in MOSES is correct in order to receive email notifications. Refer to the Rapid Response and Trade Module sections for a detailed explanation about email notifications.

Reports

MOSES Version 16 incorporates a new tab called TAARRNEG to the Reports module. The TAARRNEG tab lists the new reports available to users that summarize Trade and Rapid Response information. Seven new Trade reports and two Rapid Response reports have been added to the TAARRNEG tab. Refer to the Rapid Response and Trade Module sections for a detailed explanation about reports.

Work Experience Details Screen

The Work Experience Details screen has been modified slightly. The following fields no longer exist: Plant Closing Code, Type of PCC, and Petition No. These fields are now incorporated into the Rapid Response and Trade Modules.

Employer Advanced Search Screen

MOSES Version 16 has also incorporated new changes to the Employer Advanced Search screen. A new frame, called Closing / Layoff Details, includes the ability to search by Rapid Response Investigation Status, Trade Petition Status, or Trade Petition Number.

Training Course Module

The Training Course module has been enhanced to incorporate the Trade module additions. The Basic tab of the Training Course includes a new button called TAA Information. The TAA Information button allows you to enter or view responses for TAA-related questions required for TAA approval. This button is only displayed if the course has been submitted for TAA approval.

The Schedule tab has been modified to include a new frame called Course Schedule Breaks. Users can now add, view, or delete Scheduled Breaks for a selected course.

The Costs tab has been modified to allow users to enter or view details regarding course cost line items, changes made to a course's refund policy, and select "None" as an option acceptable for Financial Aid.

Cost Information previously captured on the Costs Tab will now be captured through the Training Course Cost Details screen. In addition to the previously captured fields, this window also captures a preferred payment schedule, a preferred vendor, and additional responses regarding certifications.

MOSES Version 16 New Feature: Rapid Response Module

Summary of Rapid Response (RR) Module

The new Rapid Response module allows Rapid Response staff to track closing and/or layoffs. In addition to tracking all information for the closing / layoff event, RR staff will be able to mass enter events and services for affected workers that are tied to the closing / layoff. Career Center staff will have the ability to view current RR closing / layoff details via the Rapid Response module. The Rapid Response functionality that previously existed in MOSES is now absorbed in the new Rapid Response module.

The Rapid Response module is accessed from the MOSES Program Menu item and then by clicking the RR sub-menu item. The RR sub-menu item opens the Closing / Layoff search screen where users will add, edit, delete, and search for closing / layoff records. Through the Rapid Response module, Rapid Response users will track all data concerning a closing or layoff event. Rapid Response closing or layoff events are tracked via a closing / layoff record. All closing / layoff records must be associated to one employer location in MOSES. Users must have Rapid Response Staff or Admin permissions in order to add, edit, or delete closing / layoff records. Users who have Rapid Response View Only permissions can view data on all tabs.

Seven tabs exist for the Rapid Response module. These tabs capture information about a Rapid Response closing or layoff event. These tabs include Closing / Layoff, Details, Rapid Response, Demographics, Worker Detail, Evaluation and Program Info. In addition, a new Events / Services window exists for MOSES Version 16 that tracks Rapid Response Employer Services and Events provided to Job Seekers. This window contains three tabs: Employer Services, Events, and Job Seeker Referrals.

Via the Worker Detail tab of the Rapid Response module, users can add new MOSES job seekers and associate new or existing MOSES job seekers to the closing / layoff record. The system automatically enrolls job seekers in Rapid Response and posts the Rapid Response Initiated Service when job seekers are associated to the closing / layoff record. The system automatically refers those same job seekers and terminates them from Rapid Response based on the job seeker's work history job end date or the closing / layoff record end date. When job seekers are referred, the system posts a Referral Service and displays the number of job seeker referred by Career Center on the Job Seeker Referrals tab. An email notification is sent to Career Center Managers informing them of the job seekers that have been referred from Rapid Response.

Rapid Response Email Notifications

The Career Center Referral email notification informs Career Center Managers of referrals from Rapid Response staff. The email retrieves those job seekers with a job end date in the following week. For those job seekers that do not have a job end date entered in their work history profile, the email retrieves the job seekers based off their closing / layoff date in the following week. After the email is sent, each job seeker receives a service of Rapid Response and a service result of Referred to Career Center.

Closing / layoff records are tracked in the Rapid Response module via an Investigation Status. These statuses are Investigation, Work In Progress, Completed and Inactive. The Inactive Email notification, also known as the Closing / Layoff Investigations Status Due To Change Email Notification, notifies Rapid Response Staff through an email that the status for closing / layoff record(s) will change to Inactive in 7 days. The closing / layoff records that are listed in this email have remained with a status of Investigation for the past 23 days based on the Investigation Start Date. On the 30th day, the status will change to Inactive for the closing / layoff record automatically if the Rapid Response staff user does not log into MOSES and update the status of the closing / layoff record.

Rapid Response Icons

The Rapid Response icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as a Rapid Response participant. The Rapid Response icon is displayed for a job seeker on the screen header of the Job Seeker Membership Module when the job seeker is designated as a Rapid Response participant.

The Rapid Response icon is displayed for an employer on the Employer Search screen when the employer is designated as a Rapid Response participant. The closing / layoff record that is associated to the employer record must have a status of Work In Progress, Inactive, or Completed.

The Rapid Response icon is displayed for an employer in the header of the Employer Module when the employer is designated as a Rapid Response participant. The closing / layoff record that is associated to the employer record must have a status of Work In Progress, Inactive, or Completed.

Rapid Response Reports

Two Rapid Response reports have been added to the Reports Module of MOSES. These reports are the Rapid Response Company Report and the Recent and Upcoming Layoff Reports. The Recent and Upcoming Layoff report identifies, displays, and tracks employers that have a closing or layoff in the near future by region, statewide, or both. The Rapid Response Company report identifies, displays, and tracks all closing / layoffs that the Rapid Response team is working on since the start of the fiscal year. If a closing / layoff does not have a status equal to Closed, the closing / layoff carries over to the next fiscal year's report.

Summary of Trade Module

The Trade module contains three sub modules called TAA Petitions, TAA Participant, and TAA Admin. The TAA Petitions module captures information about trade petitions and lists affected workers who may have worked for the employer tied to the trade petition. The TAA Participant module tracks job seeker trade records. This module displays information related to eligibility for the Trade Program and benefits that clients can receive by being Trade Eligible. The TAA Participant module tracks the TAA Application, Job Search Allowances, Relocation Allowances, Training, Training Waivers and Hearings. The TAA Admin module allows users with Trade Admin permissions the ability to view Pending records that are waiting for determination decisions. It also tracks whether notifications have been sent regarding training and training waivers.

Trade Petitions

The Trade Petitions module is accessed from the MOSES Program Menu item, clicking TAA, and then clicking TAA Petitions. Selecting the TAA Petitions item opens the Trade Petition Search screen. The Trade Petition Search screen allows users with Trade Admin permission to add, edit, delete, and search for trade petition records. Through the Trade Petition module, Trade Petition users will track all data concerning a trade petition. All trade petition records must be associated to one closing / layoff record in MOSES. Users who have Trade View Only permissions can view data on all tabs.

Four tabs exist for the Trade Petitions module. The first three tabs capture information necessary for the trade petition such as general petition information, the closing / layoff record associated to the trade petition, job loss information, secondary worker information, and petitioner information. Each Trade Petition has a related submission status (Not Filed, Filed, or Withdrawn) and a related Federal Petition Status (Not Filed, Pending, Certified, Denied, or Withdrawn). A weekly email notification will be sent to the Career Center Managers of petitions that are submitted, certified, denied, or withdrawn. The Rapid Response module can be accessed from a trade petition record. The last tab of the Trade Petition module, Affected Worker Detail, displays affected workers who may have worked for the employer during the impact date. The list of affected workers comes either from a query that MOSES runs or from a spreadsheet that the Trade Admin user has uploaded.

Trade Participant

The Trade Participant sub-module of the TAA module tracks the job seeker trade record. This sub-module is accessed by clicking the Trade button on the Job Seeker Search screen or by clicking Program, TAA, and then TAA Participant. Clicking Program, TAA, and then TAA Participant displays the Job Seeker Trade Search Screen. Users can edit, delete, or search for job seeker trade records. Determinations, original signatures, and relevant forms regarding the 1666, 1667, job search allowances, relocation allowances, training, and training waivers are tracked via the Trade Participant module. If applicable, hearings are tracked as well.

The first step of a job seeker trade record is capturing information required for the 1666 form. This information is entered through the Application Info tab located on the Trade Application Details window to the job seeker. This tab associates a trade petition and a work history record for the job seeker trade record. Other information that is captured includes separation information and the determination concerning the TAA application. An email notification is sent to TRA of 1666s pending a determination decision. An email notification is sent to the submitter (Career Center Staff) in regards to the determination decision.

The Job Search tab tracks Job Search Allowances and Relocation Allowances. The Job Search Allowance section of the Job Search tab opens a new window with three tabs that capture data about the interview, the budget, and the allowance determination. The Budget tab displays summary budget information relevant to the job search. The system also tracks modifications to job search allowance budgets via the Budget tab. An email notification is sent to the submitter of the job search allowance record in regards to the determination decision.

The Relocation Allowance section of the Job Search tab opens a new window with three tabs that capture data about the new employment, the budget, and the allowance determination. The system also tracks modifications to relocation allowance budgets via the Budget tab. The Budget tab displays summary budget information relevant to the relocation allowance. An email notification is sent to the submitter of the relocation allowance record in regards to the determination decision.

The Training tab and associated windows that are accessed via the Training tab capture the Vendor Selection sheet, a budget for the recommended course, modifications to the training budget, and the determination. The Training tab also captures verification that the applicant satisfies the six training criteria. The Budget tab displays summary budget information relevant to the recommended training course. The budget is pre-filled from cost information entered via TrainingPro. The submitter of the training record is sent an email of the determination decision. If the training is approved, a TAA Program enrollment record is created for the job seeker as well as a course enrollment record.

The Waiver tab tracks Training Waivers for the job seeker. The tab opens a new window which allows the user to indicate a reason for the waiver and revoke the waiver if necessary. The submitter of the training waiver receives an email notification of the determination decision.

The TRA tab captures information for the 1667 form. A daily email notification is sent to TRA of 1667s pending review. Once a determination is given, the submitter receives an email notification of the determination decision.

The Hearings tab summarizes all the hearings for the job seeker. This tab opens a new window that tracks the appeal, the relevant hearing dates, and other related hearing information.

On determination approvals for job search allowances, relocation allowances, or for the 1667, a Supportive Service is posted to the staff user who submitted the record. On determination approval for a waiver, a Training Waived service is posted to the staff user who submitted the record. On determination approval for training and if the budget has a cost type of subsistence or travel expenses, a Supportive Service is posted to the staff user who submitted the record.

Trade Email Notifications

The Trade Staff user who submits a 1666, 1667, job search allowance, relocation allowance, training recommendation, or training waiver will receive an email notification of the determination decision once the decision is given if the determination decision was approved or denied.

The Petition Status Email Notification notifies Trade Staff users (Career Center Managers) about Petition activities. A weekly email notification is sent to Career Center Managers of newly submitted petitions, newly certified petitions, denied petitions, and petitions that have been withdrawn.

Trade Icons

A blue TAA icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as TAA approved. A gray TAA icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as potentially TAA eligible.

A blue TAA icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as TAA approved. A gray TAA icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as potentially TAA eligible.

A blue TAA icon is displayed for an employer on the Employer Search screen when the employer has a trade petition on record whose status is Certified. A gray TAA icon is displayed for an employer on the Employer Search screen when the employer has trade petition with a status of Pending or Filed.

A blue TAA icon is displayed for an employer on the Employer header in the Employer module when the employer has a trade petition on record whose status is Certified. A gray TAA icon is displayed for an employer on the Employer header in the Employer module when the employer has trade petition with a status of Pending or Filed.

Trade Reports

Seven trade reports were created to summarize petition, job search allowance, relocation allowance, and training data. These trade reports are accessed from the Reports module in MOSES via the TAARRNEG tab. The Detailed Trade Petition Report identifies, tracks, and displays trade petitions. The Quarterly Filed Petition Report identifies, displays, and tracks trade petitions filed within a given quarter and displays the total amount of money the State will receive for all petitions filed. The Job Search Allowance Report displays job search allowance records and associated costs. The Relocation Allowance Report displays relocation allowance records and associated costs. The Waiver Report displays waiver data such as waiver status, start date, end date, and waiver reason. The Client Training Report displays the client's related training information. The Client Training – Employment Report displays the client's related training information as well as new employment information.

Trade Admin

The Trade Admin sub-module of the TAA module summarizes pending determinations for TAA eligibility, training, allowances, petitions, and waivers. This sub-module is accessed by clicking Program from the MOSES main menu, TAA, then TAA Admin. This module is specifically for users who have Trade Admin permission.

Other Changes in MOSES 16.0

- **Clarification of Outcomes and Enhancements**

A Program Outcome must be entered in a Job Seeker record prior to exiting the individual from WIA Title I and many other programs. Because Outcomes and Enhancements are on the same General Services Category Service Detail Drop-down List, this has sometimes confused MOSES users. In MOSES Version 16.0 all Enhancements on the Outcome/Enhancement drop-down menu are marked with an (Enhc) tag at the end of the description. All items without the (Enhc) tag will be Outcomes.

Category: Outcomes / Enhancements		Service Detail:	
		Attained GED/HS Equivalency (Enhc) Attained HS Diploma (Enhc) Attained State Credential : AA or AS Diploma/Degree (Enhc) Attained State Credential : BA or BS Diploma/Degree (Enhc) Attained State Credential : Occupational Skills Certificate/Credential (E Attained State Credential : Occupational Skills License (Enhc) Attained State Credential : Other (Enhc) Attending Secondary School at Exit Cannot Locate Completed NPA Food Stamp Monthly Req. Deceased Entered Advanced Training	
03/12/2004	JVRNAIDU	Status Update	EAS - Leave U
03/10/2004	JVRNAIDU	Training - Entered	Title I Course
03/09/2004	JVRNAIDU	Training - Did Not Comple	Other State/Ld
03/09/2004	JVRNAIDU	Training - Completed	Other State/Ld
03/09/2004	JVRNAIDU	Training - Entered	Other State/Ld

Category: Outcomes / Enhancements		Service Detail:	
		Lacks Transportation Lost Child Care Met All Program Goals Met Skill Start Job Search Requirement Met Skill Start Training Requirement Moved From Area Other, Services Completed Other, Services Not Completed Reservist called to active duty Retired Substance Abuse Or Dependence Transfer	
03/12/2004	JVRNAIDU	Status Update	EAS - Leave U
03/10/2004	JVRNAIDU	Training - Entered	Title I Course
03/09/2004	JVRNAIDU	Training - Did Not Comple	Other State/Ld
03/09/2004	JVRNAIDU	Training - Completed	Other State/Ld
03/09/2004	JVRNAIDU	Training - Entered	Other State/Ld

- Changes in the Job Seeker Work Experience Details Screen

MOSES 15.0 – Work Experience Details Screen

The Occupational Code field and Search Button have been moved up to the Job Description / Job Title box in MOSES 16.0.

Work Experience Details

Company
 ▶ Name: NETEC ▶ City: ▶ State: Massachusetts

Job Description
 ▶ Job Title: WELDER, PRODUCTION LINE ▶ Start Date: 06/11/1999 ▶ End Date: 05/31/2000

Other Details
 Main Duties:
 Suppressed Salary(\$): 14.00 Salary Unit: Hour Benefits:
 Reason For Leaving: Hours/Week: 40

Additional Info
 ▶ NAICS Code: 33312 SIC: Construction Machinery
 ▶ NAICS Sector: Manufacturing-Metal, Metal Product, Machinery, Computers
 ▶ NAICS Subsector: Machinery Manufacturing
 ▶ NAICS Ind Group: Agriculture, Construction, and Mining Machinery Manufactur
 ▶ NAICS Industry: Construction Machinery Manufacturing
 NAICS US Industry:
 Occupational Code: 51412100 Search
 Welders, Cutters, Solderers and Brazers
 Plant Closing Code: 6340
 Type of PCC: Both
 Petition No.:

SIC to NAICS Mapping Employer Search OK Cancel

MOSES 16.0 Work Experience Details Screen

ABCD, TARIK SSN: 909-99-9999 ID: 10011372 JQ PE

Work Experience Details

Company
 ▶ Name: ADF ▶ City: ADF ▶ State: Massachusetts
 Employer ID: Employer FEIN:

Job Description
 Occupational Code: 53501101 Search Able Seamen
 ▶ Job Title: AD ▶ Start Date: 11/08/2001 ▶ End Date: 00/00/0000

Other Details
 Main Duties: ? Completed device characterization for new wafer processing method
 Suppressed Salary(\$): 4.34 Salary Unit: Hour Benefits:
 Reason For Leaving: Hours/Week:

Additional Info
 ▶ NAICS Code: 1121 SIC: Dairy Farms
 ▶ NAICS Sector: Agriculture, Forestry, Fishing and Hunting
 ▶ NAICS Subsector: Animal Production
 ▶ NAICS Ind Group: Cattle Ranching and Farming
 ▶ NAICS Industry:
 NAICS US Industry:

SIC to NAICS Mapping Employer Search OK Cancel