

MASSACHUSETTS

# Workforce Investment Act

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**WIA Communication No. 05-67**

Policy  Information

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**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 for Workforce Integration  
DCS Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

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

**Date:** September 15, 2005

**Subject:** MOSES Data Entry and Reporting for Services to Katrina Evacuees

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**Purpose:** To provide Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners information on the data entry procedures and requirements for reporting employment and training services to Hurricane Katrina Evacuees in MOSES.

**Action**

**Required:** Follow procedures for assisting Hurricane Katrina Evacuees as described below.

**Effective:** Immediately

**Inquiries:** Questions about the MOSES data entry for Katrina Evacuees 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 #05-67.

## SUMMARY OF INFORMATION HANDLING IN MOSES SPECIFIC TO SERVICES FOR KATRINA EVACUEES

### 1. Job Orders

Employers who specifically offer or designate a job(s) for individuals who have relocated as a result of hurricane Katrina:

- Identify Job Order Category as “Katrina” from the drop down
- Place a “K” in front of the Job Title (this will cue OSCC staff)
- Place a “K” at the beginning of the Job Details section (this will cue OSCC staff)
- Referral should be to a One-Stop Career Center for them to screen applicants for employers
- Identify the order as a Confidential Job Order so that the employer name will not display on JobQuest
- Put special instructions for other One-Stop Career Centers in Notes  
On the Referral Tab select the Confidential Job Order Contact for Katrina – Otis Career Site by clicking on the small button to the left. The Referral Information will fill in below.

**SPECIAL NOTE:** If an employer desires to list a job order than can be used for both Operation Helping Hand and Jobs First Day (JFD), use the letter designation “K3JFD” in the Job Title and at the beginning of the job description. Following this procedure will allow the one job order to count in the reporting for both initiatives. To locate Operation Helping Hand (OHH) job orders search for “K” *and* “K3JFD”. To locate Jobs First day job orders search “3JFD” *and* “K3JFD”.

Confidential Job Order Local Office Contacts					
	Katrina - Otis Career Site	Business Services Re	5084951400		jnotini@detma.org
	Generic Job Order Contact	Business Services Re	5084951400		kmerrill@detma.org

Referral Information (will appear on the internet)					
<input type="button" value="Employer Address"/>		<input type="button" value="Job Location Address"/>			
▶ Name:	Katrina - Otis Career Site	▶ Country:	United States of America		
Title:	Business Services Representative	▶ Zip Code:	02540-	▶ City: Falmouth	
▶ Address:	155 Katherine Lee Bates Rd.		▶ State:	Massachusetts	
	Career Opportunities Falmouth		Referral Instructions for the Job Seeker (will appear on th		
Phone:	(508) 495-1400	Ext:		Prefers Fax	<input type="checkbox"/>
Fax:	( ) -	Email:	jnotini@detma.org	Prefers Email	<input type="checkbox"/>

### 2. TalentQuest (Changes will be available the week of September 19<sup>th</sup>.)

Employers who go to TalentQuest to post a job order will be able to indicate that they are interested in hiring individuals who have relocated as a result of Hurricane Katrina.

### 3. **JobQuest** (Changes will be available the week of September 19<sup>th</sup>.)

Individuals will be able to self-identify on JobQuest as an “individual who has recently relocated as a result of hurricane Katrina”.

### 4. **Job Seekers**

A Career Center specific program (Katrina – Ops. Helping Hands) has been set up for each One-Stop Career Center. Individuals served at Otis will be “served” from the Falmouth Career Center. Any job seeker from the evacuees group who receives services from any One-Stop Career Center should have the Career Center program designation. It is necessary for reporting requirements. Job seekers who enter their information in JobQuest and who subsequently receive services by One-Stop Career Center staff must have this designation placed on their MOSES record.

### 5. **Otis Office Designation**

There will not be a special office established for this location – all services provided at the base will be coded as from the **Falmouth Career Center**.

### 6. **Data Entry for Otis Center**

Each person registering job seekers or recording services provided at Otis will need the option to select the Falmouth Career Center when they sign on to MOSES. The Help Desk will need a list of all individuals providing services at Otis in order to set up the option for each of them. Please email the staff names to [MOSES@detma.org](mailto:MOSES@detma.org) as soon as possible, but no later than October 14, 2005.

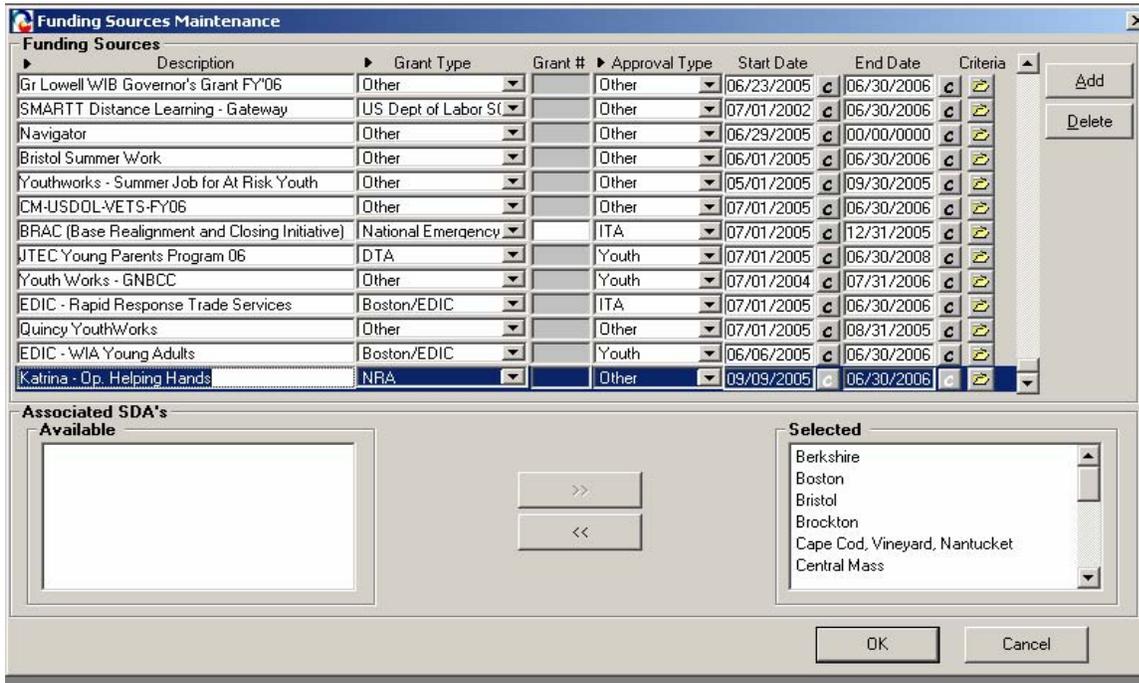
The Help Desk has established a **generic staff ID (KATRINA)** and password that can be provided for individuals who are only performing data entry. All entries they make will be designated as being performed from the Falmouth Career Center. They will not be able to record registration information or services on behalf of any other staff person.

**MOSES TRACKING PROCEDURES for THE KATRINA – OP. HELPING HANDS PROGRAM**

**Funding Source and Program Maintenance**

In order to enroll job seekers into the **Katrina – Op. Helping Hands** program the following MOSES funding source and program maintenance functions have been entered for each One-Stop Career Center:

- One funding source named “**Katrina – Op. Helping Hands**” has been added to MOSES with a start date of 09/09/2005 and an end date of 06/30/2006 and is available to all areas.
- A “Career Center Specific Program”, with the same name, has been created for each location.



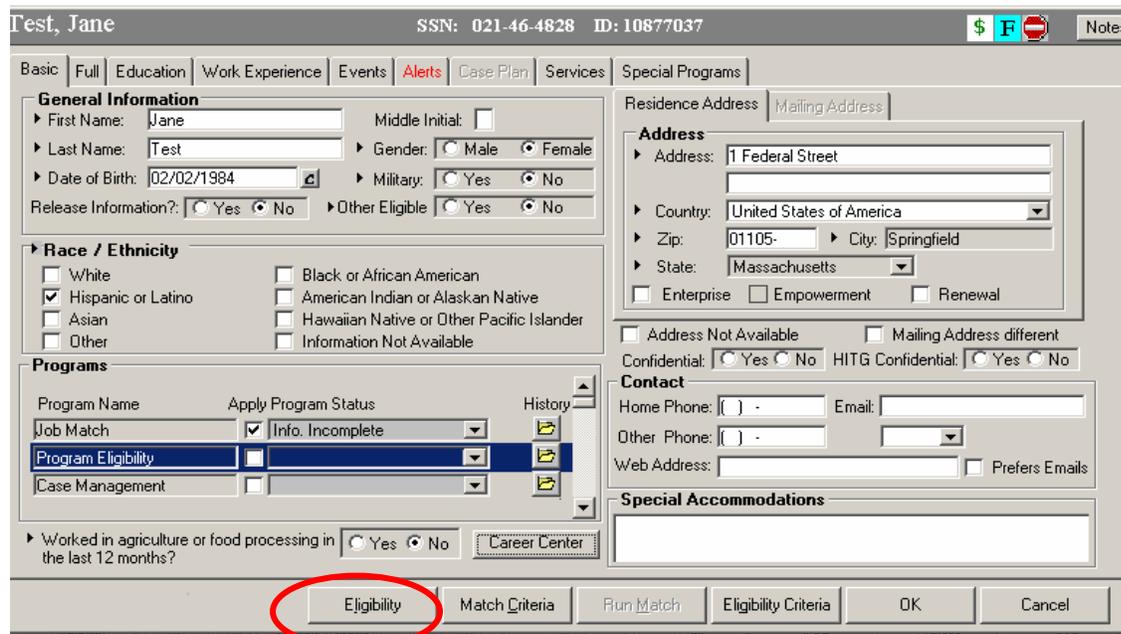
## Career Center Specific Program

The **Katrina – Op. Helping Hands** program was created via **Administration/Career Center Management/Programs** tab and is accessed for enrollment/exit on the Job Seeker Membership Basic tab through the Career Center button.



## Determining Program Eligibility

- After a Job Seeker Membership has been added and/or updated in MOSES, the Job Seeker must be determined eligible for the **Katrina – Op. Helping Hands** program. Open the **Job Seeker Membership** window and click the **Eligibility** button located at the bottom of the Job Seeker Membership window.



MOSES will display the **Eligibility** window:

- Click the **Initial Eligibility** button. MOSES displays a list of potential funding sources that the Job Seeker may be eligible to receive in one or both panels on the left.
- Select **Katrina – Op. Helping Hands** in the Potential Non-System Calculated Eligibility panel on the left, then click the >> button to move it to the Actual System Calculated Eligibility panel on the right.

Test, Jane SSN: 021-46-4828 ID: 10877037

**Eligibility**  
 Service Delivery Area: Cape Cod, Vineyard, Nari Initial Date: 09/12/2005 Last Update Date: 09/12/2005

**Potential System Calculated Eligibility**

- LMV - NEG A Plus Manufacturing
- MSW - NEG Beltway 128/495
- HC - NEG RCN/UNICARE
- MN - NEG Level 3 Communications
- Abbott Laboratories

**Actual System Calculated Eligibility**

**Potential Non-System Calculated Eligibility**

- Katrina - Op. Helping Hands
- JTEC Career Links Mentoring
- NETG-DLW
- Fish VI/High Growth Jobs for Fishermen
- Upper Cape Tech-Bridging the Gap

**Actual Non-System Calculated Eligibility**

Section 30

**Non-Eligible Funding Sources**

Type	Description	Criteria
JTA	WIA Title I - Adults	
JTA	WIA Title I - Dislocated Workers	
Youth	WIA Title I - Youth	
WTW	WTW - 70% Hard To Employ (Year 1)	
WTW	WTW - 30% Dependent Characteristics (Year 1)	

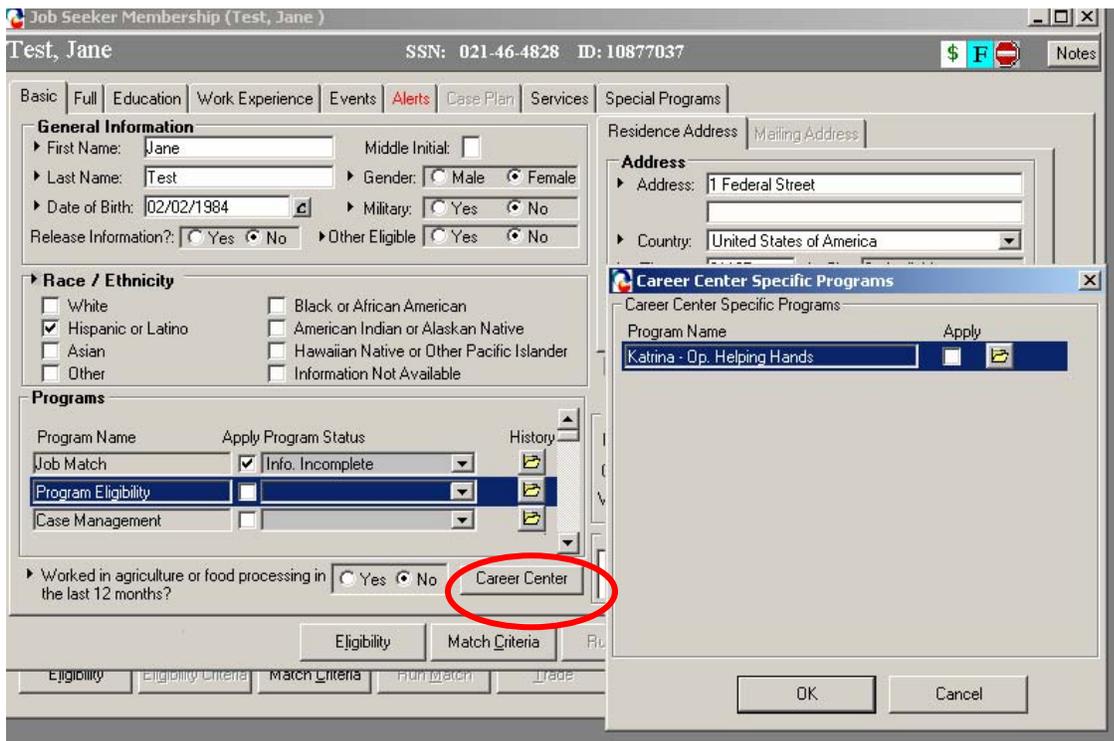
Initial Eligibility Update Eligibility Course Search OK Cancel

**Note:** The **Update Eligibility** button is used to recalculate the lists on the left without clearing funding sources already listed in the Actual Eligibility panels on the right. In other words, you want to keep all current eligibility for the job seeker and determine if the job seeker is eligible for any new funding source.

- Click the OK button to save all the changes you have made to the job seeker's Eligibility window and return to the Job Seeker Membership window for this job seeker.

### Katrina – Op. Helping Hands Program Enrollment

- To enroll a job seeker in the **Katrina – Op. Helping Hands** program, go to Job Seeker Membership window, Basic tab. Click on the **Career Center** button to display the list of available **Career Center Specific Program’s**, check the apply box next to the **Katrina – Op. Helping Hands** program.



### Program History Folder

- To verify the enrollment or to adjust the start date of enrollment, click on the yellow folder to display the **Program History**.

### Recording the Exit/Termination

- Recording an Outcome for an individual does not exit/terminate him/her from the program. To record the exit, which must be established after the Outcome has been entered, go to the basic tab and click on the **Career Center** button. Uncheck the Apply box next to the **Katrina – Op. Helping Hands** program.
- To verify the exit and/or to change the exit date, click on the yellow folder to display the Program History.

**Please contact the MOSES Help Desk (617-626-5656) if you have any MOSES questions on the above changes.**