

MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 05-85

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 for Workforce Integration
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

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

Date: November 22, 2005

Subject: Changes in MOSES Version 21.0

Purpose: To provide information on the changes in MOSES Version 21.0. Version 21.0 will be released to MOSES users when they sign onto MOSES on Monday, December 5, 2005.

Action

Required: IT Coordinators, MOSES Local Experts and One-Stop Career Center managers should ensure that all MOSES users in their local areas have a copy of the document, Description of Changes in MOSES Version 21.0, which is found in the following section.

Effective: Immediately

Inquiries: Questions about the MOSES application 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 #05-85.

Description of Changes in MOSES Version 21.0

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. The MOSES Staff ID is generally the first letter of the user's first name and the first 4 letters of the user's last name. Some IDs have a number on the end (JSMIT, JSMIT2, JSMIT3).

The key MOSES 21.0 changes are:

1) Job Seeker Record – a Trade button has been added to the Job Seeker record

A **Trade** button has been added to the individual Job seeker record (in addition to being on the Search Results screen), to make it easier to go back and forth from the Job Seeker's MOSES record to the Job Seeker Trade record without having an intervening series of steps in between.

Job Seeker Membership [Tradester, Dewy]

Tradester, Dewy SSN: 722-14-1974 ID: 10017456 TAA

Worked in agriculture or food processing in the last 12 months? Yes No Career Center

Trade Eligibility Match Criteria Run Match Eligibility Criteria

Job Seeker Trade Records

Trade Determinations

Click on the Edit button to open Trade Record.

Fed Petition No.	Separation Date	1666 Submission Date	1666 (TAA) Status	Determination Date	8/16 Week Deadline	104 Week Deadline	210 Day Deadline
56130	01/07/2005	01/11/2005	Approved	01/11/2005	11/27/2004	00/00/0000	00/00/0000

2) Job Seeker – Full Tab – General Information – Edit Checks for Received Layoff Notice

If a person has received layoff/separation notice, the Employment question must be answered NO, even if they are currently working with that firm/branch of the services. If a Job Seeker has received a Layoff Notice or Notice of Military Separation, then Employed should be "No". If a MOSES user checks "Yes" for Received Notice of Layoff and enters "Yes" for Employed, MOSES will not save the record and will display the Edit Check message: "A customer is considered Unemployed if he/she has Received a Notice of Layoff from an Employer or a Notice of Separation from the Military". The MOSES user must change the data in the "Employed" field from "Yes" to "No".

Basic Full Education Work Experience Events Alerts Case Plan Service

General Information Military Information

Additional Information

Employed: Yes No Immigrant: Yes No

Disability: Yes No

Dislocated Worker Received Notice of Layoff/Military Separation

3) Job Seeker – Case Management – Assessment – Labor Market - Expanded Text Field

You may now enter up to 1,500 characters in the Case Management – Assessment - Labor Market for Skills text field. This will give more space than originally allowed.

4) Job Seeker – Services – Testing

A new code "Community College Ability to Benefit" exists under the Testing - Other Test category. This will help with reporting youth information to the Department of Education.

5) Job Seeker – Caseload Management – Cases Tab – Open Goals Reminder

When suspending a case from Job Seeker, Caseload Management, you will receive a message reminding you that open goals exist for the particular job seeker. While you can continue to suspend without closing the goals by clicking on the “Yes” button, please click on the “No” button and close the goals for this case before you suspend the case.

6) Job Seeker and Employer Records: Use of “E” to denote services entered from an event

You will now see an "E" next to services that were listed via an event rather than direct data entry. This "E" appears on both Job Seeker and Employer records.

Services						
Service Date	Staff ID	Category	Service Detail	Career Center	Hours	
11/04/2005	LPOWE	Job Search	Workshop	Boston Career Link	3.0	E
03/03/2004	BARCODE	Orientation	Notified Of EEO Rights/Comp	The Work Place	0.5	E
03/03/2004	BARCODE	Orientation	Career Center Services/Ever	The Work Place	0.5	E

7) Employer – Employer Contacts – Primary Contact

You can now choose one employer contact to be the primary contact when you are setting up email or address reports for mass mailings to employers. Only one primary employer contact can be chosen per employer. If more than one Career Center has different primary contacts with that employer, please contact the other staff involved, so they will know to change it when they run their requests for employer emails or addresses.

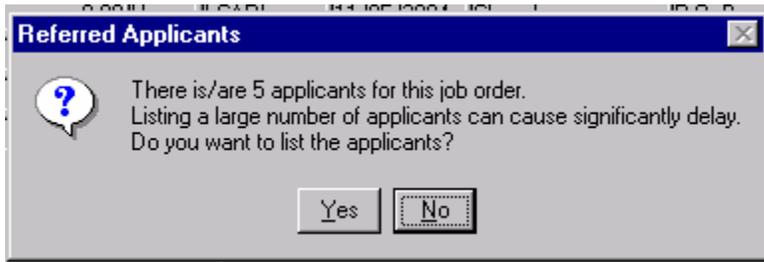
8) Employer – Programs and Benefits Tab – Enrolled Programs and Exited Programs

Program enrollments for Employers now show enrolled program titles as green and exited program titles as red.

General Info	Employer Contacts	Events	Account Representatives	Programs and Benefits
Programs				Standard Emp
Program Name	Applied			Benefit
Youth-Summer	<input checked="" type="checkbox"/>			No Benefits
CBO Employer	<input type="checkbox"/>			Benefits Unkno
CM Tax Incentives Financial Program	<input type="checkbox"/>		Inactive	401K
NB E.D.C.	<input type="checkbox"/>			Bonuses
Romney Administration's 3rd Annual J	<input type="checkbox"/>		Inactive	Child Care Refe
				Child Care Serv
				Clothing Allowa

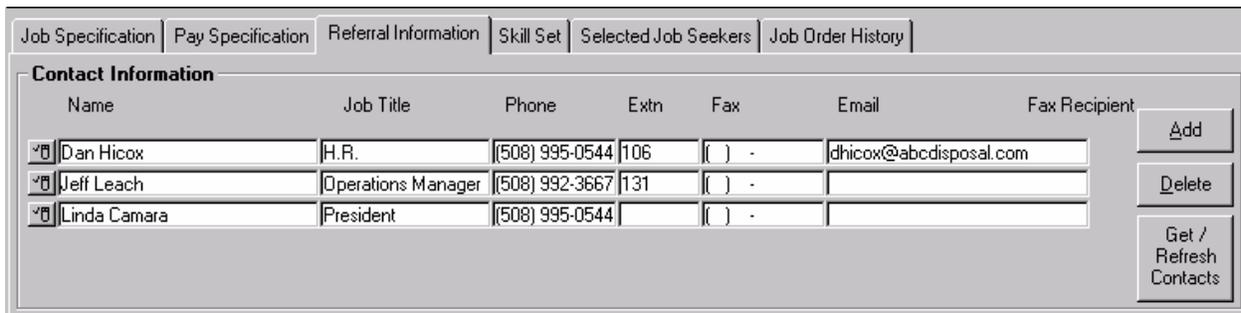
9) Employer – Employer Documents – Print Job Order Details

You now have the choice of printing out the job order details without the listings of any referrals. This may save you time, although printing still takes time, since you are pulling database information into a Word document.



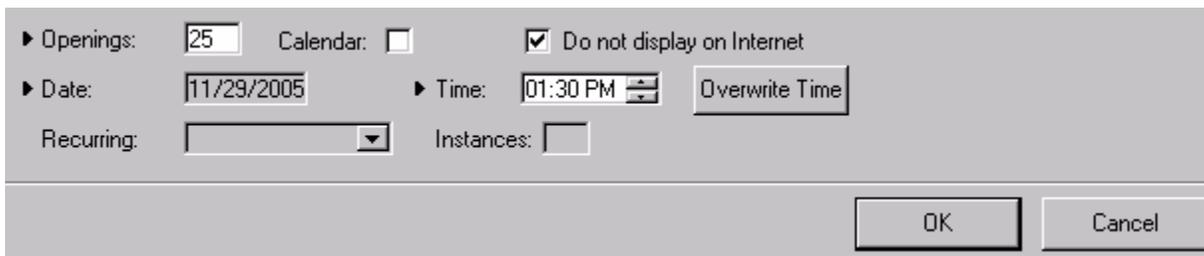
10) Job Order – Referral Information Tab – Get / Refresh Contacts Button

Reminder: You can now update contacts from the Employer, Employer Contacts tab. Click on the **Get / Refresh Contacts** button. This will add all new contacts at once. This will update existing contacts, one contact at a time. You need to manually delete all out-of-date contacts.



11) Events – Event Scheduling – Using Check Box to not display events on MJQ

Career Centers can now choose not to display an event on MJQ/MTQ. Simply check the **"Do not display on Internet"** check box from the Event Scheduling detail when you are either adding an Event Schedule or editing a scheduled event.

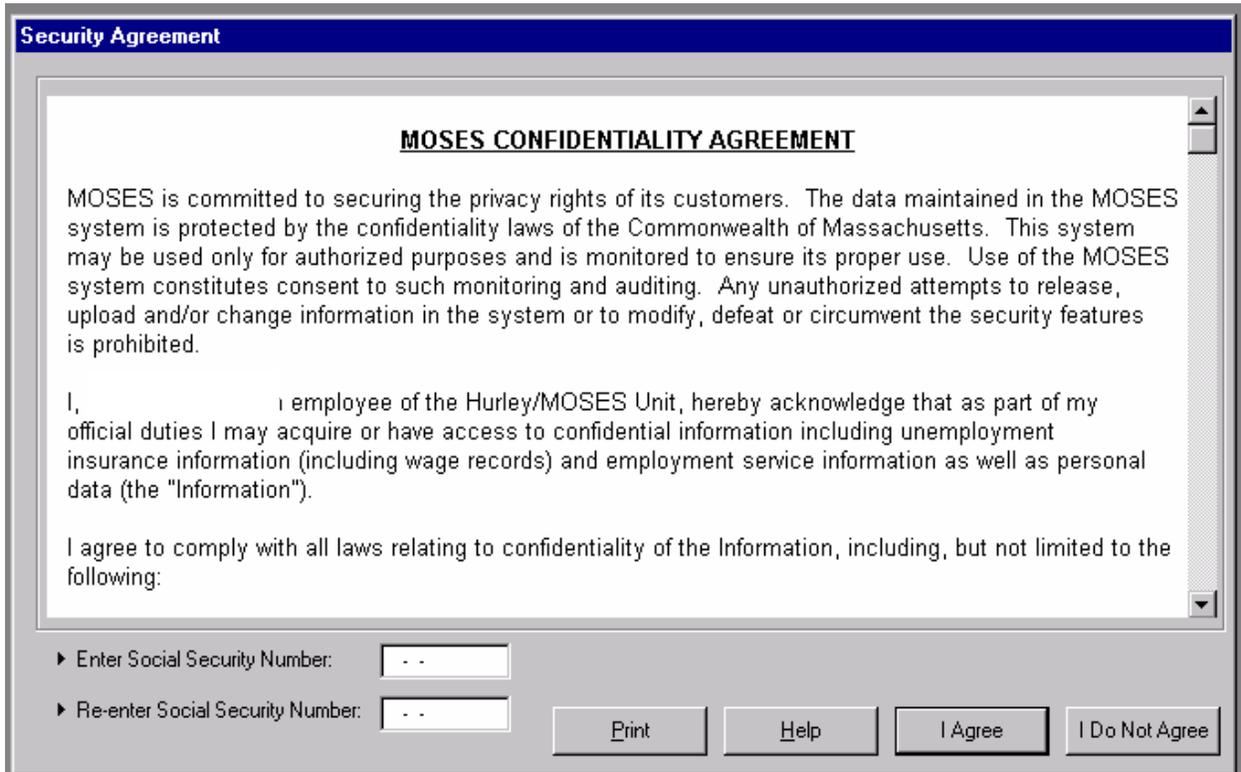


12) Reports – Title I Report Tab

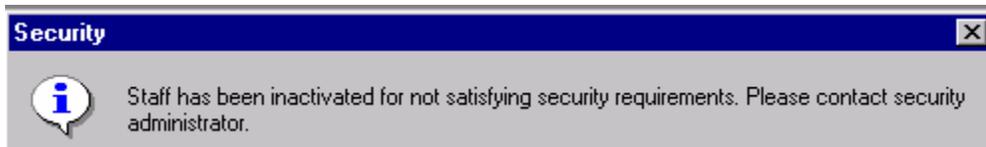
Title I reports now have their own tab under Reports on the main menu bar. All Title I reports that used to exist under the Training tab now reside under the Title I tab.

13) MOSES User Confidentiality Statement

Signed copies of the confidentiality agreement need to be provided once by all MOSES users to Lisa Soltero, OSCD, DWD. You do not have to sign this statement again if you have already submitted a signed agreement to Lisa Soltero. The text and layout of the confidentiality agreement in MOSES Version 21 has changed from the agreement in previous versions of MOSES.

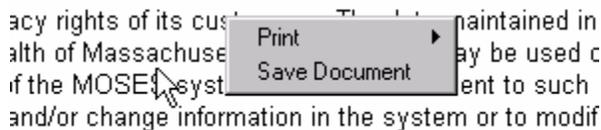


This agreement will appear once a year for users to renew their agreement by clicking on the **“I Agree”** button. If you click the **“I Do Not Agree”** button or if you press the Enter key without clicking on the **“I Agree”** button, your account will be immediately deactivated.



You can save the MOSES Confidentiality Agreement document to your PC by right clicking on the document and selecting “Save Document”.

MOSES CONFIDENTIALITY AGREEMENT



There are 2 ways to print the MOSES Confidentiality Agreement. You can right click and select Print...Print Data.

MOSES CONFIDENTIALITY AGREEMENT



Or you can click the **Print** button at the bottom of the screen.

NOTE: Other corrections and changes in MOSES Version 21.0 for the MOSES Staff View and for Trade Adjustment Assistance/ Rapid Response/ National Emergency Grants (TAARRNEG) are transparent to the user and do not require an explanation.

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