

# Mass Workforce Issuance

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**Workforce Issuance No. 06-37**

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 Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

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

**Date:** June 7, 2006

**Subject:** Changes in MOSES Version 22.0

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**Purpose:** To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with information regarding database changes to be implemented in MOSES Version 22.0. Version 22.0 will be released to MOSES users when they sign onto MOSES on Monday, June 19, 2006.

**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 22.0, which is found in the following section.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description. 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 #06-xx.

## Description of Changes in MOSES Version 22.0

**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 22.0 changes are:**

#### **1) Job Seeker Record – The first 5 numbers of the SSN will be masked in Banner Lines**

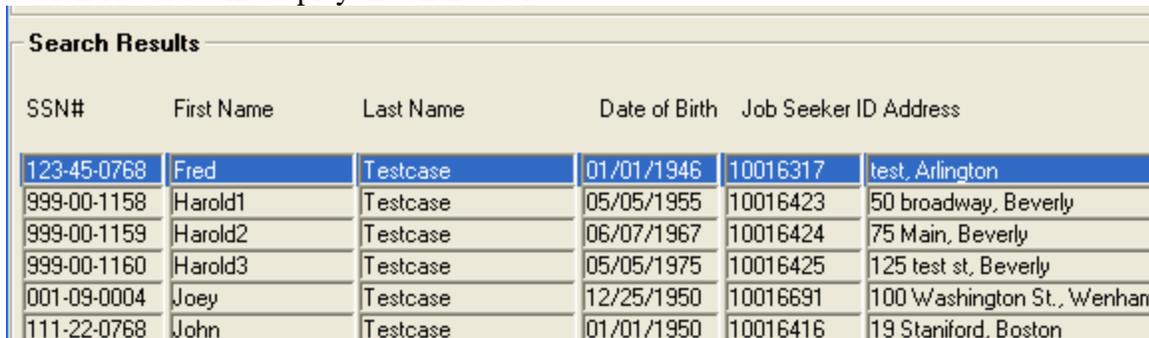
MOSES will now mask the first 5 numbers of the SSN on all Job Seeker record banner lines. Only the last four digits of the Social Security Number will be revealed in any Job Seeker banner line. The first five digits will show as "XXX-XX". This change represents more stringent care displaying the SSN, which is confidential. The whole SSN will continue to show in Events, Search Results and similar pages. If you have printed a screen shot like the one below and need to open the record again, search for the job seeker by the Job Seeker ID number.

Banner Lines will display the masked SSN



The screenshot shows a web interface for a Job Seeker Membership record. The title bar reads "Job Seeker Membership (Testcase, Fred)". Below the title bar, the name "Testcase, Fred" is displayed on the left, and the masked SSN "SSN: XXX-XX-0768" and ID "ID: 10016317" are displayed on the right. A navigation menu below contains tabs for "Basic", "Full", "Education", "Work Experience", "Events", "Alerts", "Case Plan", "Services", and "Special Programs".

Search Results will display the entire SSN



The screenshot shows a table titled "Search Results" with the following columns: SSN#, First Name, Last Name, Date of Birth, Job Seeker ID, and Address. The first row is highlighted in blue and shows the masked SSN "123-45-0768" for Fred Testcase, born 01/01/1946, with ID 10016317 and address test, Arlington. Other rows show records for Harold1, Harold2, Harold3, Joey, and John, all with their full SSNs.

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address
123-45-0768	Fred	Testcase	01/01/1946	10016317	test, Arlington
999-00-1158	Harold1	Testcase	05/05/1955	10016423	50 broadway, Beverly
999-00-1159	Harold2	Testcase	06/07/1967	10016424	75 Main, Beverly
999-00-1160	Harold3	Testcase	05/05/1975	10016425	125 test st, Beverly
001-09-0004	Joey	Testcase	12/25/1950	10016691	100 Washington St., Wenham
111-22-0768	John	Testcase	01/01/1950	10016416	19 Staniford, Boston

#### **2) Job Seeker – WIA Title I Dislocated Worker Eligibility – Include UCX/UCFE and Extended Benefits**

The programmers have updated the WIA Title I - Dislocated Workers funding source eligibility to include UI - UCX/UCFE and UI - Extended benefits. A participant will be considered eligible, using any type of UI benefit program.

#### **3) Job Seeker – Eligibility screen - Service Delivery Area dropdown menu is operative**

On the Job Seeker Eligibility screen ("Determine Eligibility"), the Service Delivery Area/LWIB dropdown menu is operative again. This allows the user to view job seeker eligibility in other SDAs.

#### **4) Job Seeker – WIA Title I Youth Eligibility – Age Check Warning**

If you try to enroll a job seeker into WIA Title I Youth and his/her birth date indicates that he/she is beyond the age range of 14-21, MOSES will prompt you with an information prompt. It reads: "Job Seeker age is out of range for the WIA Title I Youth program (14-21). Are you sure you want to enroll the Job Seeker in this program? (Yes/No)" This message is based on today's date – the birth date. Please consider carefully before you enroll someone whose age disqualifies them.

The screenshot displays a software interface with a 'Program Enrollment' dialog box overlaid on a form. The form includes sections for 'General Information' (First Name: SHANNON, Middle Initial: J, Last Name: SOUSA, Date of Birth: 05/01/1985, Gender: Male/Female, Military: Yes/No, Release Information: Yes/No/Other Eligible: Yes/No), 'Race / Ethnicity' (White, Hispanic or Latino, Asian, Other), and 'Programs'. The dialog box contains a question mark icon and the text: 'Job seeker age is out of range for the WIA Title I - Youth program (14-21). Are you sure want to enroll the job seeker in this program?' with 'Yes' and 'No' buttons.

#### 5) Job Seeker – Case Management – Goal – Did Not Attain

When you use the goal status options of "Cancelled" or "Did Not Attain", you will not be prompted by MOSES to remember to document reasons why, add an outcome/enhancement, or add a note. This routine still applies when the goal status option of "Attained" is used. If a goal has a status of "Did Not Attain" or "Cancelled" there's no need to enter an outcome or enhancement.

#### 6) Job Seeker Data from UI – UI Interface with MOSES has been updated (2 Changes)

- Job Title on Work Experience data: Previously UI would insert the employer's NAICS Industry title in the Job Title field, giving Job Seekers "Job Titles" like "Full Service Restaurants" and "Automobile Dealers". In Version 22.0 MOSES will not insert the Industry Title from UI in the Job Title field. The Job Title must be entered by MOSES users or by the Job Seeker using MJQ.
- Address data from UI: Previously the UI Interface would insert the UI Mailing Address in the MOSES Residence Address fields. If this Mailing Address was a P. O. Box it would appear in the MOSES Residence Address fields, not the Mailing Address fields. In Version 22.0 the Interface will insert the UI Residence Address in the MOSES Residence Address and will insert the UI Mailing Address in the MOSES Mailing Address fields.

#### 7) Employer Services – Services provided by Rapid Response staff will now appear on Employer Services

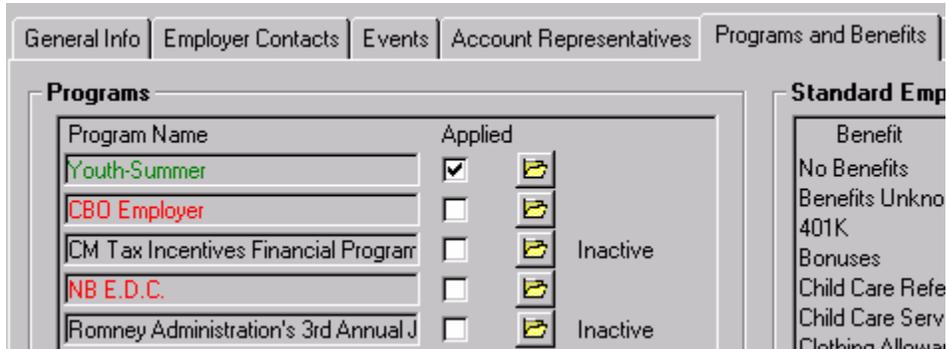
Employer services entered via the Rapid Response Closing/Layoff Event/Services button were not appearing on the Employer Services tab. As of Build 22 services entered via the closing/layoff event/services button will show on the employer services tab of the employer that is linked to the closing/layoff.

#### 8) Employer Services – Delete Employer Services button is restored

The Delete button for Employer Services is now enabled for those with proper security rights. This was inadvertently dropped in Build 21.0.

**9) 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. Employer Programs will show all programs in which an employer is participating or had participated. The history folder will show which Career Center sponsored the program, as well as enrollment and exit dates. This can be helpful for case managing employers.

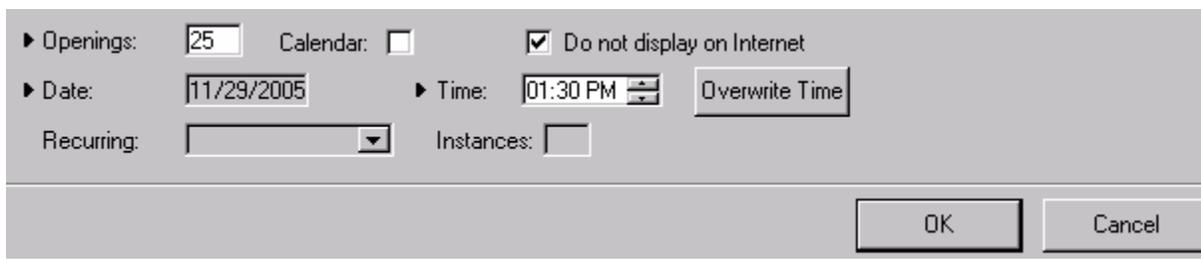


**10) Training Course - Performance tab – Users can now leave the Performance screen if required data is missing**

When approving or denying approval for training courses, it is customary for staff to view the course performance (Training Course, Performance tab) prior to making an approval decision. However, once the Performance tab is accessed, the user could not go back to the Basic tab (in fact could not move off the Performance tab) if performance data was missing, since certain information is required. User had to either 1) cancel, and re-open the course details, or 2) hunt through Program Years to find one with proper data (or comments in the Justification for Lack of Information text field). This has been corrected in Build 22.

**11) Events – Event Scheduling – Using Check Box to not display events on the Internet - The "Do Not Display on Internet" feature has been fixed for recurring events**

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. The Events Scheduling "Do Not Display on Internet" feature was not working properly with recurring events. "Display on Internet" (yes/no) will now be included in the reoccurrence copy.



**12) Events - Event Scheduling - Add Participants – The Facilitator is now able to add participants to full past and current events using the Add button**

The Facilitator of an event can now overbook a filled event. This was inadvertently dropped in Build 21.

**13) Section 30 Hearing Locations – Add 3 locations to the Drop-down List**

Three locations have been added to the current DDL of Hearings Locations: Brockton, Fall River and New Bedford

#### **14) Events Scheduling – faster retrieval**

Programming behind the scenes makes retrieval of events quicker.

#### **15) Trade Changes**

- The most recent separation date and changed wages from the Job Seeker – Work Experience tab will now appear on the ATAA/HCTC tab.
- End Date amendments have been fixed so that benefits will continue.
- The Press Information window in the TAA Administration tab will now open and close in the standard MOSES format.
- The masked Social Security Number (XXX-XX-5692) will appear on all Trade Headers.
- Comments on the Waiver will print in Word.

#### **16) Reports Issues**

- The run time for the OSCCAR report was cut in half in April.
- Unverified Referrals by Employer (Not grouped by Staff) Report – users will be able to select all employers.
- The Welfare-to-Work (WTW) report has not been run since January 2006 and will not be run again.
- The Skills Plus Report has not been run since March 2006 and will not be run again.

#### **17) MOSES Sign-in Speed and Search Speed**

Programmers went through MOSES routines and sub-routines to increase the speed at sign-in. The first search of a MOSES session may take marginally longer, but all subsequent searches will be faster.

## 18) Changes to MOSES implemented to comply with Common Measures

For general information on Common Measures please refer to WIA Information Communication No. 05-55, Common Measures On-line Tutorial, issued on 08/04/2005.

- a) Numeracy/Literacy Gain Implementation for Common Measures - The testing tab has been revised to allow post-testing of Out of School, Basic Skills Deficient Youth to comply with USDOL's policy of reporting WIA Title I Youth Numeracy and Literacy Gains. To add a post-test to an existing pre-test, go to the testing tab and highlight the pre-test and then click on the post-test button.

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	Used for Eligibility	Post Test	
01/03/2005	TCART	English Test for Speakers	ESLOA (English as a Second	Boston Career Link	2.0	<input type="checkbox"/>		Add
01/03/2005	TCART	ABE Math	TABE Applied Mathematics	Boston Career Link	2.0	<input checked="" type="checkbox"/>	*	Edit
01/03/2005	TCART	ABE Reading	TABE Reading	Boston Career Link	2.0	<input checked="" type="checkbox"/>	*	Delete

- b) Outcome/Enhancement Captions have been changed for Common Measures

### 6 Enhancements will now be captioned as "Certificate":

- Attained: AA or AS Diploma/Degree (Certificate)
- Attained: BA or BS Diploma/Degree (Certificate)
- Attained: Occupational Skills License (Certificate)
- Attained: Occupational Skills Certificate (Certificate)
- Attained HS Diploma (Certificate)
- Attained GED/HS Equivalency (Certificate)

### 1 Enhancement will now be captioned as "Credential":

- Attained: Other Credential (Credential)

Outcomes / Enhancements ▾ Service Detail:

- Attained : AA or AS Diploma/Degree (Certificate)
- Attained : BA or BS Diploma/Degree (Certificate)
- Attained : Occupational Skills Certificate (Certificate)
- Attained : Occupational Skills License (Certificate)
- Attained : Other Credential (Credential)
- Attained GED/HS Equivalency (Certificate)
- Attained HS Diploma (Certificate)

**NOTE:** Other corrections and changes in MOSES Version 22.0 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.**