

# Mass Workforce Issuance

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**Workforce Issuance No. 07-03**

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:** January 22, 2007

**Subject:** **Changes in MOSES Version 23.0**

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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 changes to be implemented in MOSES Version 23.0. Version 23.0 will be released to MOSES users when they sign onto MOSES on Monday, January 29, 2007.

**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 23.0, which is found in the following section and a copy of Attachment A - JOB SEARCH/JOB READY (JSJR) MOSES DATA ENTRY PROCEDURES, if applicable.

**Effective:** Immediately

**Inquiries:** Questions about the MOSES application should be directed to the MOSES Help Desk at 617-626-5656. Indicate Issuance number and description.

## **Description of Changes in MOSES Version 23.0**

**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 23.0 changes are:**

#### **A. Changes for the Job Search Job Ready Program (JSJR)**

Job Search / Job Ready (JSJR) changed the Department of Transitional Assistance's (DTA) Employment Assistance Program (EAS) requirements in the current fiscal year. Up to this point, data entry for enrolling people in the Job Ready and the Job Search components has taken place through local Career Center programs. In MOSES Build 23.0, all data entry must follow the statewide program procedures. These procedures are detailed in Attachment A.

**All questions regarding these procedures should be directed to John McCarthy at (508) 890-3233 or by e-mail at [jmccarthy@detma.org](mailto:jmccarthy@detma.org).**

**Attachment A - Job Search/Job Ready (JSJR) MOSES Data Entry Procedures contains basic data entry procedures for JSJR. Additional materials will be provided during JSJR Training in February. Mandatory training for this will occur on the dates listed below. Please contact Kerry Orton, [korton@detma.org](mailto:korton@detma.org), to enroll in one of these training sessions. All JSJR program staff and supervisors **MUST** attend. This is also mandatory for all DCS Field Managers and Operations Managers.**

<u>Training Date</u>	<u>Location</u>
Thursday February 8	ETR, Marlboro
Tuesday February 13	Greater New Bedford Career Center
Friday February 16	Valley Works Career Center, Lawrence
Wednesday February 21	Career Link, Boston
Monday February 26	Franklin-Hampshire Career Center, Greenfield

The training will take place from **9:30 AM to 3:30 PM** each day.

## B. Other Changes in MOSES Version 23.0

### 1) Job Seeker Services – Testing - Post Test hours now display

When you click on Post Test on the Services, Testing tab, the hours listed now display on both the Testing Services list and the Testing Services Detail screen.

The screenshot shows two parts of the MOSES interface. The top part is a table titled "Services" with columns: Service Date, Staff ID, Category, Service Detail, Career Center, Hours, Used for Eligibility, and Post Test. The bottom part is a "Testing Services Detail" form with fields for Service Date, Last Update Date, Career Center, Staff ID, Hours, and MADOE/USDOL Assessment.

Service Date	Staff ID	Category	Service Detail	Career Center	Hours	Used for Eligibility	Post Test
03/20/2006	JOBRI1	ABE Reading	TABE Reading	Career Center of Lowell	2.0	<input checked="" type="checkbox"/>	*
03/20/2006	JOBRI1	ABE Reading	TABE Locator (determines le	Career Center of Lowell	2.0	<input type="checkbox"/>	
01/11/2007	DPARK	ABE Reading	TABE Locator (determines le	Boston Career Link	2.0	<input type="checkbox"/>	Yes

**Testing Services Detail**

Services Provided

Service Date: 01/11/2007 Last Update Date: 00/00/0000

Career Center: Boston Career Link Staff ID: DPARK Hours: 2.0

MADOE/USDOL Assessment:  Yes  No

### 2) Job Seeker Services – Testing – Career Interest Inventories/Assessment

The following 4 Service Detail items have been added to the Testing Service Category of Career Interest Inventories/ Assessment: CareerScope; O\*Net Interest Profiler (IP); Kuder Career Search (KCS); and O\*Net Work Importance Locator (WI).

The screenshot shows the "Testing Services Detail" form with a dropdown menu open for "Service Detail". The dropdown list includes: CareerScope, CDM-R (Career Decision-Making - Revised), CEI (Career Exploration Inventory), COPS (Career Occupational Preference System), Countdown, IDEAS (Interest Determination, Exploration & Assessment System), Kuder Career Search (KCS), Myers-Briggs, O\*Net Interest Profiler (IP), O\*Net Work Importance Locator (WI), Other, and PESCO (Pleasantville Education Supply Corporation).

Category: Career/Interest Inventories or Asses Service Detail:

Test Results

Form: Level: Scale Score: 0 Score/G

Source: Result

Occupation: Education

Test Language: English

### 3) Job Seeker – Full – Military - display fields were added to come into compliance with Veterans Policy 06-33

The following display items have been added: Date that staff physically viewed the DD214, verified by Staff ID, and Career Center name. Once the DD214 is checked, it cannot be altered.

The screenshot shows the "DD214 Form" with fields for DD214 Verified, Verified by, Date Verified, and Verifying Office.

**DD214 Form**

DD214 Verified

Verified by: DPARK

Date Verified: 01/11/2007

Verifying Office: Boston Career Link

### 4) Massachusetts Minimum Wage has increased to \$7.50 per hour as of January 1, 2007

All calculations and messages that employ the Massachusetts Minimum Wage will reflect the increase from \$6.75 to \$7.50 per hour as of January 1, 2007. Calculations involving wages (primarily in Job Orders and in JS, Employment Services) now reflect the new minimum wage.

**5) Job Seek – Employment Services – the definition for ‘placement’ no longer appears**

The definition for "placement" no longer appears when you select Employment Services. Reminder - For any placement to count, it must be entered into MOSES with complete information. The placement has to be accompanied by an intensive General or Testing service no more than 90 days prior to the placement service.

**6) Employer – Advanced Search has been fixed**

In Build 22 the Advanced Employer Search by city or town was yielding incomplete results for most municipalities. This problem has been fixed in Build 23.

**7) Trade Training Pre-Approval Form Word Template**

The new form contains a notice translated into numerous languages which emphasizes the importance of the form to non-English speakers. It also informs clients that the form should be translated immediately. This is needed in order to provide due process to clients. In addition, the new form contains a breakdown of the contract payment type costs. This serves to inform both the client and the vendor of each contract cost item. Total approved contract costs amount is already in place with the existing form and there is no need to change it in terms of calculation. These additions are necessary in order to provide more accurate information to clients and vendors.