

Mass Workforce Issuance

Workforce Issuance No. 07-38

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 Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Date: June 19, 2007

Subject: **Changes in MOSES Version 24.0**

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 24.0. Version 24.0 will be released to MOSES users when they sign onto MOSES on Monday, June 25, 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 24.0](#), which is found in the following section. Additional instruction regarding use of the [New Barriers Tab](#) (see Section 2, below), will be issued separately.

Effective: June 25, 2007

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

Description of Changes in MOSES Version 24.0

The key MOSES 24.0 changes are:

1. JOB SEEKER SEARCH CHANGES

- a. **Job Seeker Search Criteria** – The order of the Search Criteria was changed so that the Job Seeker ID is the first item on the list.

MOSES 23 – SSN is first

MOSES 24 - Job Seeker ID is first

- b. **Job Seeker Search Results** – In MOSES 24 there is new confidentiality for the display of Social Security Numbers. The first 5 digits of real SSNs are masked with ###-##.

In MOSES 23 the Search Results displayed the entire Social Security Number:

Type of Search

Search By

Social Security Number
 Last Name
 Job Seeker ID

To enter a new Job Seeker click the Add button. See Job Seeker by selecting a search method, entering the search criteria, and clicking the Search button.

Search Criteria:

Search Results

| SSN# | First Name | Last Name | Date of Birth | Job Seeker ID | Address |
|-------------|------------|-----------|---------------|---------------|-----------------------------|
| 999-99-0823 | Bruce | Testcase | 02/24/1978 | 11148233 | 18 john st, Lowell |
| 111-99-0768 | Duncan | Testcase | 04/15/1946 | 10930760 | 100 Washington St., Whitman |
| 999-11-8598 | Larry | Testcase | 10/10/1950 | 10749532 | 19 Staniford, Cambridge |
| 999-99-1954 | Mark | Testcase | 07/04/1954 | 11126806 | 32 Bonanza Street, Boston |
| 333-22-6442 | Marvin | Testcase | 01/01/1945 | 11124185 | 100 Main St, Quincy |
| 999-16-1731 | Richard | Testcase | 12/28/1980 | 11108856 | 100 Main Street, Boston |
| 222-33-1234 | Stanley | Testcase | 01/21/1950 | 10794521 | 77 Chase Ave, Lawrence |
| 999-99-2007 | Steven | Testcase | 12/25/1955 | 11126818 | 21 Maple Street, Quincy |
| 999-14-3789 | Pseudo-2 | Testcase1 | 02/22/1962 | 10786169 | 100 Washington St., Boston |

In MOSES 24 the Search Results screen has new confidentiality for Job Seeker Social Security Numbers: Real SSNs are masked with ###-## covering up the first five digits of the SSN. Pseudo SSNs (starting with 999 or 888) will display all nine digits.

Type of Search

Search By

Job Seeker ID
 Last Name
 Social Security Number

To enter a new Job Seeker click the Add button. See Job Seeker by selecting a search method, entering the search criteria, and clicking the Search button.

Search Criteria:

Search Results

| SSN# | First Name | Last Name | Date of Birth | Job Seeker ID | Address |
|-------------|------------|-----------|---------------|---------------|-----------------------------|
| 999-99-0823 | Bruce | Testcase | 02/24/1978 | 11148233 | 18 john st, Lowell |
| ###-##-0768 | Duncan | Testcase | 04/15/1946 | 10930760 | 100 Washington St., Whitman |
| 999-11-8598 | Larry | Testcase | 10/10/1950 | 10749532 | 19 Staniford, Cambridge |
| 999-99-1954 | Mark | Testcase | 07/04/1954 | 11126806 | 32 Bonanza Street, Boston |
| ###-##-6442 | Marvin | Testcase | 01/01/1945 | 11124185 | 100 Main St, Quincy |
| 999-16-1731 | Richard | Testcase | 12/28/1980 | 11108856 | 100 Main Street, Boston |
| ###-##-1234 | Stanley | Testcase | 01/21/1950 | 10794521 | 77 Chase Ave, Lawrence |

If you want to see the hidden SSN#, select the record and put your cursor over the hidden SSN. The hidden SSN will display all 9 digits in a “fly-over” image. This image will display for 5 seconds and will then disappear from the screen.

| | | | |
|---------------------|---------|-----------|------------|
| 999-16-1731 | Richard | Testcase | 12/28/1980 |
| ###-##-1234 | Stanley | Testcase | 01/21/1950 |
| 999-99-2007 | Stewen | Testcase | 12/25/1955 |
| 999-14-3222-33-1234 | | Testcase1 | 02/22/1962 |

- c. **SSN Confidentiality on the Job Seeker record** – In MOSES 24 the SSN on the Job Seeker record will also be masked by ###-##. To view the hidden SSN place your cursor over the hidden SSN. The fly-over image will display for 5 seconds and then disappear from the screen.

Job Seeker Membership (Testcase, Stanley)

Testcase, Stanley SSN: XXX-XX-1234 ID: 10794521

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | | Special Programs

Job Seeker Membership (Test, Richard)

Test, Richard SSN: XXX-XX-8774 ID: 10822443

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | | Special Programs

2. BARRIERS CHANGES

The Barriers have been moved from the Job Seeker Eligibility Criteria Tab and from the Case Plan to a Barriers Tab on the Job Seeker Full Tab so that barriers to employment and notes will be located in only one place. Check off the appropriate barriers and enter a note in the following format: name of barrier and note, date note is entered, and staff ID or initials.

Job Seeker Membership (Test, Test)

Test, Test SSN: XXX-XX-0011 ID: 11135847

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Information Military Information Barriers

DSS Youth Lack of Self-Sufficiency Below Grade Level

DYS Youth Lack of Transportation Disability

Financial Legal Displaced Homemaker

Health Limited Job Search Skills Foster Child

Housing Other Homeless

Labor Market Discrimination Probation/Court Involvement Limited Basic Educational Skills (ABE,ESL,GED)

Lack of Childcare/Eldercare Substance Abuse Limited English Proficiency

Lack of Credentials, Certification, Licensing Underemployed Offender

Lack of Marketable/Occupational Skills Work History (limited,gaps,none,etc.) Pregnant/Parenting Issues

Runaway Youth

Youth Requiring Additional Assistance

Note: Barriers should not be unchecked when they are resolved. Instead, a barrier note should be added to indicate how the barrier was resolved. Also be aware that checking the Eligibility barriers will affect eligibility.

Barrier Notes

Offender - convicted 2006 - DRP 6/01/2007
Pregnant/Parenting - pregnant - due 9/30/2007 - DRP 6/01/2007.
Substance Abuse - drugs in 2005 - see Confidential Notes. DRP 6/01/2007.

Changes to the Current (Build 23) Case Plan and Eligibility Criteria Barriers

- The following barriers have been eliminated; these were available for the now defunct WTW program.
 - Non English HS Diploma
 - Disabled family Member
 - Enterprise Zone/Poverty Level
 - 10% Not Poor Work History
 - 10% Reading Math > 8.9
- The Case Plan Barriers had a notes section for each barrier; the new barriers tab only has one notes section for all barriers. All notes that were recorded on the case plan tab will be converted to the new notes section.
- Barriers are no longer related to a case plan(s). One set of barriers will be recorded for each applicant.
- New barriers added:
 - DSS Youth
 - DYS Youth
 - Runaway and Homeless are now separate barriers

- b) **Veterans Program Enrollment** – This has been added to the list of Programs on the Job Seeker Basic screen. When you click on DD214 Verified on the Full – Military Information tab you will be prompted to enroll the Veteran in the Veterans Program.

| Program Name | Apply Program Status | History |
|-------------------------------|--|---------------|
| Veterans | <input checked="" type="checkbox"/> Enrolled | [Folder Icon] |
| WIA Title I - Adult | <input type="checkbox"/> | [Folder Icon] |
| WIA Title I - Dislocated Work | <input type="checkbox"/> | [Folder Icon] |

- c) **When you click on DD214 Verified on the Full Tab – Military Information Tab** you will now get a Veterans Program Pop-up Message, “This applicant is not enrolled in the Veterans Program. Would you like to enroll the applicant now? Yes or No”

TEST, MOSES 24.0 SSN: 999-16-2747 ID: 11124508

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Information Military Information Barriers

Military Branches

| Branch | Type of Discharge/Status | Start Date | Release Date |
|--------|--------------------------|------------|--------------|
| Army | Honorable | 01/01/1999 | 01/01/2004 |

Veteran Information

Campaign Badge: Yes No
Homeless Veteran: Yes No

Desert Storm/Desert Shield: Yes No
Type of Veteran: Recently Separated

DD214 Form

DD214 Verified:
Verified by: DPARK
Date Verified: 06/11/2007
Verifying Office: Boston Career Link

Pop-up Message: This applicant is not enrolled in the Veterans Program. Would you like to enroll the applicant now? Yes or No

If you click on “Yes” MOSES will enroll the applicant in the Veterans Program with the current date recorded in the History folder.

| Program Name | Apply Program Status | History |
|--------------|--|---------------|
| Veterans | <input checked="" type="checkbox"/> Enrolled | [Folder Icon] |

Home Phone: (617)626-5303
Other Phone: (999)999-1563

Program History

Program History Log

| History No. | Program Name | Program Status | Start Date |
|-------------|--------------|----------------|------------|
| | Veterans | Enrolled | 06/11/2007 |

- d) **The DD214 Verified Fields** on the Full – Military Information Tab cannot be edited once you click on Verified.

DD214 Form

DD214 Verified

Verified by: DPARK

Date Verified: 06/11/2007

Verifying Office: Boston Career Link

- e) **“Orientation – Transitional Assistance Program (TAP)”** has added to the General Services menu.

General Services Detail

Services Provided

Service Date: 06/11/2007 Last Update Date: 00/00/0000

Career Center: Boston Career Link Staff ID: DPARK Hours: .0

Description:

Category: Orientation Service Detail: Transition Assistance Program (TAP)

- Career Center Services/Events/Programs
- Notified Of EEO Rights/Complaint Process
- TAA/NAFTA Orientation
- Transition Assistance Program (TAP)

OK Cancel

- f) **“Supportive Services – Referred from Vocational Rehab”** and **“Referred to Vocational Rehab”** have been added to the General Services menu.

General Services Detail

Services Provided

Service Date: 06/11/2007 Last Update Date: 00/00/0000

Career Center: Boston Career Link Staff ID: DPARK Hours: .0

Description:

Category: Supportive Services Service Detail: Referred from Vocational Rehab

- Housing/Rental Payments
- Job Corps
- Meals
- Needs Related Payment
- Other
- Referred from Vocational Rehab
- Referred to Vocational Rehab

Supportive Services Health/Stress Management Employment

4. CHANGES TO JOB SEARCH / JOB READY (JSJR)

“JSJR returned to DTA/Exit Reason” has been added to General Services for JSJR participants who have been returned to DTA. Select the appropriate reason.

YOUNG, TAYANA SSN: XXX-XX-1027 ID: 11111210 JSJR PE

Basic Full Education Work Experience Events Alerts Case Plan Services Special Programs

General Employment Administrative Testing Course/Activity Youth Goals

General Services Detail

Services Provided

Service Date: 06/11/2007 Last Update Date: 00/00/0000 DTA Office: Brockton

Career Center: Boston Career Link Staff ID: DPARK Hours: .0

Description:

Category: JSJR Returned to DTA/Exit Reason Service Detail:

- Entered Advanced Training
- Exempted
- Health/Medical
- Housing Issues
- Lost Child Care
- Moved From Area
- Non-Participation
- Not Job Ready
- Time Limit Expiration

| Date | Agency | Job Search | Workshop |
|------------|--------|------------|----------|
| 06/11/2007 | DPARK | | |

5. TRADE WAIVERS

Two of the reasons for Trade waivers that were listed for MOSES 23 have been removed.

Application Info ATAA/HCTC Job Search / Relo Training Waiver TRA Hearings

Training Waiver Information

| Waiver Id | Created Date | Waiver Start Date | Waiver End Date | Determination Status | Reason For Waiver |
|-----------|--------------|-------------------|-----------------|----------------------|-------------------|
| | 00/00/0000 | 00/00/0000 | 00/00/0000 | | |

Trade waiver details

Waiver Determination

Submission Status: As of: 00/00/0000 Submitted Via: By:

Customer Signature Obtained Signature Date: 00/00/0000

Determination Status: As of: 00/00/0000 By:

Notification Sent Notification Sent Date: 00/00/0000

Reason For Waiver: Recall Date: 00/00/0000

Waiver Start Date:

Revocation Reason:

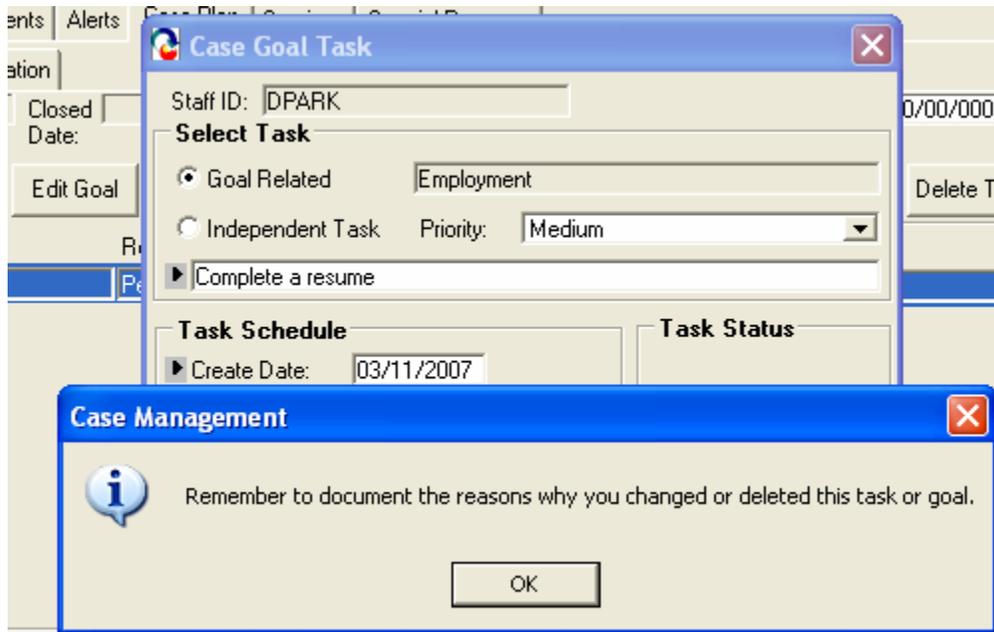
- Approved training starts beyond 30 days
- Extenuating circumstances
- Other
- Specific recall: Employer informs worker/s to return to work within certain time
- Training funds are not available under TAA or other Federal Laws

Comments / Explain

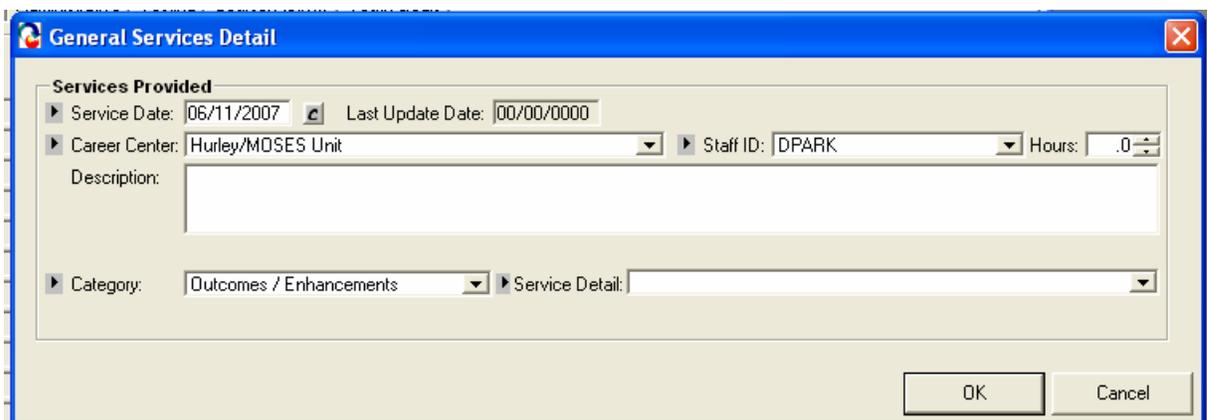
6. CASE MANAGEMENT CHANGES

Case Management Changes – When you changed or deleted a task or goal in MOSES 23 Case Management MOSES would remind you to document the reason why you changed or deleted this task or goal, and then MOSES would take you to the General Services screen to add an Outcome or Enhancement. In MOSES 24 you will get the reminder to document the reason, but you will not automatically get the General Services Detail screen.

Reminder to document reasons to change or delete a task or goal:

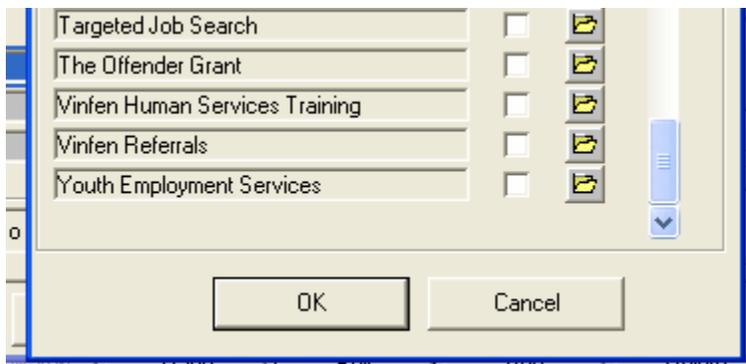
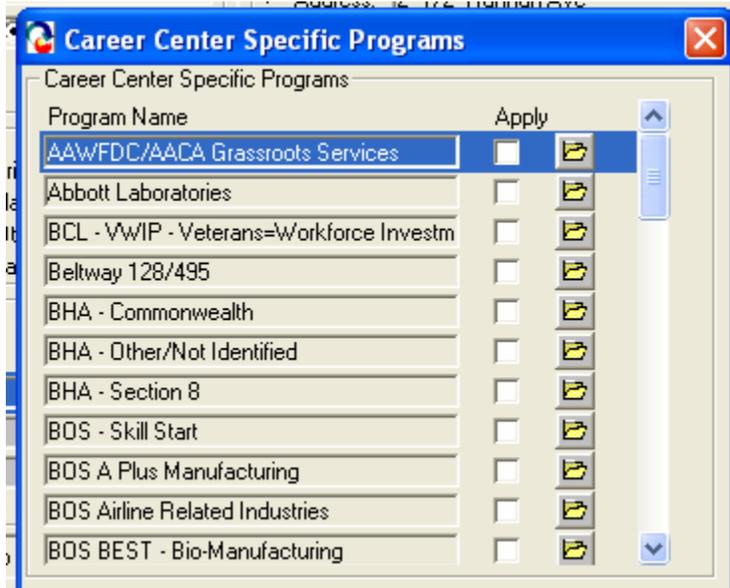


In MOSES 24 you will not automatically get the General Service – Outcomes / Enhancements screen:



7. CHANGES TO THE CAREER CENTER SPECIFIC PROGRAMS LIST

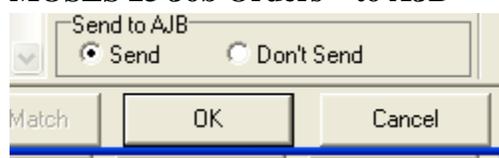
The programs list is now in alphabetical order. When you click on the Career Center button on the Job Seeker Basic screen to get the list of Career Center Specific Programs for your Career Center the programs will now be listed in ascending order.



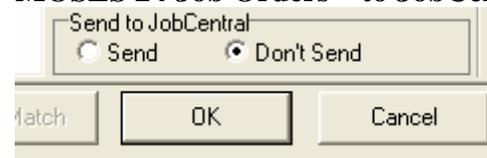
8. CHANGES TO EMPLOYER RECORDS AND JOB ORDERS

- a) **Job Orders** – the “Send to AJB” (America’s Job Bank) check box has been changed to “Send to JobCentral”. The America’s Job Bank web site will shut down on 6/30/2007 and will be replaced by JobCentral.

MOSES 23 Job Orders – to AJB



MOSES 24 Job Orders – to JobCentral



- b) **Employer Advanced Search** – Employers with Open Job Orders only

Users can now narrow the employer search to specify only those with Open Job Orders. In this example we searched for all Boston Career Link employers with open job orders.

To enter a new employer click the Add button. Search for an existing employer by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Employer Advanced Search

General

Company Name: Zip:

City/Town: FEIN:

LWIB: UI Account #:

Career Center: Staff ID:

Detail Search Criteria

Contact Person:

Contact Phone:

Federal Contractor:

NAICS Code:

Number of Employees: to

Account Rep:

Source:

Employer Type:

Employers with open Job Orders only

Closing / Layoff Details

Rapid Response Investigation Status:

All Closing/Layoffs

Specific Closing / Layoff ID

Federal Petition Status:

Trade Petition No:

ATAA Status:

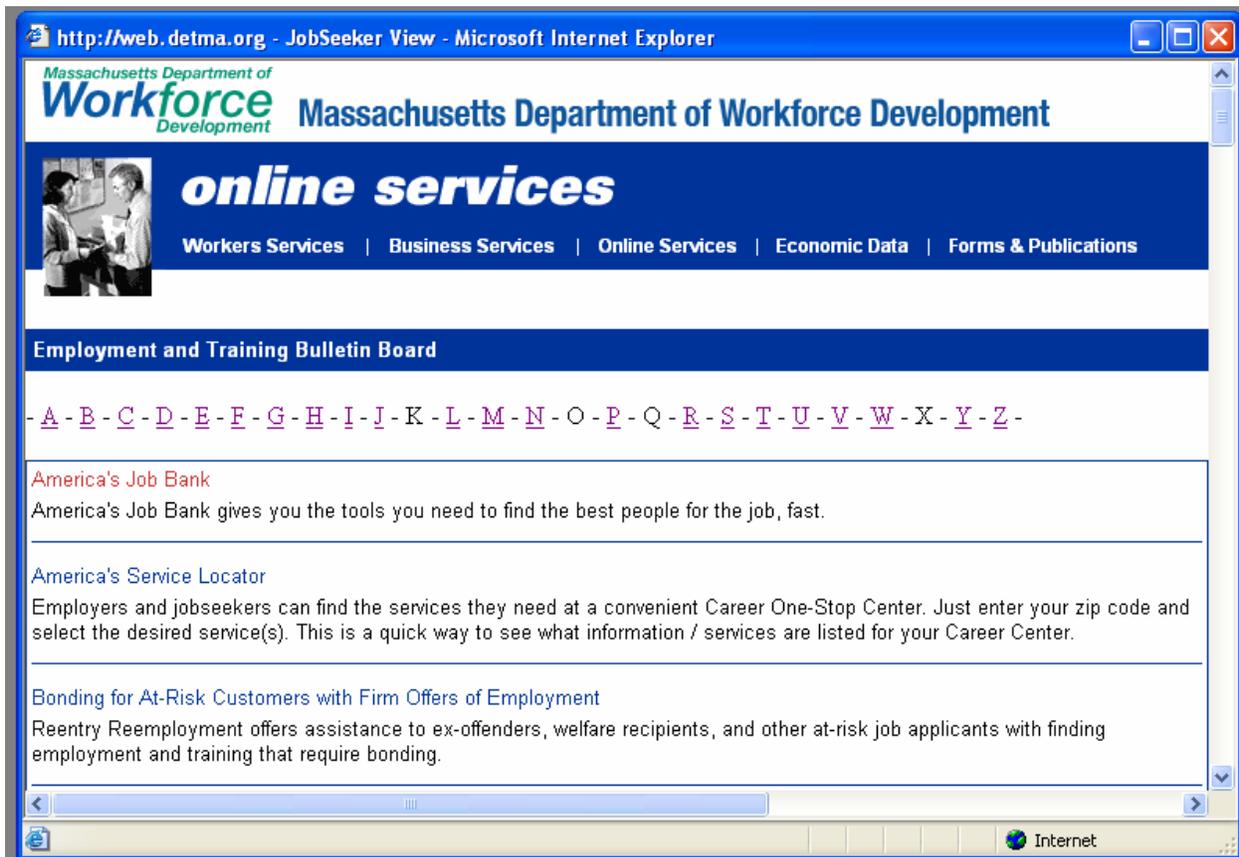
All of the employers in the Search Results for Boston Career Link have at least one open job order. MOSES will display the first 50 employers. Click on the MORE button to get more that 50 to display.

Search Results

| Company Name | Employer ID | Phone Number | Address | FEIN No. |
|-------------------------------------|-------------|---------------|---|------------|
| A & B Eatery | 1132796 | (978)469-7802 | 80 Merrimack Street, Boston | 06-2346110 |
| Adecco | 1021125 | (617)951-2560 | 99 Summer Street, Boston | 94-3254410 |
| Baker Restaurant | 1132800 | (617)888-1234 | 1234 Lane Drive, Boston | 06-2346109 |
| Best Western Boston-The Inn at Long | 1124166 | (617)731-4700 | 342 Longwood Avenue, Boston | 04-3326844 |
| Bill's Bar | 1132804 | (617)584-6555 | 28 tremont st., Boston | 06-2346102 |
| Bills Restaurant | 1132797 | (781)593-0585 | 181 Union Street, Boston | 06-2346106 |
| Career Collaborative | 1020462 | (617)424-6616 | 711 Atlantic Avenue, Suite B2, Central Bo | 04-3402682 |
| Chol's Taste Restaurant | 1132799 | (617)626-5702 | 19 Staniford St, Boston | 06-2346113 |

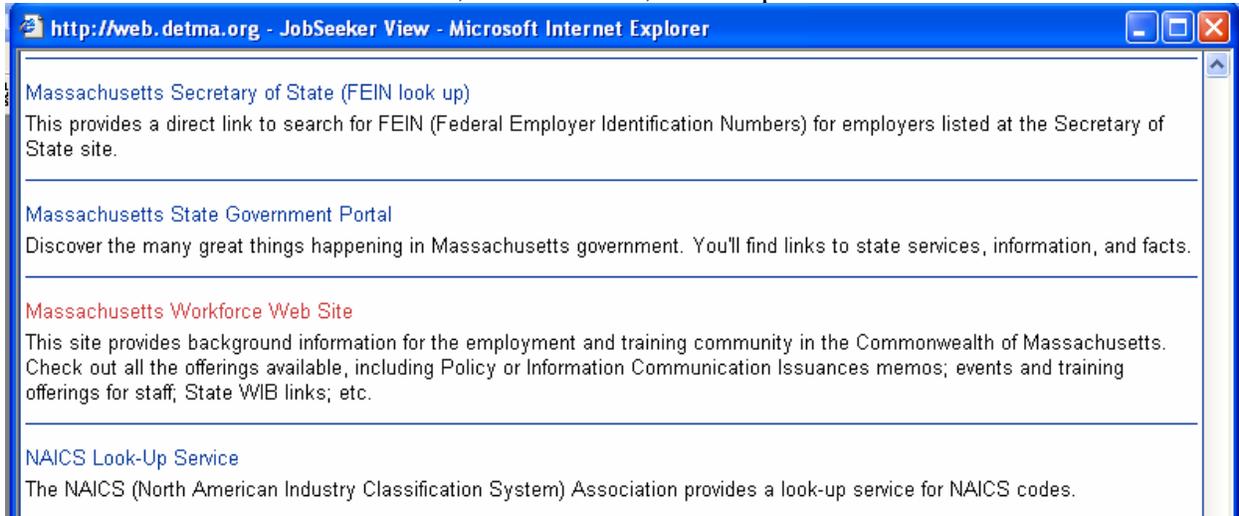
9. CHANGES TO MOSES HELP – LINKS

The Links menu is now one list in alphabetical order. You can scroll down or click on a letter to get to that section on the list.



The screenshot shows a Microsoft Internet Explorer browser window displaying the website <http://web.detma.org>. The page title is "JobSeeker View". The header features the "Massachusetts Department of Workforce Development" logo and the text "online services". Below the header is a navigation menu with links for "Workers Services", "Business Services", "Online Services", "Economic Data", and "Forms & Publications". The main content area is titled "Employment and Training Bulletin Board" and contains a list of links: [A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#) - . Below the list are three sections: "America's Job Bank" (describing tools to find people), "America's Service Locator" (describing a service locator), and "Bonding for At-Risk Customers with Firm Offers of Employment" (describing assistance for at-risk applicants).

Click on M for Massachusetts links, N for NAICS, Z for Zip Code



The screenshot shows the same browser window as above, but with the scroll bar moved down to the 'M' section of the alphabetical link list. The visible links are: [Massachusetts Secretary of State \(FEIN look up\)](#) (describing a search for FEIN), [Massachusetts State Government Portal](#) (describing state services and information), [Massachusetts Workforce Web Site](#) (describing background information for the employment and training community), and [NAICS Look-Up Service](#) (describing a look-up service for NAICS codes).

[Zip Code Look-up](#)

Find Zip Codes easily on the United States Postal Service web site.

10. THE TRANSITION FROM AMERICA'S JOB BANK (AJB) TO JOBCENTRAL

a) America's Job Bank will cease operations on July 1, 2007. www.ajb.org

b) JobCentral is replacing America's Job Bank www.jobcentral.com

The Department of Workforce Development and the Division of Career Services are coming to closure on how we will accommodate employers who have been using AJB to satisfy federal contract compliance requirements.

We will be able to offer options for employers with single or multiple job postings through an agreement between the DWD/DCS and DirectEmployers Association, a non-profit association providing these services under an agreement with the National Association of State Workforce Agencies (NASWA). Of course, they can post single jobs directly on *TalentQuest*.

DirectEmployers will offer the following job posting options on its *JobCentral National Labor Exchange* **at no cost** to employers.

- 1) Post individual job openings for display on the *JobCentral.com* website.
- 2) DirectEmployers can index the employer's corporate career website to identify job openings and display this information on the *JobCentral* website. The URL for this service is: <http://www.jobcentral.com/indexingrequest.asp>.
- 3) Upload job postings via bulk file transfers for display on the *JobCentral* web site (as previously done with AJB), if indexing is not an option.

We will be sending out a letter to each AJB employer. AJB provided us with the list of employers posting jobs to their web site. We also will post this information on our *JobQuest* and *TalentQuest* web sites.

We will direct job seekers coming to *JobQuest* to JobCentral; so that all jobs are available to them (we will be doing a nightly upload from MOSES to JobCentral, as we now upload to AJB).

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).