

Mass Workforce Issuance

Workforce Issuance No. 07-76

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: November 20, 2007

Subject: **Changes in MOSES Version 25.0**

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 25.0. Version 25.0 will be released to MOSES users when they sign onto MOSES on Monday, December 3, 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 25.0, 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.

Description of Changes in MOSES Version 25.0

The key MOSES 25.0 changes are:

1. Job Seeker Services – Testing – MAPT Test (Massachusetts Adult Proficiency Test)

The Massachusetts Department of Education (MADOE) has developed a new ABE Reading and ABE Math assessment test called MAPT (Massachusetts Adult Proficiency Test). When you click on the Yes radio button for MADOE/USDOL Assessment, MAPT (for DOE use only) is a service result for the ABE Reading and ABE Math service categories.

The screenshot shows a form titled "MADOE/USDOL Assessment" with a "Yes" radio button selected. Below the title is a "Description:" field. There are two rows of service categories, each with a "Category:" dropdown and a "Service Detail:" dropdown.

Category	Service Detail
ABE Math	MAPT (for DOE use only)
ABE Reading	MAPT (for DOE use only)

2. Job Seeker – Military Information – 2 New Campaign Badges

Campaign badges for **Operation Iraqi Freedom** and **Operation Enduring Freedom** have been added to the Veteran Information section of the Military Tab. Operation Iraqi Freedom is for service beginning on or after March 19, 2003, and Operation Enduring Freedom is for service beginning on or after October 24, 2001

The screenshot shows the "Military Information" and "DD214 Form" sections. The "Military Information" section has a table with columns for Branch, Type of Discharge/Status, Start Date, and Release Date. The "DD214 Form" section has radio buttons for Campaign Badge, Desert Storm/Desert Shield, Operation Iraqi Freedom, and Operation Enduring Freedom, along with a "DD214 Verified" checkbox and fields for "Verified by:" and "Date Verified:".

Branch	Type of Discharge/Status	Start Date	Release Date
Army	Honorable	03/19/2003	11/01/2007

Veteran Information		DD214 Form	
Campaign Badge	<input checked="" type="radio"/> Yes <input type="radio"/> No	Operation Iraqi Freedom	<input checked="" type="radio"/> Yes <input type="radio"/> No
Desert Storm/Desert Shield	<input type="radio"/> Yes <input type="radio"/> No	Operation Enduring Freedom	<input type="radio"/> Yes <input type="radio"/> No
		DD214 Verified	<input checked="" type="checkbox"/>
		Verified by:	DPARK
		Date Verified :	11/12/2007

3. Job Seeker – Run Match – Driving Directions Button – Requires Valid Address

When running a match, the Driving Directions button on the results screen will only connect to Map Quest if the Job Seeker has a valid address recorded in MOSES. If the Job Seeker address is not available or valid the MOSES User will get the following message when clicking on the Driving Directions button on the Match Results screen: “A valid address is required for both the starting and ending locations.” To use Map Quest you must enter a valid address for the Job Seeker. The Job Order should also have a complete address.

Address

▶ Address:

▶ Country: United States of America

▶ Zip: 02114- ▶ City: Boston

▶ State: Massachusetts

Enterprise Empowerment Renewal

Address Not Available Mailing Address different

Driving Directions



4. Career Center Management – Case Assignment Method – Delete MOSES Assigned

In earlier versions of MOSES managers had 3 Case Assignment options under Administration – Career Center Management – Case Assignment: Manager Assigned, MOSES Assigned, or Self-Assigned. Career Centers have used either Manager Assigned or Self-Assigned. Occasionally “MOSES Assigned” would be selected in error and randomly assign cases to staff. This problem has been eliminated by removing “Moses Assigned” from the Case Assignment page.

MOSES 24

Assignment Method

Manager Assigned MOSES Assigned Self-Assigned

MOSES 25

Assignment Method

Manager Assigned Self-Assigned

5. Employer Contacts – Allow User to delete an employer contact with an IPASS User ID

In earlier versions of MOSES employer contacts that had been created by the employer using the TalentQuest web site through IPASS could not be deleted by MOSES Users. In MOSES version 25 staff with the abilities to edit job orders other than those they create can now delete an employer contact that has an IPASS ID. When you delete the contact, a pop-up message will tell you that this contact has an IPASS ID and will ask you if you are sure that you are sure that you want to delete this contact. Employer contacts who have IPASS users IDs should only be deleted if the company informs you that they are no longer employed or are no longer assigned to that location.

Name	Job Title	Phone	Extension	Fax	Email	*
Oshiro, Elise	title	(777)777-7777		() -	email@email.co	<input type="radio"/>
Second Contact	Title	(555)555-5555	55555	(444)444-4444	email@email.co	<input type="radio"/>
Test Contact	Boss	(617)626-5555		(617)727-4444	email@email.co	<input type="radio"/>



6. Employer – Job Order Close Date – Edit check limits Close Date to 1 year from today

In Previous versions of MOSES there was no edit check on the Job Order Close Date. Because there was no edit check some new job orders were saved with incorrect Close Dates, for example, 06/30/2207, instead of 06/30/2007. The TalentQuest web site used by employers has an edit which bars any Close Date that is greater than one year from the job order opening date. MOSES version 25 has incorporated a similar edit. You cannot create a job order with a Close Date that is greater than one year from the current date. However, users can edit the Close Date at a later date and revise it to up to one year from the current date. For example, a user creates a job order on 01/31/2008 with a Close Date of 01/31/2009. The user can then edit the job order on 06/30/2008 and change the Close Date to 06/30/2009, one year from the date of the edit. Please send any comments on this Job Order Close Date Edit to moses@detma.org.

Job Status:

Duration: Close Date:



7. Job Seeker - Training Enrollment Detail Screen – Course Results

A new feature on the Training Enrollment Detail screen is a note stating “**Successful completion of this course results in an attainment of Degree/Certificate that meets Federal Performance Requirements**” based on the course information entered by the provider or staff. This note will appear on those courses where Degree = Yes, or Certificate = Yes, or License = Yes.

Training Enrollment Detail	
Career Center:	[REDACTED]
Created Date:	06/24/2004
▶ Training Course ID:	1001183
Training Course:	A+ Personal Computer Certification

Successful completion of this course results in an attainment of Degree/Certificate that meets Federal Performance Requirements.

8. Training Enrollment Details Screen has been modified to display Occupation

The CIP Description label on the Training Enrollment screen has been changed to Occupation Description. It displays the Primary Occupation.

MOSES 24 – CIP Code Description

Training Course ID:	1052083
Training Course:	Computerized Office Skills
Training Provider:	YMCA of Greater Boston, Training, Inc.
CIP Code Description:	General Office/Clerical & Typing Services

MOSES – Occupation Description

Training Course ID:	1000351
Training Course:	Accounting 101
Training Provider:	Hogarth School
Occupation Description:	Adjustment Clerks

9. Defect #13143 Training Courses – CIP to ONET Revisions

TRAINING SERVICES CHANGES

In MOSES 25 the CIP Code will no longer be entered on the Training Course screen. The CIP Codes are now related to Occupation Codes.

- a) CIP Code on the **Training Course/Basic** screen has been removed. The SEARCH button that accessed CIP Codes has also been removed.

MOSES 24 Training Course Basic:

Selecting one of the following **Activity Categories** will display a prompt message to enter a targeted occupation code.

- 1762 – Occupational Skills Training
- 1764 – Workplace Training and Cooperative Education Programs
- 1766 – Skill Upgrade and Retraining
- 1770 – Customized Training
- 1789 – Pre Employment Skills/Vocational Training
- 1763 – On the Job Training
- 1765 – Private Sector Training
- 1769 – Adult Education and Literacy Activities (w/Training)

MOSES 25 Training Course Basic:

The screenshot shows the 'Training Course (Essex Institute of Technology, Test Record)' window. The 'Basic' tab is active, displaying fields for Course Name, Address, Zip, City, State, and Description. A 'Warning' dialog box is overlaid on the screen, stating 'Please enter a targeted occupation code.' with an 'OK' button. An arrow points from the 'OK' button in the dialog to the 'Targeted Occupations' tab in the main window's tab bar.

Clicking OK will open the Targeted Occupations tab.

- b) The **Targeted Occupations screen** opens requiring an occupation.
Enter one or more occupations and select one of them as the Primary Occupation.

MOSES 25 Targeted Occupations screens

The screenshot shows the 'Targeted Occupations' tab in the Training Course window. It displays a table of 'Targeted Occupation Codes' with columns for Occupation Code, Description, Primary Occupation, and Approved for Education Rewards Loan Program. The table contains two rows, with the second row selected.

Occupation Code	Description	Primary Occupation	Approved for Education Rewards Loan Program
51906100	Inspectors, Testers, Sorters, Samplers, and Weighers	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
51906105	Production Inspectors, Testers, Graders, Sorters, Sample	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

10. Job Seeker – Testing Tab – Test Results field has been expanded to 80 characters

MOSES Users may now use up to 80 characters when using the Results field for any test service entered for a Job Seeker. This field had been limited to just 20 characters in previous versions of MOSES.

11. Staff Search Results – Veteran Services Staff are now marked with an Icon (LV or DV)

On the Administration – Staff Maintenance – Staff Search Results DVOPs are now indicated with a “DV” icon and LVERs are indicated with an “LV” icon.

Staff Id	Staff Type / Security Level	First Name	MI Last Name	Telephone	
AEHRLICH	Security Administrator	Ashley	Ehrlich	(290)329-3842	LV
AFERR	Standard Access	Amilcar	Ferreira	(508)730-5042	
AHAMW	Standard Access	Alan	Hamwey		
AHOLT	Standard Access	Anna	Ramshaw	(617)626-5726	DV

12. Program Eligibility

There are 2 Eligibility buttons – Initial Eligibility and Update Eligibility. In previous versions of MOSES both buttons were active even when Initial Eligibility has not been completed. In some cases MOSES Users had clicked on Update Eligibility even though the Initial Eligibility button had never been used. Doing this prevents the creation of an initial eligibility date in the data base. When no data exists in the data base for the Initial Eligibility determination the Current Date is displayed, causing confusion among staff and managers. This has been fixed by inactivating the Update Eligibility button until some staff has utilized the Initial Eligibility button. When one button is enabled the other button is disabled.



13. Training Course – Additional Info – Comments Box expanded to 250 Characters

The **Training Course Comments text box** is located on the Additional Info tab of MOSES course records. Program managers type comments into this space to explain Section 30 and Trade denials. This text box has been expanded from about 70 characters to 250 characters to enable the managers to enter more detailed information.

Section30

Higher Ed. ESL/ABE/GED

Vocation Apprenticeship / Union

Comments:

Denied Section 30, program part-time.
TAA-no contract-full time?-for employed ppl.

14. Trade Participants Compliance Form

Trade now requires that participants sign a Compliance Form. The PDF file is available next to the Form 1666 button. Click on the Compliance Form button, print it, and have the customer sign the document.

View 1666 in Word	Compliance Form	
Go To Job Seeker	OK	Cancel

Notification of Rights and Promise of Compliance for the Trade Programs

Trade Act of 1974, as Amended 19 USC Chapter 12, Subchapter II, Part 2

This form is to be utilized for Trade-eligible customers.
A signed copy must be retained in the customer's file at the One-Stop Career Center.

I have read and understand the above rights and obligations with respect to the Trade Programs. I also understand I do have the right to appeal any negative determination regarding my rights to participate in the Trade Adjustment Assistance (TAA) Program or the Alternative Trade Adjustment Assistance program (ATAA) and with respect to the receipt of Job Search, Relocation, Training and Travel Allowances and Trade Readjustment Allowances.

Customer's Signature

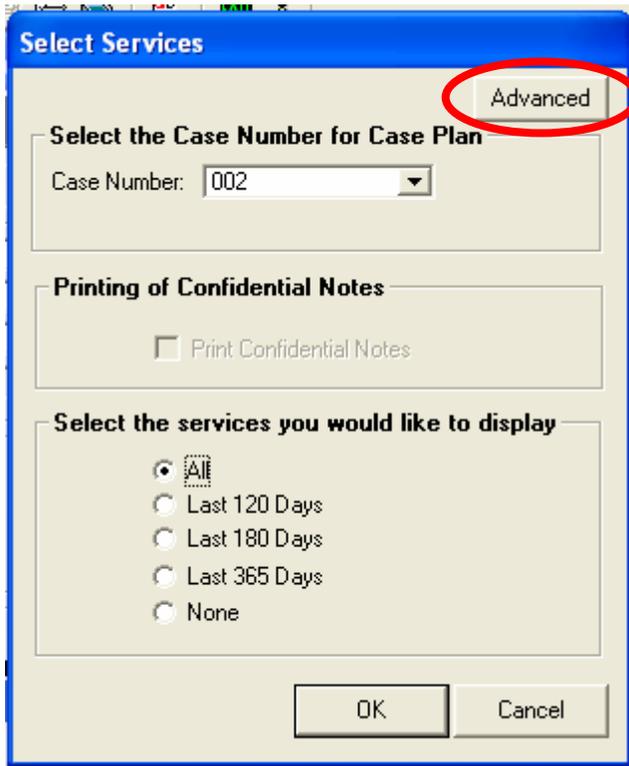
Date

Counselor's Signature

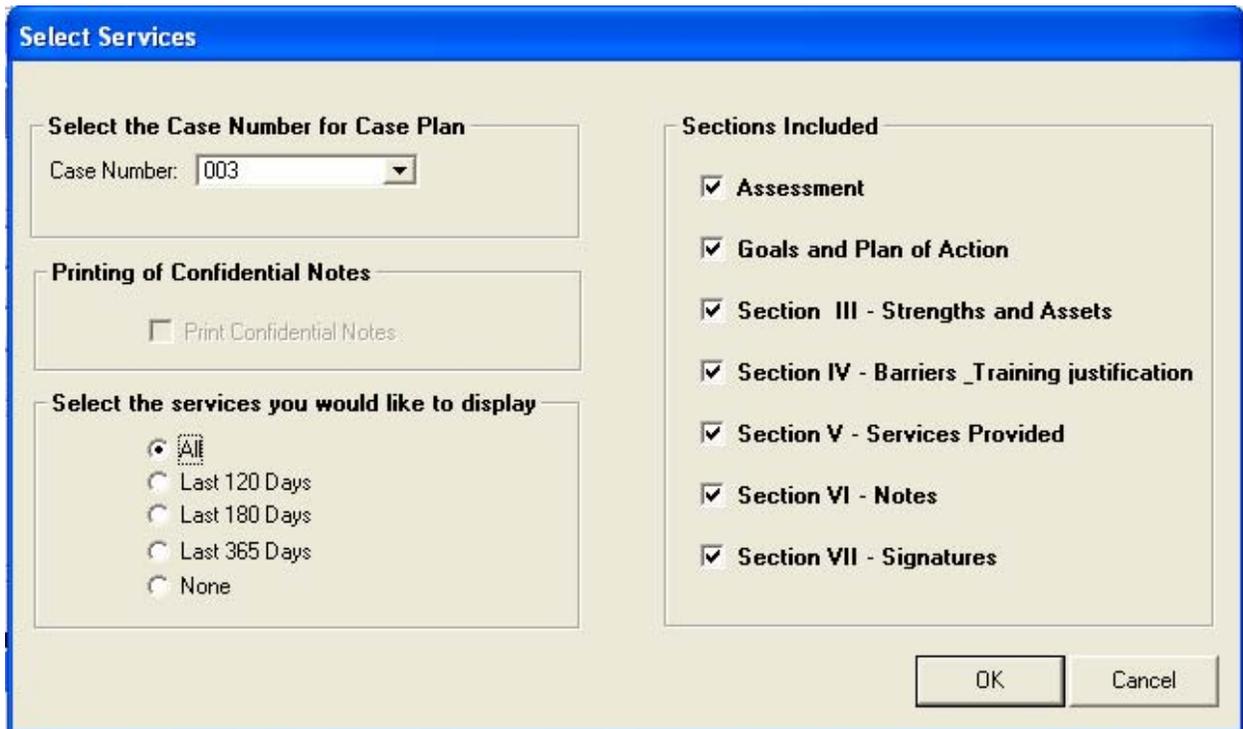
Date

15. Job Seeker – Documents – Case Plan – the Advanced Button has been removed.

MOSES 24 - Job Seeker – Documents – Job Seeker Case Plan



MOSES 25 – Job Seeker – Documents – Job Seeker Case Plan



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).