

Mass Workforce Issuance

Workforce Issuance No. 08-16

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

cc: WIA State Partners

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

Date: May 14, 2008

Subject: **Changes in MOSES Version 26.0**

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 26.0. Version 26.0 will be released to MOSES users when they sign onto MOSES on Monday, May 19, 2008.

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 26.0, which is found in the following section.

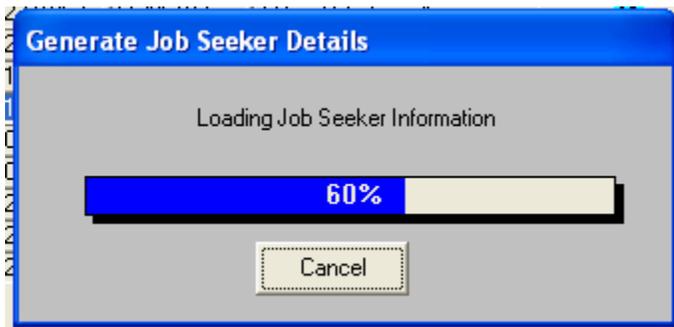
Inquiries: **Questions about the MOSES application should be directed to the MOSES Help Desk at (617) 626-5656.**

Description of Changes in MOSES Version 26.0

A. Job Seeker Changes

1. Job Seeker Documents – Generate Document – Cancel – MOSES will not crash

In previous versions of MOSES if you started to generate a large Job Seeker or Employer document but then decided to stop the generation of the document by clicking on Cancel before the Word document was 100% completed, when you closed the partial Word document you would get error messages and would be booted out of MOSES. This involuntary exit from MOSES has been corrected in MOSES Version 26. You will get an intelligible error message explaining that you closed the Word document during processing. You will not be booted out of MOSES if you cancel the Document Generation and close the partial Word document.



2. Job Seeker – Full Tab – If Disability = Yes, Indicate Type - Physical and/or Mental

Two new entry fields, both associated with the Disability (Y/N) entry, have been added. These are new federal reporting elements. **These are not required fields.** We have added 2 checkboxes on the FULL tab of MOSES; one for Disability Type – Physical, and one for Disability Type – Mental. Describe the disability in the Disability Comment field. Both of these entry fields will be enabled **ONLY** when Disability is marked as **Yes**. If the Disability field is marked **No** the Disability Type and Disability Comment fields will not display on the screen.

Basic	Full	Education	Work Experience	Events	Alerts	Case Plan	Service
General Information		Military Information		Barriers			
Additional Information							
Employed:	<input type="radio"/> Yes <input checked="" type="radio"/> No		Immigrant:	<input type="radio"/> Yes <input type="radio"/> No			
Disability:	<input checked="" type="radio"/> Yes <input type="radio"/> No		Disability Comment:	Back injury: cannot lift more than 40 lbs.			
Disability Type:	<input checked="" type="checkbox"/> Physical <input type="checkbox"/> Mental						

3. Job Seeker – Work Experience – New Reason for Leaving a Job – Transportation

Transportation has been added to the Reason for Leaving Drop-down List on Job Seeker - Work Experience Details.

Other Details
Main Duties: []

Suppressed Salary(\$): [] .00 Salary Unit: [] Benefits: []

Reason For Leaving: **Transportation**

Additional Info

- ▶ NAICS Code: 61131
- ▶ NAICS Sector: []
- ▶ NAICS Subsector: **Transportation**
- ▶ NAICS Ind Group: []
- ▶ NAICS Industry: []

4. Job Seeker – Caseload Management – Applicant ID replaces SSN# on the Cases List, Ticklers, Back-up Cases, and Events screens.

Caseload Management

Cases | Ticklers | Backup Cases | Events

Case Worker
TCART | Open: 4 | Pending: 0 | Suspended: 0 | Closed: 0

Cases

Applicant ID	First Name	Last Name	Status	Case ID	Case Created Date	Last Note Date	Next Uncor Task Date
11305158	Sacagawea	Shoshone	Open	001	04/28/08		00/00/00
11305156	George	Washington	Open	001	04/28/08	04/15/08	00/00/00
11305187	Eldrick (Tiger)	Woods	Open	001	04/28/08	04/16/08	00/00/00
11305154	Kevin	Garnett	Open	001	04/28/08	04/15/08	04/30/08

Cases | Ticklers | Backup Cases | Events

Staff Ticklers

Applicant ID	First Name	Last Name	Description	Due Date	Priority	Case ID
11305154	Kevin	Garnett	Review Job Readiness tasks	05/30/2008	Medium	001

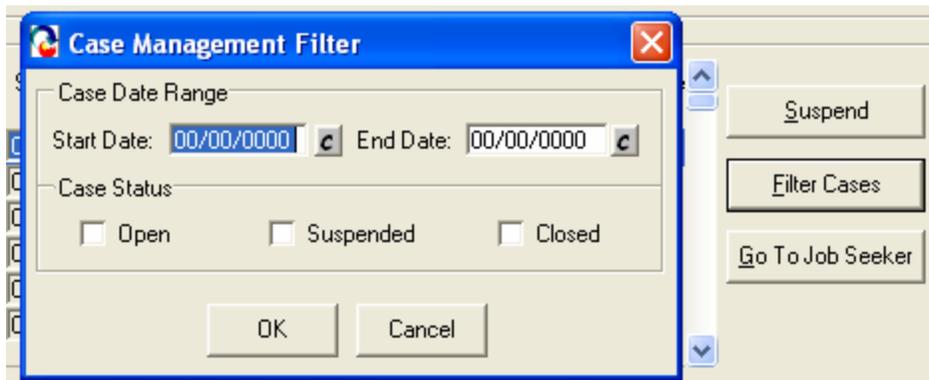
Cases | Ticklers | Backup Cases | Events

Backup Cases

Applicant ID	Last Name	First Name	CaseID	Status	Start Date	End Date
11278422	Batts	Latoya	001	Open	02/08/2008	02/08/2009
11285046	Elliott	Sandra	001	Open	02/22/2008	02/22/2009
11287648	Stephens	Teeya	001	Open	02/29/2008	02/28/2009

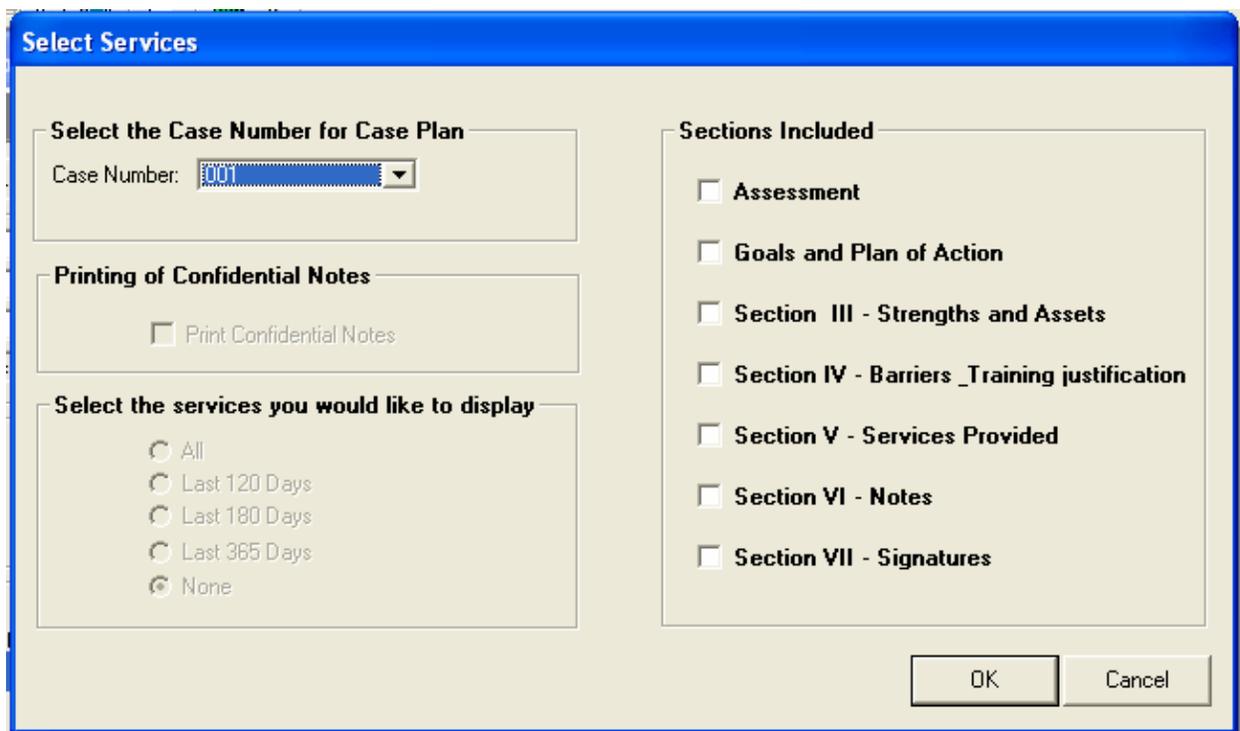
5. Job Seeker – Caseload Management – Filter Cases – Open, Suspended, or Closed

The Filter by Case Status has been simplified to filtering for Open Cases, Suspended Cases or Closed Cases. The filters for Pending Cases and Open/Closed have been removed.



6. Job Seeker Documents – Case Plan

When opening a Job Seeker's Case Plan (highlight or open a Job Seeker record, click on Job Seeker from the Main Menu bar, click on Documents, then click on Job Seeker Case Plan), you can see that there are no default settings for the Case Plan. You must select the sections you desire. To print Services, for example, you click on the check box for Section V - Services Provided, which will enable the radio button choices for the amount of services you may want to print (MOSES defaults to 120 days of services).



7. Job Seeker- General Services – Supportive – Referral from/to VA Vocational Rehab –

The Supportive Services “Referred from Vocational Rehab” and “Referred to Vocational Rehab” have been revised to “Referred from VA Vocational Rehab” and “Referred to VA Vocational Rehab”.

8. Job Seeker – Full – Military – Blank Release Date for Still Active in the National Guard

MOSES 25 did not allow a blank release date for a person still active in the National Guard. This problem is fixed in MOSES 26.

9. Job Seeker – Full – Military – Campaign Badge is now a gateway to specific badges

Before you can enter an answer for specific badges for veterans (Desert Storm/Desert Shield, Iraqi Freedom, and/or Enduring Freedom), you must answer "Yes" to Campaign Badges. The appropriate campaigns will appear, based on when the veteran served.

Veteran Information

▶ Campaign Badge Yes No

▶ Desert Storm/Desert Shield Yes No

▶ Operation Enduring Freedom Yes No

10. Job Seeker – Eligibility – Family/Public Assistance – SSDI has been added

In order to comply with upcoming federal regulations, we will start tracking SSDI on MOSES. SSDI is a form of Public Assistance (disability insurance) and the check box is located on the Eligibility/Family/Public Assistance tab of MOSES.

General Family/Public Assistance

Assistance Categories

TAFDC Long Term TAFDC: Yes No Refugee Assistance

EAEDC Food Stamps

SSI SSDI

B. Employer Changes

1. Employer Record – Company is Closed – No Longer in Business

Career Centers can now indicate that an employer is no longer in business by checking “**Company Closed**”. When this box is checked you will be prompted to enter a note explaining why the company is being marked as ‘CLOSED’. **Note: Career Centers should review the employers in their area and check off “Company Closed” for any employers that are no longer in business.**

Caliper Life Sciences, Inc. FEIN: 00-0861097 ID: 1000093 **CLOSED**

General Info Employer Contacts Events Account Representatives Programs and Benefits Employer Services Cl

Company Information

▶ Name: Caliper Life Sciences, Inc.

▶ FEIN Number: 00-0861097 UI Account #: 79-297000

Number Of Employees: 300

Web Address: www.caliperLS.com

Doing Business As:

▶ Employer Type: Private

▶ Federal Contractor: Yes No **Company Closed**

▶ Primary Phone: (508)497-2225

▶ Career Center: Employment & Training Resources - Marlborc

Company Address Mailing Address

Address

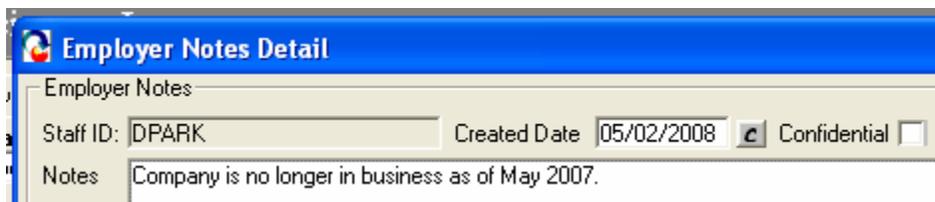
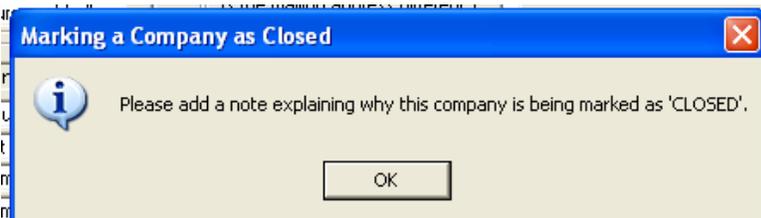
▶ Address: 68 Elm St

▶ Country: United States of America

▶ Zip: 01748-0000 ▶ City:

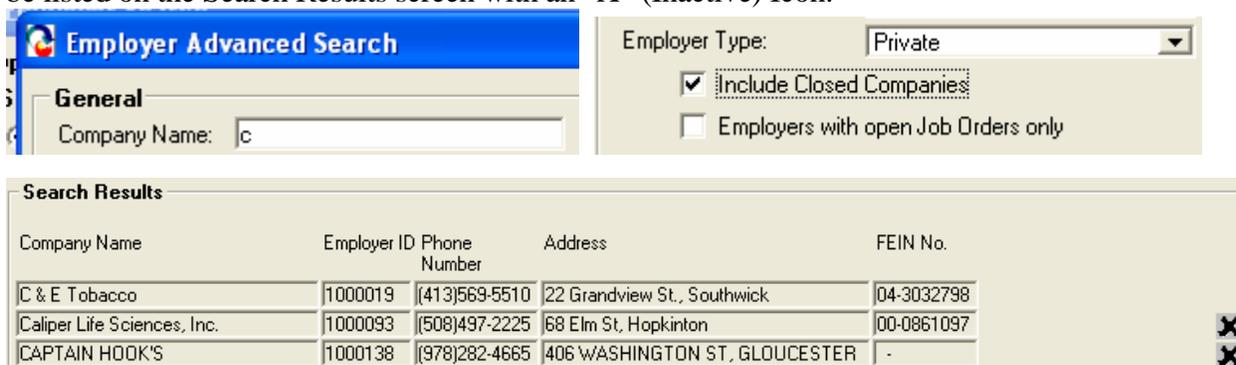
▶ State: Massachusetts

Is the mailing address different?



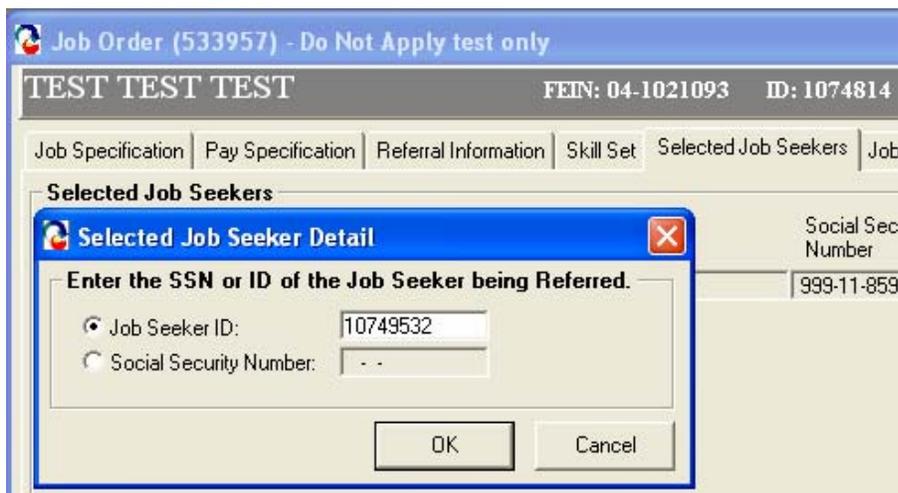
2. Employer Advanced Search – Include Closed Companies

When you search for employers on Employer Advanced Search by Company Name (or other criteria) you can elect to include Closed Companies in the search. The CLOSED companies will be listed on the Search Results screen with an “X” (Inactive) Icon.



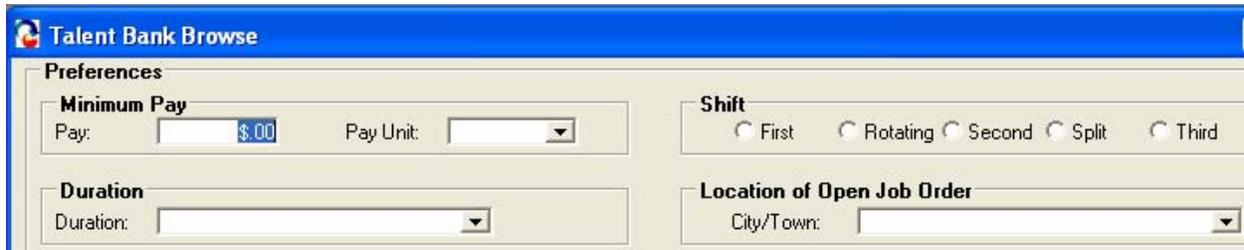
3. Employer – Job Order - Staff Referral to a Job Order – Enter the SSN or Job Seeker ID

MOSES Users can now refer a Job Seeker to a Job Order using either the Job Seeker ID or the SSN. In earlier versions you could only use the SSN.



4. Employer – Talent Bank Browse – Search Criteria – Job Location

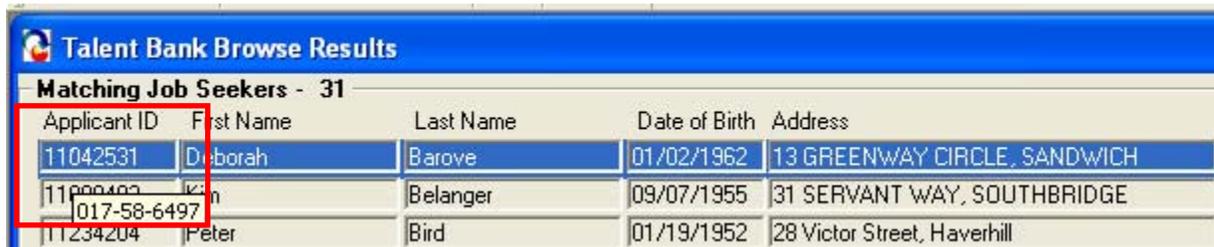
The field formerly labeled Location has been renamed Location of Open Job Order to clarify that the criterion for Talent Bank Browse is the “Job Location” not the Job Seeker Location.



The screenshot shows the 'Talent Bank Browse' preferences window. It includes fields for 'Minimum Pay' (Pay: \$0.00, Pay Unit: dropdown), 'Shift' (radio buttons for First, Rotating, Second, Split, Third), 'Duration' (dropdown), and 'Location of Open Job Order' (City/Town: dropdown).

5. Employer – Talent Bank Browse Results – Applicant ID number replaces SSN

The Job Seeker SSN has been replaced by the Applicant ID# on Talent Bank Browse Results. If you place your cursor over the Applicant ID the SSN will appear on the screen for 6 seconds.



The screenshot shows the 'Talent Bank Browse Results' window with a table of 'Matching Job Seekers - 31'. The table has columns for Applicant ID, First Name, Last Name, Date of Birth, and Address. The first row is highlighted, and a red box highlights the Applicant ID '11042531' and the SSN '017-58-6497' which appears as a tooltip.

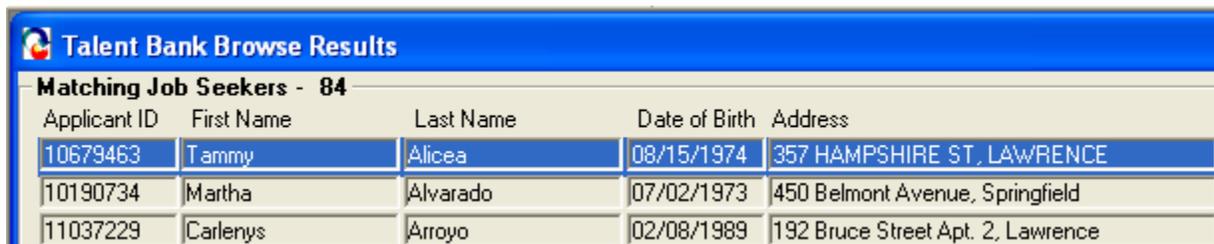
Applicant ID	First Name	Last Name	Date of Birth	Address
11042531	Dorah	Barove	01/02/1962	13 GREENWAY CIRCLE, SANDWICH
11000400	John	Belanger	09/07/1955	31 SERVANT WAY, SOUTHBRIDGE
11234204	Peter	Bird	01/19/1952	28 Victor Street, Haverhill

6. Employer – Job Order Details Document – the Job Location Address has been added

The Job Location Address, as opposed to the Employer Address, has been added to this document and is now clearly labeled.

Job Title:	Interfaith Program Representative	Job Order No:	525329
Job Location Address:	50 United Drive	Country:	United States of America
City:	West Bridgewater	State:	MA
		Zip:	02379

7. Employer – Talent Bank Browse Results – “Go to Job Seeker” button



The screenshot shows the 'Talent Bank Browse Results' window with a table of 'Matching Job Seekers - 84'. The table has columns for Applicant ID, First Name, Last Name, Date of Birth, and Address. The first row is highlighted.

Applicant ID	First Name	Last Name	Date of Birth	Address
10679463	Tammy	Alicea	08/15/1974	357 HAMPSHIRE ST, LAWRENCE
10190734	Martha	Alvarado	07/02/1973	450 Belmont Avenue, Springfield
11037229	Carlenys	Arroyo	02/08/1989	192 Bruce Street Apt. 2, Lawrence

The “Edit” button at the bottom of the screen has been relabeled “Go to Job Seeker”.



The screenshot shows three buttons: 'Go To Job Seeker', 'View Details', and 'Close'.

8. Employer – Job Order – Minimum Age – Field will now accept and display a 2-digit age

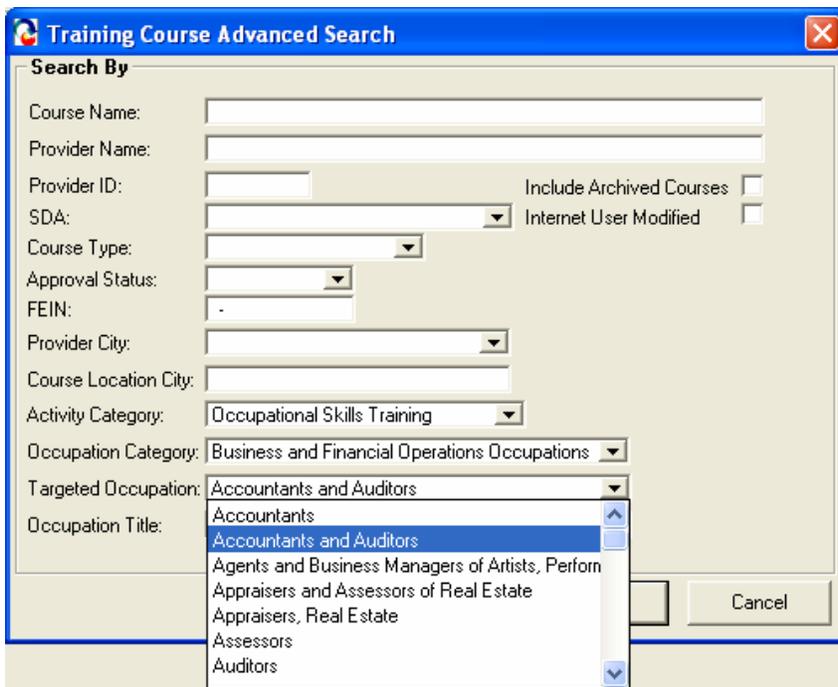
The Minimum Age field on Job Orders has been fixed so that staff can enter age 14, 16, 18, 21, or 30 for those jobs where a minimum age is a legal requirement. If you attempt to enter an age over 30 you will get an error message that the required Minimum Age should be between 14 and 30.



C. Training Changes

1. Training Course Advanced Search

A Targeted Occupation Drop-down List has been added to Advanced Course Search, listing all of the Targeted Occupations for that Occupation Category.



D. Events Changes

1. Events – Adding Participants to a Scheduled Event – Defaults to Job Seeker ID

In past versions the cursor would default to the SSN field. In MOSES 26 the cursor defaults to the Job Seeker ID field.



Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By	Attended By
<input type="checkbox"/>						DPARK		<input type="radio"/> Yes <input type="radio"/> No

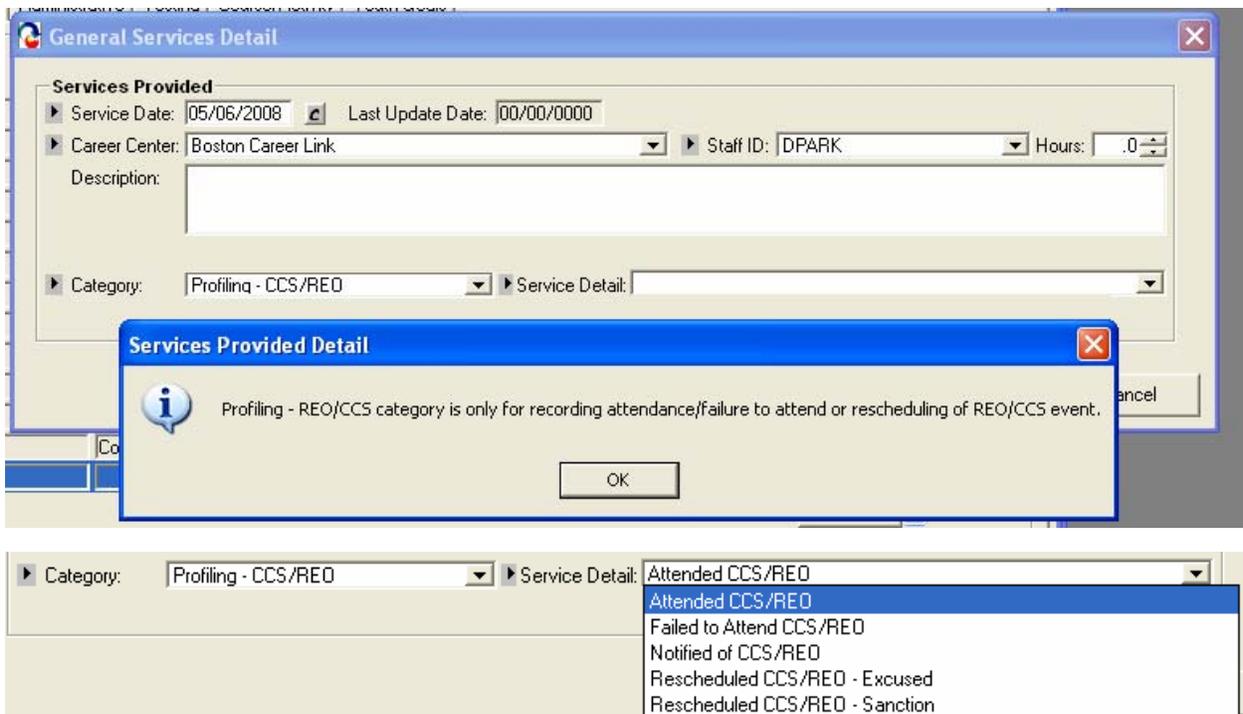
2. Scheduled Events – Editing Attendance – MOSES Users with rights to verify event participation can now edit event attendance for all events except Career Centers Seminars.

Users with the right to record event attendance can now edit the attendance after it has been saved, changing a Yes to a No, or a No to a Yes, for all events except a Career Center Seminar. Users will get a warning, asking if they are sure that they want to change the attendance. Changing the attendance at an event from Yes to No will also delete the related services from the Job Seeker record.

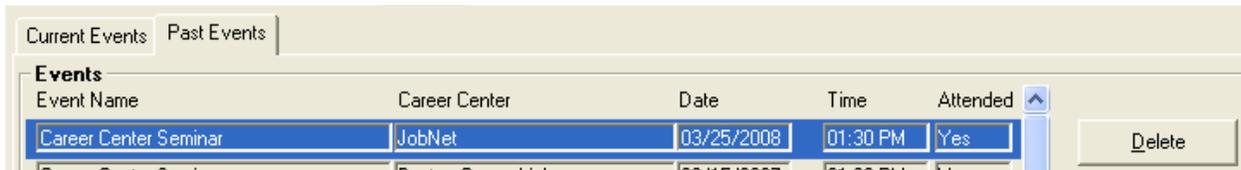


Attendance at Career Center Seminar events cannot be changed due to the weekly exchange of data between MOSES and the DUA data base that takes place on each Saturday.

However, there are work-arounds to fix an incorrect event attendance entry on a CCS event. But the change must be entered in MOSES before the end of the Profiled Claimant's 21 day period. **If a Profiled Claimant did attend a Career Center Seminar event but attendance was entered as "NO" on the attendance log, report the attendance in the Job Seeker Record by going to General Services and adding the service: Profiling – CCS/REO. Backdate this service to the date of the event.** You will get a warning that the Profiling – CCS/REO category is only for recording attendance/failure to attend or the rescheduling of a CCS/REO event. **Select "Attended CCS/REO" from the Service Detail list and Click OK to save this service.**



The work-around to correct a CCS attendance of Yes entered in error is this: go to the Events Tab on the Job Seeker record and select Past Events. Select the CCS Event where Attended = Yes and delete this service from the Job Seeker record. This service can be deleted by the CCS Facilitator or by a MOSES User with the right to delete Career Center Services (Career Center Coordinator or Supervisor rights in MOSES).



3. Events – CCS Scheduling – Notes button was non-functional - Removed from MOSES 26

MOSES 25 – CCS Scheduling – The Notes button is non-functional



MOSES 26 – CCS Scheduling – The Notes button has been removed



If you reschedule or exempt a Profile Claimant enter the explanation under Comments.

Scheduling/Rescheduling Details

Scheduling / Rescheduling Beyond 21 days -No Good Cause Comments:

Scheduling / Rescheduling Beyond 21 days - Excused

Exempted

4. Events – Events Maintenance – Event Search Results - Active and Inactive Sort

Managers can search for Job Seeker or Employer events by Event Name, Career Center, or Event Category. (Please remember to click the “More” button to get all of the events). Because inactive events were cluttering up the Search Results an Active Event / Inactive Event sort has been added to MOSES 26. When looking at your search results on Event Maintenance, active events are shown first, with inactive events at the bottom of the list (and marked with an "I" icon). Both sets of events are then sorted alphabetically by name.

Search Results

Event Id	Name	Category	Career Center	Duration	Description
1391	Assertive Communication	Workshop/Workst	Boston Career Link	2.0	2 hour workshop
18792	Basic Resume Part I	Workshop/Workst	Boston Career Link	2.0	Part I - The basic resume wc
18793	Basic Resume Part II	Workshop/Workst	Boston Career Link	2.0	Part II - 2-hr. second level wc
38670	Basic Resume Writing	Workshop/Workst	Boston Career Link	3.0	Basic Resume Writing

Search Results

Event Id	Name	Category	Career Center	Duration	Description
2498	60 Second Commercial	Workshop/Workst	Boston Career Link	1.0	No longer available. I
1372	Applying for Financial Aid	Workshop/Workst	Boston Career Link	0.0	No longer available. I
3239	April's Event - test	Workshop/Workst	Boston Career Link	2.0	No longer available. I
1393	Attended SkillsPlus workshop	Workshop/Workst	Boston Career Link	0.0	No longer available. I
24712	Basic Job Search Steps	Workshop/Workst	Boston Career Link	1.5	Review the basic steps whe I

E. Administrative Changes

1. Administration – Career Center Management – Staff Caseload – Job Seeker ID

The Job Seekers listed for each Case Manager in Staff Caseload are listed by Applicant ID Number (Job Seeker ID Number). This replaces the SSN. To view the SSN for an Applicant, place your cursor over the Applicant ID field. The SSN will appear for 6 seconds.

Cases					
Created Date	Applicant ID	First Name	Last Name	Status	Goals: Completed/Total
04/28/08	11305147	Turtle	Chenderson	Open	0/4
04/28/08	11305161	GEORGE	WASHINGTON	Open	0/1
04/28/08	11305167	MARTHA	STEWART	Open	0/1
04/28/08	11305183	Eldrick	WOOD	Open	0/1

Created Date	Applicant ID	First Name
04/28/08	11305147	Turtle
04/28/08	11305161	GEORGE
04/28/08	11305167	MARTHA
04/28/08	11305183	Eldrick

The Job Seekers listed for Suspended Cases are also identified by Applicant ID Number in place of the SSN.

Suspended cases filter criteria:

Suspended Cases								
Case Owner	Suspended Date	Applicant ID	First Name	Last Name	Status	Case ID	Created Date	Assigned Date
LSPIE	02/13/08	11157538	Robert	Page	Suspended	001	10/23/07	10/23/07
	02/13/08	11016761	Joel	Sisel	Suspended	002	10/23/07	10/23/07
RRAMI SCHEU	02/13/08	11181470	Brandi	Jenkins	Suspended	001	09/04/07	09/04/07
	08/16/07	10783852	Marie	Fleurime	Suspended	001	02/22/05	02/22/05
	03/17/08	10086178	Ulala	Faulk	Suspended	001	07/06/06	07/06/06
	03/13/08	10971314	Addis	Ketema	Suspended	001	07/10/06	07/10/06

2. Administration – Staff Maintenance – Career Center Search Results – Active/Inactive

When Career Center Coordinators and Supervisors go to Admin – Staff Maintenance and select search by Career Center, clicking on the MORE button to retrieve all of the User IDS associated with that office, MOSES will display all of the Active Users at the top of the Search Results, followed by all of the Inactive Users. In the example below there are 186 total Users in this office. Lines 1 – 124 display the Active Users in alphabetical order by Last Name. Lines 125 – 186 display the Inactive Users in alphabetical order by Last Name. Inactive users will be marked with an Icon,  is inactive.

Active Users A – Z

Search Results				
Staff Id	Staff Type / Security Level	First Name	MI Last Name	Telephone
CANDE	Standard Access	Christopher	Andersen	(800)311-9619
DBASS	Standard Access	Dave	Bassett	(617)918-5256
DBERR	Career Center Supervisor	David	Berry	(617)918-5301
DBEVE	Career Center Supervisor	Donna	Bever	(978)632-5050 Ext: 203
CBRIT	Standard Access	Camila	Brito	(617)536-1888 Ext: 742
CBYRN	Career Center Coordinator	Cathy	M Byrnes	(978)722-7000

Inactive Users A – Z

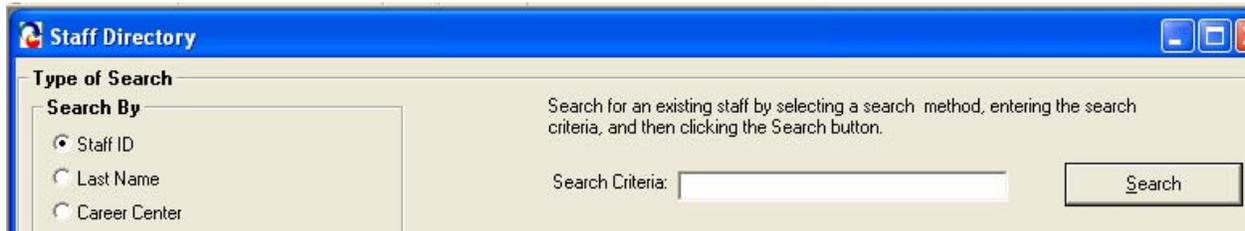
Inactive users will be marked with an Icon:  is inactive

Search Results					
Staff Id	Staff Type / Security Level	First Name	MI Last Name	Telephone	
DADAM	Career Center Coordinator	David	Adams	(617)536-1888 Ext: 732	
ALC SPCLST	Restricted Access	Alien Labor Certificator	Alien Labor Certification Unit	(617)626-5365	
DARMS	Standard Access	Daphne	Armstrong	(617)536-1888 Ext: 737	
ACANA	Restricted Access	Arlene	Canavan	(617)918-5333	
DCATL	Standard Access	Dottie	Catlin	(617)536-1888 Ext: 734	
DCLEM	Standard Access	David	Clemen	(617)536-1888 Ext: 737	

F. Help

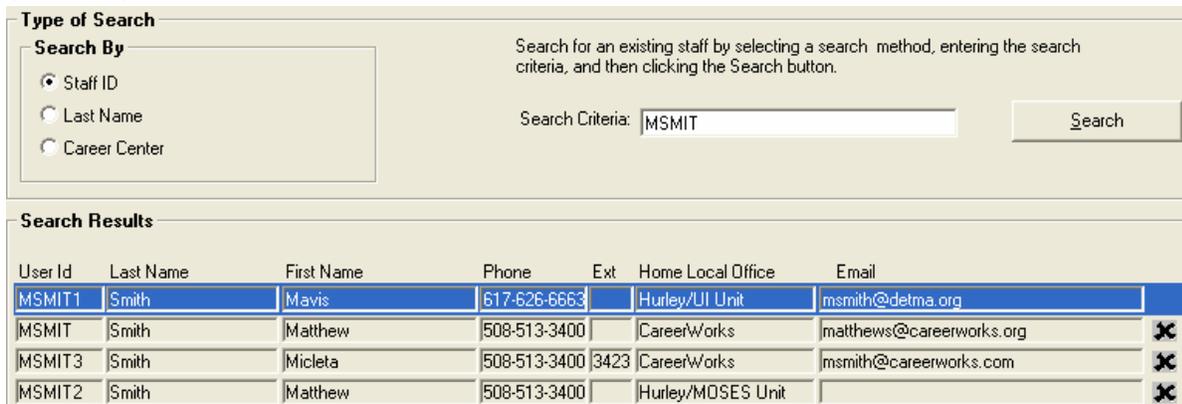
1. Help – View Staff Directory

When you search for staff information under Help, View Staff Directory, results will be sorted first by active and inactive (marked by an X) and then by last name. This change, requested by the MOSES Local Experts, should expedite your search.



If you search by Staff ID or by Last Name the results will be sorted by listing the Active Users first, and then the Inactive Users.

Staff ID Search



Search Results							
User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email	
MSMIT1	Smith	Mavis	617-626-6653		Hurley/UI Unit	msmith@detma.org	
MSMIT	Smith	Matthew	508-513-3400		CareerWorks	matthews@careerworks.org	
MSMIT3	Smith	Micleta	508-513-3400	3423	CareerWorks	msmith@careerworks.com	
MSMIT2	Smith	Matthew	508-513-3400		Hurley/MOSES Unit		

Last Name Search

Search By

Staff ID
 Last Name
 Career Center

Search for an existing staff by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email
KSMIT	Smith	Kelley	508-799-1606	635	Workforce Central/Wor	ksmith@detma.org
KSMIT2	Smith	Kathy	781-769-4120		Employment & Training f	ksmith2@detma.org
LSMIT3	Smith	Larry	617-918-5262		Boston EDIC	larry.smith.jcs@cityofboston.gov
DSMIT	Smith	David	978-534-1481	131	Workforce Central/Wor	dsmith@operationable.net
MSMIT1	Smith	Mavis	617-626-6663		Hurley/UI Unit	msmith@detma.org
KSMITH	Smith	Kate	413-532-4900	112	Hampden SDA	ksmith@careerpointma.org
ESMIT	Smith	Edie	413-774-4361	358	Franklin/Hampshire Car	esmith@detma.org
ISMIT	Smith	Irene	508-513-3403		Hurley/MOSES Unit	
MSMIT	Smith	Matthew	508-513-3400		CareerWorks	matthews@careerworks.org
BSMIT	Smith	Bill	413-858-2853		Hurley/MOSES Unit	bsmith@futureworks-now.com

Row 1 of 22 ✖ is inactive

If you search the Staff Directory by Career Center the results will be sorted by Active Users first (sorted alphabetically by Last Name), followed by Inactive Users (sorted alphabetically by Last Name). **Please note: Staff Directory by Career Center only lists those MOSES Users whose Home Office is that Career Center.**

Active Users

Search By

Staff ID
 Last Name
 Career Center

Search for an existing staff by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search Results

User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email
TBAEZ	Baez	Teresa	617-536-1888	409	Boston Career Link	Tbaez@detma.org
DBEVE	Bever	Donna	978-632-5050	203	Boston Career Link	
CBRIT	Brito	Camila	617-536-1888	742	Boston Career Link	cbrito@detma.org
PCARR	Carrington	Patricia	617-536-1888	736	Boston Career Link	Pcarrington@detma.org
CCHEN	Cheng	Catherine	617-661-7867	226	Boston Career Link	ccheng@detma.org

Inactive Users

Search Results

User Id	Last Name	First Name	Phone	Ext	Home Local Office	Email	
JRONA	Ronan	John	617-536-1888	734	Boston Career Link	JRonan@detma.org	
JRUSS	Russ	Jamil	617-536-1888	730	Boston Career Link	jruss@detma.org	
LSPIENV	Spiegel	Lawrence	617-536-1888		Boston Career Link	LSpiegel@detma.org	
ETSUI	Tsui	Evangeliah	617-536-1888	749	Boston Career Link		
FUGAR	Ugarte	Fernando	617-536-1888	733	Boston Career Link	fugarte@detma.org	
HWANG	Wang	Hong	617-918-5303		Boston Career Link		
JWAY1	Way	Jeffrey	617-536-1888	764	Boston Career Link	jway@detma.org	
KWEIL	Weiley	Kelly	617-536-1888	768	Boston Career Link	kweiley@detma.org	
276975	zhang	eddie	617-626-5455		Boston Career Link		
EZHAN1	zhang	eddie	617-626-5455		Boston Career Link	ezhang@detma.org	

Row 14 of 66

 is inactive