

Mass Workforce Issuance

Workforce Issuance No. 09-27

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 Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: April 29, 2009

Subject: **Changes in MOSES Version 27.2**

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 27.2. MOSES Version 27.2 will be released to MOSES users effective upon signing onto MOSES on Monday, May 4, 2009.

Background: This build is the second in a series that will capture data needed to report on activities supported by the American Recovery and Reinvestment Act (ARRA). These builds may be implemented quickly with very little or no lead time for creation and distribution of an issuance to the field prior to implementation.

Build 27.2 focuses mainly on changes to participant tracking for the grants under the American Recovery and Reinvestment Act (ARRA). Changes have been made to TalentQuest to streamline the process for employers (most particularly a rework of the registration process).

Users will also see changes to the mass.gov website to make it easier for employers and job seekers to find our applications.

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 27.2, which is found in the following section.

Business Services Representatives are urged to review these changes and changes to the mass.gov web site in order to be prepared to assist employers who will be posting ARRA related jobs and to advise the MOSES Help Desk of any inaccuracies or errors so that they can be corrected promptly.

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

Description of Changes in MOSES Version 27.2

Table of Contents

I. MOSES Staff View Changes for the American Recovery and Reinvestment Act

1. New Basic Tab Enrollments/Eligibility

Use these six (6) new *Basic* tab program check-offs to enroll and exit participants in the ARRA programs.

- WIA ARRA Title I Adults
- WIA ARRA Title I Dislocated Workers
- WIA ARRA Title I Youth
- WIA ARRA Title I Summer Youth
- WIA ARRA Wagner-Peyser
- WIA ARRA Wagner-Peyser Reemployment Services

2. WIA ARRA Summer Youth Enrollments – Work Readiness Indicator

3. WIA ARRA Summer Youth Enrollments – Work experience Completion Rate

4. ARRA Course Approvals

5. Group Contract Enrollments

6. New Questions Added to Job Placements Screen

7. Job Seeker Advanced Search – Search by New ARRA Program

8. Job Seeker – Job Bank Browse – Search for Only ARRA Jobs

II. Other MOSES Changes in Version 27.2

1. Display OSCCAR-reportable services in Blue/Bold Font on Service Summaries

2. Job Seeker Work Experience Details – Warning if the calculated pay exceeds \$100/hour

3. Job Seeker – Work Experience Details – Added “Display to Employers?” Yes or No

4. Employer – Job Orders –Foreign Labor Certification Status: H2A, H2B, or None

Description of Changes in MOSES Version 27.2

I. MOSES Staff View Changes for the American Recovery and Reinvestment Act

In order to prepare for the reporting of job seekers and employers served with the stimulus funds from the American Recovery and Reinvestment Act (ARRA), the following changes have been made to the MOSES application. These changes are in addition to the ARRA changes in MOSES Version 27.1

1. New Basic Tab Enrollments/Eligibility

Eligibility for the new Title I ARRA programs must be determined before enrollment into the ARRA programs. The eligibility criteria for WIA ARRA Title I Adult and Dislocated Worker are the same as the *regular* WIA Title I Adult and Dislocated Worker programs. The eligibility criteria for both WIA ARRA Title I Youth and ARRA Summer Youth are the same as the *regular* WIA Title I Youth, *except* that the age requirement is extended through age 24. Youth aged 14 – 24 will meet the *age* eligibility requirement for the WIA ARRA Title I Youth and Summer Youth programs. No *system eligibility* will be applied for the Wagner-Peyser programs.

Use these six (6) new *Basic* tab program check-offs to enroll and exit participants in the ARRA programs.

- **WIA ARRA Title I Adults**
- **WIA ARRA Title I Dislocated Workers**
- **WIA ARRA Title I Youth**
- **WIA ARRA Title I Summer Youth**
- **WIA ARRA Wagner-Peyser**
- **WIA ARRA Wagner-Peyser Reemployment Services**

The screenshot shows the 'Job Seeker Membership' form for 'adams, greg'. The 'Programs' section is highlighted with a blue box. It contains a table with the following data:

Program Name	Apply Program Status	History
WIA ARRA Title I Youth	<input type="checkbox"/> Exited	[Icon]
WIA ARRA Title I Youth Sum	<input type="checkbox"/> Exited	[Icon]
WIA ARRA Wagner-Peyser	<input type="checkbox"/> Exited	[Icon]

Below the table, there is a checkbox for 'Worked in agriculture or food processing in the last 12 months?' which is currently checked. The 'Last Reportable Service Date' is 04/22/2009.

2. WIA ARRA Summer Youth Enrollments – Work Readiness Indicator

While federal reporting for the WIA ARRA Title I programs appears at this time, to mimic the existing WIA Title I performance reporting, this is not the case for WIA ARRA Summer Youth participants. The **Work Readiness** portion of the skill attainment rate will be the only indicator used for youth that only participate in the “summer employment” program. Youth will be measured based on this one goal. Make sure to enter a *Work Readiness* goal for each ARRA Summer Youth participant on the *Youth Goals* tab of MOSES.

The screenshot shows the MOSES software interface for 'ADAMS, ALICE'. The 'Youth Goals' tab is active, and a 'Youth Goal Detail' dialog box is open. The dialog box contains the following information:

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Work Readiness	00/00/0000	00/00/0000	Set, But Attainment Pending

The dialog box also includes a text area for the goal summary, which contains the text 'Measurable increase in something...'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

Attainment of this goal will be based on the *Work Readiness* definition that appears in TEGL No. 17-05, Attachment B.

3. WIA ARRA Summer Youth Enrollments – Work experience Completion Rate

While no other WIA or federal measure will be required for the ARRA Summer Youth program, for reporting purposes, local areas will be required to track the number of participants enrolled and completing the work experience activity. (see TEGL 14-08, page 24). All ARRA Summer Youth must be enrolled in a *Work Experience* component, and we will use the completion, or lack of completion of that component, to calculate the **Work Experience Completion Rate**. Make sure to enter each ARRA Summer Youth into a *Work Experience* activity on the *Course Activity* tab and enter the completion status appropriately.

Training Enrollment Detail

Career Center: BerkshireWorks - Pittsfield
Created Date: 04/22/2009
▶ Training Course ID: 1003384 Course Search
Training Course: Summer Youth Work Experience
Training Provider: Marple College of Compton
Occupation Description:
Location / Worksite:
▶ Referral Date: 04/22/2009 c
Enrollment: Yes No
▶ Start Date: 07/01/2009 c
Section 30
Section 30/TAA Start Date: 00/00/0000 c

Last Update Date:
Staff ID: LABRA1
Hourly Wage (\$): .00
Hourly Wage Subsidy (\$): .00
Hours / Week: 0
▶ Pell Recipient: Yes No
Amount (\$): .00
Estimated Completion Date: 00/00/0000 c

Completion Information

▶ Course Completion Status: Pending
Course Completion Date: 00/00/0000
Course Completion Hours:

Eligible Funding Streams

WIA Title I - Youth
WIA ARRA Title I Youth

>>
<<

WIA ARRA Title I Youth Summer

Group Contract Enrollment: Yes No

Cost of Course/Activity (\$): .00
Voucher: Not Issued

Evaluations

Notification Method: N/A Notification Sent Date: 00/00/0000
Evaluation Status: N/A

Display Form OK Cancel

4. ARRA Course Approvals

For any course, new or existing, that is not ITA approved and in which you will be enrolling ARRA participants, add a course approval using *Specific Funding* as the type, and the appropriate funding stream.

Training Course New (Berkshire Community College)

Basic | Additional Info | Schedule | Performance | Costs | Youth Worksites | Targeted Occupations | Program Courses | Enrolled

▶ Course Name: Medical Asst - Group Contract
 ▶ Address: West Street
 ▶ Zip: 01201-
 ▶ City: Pittsfield
 ▶ State: Massachusetts
 Description: Medical Assistant

Activity Categories

Leadership Development
 Mentoring
 On The Job Training
 Other

Occupational Skills Training

WTW Contract Status:
 * Course Capacity:
 Year Course First Established/Deferred: 0 On Site at Employer Location :
 Funded by Workforce Development Agency in last 3 years? Yes No
 Course Type:
 Archived Course:

Approvals

▶ SDA Name	▶ Staff ID	▶ Type	▶ Specific Funding	▶ Status	▶ Start Date	▶ End Date	Changes Confirmed	
Berkshire	LABRA1	Specific Fu	WIA ARRA 1	Approved	04/22/2009	04/22/2010	<input checked="" type="checkbox"/>	Com

To see Comments, click the "Com" button.

ARRA ARRA
 ARRA Test
 Section 30
 Skill Start
 Statewide Dislocated Worker 15% Program
 TAA
 WIA ARRA Title I Adults
 WIA ARRA Title I Dislocated Workers
 WIA ARRA Title I Youth
 WIA ARRA Title I Youth Summer
 WIA Title I - Adults
 WIA Title I - Dislocated Workers

OK Cancel

5. Group Contract Enrollments

A *Group Contract Enrollment Yes/No* check-off has been added to the *Training Enrollment Details* screen of MOSES in order to track and accurately report how many participants have been enrolled through a group contract. This field is only required for WIA ARRA Title I Adult and WIA ARRA Title I Dislocated Worker.

Training Enrollment Detail

Career Center: BerkshireWorks - Pittsfield
Created Date: 04/22/2009
Training Course ID: 1003385
Training Course: Medical Asst - Group Contract
Training Provider: Berkshire Community College
Occupation Description: Medical Assistants
Location / Worksite:
Referral Date: 04/22/2009
Enrollment: Yes No
Start Date: 04/22/2009
Section 30
Section 30/TAA Start Date: 00/00/0000

Last Update Date:
Staff ID: LABRA1
Hourly Wage (\$): .00
Hourly Wage Subsidy (\$): .00
Hours / Week: 0
Pell Recipient: Yes No
Amount (\$): .00
Estimated Completion Date: 00/00/0000

Completion Information

Course Completion Status: Pending
Course Completion Date: 00/00/0000
Course Completion Hours:

Eligible Funding Streams

WIA ARRA Title I Adults

Group Contract Enrollment: Yes No

Cost of Course/Activity (\$): .00
Voucher: Not Issued

Evaluations

Notification Method: N/A
Notification Sent Date: 00/00/0000
Evaluation Status: N/A

Display Form OK Cancel

If a Job Seeker isn't currently enrolled in WIA ARRA Title I Adults you will be prompted to enroll them.

Eligible Funding Streams

WIA Title I - Adults
WIA Title I - Dislocated Workers

WIA ARRA Title I Adults

Group Contract Enrollment: Yes No

Successful completion of training that meets Federal Performance Standards

Evaluations

Notification Method:

Job Seeker Enrollment

Job Seeker is not currently enrolled in WIA ARRA Title I Adults. Would you like to enroll them now?

Yes No

Enter Program Enrollment Date

Please enter the date for the WIA ARRA Title I Adults enrollment

Date: 04/27/2009

OK

6. New Questions Added to Job Placements Screen

In anticipation of reporting requests from stakeholders in the workforce development system, we have added the following required questions to the *Employment Service Detail Screen*:

- Is this a Union position? Y/N
- Is this an Apprenticeship position? Y/N
- ARRA Related?
 - If Yes, enter the ARRA Project ID, if known.

The screenshot shows the 'Employment Services Detail' window with three main sections: Services Provided, Employment Details, and Additional Information. A blue box highlights the new questions in the Employment Details section: Union (Yes/No), Apprenticeship (Yes/No), ARRA Related (Yes/No), and ARRA Project ID (text field). The Services Provided section includes fields for Service Date (03/19/2009), Career Center (Attleboro Career Center), Staff ID (JBOUC), Service Type (Obtained Employment), and Service Result. The Employment Details section includes fields for Employer, Job Title, Pay (\$), Start Date, Offer Date, End Date, Duration, Hours/Week, Phone, Benefits, Pay Unit, and Hours/Week. The Additional Information section includes fields for NAICS, Sector, Subsector, Industry Group, Industry, US Industry, Employer Address, Zip, City, State, Training Related, Non-Traditional, Verified, UI System Employer, Sector, Verification Details, Occupational Search, Occupational Code, and How did Job Seeker learn about this job?.

Services Provided

▶ Service Date: 03/19/2009 Last Update Date:

▶ Career Center: Attleboro Career Center ▶ Staff ID: JBOUC

Description:

▶ Service Type: Obtained Employment ▶ Service Result:

▶ Employer ID: INA:

Employment Details

▶ Employer: Phone: () - -

▶ Job Title: ▶ Benefits:

▶ Pay (\$): .00 ▶ Pay Unit:

▶ Start Date: 00/00/0000 Offer Date: 00/00/0000 End Date: 00/00/0000

▶ Duration: ▶ Hours/Week: .00

▶ Union: Yes No

▶ Apprenticeship: Yes No

▶ ARRA Related: Yes No

ARRA Project ID:

Additional Information

▶ NAICS: SIC:

▶ Sector:

▶ Subsector:

▶ Industry Group:

▶ Industry:

US Industry:

▶ Employer Address:

▶ Zip:

▶ City: ▶ State:

▶ Training Related:

Non - Traditional: Yes No Verified: Yes No

UI System Employer: Yes No Sector: Public Private

Verification Details:

Occupational Search:

▶ Occupational Code:

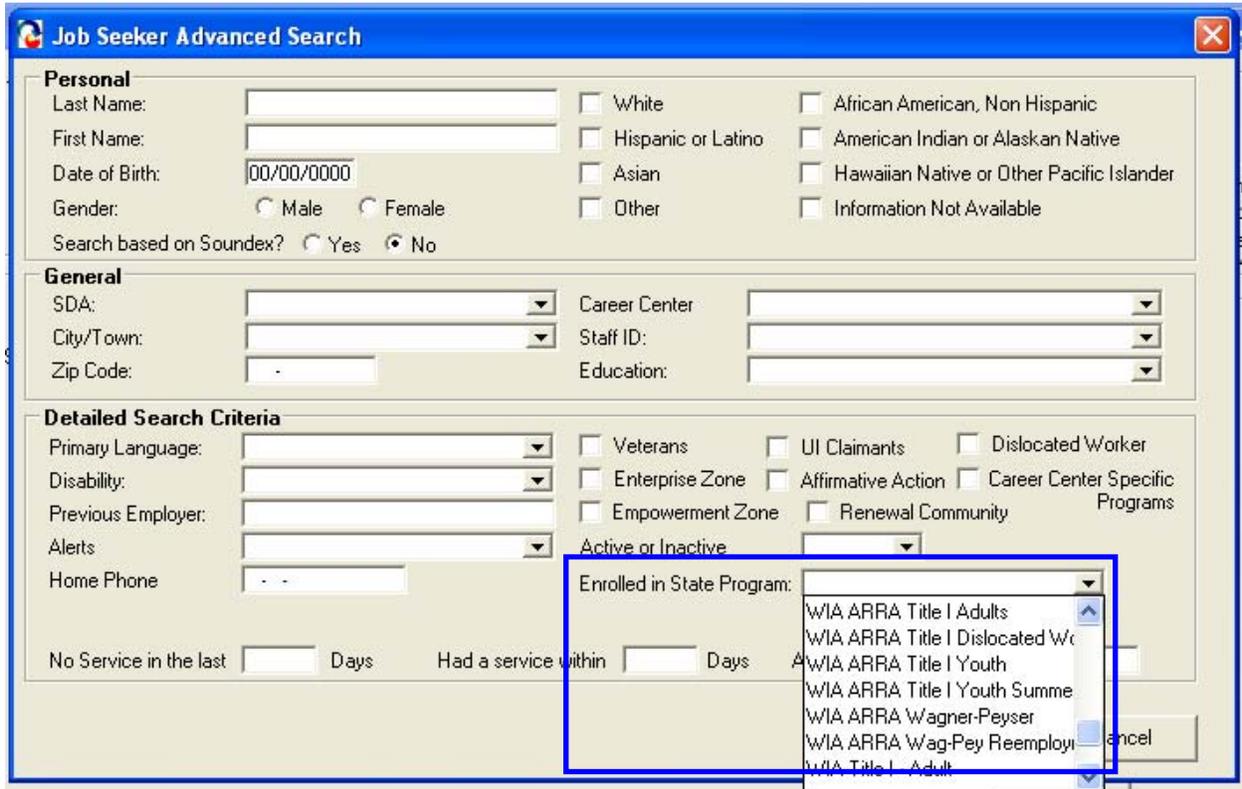
How did Job Seeker learn about this job?

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Industry Code Search Employer Search OK Cancel

7. Job Seeker Advanced Search – Search by New ARRA Program

MOSES Users can now use Job Seeker Advanced Search to search for Job Seekers enrolled in the new WIA ARRA Programs by selecting the program from the “Enrolled in State Program” Drop-down List.



The screenshot shows the "Job Seeker Advanced Search" window. It is divided into three main sections: Personal, General, and Detailed Search Criteria. The "Enrolled in State Program" dropdown menu is open, showing a list of WIA ARRA programs. The "Detailed Search Criteria" section includes checkboxes for various categories like Veterans, UI Claimants, and Dislocated Worker, as well as fields for "No Service in the last" and "Had a service within" days.

Personal

Last Name: White African American, Non Hispanic
First Name: Hispanic or Latino American Indian or Alaskan Native
Date of Birth: Asian Hawaiian Native or Other Pacific Islander
Gender: Male Female Other Information Not Available
Search based on Soundex? Yes No

General

SDA: Career Center:
City/Town: Staff ID:
Zip Code: Education:

Detailed Search Criteria

Primary Language: Veterans UI Claimants Dislocated Worker
Disability: Enterprise Zone Affirmative Action Career Center Specific Programs
Previous Employer: Empowerment Zone Renewal Community
Alerts: Active or Inactive:
Home Phone:

No Service in the last Days Had a service within Days

Enrolled in State Program:
WIA ARRA Title I Adults
WIA ARRA Title I Dislocated Worker
WIA ARRA Title I Youth
WIA ARRA Title I Youth Summer
WIA ARRA Wagner-Peyser
WIA ARRA Wag-Pey Reemploy
WIA Title I Adult

Cancel

8. Job Seeker – Job Bank Browse – Search for Only ARRA Jobs

MOSES Users can now use Job Bank Browse to search for ARRA Jobs by selecting Only ARRA (Stimulus) Jobs. MOSES Users can now specify New Jobs posted in the last XX days.

The screenshot shows the 'Job Bank Browse' application window. The interface includes several sections for filtering search results:

- Preferences:** Includes a 'Keyword' field, 'Expected Pay' (Pay: \$0.00, Pay Unit: dropdown), and 'Shift' options (First, Second, Third, Rotating, Split).
- Duration:** Contains checkboxes for 'Part-time less than 4 days', 'Full-time less than 4 days', 'Part-time greater than 150 days', and 'Full-time greater than 150 days'. A blue box highlights the checked option: Only ARRA (Stimulus) Jobs. Below this, it says 'New Jobs in the last 60 days'.
- City/Town List:** Lists 'Abington' and 'Acton' with navigation arrows. A 'Selected City/Town' field is empty, with a 'Use Map' button.
- Search By:** Radio buttons for 'Job Title', 'Job Skills', and 'Job Category'. The 'Job Title' radio button is selected. A search box contains 'carpenter' and a 'Search' button.
- Occupations:** A tree view showing expanded categories: Cabinetmakers and Bench Carpenters, Carpenter Assemblers and Repairers, Carpenters, Construction Carpenters, Helpers--Carpenters, Rough Carpenters, and Ship Carpenters and Joiners. Navigation arrows are present.
- Selected Job Titles/Skills:** A list box containing 'Carpenters', 'Construction Carpenters' (highlighted), and 'Rough Carpenters'. Navigation arrows are present.
- Buttons:** 'Search Job Bank' and 'Close' buttons are located at the bottom right.

II. Other MOSES Changes in Version 27.2

1. Display OSCCAR-reportable services in Blue/Bold Font on Service Summaries

MOSES Version 27.0 displayed OSCCAR Reportable services in Blue/Bold text on the service Drop-down boxes. In MOSES Version 27.2 these OSCCAR reportable services are also displayed in Blue/Bold text on the Summary Service Screens for:

- Job Seeker General Services
- Job Seeker Employment Services
- Job Seeker Admin Services (although none of these are Blue/Bold)
- Employer Services
- Event Details

Job Seeker General Services

Testcase, Teddy		SSN: XXX-XX-8888 ID: 10031807						
Basic	Full	Education	Work Experience	Events	Alerts	Case Plan	Services	Special Programs
General		Employment	Administrative	Testing	Course/Activity	Youth Goals		
Services								
Service Date	Staff ID	Category	Service Detail	Career Center				
04/14/2009	DPARK	Assessment	Initial Assessment Interv	Boston Career Link				
04/15/2009	DPARK	Assessment	Comprehensive Assessm	Boston Career Link				
04/16/2009	DPARK	Career Planning	Computerized Career Se	Boston Career Link				
04/14/2009	DPARK	Orientation	Career Center Services/	Boston Career Link				
04/17/2009	DPARK	Status Update	Rescheduled Event	Boston Career Link				
04/17/2009	DPARK	Job Search	Resource Room/Staff A	Boston Career Link				

Job Seeker Employment Services

Testcase, Teddy		SSN: XXX-XX-8888 ID: 10031807						
Basic	Full	Education	Work Experience	Events	Alerts	Case Plan	Services	Special Programs
General		Employment	Administrative	Testing	Course/Activity	Youth Goals		
Services								
Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
04/23/2009	DPARK	Job Referral - Staff	Filled Other	Abc employer		69037	(439) 058-4390	
04/23/2009	DPARK	Job Referral - Staff	Pending	A Stephens & Assoc TESV		69027	(999) 999-9999	
04/23/2009	DPARK	Job Development Ref	Pending	American Airlines			(654) 546-4564	

Job Seeker Administrative Services (no blue/bold services)

Testcase, Teddy SSN: XXX-XX-8888 ID: 10031807

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

General | Employment | Administrative | Testing | Course/Activity | Youth Goals

Services

Service Date	Staff ID	Category	Service Detail
04/23/2009	INETSELF	Job Seeker Membership	Record Update
04/16/2009	DPARK	Job Seeker Membership	Record Update
04/14/2009	DPARK	Job Seeker Membership	Match Criteria - Complete On
04/14/2009	DPARK	Job Seeker Membership	Match Criteria - Incomplete
04/14/2009	DPARK	Job Seeker Membership	Full Membership - Incomplete

Employer Services

ABC Corp Unlimited FEIN: 04-3456789 ID: 1002366

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | E

Employer Service History

Service Date	Staff	Category	Type of Service	Summary
03/25/2009	LABRA1	Business Information	Labor Market Infor	
03/03/2009	LABRA1	General Employer	On-Site Workshop:	

Event Details (Selected Services)

Event Information

Event Name: Career Center Seminar
 Event Category: CCS/REO
 Career Center: Boston Career Link
 Duration: 1.5
 Fee Based:

Prerequisite Required:
 Career Center Lock: Funding Restriction:

Event Description: An overview of services, resources, and options available at your local career center.

Service Type

Associated Services

Selected Services

Service	Hours
Job Search Planning	.5
Career Center Services/Events/Programs	.8
Notified Of EEO Rights/Complaint Process	.2
Attended CCS/REO	.0

2. Job Seeker Work Experience Details – Warning if the calculated pay exceeds \$100/hour

An edit check to the Job Seeker Work Experience Details tab page has been added. If the calculated pay, based on salary, salary unit and hours per week exceeds \$100.00 per hour the following warning will be displayed: “The calculated Salary for this job exceeds **\$100.00 per hour**, are you sure you want to continue?” The warning is triggered by a calculated pay that exceeds \$101 per hour, \$801 per day, \$4001 per week, \$17,334 per month, or \$208,001 per year.

3. Job Seeker – Work Experience Details – Added “Display to Employers?” Yes or No

A “Yes” response allows TalentQuest Employers to view this Work Experience information.

Work Experience Details

Company
Name: Boston Globe City: Boston State: Massachusetts
Employer ID: 1001740 Employer FEIN: 04-325384

Job Description
Occupational Code: 51502100 Search Job Printers
Job Title: Printer Start Date: 07/01/2000 End Date: 04/14/2008

Other Details
Main Duties: Run newspaper presses, input settings, and monitor output. Reset controls, etc.

Display to Employers? Yes No Salary(\$): 18.00 Salary Unit: Hour Benefits: Medical and Pension/SS
Reason For Leaving: Laid Off / No Work Hours/Week:

4. Employer – Job Orders – Foreign Labor Certification Status: H2A, H2B, or None

If a new Job Order is for a position that could potentially be related to a future Foreign Labor application, select the status (H2A or H2B). Select H2A for Agricultural positions. Select H2B for Non-agricultural positions. Select None if Foreign Labor Certification status is not applicable for the posted position.

Job Order (143785) - Head Cook

Blue Room Lagoon Cafe FEIN: 84-7910601 ID: 1044148

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Company Name: Blue Room Lagoon Cafe Is job location different than the location of the employer? Yes No
Company Address: 115 Portland Street Job Location Address: 115 Portland Street
Company Country: United States of America Job Location Country: United States of America Created By: NCC
Company City: Boston Job Location City: Boston Created Date: 11/1/2007
Company State: MA Zip: 02114 Job Location Zip Code: 02114- Created Office: Boston Career Link
Career Center: Boston Career Link Job Location State: Massachusetts WWW Address:
Assigned To: NCOB

Job Description
Job Title: Head Cook Shift: First Second Third
Job Category: Regular Rotating Split Original Number of Openings: 1
Job Status: Open FLC Status: Per Diem Work Hours: From: 09:00 AM To: 05:00 PM
Duration: Full Time greater than 150 Day Hours/Week: 40.0

Other
Job Details Typing Speed: (w.p.m) Drivers License: Min Age: Emp
Individual with the ability to check the quality of raw and cooked food products to ensure that standards are Affirmative Action

Questions about the MOSES Application should be directed to the MOSES Help Desk at (617) 626-5656.