

Mass Workforce Issuance

Workforce Issuance No. 10-95

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: December 15, 2010

Subject: **Changes in MOSES Version 30.2**

Purpose: To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with information regarding the new features included in MOSES Version 30.2 that will be released to users when they sign onto MOSES on Monday, December 20, 2010.

Background: MOSES version 30.2 incorporates several enhancements that enable more precise recording of services and outcomes on job seeker records. It also allows users to record and track the participation of certain customers in the JobConnect program. JobConnect is an innovative program designed to assist unemployed individuals acquire occupational or job specific skills in a short-term training opportunity offered by an employer.

Required: IT Coordinators, MOSES Local Experts and One-Stop Career Center Managers should ensure that all MOSES users in their local areas have copies of this document, Changes in MOSES Version 30.2.

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

Changes in MOSES Version 30.2

Table of Contents

I. Improvements to the job seeker record

- Added 'Moved from Area' as new reason for leaving job in Work Experience Detail section
- DSS Youth changed to DCF Youth on Job Seeker barriers section
- 'Service Level' program removed from Basic tab
- Disabled the warning when staff enters follow-up on record of Title I participant
- RES/REA Tab was changed to CAP on Special Programs screen

II. Employer Advanced Search enhancement

- INETEMPL added to Staff ID field

III. JobConnect: Step-by-step instructions to enable recording and tracking of services

- Adding JobConnect Training Orders
- New Job Bank Browse Job Category Feature
- New *JobConnect Interested* Goal
- Job Order Category now displays on when using Job Match feature
- Using the new *JobConnect Placed* result for referrals made against JobConnect Training Orders
- Adding a Follow-up service to a *JobConnect Placed* service
- Adding an Obtained Employment service to a *JobConnect Placed* service

I. Improvements to the Job Seeker Record

'Moved from Area' has been added to the Work Experience tab of the Job Seeker record.

Select a job and click **Edit** to display the **Work Experience Details** screen.

Added 'Moved from Area' as new reason for leaving job in Work Experience Detail section.

The screenshot shows the 'Work Experience Details' window with the following fields and options:

- Company:** Name: Boston Globe, City: Boston, State: Massachusetts, Employer ID: 1001740, Employer FEIN: 04-325384
- Job Description:** Occupational Code: 27304304, Job Title: Tech Writer, Start Date: 01/01/2010, End Date: 00/00/0000
- Other Details:** Main Duties: (empty), Display to Employers? (No selected), Salary(\$): .00, Salary Unit: (dropdown), Benefits: (dropdown), Hours/Week: .00
- Reason For Leaving:** A dropdown menu is open, showing options: Moved from Area (selected), Laid Off / No Work, Leave Of Absence, Medical Leave, Other, Other Job. A red arrow points to the 'Moved from Area' option.
- Additional Info:** NAICS Code: 51111, NAICS Sector: Newspaper Publishers, NAICS Subsector: (dropdown), NAICS Ind Group: (dropdown), NAICS Industry: (dropdown), NAICS US Industry: Newspaper Publishers
- Petition IDs:** A table with columns 'Federal Petition No' and 'Petition Status'.

Federal Petition No	Petition Status
234533	Certified
12345c	Certified
	Withdrawn

Buttons at the bottom: Record Not Available, Industry Code Search, Employer Search, OK, Cancel.

DSS changed to DCF on Job Seeker barriers section

Click on the **Full** tab to access the General Information screen.

Click on the **Barriers** tab to display the Barriers screen.

DSS Youth was changed in the Barriers screen to **DCF Youth** as shown below.

The screenshot shows the 'Barriers' tab selected. A red arrow points to the 'DCF Youth' checkbox, which is now checked. Other barriers listed include Displaced Homemaker, DYS Youth, Financial, Health, Housing, Labor Market Discrimination, Lack of Childcare/Eldercare, Lack of Credentials, Certification, Licensing, Lack of Marketable/Occupational Skills, Lack of Self-Sufficiency, Lack of Transportation, Legal, Limited Basic Educational Skills, Limited Job Search Skills, Other, Probation/Court Involvement, Substance Abuse, Underemployed, Work History (limited,gaps,none,etc.), Below Grade Level, Disability, Foster Child, Homeless, Limited English Proficiency, Offender, Pregnant/Parenting Issues, Runaway Youth, and Youth Requiring Additional Assistance.

'Service Level' program removed from Basic tab

A program named '**Service Level**' was on the basic tab. This program name has now been removed from this current release of MOSES.

The screenshot shows the 'Basic' tab selected. A red arrow points to the 'Service Level' program name in the 'Programs' section. The 'Last Reportable Service Date' is 04/08/2010. The 'Apply Program Status' dropdown is set to 'Self Directed'.

Disabled warning when staff enter follow-up on record of Title I participant

The warning message (Job seeker should be terminated from WIA Title 1 before providing this service) when follow-up record is entered with an enrolled **Title I participant** has been removed.

Services Provided

Service Date: 10/08/2010 Last Update Date: 10/08/2010
 Career Center: Hurley/MOSES Unit Staff ID: LABRA
 Description:
 Service Type: Follow-Up - Periodic Service Result: Employed

Employment Details

Employer: test company Phone: () -
 Job Title: tester Benefits: Medical and Pension/S Union: Yes No
 Pay (\$): 10.00 Pay Unit: Hour Apprenticeship: Yes No
 Start Date: 10/08/2010 Offer Date: 00/00/0000 End Date: 00/00/0000 ARRA Related: Yes No
 Duration: Full Time, Over 150 Days Hours/Week: 40.00

Additional Information

NAICS: 333310 SIC: Training Related: No
 Sector: Manufacturing-Metal, Metal Product, Machin Non-Traditional: Yes No Verified: Yes No
 Subsector: Machinery Manufacturing
 Industry Group: Commercial and Service Industry Machin
 Industry: Commercial and Service Industry Machin
 US Industry: 333310
 Employer Address: 111 main street
 Zip: 01254
 City: Richmond State: Massachusetts

Job Seeker Services

Job seeker should be terminated from WIA Title1 before providing this service

OK

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

Industry Code Search Employer Search OK Cancel

RES/REA changed to CAP on Special Programs screen

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

CAP SMARTTT Section 30

Goals

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Meet with Employment Counselor	01/22/2010	07/02/2010	Set, But Not Attained
Self-Directed Job Search	08/02/2010	08/02/2010	Attained

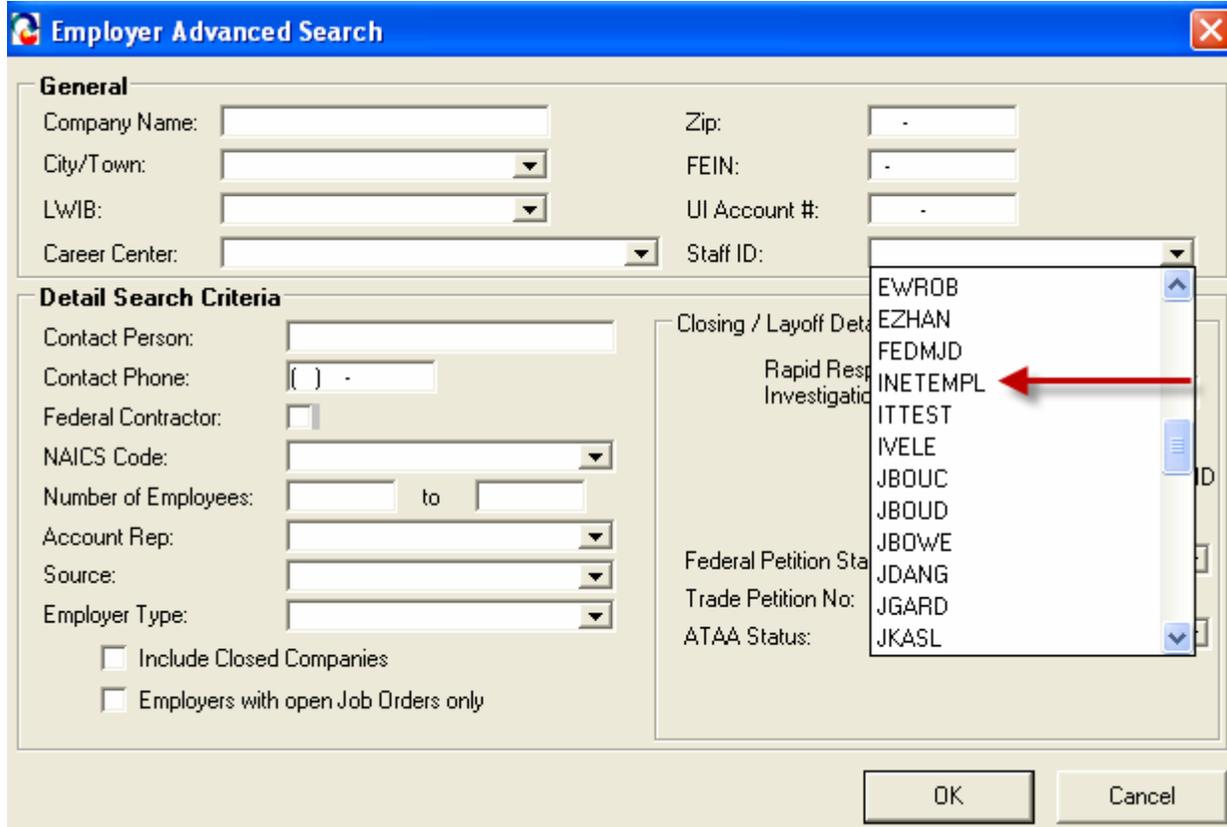
Add Edit Delete

II. Employer Advanced Search enhancement

INETEMPL added to Staff ID field

When an employer registers online through JobQuest, staff ID is set to INETEMPL.

“INETEMPL” has been added as a staff ID option in the **EMPLOYER ADVANCE SEARCH** section. This option allows selection by Business Service Rep to do follow-up.



The screenshot shows the "Employer Advanced Search" window. The "General" section includes fields for Company Name, City/Town, LWIB, Career Center, Zip, FEIN, UI Account #, and Staff ID. The "Detail Search Criteria" section includes fields for Contact Person, Contact Phone, Federal Contractor, NAICS Code, Number of Employees, Account Rep, Source, Employer Type, and checkboxes for "Include Closed Companies" and "Employers with open Job Orders only". The Staff ID dropdown menu is open, showing a list of options: EWROB, EZHAN, FEDMJD, INETEMPL (highlighted with a red arrow), ITTEST, IVELE, JBOUC, JBOUD, JBOWE, JDANG, JGARD, and JKASL. The "Closing / Layoff Details" section is partially visible on the right.

Field	Value
Company Name	
City/Town	
LWIB	
Career Center	
Zip	-
FEIN	-
UI Account #	-
Staff ID	INETEMPL

Detail Search Criteria

Contact Person	
Contact Phone	() -
Federal Contractor	<input type="checkbox"/>
NAICS Code	
Number of Employees	to
Account Rep	
Source	
Employer Type	
Include Closed Companies	<input type="checkbox"/>
Employers with open Job Orders only	<input type="checkbox"/>

Staff ID Options: EWROB, EZHAN, FEDMJD, INETEMPL, ITTEST, IVELE, JBOUC, JBOUD, JBOWE, JDANG, JGARD, JKASL

Buttons: OK, Cancel

Contact with the Training Worksite Employer after 3 and 6 weeks should be recorded on the Employer Service tab as an Employer Follow-up under the General Service category.

The screenshot shows the 'Employer Service History' window with the 'Employer Services Details' sub-window open. The 'Service Details' section includes the following information:

- Date: 12/08/2010
- Service Category: General Employer Services
- Career Center: Hurley/MOSES Unit
- Type of Service: Employer Follow-up
- Person Contacted: (empty field)
- Staff: MBURK
- Next Contact Date: 00/00/0000
- ARRA Related Service:
- Fee for Service:
- Summary: Provided 3-week follow-up for a JobConnect employer.

Buttons for 'Add', 'Edit', and 'Delete' are visible on the right side of the sub-window. At the bottom of the main window, there are buttons for 'Industry Code Search', 'Job Order', 'OK', and 'Cancel'. A note at the bottom left of the sub-window states: 'Note: Blue Service Details are OSCCAR Reportable Services'.

You can **Search for JobConnect Training Orders** by selecting the Job Category 'JobConnect' in the Job Bank Browse. JobConnect training orders will not appear in the search results if the category is not explicitly chosen.

The screenshot shows the 'Job Bank Browse' window with the following settings:

- Preferences:** Keyword (empty), Expected Pay: Pay: \$00, Pay Unit: (dropdown), Shift: First Second Third Rotating Split
- Duration:** Part-time less than 4 days Part-time greater than 150 days Part-time from 4 thru 150 days Full-time less than 4 days Full-time greater than 150 days Full-time from 4 thru 150 days Only ARRA (Stimulus) Jobs New Jobs in the last (empty) days.
- City/Town List:** Abington, Acton
- Selected City/Town:** (empty)
- Job Titles/Skills:** Actors
- Job Category:** JobConnect (indicated by a red arrow)

The 'Search By' section has 'Job Title' selected, and a search button is visible.

Register or search for the JobConnect Participant in MOSES.

Job Seeker Membership (New)

SSN: 999-19-4663 ID: Notes

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

General Information

First Name: Middle Initial:

Last Name: Gender: Male Female

Date of Birth: 00/00/0000 Military: Yes No

Release Information?: Yes No

Race / Ethnicity

White Black or African American

Hispanic or Latino American Indian or Alaskan Native

Asian Hawaiian Native or Other Pacific Islander

Other Information Not Available

Programs

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/>	
Program Eligibility	<input type="checkbox"/>	
Case Management	<input type="checkbox"/>	

Worked in agriculture or food processing in the last 12 months? Yes No Career Center

Residence Address Mailing Address

Address

Address:

Country: United States of America

Zip: City:

State:

Enterprise Empowerment Renewal

Address Not Available Mailing Address different

Confidential: Yes No HITG Confidential: Yes No

Contact

Home Phone: () - Email:

Other Phone: () -

Web Address: Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Add a JobConnect Interested Goal.

Go to the Special Programs/CAP Goals Tab and click the Add button.

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

CAP BEST I SMARTT Section 30

Goals

Type of Goal	Date Established	Target Attainment Date	Attainment Status
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Add

On the Goals Detail screen select **JobConnect Interested** as the Type of Goal and set the Attainment status as *Set, But Attainment Pending*.

Reemployment Services Goals and Tasks Details

Goal Summary: To obtain a JobConnect position.

Type of Goal: JobConnect Interested Date Established: 12/08/2010 Target Date: 01/31/2011

Attainment: Set, But Attainment Pending Actual Date: 00/00/0000

Created Office: Hurley/MOSES Unit

Last Modified Date: 12/08/2010 Last Modified By: MBURK

OK Cancel

The JobConnect Interested goal will now be displayed along with the job seeker's other CAP goals on the Special Programs/CAP Goals Tab.

Type of Goal	Date Established	Target Attainment Date	Attainment Status
JobConnect Interested	12/08/2010	01/31/2011	Set, But Attainment Pending
Basic Skills	12/08/2010	01/31/2011	Set, But Attainment Pending
Research LMI	12/08/2010	01/31/2011	Set, But Attainment Pending
Networking Skills Development	12/08/2010	01/31/2011	Set, But Attainment Pending

Match skills against JobConnect Training Orders.

When using the Run Match feature the Job Order Category will now display on the Match Results screen (sort by category to group JobConnect Training Orders).

Job Order No	Company	Position	Pay/Year (\$)	Dist.	Action (m/s)	Results	City	Job Order Category	M. Ratio	D. Ratio
893285	Tims Testing Company	test			10 Pending	Pending	Dedham	JobConnect	0/0	0/0
893301	The Bluth Company	new actor			Pending	Pending	Boston	JobConnect	0/0	0/0
889322	Liberty Tax Service	Get Paid to Wav		28	Pending	Pending	Milford	Regular	0/0	0/6
891952	Marie test 4446	Actor		8	Pending	Pending	Stoneham	Regular	0/0	0/0
893261	Marie test 4446	Actor2		8	Pending	Pending	Stoneham	Regular	0/0	0/0
893281	The Bluth Company	Actor		42	Pending	Pending	Manomet	Regular	0/0	0/0
893323	The Bluth Company	Actor A		42	Pending	Pending	Manomet	Regular	0/0	0/0
893324	The Bluth Company	Actor B		42	Pending	Pending	Manomet	Regular	0/0	0/0
893325	The Bluth Company	Actor CCC		42	Pending	Pending	Manomet	Regular	0/0	0/0

Add a referral to a JobConnect Training Order.

From the Employment Services tab click Add.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone Number
Add							

Create a service with a Service Type of *Job Referral Staff* with a result of *Pending*

Service Date:	12/08/2010	Last Update Date:	
Career Center:	Hurley/MOSES Unit	Staff ID:	MBURK
Description:			
Service Type:	Job Referral - Staff	Service Result:	Pending
Job Order No.:		Employer ID:	1175883

Change a referral from *Pending* to *JobConnect Placed*

Highlight the Job Referral – Staff service on Employment Services tab and click the Edit button.

JobConnect, Test SSN: 800-80-8000 ID: 11808820

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 Number	Add
11/22/2010	MBURK	Job Referral - Staff	Pending	The Bluth Company		893325	(617) 626-5000	Edit

Change the service result from *Pending* to *JobConnect Placed* and complete the Employment Detail fields.

Employment Services Detail

Services Provided

Service Date: 11/22/2010 Last Update Date: 11/22/2010 DTA Office: []

Career Center: Hurley/MOSES Unit Staff ID: MBURK

Description: []

Service Type: Job Referral - Staff Service Result: JobConnect Placed

Job Order No: 893325 Employer ID: 1175002

Employment Details

Employer Name: The Bluth Company Phone Number: (617) 626-5000

Job Title: Actor CCC Benefits: []

Pay: \$.00 Pay Unit: []

Start Date: 00/00/0000 End Date: 00/00/0000

Duration: FT, over 150 Days Hours/Week: 0.0

Additional Information

NAICS Code: 112111 SIC: [] Training Related: []

NAICS Sector: Agriculture, Forestry, Fishing and Hunting Non-Traditional: Yes No

NAICS Subsector: Animal Production Sector: Public Private

NAICS Industry Group: Cattle Ranching and Farming UI System Employer: Yes No

NAICS Industry: Beef Cattle Ranching and Farming, including Verification Details: []

Update the *Job Connect Interested* Goal to *Attained*

Go to the Special Programs/CAP Goals Tab highlight the JobConnect Interested goal and click Edit.

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

CAP BEST I SMARTT Section 30

Goals

Type of Goal	Date Established	Target Attainment Date	Attainment Status	Add
JobConnect Interested	12/08/2010	01/31/2011	Set, But Attainment Pending	Edit
Basic Skills	12/08/2010	01/31/2011	Set, But Attainment Pending	Delete
Research LMI	12/08/2010	01/31/2011	Set, But Attainment Pending	
Networking Skills Development	12/08/2010	01/31/2011	Set, But Attainment Pending	

Change the Attainment status from *Pending* to *Attained*.

Reemployment Services Goals and Tasks Details

Goal Summary: To obtain a JobConnect position.

Type of Goal: JobConnect Interested Date Established: 12/08/2010 Target Date: 01/31/2011

Attainment: **Attained** Actual Date: 12/08/2010

Created Office: Hurley/MOSES Unit

Last Modified Date: 12/08/2010 Last Modified By: MBURK

OK Cancel

Add a Follow-Up service after 3 weeks.

From the Employment Services tab highlight the *JobConnect Placed* service and **click the Follow-Up button**.

Job Seeker Membership (JobConnect, Test)

JobConnect, Test SSN: 800-80-8000 ID: 11822116

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 Number	
12/08/2010	MBURK	Job Referral - Staff	JobConnect Plac	The Bluth Company	12/08/2010	910486	(617) 626-5000	Follow Up

Add Edit Delete Follow Up Upgrade

On the Service Detail screen select **Follow-Up Periodic** as the Service Type and select either **Retained** or **Not Retained** as the Service Result.

Employment Services Detail

Services Provided

Service Date: 12/08/2010 Last Update Date: 12/08/2010
 Career Center: Hurley/MOSES Unit Staff ID: MBURK
 Description:
 Service Type: Follow-Up - Periodic Service Result: Retained

Employment Details

Employer: The Bluth Company Phone: (617)-626-5000 Union: Yes No
 Job Title: JC TEST Benefits: Pay Unit: Apprenticeship: Yes No
 Pay (\$): .00 End Date: 00/00/0000
 Start Date: 12/08/2010 Offer Date: 00/00/0000 Duration: Part Time, 4-150 Days Hours/Week: .00
 ARRA Related: Yes No

Additional Information

NAICS: 112111 SIC: Training Related: Yes
 Sector: Agriculture, Forestry, Fishing and Hunting Non - Traditional: Yes No Verified: Yes No
 Subsector: Animal Production UI System Employer: Yes No Sector: Public Private
 Industry Group: Cattle Ranching and Farming Verification Details:
 Industry: Beef Cattle Ranching and Farming, including Occupational Search
 US Industry: Beef Cattle Ranching and Farming Occupational Code: 27201100
 Employer Address: 1 Main St. Actors
 Zip: 02114 How did Job Seeker learn about this job?
 City: Boston State: Massachusetts

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

Industry Code Search Employer Search OK Cancel

Add a Follow-Up service after 6 weeks.

From the Employment Services tab highlight the *JobConnect Placed* service and click the **Follow-Up** button.

Job Seeker Membership (JobConnect, Test) SSN: 800-80-8000 ID: 11822116

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	
12/08/2010	MBURK	Job Referral - Staff	JobConnect Plac	The Bluth Company	12/08/2010	910486	(617) 626-5000	Add
12/08/2010	MBURK	Follow-Up - Periodic	Retained	The Bluth Company	12/08/2010		(617) 626-5000	Edit

Delete Follow Up

On the Service Detail screen select **Follow-Up 1-Month** as the Service Type and select either **Retained** or **Not Retained** as the Service Result.

Employment Services Detail

Services Provided

Service Date: 12/08/2010 Last Update Date: 12/08/2010
 Career Center: Hurley/MOSES Unit Staff ID: MBURK
 Description:
 Service Type: Follow-Up - 1 Month Service Result: Retained

Employment Details

Employer: The Bluth Company Phone: (617)-626-5000 Union: Yes No
 Job Title: JC TEST Benefits: Pay Unit: Apprenticeship: Yes No
 Pay (\$): .00 Start Date: 12/08/2010 Offer Date: 00/00/0000 End Date: 00/00/0000 ARRA Related: Yes No
 Duration: Part Time, 4-150 Days Hours/Week: .00

Additional Information

NAICS: 112111 SIC: Training Related: Yes
 Sector: Agriculture, Forestry, Fishing and Hunting Non-Traditional: Yes No Verified: Yes No
 Subsector: Animal Production UI System Employer: Yes No Sector: Public Private
 Industry Group: Cattle Ranching and Farming Verification Details:
 Industry: Beef Cattle Ranching and Farming, including Occupational Search
 US Industry: Beef Cattle Ranching and Farming Occupational Code: 27201100
 Employer Address: 1 Main St. Actors
 Zip: 02114- How did Job Seeker learn about this job?
 City: Boston State: Massachusetts

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

Adding an Obtained Employment for a JobConnect Participant

From the Employment Services tab highlight the *JobConnect Placed* service and click the **Follow-Up** button.

Job Seeker Membership (JobConnect, Test)

JobConnect, Test SSN: 800-80-8000 ID: 11822116

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	
12/08/2010	MBURK	Job Referral - Staff	JobConnect Placed	The Bluth Company	12/08/2010	910488	(617) 626-5000	Add
12/08/2010	MBURK	Follow-Up - Periodic	Retained	The Bluth Company	12/08/2010		(617) 626-5000	Edit

Delete Follow Up

On the Service Detail screen select **Obtained Employment** as the Service Type and select **After Receiving a Career Center Service** as the Service Result. Complete the Employment Details.

Employment Services Detail

Services Provided

Service Date: 12/08/2010 Last Update Date: 12/08/2010
Career Center: Hurley/MOSES Unit Staff ID: MBURK
Description:
Service Type: **Obtained Employment** Service Result: **After Receiving a Career Center Service**
Employer ID:

Employment Details

Employer: The Bluth Company Phone: (617)-626-5000 Union: Yes No
Job Title: JC TEST Benefits: Apprenticeship: Yes No
Pay (\$): .00 Pay Unit: ARRA Related: Yes No
Start Date: 12/08/2010 Offer Date: 00/00/0000 End Date: 00/00/0000
Duration: Part Time, 4-150 Days Hours/Week: .00

Additional Information

NAICS: 112111 SIC: Training Related: Yes
Sector: Agriculture, Forestry, Fishing and Hunting Non-Traditional: Yes No Verified: Yes No
Subsector: Animal Production UI System Employer: Yes No Sector: Public Private
Industry Group: Cattle Ranching and Farming Verification Details:
Industry: Beef Cattle Ranching and Farming, including Occupational Search
US Industry: Beef Cattle Ranching and Farming Occupational Code: 27201100
Employer Address: 1 Main St. Actors
Zip: 02114 How did Job Seeker learn about this job?
City: Boston State: Massachusetts

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