

Mass Workforce Issuance

Workforce Issuance No. 12-21

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 Operations Manager

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: May 4, 2012

Subject: **EUC REA, REA, and MOSES Training**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of EUC REA, REA and MOSES program training scheduled for May 2012.

Background: DCS Central Programs Unit, DUA and the MOSES team will conduct four training sessions in May (see Chart, below) related to the REA and EUC REA Programs. MOSES training has also been scheduled to address the needs of additional staff that needs MOSES for EUC REA assignments.

1. EUC REA TRAINING – Experienced REA Staff**

Two EUC REA training sessions will be conducted for **experienced REA staff**. **** Staff must have attended previous REA training and have worked on the REA Program.** Training sessions will cover the new EUC REA program requirements, related MOSES requirements and communication with DUA. Training sessions are a half day in length and will be conducted via webinar. Staff needs to attend only one of these half day sessions.

2. REA/EUC REA TRAINING –Experienced Career Center Staff

Two REA and EUC REA training sessions will be conducted for experienced career center staff new to the REA Program. This training is an introduction to REA and EUC REA. Staff must be competent in MOSES and knowledgeable of career center services. The Training sessions are a half day in length and will be conducted via webinar. Staff needs to attend only one of these half day sessions.

3. MOSES TRAINING – 2 Day Short Version

Participants will learn the fundamentals of the Massachusetts One-Stop Employment System (MOSES) and will be able to utilize the system to perform basic job seeker functions. Covered in this abridged training: Navigating around MOSES, the Basic Job Seeker tabs (Basic, Full, Education, Work History, Services and Notes); the Job matching process; Event Enrollments (Standard, CCS and EUC CCS); and how to search for training and employers. A brief walk through of the Special Programs tab will be included, but it is strongly recommended staff attend the EUC trainings being done for full instruction on use.

4. MOSES 101 TRAINING – Regular 3 Day Training

This is the regularly scheduled MOSES 101 training for Career Center Staff.

NOTE: Staff involved with REA/EUC REA and managers overseeing this program would benefit from this training.

Additional training will be scheduled for EUC Orientation, MOSES and REA/EUC REA and CPA for new staff.

EUC REA - Experienced REA Staff Webinar TRAINING – Prerequisite required

Date	Time	Training
May 15, 2012	9:00 - 1:00	EUC REA - Experienced REA Staff
May 17, 2012	9:00 - 1:00	EUC REA - Experienced REA Staff

New to REA/EUC REA Webinar TRAINING

Date	Time	Training
May 22, 2012	9:00 - 1:00	New to REA/EUC REA – Overview Experienced Career Center Staff new to REA
May 24, 2012	9:00 - 1:00	New to REA/EUC REA – Overview Experienced Career Center Staff new to REA

MOSES TRAINING

Date	Training	Time	Location
May 24 & May 25	MOSES 2 Day Training	9:00 – 4:00	Hurley Building 612 C D 19 Staniford St. Boston MA 02114
May 29 & May 30	MOSES 2 Day Training	9:00 – 4:00	Hurley Building 612 C D 19 Staniford St. Boston MA 02114
May 31 & June 1	MOSES 2 Day Training	9:00 – 4:00	Workforce Central – Milford 425 Fortune Blvd Suite 201 Milford, MA 01754
June 4 & June 5	MOSES 2 Day Training	9:00 – 4:00	Hurley Building 612 C D 19 Staniford St. Boston MA 02114
June 7 & June 8	MOSES 2 Day Training	9:00 – 4:00	Workforce Central – Milford 425 Fortune Blvd Suite 201 Milford, MA 01754
June 11 & June 12	MOSES 2 Day Training	9:00 – 4:00	Hurley Building 612 C D 19 Staniford St. Boston MA 02114
June 19 & June 20	MOSES 2 Day Training	9:00 – 4:00	BerkshireWorks Career Center 160 North Street Pittsfield, MA 01201
June 25	MOSES Case Management Training 101	9:00 – 4:00	Hurley Building 612 C D 19 Staniford St. Boston MA 02114
June 26, 27 & 28	MOSES 101 3 Day	9:00 – 4:00	Hurley Building 612 C D 19 Staniford St. Boston MA 02114

Registration Information: Individuals interested in attending any of the training sessions must complete the appropriate **attached registration form** and forward to Margaret Dixon at mdixon@detma.org by **May 10, 2012**. Please note that priority will be given to staff working with EUC REA. **Register early as there is limited capacity for each webinar and MOSES Training.**

Call in number and passcode numbers for the webinar will be provided to registered participants prior to the webinar.

Action

Required: Please disseminate this information and assure that all appropriate staff registers for their choice of training session.

Inquiries: Questions related to the REA Program should be directed to Donna Gambon at dgambon@detma.org or 617-626-5053.

Attachment A: EUC-REA -Experienced REA Staff Webinar Training

Attachment B: New to REA/EUC REA Staff Webinar Training

Attachment C: MOSES Training