

MOSES TRACKING  
GUIDANCE  
FOR THE  
MCCWDTA PROGRAM

## Career Center Specific Program

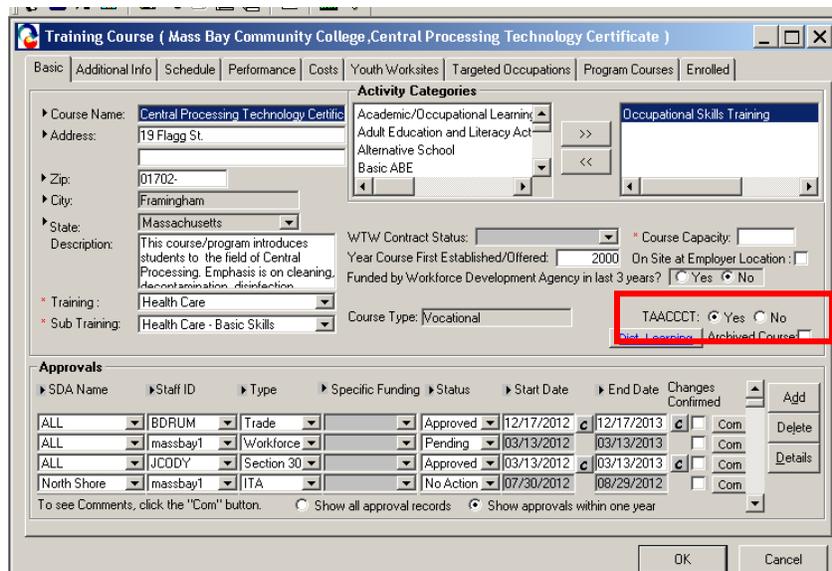
The Massachusetts Community College and Workforce Development Transformation Agenda (MCCWDTA) Program was created via the **Administration/Career Center Management/Programs** tab and is accessed for enrollment on the Job Seeker Membership Basic tab through the Career Center button.



## Determining Program Eligibility

Customers **should be enrolled** in the MCCWDTA Program if they:

1. met with a Navigator for informational purposes regarding Community College Program Training opportunities.
2. are obtaining services from the Career Center Navigator.
3. enrolled in an identified MCCWDTA Program (screenshot below) (was formerly known as TAACCCT thus the label).



- After a Job Seeker Membership has been added and/or updated in MOSES, the Job Seeker must be determined eligible for the MCCWDTA program. Open the **Job Seeker Membership** window and click the **Eligibility** button located at the bottom of the Job Seeker Membership window.

The screenshot shows a software window titled "Job Seeker Membership (Washington, George)". The window contains several sections: "General Information" with fields for Name, Gender, and Date of Birth; "Race / Ethnicity" with checkboxes for various groups; "Programs" with a table showing "Job Match" and "Info. Complete - On"; "Address" with fields for Address, City, State, and Zip; "Contact" with phone and email fields; and "Special Accommodations". At the bottom, there are buttons for "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel". The "Eligibility" button is circled in red.

MOSES will display the **Eligibility** window:

- Click the **Initial or Update Eligibility** button. MOSES displays a list of potential funding sources that the Job Seeker may be eligible to receive in one or both panels on the left.
- Select **MCCWDTA** in the Potential Non-System Calculated Eligibility panel on the left, then click the >> button to move it to the Actual System Calculated Eligibility panel on the right.

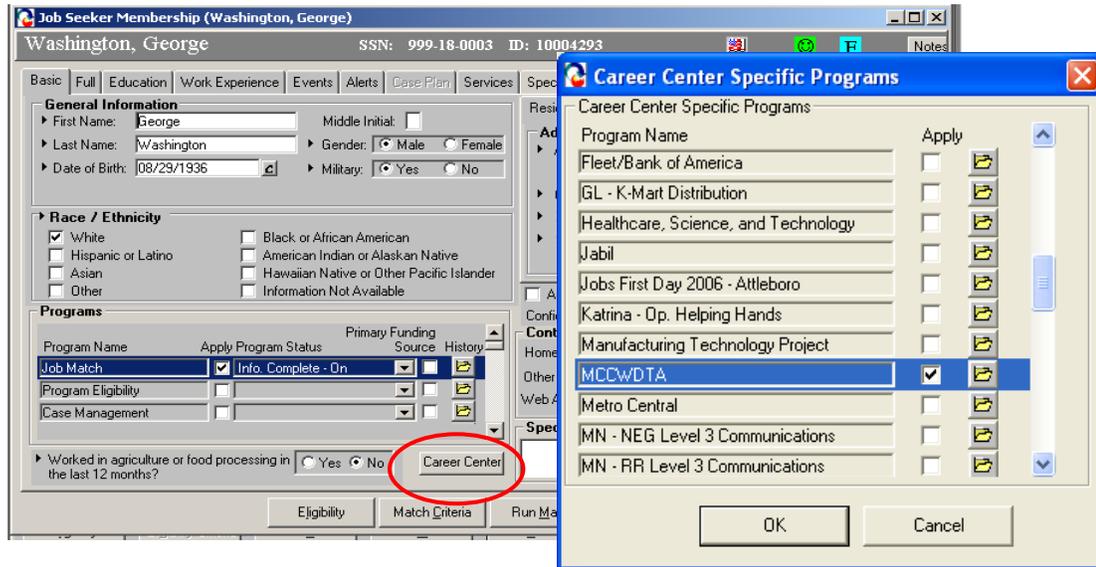
The screenshot shows the "Eligibility" window. It has a header with "Service Delivery Area: Bristol", "Initial Date: 03/01/2013", and "Last Update Date: 02/07/2013". There are two main panels on the left: "Potential System Calculated Eligibility" and "Potential Non-System Calculated Eligibility". The "Potential Non-System Calculated Eligibility" panel has "MCCWDTA" selected. There are ">>" and "<<" buttons between the panels. At the bottom, there are buttons for "Initial Eligibility", "Update Eligibility", "Course Search", "OK", and "Cancel".

Note: The **Update Eligibility** button is used when you want to recalculate the lists on the left without clearing funding sources already listed in the Actual Eligibility panels on the right. In other words, you want to keep all the current eligibility for this job seeker and determine if the job seeker is eligible for any new funding sources.

- Click the OK button to save all the changes you have made to the job seeker's Eligibility window and return to the Job Seeker Membership window for this job seeker.

## Program Enrollment

- To enroll the job seeker into the **MCCWDTA** program, go to Job Seeker Membership window, Basic tab. Click on the **Career Center** button to display the list of available **Career Center Specific Program's**, check the apply box next to the MCCWDTA program.



## Program History Folder

- To verify the enrollment or to adjust the start date of enrollment, click on the yellow folder to display the **Program History**.

