

ATTACHMENT C

Updating Course Approvals in MOSES for Subsequent Eligibility

Please follow these steps in order to update the course approval record for provider courses that meet the subsequent eligibility criteria for your local area:

- Run the *ITA_Performance_Provider_Data_v03* report for your local area to determine which courses meet the subsequent eligibility requirements for your local area, including licensure criteria.
- Log into MOSES and navigate to the *Training Course Search* screen. Using either the course id, or course name, search for the course to be updated.
- Locate the course on the summary screen and press the *Course Info* button.
- In the lower part of the screen, in the *Approvals* section, locate the most current ITA course approval for your local area.
You should sort the approval summary rows by descending End Date to easily accomplish this step. (mouse over the End Date column to bring up sort function)
- Once you have located the most recent ITA approval for your area, change the end date one year forward; e.g. change 12/03/2013 to 12/03/2014.
- Press the *OK* button when done.

Please direct questions to Leslie Abramowitz: 413-499-2220 ext. 220 - labramowitz@detma.org.