

# Mass Workforce Issuance

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**Workforce Issuance No. 09-05**

Policy  Information

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**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:** January 30, 2009

**Subject:** **Changes in MOSES Version 27.0**

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**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 27.0. MOSES Version 27.0 will be released to MOSES users when they sign onto MOSES on Monday, February 9, 2009.

**Action**

**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 27.0, which is found in the following section.

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

## **Description of Changes in MOSES Version 27.0**

### **A. Job Seeker Changes**

**Pages 3 - 8**

1. Non-alpha characters will be blocked from the First Name Field
2. Confidential – Yes or No is now “View Only” on the Basic Tab
3. Match Criteria – Confidential – Yes or No is entered in this Match Criteria required field
4. Basic Screen – Military – Other Eligible – Click on Yes, MOSES displays the full criteria
5. Work Experience – the Occupation code is now required by DWD
6. Full – Military Information – Campaign badge problem is fixed
7. General Services – Bold Blue Font for OSCCAR Reportable Service Details
8. General Services – Addition of After-Exit Follow-up Service Result
9. Employment Services – Obtained Employment - Self-employed is a new option
10. Youth Goals – the Target Date is now a required field
11. “Profiling CCS/REO – Selected” service – Staff cannot delete this service
12. Caseload Management – Cases sorted by Last Name
13. Caseload Management – Last Note Date is the Created Date of the Note
14. Caseload Management – Suspended Cases – Displays the Last Note Date

### **B. Employer Changes**

**Pages 9 – 10**

1. Employer Services – OSCCAR Reportable Services
2. Job Order – a “Per Diem” option has been added to Job Orders
3. Delete Employer Record button has been fixed (limited use)
4. Training Course Performance – “1<sup>st</sup> Year” option was added to the Program Year DDL

### **C. Training Changes**

**Pages 11 – 13**

1. Training Course – Conditions for changing the Status End Date
2. Edit Training Courses – Edit Youth Worksites
3. Training – Funding Source Maintenance – Statewide Funding Sources

### **D. Trade Changes**

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1. Two improvements to Job Seeker Trade Search

### **E. Revised Exit Functionality on MOSES to align with TEGL 17-05**

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(TEGL = Training & Employment Guidance Letter issued by the U. S. Dept. of Labor)

## Description of Changes in MOSES Version 27.0

### A. Job Seeker Changes

#### **1. Job Seeker — Non-alpha characters will be blocked from the First Name Field (Fix)**

In MOSES Version 27 Non-alpha characters (+@#%\*, /) and numbers will be blocked from data entry in the First Name field. This corrects a problem that sometimes occurs when a User opened an existing job seeker record and the cursor defaulted to the First Name field. In previous versions of MOSES if you accidentally hit a number key or a non-alpha key that character was added in front of the First Name and would be saved as a Name Change if the record was closed by clicking on the OK button. **If you try to enter an unacceptable character or number in the First Name field you will hear a beep.** MOSES will accept the following non-alpha characters in the First Name field: - (dash), period (.), and ‘.

#### **2. Job Seeker – Confidential Yes/No is now “View Only” on the Basic Tab (Change)**

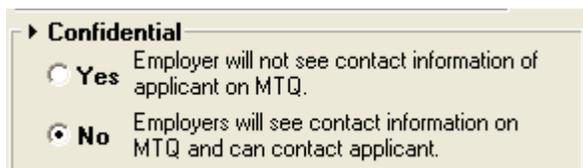
The data entry field for Confidential Contact Information – Yes/No has been moved to the Match Criteria screen, but information is still displayed on the Basic screen. Employers using the TalentQuest web site can only match to job seekers who have Complete Information on Job Match. Many Job Seeker records in MOSES did not have a Yes or a No on the Basic Tab for Confidential Contact Information. If this field had a Null value (no answer) employers could not view the Job Seeker name and contact information. Many employers complained that they could not see contact information for the majority of Job Seekers matched to a Job Order or listed in a Talent Bank search result. To correct this problem this item has been moved to the Match Criteria screen and is now a required item. The Yes or No response on Match Criteria will display in the Confidential field on the Basic screen.



Address Not Available       Mailing Address different  
Confidential:  Yes  No      HITG Confidential:  Yes  No  
**Contact**

#### **3. Job Seeker Match Criteria – Confidential – Yes/No is entered in this required field (New)**

Indicate in this required field if the Job Seeker wants his/her name and contact information confidential, hidden from prospective employers. If the response is No, employers will be able to see the job seeker’s name and contact information.



► **Confidential**

**Yes** Employer will not see contact information of applicant on MTQ.

**No** Employers will see contact information on MTQ and can contact applicant.

If the Confidential response is Yes, employers using the TalentQuest web site will see the message displayed below for any Confidential Job Seeker record:

Job Seeker ID: 10005165

Job Seeker has requested that contact information remain confidential. You can contact this job seeker by selecting "Interested" at the bottom of the screen, OR by contacting a [Career Center](#) and referring to the 8-digit Job Seeker ID number located at the top of the screen.

#### 4. Job Seeker – Basic – Military – Other Eligible – Click on Yes, criteria displays (Revision)

In MOSES 27 if you click into the Yes button on Other Eligible MOSES will display the full criteria that must be met for the response to this field to be Yes.

Other Eligible  Yes  No

Country: United States of America

Zip: 02138- City: Cambridge

### Eligibility for Veteran Benefits

Do not check Other Eligible unless the job seeker is a person who is

- (a) the spouse of any person who died on active duty of a service-connected disability; or,
- (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:
  - (i) missing in action,
  - (ii) captured in the line of duty by a hostile force, or
  - (iii) forcibly detained or interned in the line of duty by a foreign government or power; or,
- (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

OK

#### 5. Job Seeker – Work Experience – the Occupation code is now required (Change)

Due to the current and projected increase in unemployment claims, and the resulting need to outreach to job seekers with specific skills from previous jobs, the Executive Office of Labor and Workforce Development has requested that the **Occupational Code** field be required on the Work Experience Detail screen. To get the Occupational Code, click on the Search button, enter the Search Criteria and select the appropriate occupational code and description.

**Work Experience Details**

**Company**

Name: Boston Coach Corporation City: Boston State: Massachusetts

Employer ID: 1000640 Employer FEIN: 04-271077

**Job Description**

Occupational Code: [ ] Search [ ] Job Title: [ ] Start Date: 00/00/0000 End Date: 00/00/0000

**Type of Search**

**Search By**

- Occupation Code
- Occupation Description
- Occupation Category

Search for an existing occupation code entry by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: bus driver Search

**Search Results**

Occupation Code	Description
53302200	Bus Drivers, School
53302100	Bus Drivers, Transit and Intercity

**Occupation Category**

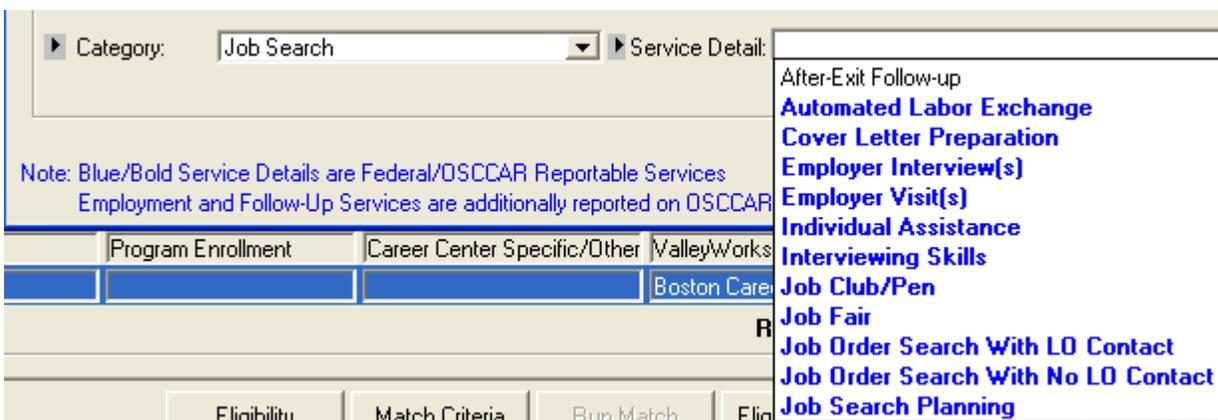
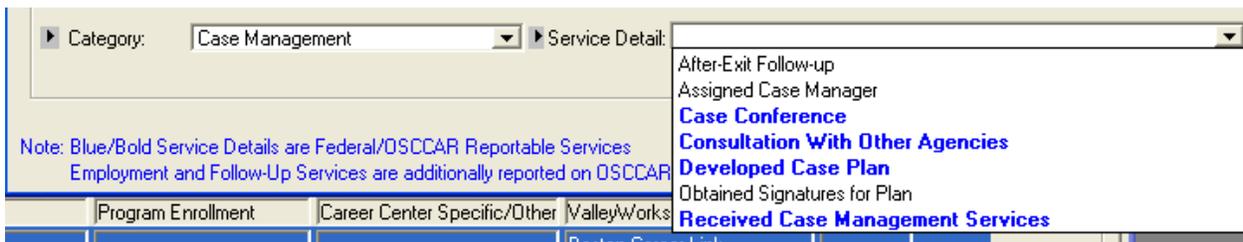
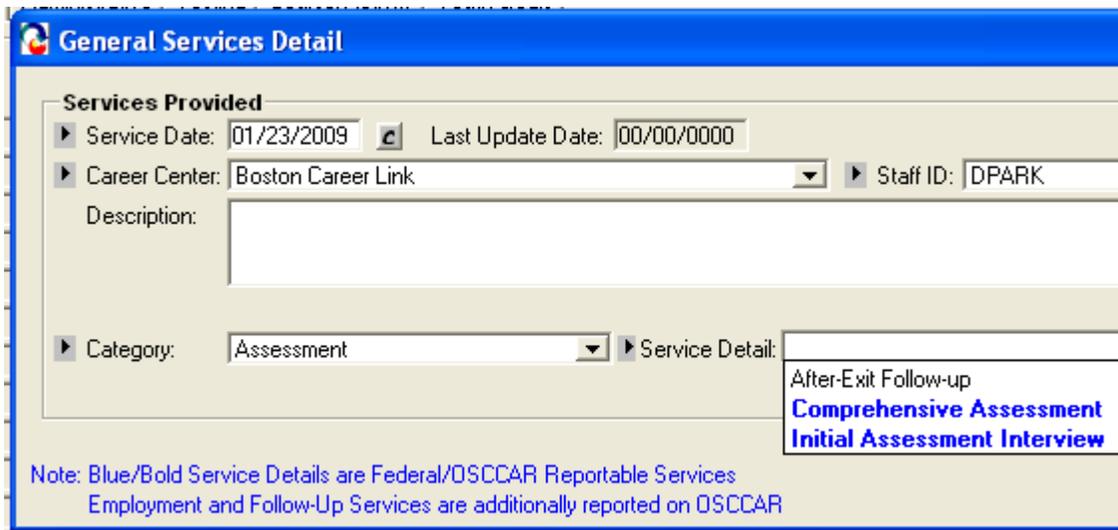
Transportation and Material Moving Occupations

**6. Job Seeker – Full – Military Information – Campaign badge problem is fixed**

In MOSES 26 there was a problem with Veteran records - Military Information – where existing Campaign Badges disappeared from the screen when a veteran returned to service (still active) and the release date wasn't entered. This problem is fixed in MOSES 27.

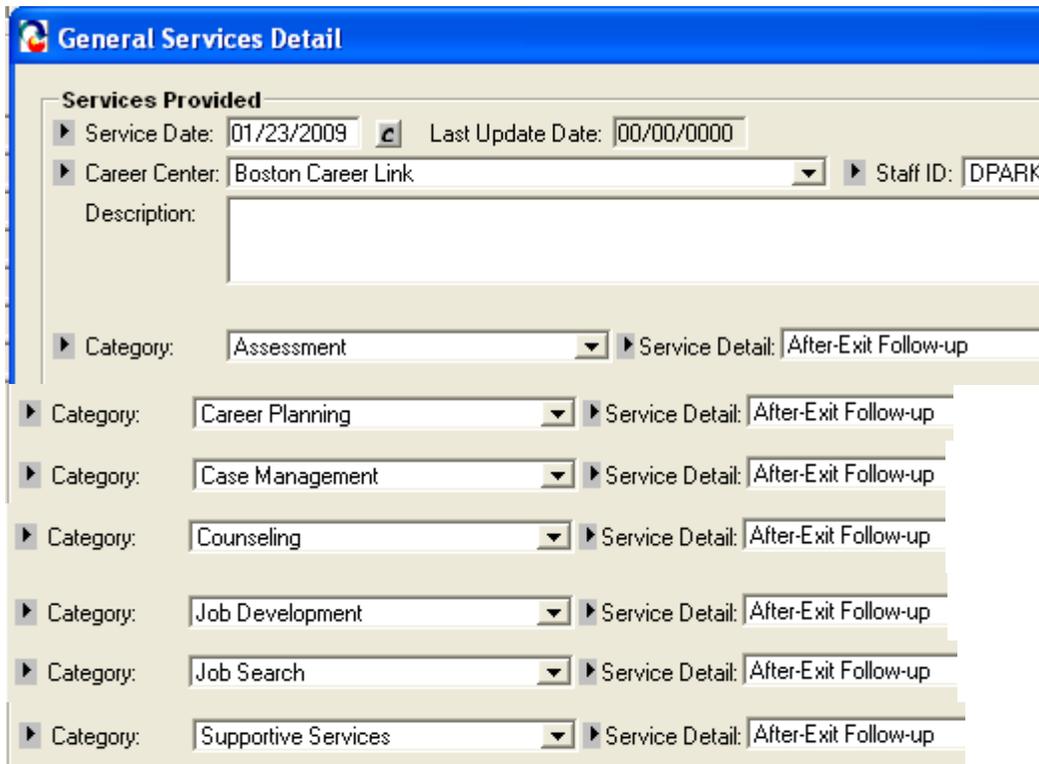
**7. Job Seeker – General Services – Bold Blue Font for OSCCAR Reportable Service Details**

Services on the Service Detail Drop-down List (DDL) that are Federal/OSCCAR Reportable Services will display in a **bold blue** font. There are some additional OSCCAR reportable services (mainly follow-up type services) that will not display in blue bold.



## 8. Job Seeker – General Services – After-Exit Follow-up Services (New)

In order to implement “soft” exits from programs, MOSES 27 has added the Service Detail “After-Exit Follow-up” for Assessment, Career Planning, Case Management, Counseling, Job Search, Job Development, Obtained Employment, Found Employment, Pre-Layoff Placement, and Supportive Services. This change is related to Section E - Revised Exit Functionality in MOSES to Align with TEGL 17-05. These After-Exit Follow-up services have been created to distinguish services provided to a customer after the job seeker has exited a program from those services provided while the customer was enrolled in the program, and to capture any services provided after program exit.



**General Services Detail**

**Services Provided**

▶ Service Date: 01/23/2009 Last Update Date: 00/00/0000

▶ Career Center: Boston Career Link Staff ID: DPARK

Description:

▶ Category: Assessment Service Detail: After-Exit Follow-up

▶ Category: Career Planning Service Detail: After-Exit Follow-up

▶ Category: Case Management Service Detail: After-Exit Follow-up

▶ Category: Counseling Service Detail: After-Exit Follow-up

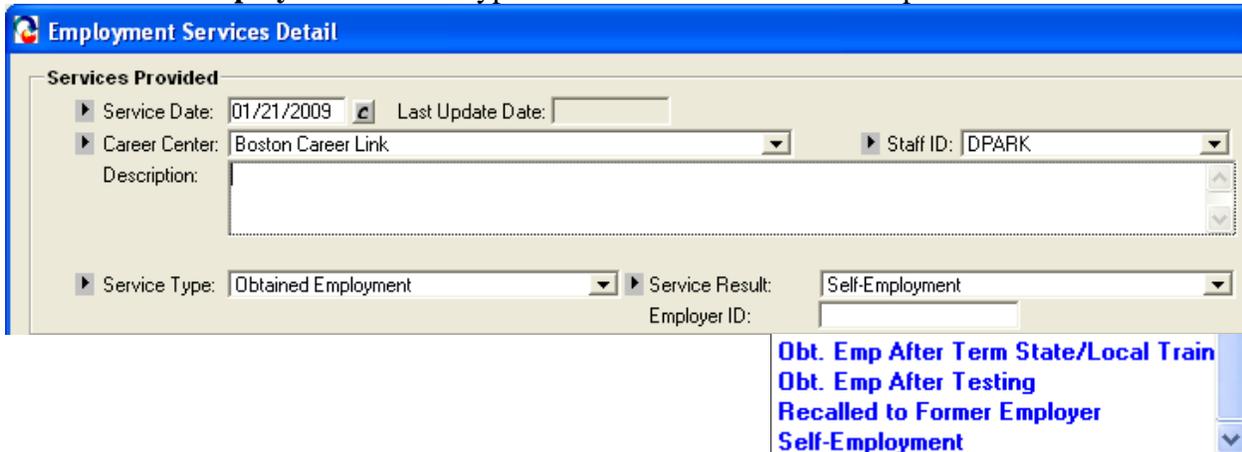
▶ Category: Job Development Service Detail: After-Exit Follow-up

▶ Category: Job Search Service Detail: After-Exit Follow-up

▶ Category: Supportive Services Service Detail: After-Exit Follow-up

## 9. Job Seeker – Employment Services – Obtained Employment - Self-employed (New)

In MOSES Version 27 the new service result of 'Self-Employment' has been added to the DDL for **Obtained Employment** service type. It is the last item on the Drop-down List



**Employment Services Detail**

**Services Provided**

▶ Service Date: 01/21/2009 Last Update Date:

▶ Career Center: Boston Career Link Staff ID: DPARK

Description:

▶ Service Type: Obtained Employment Service Result: Self-Employment

Employer ID:

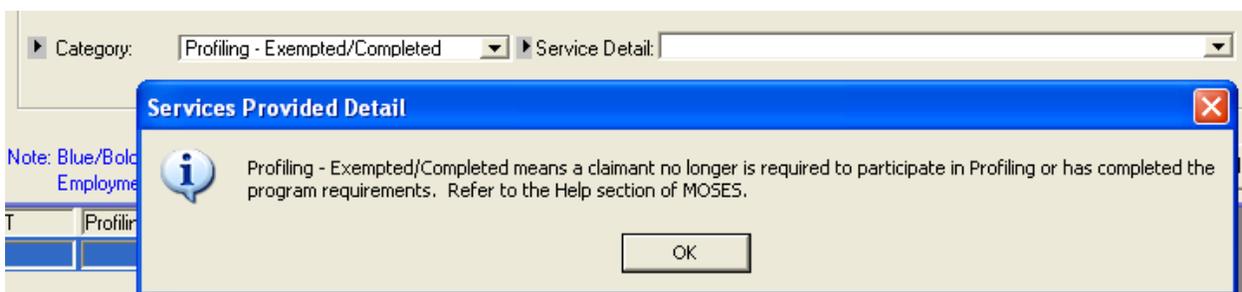
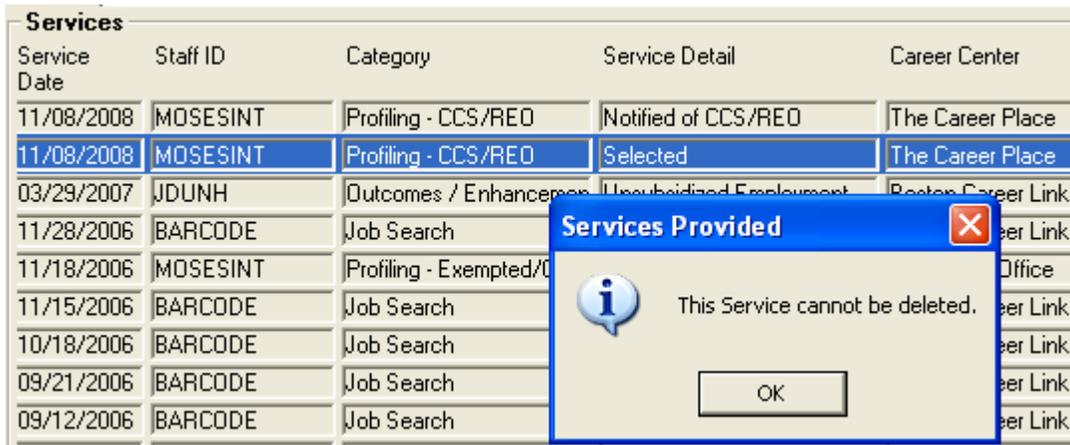
Obt. Emp After Term State/Local Train  
Obt. Emp After Testing  
Recalled to Former Employer  
Self-Employment

**10. Job Seeker – Youth Goals – The Target Date is now a required field (Change)**

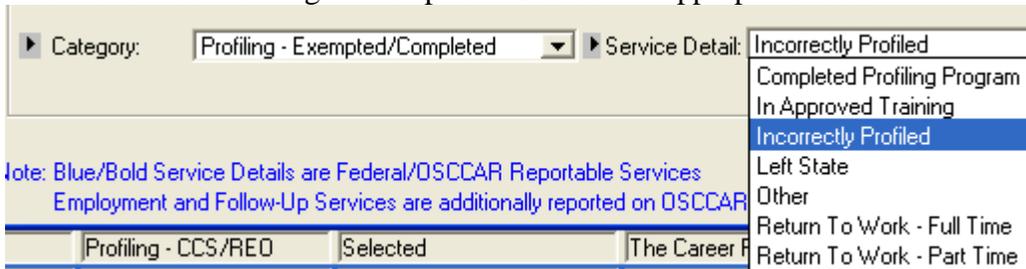


**11. Job Seeker – “Profiling CCS/REO – Selected” – Staff cannot delete this service (Fix)**

In MOSES 27 if you attempt to delete a “Profiling – CCS/REO – Selected” service you will get the following message: “This Service cannot be deleted”. If the claimant was incorrectly Profiled or moved to another state, enter the service Profiling – Exempted – Incorrectly Profiled or Left State or another appropriate selection from the Drop-down list. (See the images below.)



Add the service Profiling – Exempted and select the appropriate reason.



## 12. Job Seeker – Caseload Management – Cases sorted by Last Name (Default was fixed)

The default sort of cases is now by Last Name. This change was requested by the MOSES Local Experts. Staff can still sort the cases by other categories by right clicking in the chosen column and selecting Sort – Ascending or Sort - Descending.

Cases							
Applicant ID	First Name	Last Name	Status	Case ID	Case Created Date	Last Note Date	Next Uncomplete Task Date
10792388	Layla	Addani	Open	002	01/04/08	09/24/08	00/00/00
11377516	Dareck	Alcindor	Open	001	11/07/08	12/17/08	00/00/00
11305979	Christopher	Amico	Open	001	09/29/08	12/08/08	00/00/00
11245510	Pedro	Barros	Open	001	05/15/08	11/20/08	00/00/00
10727251	GERARDO	BONILLA	Open	001	10/23/07	11/20/08	00/00/00
11243961	Carlos	Brussa	Open	001	04/29/08	12/04/08	00/00/00

## 13. Job Seeker – Caseload Management – Last Note Date = Created Date of the Note (Fix)

The Last Note Date displayed on Caseload Management is the date the note was created (to accurately reflect the date of contact). It is not the date the note was modified (edited).

Cases						
Applicant ID	First Name	Last Name	Status	Case ID	Case Created Date	Last Note Date
10792388	Layla	Addani	Open	002	01/04/08	09/24/08
11377516	Dareck	Alcindor	Open	001	11/07/08	12/17/08
11305979	Christopher	Amico	Open	001	09/29/08	12/08/08
11245510	Pedro	Barros	Open	001	05/15/08	11/20/08
10727251	GERARDO	BONILLA	Open	001	10/23/07	11/20/08
11243961	Carlos	Brussa	Open	001	04/29/08	12/04/08

## 14. Job Seeker – Caseload Management – Suspended – Displays the Last Note Date (Fix)

In MOSES 26 the Last Note Date did not display for Suspended Cases. In MOSES 27 the Last Note Date is displayed when you filter to display your list of Suspended Cases.

MOSES 26

No data in Last Note Date column

Cases						
Applicant ID	First Name	Last Name	Status	Case ID	Case Created Date	Last Note Date
11229736	Adrian	Anderson	Suspended	001	06/18/08	
10665515	Tamara	Andrew	Suspended	001	10/25/07	
11209252	Laquia	Anthony	Suspended	001	01/30/08	

MOSES 27

Displays Date of Last Note

Cases						
Applicant ID	First Name	Last Name	Status	Case ID	Case Created Date	Last Note Date
11229736	Adrian	Anderson	Suspended	001	06/18/08	08/19/08
10665515	Tamara	Andrew	Suspended	001	10/25/07	09/19/08
11209252	Laquia	Anthony	Suspended	001	01/30/08	11/13/08

## B. Employer Changes

### 1. Employer – Services – OSCCAR Reportable Services

Services to Employers that are displayed in a bold blue font on the Drop-down List are OSCCAR Reportable employer services.

The screenshot shows the 'Employer Services Details' window. The 'Service Details' section includes fields for Date (01/24/2009), Service Category (Business Information Service), Career Center (Boston Career Link), Type of Service, Person Contacted, Staff, Next Contact Date (00/00/0000), and a Summary text area. A list of services is displayed in a drop-down menu, with several items in bold blue font: Conduct Employer Groups, Distribution of Career Center Informa, Employer Visit to Career Center, Labor Market Information, Other Business Information Services, Professional Development Seminars, Referral to Other Service Providers, and Salary Survey Information. A note at the bottom states: 'Note: Blue Service Details are OSCCAR Reportable Services'. Buttons for 'OK' and 'Cancel' are visible.

#### Financial Incentives Services

This screenshot shows the 'Financial Incentives Services' drop-down list. The 'Service Category' is 'Financial Incentives Service'. The list includes items such as Building Essential Skills through Trai, Consumer Credit Counseling Service, Extended Care Career Ladder Initiati, Federal Deposit Insurance Corporati, Grant Information, Incubator Information, Massachusetts Office of Business D, On-the-Job Training (OJT), Other Financial Incentives Services, and Other Loans and Grant Information. Several items are in bold blue font.

#### General Employer Services

This screenshot shows the 'General Employer Services' drop-down list. The 'Service Category' is 'General Employer Services'. The list includes items such as Access Approved, Access Denied, Case Management for Employers, Employer Contact, Employer Follow-up, Join Career Center, Not Suppressed, Off-Site Workshops, On-Site Workshops, and Other General Employer Services. Several items are in bold blue font.

#### Labor Exchanges Services

This screenshot shows the 'Labor Exchanges Services' drop-down list. The 'Service Category' is 'Labor Exchange Services'. The list includes items such as Close Job Order, Close Permanently Job Order, Fully Placed Job Order, Fully Referred Job Order, Increase Openings, Increase Referrals, Job Development Contacts, Job Order Contact, Off-Site Job Fairs, and Off-Site Recruitments. Several items are in bold blue font.

#### Workforce Development Services

This screenshot shows the 'Workforce Development Services' drop-down list. The 'Service Category' is 'Workforce Development Se'. The list includes items such as Apprenticeship/Internship, Consultation Services: Employer Need, Consultation Services: Job Descripti, Consultation Services: Job Task Ana, Education/Training, Human Resource Information/Consu, Industry Briefings, Mass Manufacturing Partnership, and Mentoring/Job Shadowing/School-tc. Several items are in bold blue font.

## 2. Employer – Job Order – a “Per Diem Shift” Option has been added to Job Orders (New)

The MERLOT work group requested the addition of an option to identify a "Per Diem Position" on the Job Order screen in MOSES. This required changes to the Job Order screen, TalentQuest, JobQuest and the Job Order Detail Word template. This check box is located below Shift.



**Job Description**

▶ Job Title: Home Health Aide

▶ Job Category: Regular

▶ Shift

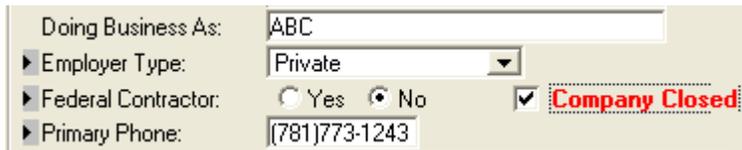
First  Second  Third

Rotating  Split

Per Diem Position

## 3. Employer – Delete Employer Record (Fixed)

The Delete Employer function was not working in MOSES 26 but it is functioning now in MOSES 27. MOSES Users cannot delete any employer with Job Orders or with scheduled events. The Delete Employer function has limited application and must be used with caution. If a company has closed, do not delete the record. Instead click in the Company Closed check box. If an employer record is a duplicate of another employer record ask your manager to merge the employer records.



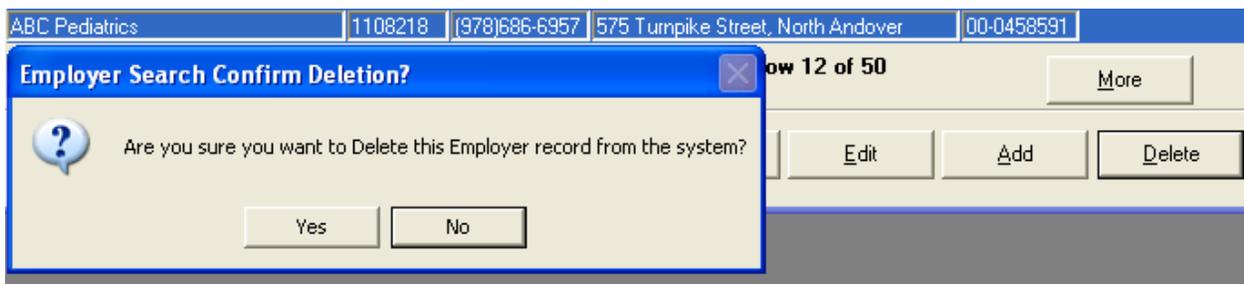
Doing Business As: ABC

▶ Employer Type: Private

▶ Federal Contractor:  Yes  No  Company Closed

▶ Primary Phone: (781)773-1243

Select the Employer, click on Delete, answer Yes to confirm the deletion of the employer record or No to abort the deletion.



Company Name	Employer ID	Phone Number	Address	Other
ABC Pediatrics	1108218	(978)686-6957	575 Turnpike Street, North Andover	00-0458591

Employer Search Confirm Deletion?

Are you sure you want to Delete this Employer record from the system?

Yes No

Error messages generated if you try to delete an employer record with job orders or events.



Company Name	Employer ID	Phone Number
ABC All Business Courier	1071368	(781)773-1243
ABC AUTO BODY AND SALES	1060206	(508)679-6897

Employer Search Record Deletion

Unable to Delete Employer record with job orders.

OK

Company Name	Employer ID	Phone Number	Address
ABC All Business Courier	1071368	(781)773-1243	P O

Employer Search Record Deletion

Unable to Delete Employer record with Scheduled Events.

OK

## C. Training Changes

### 1. Training Course – Conditions for changing the Status End Date in MOSES / TrainingPro

Generally a course created on the TrainingPro Web site that has a Status of Pending, has a Pending End Date that is one year from the Start Date. If the course is approved the Status changes from Pending to Approved and the End Date does not change. In the example below the End Date of 12/05/2009 for Section 30 does not change when the status changes from Pending to Approved.

SDA Name	Staff ID	Type	Specific Funding	Status	Start Date	End Date
ALL	iccschool	Section 30		Pending	12/05/2008	12/05/2009
ALL	DPARK	Section 30		Approved	12/05/2008	12/05/2009

In MOSES Version 27 if a Section 30, Trade/TAA, or Skill Start status of Pending is changed to Denied, No Action Taken, or Inactive the End Date will change to the System Date + 90 days for Section 30, and the System Date + 30 days for Trade/TAA and Skill Start. Note: There is no change in the End Date for other programs (ITA, Youth, DTA, WTF, etc.)

#### Example #1: Section 30 Denial (Date Change is System Date + 90 days)

If the status of Pending for a Section 30 Approval is changed from Pending to Denied or No Action Taken, the End Date is changed to the System Date plus 90. When the Status is changed from Pending to Denied the End Date is changed to the System Date + 90 days, or 1/24/2009 + 90 days = 4/24/2009.

SDA Name	Staff ID	Type	Specific Funding	Status	Start Date	End Date
ALL	DPARK	Section 30		Denied	12/05/2008	04/24/2009
ALL	JALBERT	Workforce		Approved	11/30/2007	11/30/2008
ALL	JALBERT	Workforce		Denied	12/08/2008	12/08/2009
ALL	BDRUM	Trade		Inactive	07/01/2005	07/01/2006
				No Action Tal		

#### Example #2: Trade Denial (Date change is System Date + 30 days)

If the status of Pending for a Trade Approval is changed from Pending to Denied or No Action Taken, the End Date is changed to the System Date plus 30. When the Status is changed from Pending to Denied the End Date is changed to the System Date + 30 days, or 1/24/2009 + 30 days = 2/23/2009.

SDA Name	Staff ID	Type	Specific Funding	Status	Start Date	End Date
ALL	DPARK	Trade		Denied	12/05/2008	02/23/2009

Justification for this change: Changing the End Date on Denials for Section 30, Trade and Skill Start Funding application allows Training Providers to re-apply for Funding Source approval after the Denial End Date.

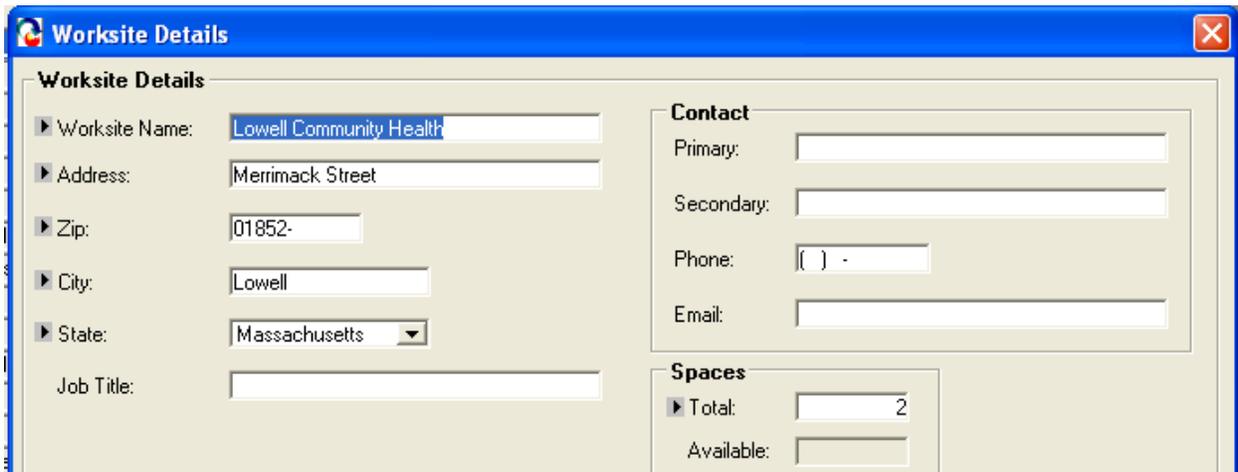
**2. Training – Edit Training Courses – Edit Youth Worksites (Fix)**

**In MOSES 26 and earlier versions MOSES Users with the right to Add/Edit Training Courses could not edit data on the Youth Worksite tab.** The Add and Delete buttons were active - you can add or delete a Youth Worksite, but the Edit button did not allow you to edit the Worksite Contact information on the Youth Worksite Tab.

MOSES 26 - The Edit button did not allow you to edit the Worksite Contact information.



MOSES 27 - The Edit button now allows you to edit the Worksite Contact information.



**3. Training – Funding Source Maintenance – 4 Funding Sources are now Statewide (Fix)**

Funding Sources Maintenance						
Funding Sources						
Description	Grant Type	Grant #	Approval Type	Start Date		End Date
Statewide Youth 15% Program	Title I 15% Statewide		Other	07/01/2005	c	06/30/2009
Statewide RR/Incumbent Worker 15% Program	Title I 15% Statewide		Other	07/01/2005	c	06/30/2009
Statewide Dislocated Worker 15% Program	Title I 15% Statewide		Other	07/01/2005	c	06/30/2009
Statewide Adult 15% Program	Title I 15% Statewide		Other	07/01/2005	c	06/30/2009

4. **Training Course – Performance – Providers can select First Year on Program Year DDL if this is a new course that has no past performance**

If a Training Provider requests funding approval for a new course that is being offered for the first time, when they get to the Performance Summary they can now select “1<sup>st</sup> Year” on the Program Year Drop-down List. Selecting 1<sup>st</sup> Year inactivates the performance fields. The Provider can then enter the Justification for the lack of data by explaining that this is the first year that the course is being offered.

**Performance Summary**

Select Program Year:

Number of Programs Completed (#):

**Required Info ( For ITA )**

Number of Program Participants (#):  Period:

Number of Participants Leaving Program (#):

▶ Participant Dropout (#):

▶ Participant Completion (#):  Participant Completion Rate %:

Participant Active (#):

▶ Participant Entered Employment (#):  Participant Entered Employment Rate %:

▶ Participant Hourly Placement Wage:

Number of Educational Outcomes (#):  Number of Educational Outcomes Rate %:

Type of Educational Outcomes:

Typical trainee outcomes other than above:

**Optional Info ( For ITA )**

Participant Employment at 6 Months (#):  Participant Employment at 6 Months Rate %:

Participant Hourly Wage at 6 Months:

**NOTE: Required Fields are not Required if Justification is given.**

Justification for Lack of Information:

## D. Trade Changes

### 1. Trade – Job Seeker Trade Search – 2 improvements

- Job Seeker ID has been added to the list of Search criteria and is listed first.

The screenshot shows the 'Job Seeker Trade Search' window. Under 'Type of Search', 'Job Seeker ID' is selected. The search criteria field contains '11246569'. The 'Search Results' table has one row:

First Name	Last Name	SSN	Separation Date	Federal Petition No	Employer Name	1666 Eligibility Status
KEVIN	MCCANN	###-##-7272	11/13/2007	61969	Nichols & Stone	Approved

- On the Job Seeker Trade Search Results screen the SSN column was widened so that the last digit in the SSN is now viewable.

The screenshot shows the 'Job Seeker Trade Search' window. Under 'Type of Search', 'Last Name' is selected. The search criteria field contains 'mcc'. The 'Search Results' table has three rows:

First Name	Last Name	SSN	Separation Date	Federal Petition No	Employer Name	1666 Eligibility Status
KEVIN	MCCANN	###-##-7272	11/13/2007	61969	Nichols & Stone	Approved
BARBARA	MCCARTHY	###-##-3280	03/31/2000	37662	CRICKET LANE	Approved
CATHERINE	MCCARTHY	###-##-4108	06/26/2008	62371	LEACH & GARNER	Approved

## **E. Revised Exit Functionality on MOSES to align with TEGl 17-05**

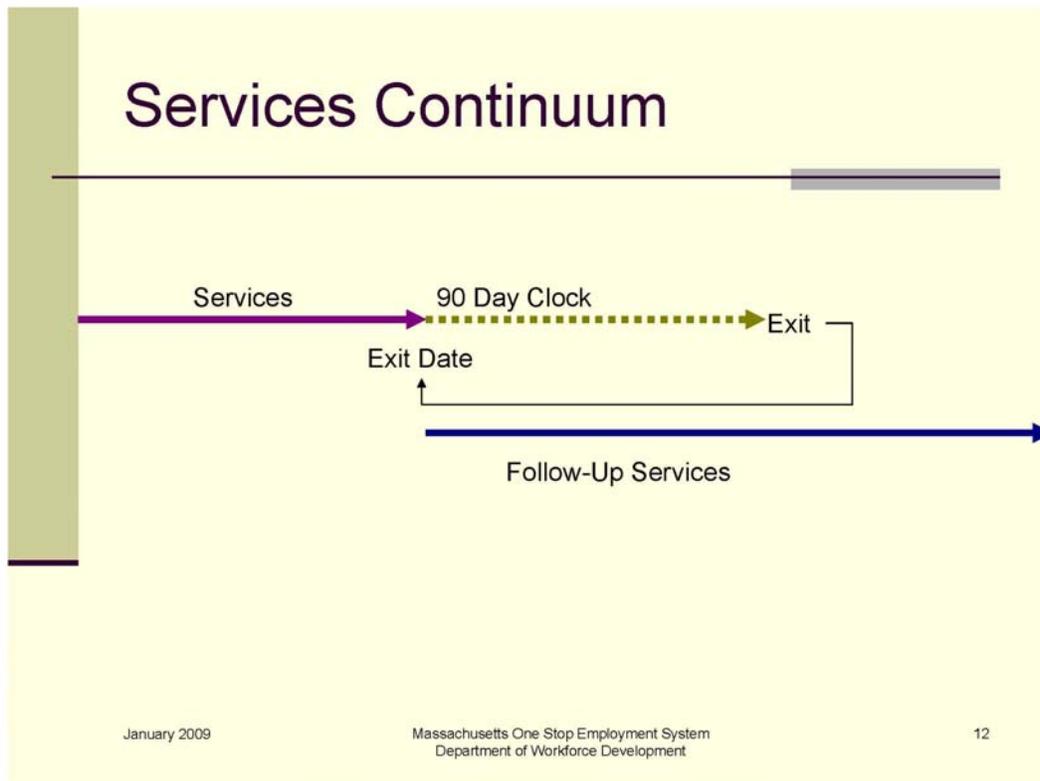
*This implements a Department of Labor federal reporting requirement to standardize the exit date across all programs.*

*What is the definition of program exit? [from TEGl 17-05]*

The term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. **The exit date is the last date of service.**

### **The Services Continuum**

The *services continuum* (below) depicts the general concept stated in TEGl 17-05 regarding [the timing of] services, exit and follow-up services. The *90 Day Clock* will *restart* with each reportable service posted to MOSES. Only after no reportable services have been posted to MOSES for 90 consecutive calendar days, will the federal report consider that job seeker an *exiter*.





## Exit Warning

When attempting to exit a job seeker from the Title I, Trade or Veterans' programs before 90 days have elapsed since the last reportable service date (LRSD), a warning will display to remind you of the TEGL 17-05 definition of an exit. This is only a warning and you may proceed with the exit if appropriate.

The screenshot shows a software window titled "Job Seeker Membership (TEST, I.M.)". The window has a menu bar with "Basic", "Full", "Education", "Work Experience", "Events", "Alerts", "Case Plan", "Services", and "Special Programs". The "Alerts" menu is currently selected. The main area displays a form for "TEST, I.M." with the following fields:

- General Information:** First Name: J.M., Middle Initial: [ ], Last Name: TEST, Gender:  Male  Female, Date of Birth: 01/01/1960, Military:  Yes  No, Release Information?:  Yes  No, Other Eligible:  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:** Last Reportable Service Date: 01/13/2009.
- Address:** 99 Sheep St, 98 Sheep Street, United States of America, 02114, Boston, Massachusetts.  Enterprise,  Empowerment,  Renewal.
- Contact:**  Address Not Available,  Mailing Address different, Confidential:  Yes  No, HITG Confidential:  Yes  No.

A dialog box titled "Recent Service Date" is overlaid on the form. It contains the following text:

Based on this customer's Last Reportable Service Date, 90 Days has not elapsed. According to the definition of an exit in the USDOL/ETA TEGL 17-05, a participant should be exited only after no services have been received for 90 consecutive calendar days, and then the exit date should be the last date of service. Do you wish to continue exiting this program?

The dialog box has "Yes" and "No" buttons.

At the bottom of the software window, there are several buttons: "Trade", "Eligibility", "Match Criteria", "Run Match", "Eligibility Criteria", "OK", and "Cancel".

## Default Exit Date

When attempting to exit a job seeker from the Title I, Trade or Veterans' programs, the MOSES application, by default, will use the last reportable service date (LRSD) as the exit date. This can be changed if necessary, but generally speaking, it should not.

The screenshot displays the 'Job Seeker Membership (TEST, I.M.)' application window. The title bar shows the user's name 'TEST, I.M.', SSN: 999-38-0001, and ID: 11321610. The application has several tabs: Basic, Full, Education, Work Experience, Events, Alerts, Case Plan, Services, and Special Programs. The 'Program History' tab is active, showing a table with the following data:

History No.	Program Name	Program Status	Start Date	End Date
	WIA Title I - Adult	Exited	01/13/2009	
1776465	WIA Title I - Adult	Enrolled	05/17/2008	01/13/2009

A blue arrow points to the 'Start Date' field of the 'Enrolled' record, which is '05/17/2008'. The 'End Date' field for this record is '01/13/2009'.

## Services Tab Note and Service Detail Display

There is now a *Note* displayed on all services screens indicating that any services that appear in **blue/bold** are the ones that will count towards the federal report and will also be the ones that update the last reportable service date (LRSD) on the Basic tab.



**Some things to remember:**

- Last **Reportable** Service Date *is* the Exit Date.
- Not all *Services* posted on MOSES are **Reportable**; e.g. *Assigned Case Manager* and *After Exit Follow-Up*.
- Some services are OSCCAR reportable but will not restart the 90 Day Clock (i.e. not federally reportable); e.g. *Follow-up*, *After Exit Follow-up*.
- At this time, this new process applies only to Title I (Adults, Dislocated Worker and Youth), Trade and Veterans' programs.
- ***This implements a Department of Labor federal reporting requirement to standardize the exit date across all programs.***