

Mass Workforce Issuance

Workforce Issuance No. 10-63

☐ 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: July 12, 2010

Subject: Changes in MOSES Version 30.0

Purpose: To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with information about new features included in MOSES Version 30. MOSES Version 30 will be released to users when they sign onto MOSES on July 12, 2010.

Background: MOSES 30.0 incorporates several features that enable tracking of Reemployment Eligibility Assessment (REA) program services.

Other Staff View Changes in MOSES Version 30.0 are Scheduling of CCS can now be accomplished through MassEntry, and that the South Coastal LWIB & SDA name has been changed to South Shore.

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 30.0, 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 30.0

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II. Other Staff View Changes in MOSES Version 30.0

1. Attendance of CCS via MassEntry-Current Events Tab
2. South Coastal LWIB & SDA name has been changed to South Shore.

I. REA Program

1. Enrollment in the REA Program

REA Enrollment is automatic when attendance at a CCS is entered:

Conditions for REA Program

- Applicants must be permanently separated and
- NOT Profiled and
- Weekly Career Center REA Limit has not been met.

REA Enrollment will display on the Basic Tab along with the Icon.

Job Seeker Membership (Smith, Fred)

Smith, Fred SSN: XXX-XX-5287 ID: 10012345

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

General Information

First Name: Fred Middle Initial: T
Last Name: Smith Gender: ☒ Male ☐ Female
Date of Birth: 05/09/1980 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: 05/11/2010

Program Name	Apply Program Status	History
Rapid Response	<input type="checkbox"/>	
REA - Reemployment Eligibility	<input checked="" type="checkbox"/> Enrolled	
School To Work	<input type="checkbox"/>	

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

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Residence Address Mailing Address

Address

Address: 71 Stanford Lane
Country: United States of America
Zip: 02703-6816 City: ATTLEBORO
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Home Phone: (508) 511-1111 Email:
Other Phone: () -
Web Address: ☐ Prefers Emails

Special Accommodations

Program Enrollment REA Service will be created.

REA- Reemployment Eligibility Assessment

Job Seeker Membership (Smith, Fred)

Smith, Fred SSN: XXX-XX-5287 ID: 10012345

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	Category	Service Detail	Career Center	Hours	
05/11/2010	MMEIB	Program Enrollment	REA - Reemployment Eligibility	Attleboro Career Center		
05/11/2010	MMEIB	Orientation	Career Center Services/	Attleboro Career Center	1.0	E
05/11/2010	MMEIB	Orientation	Notified Of EEO Rights/	Attleboro Career Center		E
05/11/2010	MMEIB	Program Enrollment	WIA ARRA (RES) Reemploy	Attleboro Career Center		
05/11/2010	MMEIB	Program Enrollment	WIA ARRA Wagner-Peyser	Attleboro Career Center		
05/11/2010	MMEIB	Job Search	Job Search Planning	Attleboro Career Center	1.0	E
05/11/2010	MMEIB	Profiling - CCS/REO	Attended CCS/REO	Attleboro Career Center		E
05/01/2010	MOSESINT	Profiling - CCS/REO	Notified of CCS/REO	Attleboro Career Center		

Add Edit Delete Retention

2. RES / REA Goals Services

Entry of RES/REA Goals will create 2 services.

No matter how many goals are established, these 2 services will only be created once per day per career center.

- CMAP (Job Search Plan)
- Initial Assessment Interview

The **attainment** of the 'Research LMI' goal will produce a service.

- Labor Market Info – Staff Assisted

Job Seeker Membership (Smith, Fred)

SSN: XXX-XX-5287 ID: 10012345

RES/REA BEST SMARTT Section 30

Goals

Type of Goal	Date Established	Target Attainment Date	Attainment Status
Educational Assessment	06/08/2010	06/08/2010	Set, But Attainment Pending
Research LMI	07/05/2010	07/05/2010	Attained

Services

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
07/05/2010	MMEIB	Job Search	Labor Market Info - Staf	Boston Career Link	
06/08/2010	MMEIB	Assessment	Initial Assessment Interv	Boston Career Link	
06/08/2010	MMEIB	Career Planning	CMAP (Job Search Plan)	Boston Career Link	

3. New Fields on Goals Detail Screen

New fields have been added to the RES/REA Goals detail screen:

- Created Office, Last Modified Date and Last Modified By.
- The position of the Target Date and Actual Date has changed so the Target date is above the Actual Date.

Reemployment Services Goals and Tasks Details

Goal Summary:

Type of Goal: [Dropdown] Date Established: 07/08/2010 Target Date: 00/00/0000 Actual Date: 00/00/0000

Attainment: Set, But Attainment Pending

Created Office: Boston Career Link

Last Modified Date: 07/08/2010 Last Modified By: MMEIB

OK Cancel

4. REA Review Goal

New 'REA Review' goal type on the RES/REA Special Program Tab

- Target Date must be between 2 and 4 weeks of REA Program Enrollment (Date Attended CCS).

Smith, Fred SSN: XXX-XXX-5287 ID: 10012345

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

RES/REA BEST SMARTT Section 30

Goals

Reemployment Services Goals and Tasks Details

Goal Summary:

Type of Goal: REA Review Date Established: 05/12/2010 Target Date: 06/11/2010

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

Created Office: Attleboro Career Center

Last Modified Date: 05/12/2010 Last Modified By: JMMF

MOSES will not allow a date to be entered that is outside the Target Date range

REA Warning: To avoid a UI Sanction, Target Date must be between 5/25/2010 and 6/12/2010.

- Time Critical Data Entry – REA Reviewed “Attained” must be ENTERED in MOSES by the deadline* to avoid a UI Sanction.

*REA Deadline is 4 weeks from the Saturday after REA Enrollment.
UI Sanction will be within one week of this deadline.

5. REA Review Requirements

Requirements to 'Attained' REA Review

1. Must have a Career Action Plan (CAP) which includes:
Establishment of REA /RES Goals or be enrolled in Case Management
2. Must have an Labor Market Information Service (LMI)

Smith, Fred SSN: XXX-XXX-5287 ID: 10012345

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

RES/REA BEST SMARTT Section 30

Goals

Type of Goal	Date Established	Target Attainment Date	Attainment Status
REA Review	05/12/2010	06/11/2010	Attained

Add Edit

Attainment of REA Review will automatically create an 'UI REA / Attained Status Review' service.

Job Seeker Membership (Smith, Fred)

Smith, Fred SSN: XXX-XXX-5287 ID: 10012345

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	Category	Service Detail	Career Center	Hours
06/11/2010	Jmark	UI REA	Attained Status Review	Attleboro Career Center	

Add Edit

6. REA Sanction

UI Sanction will result from a 'REA Review' goal not being attained within 4 weeks of REA Enrollment (which is CCS attendance date).

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
06/19/2010	MOSESINT	UI REA	UI Sanction Created	Attleboro Career Center	

7. REA Exit

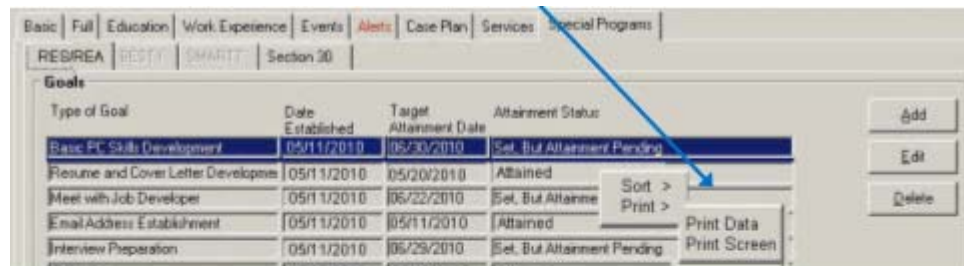
REA participants will be exited after 90 days without a reportable service (on a quarterly basis).

Program Name	Apply Program Status	History
Rapid Response		
REA - Reemployment Eligibility	Exited	
School To Work		

8. RES / REA Goal – ‘Print Data’ Feature Enhanced

The ‘Print Data’ feature associated with the RES/REA goals has been enhanced to produce the following report.

Right mouse clicking in the goals detail section will bring up the Sort / Print box. Select Print > Print Data



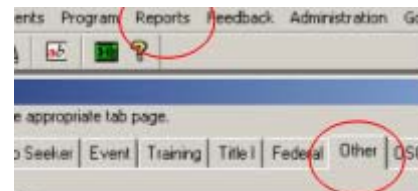
This report will go directly to your default printer

MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM CAREER ACTION PLAN					
Customer Name: Smith, Fred					
Job Seeker ID: 10012345					
Goal Type	Goal Status	Target Date	Actual Date	Description	Created By
Basic PC Skills Development	Set, But Attainment Pending	06/06/2010	06/06/2010		Mmeib
Resume and Cover Letter Development	Attained	06/21/2010	06/20/2010		Mmeib
Meet with Job Developer	Set, But Attainment Pending	06/23/2010	06/06/2010		Mmeib
Email Address Establishment	Attained	06/30/2010	06/11/2010		Mmeib
Interview Preparation	Set, But Attainment Pending	06/29/2010	06/06/2010		Mmeib
REA Review	Attained	06/11/2010	06/11/2010		Mmeib

9. REA Weekly Report Production

Weekly report for the Career Centers to use to contact the new applicants enrolled in the REA program.

Located in MOSES Reports → Other





Massachusetts One-Stop
Employment System

REA Weekly Enrollments

Week Ending: 7/03/2010

BerkshireWorks - Pittsfield

REA Enrollment Date	App ID	Name	Home Phone	Other Phone	Other Phone Type	Email	CAP	Labor Market Information (LMI)	REA Review Deadline*
6/23/2010	24156766	Smith, Sally	617-555-3334			ssmith@test.com	No	No	7/24/2010
6/28/2010	31122666	House, Susan	617-555-4444	617-555-4444	Cell	test@hotmail.com	No	No	7/31/2010
6/28/2010	11122444	Keyes, Sam	617-555-4444	617-555-4444	Cell	Test12@hotmail.com	No	Yes	7/31/2010
6/30/2010	45771156	Jonhson, Jane	617-555-1212			bb@hotmail.com	Yes	Yes	7/31/2010
7/01/2010	27111156	Jones, Fred	617-555-3333	617-555-3333	Emergency	bb@space.com	Yes	Yes	7/31/2010
7/03/2010	12333432	Barnes, Sarah	781-333-4444	781-333-4444		bacc@space.com	Yes	No	7/31/2010

* REA Review Deadline shown is 4 weeks from the Saturday after the REA Enrollment Date.

REA Sanction will be generated for individuals who do not attain the goal within 1 week of this deadline.

10. REA Adhoc Report - Review Status

List applicants who have not completed their REA Review

- Adhoc Crystal Report on MassWorkforce.org

Massachusetts One-Stop Employment System					REA Review Status				
BerkshireWorks - Pittsfield					Report Date: 7/26/2010				
REA Enrollment Date	App ID	Name	Phone	Email	REA Review Scheduled	Date Goal Established	Goal Scheduled Office (if different from enrollment office)	REA Review Schedule date	REA Sanction Deadline ^a
6/28/2010	11122666	House, Susan	617-555-4444	test@hotmail.com	Yes	7/03/2010	BerkshireWorks - North Adams	7/31/2010	7/31/2010
7/02/2010	11122444	Keyes, Sam	617-555-4444	Test12@gmail.com	Yes	7/12/2010		7/26/2010	7/31/2010
7/06/2010	22211156	Smow, Joe	617-555-1212	bbg@hotmail.com	Yes	7/10/2010		7/24/2010	8/07/2010
7/08/2010	41441156	Smithy, Sara	617-555-3333	bbred@space.com	No				8/07/2010
7/15/2010	12322333	Sams, Fred	781-333-4444	haffco@space.com	Yes	7/22/2010	Boston Career Link	8/19/2010	8/14/2010
7/22/2010	33222133	Larson, Frank	781-333-4444	hac@space.com	No				8/21/2010

^a REA Deadline is 4 weeks from REA Enrollment Date.
REA Sanction will be generated for individuals who do not attain the goal within 1 week of this deadline.

II. Other Staff View Changes in MOSES Version 30.0

1. Attendance of CCS via MassEntry-Current Events Tab

Allow CCS attendance to be entered via MassEntry and/or Current Events Tab.

Job Seeker Mass Event Entry

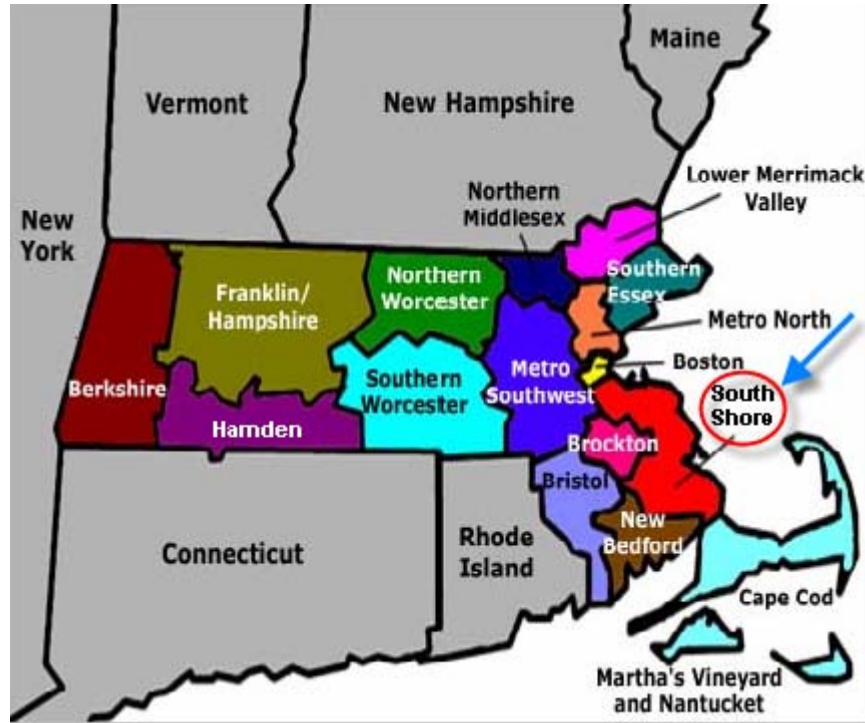
Mass Entry

► Career Center: The Career Place ► Date: 07/07/2010 ► Time: 11:45 A

► Name: Career Center Seminar ► Staff: SJILL

► SSN#	Job seeker ID	First Name	Last Name	Scheduled By	Funding Source

2. South Coastal LWIB & SDA name has been changed to South Shore.



When searching under SDA or LWIB, use South Shore instead of South Coastal.