

# Mass Workforce Issuance

**100 DCS 02.119.1**

☐ Policy

☒ Information

**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** April 10, 2018

**Subject:** **MOSES Data Entry of Hurricane Impacted Job Seekers and Employers Interested in Hiring Evacuees**

**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES now allows for tracking job seekers impacted by the hurricanes in Puerto Rico. As well as tracking employers who express an interest in hiring hurricane evacuees.

**Action Requested:** Please discuss with all staff and partners as appropriate.

**Effective:** Immediately

## MOSES Tracking of Job Seekers Impacted by the Hurricanes

Once a job seeker has been registered in MOSES, and the career center staff has confirmed that the job seeker has relocated to Massachusetts (or nearby bordering states) due to being impacted by the recent hurricanes in Puerto Rico, the job seeker should be added/enrolled in the Career Center Specific Program named *PR Hurricane Impacted*.

On the Basic tab of MOSES (see screen shot below), click the *Career Center* button at the bottom of the screen which will open the *Career Center Specific Programs* window. From there, scroll down until you locate the *PR Hurricane Impacted* program and check the *Apply* box.

There are no eligibility requirements to record. This checkoff will simply allow the creation of a weekly statewide report to help support the flow of job seekers and families from Puerto Rico.

The screenshot shows the 'Job Seeker Membership (practice, donna training)' window. The 'Basic' tab is active. The 'General Information' section includes fields for First Name (donna training), Last Name (practice), Date of Birth (11/23/1990), Gender (Female), and Military status (No). The 'Ethnicity' section is set to 'Hispanic or Latino'. The 'Race' section has 'White' and 'Asian' checked. The 'Programs' section shows 'Job Match' as the selected program, with 'Program Eligibility' and 'Case Management' both checked. A 'Career Center' button is highlighted with a red box at the bottom. A 'Career Center Specific Programs' sub-window is open, showing a list of programs. The 'PR Hurricane Impacted' program is selected, and its 'Apply' checkbox is checked. A red 'X' is drawn over the sub-window, and a red arrow points to the 'Apply' checkbox. A large red 'X' is also drawn over the main window.

Program Name	Apply
PR Hurricane Impacted	<input checked="" type="checkbox"/>
Precision Manufacturing Training Project	<input type="checkbox"/>
Pre-Release Ex-Offender Re-entry Program	<input type="checkbox"/>
Probation	<input type="checkbox"/>
Quaker Fabrics	<input type="checkbox"/>
Rapid Response-14	<input type="checkbox"/>
RE- AISS- After Incarceration Support System	<input type="checkbox"/>

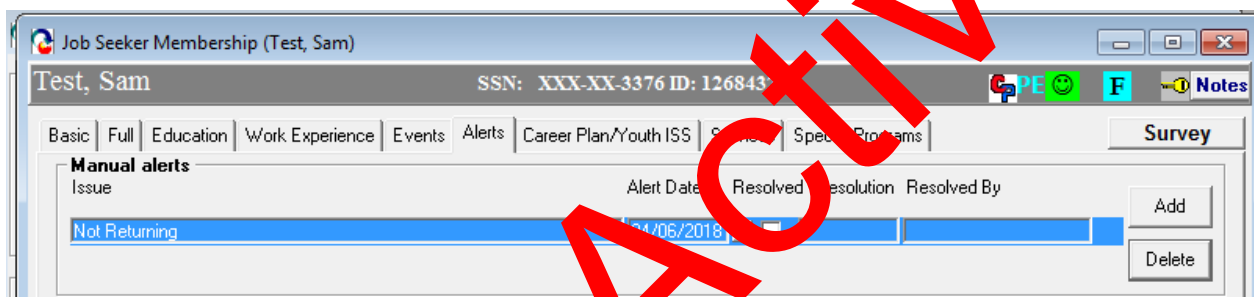
## Tracking Evacuee Relocation Status in MOSES using Manual Alert

As we continue to support hurricane evacuees, we need to identify those who are planning to stay in Massachusetts, those who are planning to return home and those that are undecided at this time.

Please record this information in MOSES by adding **One (1) Manual Alert** described as either; **Returning, Not Returning or Undecided** on the **Alerts tab** in MOSES. You can append other text to the alert such as; Returning to San Juan or Not Returning, plan to stay in Holyoke or Not Returning, plan to move to Fall River, etc. but you must prefix the Alert as Returning, Not Returning or Undecided.

If the individual's situation changes, for example, if they were 'Undecided' at first but subsequently decide to stay, you should change the text of the Alert from 'Undecided' to 'Not Returning' versus adding another alert.

### Moses Example of a Not Returning Manual Alert:



The screenshot displays the MOSES Job Seeker Membership (Test, Sam) interface. The top bar shows the user's name 'Test, Sam' and their SSN: XXX-XX-3376 ID: 126843. The interface includes tabs for Basic, Full, Education, Work Experience, Events, Alerts, Career Plan/Youth ISS, and Special Programs. The 'Alerts' tab is selected, showing a table of manual alerts. The table has columns for Issue, Alert Date, Resolved, Resolution, and Resolved By. A single alert is listed with the issue 'Not Returning' and an alert date of 04/06/2018. To the right of the table are 'Add' and 'Delete' buttons. A large red 'Non-Active' watermark is overlaid diagonally across the entire screenshot.

Issue	Alert Date	Resolved	Resolution	Resolved By
Not Returning	04/06/2018			

## MOSES Tracking of Employers Interested in Hiring Hurricane Evacuees

An ‘Evacuee Friendly’ checkbox and icon will be added with the release of MOSES 36.7 on April 18, 2018 to the **Employer/General Info** tab and will be available as an advanced search option in MOSES to track employers who have expressed an interest in hiring hurricane evacuees. If you receive notice from an employer interested in accepting referrals of hurricane evacuees to available jobs you must enter information in MOSES as follows:

- Is the employer registered in MOSES? If so, make sure to identify them by checking the new ‘Evacuee Friendly’ checkbox. If the employer is not registered, you should set up the employer registration in MOSES and check the ‘Evacuee Friendly’ checkbox.

- Does the employer have a job order in MOSES? If not, set up the job order(s) in MOSES, otherwise locate the job order(s). Once the job order(s) are established, you should refer appropriate hurricane evacuees. You should also follow-up on all referrals to record the outcome of the referrals (i.e. hired, not hired etc.).

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
04/06/18	JBOUC	Job Referral - Staff	Hired	Test, Sam	###-###-3376	12684320	-