

Mass Workforce Issuance

100 DCS 02.119.2

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 13, 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.

Background: Governor Baker brought together all state agencies to assist individuals from Puerto Rico and other hurricane ravaged areas who have sought refuge in Massachusetts. Federal and state funding that has been supporting evacuees with housing and related services will soon be unavailable. EOLWD and the state's network of career centers are charged with reaching out to and working with these evacuees to assess job readiness and place them in jobs or secure training to upgrade their skills.

MOSES is the primary source of information on the outcomes for evacuees that we provide to EOLWD and the Governor's office on a regular basis. It is critical that career centers update information in MOSES as soon as it becomes available so that we have up-to-date information to provide to EOLWD and the Governor's office when requested.

We have added a couple of additional data entry items based on new information requests. New data required includes information on evacuees whose housing has been in hotels through the Red Cross, or have who have received FEMA/MEMA funding. In addition, we need to know whether evacuees are planning to return home, stay in Massachusetts, or are undecided. These need to be captured immediately and records of evacuees seen earlier need to be updated with this information. Instructions on reporting this information in MOSES are provided in this Issuance.

Additionally, Career Centers should be reviewing the reports on evacuees located at <https://www.mass.gov/service-details/career-center-specific> (look for PR Hurricane reports) for outreach and to ensure that information is current in MOSES.

The instructions in this updated Information Issuance 02.119.2 should be followed carefully. **MOSES registrations, services provided and outcomes must be entered or updated as soon as possible.**

Action

Requested: Please share 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 displays the MOSES Job Seeker Membership software interface. The main window is titled "Job Seeker Membership (practice, donna training)" and shows the "Basic" tab selected. 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" and "Race" sections are also visible. The "Programs" section shows a table with columns for Program Name, Apply Program Status, and History. A "Career Center" button is highlighted with a purple box. A "Career Center Specific Programs" dialog box is open, listing various programs with "Apply" checkboxes. The "PR Hurricane Impacted" program is selected, and its "Apply" checkbox is checked, indicated by a purple arrow.

Program Name	Apply
PIC Partners for Community	<input type="checkbox"/>
Philips Mersen	<input type="checkbox"/>
Polartec	<input type="checkbox"/>
Post-Release Ex-Offender Re-entry Program	<input type="checkbox"/>
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"/>

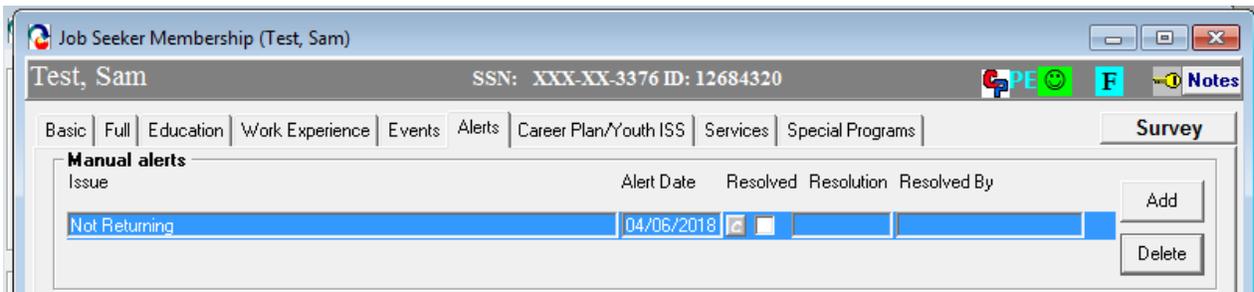
Tracking Evacuee Relocation Status in MOSES using Manual Alerts

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 shows a web application window titled "Job Seeker Membership (Test, Sam)". The user's name is "Test, Sam" and their SSN is "XXX-XX-3376" with ID "12684320". The "Alerts" tab is selected in the navigation menu. Below the navigation, there is a section for "Manual alerts" with a table containing one entry:

Issue	Alert Date	Resolved	Resolution	Resolved By
Not Returning	04/06/2018	<input type="checkbox"/>		

Buttons for "Add" and "Delete" are visible to the right of the table.

Identifying Hotel Placed Evacuee's in MOSES

Go to the General Services tab and add a **Support Services Referral, Housing/Rental Payment**. In the Description text box, you should record the most recent placed by agency; **specifically Red Cross or FEMA/MEMA or Other** followed by the Hotel Name and City and should be updated as changes occur.

Examples of Support Services Referral - Housing/Rental Payments: Please be sure to enter the service as a *Support Services Referral* and not the blue/bold Supportive Service category.

The screenshot shows the 'Job Seeker Membership (Test, Sam)' application window. The user is logged in as 'Test, Sam' with SSN: XXX-XX-3376 and ID: 12684320. The 'Services' tab is active, displaying a table with columns for Service Date, Staff ID, Category, Service Detail, Career Center, and Hours. A 'General Services Detail' dialog box is open, showing the following information:

- Service Date: 04/12/2018
- Last Update Date: 04/12/2018
- Career Center: CareerPoint Career Center
- Staff ID: LABRA
- Hours: 1
- Description: Red Cross - Quality Inn, W. Springfield
- Event: (empty)
- Category: Support Services Referral
- Service Detail: Housing/Rental Payments

At the bottom of the dialog box, there is a note: "Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on DSCCAR." The dialog box has 'OK' and 'Cancel' buttons.

This screenshot shows a close-up of the 'General Services Detail' dialog box. The information entered is as follows:

- Service Date: 04/12/2018
- Last Update Date: 04/12/2018
- Career Center: CareerPoint Career Center
- Staff ID: MBOYL
- Hours: 1
- Description: FEMA/MEMA, Homewood Suites, Holyoke
- Event: (empty)
- Category: Support Services Referral
- Service Detail: Housing/Rental Payments

The same note from the previous screenshot is present at the bottom: "Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on DSCCAR." The dialog box has 'OK' and 'Cancel' buttons.

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.

Employer Registration (B&V Testing)

B&V Testing FEIN: ## ####7770 ID: 1234567

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | Employer Services | Closing / Layoff |

Company Information

Name: B&V Testing

FEIN Number: ## ####7770 UI Account #: -

Number Of Employees:

Web Address:

Doing Business As:

Employer Type: Private FLC GTF

Federal Contractor: Yes No Company Closed

Primary Phone: (800)851-1111 Evacuee Friendly

Career Center: The Career Place

Company Address Mailing Address

Address

Address: 19 Stanford St

Country: United States of America

Zip: 02451- City: Waltham

State: Massachusetts

Is the mailing address different?

Industry

NAICS Code: 541380 SIC:

NAICS Sector: Professional, Scientific, and Technical Services

NAICS Subsector: Professional, Scientific, and Technical Services

NAICS Ind Group: Architectural, Engineering, and Related Services

NAICS Industry: Testing Laboratories

NAICS US Industry: Testing Laboratories

Trade Names

B & V Testing Add

B and V Testing Delete

All Job Orders **Open Job Orders**

Total Job Orders: 0 Total Job Orders:

Total Openings: Total Openings:

Total Openings Filled: Total Openings Filled:

Status

Access Approve Access Denied Validated By: CPATT

Created Date: 04/30/2013 Created By: CPATT

Industry Code Search Job Order OK Cancel

- 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.).

Job Order (10036999) - Paraprofessional - Autism Inclusion

Holyoke Public Schools FEIN: ## ####1393 ID: 1019212

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History |

Selected Job Seekers

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	- .	<input type="button" value="Add"/> <input type="button" value="Filter"/>