

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 02.123

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: February 1, 2018

Subject: **MOSES Version 36.6 will be released on February 14, 2018**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 36.6 is scheduled for release to the desktops on Wednesday, February 14, 2018.

Background: The release date to the field for MOSES 36.6 is Wednesday, February 14, 2018.

MOSES will be shut down at 4:00 p.m. on Tuesday, February 13, 2018 for the updates and maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).

This will **NOT** interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet services will still be available.

Please plan on completing and saving your MOSES data entry by 4:00 p.m. on Tuesday, February 13, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, February 14, you will have the new version of MOSES available and any work done prior will be saved.

Action

Required: Local Workforce Development Boards, Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on

Tuesday February 13, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@MassMail.State.MA.US. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 36.6

1. Job Seeker – Case Management Tab – Assessment sub Tab – new Expand Details button

The **Labor Market for Skills** box will be magnify when the **Expand** button is clicked allowing staff to enter information easier.

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window. The 'Assessment' sub-tab is active. The 'Labor Market for Skills' section is collapsed, and an 'Expand' button is located at the bottom right of this section. The window also displays various tabs like 'Basic', 'Education', 'Work Experience', etc., and a table of work history.

Company Name	Job Title	Salary	Salary Unit	Start Date	End Date
Boston Red Sox Baseball Club	cook	20.00	Hour	01/01/2010	01/05/2018

Institution	Degree	Major	Status
NESL	Other Advanced Degree		Complete

Service Result	Service Date	Score/Comments
TABE Reading	01/10/2018	
TABE Applied Mathematics (no	01/10/2018	

Expand

The screenshot shows the 'Job Seeker Membership (Job, Anita)' window with the 'Labor Market For Skills' dialog box expanded. The dialog box has a large text area for input, a 'Size Limit: 1500' indicator, and 'OK' and 'Cancel' buttons. The 'Expand' button in the background window is now disabled.

2. Job Seeker – Full tab – Barriers sub tab - new Expand Details button

The **Barrier Notes** box will be enlarged when the **Expand** button is clicked allowing staff to enter information easier.

Job Seeker Membership (Job, Anita)

Job, Anita SSN: 999-01-0007 ID: 12705314

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

General Information Military Information Barriers Assistance/Disaster Relocation

Below Grade Level Lack of Self-Sufficiency **Eligibility**
 DCF Youth Lack of Transportation Disability
 Displaced Homemaker Legal English Language Learner
 DYS Youth Limited Basic Educational Skills Foster Child
 Financial Limited Job Search Skills Homeless
 Health Other Low Levels of Literacy
 Housing Probation/Court Involvement Offender/Subject to Justice System
 Labor Market Discrimination/Cultural Barrier Substance Abuse Pregnant/Parenting Issues
 Lack of Childcare/Eldercare Underemployed Runaway Youth
 Lack of Credentials, Certification, Licensing Work History (limited,gaps,none,etc.) Youth Not Attending, but of Compulsory Age
 Lack of Marketable/Occupational Skills Youth Requiring Additional Assistance

Note: Barriers should not be unchecked when they are resolved. Instead, a barrier note should be added to indicate how the barrier was resolved. Also be aware that checking the Eligibility barriers will affect eligibility.

Barrier Notes

Expand

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Expand

Job Seeker Membership (Job, Anita)

Job, Anita SSN: 999-01-0007 ID: 12705314

Barrier Notes

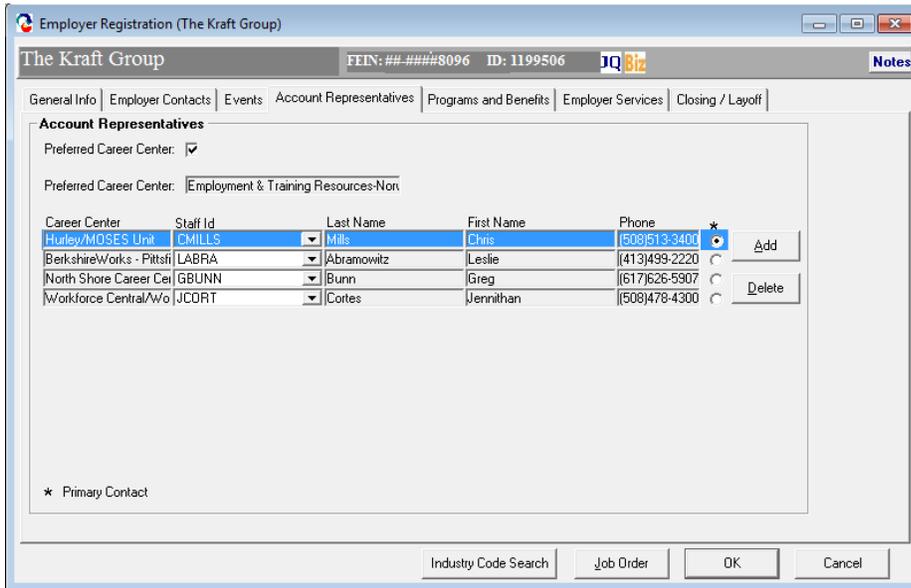
Size Limit: 4000

Expand

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

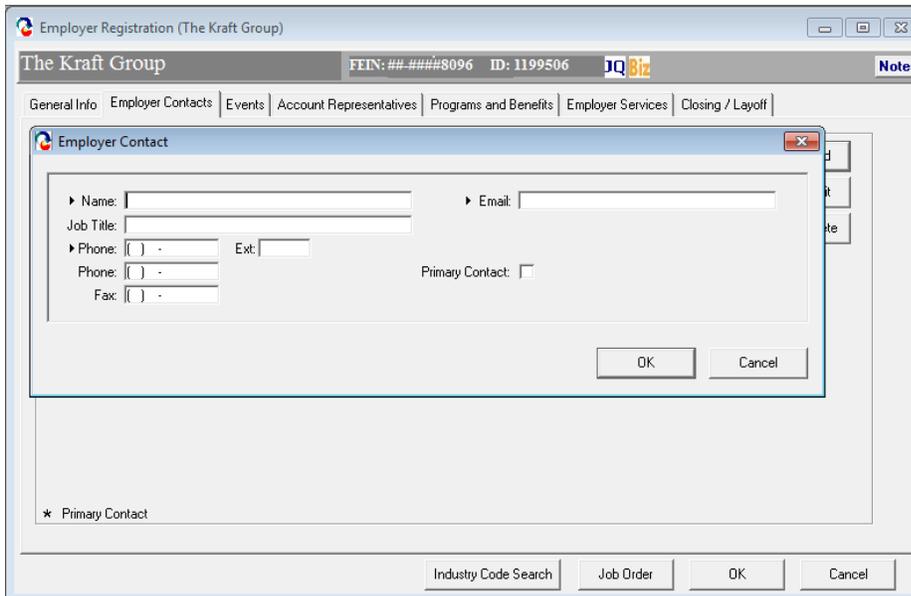
3. Employer – Account Rep tab – Primary Contact designation now available

A Radio button designating who is the Primary Account Representative for the employer is now available when multiple Account Representatives are listed. Now with employers using more than one career center as a resource, it allows the employer / career center to designate a Primary point of contact person out of the list of career center staff.



4. Employer Record – Employer Contact tab – Employer Contact field now allows two telephone numbers to be listed

On the **Employer Contact** record, you can now list two telephone numbers. (One is mandatory / required.)



5. Job Seeker – Basic tab – Relabeled Home phone to Primary Phone

On Job Seeker - Basic tab relabeled Home Phone to **Primary Phone**.

Job Seeker Membership (Collie, Aiden)
Collie, Aiden SSN: 999-01-0000 ID: 12705312

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: Aiden Middle Initial:
Last Name: Collie Gender: Male Female
Date of Birth: 01/01/1990 Military: Yes No
Release Information?: Yes No Other Eligible: Yes No

Ethnicity Hispanic or Latino: Yes No
Race White Black or African American
 Asian American Indian or Alaskan Native
 Other Hawaiian Native or Other Pacific Islander
 Information Not Available

Programs - Last Reportable Service Date: 01/11/2018

Program Name	Apply Program Status	History
Job Match	<input checked="" type="checkbox"/> Info. Complete - On	
Program Eligibility	<input checked="" type="checkbox"/> Info. Complete - On	
Case Management	<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: 119 Staniford Street
Country: United States of America
Zip: 02114 City: Boston
State: Massachusetts
 Enterprise Empowerment Renewal

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

Contact

Primary Phone: (617)658-9622 Email: acolli@gmail.com
Other Phone: (781)478-5368 Cell:
Web Address: www.link.edin.com/vsal/608as/viw Prefers Emails

Special Accommodations

6. WPP Enrollments - new pop up to remind staff that Full tab – Assistance / Disaster Relocation tab should be filled in

New Pop Up reminder for DTA WPP Enrollment that the Assistance / Disaster Relocation tab needs to be filled out.

Career Center Specific Programs

Program Name	Apply
DOT Training Grant	<input type="checkbox"/>
DTA Work Program Participant (WPP)	<input checked="" type="checkbox"/>
DWT NEG	<input type="checkbox"/>
EDIC - FY17-20 ALI	<input type="checkbox"/>
EDIC - Quinzani's Bakery RRSA	<input type="checkbox"/>
EDIC - Radius/Coolidge RRSA	<input type="checkbox"/>
Employment Services (W-P) - Assisted Core	<input type="checkbox"/>
Evergreen Solar, Inc.	<input type="checkbox"/>
FY 2009 JS/JR enroll BCL	<input type="checkbox"/>
Garber	<input type="checkbox"/>
GE-NEA PUBLISHER NDWG	<input type="checkbox"/>

OK Cancel

Missing Public Assistance Information

TAFDC and/or SNAP have not be recorded for this Job Seeker. Please go to the Full - Assistance/Disaster Relocation tab to record whether they are receiving TAFDC and/or SNAP benefits.

OK

7. Job Seeker – General Services – Career Planning / Case Management modifications

With the pending new Career Planning (*formerly Case Management*) policy coming out, two service details, **Developed Case Plan** and **Obtained Signatures for Plan**, currently under **General Services – Case Management** are being moved to **General Services – Career Planning**. They will be renamed **Developed Career Plan** and **Obtained Signatures for Career Plan** under the **Career Planning** category.

The screenshot shows the 'Job Seeker Membership (TEST, Rudyard)' interface. The user is logged in as TEST, Rudyard (SSN: 999-22-2753, ID: 12550773). The 'Services' tab is active, and the 'General Services Detail' window is open. The 'Category' is set to 'Career Planning'. The 'Service Detail' dropdown is open, showing a list of service options including 'After-Exit Follow-up', 'Career Fair', 'CMAP (Job Search Plan)', 'Computerized Career Search', 'Developed Case Plan', 'EDP/IEP', 'Education Exploration (ABE,GED/HiSET,ESL)', 'Education Exploration (College)', 'ISS/CDP', and 'Obtained Signatures for Plan'. A note at the bottom of the window states: 'Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSSCAR.'

The screenshot shows the same 'Job Seeker Membership (TEST, Rudyard)' interface. The 'General Services Detail' window is open, but the 'Category' is now set to 'Case Management'. The 'Service Detail' dropdown is open, showing a list of service options including 'After-Exit Follow-up', 'Assigned Case Manager', 'Case Conference', 'Consultation With Other Agencies', and 'Received Case Management Services'. The note at the bottom of the window remains the same: 'Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSSCAR.'

8. Partner Agency referrals:

A) MOSES Staff View:

Five Service Details have been added to the 'Support Services Referral' Category.

- Adult and Community Learning Services (ACLS)
- Department of Transitional Assistance (DTA)
- Mass Commission for the Blind (MCB)
- Mass Rehabilitation Commission (MRC)
- Senior Community Services Employment Program (SCSEP)

Staff should use these services when referring customers to these partner agencies.

The screenshot shows the SMITH system interface for a customer named SMITH. The 'General Services Detail' form is open, showing the 'Services Provided' section. The 'Category' dropdown is set to 'Support Services Referral'. A list of service details is displayed, with red arrows pointing to the following services:

- Adult and Community Learning Services (ACLS)
- Department of Transitional Assistance (DTA)
- Mass Commission for the Blind (MCB)
- Mass Rehabilitation Commission (MRC)
- Senior Community Services Employment Program (SCSEP)

The interface also shows a table of service details with columns for Service Date, Labor Market Info - Staf, Workforce Central/Worcester, and Hours. The current row is highlighted in blue.

B) JobQuest:

A question for the job seeker will be added to JobQuest asking if they received services from any of our partner agencies.

Have you received services from any of the following agencies within the past year?

Additional Demographics

Answering the following questions could allow workforce agencies to help identify possible resources that could benefit you in finding a job.

* In the previous 12 months have you been unemployed for 27 or more weeks (6 months)? Yes No

* Do you have a disability? Yes No Choose not to answer

* What is your family size?

* Is the total income of all the family members living in your household for the last six months below Yes No

Are you: Homeless
 An Offender

If you are receiving any public assistance, please check all that apply

Supplemental Security Income (SSI) Supplemental Nutrition Assistance Program (SNAP)
 Social Security Disability (SSDI) Transitional Aid for Families with Dependent Children (TAFDC)
 Emergency Assistance to Elderly, Disabled & Children (EAEDC)

Have you received services from any of the following agencies within the past year?
Check all that apply:

Adult and Community Learning Services (ACLS)
(Adult Basic Education or English language classes) Mass Commission for the Blind (MCB)
 Mass Rehabilitation Commission (MRC)
 Department of Transitional Assistance (DTA) Senior Community Services Employment Program (SCSEP)

A 'Support Services Referral' record will be created for each box checked. The description box on the service will contain the message 'Self-declared assistance from partner agency'.

General Services Detail

Services Provided

Service Date: 01/31/2018 Last Update Date: 01/31/2018

Career Center: Virtual Career Center Staff ID: INETSELF Hours: .0

Description: Self-declared assistance from partner agency

Category: Support Services Referral Service Detail: Mass Rehabilitation Commission (MRC)

Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel