

# Mass Workforce Issuance

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**100 DCS 02.124**

Policy  Information

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**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 Version 36.7 will be released on April 18, 2018**

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**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 36.7 is scheduled for release to the desktops on Wednesday, April 18, 2018.

**Background:** The release date to the field for MOSES 36.7 is Wednesday, April 18, 2018.

This will be a weekday nighttime build.

MOSES will be shut down at 4:00 p.m. on Tuesday, April 17, 2018 for the updates and the 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, April 17, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, April 18, 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 staffs are made aware of the MOSES shutdown on Tuesday April 17, 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](mailto:Thomas.M.Cartier@MassMail.State.MA.US). Please reference this MassWorkforce Issuance number in your inquiry.

## Description of Key Changes in MOSES Version 36.7

### 1. MOSES Tracking of Employers Interested in Hiring Hurricane Evacuees

An **'Evacuee Friendly' checkbox** was added to the **Employer/General Info** tab in MOSES. This checkbox should be used to track employers who express an interest in hiring hurricane evacuees. If you receive notice from an employer interested in accepting referrals of hurricane evacuees to available jobs you should identify them by checking the new 'Evacuee Friendly' checkbox.

The screenshot shows the 'Employer Registration (Avertest)' window. The 'Company Information' tab is active. The 'Evacuee Friendly' checkbox is checked. The 'Company Address' tab is also visible. The 'Status' section shows 'Access Approve' selected. The 'All Job Orders' and 'Open Job Orders' sections show counts for Total Job Orders, Total Openings, and Filled. The 'JQ' logo is highlighted with a red arrow in the top right corner.

### 2. New Employer Advanced Search Option: Added option to search for 'Evacuee Friendly' Employers

The screenshot shows the 'Employer Advanced Search' dialog box. The 'Evacuee Friendly Employers' checkbox is checked. The 'Include Closed Companies' and 'Employers with open Job Orders only' checkboxes are unchecked. The 'Created Date' field is set to 'From: 00/00/0000 To: 00/00/0000'. The 'OK' and 'Cancel' buttons are visible at the bottom.

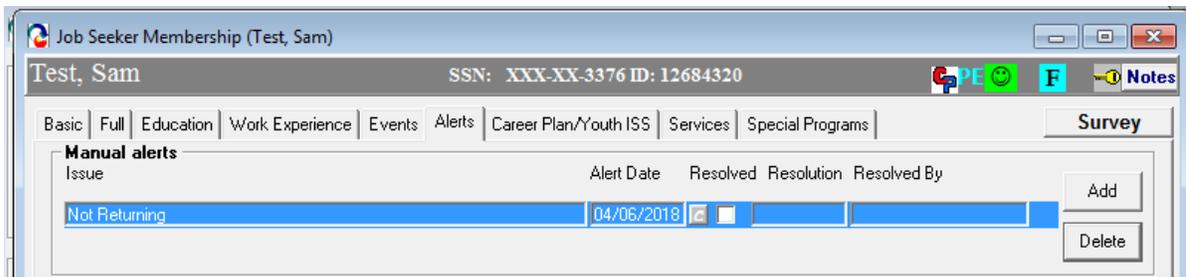
### 3. Recording Hurricane Evacuee Relocation Status in MOSES

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.

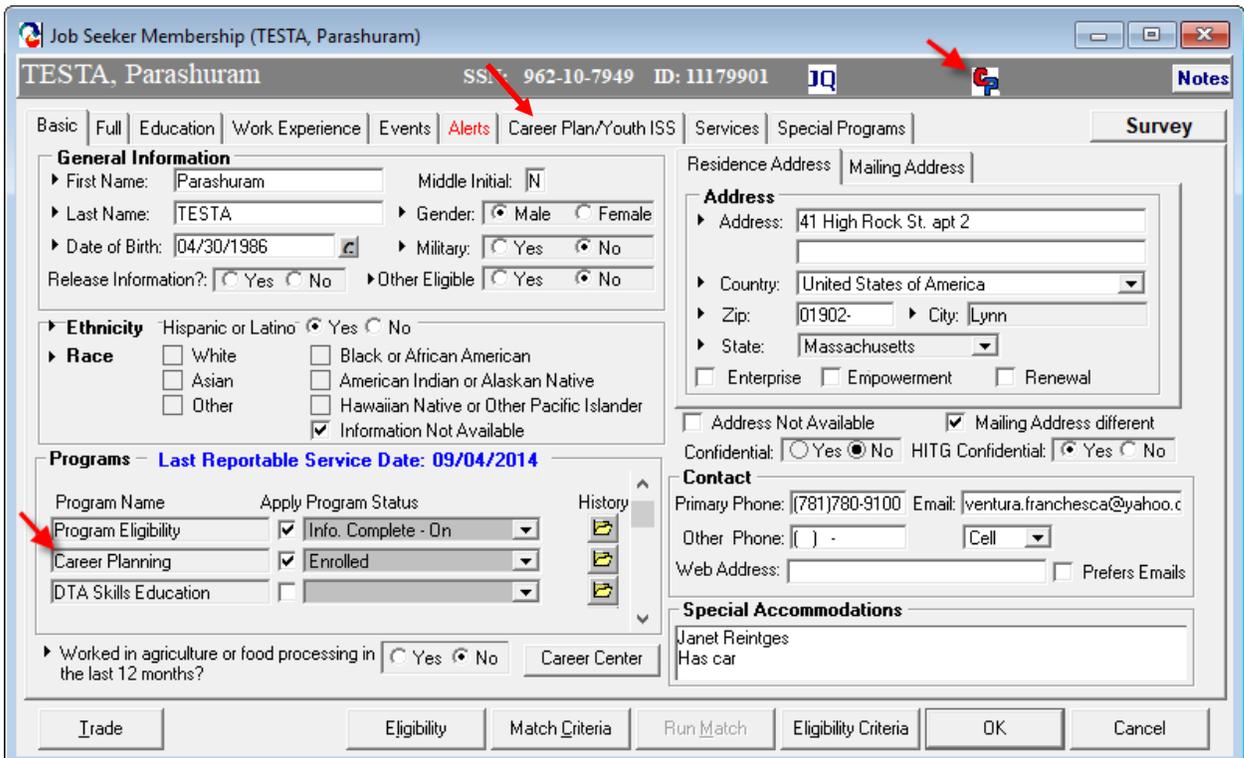
Please record this information in MOSES by adding **One (1) Manual Alert described as either; Returning, Not Returning or Undecided** on the **Alerts** tab in MOSES. You can **append** other text to the alert such as; Returning to San Juan or Not Returning, plan to stay in Holyoke or Not Returning, plan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



### 4. Changed Program Name from Case Management to Career Planning: Also changed tab name to Career Plan and the CM icon to CP.



5. **Re-assigned all “Case Management” services to “Career Planning”:** Case Management no longer exists as its own category in MOSES. All services associated with Case Management were re-assigned to Career Planning.

