



# Workforce Issuance

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100 DCS 02.127

☐ Policy ☒ Information

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

**cc:** WIOA State Partners

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

**Date:** October 31, 2018

**Subject:** **MOSES Version 36.8 will be released on November 15, 2018**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 36.8 is scheduled for release to the desktops on Thursday, November 15, 2018.

**Background:** MOSES will be shut down at 4:00 p.m. on Wednesday, November 14<sup>th</sup> for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro). Please plan on completing and saving MOSES data entry by 4:00 p.m. on Wednesday, November 14.

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

**Important change:** There is a new procedure to access the MOSES build for those staff that log on to Amazon WorkSpaces (AWS) for their MOSES access. A separate Issuance, #100 DCS 02.126 - Setting Up WorkDocs in the Amazon WorkSpaces Environment

<https://www.mass.gov/files/documents/2018/10/31/02-126.pdf> has been issued that outlines the new procedure and explains how to use *Amazon WorkDocs* - a critical step in acquiring MOSES builds.

**As a general habit, Amazon WorkSpaces users should always log in to their WorkDocs account before accessing MOSES.**

**Action**

**Requested:** Local MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Wednesday, November 14<sup>th</sup>, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

In addition, on Thursday November 15, 2018, MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon WorkSpaces users log into their WorkDocs account before logging into MOSES.

**Effective:** Immediately

**Inquiries:** Please email all questions to [Thomas.M.Cartier@detma.org](mailto:Thomas.M.Cartier@detma.org). Please reference this MassWorkforce Issuance number in your inquiry.

## Description of Key Changes in MOSES Version 36.8

### 1. Career Ready 101 (CR101) and WorkKeys Curriculum (WKC) Changes

**WKC Placement Tests; Applied Math, Graphic Literacy, and Workplace Documents** have been added to the Career/Interest Inventories or Assessments category on the Testing Tab.

**Testing Services Detail**

**Services Provided**

Service Date: 07/18/2018 Last Update Date: 00/00/0000

Career Center: Boston Career Link Staff ID: DROSS3 Hours: .0

MADDE/USDOL Assessment: ☐ Yes ☒ No

Description:

Category: Career/Interest Inventories or Asses Service Detail:

**Test Results**

Form: Level: Scale Score: 0 Score/G

Source: Result

Occupation:

Test Language: English Education:

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

Myers-Briggs  
O\*Net Interest Profiler (IP)  
O\*Net Work Importance Locator (WI)  
Other  
PESCO (Pleasantville Education Supply Corporation)  
PLAN  
SDS - Self Directed Search  
SII (Strong Interest Inventory)  
USES (United States Employment Service Interest Inventory)  
**WKC Placement Test - Applied Math**  
**WKC Placement Test - Graphic Literacy**  
**WKC Placement Test - Workplace Documents**

Added **Skills Remediation service category** under General Services with service results of WKC/CR101 Learning Modules and Other Activity.

**Job Seeker Membership (ADAM, Arcenia)**

ADAM, Arcenia SSN: XXX-XX-6328 ID: 12059653

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

General Employment Administrative Testing Course/Activity Youth Goals

**Services**

**General Services Detail**

**Services Provided**

Service Date: 06/06/2018 Last Update Date: 00/00/0000

Career Center: Access Point - NSCC - Lynn Staff ID: LABRA Hours: .0

Description:

Category: Skills Remediation Service Detail:

WKC/CR101 Learning Modules  
WKC/CR101 Other Activity

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

06/06/2018 LABRA Access Point - NSCC - Lynn

Row 22 of 22

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Added **new WorkKeys Exam** category to the testing tab: WorkKeys Exam details are Workplace Documents, Applied Math and Graphic Literacy.

**Testing Services Detail**

**Services Provided**

Service Date: 06/06/2018 Last Update Date: 00/00/0000

Career Center: Access Point - NSCC - Lynn Staff ID: LABRA Hours: .0

MADOE/USDOL Assessment ☐ Yes ☒ No

Description:

Category: WorkKeys Exam Service Detail: Applied Math, Graphic Literacy, Workplace Documents

**Test Results**

Form: Level: Scale Score: 0 Score/Grade Level: 0.0 Test No. Test Date: 06/06/2018

Source: Results:

Occupation:

Test Language: English Educational Functioning Level:

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

OK Cancel

Added **National Career Readiness Certificates (NCRC)** under Outcomes/Enhancement on the General Services Tab.

**General Services Detail**

**Services Provided**

Service Date: 07/18/2018 Last Update Date: 00/00/0000

Career Center: Boston Career Link Staff ID: DROSS3 Hours: .0

Description:

Category: Outcomes / Enhancements Service Detail: Lacks Transportation, Lost Child Care, Met All Program Goals, Moved From Area, NCRC - Bronze, NCRC - Gold, NCRC - Platinum, NCRC - Silver, Other, Services Completed, Other, Services Not Completed, Relocated to Mandated Residential Program, Reservist called to active duty

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

Trade

Category: Outcomes / Enhancements

2. **MassHire Office Name Changes:** The following office names that appear in dropdowns and other MOSES data entry points have been changed to show the MassHire career center names. MassHire is not included as part of the career center name due to the short length of the display areas in MOSES.

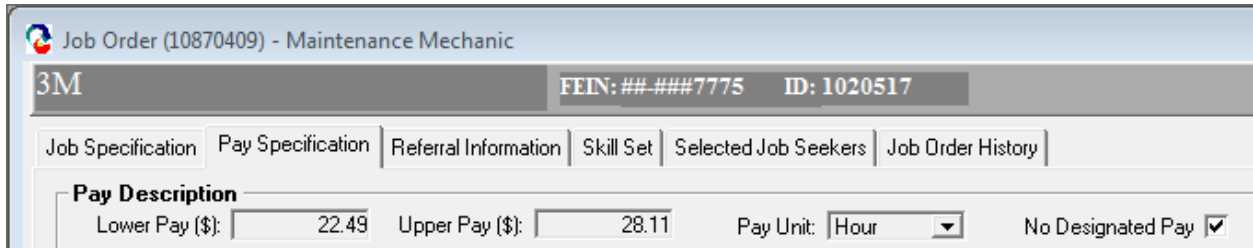
Local Office ID	Old Office Name	New MassHire Name
4001	BerkshireWorks - Pittsfield	Pittsfield Career Center
4006	Boston Career Link	Boston Career Center
4009	CareerWorks	Brockton Career Center
7249	Youth Works of Brockton	Brockton YouthWorks
4010	Career Opportunities	Hyannis Career Center
4011	FH-Greenfield Career Center	Greenfield Career Center
4037	FH-Orange Career Center	Orange Affiliate Career Center
4042	Northampton Access Point - Forbes Library	Northampton Affiliate Career Center
4013	CareerPoint Career Center	Holyoke Career Center
4014	Futureworks Career Center	Springfield Career Center
4021	Greater New Bedford Career Center	New Bedford Career Center
4023	Career Center of Lowell	Lowell Career Center
4025	North Central Career Centers/Leominster	Leominster Career Center
4028	North Shore Career Center of Salem	Salem Career Center
4029	North Shore Career Center of Gloucester	Gloucester Affiliate Career Center
4506	Access Point - NSCC - Lynn	Lynn Affiliate Career Center
4507	Peabody Institute - Access Point	Peabody Affiliate Career Center
4035	ValleyWorks - Career Center of Haverhill	Haverhill Career Center
4036	ValleyWorks - Career Center of Lawrence	Lawrence Career Center
4038	CareerSolution	Downtown Boston Career Center
4039	Career Connections	Metro South/West Youth
4040	Framingham American Job Center	Framingham Career Center
4041	Norwood American Job Center	Norwood Career Center
4044	Career Source, Cambridge	Cambridge Career Center
4045	Career Source, Chelsea	Chelsea Career Center
4046	The Career Place	Woburn Career Center
4031	Workforce Central Southbridge	Southbridge Career Center
4033	Workforce Central/Worcester	Worcester Career Center

3. **New MassHire Barcode:** Added MassHire logo to barcode:



4. **Job Order Lower/Upper Pay Description remains visible** when No Designated Pay is checked. This allows staff to see the pay range in MOSES but is still not visible in MassHire JobQuest.

### MOSES Staff View



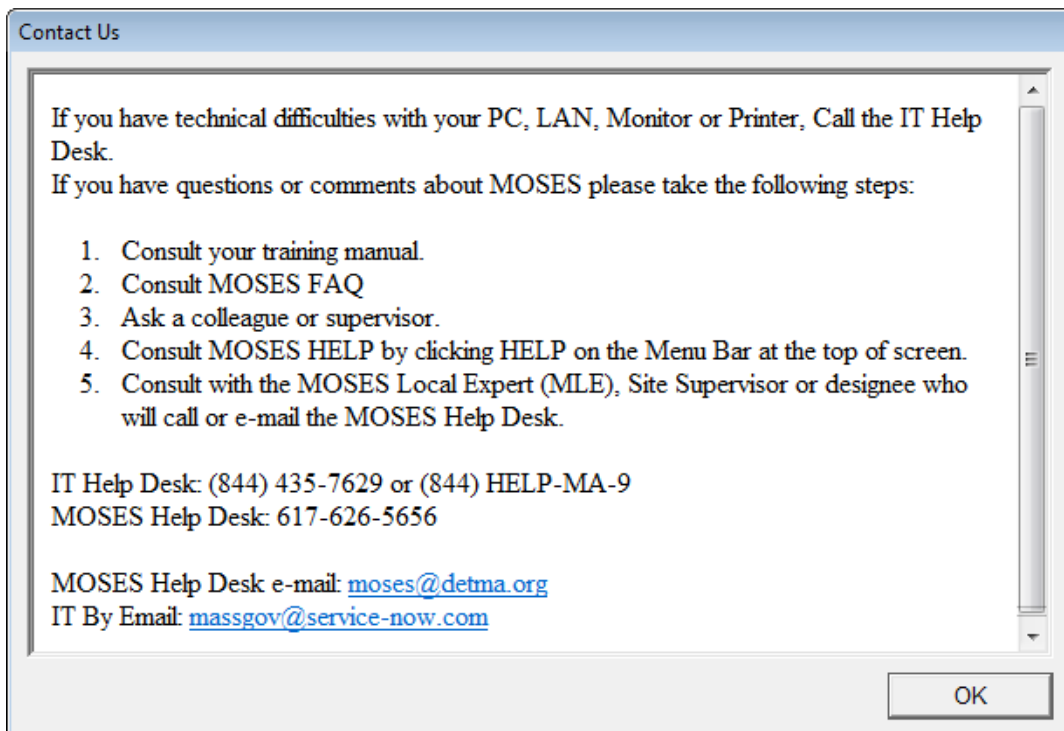
The screenshot shows the 'Job Order (10870409) - Maintenance Mechanic' page in the MOSES system. At the top, there's a header with the job title and a sub-header with '3M', 'FEIN: ##-###7775', and 'ID: 1020517'. Below this is a navigation bar with tabs: 'Job Specification', 'Pay Specification', 'Referral Information', 'Skill Set', 'Selected Job Seekers', and 'Job Order History'. The 'Pay Specification' tab is active, showing a 'Pay Description' section. It includes input fields for 'Lower Pay (\$):' (22.49) and 'Upper Pay (\$):' (28.11), a 'Pay Unit:' dropdown set to 'Hour', and a checked checkbox for 'No Designated Pay'.

### MassHire JobQuest View

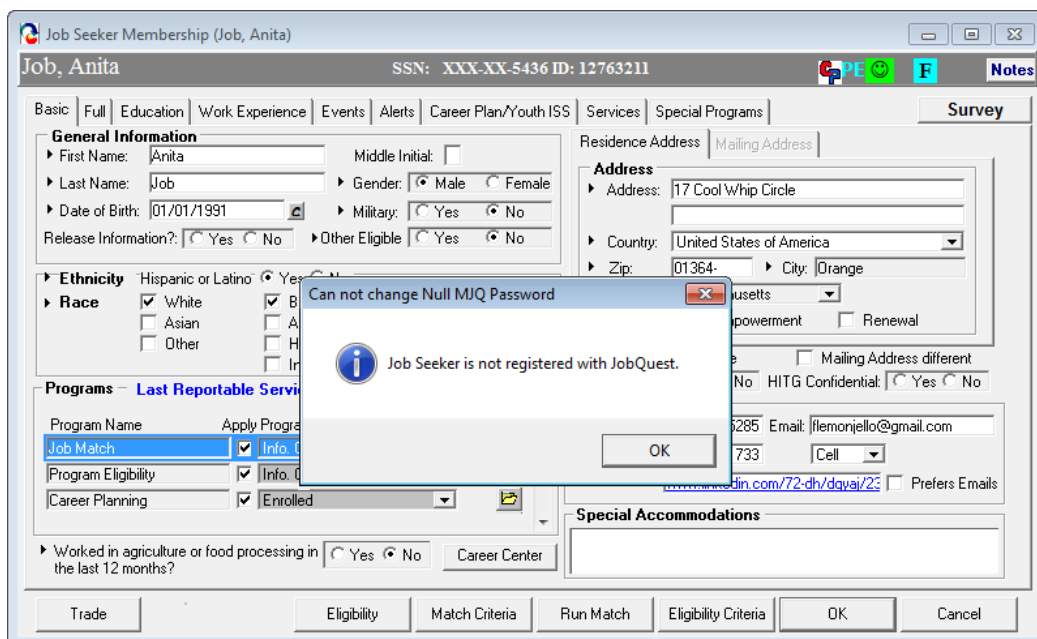
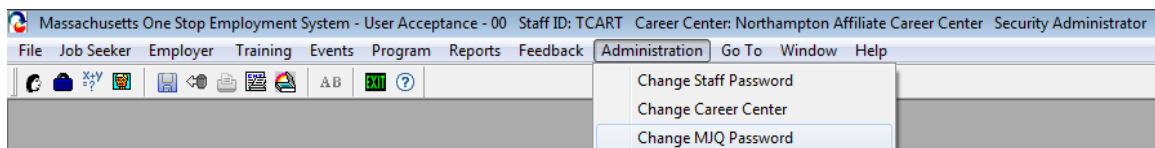


The screenshot shows the 'Job Details' page for 'Maintenance Mechanic' (Job Number: 10870409) on the MassHire JobQuest website. The page has a header with the MassHire JobQuest logo and a navigation bar with links: 'Home', 'Find Jobs', 'Locate Training', 'Search Events', 'My JobQuest', and 'Help'. The left sidebar contains 'Company / Job Location' information for '3M' at '279 Billerica Road, Chelmsford, MA 01824', a 'Map this location' link, and 'Job Specs' including 'Duration: Full-Time, over 150 Days', 'Shift: First', 'Per Diem Position: No', 'Work Hours: Not Specified', 'Hours Per Week: 40', 'Union Position: No', 'Apprenticeship: No', and 'FLC Status: None'. The main content area shows 'Job Title: Maintenance Mechanic', 'Job Number: 10870409', 'Status: Open', 'Post Date: 08/03/2018', and 'Close Date: 09/21/2018'. Below this is a 'Description' section with details about the position and a 'How to Apply' section with contact information. A red box highlights the 'Pay' section in the left sidebar, which shows 'Not Specified'.

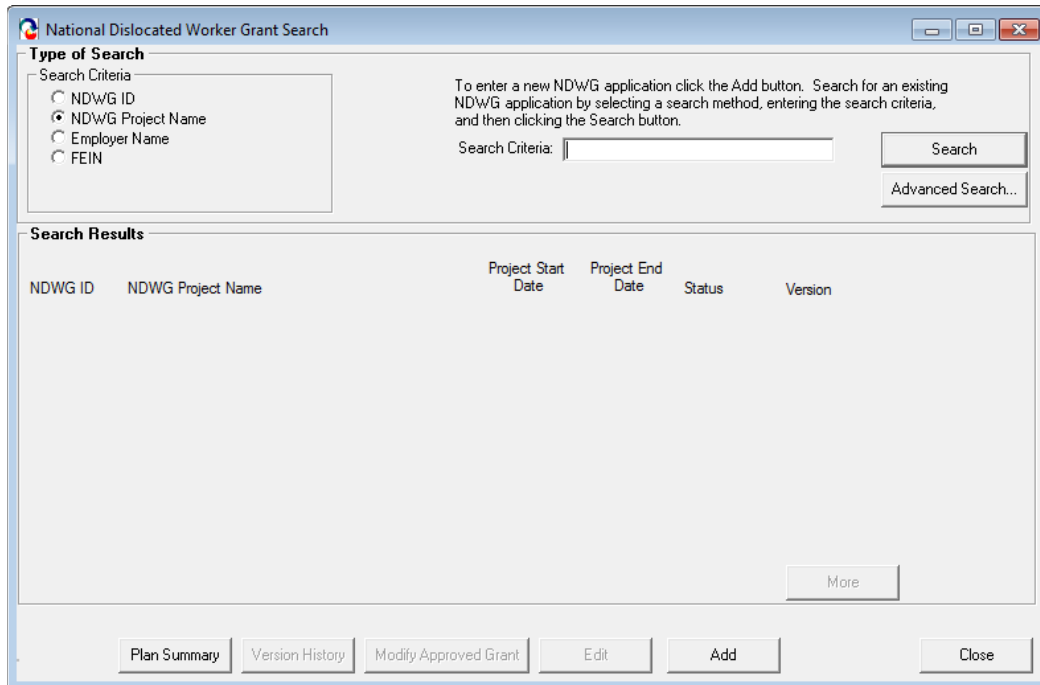
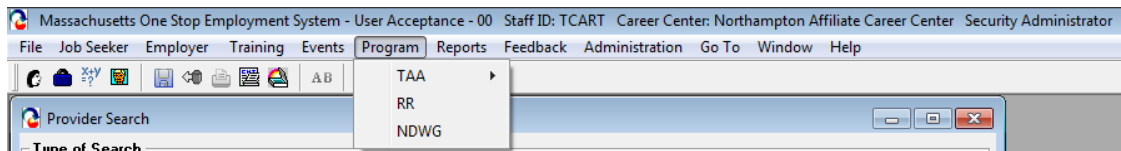
5. **Updated Help Desk information in MOSES.** Updated Massachusetts IT Help Desk Information.



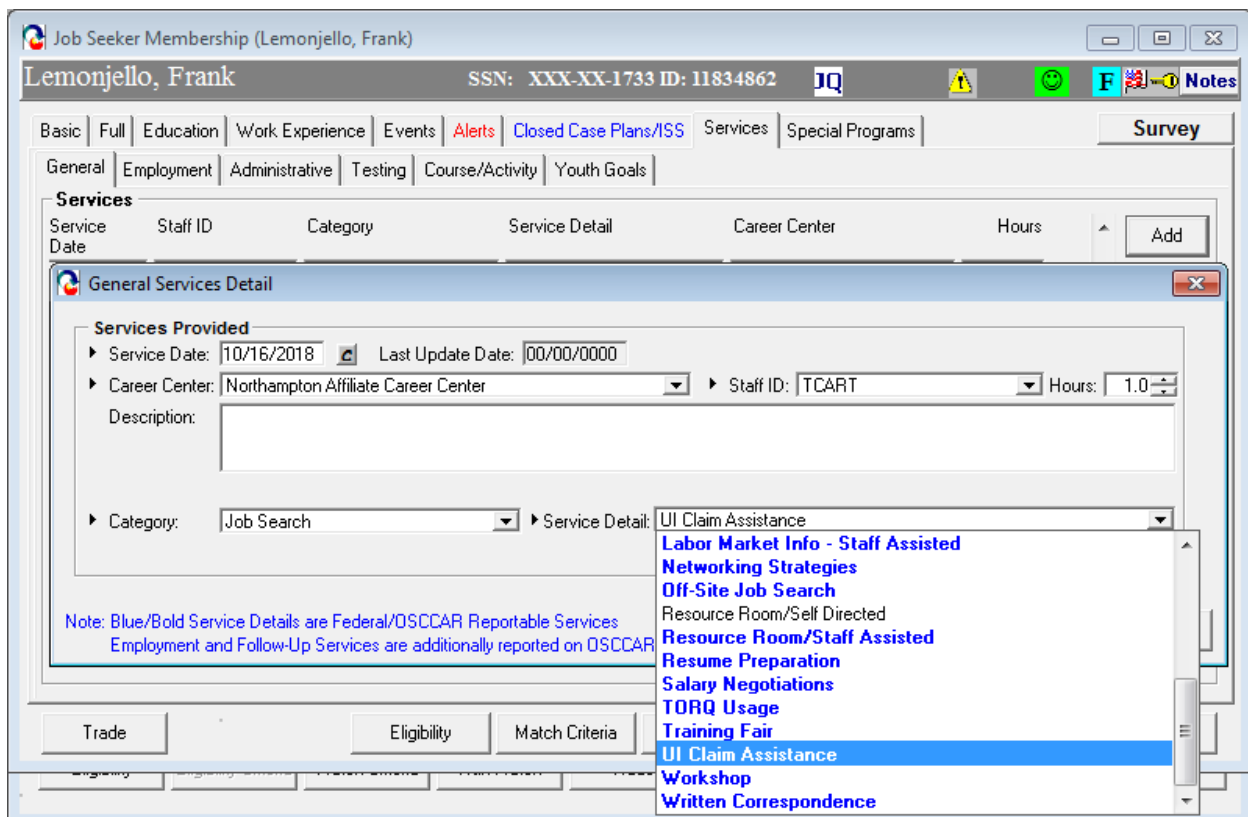
6. **Admin tab – Change MJQ Password, now only works for customers with Job Quest accounts.**



## 7. Program name change NEG to NDWG



## 8. New Job Search General Service, UI Claim Assistance





9. **New Incumbent Worker Training Checkbox added to Course/Activity Tab - Training Enrollment Detail Screen** - Use the new **Incumbent Worker Training** checkbox when enrolling an incumbent worker in an incumbent worker training.

The screenshot shows the 'Training Enrollment Detail' window with the following fields and sections:

- General Information:** Career Center (Hurley/MOSES Unit), Created Date (10/24/2018), Last Update Date, Staff ID (LABRA), Hourly Wage (\$), Hourly Wage Subsidy (\$), Hours / Week, Pell Recipient (Yes/No), Amount (\$), Estimated Completion Date.
- Course Information:** Training Course ID, Training Course, Training Provider, Occupation Description, Location / Worksite, Referral Date (10/24/2018), Enrollment (Yes/No), Start Date (00/00/0000), Section 30, Section 30/TAA Start Date (00/00/0000).
- Completion Information:** Course Completion Status (Pending), Course Completion Date (00/00/0000), Course Completion Hours.
- Eligible Funding Streams:** Group Contract Enrollment (Yes/No), **Incumbent Worker Trng** (checkbox, highlighted with a red box), Cost (\$) Obligated to the Funding Source(s) (.00), Voucher (Not Issued).
- Evaluations:** Notification Method (N/A), Notification Sent Date (00/00/0000), Evaluation Status (N/A).
- Buttons:** Display Form, OK, Cancel.

10. **MassHire update. SDA / LWIB / WIB labels now Workforce Board**

The screenshot shows the 'Job Seeker Advanced Search' window with the following sections and fields:

- Personal:** Last Name, First Name, Date of Birth (00/00/0000), Gender (Male/Female), Search based on Soundex? (Yes/No), Race (White, African American, Non Hispanic, Hispanic or Latino, American Indian or Alaskan Native, Asian, Hawaiian Native or Other Pacific Islander, Other, Information Not Available).
- General:** Workforce Board, City/Town, Zip Code, Career Center, Staff ID, Education.
- Detailed Search Criteria:** Primary Language, Disability, Previous Employer, Alerts, Phone (Home/Other), Veterans, UI Claimants, Dislocated Worker, Enterprise Zone, Affirmative Action, Career Center Specific Programs, Empowerment Zone, Renewal Community, Active or Inactive, Enrolled in State Program.
- Filters:** No Service in the last (Days), Had a service within (Days), Age Between (and).
- Buttons:** OK, Cancel.

**Closing/Layoff Search**

**Type of Search**

Search Criteria:

- ☐ Closing/Layoff ID
- ☒ Employer Name
- ☐ Employer ID
- ☐ FEIN
- ☐ Workforce Board
- ☐ Investigation Status

To enter a new Closing/Layoff click the Add button. Search for an existing Closing/Layoff by selecting a search method, entering the search criteria, and then clicking the search button.

Search Criteria:

**Search**

**Advanced Search...**

**Search Results**

Closing/Layoff ID	Company Name	Employer City	Employer ID	Layoff Start Date	Investigation Status
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**More**

**Edit Add Delete Cancel**