



# Workforce Issuance

---

**100 DCS 02.128.1**

Policy  Information

---

**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:** January 30, 2020

**Subject:** **MOSES Training**

---

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners that MOSES trainings have been updated utilizing EventBrite for registrations.

**Background:** In an effort to improve the rollout and effectiveness of MOSES training for the Workforce system, MDCS has redesigned MOSES training in order to make it more effective, efficient, and responsive for staff. Utilizing EventBrite for registrations will also allow for tracking attendance more efficiently.

MOSES 101 is a two (2)-day class covering the basic data entry of the Job Seeker record. This will be the mandatory class for all new MOSES users.

MOSES 101 is a pre-requisite for all other MOSES trainings. Additional (optional) course offerings have been added to cover specific elements of the previous MOSES 101 class materials. Staff should register for these supplemental courses, as needed. Included topics are:

MOSES 102: MOSES Basic Business Services;  
MOSES 103: MOSES Career Planning;  
MOSES 104: MOSES Basic Program Eligibility and Course Enrollment

These are optional classes, as needed, or required according to staff job functions and/or cross-training efforts.

The optional classes may have required reading and are one (1)-day classes.

Due to scheduling and class capacity, each class will only be offered once a month with priority given to new/recently hired staff. Seating is limited as these are hands-on MOSES classes.

Below is the curriculum description:

**MOSES 101 MOSES Job Seeker Basics**

A basic course in navigating the MOSES database. Attendees will learn the Job Seeker Basic tab, Full tab, Education tab, Work Experience tab, Services tab and Notes area. Job Seeker Workshop registration is covered as well as the job matching process. Students will be able to add and edit the basic job seeker record upon completion. The class is two days from 9 am to 4 pm.

This is a mandatory class for all MOSES users.

**MOSES 102 MOSES Business Services Basics**

A basic course in using the MOSES database for Employer services. Searching for Employers, adding and editing Employer records, Job Order data entry is covered (all three varieties of Job Orders will be included), and Employer Services is covered. Job Development referrals are reviewed.

This is a 1-day class from 9 am to 4 pm. This is an *optional* class.

Required Reading: MassWorkforce Issuance 100 DCS 02.102 Employer Services Reporting in MOSES Update <https://www.mass.gov/service-details/massworkforce-wioa-itmoses-policy-issuances> .

Pre-requisite: MOSES 101: MOSES Job Seeker Basics

**MOSES 103 MOSES Career Planning**

A basic course in using the MOSES Career Planning tab in the Job Seeker record. Covers the simplified basic data entry of the Goals & Tasks tab, Assessment tab, Training Justification tab and the Barriers tab. Notes are discussed and suggested Best Practices are reviewed.

This is a 1-day class from 9 am to 4 pm. This is an *optional* class.

Required Reading: MassWorkforce Issuance 100 DCS 08.112.1 Career Planning for WIOA Job Seeker Customers <https://www.mass.gov/service-details/massworkforce-wioa-oscc-operations-policy-issuances> ;

Massachusetts Workforce Investment Act Communication Number 04-34: Case Management for Job Seeker Customers; MassWorkforce Issuance number 07-77: Procedures

for Using the Barriers Tab in MOSES; MassWorkforce Issuance 100 DCS 08.102 WIOA Title I Follow Up Services.

Pre-requisite: MOSES 101: MOSES Job Seeker Basics

### **MOSES 104 MOSES Job Seeker Eligibility and Program Enrollment**

A basic course in the data entry on the MOSES Eligibility fields. This course reviews the Program Eligibility program; the Eligibility Criteria tabs; the Barriers sub tab; and the Eligibility tab. It also reviews Courses and Providers in MOSES, as well as the course enrollment data entry process. Suggested Best Practices are reviewed. This is a 1-day class from 9 am to 4 pm. This is an *optional* class.

Required Reading: MassWorkforce Issuance 100 DCS 08.101.2 Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program; MassWorkforce Issuance 100 DCS 08.112.1 Career Planning for WIOA Job Seeker Customers <https://www.mass.gov/service-details/massworkforce-wioa-oscc-operations-policy-issuances> ; MassWorkforce Issuance 100 DCS 08.102: WIOA Title I Follow Up Services <https://www.mass.gov/doc/wioa-title-i-follow-up-services/download>

Pre-requisite: MOSES 101: MOSES Job Seeker Basics and MOSES 103: MOSES Career Planning.

- Course information and schedules for all MassHire Department of Career Services trainings are on: <https://www.mass.gov/service-details/all-mdcs-staff-training>
- EventBrite is the standard method for enrollments used at MassHire Department of Career Services (MDCS) for registering for classes and workshops.
- To register for any of these MOSES classes please go to: <https://www.eventbrite.com/o/masshire-moses-training-department-27971431951>
- All MOSES classes are offered at the C.F. Hurley Building computer lab in Boston. Classes will start at 9 am. Late comers will not be admitted after 9:15 am (weather permitting). Attendees should plan on arriving to the C.F. Hurley Building before 9 am.

As always, MassHire Career Centers and Partners may submit to MDCS Staff Training and Development an online form to request special Staff Training and Technical Assistance. The form and information is available on:

<https://www.mass.gov/how-to/requesting-staff-training>.

#### **Action**

**Requested:** MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that staff knows that MOSES training has been Re-designed.

**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.