



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 02.128

☐ 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 28, 2019

Subject: **MOSES Training Re-Design / Re-Engineered**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES trainings have been Re-designed / Re-Engineered starting February 2019.

Background: MOSES training has been Re-Designed / Re-Engineered starting in February 2019. MOSES 101, will be a two-day class covering the basic data entry of the Job Seeker record. This will be the mandatory class for all new MOSES users.

Supplemental / optional course offerings have been added to cover elements of the previous MOSES 101 class materials for staff as needed . There will be:

- MOSES 102: MOSES Basic Business Services class;
- MOSES 103: MOSES Career Planning (formerly MOSES Case Management); and
- MOSES 104: MOSES Basic Program Eligibility class.

These are optional classes as needed or required according to job functions.

The supplemental/optional classes may have require reading and/or prerequisites and are 1-day classes.

Due to scheduling and class capacity, each class will only be offered once a month with preference given to new / recently hired staff members. 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. The job matching process is learned. 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 Employers 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.

Prerequisite: MOSES 101: MOSES Job Seeker Basics.

MOSES 103 MOSES Career Planning

A basic course in using the MOSES Career Planning (formerly MOSES Case Management) tab on the Job Seeker record. Covers the simplified basics 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: Career Planning for WIOA Job Seeker Customers; 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.

Prerequisite: 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: Career Planning for WIOA Job Seeker Customers; MassWorkforce Issuance 100 DCS 08.102: WIOA Title I Follow Up Services.

Prerequisite: MOSES 101: MOSES Job Seeker Basics.

Registration information and schedules for all MOSES trainings are on <https://www.mass.gov/workforce-system-staff-training>

All MOSES classes are offered at the C.F. Hurley Building computer lab in Boston (this is due to database accessing issues). 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.

Action

Requested: Local MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that staff knows that MOSES training has been Re-designed / Re-Engineered starting February 2017.

Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.