



Workforce Issuance

100 DCS 02.129

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: March 13, 2019

Subject: **MOSES Version 36.9 will be released on March 20, 2019**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 36.9 is scheduled for release to the desktops on Wednesday, March 20, 2019.

Background: MOSES will be shut down at 4:00 p.m. on Tuesday, March 19 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. MOSES screen shots of changes are included in this issuance.

Please plan on completing and saving your MOSES data entry by 4:00 p.m. on Tuesday, March 19 and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, March 20 2019, you will have the new version of MOSES available and any work done prior will be saved.

As a general habit Amazon Workspace staff should always log in to their Work Docs account before accessing MOSES.

Action

Requested: MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown on Tuesday, March 19, 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, MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Wednesday, March 20, 2019 log into their Work Docs account before logging into MOSES.

Effective: Immediately

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

Description of Key Changes in MOSES Version 36.9

1. Employer Advanced Search - Adding Employer Program in Detail Search Criteria

In Employer – Advance Search – staff can select a career center name from drop menu. This will automatically pull up Employer Career Center Specific programs listings (Addendum: To Create Local Career Center Specific Programs at the end of issuance). This will allow career center staff to search for their program specific companies. (In the example below, staff could select the Program: Manufacturing Industry companies, and they will get the list of companies registered in their career center Manufacturing Industry Companies program.)

Employer Advanced Search

General

Company Name: Zip:

City/Town: FEIN:

Workforce Board: UI Account #:

Career Center: Staff ID:

7 Program(s):

Detail Search Criteria

Contact Person:

Contact Phone:

Federal Contractor:

NAICS Code:

Number of Employees:

Account Rep:

Source:

Employer Type:

Include Closed Companies

Employers with open Job Orders only

Evacuee Friendly Employers

Closing / Layoff Details

Rapid Response Investigation Status:

All Closing/Layoffs

Specific Closing / Layoff ID

Federal Petition Status:

Trade Petition No:


ATAA Status:

Created Date: From: To:

2. Reset Minimum Wage in MOSES to \$12.00 in Job Orders.

2019 Minimum wage entered into MOSES. Updated pop up to alert staff if job posting is less than Massachusetts minimum wage.

Job Orders

 The minimum pay entered is less than the current Massachusetts minimum wage of \$12.00 per hour. Please evaluate the pay and adjust if necessary

3. Shared Customer Tracking Changes

Upon selection of Job Seeker programs for partner agencies for shared customers. There are new pop up boxes that confirm that Shared Customer requirements are met before enrollment. New pop ups for: DTA; Mass Rehab; MCB; and SCSEP partners.

Program Name	Apply	Program Status	History
Mass Rehab	<input checked="" type="checkbox"/>	▼	📁
MCB	<input type="checkbox"/>	▼	📁
Rapid Response	<input type="checkbox"/>	▼	📁

Program Enrollment

By checking the apply box you are confirming that the customer meets the Partners' criteria for enrolled customer and is receiving services from that agency.

Are you sure you want to enroll the job seeker in this DTA program?

Yes No

Program Enrollment

By checking the apply box you are confirming that the customer meets the Partners' criteria for enrolled customer and is receiving services from that agency.

Are you sure you want to enroll the job seeker in this Mass Rehab program?

Yes No

Program Enrollment

By checking the apply box you are confirming that the customer meets the Partners' criteria for enrolled customer and is receiving services from that agency.

Are you sure you want to enroll the job seeker in this MCB program?

Yes No

Program Enrollment

By checking the apply box you are confirming that the customer meets the Partners' criteria for enrolled customer and is receiving services from that agency.

Are you sure you want to enroll the job seeker in this SCSEP program?

Yes No

4. Add Vietnam Era to the Significant Barriers to Employment (SBE/Gold Star) Criteria

Added Vietnam Era to SBE criteria, defined as: "Vietnam-era" to mean the period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a Veteran who served in the Republic of Vietnam during that period, and the period beginning on August 5, 1964, and ending on May 7, 1975, in all other cases.

Job Seeker Membership (Hasbro, Joe)

Hasbro, Joe SSN: XXX-XX-2307 ID: 12785908

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

General Information Military Information Barriers Assistance/Disaster Relocation

Military Branches

Branch	Type of Discharge/Status	Start Date	Release Date	DD214	
Army	Honorable	01/01/1966	01/01/1975	X	Add Edit Delete

Veteran Information

Campaign Badge Yes No

Homeless Veteran or at risk of being homeless Yes No Not Disclosed

Offender who has ever been incarcerated Yes No Not Disclosed Type of Veteran: Vietnam Veteran

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

5. 2019 Poverty Guidelines updated

2019 Poverty guidelines have been updated in MOSES. (Done annually in MOSES.)

Job Seeker Membership (Job, Anita)

Job, Anita SSN: 911-01-0015 ID: 12803534

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

General Information Military Information Barriers Assistance/Disaster Relocation

Additional Information

Employed: Not Employed Immigrant: Yes No

Disability: Yes No Not Disclosed

Type: Mobility Mental Hearing Vision Cognitive
 Learning Disability Chronic Health Condition

Primary Language:
 Language Details:

Dislocated Worker
 Summer Youth
 Permanently Separated (HITG): Last Modified: 00/00/0000

Economically Disadvantaged

Family Size:
 Is your family income for the last six months below \$19,486.50: Yes No

Education

In School: Yes
 Yes - In Alternative School
 No

Highest Degree: Bachelor Degree

Work Search Verification

Date Verified:
 Verified By:

Claimant ID

Migrant Status

Seasonal Farm Worker, Non Migrant
 Migrant Farm Worker
 Migrant Food Processor

Long-Term Unemployed (27+ weeks)

Career Objective

Viewable to Employers on the Internet (JobQuest) Yes No

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Assistance Categories

TAFDC Long Term TAFDC: Yes No Refugee Assistance [The Assistance Categories can be edited on the Assistance tab which is contained within the Full tab](#)

EAEDC SNAP (Supplemental Nutrition Assistance) Chapter 115 Veteran Benefits

SSI Free/Reduced Price Lunch SSDI Previous SSDI Recipient Ticket to Work

Other

DTA Case Number: DTA Case Closed Date: 00/00/0000

TANF Exhaustee: Yes No ESP Registered: Yes No

TANF 12 Mo Time Limit: Yes No DTA Post Employment Eligibility: Yes No

Non Custodial Parent: Yes No

Family

Status:

Number of Dependent Children: 0

Family Size: 1

Verified Family Size: Yes No

6 mo. Family Income (Annualized):

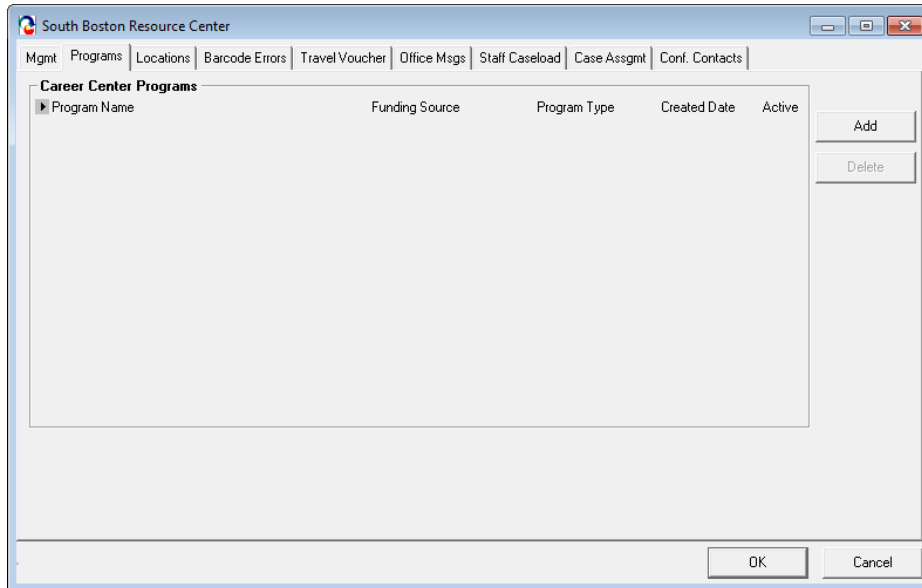
WIOA Low-Income: No High Poverty Area

Under poverty Line / 70% Lower Living Standard: Under poverty Line: No 70% Lower Living Standard: No

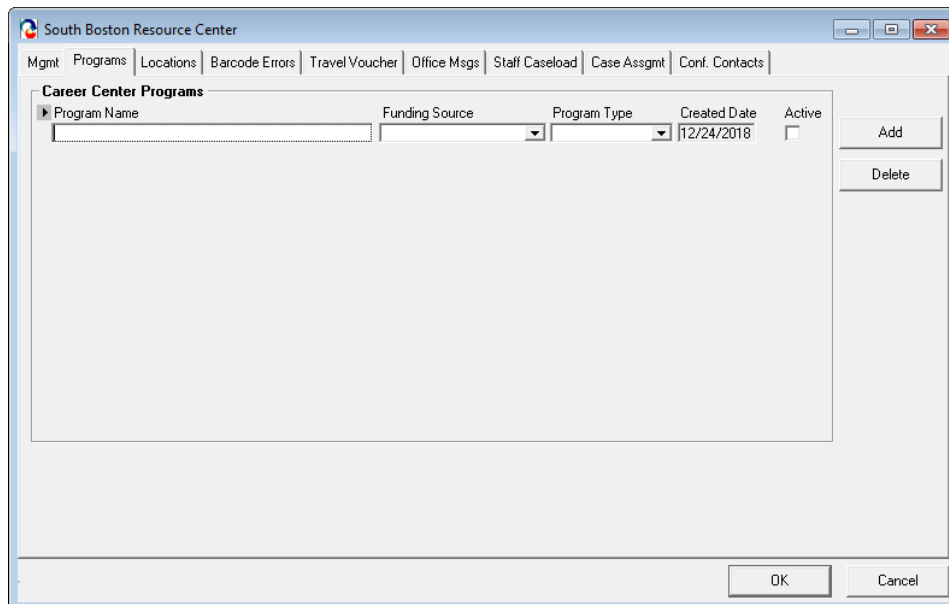
Addendum: To Create Local Career Center Specific Programs

These programs may be funding sources or special services that are unique to your career center.

1. Click the **Programs** tab. MOSES displays the **Programs** tab.



2. Click the **Add** button to add a new program for your career center. MOSES displays a blank row.



3. Type a **Program Name**.
4. Select **Job Seeker** or **Employer** in the **Program Type** from the dropdown list.
5. MOSES pre-fills the **Created Date** with today's date.
6. Select the **Active** box.



You can use this box to temporarily deactivate seasonal programs or expired programs.

7. Continue to add additional programs. Or edit existing programs by clicking in the field.



To delete a **Program Name**, select it and click the **Delete** button. You cannot delete a program that is in use.

8. Check or uncheck the appropriate **Active** box for each program.

The screenshot shows a software window titled "South Boston Resource Center" with a menu bar containing "Mgmt", "Programs", "Locations", "Barcode Errors", "Travel Voucher", "Office Msgs", "Staff Caseload", "Case Assgmt", and "Conf. Contacts". The "Programs" menu is active, displaying a table titled "Career Center Programs".

Program Name	Funding Source	Program Type	Created Date	Active
Apprenticeship Program Company		Employer	12/24/2018	<input checked="" type="checkbox"/>

Buttons for "Add" and "Delete" are located to the right of the table. At the bottom of the window are "OK" and "Cancel" buttons.



The job seeker programs are listed when you click the **Career Center** button on the **Basic** tab of the **Job Seeker Membership** window.

The screenshot shows the 'Job Seeker Membership' window for 'Job, Anita'. The 'Basic' tab is active. A dialog box titled 'Career Center Specific Programs' is open, listing various programs with checkboxes and 'Apply' buttons. The 'Veterans Retraining Assistance Program' is selected.

Program Name	Apply
Community College Navigator Program	<input type="checkbox"/>
Disability Navigator Program	<input type="checkbox"/>
Operation Older Person	<input type="checkbox"/>
PR Hurricane Impacted	<input type="checkbox"/>
Returning Citizens Grant	<input type="checkbox"/>
Summer Youth Program	<input type="checkbox"/>
Veterans Retraining Assistance Program	<input checked="" type="checkbox"/>
WPP DTA	<input type="checkbox"/>



The employer programs are added to the list on the **Programs** tab of the **Employer Registration** window.

The screenshot shows the 'Employer Registration' window for 'Mendon Twin Drive In, Inc.'. The 'Programs' tab is active. It displays a list of programs with checkboxes and 'Applied' buttons. The 'Standard Employee Benefits' section is also visible, listing various benefits with checkboxes.

Program Name	Applied
On the Job Training Program	<input type="checkbox"/>
Apprenticeship Program	<input type="checkbox"/>
Entertainment Industry Companies	<input type="checkbox"/>
Manufacturing Industry Companies	<input type="checkbox"/>
Healthcare Industry Companies	<input type="checkbox"/>
Higher Education Organizations	<input type="checkbox"/>
Financial Service Companies	<input type="checkbox"/>