



DEPARTMENT OF  
CAREER SERVICES

# Workforce Issuance

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☐ 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:** July 11, 2019

**Subject:** **MOSES Version 37.0 will be released on August 1, 2019**

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**Purpose:** To notify Local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 37.0 is scheduled for release to the desktops on Thursday, August 1, 2019.

**Background:** MOSES will be shut down at 4:00 p.m. on Wednesday, July 31, 2019 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 Wednesday, July 31 and then log off MOSES. This will ensure that when you log

into MOSES on Thursday, August 1, 2019, you will have the new version of MOSES available and any work done prior will be saved.

This will be the same procedure to access the MOSES build for those staff that log on to Amazon Workspaces (AWS) for their MOSES access.

The build is planned to be released Thursday, August 1, 2019.

**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, July 31 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 Local Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that Amazon Workspace staff on Thursday, August 1, 2019 log into their Work Docs 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 37.0

### 1. Revision to Gender

Job Seeker – Basic tab

- Gender field changed to Sex
- New selection options
  - Male
  - Female
  - Nonbinary
  - Chose not to answer

Job Seeker Membership (New)

SSN: 999-23-6508 ID: Notes

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

**General Information**

First Name: Middle Initial: Sex: Male Female Nonbinary Chose not to answer

Last Name: Date of Birth: 00/00/0000 Release Information?: Yes No

**Ethnicity** Hispanic or Latino Yes No

**Race** White Black or African American Asian American Indian or Alaskan Native Other Hawaiian Native or Other Pacific Islander Information Not Available

**Programs**

Program Name	Apply	Program Status	History
Job Match	<input type="checkbox"/>		
Program Eligibility	<input type="checkbox"/>		
Career Planning	<input type="checkbox"/>		

Worked in agriculture or food processing in the last 12 months? Yes No Career Center

**Residence Address** Mailing Address

**Address**

Address: Country: United States of America Zip: City: State: Enterprise Empowerment Renewal

Address Not Available Mailing Address different Confidential: Yes No HITG Confidential: Yes No

**Contact**

Primary Phone: Email: Other Phone: Web Address: Prefers Emails

**Special Accommodations**

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

With the change to the Sex [Gender] field to include *Nonbinary* and *Chose not to answer*, the *date of birth* and *sex* fields (*Basic* tab) will no longer be used to determine *selective service compliance* on the *Eligibility Criteria* tab. Career center staff will now be responsible for making the *selective service compliance* determination.

A policy issuance will be released shortly to define these options, usage, and policy modifications.

JobQuest Change: Gender change to Sex will be implemented after MOSES Staff View build.

## 2. Job Seeker – Full tab

Career Objective *changed to* Career Objective / Summary

The screenshot shows the 'Job Seeker Membership (New)' form in the 'Full' tab. The form is divided into several sections: 'General Information', 'Additional Information', 'Education', 'Work Search Verification', 'Claimant ID', 'Migrant Status', 'Economically Disadvantaged', and 'Career Objective / Summary'. The 'Career Objective / Summary' section is highlighted, showing the option 'Viewable to Employers on the Internet (JobQuest)' with radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. The form also includes fields for SSN (999-23-6478), ID, and various checkboxes for employment status, disability, and education.

This is a close-up of the 'Career Objective / Summary' section. It shows the text 'Viewable to Employers on the Internet (JobQuest)' followed by radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected. Below the text is a large empty text box for additional details.

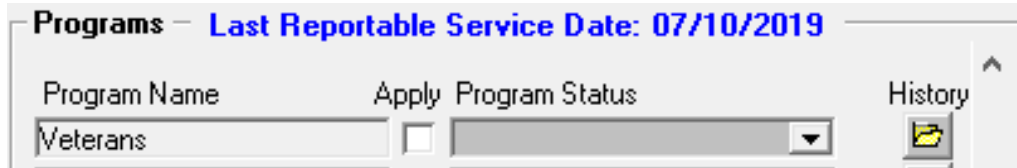
## 3. Job Seeker – Services – Administrative Services – Contact – Via Email

Via Email *updated to* Via Email / Social Media



The screenshot shows the 'Job Seeker Membership (New)' form in the 'Services' tab. The 'Administrative Services Detail' window is open, showing a table of services. The table has columns for Service Date, Staff ID, Category, Service Detail, and Related Event. A service is listed with Service Date '06/21/2019', Staff ID 'TCART', and Category 'Contact'. The 'Service Detail' column is highlighted in blue. Below the table, there is a section for 'Services Provided' with fields for Service Date, Last Update Date, Career Center, Staff ID, and Description. The 'Category' is set to 'Contact' and the 'Service Detail' is set to 'Via Email / Social Media'. The 'OK' and 'Cancel' buttons are at the bottom.

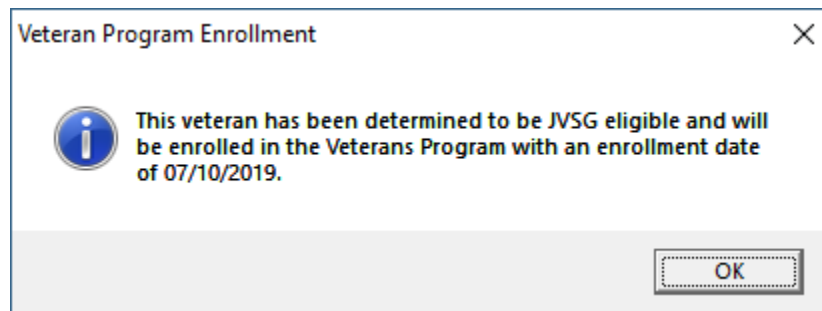
#### 4. Auto Enrollment into the Veterans Program

- Veterans will be automatically enrolled in the Veterans Program on the basic tab when the data shows that the veteran is JVSG eligible and is not currently enrolled in the Veterans Program:



JVSG Eligible is:

- Title 38 Veteran 
  - DD214 Verified ☒ DD214 Verified ☒
  - Significant Barrier to Employment (SBE) 
  - DV Served – Reportable service provided by Veteran Staff
- The following informational dialog box will be shown to the logged in DVOP when the MOSES record is saved if all of the above is true and the DVOP entered a reportable service.

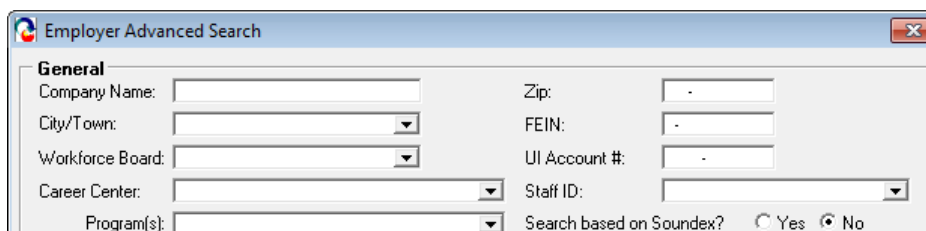


#### 5. Languages list in MOSES updated.

- Job Seeker - Full tab; Job Match Criteria and Employer Job Orders

#### 6. Employer – Employer Advanced Search Criteria - Soundex search ability added.

- Will provide some additional search criteria in looking for an employer in MOSES.



## 7. RESEA Changes

- Changed the Acknowledges Section 30 Requirements to 'Acknowledges Section 30 and Trade Requirements'.
- Changed the text that is auto populated when the goal is attained to include language about Trade:

New Sentence: Customer provided work history to determine potential Trade eligibility. If applicable, customer was referred for filing TAA eligibility (MA Form 1666).

Reemployment Services Goals and Tasks Details

Add Goal Action Steps

Type of Goal: Acknowledges Section 30 and Trade Requirements Date Established: 07/10/2019 Scheduled/Target Date: 00/00/0000

Attainment: Attained Actual Date: 00/00/0000

Reason Description: receiving UI benefits. Customer provided work history to determine potential Trade eligibility. If applicable, customer was referred for filing TAA eligibility (MA Form 1666).

Created Office: Cambridge Career Center

Last Modified Office: Cambridge Career Center Last Modified Date: 07/10/2019 By: JBOUC

OK Cancel

- The following text will be added to the reason description box when the RESEA Review is attained:

RESEA UI Eligibility Assessment questionnaire was reviewed for any changes or potential issues. Verified participation/attendance of reemployment service that was made at Initial RESEA.

Reemployment Services Goals and Tasks Details

Add Goal Action Steps

Type of Goal: RESEA Review Date Established: 07/10/2019 Scheduled/Target Date: 00/00/0000

Attainment: Attained Must Be Attained By: 4/26/2019 Actual Date: 00/00/0000

Reason Description: RESEA UI Eligibility Assessment questionnaire was reviewed for any changes or potential issues. Verified participation/attendance of reemployment service that was made at Initial RESEA.

Created Office: Cambridge Career Center

Last Modified Office: Cambridge Career Center Last Modified Date: 07/10/2019 By: JBOUC

OK Cancel