



Workforce Issuance

100 DCS 02.132

☐ 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 8, 2020

Subject: **MOSES Version 37.2 will be released on January 22, 2020**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 37.2 is scheduled for release to the desktops on Wednesday, January 22, 2020.

Background: MOSES will be shut down at 4:00 p.m. on Tuesday, January 21 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 Tuesday, January 21 and then log off MOSES. This will ensure that when you log

into MOSES on Wednesday, January 22, you will have the new version of MOSES available and any work done prior will be saved.

The standard procedure to access the new MOSES build will be followed for those staff that log on to Amazon WorkSpaces (AWS) for their MOSES access. You must open up your WorkDocs Drive before opening MOSES.

The build is planned to be released Wednesday, January 22, 2020.

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, January 21 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, January 22, 2020 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 37.2

1. Other Income Based Public Assistance

In order to capture all income based public assistance for reporting, we have added a new checkbox on the *Assistance/Disaster Relocation* tab of the *Full* tab labeled **Other Income-Based Public Asst.** Checking this box will indicate that the participant is receiving some kind of income-based public assistance such as a Massachusetts Section 8 housing voucher, fuel assistance, MassHealth, or any other *income-based public* assistance that can be documented. Checking this box will automatically designate the participant as *Low Income* for eligibility purposes as well as designating a Veteran as an SBE. A note should be added to the participant file stating the exact type of assistance the participant is receiving and documentation for that assistance should be maintained in the file.

[Policy Issuance 100 DCS 19.101.3 Attachment B](#) indicates what types of documentation are acceptable for *Income-Based Public Assistance*.

The screenshot shows the 'Job Seeker Membership (practice, alan)' window. The top bar displays 'practice, alan', 'SSN: 999-45-6789', 'ID: 12617893', and icons for 'JQ', 'PE', and 'Notes'. The main navigation tabs include 'Basic', 'Full', 'Education', 'Work History', 'Events', 'Alerts', 'Closed Case Plans/ISS', 'Services', 'Special Programs', and 'Survey'. The 'Assistance/Disaster Relocation' tab is selected under the 'Barriers' section. The 'Assistance Categories' section contains several checkboxes: 'TAFDC' (with a 'Long Term TAFDC' sub-section having 'Yes' and 'No' radio buttons), 'Refugee Assistance', 'EAEDC', 'SNAP (Supplemental Nutrition Assistance)', 'SSI', 'Free/Reduced Price Lunch', 'SSDI', 'Previous SSDI Recipient', 'Other Income-Based Public Asst' (highlighted with a red box), 'Chapter 115 Veteran Benefits', and 'Ticket to Work'. The 'Disaster Relocations' section has a table with columns 'Relocation Date', 'Relocated From', 'Relocation Reason', and 'Enter Other Description', along with 'Add' and 'Delete' buttons. At the bottom, there are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

2. Three (3) New CAP Goals Added

Three new CAP goals have been added to the CAP tab screen in MOSES; ***Open Savings Account, Increase Savings, Improve Credit Score***. While these goals were added primarily for the new Housing Choice Voucher (HCV) program, they are available to be used for any customer in MOSES.

The screenshot displays the 'Reemployment Services Goals and Tasks Details' dialog box within the MOSES software. The dialog box is titled 'Reemployment Services Goals and Tasks Details' and features a list of goal types on the left. Three goal types are highlighted with red boxes: 'Improve Credit Score', 'Increase Savings', and 'Open Savings Account'. The 'Date Established' is set to 01/08/2020, and the 'Scheduled/Target Date' is 00/00/0000. The 'Last Modified Date' is 01/08/2020 by LABRA. The dialog box also includes fields for 'Type of Goal', 'Attainment', 'Reason', 'Description', 'Created Office', and 'Last Modified By'. The 'Type of Goal' dropdown is currently set to 'Improve Credit Score'. The 'Attainment' dropdown is set to 'Increase Savings'. The 'Reason' dropdown is set to 'Internet Job Search Techniques'. The 'Description' dropdown is set to 'Interview Preparation'. The 'Created Office' dropdown is set to 'Job Fair Techniques Development'. The 'Last Modified By' dropdown is set to 'LABRA'. The dialog box also includes buttons for 'OK' and 'Cancel'.