



Workforce Issuance

100 DCS 02.133

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: June 4, 2020

Subject: **MOSES Version 37.3 will be released on June 24, 2020**

Purpose: To notify Local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 37.3 is scheduled for release to the desktops on Wednesday, June 24, 2020.

Background: MOSES will be shut down at 4:00 p.m. on Tuesday, June 23 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, June 23 and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, June 24, 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, June 24, 2020.

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 Tuesday, June 23 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 Wednesday, June 24, 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 37.3

1. Alien Registration Number and Residency Expiration Date No Longer Required Fields

While the alien registration number may be used to prove work authorization for non-US citizens, and while the alien registration number should be entered if available, according to Attachment B of Policy Issuance 100 DCS 19.101.3, it is not the only document that may be used to prove work authorization and therefore we have removed the requirement to enter it.

[The requirement to prove work authorization has not been eliminated]

Refer to [Policy Issuance 100 DCS 19.101.3 Attachment B](#) for the types of documentation that are acceptable for U.S. Citizenship or Authorization to Work. While this attachment refers to youth, it applies to adults and dislocated workers as well as to youth.

Training Registration (12617893)

practice, alan SSN: 999-45-6789 ID: 12617893

General Family/Public Assistance

General Information

▶ Citizen: Resident Alien

▶ Selective Service Compliant: ☒ Yes ☐ No

Alien Registration Number:

Residency Expiration Date: 00/00/0000

☒ Documents Presented

☐ Permanent Resident

Last Updated Date: 02/13/2020

Labor Force

Labor Force Status: Not Employed

Weeks Unemployed (In Last 26 Weeks):

Initial UI Status: Not Applicable

▶ Current UI Status: Not Applicable

UI Start Date: 00/00/0000 Weeks Number:

▶ Layoff Status: Terminated / Laid Off

Workforce Attachment: ☐ Yes ☒ No

Testing

Reading Level: .0 Reading Test Date: 00/00/0000

Reading Test:

Name:

Math Level: .0 Math Test Date: 00/00/0000

Math Test:

Name:

ESL Level: .0

ESL Test:

OK Cancel

2. **Added a Web-Based checkbox to event creation screen.** This box should be checked to indicate that the event is web-based (virtual). Additionally, self-scheduling of all events will be a new feature on an upcoming release of MassHire JobQuest (MJQ), in preparation of this you should review all of your events and update as necessary, things to consider:

- Inactive any obsolete events
- Review and update event descriptions accordingly
- Review and update associated services, including the hours allocated to the event
- When scheduling events to your calendar remember to check the ***'Do not display on internet'*** checkbox for events that you do not want displayed on MJQ for self-scheduling

The screenshot shows the 'Event Creation (114033)' window with two tabs: 'Event Details' and 'Funding'. The 'Event Details' tab is active, displaying the following information:

- Event Information:**
 - Event Name: The Knock Out Résumé (Webinar)
 - Event Category: Workshops
 - Career Center: Lowell Career Center
 - Duration: 1.0
 - Fee Based: ☐
 - Prerequisite Required: ☐
 - Career Center Lock: ☐
 - Web-Based: ☒
 - Funding Restriction: ☐
 - Event Description: Capture the employers' attention with your résumé. Today, a résumé that consists mainly of duty statements won't impress employers. They want to see the value you'll bring to their company. But where on your résumé do you show your value?
- Service Type:** (Empty dropdown menu)
- Associated Services:** (Empty list box)
- Selected Services:**

Service	Hours
Workshop	1.0
- Inactivate Event:** ☐ Yes ☒ No

At the bottom of the window are 'OK' and 'Cancel' buttons.

3. Increased the length of the Career Center Specific Program Name window

The screenshot shows the 'Job Seeker Membership (Practice, Donna)' window. The 'Career Plan/Youth ISS' tab is selected. A dialog box titled 'Career Center Specific Programs' is open, showing a list of programs. The 'Program Name' column is highlighted, and the 'MassHire CareerPath Program (MCP) - FSS' is selected. The 'Apply' column is also visible, with checkboxes for each program. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

Job Seeker Membership (Practice, Donna)

Practice, Donna SSN: 999-24-1426 ID: 12877225 PE F Notes

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

General Information

First Name: Donna Middle Initial: ☐
Last Name: Practice Sex: Nonbinary
Date of Birth: 01/01/1999 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ 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 Last Reportable Service Date: 02/11/2020

Program Name	Apply	Program Status	History
Job Match	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Eligibility	<input checked="" type="checkbox"/>	Info. Complete - On	<input type="checkbox"/>
Career Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

4. Added a Department of Housing and Community Development - DHCD Participant ID data entry field to the Assistance/Disaster Relocation tab, this will be used for cross match purposes of MassHire CareerPath Program participants.

The screenshot shows the 'Job Seeker Membership (Practice, Macaulay)' window. The 'Assistance/Disaster Relocation' tab is selected. The 'Assistance Categories' section is visible, with checkboxes for various assistance programs. The 'DHCD Participant ID' field is highlighted with a red box, containing the value '123456789456'. The 'Disaster Relocations' section is also visible, with fields for Relocation Date, Relocated From, Relocation Reason, and Enter Other Description. The 'Add' and 'Delete' buttons are at the bottom of the 'Disaster Relocations' section.

Job Seeker Membership (Practice, Macaulay)

Practice, Macaulay SSN: XXX-XX-6640 ID: 10772684 JQ PE F Notes

Basic Full Education Work History Events Alerts Closed Case Plans/ISS Services Special Programs Survey

General Information Military Information Barriers Assistance/Disaster Relocation

Assistance Categories

☐ TAFDC Long Term TAFDC: ☐ Yes ☒ No ☐ Refugee Assistance
☐ EAEDC ☐ SNAP (Supplemental Nutrition Assistance) ☒ Other Income-Based Public Asst
☐ SSI ☐ Free/Reduced Price Lunch ☐ SSDI ☐ Previous SSDI Recipient ☐ Chapter 115 Veteran Benefits
☐ Ticket to Work

DHCD Participant ID

123456789456

Disaster Relocations

Relocation Date	Relocated From	Relocation Reason	Enter Other Description
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Add Delete

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel