



# Workforce Issuance

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☐ Policy ☒ Information

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**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:** November 12, 2020

**Subject:** **MOSES Version 37.5 will be released on December 3rd, 2020**

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**Purpose:** To notify Local MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MOSES 37.5 is scheduled for release to the desktops on Thursday, December 3<sup>rd</sup>, 2020.

**Background:** MOSES will be shut down at 4:00 p.m. on Wednesday, December 2nd 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, December 2<sup>nd</sup> and then log off MOSES. This will ensure that when you log into MOSES on Thursday, December 3<sup>rd</sup>, 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 Thursday, December 3<sup>rd</sup>, 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 Wednesday, December 2<sup>nd</sup> 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, December 3<sup>rd</sup> 2020 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 37.5

1. **Events – Event Scheduling – Participants.** Added **Show Email** button to Workshop Participant screen, will display email for participant. Added **Email List** button that displays email box of participants and allows to be copy and pasted.

**Job Seeker Event Participation Entry**

**Scheduled Event**

Name: Pounding the Virtual Pavement Facilitator: GWHIT  
Career Center: Southbridge Career Center Co-Facilitator 1:  
Date: 01/21/2021 Time: 09:00 AM Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By
<input checked="" type="checkbox"/>	###-##-1234	13173603	Noah	Alott	617-626-4455	TCART	
<input type="checkbox"/>	999-24-3806	13173686	Doris	Disagreeable	- -	TCART	
<input type="checkbox"/>	###-##-4702	11368385	Bonnie	Haven	413-445-1234	TCART	JQ
<input type="checkbox"/>	###-##-0021	13173613	Anita	Job	781-258-7436	TCART	JQ
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	508-666-5656	TCART	JQ
<input type="checkbox"/>	###-##-5136	12164500	Lin	Manuel Miranda	781-345-9876	TCART	JQ

Buttons: Quick Search, Add, Delete, OK, Cancel, Go to Job Seeker, Email List

Show email

**Job Seeker Event Participation Entry**

**Scheduled Event**

Name: Pounding the Virtual Pavement Facilitator: GWHIT  
Career Center: Southbridge Career Center Co-Facilitator 1:  
Date: 01/21/2021 Time: 09:00 AM Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By
<input checked="" type="checkbox"/>	###-##-1234	13173603	Noah	Alott	noahalott@me	TCART	
<input type="checkbox"/>	999-24-3806	13173686	Doris	Disagreeable		TCART	
<input type="checkbox"/>	###-##-4702	11368385	Bonnie	Haven	bhaven@gmail	TCART	JQ
<input type="checkbox"/>	###-##-0021	13173613	Anita	Job	ajob@gmail.co	TCART	JQ
<input type="checkbox"/>	###-##-4546	12779614	Bud	Light	blite@tallone.c	TCART	JQ
<input type="checkbox"/>	###-##-5136	12164500	Lin	Manuel Miranda	LinMM@aburr.	TCART	JQ

Buttons: Quick Search, Add, Delete, OK, Cancel, Go to Job Seeker, Email List

Email List

Event Participants' Email Addresses

Noah Alott <noahalott@mensa.com>;  
Doris Disagreeable - No email found ;  
Bonnie Haven <bhaven@gmail.com>;  
Anita Job <ajob@gmail.com>;  
Bud Light <blite@tallone.com>;  
Lin Manuel Miranda <LinMM@aburr.org>;

OK

2. In **Job Seeker – Services – Testing – No - Work Keys Exam** score data entry fixed. Scores can now be entered.

Testing Services Detail

**Services Provided**

Service Date: 10/28/2020 Last Update Date: 00/00/0000  
Career Center: Southbridge Career Center Staff ID: TCART Hours: 2.0  
MADOE/USDOL Assessment: ☐ Yes ☒ No  
Description: Scale Score 81 Level 5 APPLIED MATH  
Category: WorkKeys Exam Service Detail: Applied Math

**Test Results**

Form: Level: Scale Score: 81 Score/Grade Level: 5.0 Test No. 1 Test Date: 10/26/2020  
Source: Career Center Administered Results:  
Occupation:  
Test Language: English Educational Functioning Level:

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCAR

OK Cancel

**Testing Services Detail**

**Services Provided**

Service Date: 10/28/2020 Last Update Date: 10/28/2020

Career Center: Southbridge Career Center Staff ID: TCART Hours: 2.0

MADDE/USDOL Assessment ☐ Yes ☒ No

Description: Scale Score 76 Level 4 GRAPHIC LITERACY

Category: WorkKeys Exam Service Detail: Graphic Literacy

**Test Results**

Form: Level: Scale Score: 76 Score/Grade Level: 4.0 Test No. 1 Test Date: 10/26/2020

Source: Career Center Administered Results:

Occupation:

Test Language: English Educational Functioning Level:

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

**Testing Services Detail**

**Services Provided**

Service Date: 10/28/2020 Last Update Date: 10/28/2020

Career Center: Southbridge Career Center Staff ID: TCART Hours: 2.0

MADDE/USDOL Assessment ☐ Yes ☒ No

Description: Scale Score 80 Level 4 Workplace Documents

Category: WorkKeys Exam Service Detail: Workplace Documents

**Test Results**

Form: Level: Scale Score: 80 Score/Grade Level: 4.0 Test No. 1 Test Date: 10/26/2020

Source: Career Center Administered Results:

Occupation:

Test Language: English Educational Functioning Level:

Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services  
Employment and Follow-Up Services are additionally reported on OSCCAR

OK Cancel

### 3. In Job Seeker – Services – General. New Service.

Category **RESEA** – Service Detail **Reschedule RESEA Review**.

New service will only be available in Staff View for data entry if the person is currently enrolled in RESEA and their 5 week deadline is in the future. In such a case this service is available on the Applicant's General Services tab.

Massachusetts One Stop Employment System - System Test - AWS Staff ID: DROSS3 Career Center: Boston Career Center...

Job Seeker Membership (Akalis, Mistral) SSN: XXX-XX-1412 ID: 11901981

Services Provided

Service Date: 10/19/2020 Last Update Date: 00/00/0000

Career Center: Boston Career Center Staff ID: DROSS3 Hours: .0

Description:

Category: RESEA Service Detail: Rescheduled RESEA Review

Note: Blue/Bold Services are available on OSCCAR

OK Cancel

Row 51 of 51 More

Criteria Run Match Eligibility Criteria OK Cancel

Select the category for the service provided.

### 4. Events – Event Scheduling – Participants.

Fixed Non-MOSSES applicant data entry in events participant list.

Job Seeker Event Participation Entry

Scheduled Event

Name: Interviewing Workshop Virtual Facilitator: MOSES101

Career Center: Southbridge Career Center Co-Facilitator 1:

Date: 02/23/2021 Time: 09:00 AM Co-Facilitator 2:

Non-Moses Applicant	SSN	Job Seeker ID	First Name	Last Name	Phone/Email	Funding Source	Scheduled By
<input checked="" type="checkbox"/>	###-##-4702	11368385	Justin	Case	413-781-4785		TCART
<input type="checkbox"/>	###-##-4546	12779614	Bonnie	Haven	413-445-1234		TCART
<input type="checkbox"/>	###-##-5136	12164500	Bud	Light	508-666-5656		TCART
<input checked="" type="checkbox"/>	###-##-5136	12164500	Lin	Manuel Miranda	781-345-9876		TCART

Quick Search Add Delete OK Cancel Go to Job Seeker

5. Eliminate use of – (dashes) or non-numeric values in entering Social security number.  
*Prevents non-numeric values being entered.*

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The Executive Office of Labor and Workforce Development (EOLWD) Login / Register

**MASSHIRE JobQuest**

Home Find Jobs Locate Training Search Events My JobQuest Help

[Search and Find Jobs in Massachusetts with JobQuest](#) » Register with JobQuest

## New User Registration - Create Login

Already Registered? [Login](#)

Registering on JobQuest will allow you to create a JobMatch Profile which can be used to match your skills and experience against current job openings. You will also be able to attach a résumé and have your profile be visible to hiring employers. For more information contact your local [MassHire Career Center](#).

### User Identification

\* Social Security Number or Job Seeker ID\*

\* Re-enter SSN or Job Seeker ID\*  \* Required See confidentiality statement below

\* Date of Birth    See confidentiality statement below

\* Zip Code

\* Required – Disclosure of your Social Security number is requested for compliance with Federal and State reporting requirements. Massachusetts Executive Office of Labor and Workforce Development (EOLWD) will not disclose the Social Security number or Date of Birth to anyone except as allowed by law. For more information see the Executive Office of Labor and Workforce Development's [Privacy Policy](#). After registering with JobQuest you will be issued a Job Seeker ID number which can be used in place of your Social Security number for login purposes.

\* Job Seeker ID is assigned upon initial registration into JobQuest or by visiting a [MassHire Career Center Near You](#).

[Next](#) [Cancel](#)

**New Job Seeker**

### Search Criteria

Social Security Number:

Re-enter Social Security Number:

Registration Date:

[Pseudo](#) [OK](#) [Cancel](#)

## 6. Job Seeker – Special Programs - New CAP goals.

Allows use of two Types of Goal for non-RESEA customers:

- Work Readiness and
- Improve Occupational & Work Based Skills.

Job Seeker Membership (Sonia, Mehyl)

Sonia, Mehyl SSN: XXX-XX-0268 ID: 10041184

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

CAP BEST I SMARTT Section 30 VRAP Snapshot

**Goals**

Type of Goal	Date Established	Scheduled / Target Date	Actual Date	Attainment Status
Improve Basic Literacy Skills	11/03/2020	11/30/2020	00/00/0000	Set, But Attainment Pending

**Reemployment Services Goals and Tasks Details**

Add Goal Action Steps

Type of Goal: [Dropdown] Date Established: [Dropdown]

Attainment: [Dropdown]

Reason: [Dropdown]

Description: [Dropdown]

Created Office: [Dropdown]

Last Modified: [Dropdown]

Improve Credit Score

Improve Basic Skills (ABE, ESOL)

Improve Credit Score

Increase Savings

Internet Job Search Techniques

Interview Preparation

Job Fair Techniques Development

Last Modified Date: 11/03/2020 By: DROSS3

OK Cancel

Trade Eligibility Match Criteria Non Match Eligibility Criteria OK Cancel

Show ALL possible Goals, those that used to be shown only in BEST I tab or the Youth Goals on one of the Services tab.

To confirm look for . . . "Improve Occupational or Work Based Skills"

## 7. Return To Work template updated. New updated address at bottom.

city, state zip
Form Completed by: Douglas Ross
Career Center: Boston Career Center
Phone #: (617)626-6483
Email Address:

Complete form and email it to [ReturntoWork@mass.gov](mailto:ReturntoWork@mass.gov)