Workforce Issuance

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100 DCS 02.135   ☐ **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: November 12, 2020

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

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 3rd, 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 2nd and then log off MOSES. This will ensure that when you log into MOSES on Thursday, December 3rd, 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 3rd, 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 2nd 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 3rd 2020 log into their Work Docs account <u>before</u> logging into MOSES.
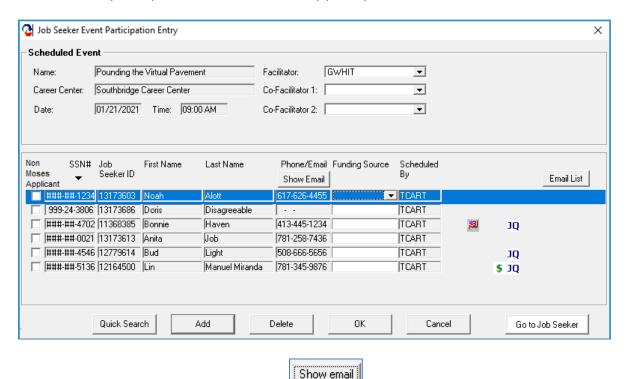
Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.
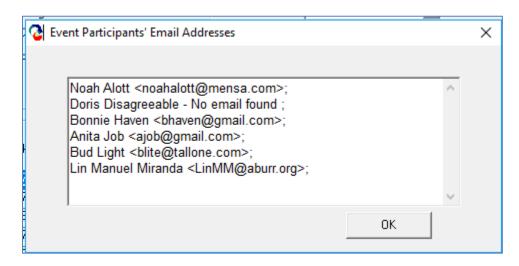
Description of Key Changes in MOSES Version 37.5

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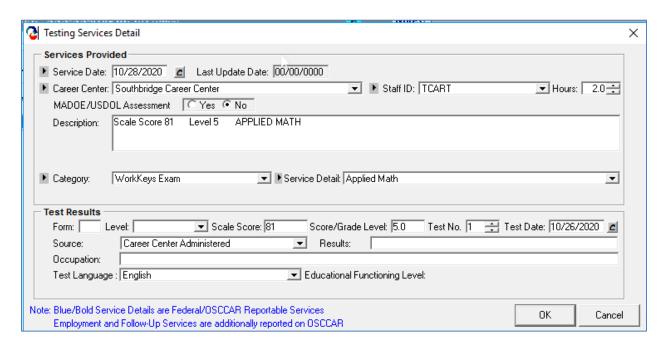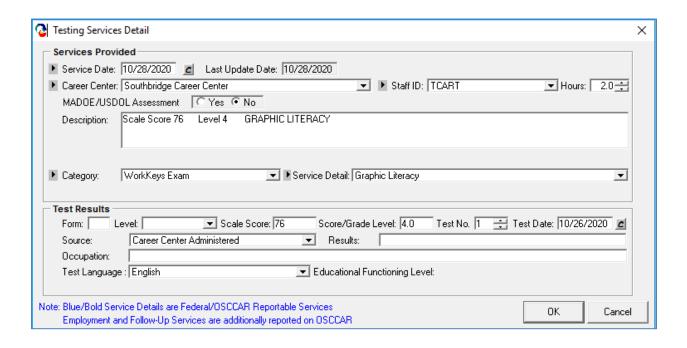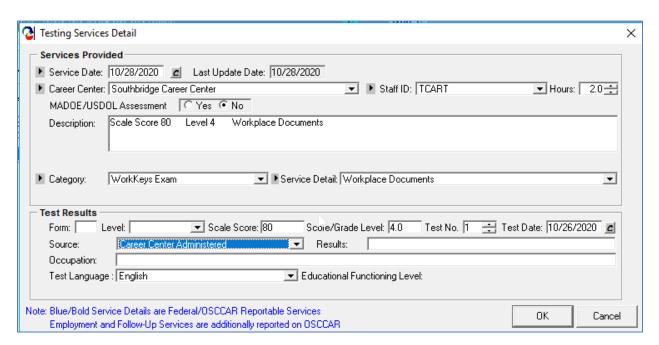
2. In **Job Seeker – Services – Testing – No - Work Keys Exam** score data entry fixed.   Scores can now be entered.

Testing Services Detail　　　　　　　　　　　　　　　　　　　×

Services Provided

▶ Service Date: 10/28/2020 | c | Last Update Date: 10/28/2020

▶ Career Center: Southbridge Career Center ▾ | ▶ Staff ID: TCART ▾ | Hours: 2.0 ⇕

MADOE/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 | c |

Source: Career Center Administered ▾ | Results: [ ]

Occupation: [ ]

Test Language : English ▾ | Educational Functioning Level: [ ]

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

[OK] [Cancel]

Testing Services Detail　　　　　　　　　　　　　　　　　　　×

Services Provided

▶ Service Date: 10/28/2020 | c | Last Update Date: 10/28/2020

▶ Career Center: Southbridge Career Center ▾ | ▶ Staff ID: TCART ▾ | Hours: 2.0 ⇕

MADOE/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 | c |

Source: Career Center Administered ▾ | Results: [ ]

Occupation: [ ]

Test Language : English ▾ | Educational Functioning Level: [ ]

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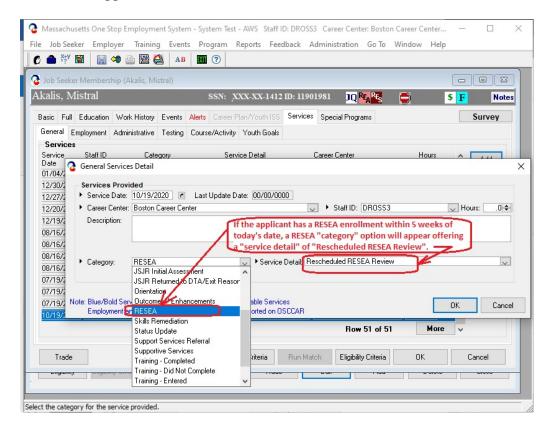
[OK] [Cancel]

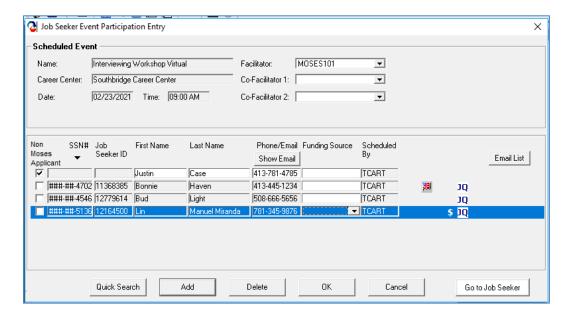3. In **Job Seeker – Services – General.** New Serice.
   Category **RESEA** – Service Detail **Reschedule RESEA Review**.
   New service will only be available in Staff View for data entry if the person is currently enrolled in RESEA and their 5 week deadline is in the future.   In such a case this service is available on the Applicant's General Services tab.
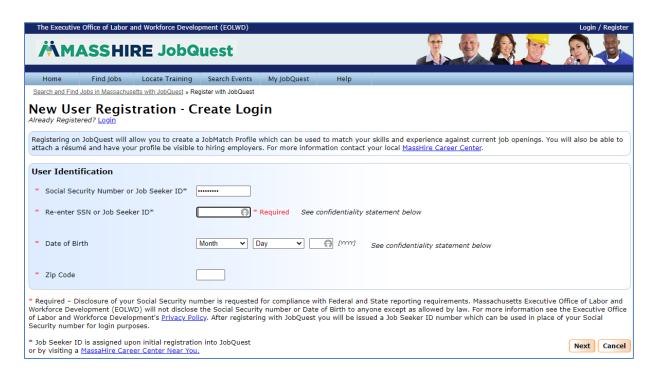

4. **Events – Event Scheduling – Participants**.
   Fixed Non-MOSES applicant data entry in events participant list.

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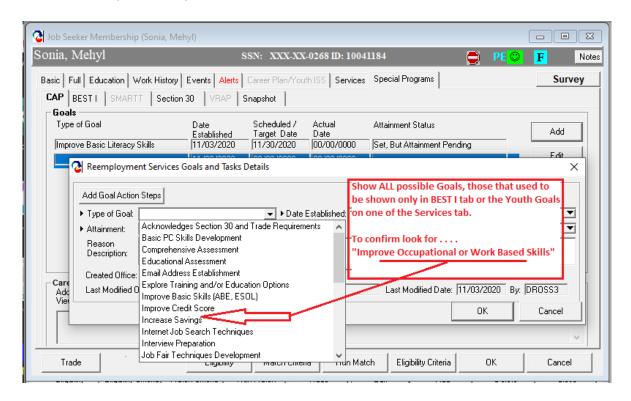   *Prevents non-numeric values being entered.*

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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.

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