

Workforce Issuance

100 DCS 02.136 ☐ Policy ☐ Information

To: Chief Elected Officials

> MassHire Workforce Board Chairs MassHire Workforce Board Directors MassHire Career Center Directors

MassHire Fiscal Officers **MDCS Operations Managers**

WIOA State Partners cc:

Alice Sweeney, Director From:

MassHire Department of Career Services

Date: May 19, 2021

MOSES Version 37.7 will be released on June 9, 2021 Subject:

To notify Local MassHire Workforce Boards, MassHire Career Center Operators Purpose:

and other local workforce partners that MOSES 37.7 is scheduled for release to

the desktops on Wednesday, June 9th, 2021.

MOSES will be shut down at 4:00 p.m. on Tuesday, June 8th, 2021 for the updates Background:

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 8, 2021 and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, June 9,2021, 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 your WorkDocs Drive before opening MOSES.

The build is planned to be released Wednesday, June 9, 2021.

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 8, 2021 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 9, 2021 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 37.7

1. Job Seeker – Advanced Search – Email added

Email search

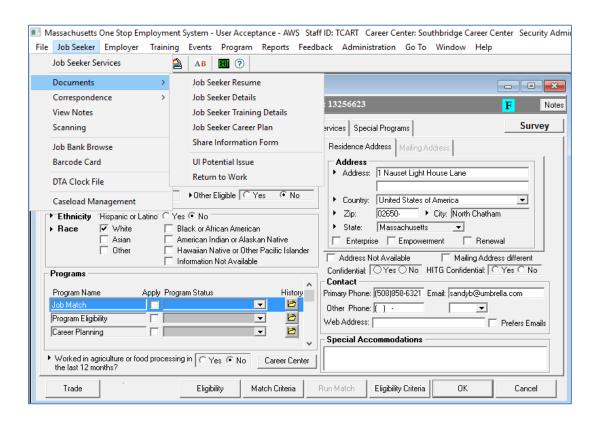


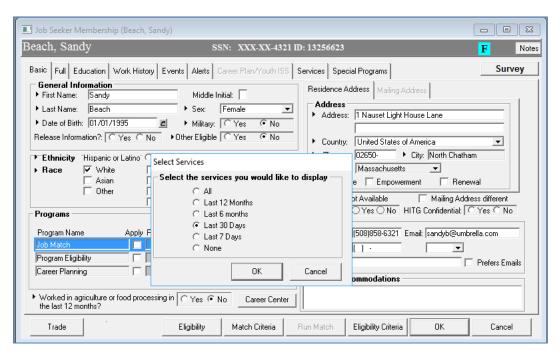
Personal Last Name:		☐ White	African American, Non Hispanic	
First Name:		Hispanic or Latino	American Indian or Alaskan Native	
Date of Birth:	00/00/0000	☐ Asian	Hawaiian Native or Other Pacific Islander	
Sex:	▼	☐ Other	☐ Information Not Available	
Search based on Sour	ndex? C Yes © No			
General				
Workforce Board:		Career Center	▼	
City/Town:	▼	Staff ID:	▼	
Zip Code:	•	Education:	V	
Detailed Search Cri	iteria			
Primary Language:		☐ Veterans ☐	UI Claimants 🔲 Dislocated Worker	
Disability:		☐ Enterprise Zone ☐	THIRD CONTRACTOR CONTR	
Previous Employer:		Empowerment Zone	: ☐ Renewal Community Programs	
Alerts:	v	Active or Inactive	▼	
Phone (Home/Other):		Enrolled in State Program	m:	
Email:				
No Consider in the last	Davis Hada sanisa	istain Dana	And Debugger	
No Service in the last	Days Had a service	within Days	Age Between: and	

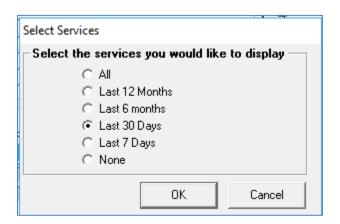
2. Job Seeker - Documents - Job Seeker Details

Time Frame expanded

Added Last 12 Months



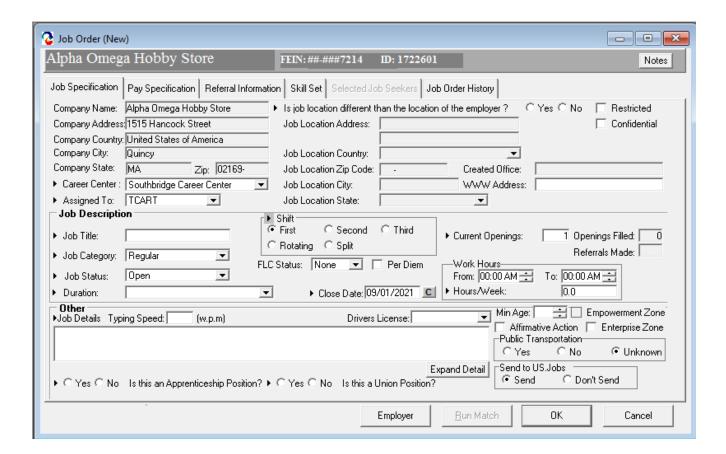




3. Employers - Job Orders - Automatic Closure Date Time Frame expanded

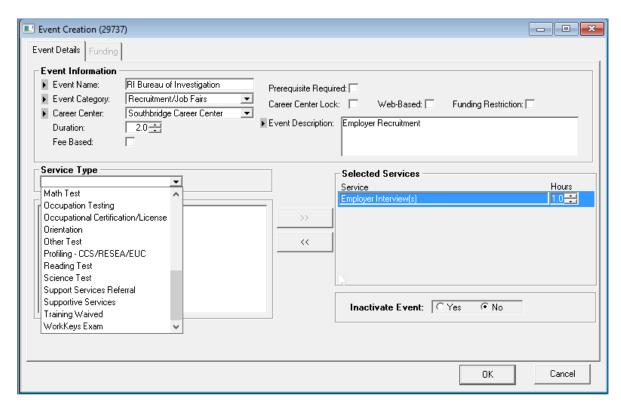
Time Frame expanded: For *newly* added Job Orders:

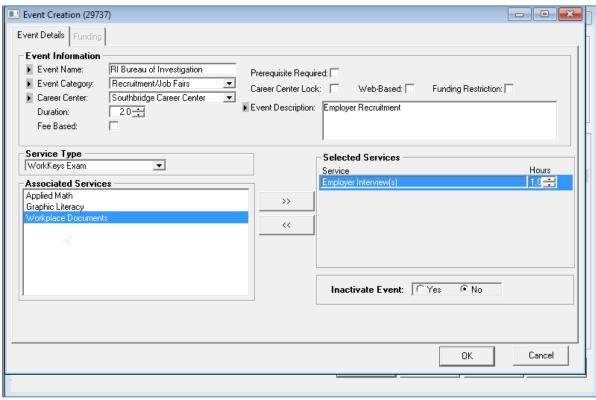
- Currently, 30-day default automatic closure date
 - New 90-day default automatic closure date



► Close Date: 09/01/2021 C

4. Events – Event Maintenance - Job Seeker – Event Creation – Event Details –
Work Keys Exam added to Service type and Associated Services

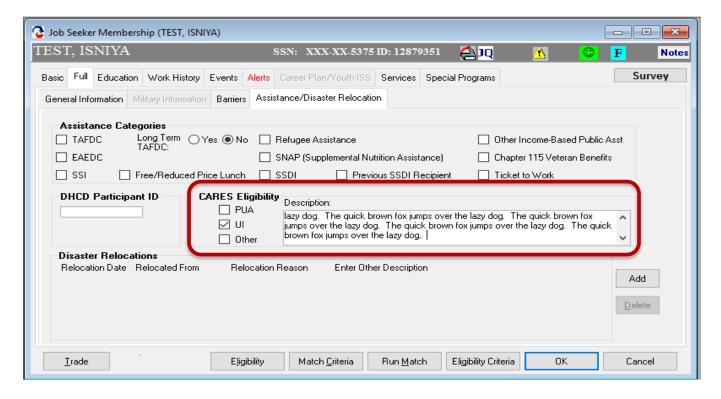




5. Job Seeker - Full tab - Assistance / Disaster Relocation - CARES Act Eligibility - added

The CARES Eligibility field in MOSES gives staff the ability to indicate CARES eligibility for a customer. CARES eligibility is necessary for the Virtual Manufacturing Training program, the Rapid Reemployment program, as well as any future program funded by CARES Act funding requiring that eligibility.

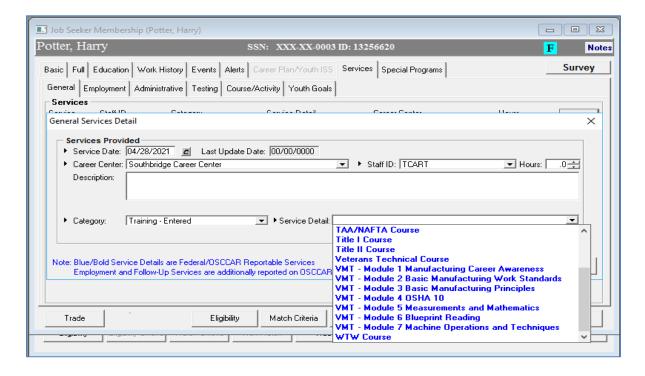
Staff should check one of the options (PUA, UI, Other) and fill the description box with information as to how the eligibility was derived.



6. Job Seeker – General Services – Training (Entered / Did Not Complete/ Completed) – New Service Details – VMT-Module # Added

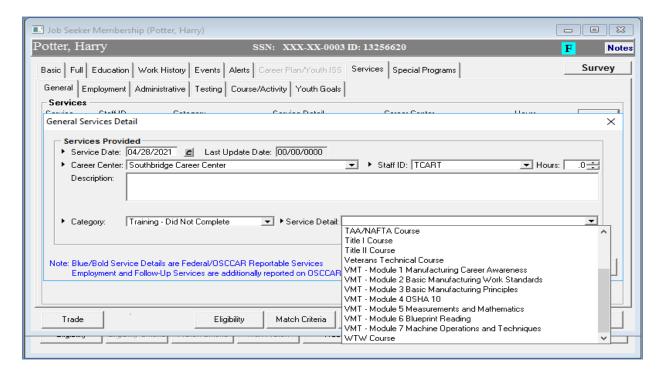
General Services - Training-Entered - VMT - Module

New service detail entries have been added to the General Services tab in MOSES in order to track the training modules in the Virtual Manufacturing Training (VMT) that customers have been enrolled in or completed from or did not complete.



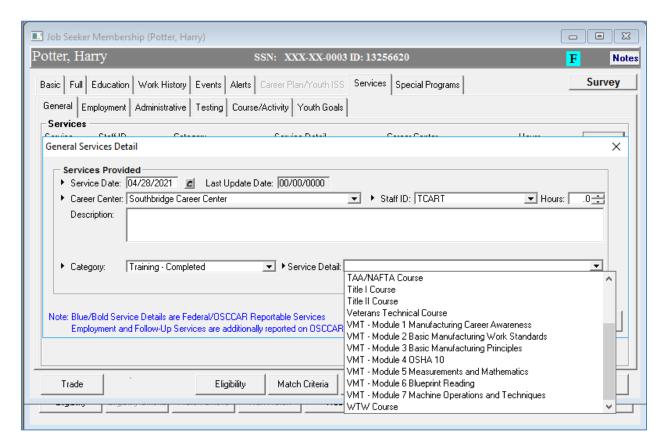
General Services - Training-Did Not Complete - VMT - Module

(VMT = Virtual Manufacturing Training)



General Services - Training-Completed - VMT - Module

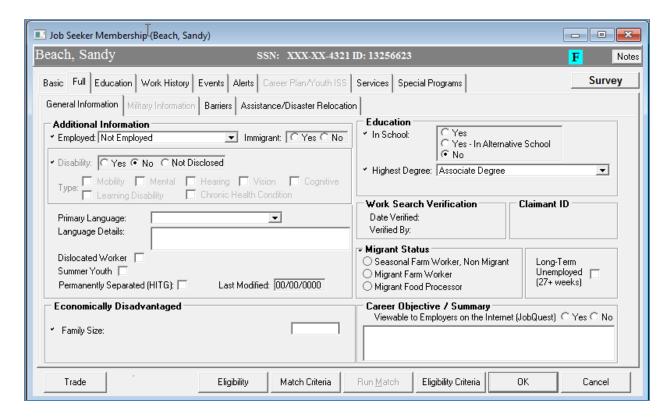
(VMT = Virtual Manufacturing Training)



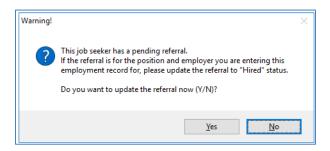
(recently put in MOSES 37.6)

7. Update Lower Living Standard in MOSES.

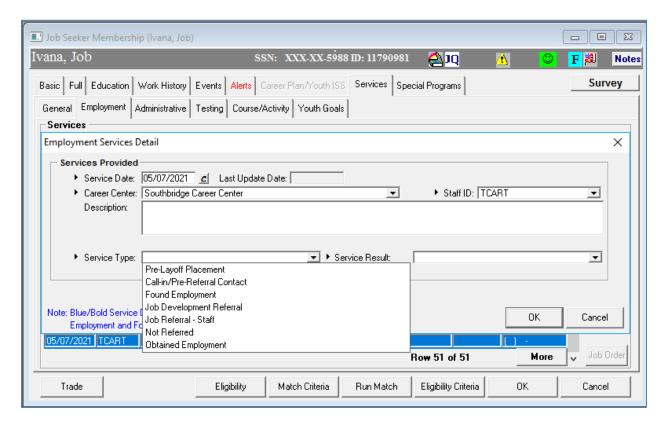
FAMILY_SIZE	METROPOLITAN_INCOME	NON_METROPOLITAN_INCOME	POVERTY_LEVEL
0	7025	6338	4540
1	12654	11424	12880
2	20738	18725	17420
3	28475	25706	21960
4	35144	31726	26500
5	41476	37444	31040
6	48501	43782	35580
7	55526	50120	40120
8	62551	56458	44660



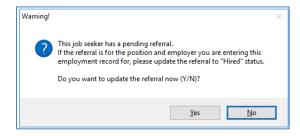
8. Job Seeker - Services - Employment - Entered Employment -- Referral Pop Up.

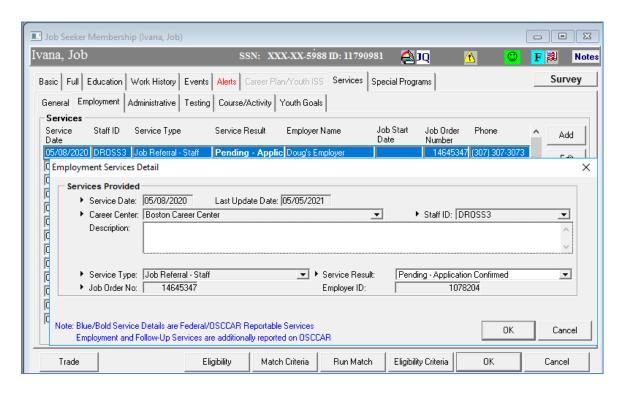


In data entering a **Job Seeker** – **Employment Service** (*Pre-Layoff Placement*, *Found Employment* or *Obtained Employment* services), MOSES will ask if the Employment Service was the result of a past Employment Referral. Pending Job Seeker – Job referrals of less than one year (and status of pending) will trigger the pop up.

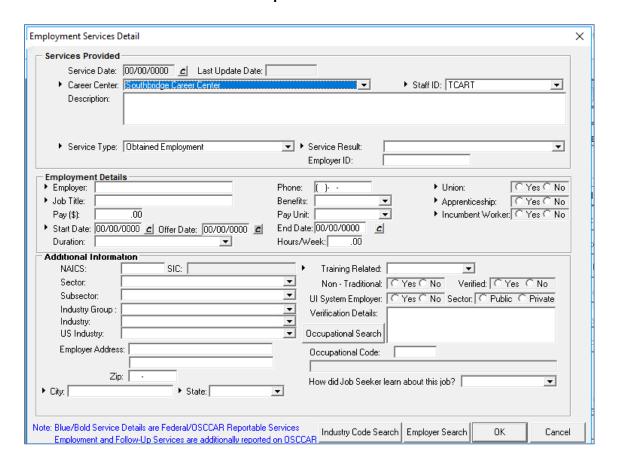


For Pre-Layoff Placement, Found Employment and Obtain Employment Service Types.





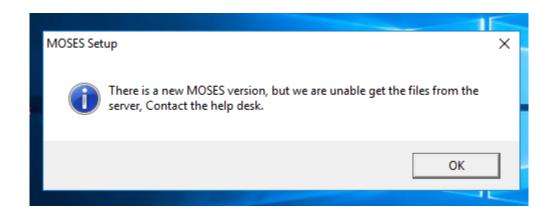
YES - Update Job Referral



NO - Continue with Entered Employment

MOSES ERROR MESSAGE IN AWS AND HOW TO FIX

Step by Step Handout



MOSES gets the "not the latest version" message

It needs your help

(NOTE IN THE EXAMPLE BELOW, IGNORE THE MODIFICATION DATES, THIS BUILD WILL HAVE DIFFERENT DATES)

IN Amazon WorkSpace

GOTO



Open it (You should have 2 folders)

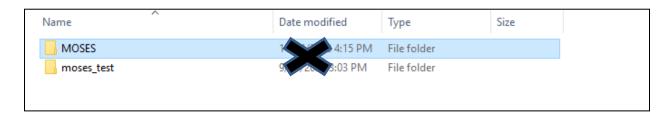


Click on Share with me

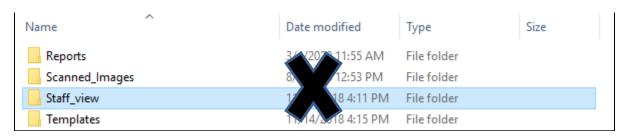
Name	Date modified	Туре	Size
Shared With Me	11 30:40 AM	File folder	
My Documents	7/5 20 7:42 PM	File folder	

Next

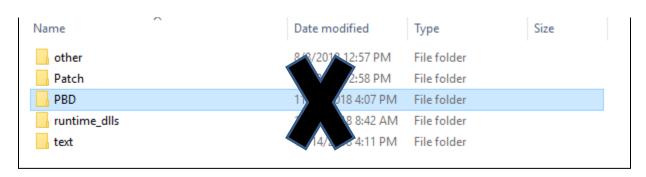
Click on the MOSES folder



Next Click on Staff View

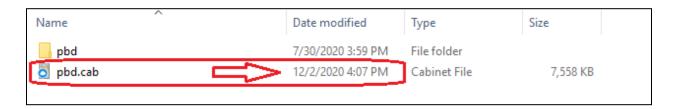


CLICK ON THE PBD Folder

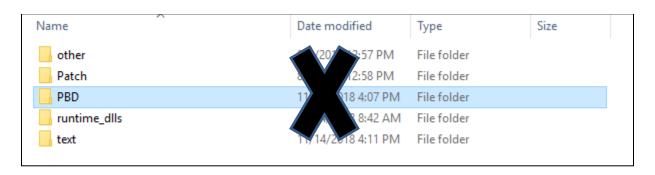


CLICK ON THE PBD Folder

you should see a **pbd.cab** file that has the **latest build date**: FOR MOSES 37.7 it should be a June 2021 date



Next, **Go Back** And **CLICK** on the **TEXT** folder it should have a **TEXT.cab** file that has the **latest build date**



Name	Date modified	Туре	Size
detailed text.cab	12/2/2020 4:07 PM	Cabinet File	390 KB

NOW -

if the latest build dates are not showing, then you must wait until they do. AWS is still copying and updating the files.

When the latest build date is displayed, then MOSES will now be able to get the latest files from these locations.

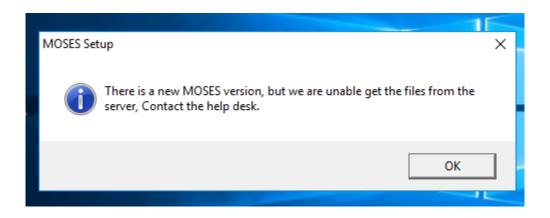
Click on MOSES

It should now get the build.



MOSES ERROR MESSAGE A HOW TO FIX

VIDEO Demonstration



BELOW IS A VIDEO THAT WILL DEMONSTRATE HOW TO UPDATE YOUR MOSES SOFTWARE, WHEN YOU GET THE ERROR MESSAGE THAT THERE IS A NEW MOSES VERSION.

THE VIDEO WILL WALK YOU THROUGH HOW TO GET THE MOSES UPDATE FILES AND GET YOU THE UPDATED MOSES VERSION.

https://youtu.be/-pJ7L1 MC-Q