



Workforce Issuance

100 DCS 02.154

☐ Policy ☒ Information

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

cc: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: September 11, 2023

Subject: **MOSES Version 40.5 will be available in MOSES on Sunday 24, 2023**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners that MOSES 40.5 is scheduled for release to the desktops on Sunday September 24, 2023.

Background: MOSES will be shut down all day on Saturday, September 23, 2023, 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 7:00 pm on Friday, September 22, 2023, and then log off MOSES. This will ensure that when you log into MOSES on Monday, September 25, 2023, you will have the new version of MOSES available, and any work done prior will be saved.

MOSES will be shut down all day on Saturday, September 23, 2023. The build is planned to be released Sunday September 24, 2023, to desktops.

Action

Requested: MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners should ensure that their staff are aware of the MOSES shutdown all day Saturday, September 23, 2023, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for the MOSES all day shut down.

Effective: Immediately

Inquiries: Please email all questions to Thomas.M.Cartier@mass.gov. Please reference this MassWorkforce Issuance number in your inquiry.

Attachment: Employer Services Definitions

Description of Key Changes in MOSES Version 40.5

1. In **Job Seeker** record – **Employment** Service – new pop up on **Training Related** field. Requires to select either **Yes** or **No** for the Job Seeker who has had training. **Not Applicable** if the Job Seeker did not receive training.

Employment Services Detail

Services Provided

Service Date: 08/22/2023 Last Update Date: 08/22/2023

Career Center: Re-Employment Center Staff ID: TCART

Description:

Service Type: Obtained Employment Service Result: After Receiving a Career Center Service

Employer ID: 1885722 INA:

Employment Details

Employer: Kura Revolving Sushi Phone: (774)-223-7331 Union: Yes No

Job Title: Worker Benefits: Medical and Pen Apprenticeship: Yes No

Pay (\$): 20.00 Pay Unit: Hour Incumbent Worker: Yes No

Start Date: 08/22/2023 Offer Date: 00/00/0000 End Date: 00/00/0000

Duration: Full Time, Over 150 Days Hours/Week: 40.00

Additional Information

NAICS: 722511 SIC: Training Related: Not Applicable

Sector: Accommodation and Food Services

Subsector: Food Service

Industry Group: Restaurants

Industry: Restaurants

US Industry: Full-Service Restaurants

Employer Address: 1 Worcester Street Suite 700

Zip: 01701-1001 City: Framingham

Is this Job Training Related?

This participant has had training and so your answer must be either Yes or No.

OK

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

Industry Code Search Employer Search OK Cancel

2. Added **Metro South/West Rapid Response** office.

Locations

Metro SouthWest Rapid Response

3. Added **Charlestown Adult Education** office.

Locations

Charlestown Adult Education

4. Removed Mass Internet Connect Services from **Job Seeker – General Services – Support Services Referral - Service detail**. This program has ended.

The screenshot shows a window titled "General Services Detail". It contains several fields: "Service Date" (06/23/2023), "Last Update Date" (00/00/0000), "Career Center" (Hurley / Saltonstall MOSES Unit), "Staff ID" (MOSES101), and "Hours" (.0). A "Description" field is empty. Below these is a "Category" dropdown set to "Support Services Referral" and a "Service Detail" dropdown. The "Service Detail" dropdown is open, showing a list of services: "Mass Internet Connect - Digital Navigator", "Health/Stress Management", "Housing/Rental Payments", "Job Corps", "Mass Commission for the Blind (MCB)", "Mass Internet Connect - Digital Literacy", "Mass Internet Connect - Digital Navigator" (highlighted in blue), "Mass Internet Connect - FCC EBB/ACP", "Mass Rehabilitation Commission (MRC)", "Meals", "Native American Programs", "Other", and "Re-Entering Citizens Programs". A note at the bottom left states: "Note: Blue/Bold Service Details are Federal/OSCCAR Reportable Services Employment and Follow-Up Services are additionally reported on OSCCAR".

5. Employment Services. Updated text Pop-Up Alert from \$50 to \$99. New updated salary alert to \$99 (*previously \$50*).

The screenshot shows a "Job Order" dialog box with a question mark icon. The text inside reads: "The pay calculated from the entered Pay, Pay Unit and Duration for this job exceeds \$99.00 per hour. Do you want to continue?". At the bottom right, there are two buttons: "Yes" and "No".

6. Added new NDWG Project Types.

National Dislocated Worker Grant Search

Type of Search

Search Criteria:

- ☐ NDWG ID
- ☒ NDWG Project Name
- ☐ Employer Name
- ☐ FEIN

To enter a new NDWG application click the Add button. Search for an existing NDWG application by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria:

Search

Advanced Search...

Search Results

NDWG ID	NDWG Project Name	Project Start Date	Project End Date	Status	Version
---------	-------------------	--------------------	------------------	--------	---------

National Dislocated Worker Grant Advanced Search

Search By

General

Employer Name: Employer ID:

City / Town: Zip:

Workforce Board: FEIN:

Detailed Search Criteria

Project Operator: Project Contact Last Name:

Status: Congressional Districts:

OK Cancel Close

National Dislocated Worker Grant Details

NDWG ID: 687 (A) VERSION: Original NDWG Project Name: GARELICK

Project Application Project Detail Project Operator Worker Detail Staffing Target Group Analysis Notes

Project Goals

Goal Number:

Cost per Participant:

Cost per Entered Employment:

Planned Entered Employment Rate: 80 %

Planned Wage Replacement Rate: 94 %

Occupations - Retraining

Description:

Add Delete

Occupations - Dislocated Workers

Description:

Add Delete

County Residences

Select all county residences of affected workers:

Barnstable Berkshire Bristol Dukes Essex Franklin Hampden Hampshire Middlesex

Essex

Project Type: Regular Disaster Event:

Eligible Event: Disaster Relief Empl & Training Svcs Only
Disaster Relief Employment and Empl & Training Svcs
Disaster Relief Employment Only
Regular
Trade Dual Enrollment
Trade Health Insurance Coverage

Declaration of Eligibility for Public Unemployed due to Disaster
Long-Term Unemployed
Dislocated Workers

Trade Health Insurance Coverage

Continuation Provision
State Employees
Joint State-Private Nonpool
High-Risk Pool
State Employee Comparable
Joint State - Private Pool
Nonfederally Financed

Print OK Cancel

7. Modify the current **Military Release Date** in MOSES for TAP/ACAP Retirees that allowed a date up to four years in the future.
Change the **Release Date** validation to not allow more than two years in the future.

The screenshot shows a software window titled "Military Details". Inside, there are two main sections: "Military History" and "DD214 Form".

Military History section contains:

- Branch: Navy (dropdown menu)
- Discharge Type: TAP/ACAP Retirees (dropdown menu)
- Service Start Date: 08/28/2015 (calendar icon)
- Release Date: 01/01/2027 (calendar icon)

DD214 Form section contains:

- DD214 Verified: ☐ Verified By: (text field)

A modal dialog box titled "Release Date Error" is overlaid on the form. It contains an information icon and the text: "Release Date should be <= 2 years from today." Below the text are two buttons: "OK" and "Cancel".

EMPLOYER UPDATES

8. **Employer - Employer Contact** – Add **Created Date** field to record when entering a new contact to employers contact table.

Employer Contact

► Name: Seymour Hiring ► Email: shiring@email.com

Job Title: Recruiter

► Phone: (617) 555-4242 Ext: Create Date: 08/22/2023

Phone: (978) 555-1936 Primary Contact: ☐

Fax: () -

OK Cancel

9. New Employer Service: **Employer Record** – **Business Information and Incentives** category - **JobQuest Assistance** service.
To be used by staff when providing in-depth information via two-way discussion and further assistance to a business about the JobQuest website. (see attachment A)

Employer Registration (Doug's Donuts)

Doug's Donuts FEIN: ## #####1111 ID: 1425230 Notes

General Info Employer Contacts MJQ Users Events Account Representatives Programs and Benefits Employer Services Closing / Layoff

Employer Service History

Service Date	Staff	Category	Type of Service	Summary	Fee for Service
08/18/2023	DROSS3	Business Info. & Incentives	JobQuest Assistance	TEST Jira 175	<input type="checkbox"/>
05/19/2021					<input type="checkbox"/>
05/05/2021					<input type="checkbox"/>
00/00/0000					<input type="checkbox"/>

Employer Services Details

Service Details

► Date: 08/18/2023 ► Service Category: Business Information and Incentives

► Career Center: Attleboro Career Cer ► Type of Service: JobQuest Assistance

Person Contacted: ► Staff: Apprenticeship

Next Contact Date: 00/00/0000 ☐ Fee: Business Assessment

Summary: Department of Industrial Accidents (DIA)

Industry Partnerships

JobQuest Assistance

Massachusetts Office of Business Development (MOBD)

On-the-Job Training (OJT)

Other Grant Information

Other Public Incentives or Business Service

Unemployment Insurance Programs Information

Work Opportunity Tax Credit (WOTC)

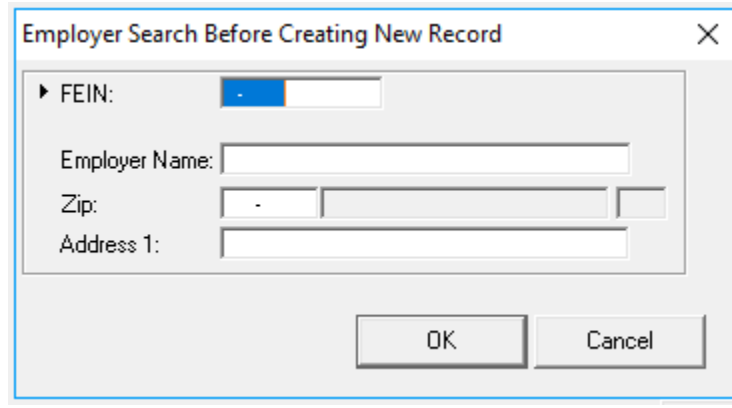
Workforce Training Fund Program (WTFP)

WorkShare Information

Industry Code Search Job Order OK Cancel

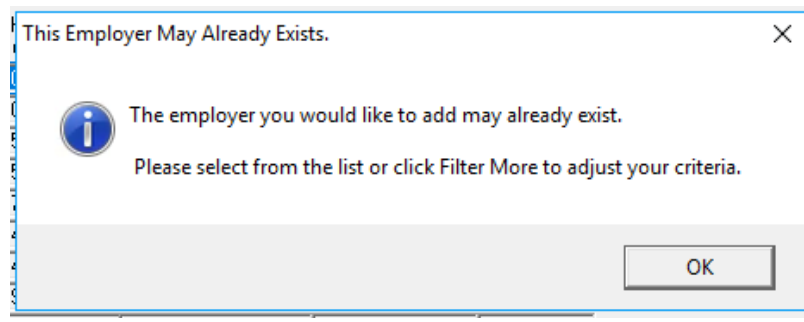
10. Change “**Add**” Employer Screen to Prevent Duplicate Employers.
New methodology when entering an Employer in MOSES for the first time. Designed to prevent Duplicate Employer records.

New: Add Employer pop up
(Note: *FEIN* required)



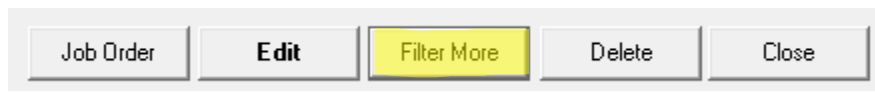
A dialog box titled "Employer Search Before Creating New Record" with a close button (X) in the top right corner. It contains a search form with the following fields: "FEIN:" with a dropdown arrow and a text input field; "Employer Name:" with a text input field; "Zip:" with a text input field containing a hyphen and a dropdown arrow; and "Address 1:" with a text input field. At the bottom right are "OK" and "Cancel" buttons.

New: If an Employer Record Exists, new Pop Up



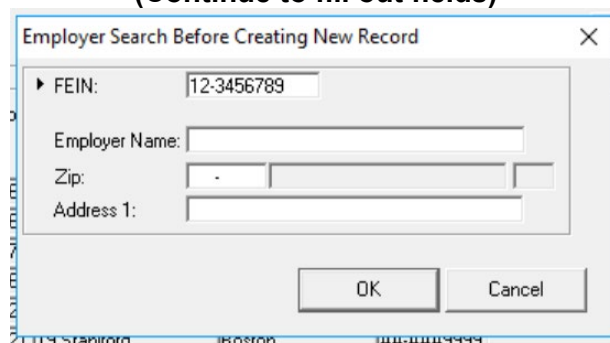
A dialog box titled "This Employer May Already Exists." with a close button (X) in the top right corner. It features an information icon (i) on the left. The text inside reads: "The employer you would like to add may already exist. Please select from the list or click Filter More to adjust your criteria." At the bottom right is an "OK" button.

Changed **Continue to Add** button to: **Filter More**



A row of five buttons: "Job Order", "Edit", "Filter More" (highlighted in yellow), "Delete", and "Close".

(Continue to fill out fields)



The same "Employer Search Before Creating New Record" dialog box as shown earlier, but with the "FEIN:" field now containing the value "12-3456789". The other fields are empty, and the "OK" and "Cancel" buttons are at the bottom right.

11. Staff should be using the MassHire JobQuest Employer record for all their career center transactions with the employer. Job Orders, Employer Services, etcetera.
12. **Employer Record – New Tab – MJQ User.** View only. Only in MJQ Employer records. Lists MassHire JobQuest account users for that employer record with contact information and access level in the account.

First Name	Last Name	Email	Phone Number	Job Title	Access
ahmet	0825001	ahmet0825001@nonex	(483) 858-5885	jwd	Admin

13. **Employer Search – Advanced Search** criteria. Updated the search criteria for the option **Source - Internet** on Employer **Advanced Search** window. The results display the new MJQ employers only. Legacy MJQ Employers will not show in the results until they complete the migration process to the new MJQ system.

14. New pop up. Employers with JobQuest records can not be deleted.
It is an active MassHire JobQuest Employer Record.

