



# Workforce Issuance

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☐ Policy ☒ Information

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

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** May 8, 2020

**Subject:** **MassHire Reports Webinar Series: MassHire Claimant Outreach Report**

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of a WebEx training in the *MassHire Reports Webinar* series.

**Background:** Webinars in the series will focus on one topic, such as a report or functional report topic. **Registration is available online through Eventbrite.**

The second reports training webinar is scheduled for 9:30 am – 10:30 am on Friday, May 15, 2020 via WebEx. The training will review a new Crystal report for outreaching to recently permanently separated claimants that were added to the MOSES database during the prior week. This report will be helpful to MassHire Career Centers for sending emails out weekly to alert new UI claimants of the services offered by the career center and for scheduling appointments with staff. The webinar will provide a quick demonstration of accessing the report, running the report in Crystal Reports, exporting the report to Excel, and sorting and selecting information once in Excel. The training will also cover recommended uses of the report.

Time will be set aside to respond to any questions about this report or the Recently Separated Claimants Past 90 Days report that was reviewed at the April 29<sup>th</sup> webinar. Participants are encouraged to come with questions and suggestions for report topics for future webinars.

## Action

**Requested:** Register at <https://www.mass.gov/service-details/mdcs-reports-webinar-series>

**Inquiries:** Please direct all inquiries to Leslie Abramowitz at [leslie.a.abramowitz@detma.org](mailto:leslie.a.abramowitz@detma.org). Please reference this Issuance number with your inquiry.