



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 Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

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

Christine Abrams, President
Commonwealth Corporation

Date: January 25, 2023

Subject: **FutureSkills Crystal Reports**

Purpose: To provide MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners with guidance regarding a series of reports for FutureSkills.

Background: Through the “FutureSkills” (UpSkillng) campaign, the WSC invested American Rescue Plan Act (ARPA) funds to expand the scale of “upskilling” pathways across education, training, and workforce providers in partnership with employers that prepare unemployed and underemployed individuals with the training and skills needed to meet business demand. Commonwealth Corporation, on behalf of the Executive Office of Labor and Workforce Development and the WSC, will administer ARPA funded training programs also known as FutureSkills training programs (statewide initiative). FutureSkills will support placement in a variety of training programs including the Career Technical Initiative (CTI), Workforce Competitiveness Trust Fund (WCTF), Replenishing Employer investment in Education and Workforce Training (RENEW), and new initiative grants.

MassHire Career Centers (MCCs) provide seamless delivery of multiple universally accessible services to job seekers that are customer centered. Eligible job seekers have access to services that lead to pathways for economic sufficiency. Job seekers receive access to services based on needs identified during intake and initial assessment.

MDCS has created a series of initial FutureSkills reports that are now available for employer services (Market Makers) and job seeker enrollments (UpSkilling Navigators).

These reports are designed to assist to track eligible job seeker's enrollment into FutureSkills programming. These reports can be utilized to monitor your local FutureSkills job seeker program enrollments, course enrollments, and employer outreach. There is also a FutureSkills approved vendor with courses report.

The following reports are available for use by MassHire Career Center staff and partners with appropriate access rights to the MOSES database. Additional reports can be created and made available as we move forward.

Crystal Reports software to run/refresh or edit these reports is available on all state Amazon WorkSpaces and AppStream accounts.

Please find below the four (4) reports created to date:

1. Name: FutureSkills Employer Services Detail and Summary with Start & End Date

Link to Report: <https://www.mass.gov/media/2534586/download>

Description of Report: Count of FutureSkills enrolled employers by designated FutureSkills regions (planning regions) with the unique employer services provided between the dates {Range Start Date} and {Range End Date}

Could be used for:

- *Review outreach efforts in your FutureSkills Region*
- *Review the types of outreach and outcomes for your FutureSkills Region*

2. Name: FutureSkills Job Seekers Enrolled in Course

Link to Report: <https://www.mass.gov/media/2534596/download>

Report Description: Job seekers who are enrolled in a FutureSkills course (CTI, WCTF, RENEW), their program enrollment status (FutureSkills Career Center-specific program) and course details.

Could be used for:

- *Data validation of jobseekers FutureSkills program enrollment status*

- *Data validation of enrollments by training provider by course*
- *Case management of jobseekers enrolled in FutureSkills training*

3. Name: FutureSkills Job Seekers Enrolled in Program

Report Link: <https://www.mass.gov/media/2534601/download>

Report Description: FutureSkills enrolled jobseekers (enrolled in a FutureSkills Career Center-specific program), and their training course enrollment status.

Could be used for:

- *Data validation of jobseeker enrolled in FutureSkills and status of enrollment in a course*

4. Name: FutureSkills CTI/WCTF/RENEW Courses

Report Link: <https://www.mass.gov/media/2534606/download>

Report Description: FutureSkills approved (funded) CTI, WCTF, or RENEW courses and course details (contact person, address, etc.).

Could be used for:

- *FutureSkills Providers and Courses in your area*
- *Outreach*
- *Training Provider Follow-up*

How to access reports:

For those who don't have permissions to run reports, please contact your local Operations Manager or Career Center Director who can coordinate your access locally or through the MOSES Help Desk to request adhoc reporting rights.

All reports and examples listed above are located at <https://www.mass.gov/info-details/futureskills>

AppStream:

For those using AppStream to access MOSES, please see the following PDF and video guide for uploading files:

Link to PDF: <https://www.mass.gov/doc/uploading-files-into-appstream/download>

Link to Video Guide: <https://www.youtube.com/watch?v=GoNETnsrQdM>

Amazon Workspace:

- Log in to Amazon WorkSpaces (AWS) account
- Open Google Chrome (or web browser of choice) within AWS
- Download .zip file from any of the above mass.gov links
- Open file explorer, navigate to the location of the downloaded .zip file, right-click the .zip file, and choose "Extract All" to unzip the .zip file

- Double-click the .rpt file in the extracted folder, or open Crystal Reports and use File > Open to open the .rpt file

Action

Requested: Please ensure all appropriate management and staff are aware and familiar with this information.

Effective: Immediately.

Inquiries: Please email all questions to ashley.terrell@mass.gov .