

# **MOSES Tracking Guide for the MassAbility Training Fund (MRTF)**

**January 2021**

**This manual remains effective until superseded by an updated version.**

## MassAbility Training Fund (MRTF) Referral to MassHire Career Center

### MOSES DATA ENTRY INSTRUCTIONS

**Create or Update the MOSES Registration:** Go to the Job Seeker Search screen and add (or update) the referral in MOSES. If the referral is new to MOSES, click the Add button, enter the SSN and **change the registration date** to the date of the referral. Complete data entry on all tabs as thoroughly as possible and click OK to save changes.

The screenshot displays the 'Job Seeker Search' application window. It features a 'Type of Search' section with radio buttons for 'Job Seeker ID', 'Last Name', 'Social Security Number', and 'Claimant ID'. A 'Search Criteria' input field and 'Search' and 'Advanced Search...' buttons are also present. Below this is a 'Search Results' section with a table header including SSN#, First Name, Last Name, Date of Birth, Job Seeker ID, Address, and Claimant ID. A 'New Job Seeker' dialog box is open, showing 'Search Criteria' with a 'Social Security Number' field containing '123-45-6789' and a 'Registration Date' field with a calendar icon. The dialog has 'Pseudo', 'OK', and 'Cancel' buttons. At the bottom of the main window is a 'More' button and a row of tabs: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.

## Enrollment into the statewide MassAbility program and MRTF Career Center Specific Program

- After a MOSES registration has been added and/or updated in MOSES, the participant must be determined eligible for the MRTF
- program. Open the **Job Seeker Membership** window and click the **Eligibility** button located at the bottom of the Job Seeker Membership window.

The screenshot shows the 'Job Seeker Membership (TEST, Sample)' window. The 'Basic' tab is selected, showing fields for General Information, Ethnicity, Race, and Programs. The 'Eligibility' button at the bottom is circled in red.

**General Information**

First Name: Sample Middle Initial: ☐  
Last Name: TEST Gender: ☒ Male ☐ Female  
Date of Birth: 01/01/1976 Military: ☐ Yes ☒ No  
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

**Ethnicity** Hispanic or Latino: ☐ Yes ☒ No

**Race**  
☒ White ☐ Black or African American  
☐ Asian ☐ American Indian or Alaskan Native  
☒ Other ☐ Hawaiian Native or Other Pacific Islander  
☐ Information Not Available

**Programs** Last Reportable Service Date: 02/26/2019

Program Name	Apply Program Status	History
Job Match	<input checked="" type="checkbox"/> Info. Complete - On	
Program Eligibility	<input checked="" type="checkbox"/> Info. Incomplete	
Career Planning	<input type="checkbox"/> Exited	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No **Career Center**

**Address**  
Residence Address: 19 Stanford Street  
Mailing Address: 1st  
Country: United States of America  
Zip: 02114 City: Boston  
State: Massachusetts  
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different  
Confidential: ☒ Yes ☐ No HITG Confidential: ☐ Yes ☒ No

**Contact**  
Primary Phone: (617)555-5555 Email:   
Other Phone: ( ) -   
Web Address:  ☐ Prefers Emails

**Special Accommodations**

Trade **Eligibility** Match Criteria Run Match Eligibility Criteria OK Cancel

MOSES will display the **Eligibility** window:

- Click the **Initial or Update Eligibility** button. Select **MassAbility Training Fund (MRTF)** in the Potential Non-System Calculated Eligibility panel on the left, then click the >> button to move it to the Actual Non-System Calculated Eligibility panel on the right.

**Eligibility**  
 MassHire Workforce Board: Boston Initial Date: 12/06/2012 Last Update Date: 02/26/2019

**Potential System Calculated Eligibility**  

BOS Neigh. Jobs Trust (NJT) ITAs

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**Actual System Calculated Eligibility**

**Potential Non-System Calculated Eligibility**  

BOS Access Points  
 DOE (NOT SMARTT)  
 DTA Work Program Participant (WPP)  
 EDIC - FY17-20 ALI  
 VETS - VR&E Program

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**Actual Non-System Calculated Eligibility**  

Mass Rehab Training Fund (MRTF)

**Non-Eligible Funding Sources**

Type	Description	Criteria
Specific Funding	BOS WIOA IS	
ITA	Garber	
ITA	Polartec	
ITA	Disaster Hurricane (Irma/Maria)	
ITA	WIOA Title I - Adults	

Initial Eligibility

Update Eligibility

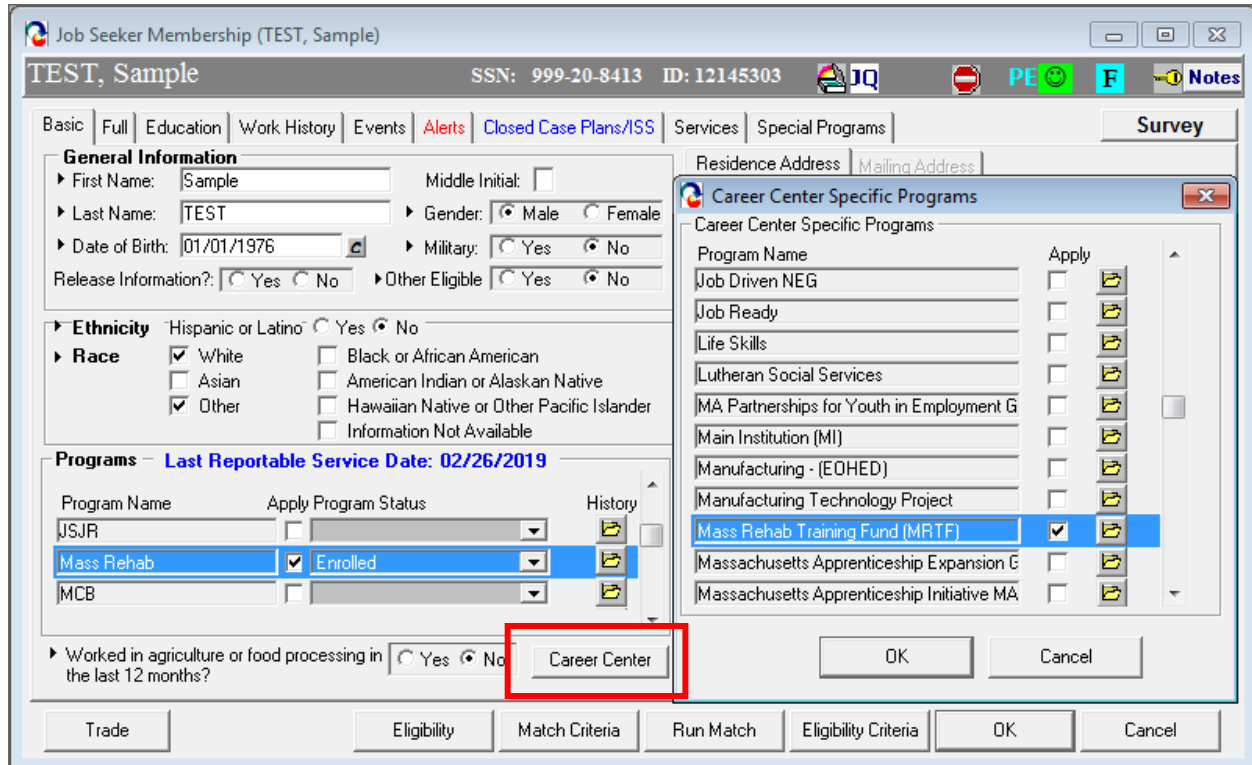
Course Search

OK

Cancel

## MassAbility and MRTF Program Enrollments

- To enroll the participant in the MassAbility and MRTF programs, go to Job Seeker Membership window, Basic tab. In the programs sections scroll down to the Mass Rehab program and check the apply box. Next you should click on the **Career Center** button to display the **Career Center Specific Programs**, check the apply box next to the MRTF program.



The screenshot shows the 'Job Seeker Membership (TEST, Sample)' window. The 'Basic' tab is active, displaying fields for First Name (Sample), Last Name (TEST), Date of Birth (01/01/1976), Gender (Male), and Race (White). The 'Programs' section shows a list of programs with checkboxes for enrollment. The 'Mass Rehab' program is selected, and the 'Career Center' button is highlighted with a red box. A 'Career Center Specific Programs' dialog box is open, showing a list of programs with checkboxes for enrollment. The 'Mass Rehab Training Fund (MRTF)' program is selected, and its checkbox is checked.

Program Name	Apply
Job Driven NEG	<input type="checkbox"/>
Job Ready	<input type="checkbox"/>
Life Skills	<input type="checkbox"/>
Lutheran Social Services	<input type="checkbox"/>
MA Partnerships for Youth in Employment G	<input type="checkbox"/>
Main Institution (MI)	<input type="checkbox"/>
Manufacturing - (EOHED)	<input type="checkbox"/>
Manufacturing Technology Project	<input type="checkbox"/>
Mass Rehab Training Fund (MRTF)	<input checked="" type="checkbox"/>
Massachusetts Apprenticeship Expansion G	<input type="checkbox"/>
Massachusetts Apprenticeship Initiative MA	<input type="checkbox"/>

## Program History Folder

- To verify the enrollment or to adjust the start date of enrollment, click on the yellow folder to display the **Program History**, click in the Start Date box to change the date to an earlier date if necessary.

## Adding Entered Employments

Enter the job using the appropriate service type; *Job Referral*, *Job Development Referral*, or *Obtained Employment*. Go to the Employment tab and click Add

Job Seeker Membership (Practice, Donna)

Practice, Donna SSN: 999-24-1426 ID: 12877225 PE F Notes

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General | **Employment** | Administrative | Testing | Course/Activity | Youth Goals

**Services**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
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**Add** Edit Delete Follow Up Upgrade Verify Select

More Job Order

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Select the appropriate Service Type and enter all job details. Tip: if you select *Obtained Employment* click on the Employer Search button to search for the employer to get the employer details.

Employment Services Detail

**Services Provided**

Service Date: 03/18/2020 Last Update Date: [ ]

Career Center: Springfield Career Center Staff ID: LABRA

Description: [ ]

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

Employer ID: 1114053

**Employment Details**

Employer: CompuWorks, LTD Phone: (109)-166-5357

Job Title: Support Specialist Benefits: Medical Only

Pay (\$): 21.00 Pay Unit: Hour

Start Date: 03/18/2020 Offer Date: 00/00/0000 End Date: 00/00/0000

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

Union: Yes No Apprenticeship: Yes No Incumbent Worker: Yes No

**Additional Information**

NAICS: 541512 SIC: [ ]

Sector: Professional, Scientific, and Technical Service

Subsector: Professional, Scientific, and Technical Service

Industry Group: Computer Systems Design and Related Services

Industry: Computer Systems Design and Related Services

US Industry: Computer Systems Design Services

Employer Address: 1 Fenn Street

Zip: 01201- [ ]

City: Pittsfield State: Massachusetts

Training Related: Yes Non-Traditional: Yes No Verified: Yes No

UI System Employer: Yes No Sector: Public Private

Verification Details: [ ]

Occupational Search

Occupational Code: 15115100

Computer User Support Specialists

How did Job Seeker learn about this job? [ ]

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

Industry Code Search **Employer Search** OK Cancel

## Recording Employment Follow-up

Go to the Employment tab and select the employment record and click on the Follow-up button. Ideally, follow up should be conducted monthly.

The screenshot shows the 'Job Seeker Membership (Practice, Donna)' window. The 'Services' tab is active, displaying a table of service records. The first row is highlighted in blue. To the right of the table, a vertical column of buttons includes 'Add', 'Edit', 'Delete', 'Follow Up' (highlighted with a red box), 'Upgrade', 'Verify', and 'Select'. Below the table, it says 'Row 1 of 1'. At the bottom of the window are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and 'Cancel'.

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
03/06/2020	LABRA	Obtained Employment	After Receiving a	CompuWorks, LTD	03/06/2020		(109) 166-5357

On the follow up screen select the appropriate follow-up month and service result of Employed or Not Employed and revise any data as necessary.

The screenshot shows the 'Employment Services Detail' window. The 'Services Provided' section includes fields for 'Service Date' (03/10/2020), 'Last Update Date' (03/06/2020), 'Career Center' (AAA Deactivated Users Office), and 'Staff ID' (LABRA). The 'Service Type' is set to 'Follow-Up - 1 Month' and 'Service Result' is 'Employed'. The 'Employment Details' section includes fields for 'Employer' (CompuWorks, LTD), 'Job Title' (Support Specialist), 'Pay (\$)' (21.00), 'Start Date' (03/06/2020), 'Offer Date' (00/00/0000), 'End Date' (00/00/0000), 'Duration' (Full Time, Over 150 Days), 'Hours/Week' (40.00), 'Phone' ((109)-166-5357), 'Benefits' (Medical Only), 'Pay Unit' (Hour), 'Union' (Yes/No), 'Apprenticeship' (Yes/No), and 'Incumbent Worker' (Yes/No). The 'Additional Information' section includes fields for 'NAICS' (541512), 'SIC' (Professional, Scientific, and Technical Service), 'Sector' (Professional, Scientific, and Technical Service), 'Subsector' (Professional, Scientific, and Technical Service), 'Industry Group' (Computer Systems Design and Related Servi), 'Industry' (Computer Systems Design and Related Servi), 'US Industry' (Computer Systems Design Services), 'Employer Address' (1 Fenn Street), 'City' (Pittsfield), 'State' (Massachusetts), 'Training Related' (Yes), 'Non - Traditional' (Yes/No), 'Verified' (Yes/No), 'UI System Employer' (Yes/No), 'Sector' (Public/Private), 'Verification Details', 'Occupational Search', 'Occupational Code' (15115100), 'Computer User Support Specialists', and 'How did Job Seeker learn about this job?'. A note at the bottom states: 'Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on DSCCAR'. Buttons for 'Industry Code Search', 'Employer Search', 'OK', and 'Cancel' are at the bottom.

## Mass Rehab Program Exit Service

### Auto Exit after 90 Days with No Reportable Service (Blue/Bold)

MRTF participants will be automatically exited from the statewide MassAbility and the Career Center Specific Program after 90 days of not receiving a reportable service. The exit date reflected will be the date of the last reportable service. Relevant reportable services should be entered timely to avoid inadvertent exit from the programs. The last reportable service date is shown on the basic tab and is updated each time a new reportable service is added.

The screenshot displays the 'Basic' tab of the MassAbility software interface. The 'General Information' section includes fields for First Name (Sor), Last Name (Tracking), Date of Birth (01/01/1960), Gender (Male), and Military status (No). The 'Ethnicity' and 'Race' sections are also visible. The 'Programs' section, highlighted with a red box, shows a table with columns for Program Name, Apply Program Status, and History. The 'Job Match' program is selected, and the 'Last Reportable Service Date: 01/20/2017' is displayed in blue text. The 'Contact' section includes fields for Home Phone, Other Phone, Email, and Web Address. The 'Special Accommodations' section is at the bottom. The 'Survey' tab is also visible at the top right.

Program Name	Apply Program Status	History
Job Match	<input checked="" type="checkbox"/>	
Program Eligibility	<input type="checkbox"/>	
Case Management	<input type="checkbox"/>	