

**MOSES Tracking Guide
for the
NextGen Careers Program**

October 2024

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 present. Below this is a 'Search Results' table with columns for SSN#, First Name, Last Name, Date of Birth, Job Seeker ID, Address, and Claimant ID. A 'New Job Seeker' dialog box is overlaid, containing a 'Search Criteria' section with fields for 'Social Security Number' (123-45-6789), 'Re-enter Social Security Number' (123-45-6789), and 'Registration Date' (07/31/2024). The dialog also includes 'Pseudo', 'OK', and 'Cancel' buttons. At the bottom of the main window, a row of buttons includes 'Eligibility Criteria', 'Eligibility', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'. The 'Add' button is highlighted with a red rectangular box.

Enrollment into the NextGen Career Center Specific Program

- After a MOSES registration has been added or updated in MOSES, the participant must be determined eligible for the NextGen 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 title bar includes the user name 'TEST, Sample', SSN: 999-20-8413, and ID: 12145303. The window has several tabs: Basic, Full, Education, Work History, Events, Alerts, Closed Case Plans/ISS, Services, Special Programs, and Survey. The 'Basic' tab is active, showing 'General Information' and 'Residence Address' sections. The 'General Information' section includes fields for First Name (Sample), Last Name (TEST), Date of Birth (01/01/1976), Gender (Male), Military status, and Ethnicity/Race. The 'Residence Address' section includes Address (19 Staniford Street), City (Boston), State (Massachusetts), and Zip (02114). A 'Programs' table is visible, showing 'Job Match' with status 'Info. Complete - On', 'Program Eligibility' with status 'Info. Incomplete', and 'Career Planning' with status 'Exited'. At the bottom, there is a 'Career Center' button and a row of buttons: Trade, Eligibility (circled in red), Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

MOSES will display the **Eligibility** window:

- Click the **Initial or Update Eligibility** button. Select **NextGen** 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.

The screenshot shows the 'Determine Eligibility' window for 'Test, SAMPLE' with SSN: 999-20-8413 and ID: 12145303. The window is divided into several sections:

- Eligibility:** MassHire Workforce Board: Merrimack Valley, Initial Date: 12/06/2012, Last Update Date: 07/31/2024.
- Potential System Calculated Eligibility:** An empty list box.
- Actual System Calculated Eligibility:** An empty list box.
- Potential Non-System Calculated Eligibility:** A list box containing: Behavioral Health Continuation, DTA Work Program Participant (WPP), FutureSkills, Grow with Google Certificate Program, and Healthcare HUB Continuation Grant.
- Actual Non-System Calculated Eligibility:** A list box containing 'NextGen'.
- Non-Eligible Funding Sources:** A table with columns for Type, Description, and Criteria.

Navigation buttons are located between the panels: >> and << between System panels, and >> and << between Non-System panels. The >> button between the Non-System panels is highlighted with a red box, indicating the action to move 'NextGen' to the Actual Non-System panel.

Type	Description	Criteria
Specific Funding	Employment Support for Immigrants in Shelters	
JTA	WIOA Title I - Adults	
JTA	WIOA Title I - Dislocated Workers	
Trade	TAA	
DTA	DTA - Skills Education	

Buttons at the bottom: Initial Eligibility, Update Eligibility, Course Search, OK, Cancel.

NextGen Program Enrollments

- To enroll the participant in the NextGen program, 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 NextGen program.

The screenshot shows the 'Job Seeker Membership (Test, SAMPLE)' window. The 'Basic' tab is active. The 'General Information' section includes fields for First Name (SAMPLE), Last Name (Test), Date of Birth (01/01/1976), Sex (Female), and Military status. The 'Ethnicity' and 'Race' sections are also visible. The 'Programs' section shows a table with columns for Program Name, Apply, Program Status, and History. The 'Job Match' program is selected, and the 'Apply' checkbox is checked. The 'Career Center' button is highlighted with a red box. The 'Career Center Specific Programs' dialog box is open, showing a list of programs with 'NextGen' selected and its 'Apply' checkbox checked. The 'Career Center' button is also highlighted with a red box in this dialog.

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

Program Name	Apply
DTA Work Program Participant (WPP)	<input type="checkbox"/>
Employment Support for Immigrants in Shelters	<input type="checkbox"/>
NextGen	<input checked="" 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.

This close-up screenshot shows the 'Career Center Specific Programs' dialog box. It features a table with columns for Program Name, Apply, and History. The 'NextGen' program is selected, and its 'Apply' checkbox is checked. The yellow folder icon in the History column for 'NextGen' is highlighted with a red box, indicating it should be clicked to view the program history.

Program Name	Apply	History
DTA Work Program Participant (WPP)	<input type="checkbox"/>	
Employment Support for Immigrants in Shelters	<input type="checkbox"/>	
NextGen	<input checked="" type="checkbox"/>	

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

The screenshot shows the 'Job Seeker Membership (Practice, Donna)' window. The 'Employment' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Service Date, Staff ID, Service Type, Service Result, Employer Name, Job Start Date, Job Order Number, and Phone. To the right of the table is a vertical stack of buttons: Add (highlighted with a red box), Edit, Delete, Follow Up, Upgrade, Verify, and Select. At the bottom of the window are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and 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.

The screenshot shows the 'Employment Services Detail' form. The 'Services Provided' section includes: Service Date: 03/18/2020, Career Center: Springfield Career Center, Staff ID: LABRA, and Service Type: Obtained Employment. The 'Employment Details' section includes: Employer: CompuWorks, LTD (highlighted with a red box), Job Title: Support Specialist, Pay (\$): 21.00, Start Date: 03/18/2020, Offer Date: 00/00/0000, End Date: 00/00/0000, Duration: Full Time, Over 150 Days, Phone: (109)-166-5357, Benefits: Medical Only, Hours/Week: 40.00, and Union: No. The 'Additional Information' section includes: NAICS: 541512, SIC: [blank], 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: 11 Fenn Street, City: Pittsfield, State: Massachusetts, Training Related: Yes, Non-Traditional: No, Verified: No, UI System Employer: Yes, Sector: Private, Occupational Search (highlighted with a red box), Occupational Code: 15115100, Computer User Support Specialists, and How did Job Seeker learn about this job? [blank]. At the bottom, there are buttons for Industry Code Search, Employer Search (highlighted with a red box), OK, and Cancel. A note at the bottom left states: 'Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on DSCCAR.'

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.

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	
03/06/2020	LABRA	Obtained Employment	After Receiving a	CompuWorks, LTD	03/06/2020		(109) 166-5357	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Follow Up"/> <input type="button" value="Upgrade"/> <input type="button" value="Verify"/> <input type="button" value="Select"/>

Row 1 of 1 More Job Order

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

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.

Employment Services Detail

Services Provided

Service Date: 03/10/2020 Last Update Date: 03/06/2020

Career Center: AAA Deactivated Users Office Staff ID: LABRA

Description:

Service Type: Follow-Up - 1 Month Service Result: Employed

Employment Details

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

Job Title: Support Specialist Benefits: Medical Only

Pay (\$): 21.00 Pay Unit: Hour

Start Date: 03/06/2020 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 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

Occupational Search

Occupational Code: 15115100

Computer User Support Specialists

How did Job Seeker learn about this job?

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

NextGen Program Exit Service

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

NextGen participants will be automatically exited from the statewide Mass Rehab 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.