

**MOSES Tracking Guide
for the
Mass Rehab Training Fund
(MRTF)**

January 2021

Mass Rehab 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' (selected), '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 open, showing 'Search Criteria' with 'Social Security Number' set to '123-45-6789' and 'Registration Date' set to '02/01/2017'. The dialog includes 'Pseudo', 'OK', and 'Cancel' buttons. At the bottom of the main window, there is a 'More' button and a row of navigation buttons: 'Eligibility', 'Eligibility Criteria', 'Match Criteria', 'Run Match', 'Trade', 'Edit', 'Add', 'Delete', and 'Close'.

Enrollment into the statewide Mass Rehab 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.

Job Seeker Membership (TEST, Sample)

TEST, Sample SSN: 999-20-8413 ID: 12145303

Basic Full Education Work History Events Alerts Closed Case Plans/ISS Services Special Programs Survey

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: 19 Stanford Street
1st
Country: United States of America
Zip: 02114- City: Boston
State: Massachusetts
 Enterprise Empowerment Renewal

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 **Mass Rehab 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	

Mass Rehab and MRTF Program Enrollments

- To enroll the participant in the Mass Rehab 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 selected, 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 table with columns for Program Name, Apply Program Status, and History. The 'Mass Rehab' program is highlighted, and the 'Career Center' button is circled in red. A 'Career Center Specific Programs' dialog box is open, listing various programs with checkboxes and folder icons. The 'Mass Rehab Training Fund (MRTF)' program is selected, and its 'Apply' 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

The screenshot shows the 'Job Seeker Membership (Practice, Donna)' window. The 'Employment' tab is active. The 'Services' table is empty, and the 'Add' button is highlighted with a red box. The window title bar shows 'Practice, Donna' and 'SSN: 999-24-1426 ID: 12877225'. The bottom of the window has 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 'Service Type' is set to 'Obtained Employment' and the 'Employer ID' is '1114053'. The 'Employment Details' section is highlighted with a red box, showing fields for Employer (CompuWorks, LTD), Job Title (Support Specialist), Pay (\$), Start Date, Offer Date, End Date, Duration, and Hours/Week. The 'Occupational Search' button is also highlighted with a red box. The bottom of the form has buttons for 'Industry Code Search', 'Employer Search', 'OK', and '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)' application window. The top navigation bar includes 'Basic', 'Full', 'Education', 'Work History', 'Events', 'Alerts', 'Career Plan/Youth ISS', 'Services', 'Special Programs', and 'Survey'. The 'Services' tab is active, displaying a table with columns: Service Date, Staff ID, Service Type, Service Result, Employer Name, Job Start Date, Job Order Number, and Phone. A single row is visible with the following data: 03/06/2020, LABRA, Obtained Employment, After Receiving a, CompuWorks, LTD, 03/06/2020, (109) 166-5357. To the right of the table are buttons for 'Add', 'Edit', 'Delete', 'Follow Up', 'Upgrade', 'Verify', and 'Select'. The 'Follow Up' button is highlighted with a red box. Below the table, it says 'Row 1 of 1' and has 'More' and 'Job Order' buttons. At the bottom of the window are buttons for 'Trade', 'Eligibility', 'Match Criteria', 'Run Match', 'Eligibility Criteria', 'OK', and '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.

The screenshot shows the 'Employment Services Detail' form. 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 the 'Service Result' is 'Employed', both highlighted with a red box. 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), and Hours/Week (40.00). The 'Additional Information' section includes 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 (No), Verified (No), UI System Employer (Yes), Sector (Private), Occupational Code (15115100), and How did Job Seeker learn about this job? (Computer User Support Specialists). At the bottom, there is a note: 'Note: Blue/Bold Service Details are Federal/DSCCAR Reportable Services. Employment and Follow-Up Services are additionally reported on OSCCAR.' and buttons for 'Industry Code Search', 'Employer Search', 'OK', and 'Cancel'.

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 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.

The screenshot shows a software interface with several tabs: Basic, Full, Education, Work Experience, Events, Alerts, Case Plan/Youth ISS, Services, Special Programs, and Survey. The 'Basic' tab is active.

General Information

First Name: Sor Middle Initial:
Last Name: Tracking Gender: Male Female
Date of Birth: 01/01/1960 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: 01/20/2017

Program Name	Apply Program Status	History
Job Match	<input type="checkbox"/> [Dropdown]	[Icon]
Program Eligibility	<input type="checkbox"/> [Dropdown]	[Icon]
Case Management	<input type="checkbox"/> [Dropdown]	[Icon]

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

Residence Address Mailing Address

Address
Address: PO Box 99999
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
Home Phone: () - Email:
Other Phone: () -
Web Address: Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel