



DEPARTMENT OF
CAREER SERVICES

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: Alice Sweeney, Director
MassHire Department of Career Services

Date: October 1, 2021

Subject: **Initial RESEA and RESEA Reviews - Delivery and Documentation through Electronic/Virtual Means**

Purpose: To provide updated guidance to MassHire Workforce Development Boards, MassHire Career Center Operators and other local workforce partners on the use of electronic/virtual means for the delivery of Initial RESEA and RESEA Reviews.

As MassHire moves toward a 21st Century Workforce System, programs and services are increasingly delivered in a virtual environment. Additionally, the COVID-19 pandemic has impacted the ability for staff to physically collect documents. Staff may therefore confirm documentation of customer participation and completion of all RESEA requirements through virtual methods.

Background: The Re-Employment Services and Eligibility Assessment (RESEA) Grant for Massachusetts allows MassHire Career Centers flexibility in how the subsequent RESEA (RESEA Review) can be delivered. This policy updates the usage and limitations of the electronic/virtual counseling means to be used to facilitate and document Initial RESEAs and RESEA Reviews between the MassHire Career

Center staff and RESEA participants. The use of electronic/virtual means does not diminish the intent or requirements of the Initial RESEA and RESEA Review.

Policy:

The use of electronic/virtual means for the delivery of Initial RESEA and RESEA Reviews includes scheduling, counseling, service delivery, documentation and confidentiality. When conducting electronic/virtual Initial RESEA and RESEA Reviews, staff must adhere to the following:

1. Electronic/Virtual Counseling Options and Scheduling

- Staff may offer RESEA participants the option of conducting their RESEA Review electronically/virtually, as well as in-person, when scheduling the Initial RESEA and RESEA Review.
- RESEA participants may change their RESEA appointment(s) delivery means, if necessary, prior to their RESEA Review, provided the MassHire Career Center is able to accommodate the request. MassHire Career Center policies should be clear as to the process as this may involve sanctions. MOSES Notes must be updated timely to reflect the situation and outcome.
- Staff must schedule the electronic/virtual RESEA Review sessions, at the Initial RESEA, as they would schedule an in-person counseling session or meeting.
 - The Initial RESEA is to be scheduled once the customer completes the Career Center Seminar. If the customer has completed the CCS within 60 days of being enrolled in RESEA, staff must schedule the Initial RESEA once they are informed of the customer's enrollment in RESEA.
 - The duration of the scheduled RESEA sessions should be appropriate for the material/topics to be discussed with the RESEA customer.
 - Some customers may have worked towards some of the Initial RESEA requirements and/or starting their Career Action Plan via the MassHire JobQuest virtual pathway. Staff should review a customer's record prior to the scheduled RESEA meeting(s) and build upon the data researched/completed by the jobseeker.
 - At the time of scheduling, staff must inform the RESEA customer of the documents that will need to be submitted prior to each RESEA session. Details regarding when and by what method documentation must be received, the date, time, and who will initiate contact for the RESEA Review must also be documented for the customer and reflected in goal action steps or in MOSES Notes.

2. Scope and Limitations of Electronic/Virtual Counseling

- All telephone/internet RESEA meetings must involve direct communication (visually and/or verbally) between staff and the RESEA participant.
- Staff must conduct all electronic RESEA Review sessions during normal hours of operation, and use work issued phones, computers and career center sponsored (and protected) electronic tools.
- Staff may use a variety of acceptable virtual tools/platforms to accommodate RESEA participants.

These tools may include, but are not limited to:

- WebEx
- Zoom
- Apple Facetime (Via Apple computer or work issued I-phone) §
- Skype (Via computer or work issued smart phone)
- Viber (Via computer or work issued smart phone)
- Join.me (Via computer)
- GoToMeeting (Via computer)
- Google Duo
- Other: as appropriate and available

MassHire Career Centers will be afforded flexibility as to which virtual platforms they may offer their customers.

3. Electronic/Virtual Service Delivery

- Each RESEA Review session must be conducted similar to how an in-person session would be, with staff and customers taking turns conversing.
- RESEA Review documents to be reviewed must be sent in advance of the session via email, fax, mail, or hand delivery so that the RESEA Specialist may be able to review those documents prior to the session and prepare for the review.
- If a customer has completed steps via the MassHire JobQuest Virtual pathway, then their MassHire JobQuest record must be used as part of the RESEA meetings.

NOTE: Some of the available platforms, such as Join.me, allow for file sharing on the computer directly during the session and may therefore, be utilized without the need for submitting documentation prior to the session.

Prior to the end of the each RESEA session, staff must ensure there is a full understanding of the information that was covered and the agreed upon next steps.

4. Documentation

All electronic/virtual Initial and RESEA Review sessions must be documented in MOSES following the same protocols established for in-person sessions.

Staff must document in the “Notes” section in MOSES when RESEA documentation was viewed via live stream and that either a printout or screen shot of document is included in the customer’s file and/or JobQuest account.

Emailing documentation containing Personal Identifying Information (PII) must be emailed via secure email. Staff must ensure measures are taken to maintain appropriate security and privacy of documents sent electronically for purposes related to program eligibility.

Senders of electronic documents must use secure methods when emailing eligibility documents.

Local areas should identify an appropriate secure email service for use with customers to exchange documentation containing PII.

5. Electronic Signatures

Participants must still sign documents when required. The use of electronic signatures is allowable. Forms required for signature may be converted into fillable forms with the use of electronic signature software such as AdobeSign, DocuSign, etc.

When fillable forms are not available, staff may have the participant email agreement to the content of the required form. The email must be kept in the customer file. Staff may not sign required forms on behalf of a participants. Participants must sign all required forms whether electronically or via email consent to the content in the required forms.

Action

Required: All MassHire Career Center Directors, Operations Managers, Managers, and Supervisors must ensure that the delivery of electronic/virtual RESEA meetings with customers by career center staff (state and partner) are conducted in accordance with the provisions of this policy issuance.

Effective: August 1, 2020

Inquiries: Please direct all inquiries to PolicyQA@detma.org. Also, indicate Issuance number and description.