

Attachment A

FutureSkills Participant Tracking on MOSES

Instructions for tracking referrals and enrollments of MassHire (MH) customers in FutureSkills training programs are provided below.

Step 1.

All participants referred to and/or enrolled in FutureSkills training programs must first be enrolled in the FutureSkills Career Center program in MOSES. A FutureSkills Career Center program has been created for each career center to use for this purpose.

Before enrolling the customer into the FutureSkills Career Center program, click the *Eligibility* button at the bottom of the Basic tab. This will bring you to the Eligibility screen.

The screenshot shows the MOSES system interface for a participant named Allen, Saori. The top bar displays the participant's name, SSN (XXX-XX-9693), ID (12517792), and various icons. The main interface is divided into several tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The Basic tab is currently selected, showing a form with the following sections:

- General Information:** First Name: Saori, Middle Initial: X, Last Name: Allen, Sex: Female, Date of Birth: 10/09/1953, Military: No, Release Information: No, Other Eligible: No.
- Ethnicity:** Hispanic or Latino: 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: 06/15/2022. A table lists programs: Job Match (Info. Complete - On), Program Eligibility (Info. Complete - On), and Career Planning (Enrolled).
- Residence Address:** Address: 758 Morton Street, Country: United States of America, Zip: 01201, City: Pittsfield, State: Massachusetts. Options for Enterprise, Empowerment, and Renewal are available.
- Contact:** Primary Phone: (307)323-3455, Email: leslie.a.abramowitz@detma.oi, Other Phone: (307)323-3615, Web Address: [blank].
- Special Accommodations:** This is a PRACTICE JOB SEEKER RECORD - NOT A REAL Person!

At the bottom of the form, there are buttons for Trade, Eligibility (highlighted with a red box), Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.

Once on the Eligibility screen, move the **ARPA FutureSkills** funding source in the left window to the right window, then click OK.

Allen, Saori SSN: XXX-XX-9693 ID: 12517792

Eligibility
MassHire Workforce Board: **Memmick Valley** Initial Date: 12/22/2015 Last Update Date: 05/25/2022

Potential System Calculated Eligibility

- CTI
- Southwick
- WIOA Title I - Dislocated Workers
- WIOA Title I - Youth

Actual System Calculated Eligibility

- WIOA Title I - Adults

Potential Non-System Calculated Eligibility

- DTA Work Program Participant (WPP)
- Entergy
- Mass Rehab Training Fund (MRTF)
- MassHire CareerPath Program (MCP)
- Northeast Healthcare Hub

Actual Non-System Calculated Eligibility

- ARPA FutureSkills

Non-Eligible Funding Sources

Type	Description	Criteria
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Step 2.

Once the eligibility has been set, and back on the Basic tab, click the Career Center button. The list of Career Center Specific Programs will be displayed. Find the **FutureSkills** program and click the *Apply* box to the right, then click OK. Click OK back on the Basic tab to save the record. The customer is now enrolled in the FutureSkills Career Center program.

Allen, Saori SSN: XXX-XX-9693 ID: 12517792 IQ REA CPE F Notes

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

General Information
First Name: Saori Middle Initial: ☒
Last Name: Allen Sex: Female
Date of Birth: 10/09/1953 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: 06/15/2022

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	

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

Career Center Specific Programs

Program Name	Apply
Community Outreach, Lawrence	<input type="checkbox"/>
COVID-19 Disaster Dislocated Worker Grant, Lawrence	<input type="checkbox"/>
Department of Youth Services, Lawrence	<input type="checkbox"/>
DOL Sisu Center Program, Lawrence	<input type="checkbox"/>
DTA Work Program Participant (WPP), Lawrence	<input type="checkbox"/>
Energy Sector Partnership - Lawrence	<input type="checkbox"/>
Enterpy, Lawrence	<input type="checkbox"/>
Environmental Technical Training (ETTP3), Lawrence	<input type="checkbox"/>
EPA Ground Works - Lawrence	<input type="checkbox"/>
FutureSkills	<input checked="" type="checkbox"/>
Garber, Lawrence	<input type="checkbox"/>

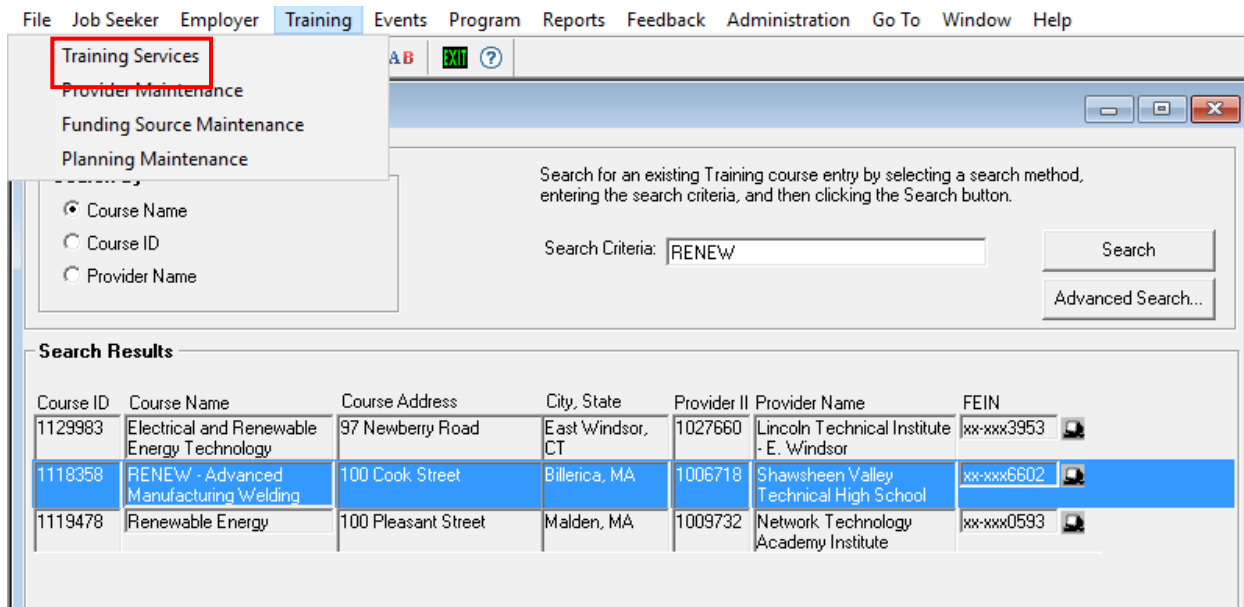
OK Cancel

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Step 3.

ARPA funded training courses have been added to MOSES. The name of the training course will be preceded by the training funding (e.g. RENEW – Advanced Manufacturing Welding). You must add an approval for your workforce area for the course that you will use for your customer.

Click the Training dropdown menu item in MOSES, then click *Training Services* to display the Course Search page. Search for your course and select it.



File Job Seeker Employer **Training** Events Program Reports Feedback Administration Go To Window Help

Training Services
Provider Maintenance
Funding Source Maintenance
Planning Maintenance

Search for an existing Training course entry by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: Search Advanced Search...

Search Results

Course ID	Course Name	Course Address	City, State	Provider ID	Provider Name	FEIN
1129983	Electrical and Renewable Energy Technology	97 Newberry Road	East Windsor, CT	1027660	Lincoln Technical Institute - E. Windsor	xx-xxx3953
1118358	RENEW - Advanced Manufacturing Welding	100 Cook Street	Billerica, MA	1006718	Shawsheen Valley Technical High School	xx-xxx6602
1119478	Renewable Energy	100 Pleasant Street	Malden, MA	1009732	Network Technology Academy Institute	xx-xxx0593

On the Course Details screen, click the **Add** button to the right of the Approvals grid.

- Select your workforce area
- Select the *Type* of **Specific Funding**
- Select the *Specific Funding* of **ARPA FutureSkills**
- Change *Status* to **Approved**
- Enter the start and end dates for the course

Click OK to save the record.

The customer may now be referred to and/or enrolled in the course.

Training Course (Shawsheen Valley Technical High School, RENEW - Advanced Manufacturing Welding)

Basic | Additional Info | Schedule | Performance | Costs | Youth Worksites | Targeted Occupations | Program Courses | Enrolled

Course Name: **RENEW - Advanced Manufacturing Welding**

Address: 100 Cook Street

Zip: 01821-

City: Billerica

State: Massachusetts

Description: The advanced manufacturing welding training program combines the use of technical knowledge and hands-on experience in the

* Training:

* Sub Training:

Activity Categories

Academic/Occupational Learning
Adult Education and Literacy Act
Alternative School
Apprenticeship Training

Occupational Skills Training

WTW Contract Status:

* Course Capacity: 14

Year Course First Established/Offered: 2019

On Site at Employer Location: ☐

Funded by Workforce Development Agency in last 3 years? ☐ Yes ☒ No

Course Type:

TAACCT: ☐ Yes ☒ No

[Dist. Learning](#) Archived Course: ☐

Approvals

Workforce Board	Staff ID	Type	Specific Funding	Status	Start Date	End Date	Changes Confirmed	Com
Metro North	DSMEJ	Specific Funding	NAMC - EOI	Approved	01/21/2021	01/21/2022	<input checked="" type="checkbox"/>	Com
Merrimack Valle	LABRA	Specific Funding	ARPA Future	Approved	05/01/2022	05/25/2023	<input checked="" type="checkbox"/>	Com

To see Comments, click the "Com" button. ☐ Show all approval records ☒ Show approvals within one year

Provider Approval Status

OK Cancel

Step 4.

On the Services-->Course/Activity tab in the customer's record in MOSES, click *Add* to refer and/or enroll your customer into the training course. The customer will be considered *referred* to the course once you have added a referral date. If the customer is subsequently enrolled in the course, add the enrollment by clicking the *Yes* radio button and entering a *Start Date*. You must also move the funding stream ARPA FutureSkills to the right when enrolling.

Click OK to save the record.

Training Enrollment Detail

Career Center: Lawrence Career Center
Created Date: 08/05/2022
Training Course ID: 1118358
Training Course: RENEW - Advanced Manufacturing Welding
Training Provider: Shawsheen Valley Technical High School
Occupation Description: Welders, Cutters, and Welder Fitters
Location / Worksite:
Referral Date: 08/05/2022
Enrollment: ☒ Yes ☐ No
Start Date: 00/00/0000
Section 30:
Section 30/TAA Start Date: 00/00/0000
Last Update Date:
Staff ID: LABRA
Hourly Wage (\$): .00
Hourly Wage Subsidy (\$): .00
Hours / Week: 20
Pell Recipient: ☐ Yes ☐ No
Amount (\$): .00
Estimated Completion Date: 00/00/0000
Completion Information
Course Completion Status: Pending
Course Completion Date: 00/00/0000
Course Completion Hours:
Eligible Funding Streams
ARPA FutureSkills >>
<<
Group Contract Enrollment: ☐ Yes ☐ No Incumbent Worker Trng ☐
Successful completion of this course results in an attainment of Degree/Certificate that meets Federal Performance Requirements.
Cost (\$) Obligated to the Funding Source(s): .00
Voucher: Not Issued
Evaluations
Notification Method: N/A Notification Sent Date: 00/00/0000
Evaluation Status: N/A