Attachment A

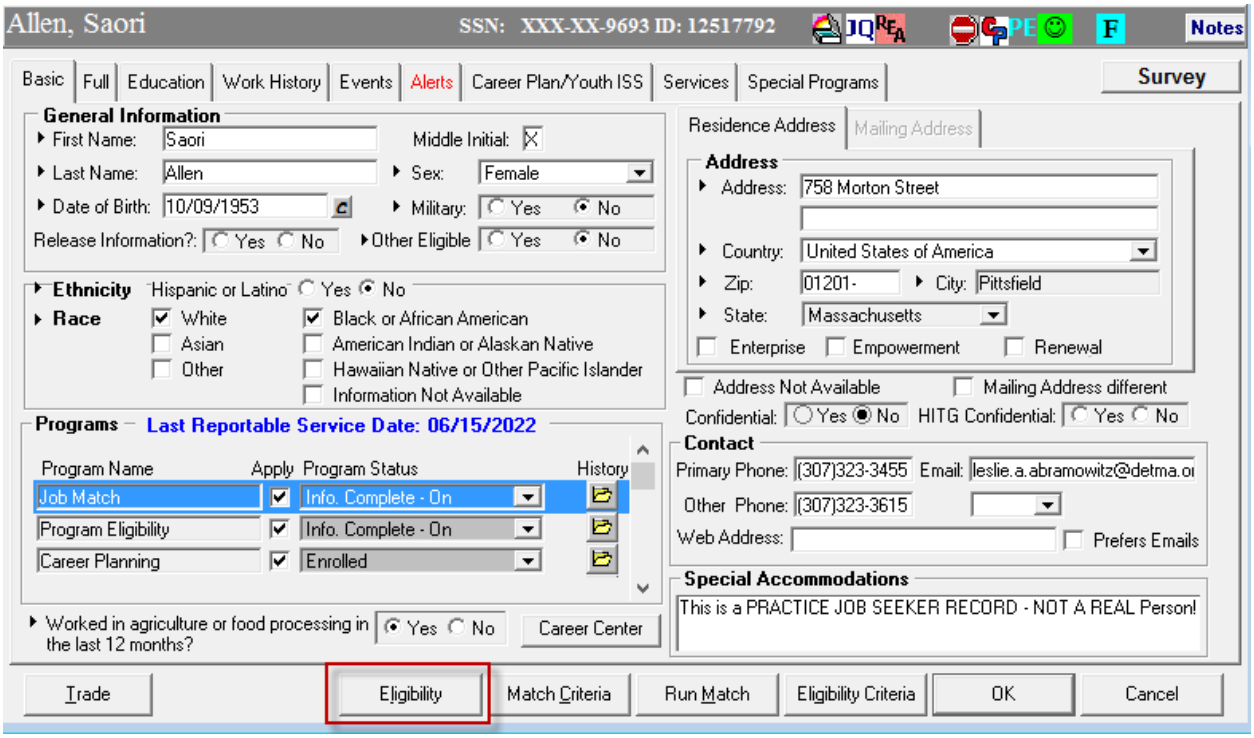
CTI/WCTF Participant Tracking on MOSES

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

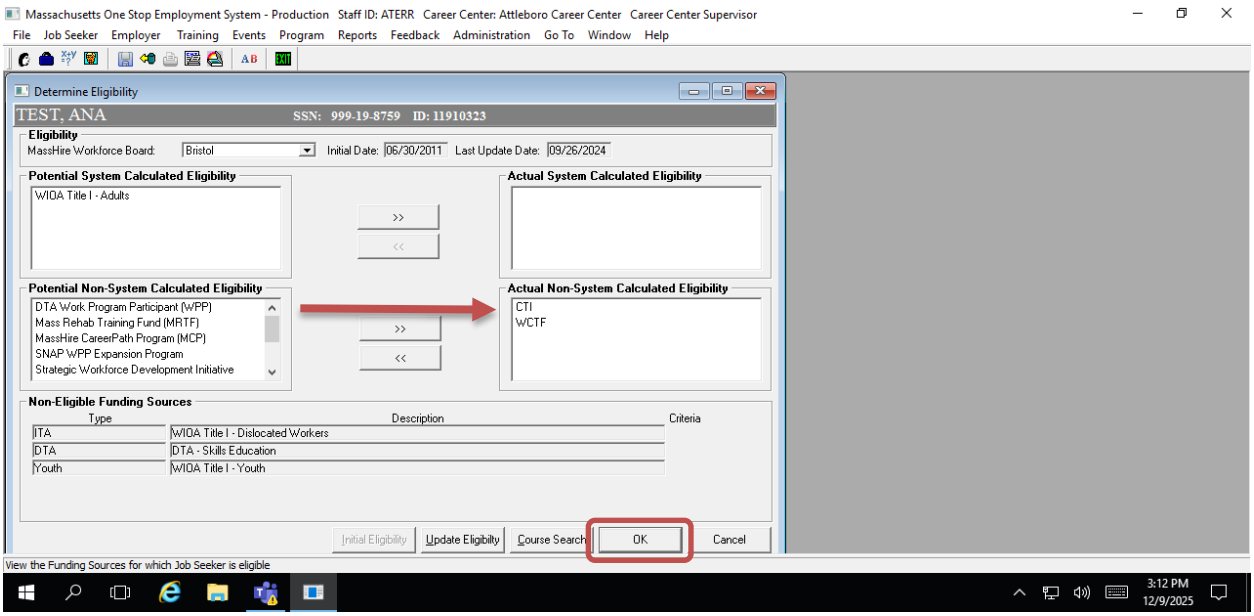
Step 1.

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

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

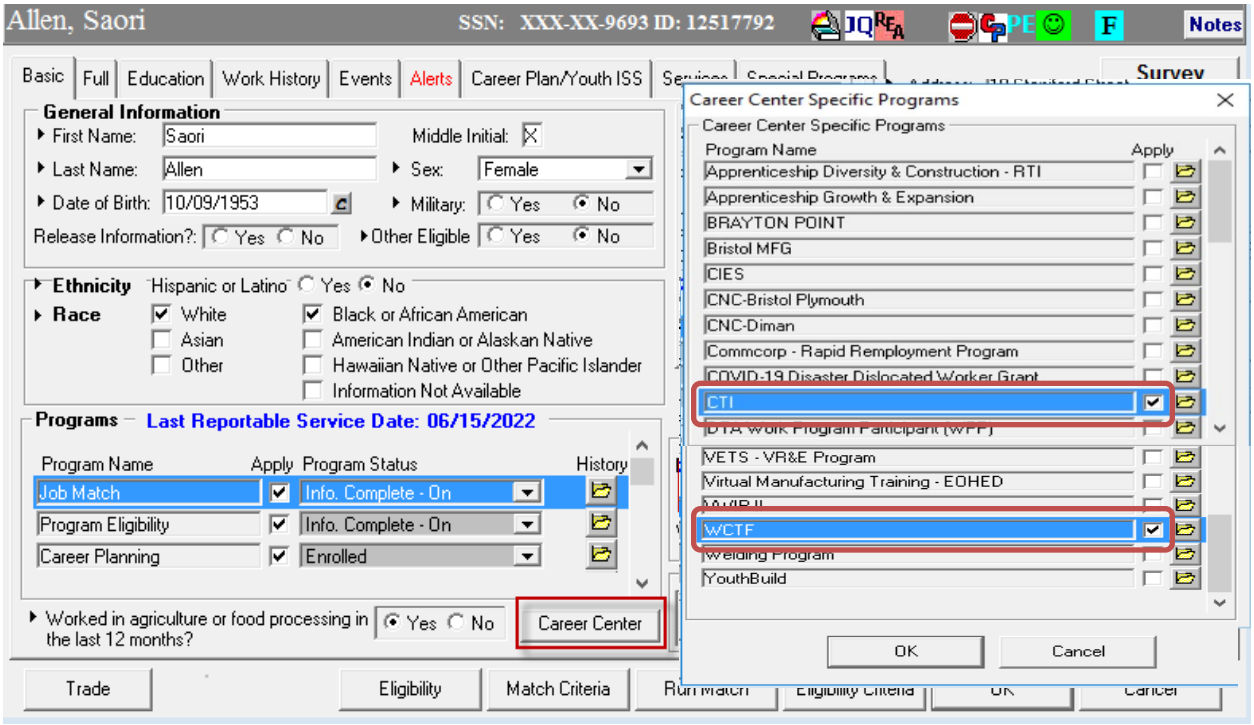


Once on the Eligibility screen, move the **CTI/WCTF** funding source in the left window to the right window, then click OK.



Step 2.

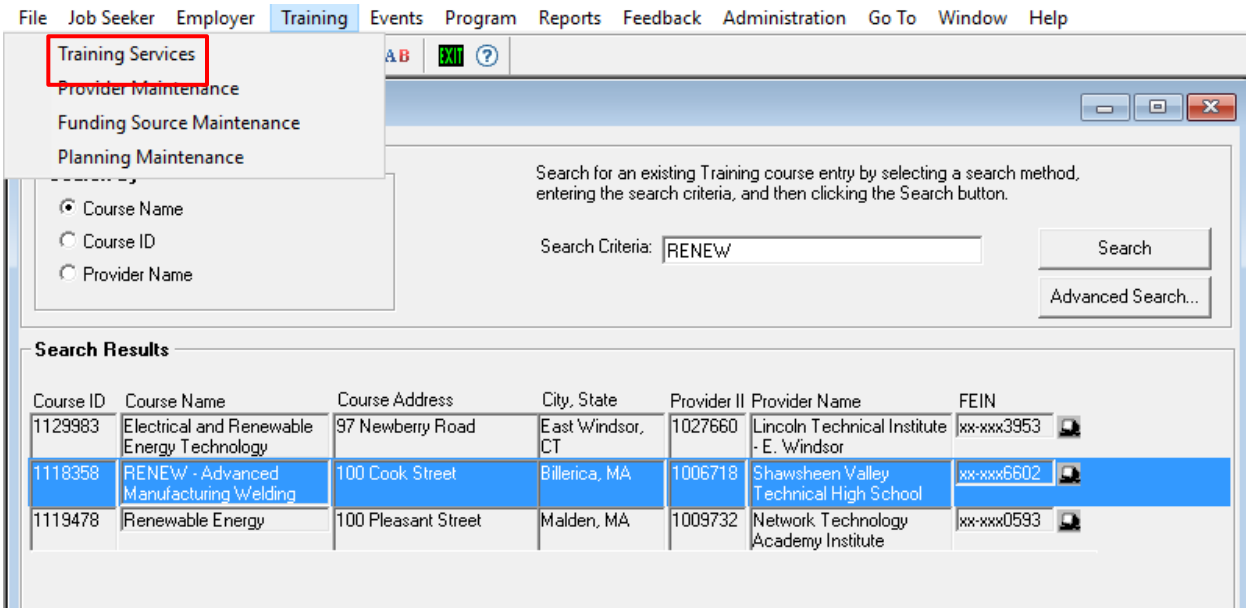
Once the eligibility has been set, and back on the Basic tab, click the Career Center button. The list of Career Center Specific Programs will be displayed. Find the CTI/WCTF program and click the *Apply* box to the right, then click OK. Click OK back on the Basic tab to save the record. The customer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



Step 3.

You must add an approval for your workforce area for the course that you will use for your customer. If the training provider or course aren't in MOSES, please instruct the training provider to enter into TrainingPro (https://trainingpro.dcs.eol.mass.gov/Training.Pro/Login/).

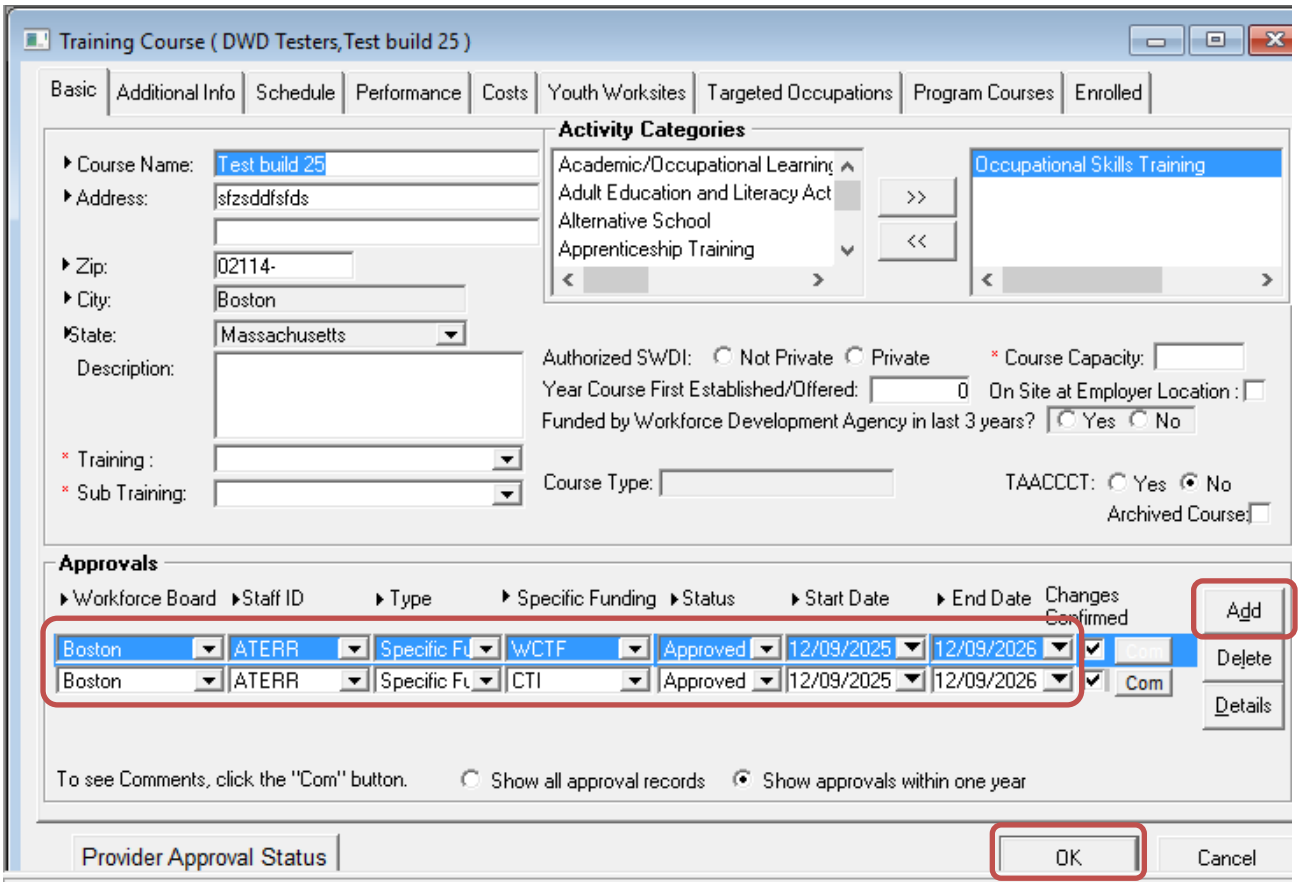
Click the Training dropdown menu item in MOSES, then click *Training Services* to display the Course Search page. Search for your course and select it.



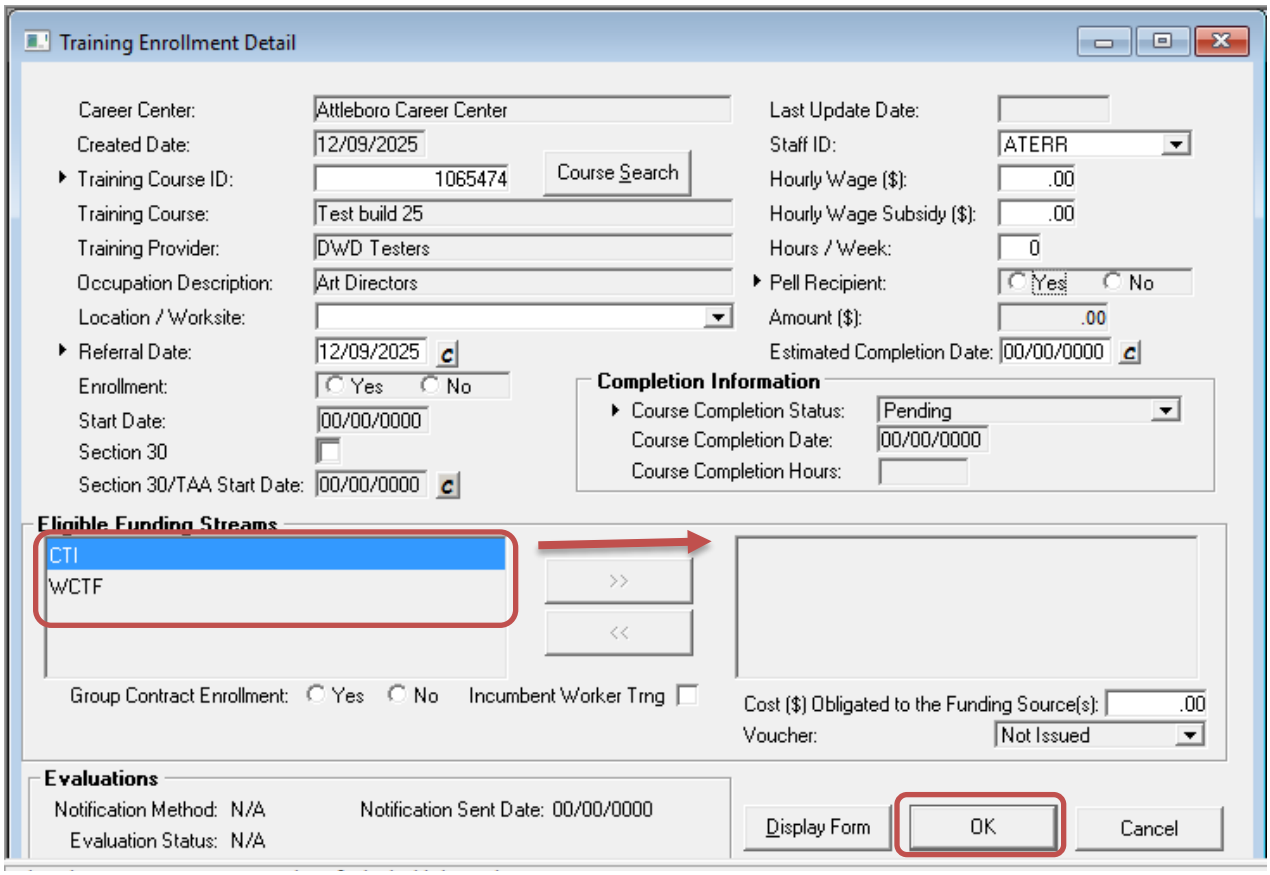
On the Course Details screen, click the **Add** button to the right of the Approvals grid.

- Select your workforce area
- Select the *Type* of **Specific Funding**
- Select the *Specific Funding* of **CTI/WCTF**
- 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.



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 CTI/WCTF to the right when enrolling.

Click OK to save the record.