

Attachment A

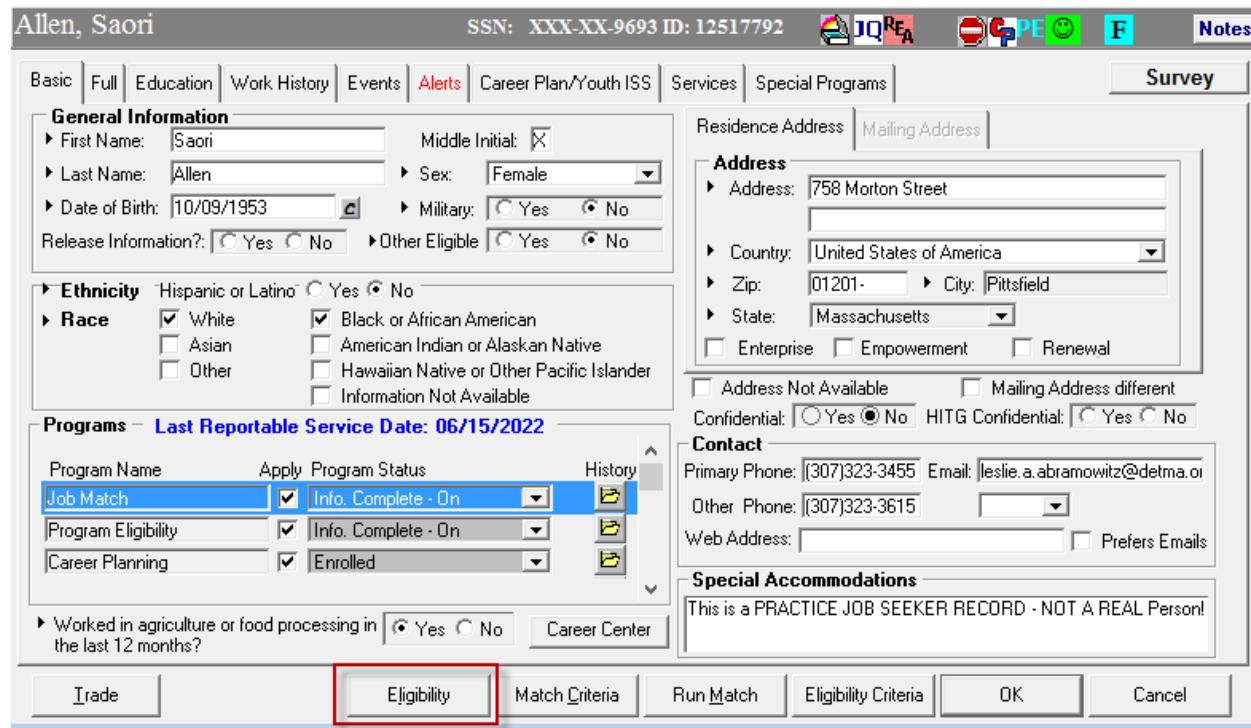
CTI/WCTF Participant Tracking on MOSES

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

Step 1.

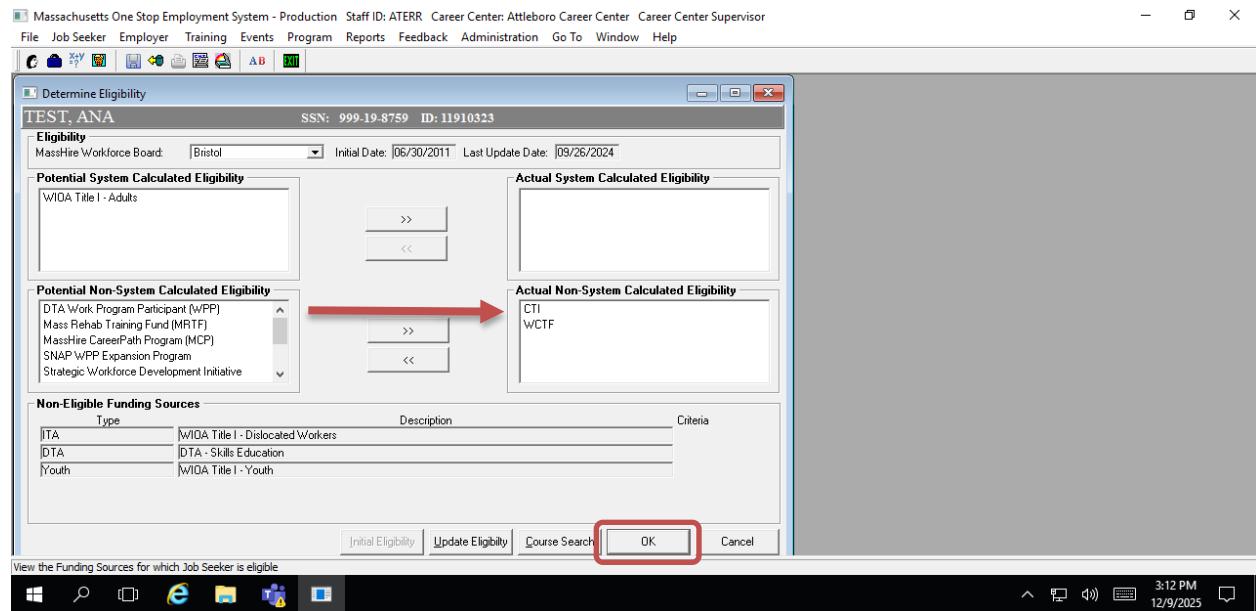
All participants referred to and/or enrolled in CTI/WCTF training programs must first be enrolled in the CTI/WCTF Career Center program in MOSES. A CTI/WCTF Career Center program has been created for each career center to use for this purpose.

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.



The screenshot shows the MOSES software interface for a customer named Allen, Saori. The customer's SSN is XXX-XX-9693 and ID is 12517792. The top navigation bar includes tabs for Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, Survey, and Notes. The Alerts tab is currently selected. The main form contains sections for General Information, Address, Programs, Contact, and Special Accommodations. The General Information section includes fields for First Name (Saori), Middle Initial (X), Last Name (Allen), Sex (Female), Date of Birth (10/09/1953), and Military status (Yes/No). The Address section shows an address of 758 Morton Street, Pittsfield, MA 01201. The Programs section lists three programs: Job Match (Info. Complete - On), Program Eligibility (Info. Complete - On), and Career Planning (Enrolled). The Contact section includes primary and other phone numbers, a web address, and email information. The Special Accommodations section states: "This is a PRACTICE JOB SEEKER RECORD - NOT A REAL Person!". At the bottom of the form, there are buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel. The 'Eligibility' button is highlighted with a red box.

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.

The screenshot shows the 'Basic' tab of a customer record for 'Allen, Saori'. The 'Career Center Specific Programs' dialog box is open, listing various programs. The 'CTI' and 'WCTF' programs are highlighted with red boxes and have their 'Apply' checkboxes checked. The 'OK' button at the bottom of the dialog box is also highlighted with a red box.

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: Yes

Ethnicity

- Hispanic or Latino: No
- Race

 - White: Yes
 - Black or African American: Yes
 - Asian: No
 - American Indian or Alaskan Native: No
 - Other: No
 - Hawaiian Native or Other Pacific Islander: No
 - Information Not Available: No

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

Career Center

Career Center Specific Programs

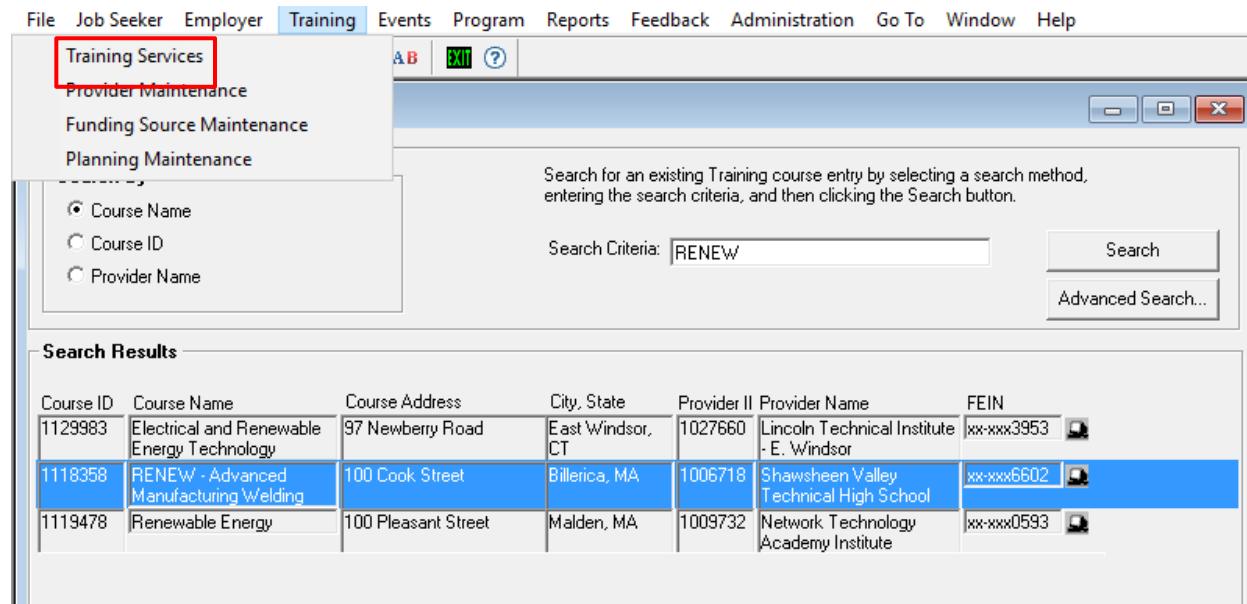
Program Name	Apply
Apprenticeship Diversity & Construction - RTI	<input type="checkbox"/>
Apprenticeship Growth & Expansion	<input type="checkbox"/>
BRAYTON POINT	<input type="checkbox"/>
Bristol MFG	<input type="checkbox"/>
CIES	<input type="checkbox"/>
CNC-Bristol Plymouth	<input type="checkbox"/>
CNC-Diman	<input type="checkbox"/>
Commpcor - Rapid Reemployment Program	<input type="checkbox"/>
COVID-19 Disaster Dislocated Worker Grant	<input type="checkbox"/>
CTI	<input checked="" type="checkbox"/>
DTA Work Program Participant (WPP)	<input type="checkbox"/>
VETS - VR&E Program	<input type="checkbox"/>
Virtual Manufacturing Training - EOHED	<input type="checkbox"/>
WCTF	<input checked="" type="checkbox"/>
Welding Program	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>

OK Cancel

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.



The screenshot shows the MOSES software interface with the 'Training' menu item selected. A red box highlights the 'Training Services' option in the dropdown menu. The main search interface displays a search criteria of 'RENEW' and a search button. Below the search interface, a table titled 'Search Results' lists three course entries:

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 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.

Training Course (DWD Testers, Test build 25)

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

Activity Categories

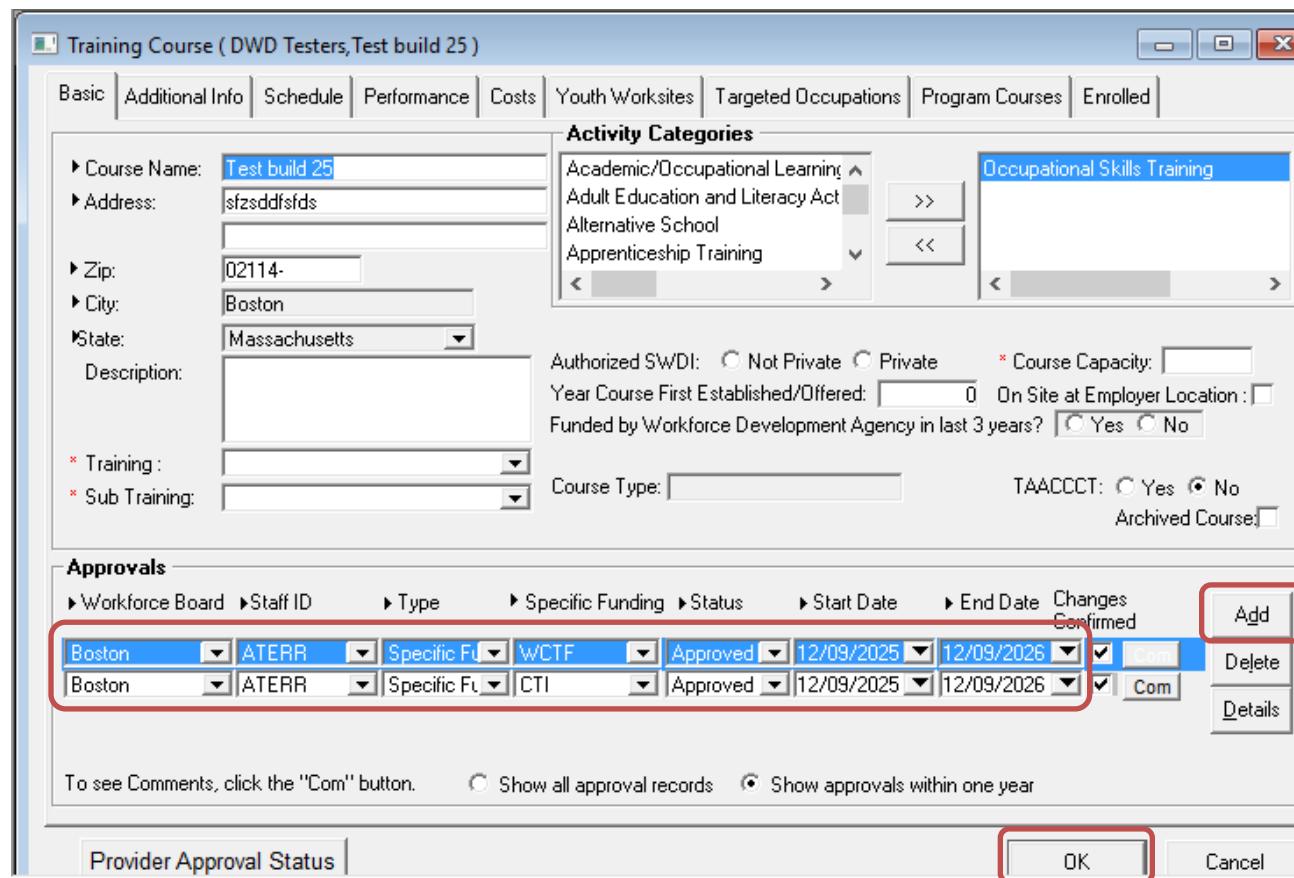
Course Name: <input type="text" value="Test build 25"/>	Address: <input type="text" value="sfzsddsfds"/>	Zip: <input type="text" value="02114-"/>	City: <input type="text" value="Boston"/>	State: <input type="text" value="Massachusetts"/>	Description: <input type="text"/>	Authorized SWDI: <input type="radio"/> Not Private <input type="radio"/> Private	Course Capacity: <input type="text"/>
				Year Course First Established/Offered: <input type="text"/> 0 On Site at Employer Location: <input type="checkbox"/>			
				Funded by Workforce Development Agency in last 3 years? <input type="radio"/> Yes <input type="radio"/> No			
				Training: <input type="text"/>	Sub Training: <input type="text"/>	Course Type: <input type="text"/>	TAACDCT: <input type="radio"/> Yes <input checked="" type="radio"/> No
							Archived Course: <input type="checkbox"/>

Approvals

Workforce Board	Staff ID	Type	Specific Funding	Status	Start Date	End Date	Changes Confirmed	Add
Boston	ATERR	Specific Fu	WCTF	Approved	12/09/2025	12/09/2026	<input checked="" type="checkbox"/>	Add
Boston	ATERR	Specific Fu	CTI	Approved	12/09/2025	12/09/2026	<input checked="" type="checkbox"/>	Delete

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

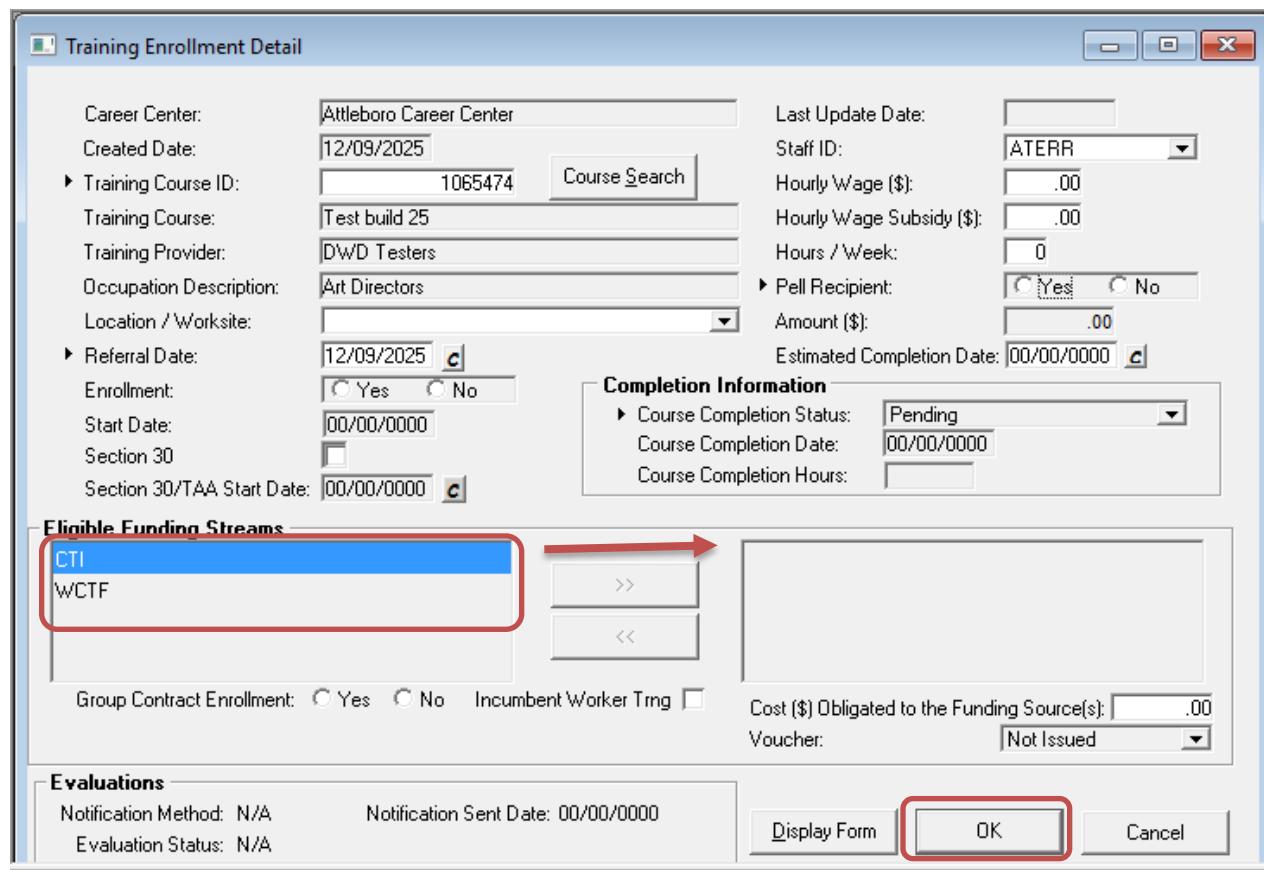
Provider Approval Status **OK** Cancel



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 CTI/WCTF to the right when enrolling.

Click **OK** to save the record.



The screenshot shows the 'Training Enrollment Detail' window. In the 'Eligible Funding Streams' section, 'CTI' is selected and highlighted with a red box. An arrow points from this section to a larger box on the right. The 'OK' button at the bottom right is also highlighted with a red box.

Training Enrollment Detail

Career Center: Attleboro Career Center
Created Date: 12/09/2025
Training Course ID: 1065474 Course Search
Training Course: Test build 25
Training Provider: DWD Testers
Occupation Description: Art Directors
Location / Worksite:
Referral Date: 12/09/2025
Enrollment: Yes No
Start Date: 00/00/0000
Section 30:
Section 30/TAA Start Date: 00/00/0000
Last Update Date:
Staff ID: ATERR
Hourly Wage (\$): .00
Hourly Wage Subsidy (\$): .00
Hours / Week: 0
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
CTI
WCTF

Group Contract Enrollment: Yes No
Incumbent Worker Trng:
Cost (\$) Obligated to the Funding Source(s): .00
Voucher: Not Issued
Evaluations
Notification Method: N/A
Evaluation Status: N/A
Notification Sent Date: 00/00/0000
Display Form OK Cancel