

## 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.

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

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

**General Information**

First Name:  Middle Initial:   
Last Name:  Sex:   
Date of Birth:  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

**Residence Address** | Mailing Address

**Address**

Address:   
Country:   
Zip:  City:   
State:   
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different  
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

**Contact**

Primary Phone:  Email:   
Other Phone:   
Web Address:  ☐ Prefers Emails

**Special Accommodations**

This is a PRACTICE JOB SEEKER RECORD - NOT A REAL Person!

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

Massachusetts One Stop Employment System - Production Staff ID: ATERR Career Center: Attleboro Career Center Career Center Supervisor

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

Determine Eligibility

TEST, ANA SSN: 999-19-8759 ID: 11910323

Eligibility

MassHire Workforce Board: Bristol Initial Date: 06/30/2011 Last Update Date: 09/26/2024

Potential System Calculated Eligibility

WIOA Title I - Adults

Potential Non-System Calculated Eligibility

DTA Work Program Participant (WPP)  
Mass Rehab Training Fund (MRTF)  
MassHire CareerPath Program (MCP)  
SNAP WPP Expansion Program  
Strategic Workforce Development Initiative

Actual System Calculated Eligibility

Actual Non-System Calculated Eligibility

CTI  
WCTF

Non-Eligible Funding Sources

Type	Description	Criteria
ITA	WIOA Title I - Dislocated Workers	
ITA	DTA - Skills Education	
Youth	WIOA Title I - Youth	

Initial Eligibility Update Eligibility Course Search OK Cancel

View the Funding Sources for which Job Seeker is eligible

3:12 PM 12/9/2025

## 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.

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

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Social Programs | Address | Registered Client | 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**

Trade      Eligibility      Match Criteria      Run match      Eligibility Criteria      OK      Cancel

**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"/>
Commcorp - Rapid Reemployment Program	<input type="checkbox"/>
COVID-19 Disaster Dislocated Worker Grant	<input type="checkbox"/>
<b>CTI</b>	<input checked="" type="checkbox"/>
DATA work Program Participant (WFP)	<input type="checkbox"/>
VETS - VR&E Program	<input type="checkbox"/>
Virtual Manufacturing Training - EOHED	<input type="checkbox"/>
YouthBuild	<input type="checkbox"/>
<b>WCTF</b>	<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.

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 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 **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**

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

Occupational Skills Training

Course Name:   
Address:   
Zip:   
City:   
State:   
Description:   
\* Training:   
\* Sub Training:   
Authorized SWDI: ☐ Not Private ☐ Private \* Course Capacity:   
Year Course First Established/Offered:  On Site at Employer Location: ☐  
Funded by Workforce Development Agency in last 3 years? ☐ Yes ☐ No  
Course Type:  TAACCCT: ☐ Yes ☒ No  
Archived Course: ☐

**Approvals**

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

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

Provider Approval Status

#### 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.

**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: D/W/D Testers  
Occupation Description: Art Directors  
Location / Worksite:   
▶ Referral Date: 12/09/2025 c  
Enrollment: ☐ Yes ☐ No  
Start Date: 00/00/0000  
Section 30: ☐  
Section 30/TAA Start Date: 00/00/0000 c

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 c

**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 Notification Sent Date: 00/00/0000  
Evaluation Status: N/A  
Display Form OK Cancel