



Workforce Issuance

100 DCS 37.103

☒ **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: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: January 31, 2023

Subject: **FutureSkills MOSES Data Entry for Market Makers**

Purpose: To provide MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners with guidance and uniformity regarding MOSES data entry procedures for tracking Market Maker FutureSkills activities. In order to ensure all ARPA related employer and training provider outreach is accounted for all Career Centers staff must ensure that data entry in MOSES adheres to the definitions as presented in [MassWorkforce Issuance 100 DCS 02.102](#).

Please note training was provided to Market Makers based on the materials attached, in April 2022 and November 2022. Additional training sessions will be planned. Please refer to <https://www.mass.gov/service-details/all-mdcs-staff-training>.

Background: The Commonwealth's Workforce Skills Cabinet (WSC), charged with creating and implementing strategies to ensure that individuals develop and continuously improve their skills and knowledge to meet the varying hiring needs of employers has invested \$240M in combined state and American Rescue Plan (ARP) funds over the next four years to build capacity of education and training

systems. Through the “FutureSkills” (Upskilling) Program, the WSC invested American Rescue Plan (ARP) funds to expand the scale of “upskilling” pathways across education, training, and workforce providers in partnership with employers that prepare unemployed and underemployed individuals with the training and skills needed to meet business demand. Commonwealth Corporation, on behalf of the Executive Office of Labor and Workforce Development and the WSC, will administer ARP funded training programs also known as FutureSkills training programs (statewide initiative). FutureSkills will support placement in a variety of training programs including the Career Technical Initiative (CTI), Workforce Competitiveness Trust Fund (WCTF), Replenishing Employer investment in Education and Workforce Training (RENEW), and new initiative grants.

Policy: FutureSkills Market Makers facilitate engagement for training pipelines through development of stronger connections between businesses, community-based organizations (CBO’s), training partners, regional state partners and FutureSkills training programs. Refer to Attachment A – Market Maker Onboard Materials for more detailed information. The Market Maker will work with MassHire Workforce Boards, business services representatives and other staff to understand regional labor market information and guide businesses towards existing or the creation of pipelines of trained jobseekers exiting training programs.

Market Makers complement the Business Service Representatives (BSR’s) role by promoting ARPA pipeline training grants and addressing employers needs for hiring skilled workers. Refer to Attachment B - Employer Engagement Guidebook for more detailed information.

Market Makers, and other MassHire Career Center staff engaging with businesses and training partners* shall enter affiliated employer services to document the activities with regards to their conversation, referrals, and other relevant activities. Refer to Attachment C – FutureSkills Market Maker Training (Updated October 2022).

Market Makers are responsible for inputting services related to FutureSkills conversations with business/training partner*, referrals, and outcomes. Business services are to be entered based on the location of the specific employer or training partner Refer to Attachment D - FutureSkills MA Cities Region Reference.

Services entered in MOSES should provide a comprehensive story of the relationship the MassHire system has with the employer and training partners*. Each employer service entry must be accompanied with a brief description to record the conversation, additional information shared and any action item (if applicable).

**Training partner (provider) activity should be entered in cases where a Market Maker provided Technical Assistance, to a Training Partner (provider) with the expected results being a FutureSkills grant application (e.g. WCTF, RENEW, CTI).*

Action

Required: Please ensure all appropriate managers and staff are familiar with and have a full understanding of the requirements within this policy.

Effective: Immediately

Inquiries: Email all inquiries related to this policy to PolicyQA@mass.gov.

Attachments: A: Market Maker Onboard Materials
B: Employer Engagement Guidebook
C: FutureSkills Market Maker Training (Updated October 2022)
D: FutureSkills MA Cities Region Reference