

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

MassWorkforce Issuance

Workforce Issuance No. 14-07

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Workforce Development

Date: January 27, 2014

Subject: **Description of Changes in MOSES Version 34.0**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners that MOSES 34.0 is now scheduled for release to the desktops on Friday, February 7, 2014.

Background: The release date to the field for MOSES 34.0 is Friday, February 7.

This will be a weekday night-time build.

MOSES will be shut down at 4:30 p.m. on Thursday, February 6, 2014 for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).

This will **NOT** interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet services will still be available.

Please plan on completing and saving your MOSES data entry by 4:15 p.m. on Thursday, February 6, and then log off MOSES. This will ensure that when you log into MOSES on Friday, February 7, you will have the new version of MOSES available and any work done prior will be saved.

We realize that this will require adjustments to Career Center office schedules. But we hope with the two weeks advanced notice Career Centers can plan for this interruption.

Action

Required: Local Workforce Investment Boards, Career Center operators, and workforce partners should ensure that their staff are made aware of the MOSES shutdown on Thursday, February 6, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:30 p.m.

One-Stop Career Center Managers, IT Coordinators, and MOSES Local Experts and should ensure that ALL MOSES USERS in their local areas have a copy of the document, Description of Changes in MOSES Version 34.0, which is found in the following section.

Effective: Immediately

Inquiries: Please email all questions to tcartier@detma.org . Please reference this MassWorkforce Issuance number in your inquiry.

IMPORTANT NOTICE

You must log into MOSES with your PASSWORD IN ALL CAPS until you are required to change your password to the new format.

Please see instructions following on new MOSES password requirements effective with this build.

Description of Changes in MOSES Version 34.0

The key MOSES 34.0 changes are:

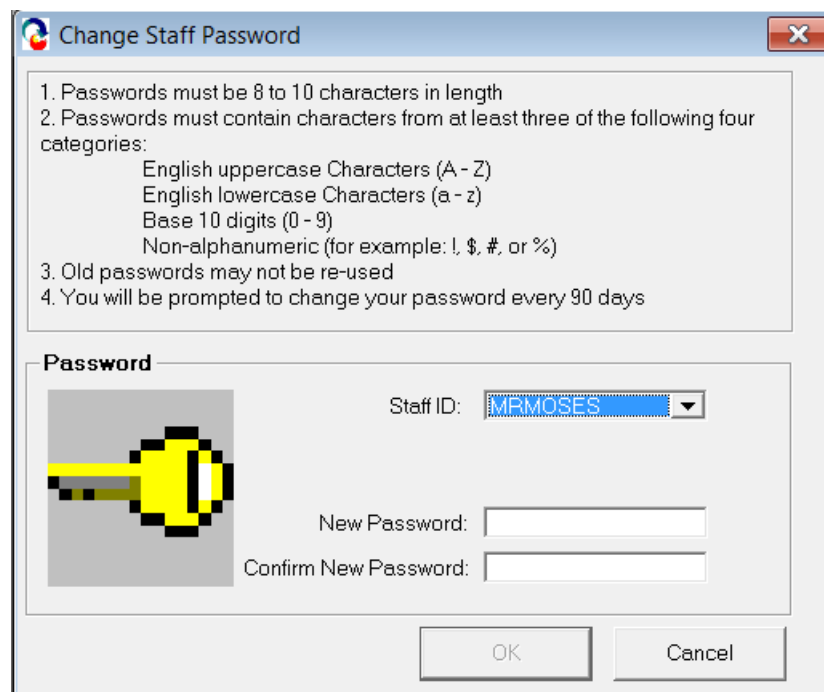
1. New Password Requirements for MOSES

As part of an ongoing upgrade to security provisions for all applications, access to MOSES will now require a strengthened password.

IMPORTANT: You must log into MOSES with your PASSWORD IN ALL CAPS until you are required to change your password to the new format.

Beginning with MOSES 34.0, the next time you are prompted to change your password (your 90 days are expiring) you will see the following screen. The new password must now conform to government recommended security standards. Therefore, it must be 8 to 10 characters in length, and must contain 3 of the 4 following categories: An Uppercase letter (A to Z) ; a lower Case letter (a to z) ; a number (0 to 9) and / or a Non-alphanumeric symbol (for example: @ \$ & * + ?).

Build 34.0, Screen Shot 1



Change Staff Password

1. Passwords must be 8 to 10 characters in length
2. Passwords must contain characters from at least three of the following four categories:
 - English uppercase Characters (A - Z)
 - English lowercase Characters (a - z)
 - Base 10 digits (0 - 9)
 - Non-alphanumeric (for example: !, \$, #, or %)
3. Old passwords may not be re-used
4. You will be prompted to change your password every 90 days

Password

Staff ID:

New Password:

Confirm New Password:

OK Cancel

2. Trade Adjustment Assistance Program

The Trade Adjustment Assistance Program is rolling back the program requirements to the Revisions for 2002. The changes include: Notification Letter modifications; full time training requirements reinstated; waiver type changes; and Completion TRA replaces Remedial TRA.

Build 34.0, Screen Shot 2

The screenshot displays the 'Trade Application Details' window for a 2014-R Applicant. The window title is 'Trade Application Details'. The top bar shows the applicant's name 'TEST, TESTER', SSN 'XXX-XX-3000', and MOSES TAA ID '16183'. Below this is a navigation bar with tabs: 'Application Info', 'RTAA/ATAA', 'Job Search / Relo', 'Training', 'Waiver', 'TRA', 'Hearings/HCTC', and a blue link '2014-R Applicant'. The main content area is divided into several sections:

- Petition / Work History:** Includes a 'Federal Petition No:' field with the value '51657' and buttons 'Add', 'Go To', and 'Delete'. A 'Work History Record:' section shows 'Lucent Technologies' with similar buttons.
- Separation Information:** Contains fields for 'Start Date' (12/12/1980), 'Date of Separation' (01/04/2014), and 'State of claim' (Massachusetts). It also includes checkboxes for 'Employment Status' (Full-Time), 'Greater than \$30/wk?', and 'Type of Separation' (Full). Other fields include 'Occupation Prior to separation' (Computer Hardware Engineers), 'Separation Reason' (Voluntary Se), and 'Incumbent Worker' (Yes/No).
- TAA 1666 Determination:** Includes a 'Submission Status' (Work in Progress), 'As of' date (00/00/0000), 'Submitted Via', 'By' (JBOUC), and a checkbox for 'Customer Signature Obtained'. It also has fields for 'Signature Date' (00/00/0000), 'CC Name' (Hurley/MOSES Unit), 'HCTC Adhoc' (00/0000), 'Determination Status', 'As of' date (00/00/0000), 'By', and 'Most Recent Separation Date' (00/00/0000). A 'Send to UI' checkbox is also present.
- Comments:** A large text area for entering comments.

At the bottom of the window, there are buttons for 'View 1666 in Word', 'Compliance Form', 'Go To Job Seeker', 'OK', and 'Cancel'.

3. Staff Registration / User Citrix Profile Update

In anticipation of the Citrix upgrade and new security requirements, any new Staff Registrations or any change to an existing Staff Registration will require additional information.

MOSES user accounts will now require information on the user's employer (whether EOLWD employee or non-EOLWD employee) and Citrix access/profile level. Current user registrations will be updated through a batch process based on information being gathered separately from local areas.

Build 34.0, Screen Shot 3

The screenshot shows a window titled "Staff Registration (TEST1)" with three tabs: "Staff Registration", "Security Information", and "Security Log". The "Staff Registration" tab is active. It contains several input fields and checkboxes. The "Staff Id" field is filled with "TEST1". The "Password" field is masked with asterisks. The "First Name" field is filled with "test". The "Middle Initial" field is empty. The "Last Name" field is filled with "test". The "Phone" field is filled with "() - " and the "Extn" field is empty. The "Local Veterans Employment Representative" checkbox is unchecked. The "Disabled Veterans Specialist" checkbox is unchecked. The "IPASS UserID" field is empty. The "CITRIX Level" dropdown menu is set to " ". The "Staff SSN" field is filled with "###-##- ". The "Email" field is empty. The "Last Update Date" is "03/02/2009" and the "Backdating" dropdown is set to " ". The "SED" field is filled with "02/28/2009". The "Completed MOSES 101 Training" checkbox is unchecked. The "Exempted from MOSES 101 Training" checkbox is unchecked. The "Electronic Security Agreement" checkbox is unchecked. The "Manually Set SED" checkbox is unchecked. The "Ad Hoc Reporting Access" checkbox is unchecked. The "NEG Operator" checkbox is unchecked. The "EOLWD Employee" radio buttons are set to "Yes". The "Inactive" checkbox is checked. The "Edit Links" checkbox is unchecked. The "Locations" list on the left includes: AAA Deactivated Users Office, Action for Boston Community Dev., Allston-Brighton Resource Center, American Red Cross, Asian American Civic Association, Athol DTA, Attleboro Career Center, Bay Cove Human Services, and Behavioral Healthcare Network Of Massachusetts. The "Selected Locations" list on the right includes: Career Center and Home Office. The "OK" and "Cancel" buttons are at the bottom right.

4. MOSES User Accounts automated clean up

With this build we will be inactivating MOSES accounts not used since 2012. These inactive MOSES user accounts will then be reassigned automatically to the Deactivated Users Office and removed from their currently assigned offices.

5. New Survey Button on Job Seeker Record

A new Survey button has been added to the Job Seeker Record Basic tab to include a new survey question. Career Center staff can now ask the question: “How I learned about the Career Center.”

Build 34.0, Screen Shot 4

The screenshot shows the 'Job Seeker Membership' window for 'TEST, Edgar Allan'. The window has a title bar with the name and SSN (999-30-0001) and ID (11998942). The main area is divided into several tabs: Basic, Education, Work Experience, Events, Alerts, Case Plan, Services, Special Programs, and Survey. The 'Survey' tab is currently selected. The 'Survey' tab contains a 'General Information' section with fields for First Name, Last Name, Middle Initial, Gender, Date of Birth, Military, and Release Information. There is also a 'Race / Ethnicity' section with checkboxes for various groups. A 'Programs' section shows a list of programs with columns for Program Name, Apply Program Status, and History. The 'Survey' button is located in the bottom toolbar, next to buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and Cancel.



Upon clicking the Survey button a new screen will appear allowing staff to answer the survey questions.

Build 34.0, Screen Shot 5

The screenshot shows the 'Customer Satisfaction Survey' window for 'Job, Anita'. The window has a title bar with the name and SSN (999-09-0000) and ID (12273986). The main area is divided into two sections: 'Pre-Survey' and 'Survey'. The 'Pre-Survey' section has fields for 'How I learned about the Career Center:', 'Other:', and 'Pre-Survey Completion Date:'. The 'Survey' section has a list of survey questions and a dropdown menu for selecting the source of information. The dropdown menu is currently open, showing options like 'Friend/Word of Mouth', 'Advertisement (TV, Newspaper, etc...)', 'Community College Referral', 'Community Event', 'DOL Website', 'Friend/Word of Mouth', 'Internet Search', 'Job Fair', 'JobQuest', 'Other', 'Parmer Agency Referral', 'State Website (Mass.gov)', 'UI Required - Letter/Phone Call', and 'Walk-in'. The 'Survey Completion Date' field is at the bottom, showing '00/00/0000'. The 'OK' and 'Cancel' buttons are at the bottom right.

6. Employer Services Revision

Build 34.0 introduces new Employer Services categories that have been developed through a collaborative process with local business service representatives, Career Center directors and program managers, local workforce boards, and DCS. An Issuance further defining the use of the new categories and services and staff training will follow. **A Crosswalk to the new services from the old is provided as an attachment to this Build issuance.**

Build 34.0, Screen Shot 6

The screenshot displays the 'Employer Registration (Boston Red Sox Baseball Club)' application. The main window shows the 'Employer Service History' table with columns: Service Date, Staff, Category, Type of Service, Summary, and Fee for Service. The table contains several rows of data, including dates like 04/25/2013, 02/14/2012, and 04/17/2008, with staff IDs like EMERO and JMCCA3. The 'Type of Service' column shows 'Employer Follow-up' and 'Job Development'. A dialog box titled 'Employer Services Details' is open, showing fields for Date (12/31/2013), Career Center (Hurley/Moses Unit), Person Contacted, Next Contact Date (00/00/0000), and a list of Service Categories: Administrative Activities, Business Information and Incentives, Education and Training, Job Fairs and Recruitments, and Labor Market Information. The dialog box also has a Summary field and buttons for OK and Cancel. A note at the bottom of the dialog box states: 'Note: Blue Service Details are OSCCAR Reportable Services'.

Service Date	Staff	Category	Type of Service	Summary	Fee for Service
04/25/2013	EMERO	General Employer	Employer Follow-up		<input type="checkbox"/>
02/14/2012	EMERO	Labor Exchange	Job Development		<input type="checkbox"/>
04/17/2008	JMCCA3	Workforce Development			
04/17/2008	JMCCA3	General Employer			
04/17/2008	JMCCA3	Business Information			
04/17/2008	JMCCA3	General Employer			
00/00/0000					

Employer Services Details

Service Details

► Date: 12/31/2013 ► Service Category:

► Career Center: Hurley/Moses Unit ► Type of Service:

Person Contacted:

Next Contact Date: 00/00/0000

Summary:

☐ Administrative Activities
☐ Business Information and Incentives
☐ Education and Training
☐ Job Fairs and Recruitments
☐ Labor Market Information

Note: Blue Service Details are OSCCAR Reportable Services

OK Cancel

Employer Services: Administrative Activities

Build 34.0, Screen Shot 7

The screenshot shows the 'Employer Services Details' window. The 'Service Category' dropdown is set to 'Administrative Activities'. The 'Type of Service' dropdown is open, showing a list of options: Business Contact, Distribution of Career Center Services, Job Development Contacts, Join Career Center, and Paper Postings to the CRL (Career Resource). The 'Date' field is set to 12/31/2013, and the 'Career Center' is set to Hurley/MOSES Unit. The 'Next Contact Date' is set to 00/00/0000. The 'Summary' field is empty. The 'OK' and 'Cancel' buttons are at the bottom right. A note at the bottom left states: 'Note: Blue Service Details are OSCCAR Reportable Services'.

Service Details

► Date: 12/31/2013 ☐ ► Service Category: Administrative Activities

► Career Center: Hurley/MOSES Unit ► Type of Service:

Person Contacted: ► Staff:

Next Contact Date: 00/00/0000 ☐ Fee

Summary

Type of Service:

- Business Contact
- Distribution of Career Center Services
- Job Development Contacts
- Join Career Center
- Paper Postings to the CRL (Career Resource)

Note: Blue Service Details are OSCCAR Reportable Services

OK Cancel

Employer Services: Business Information and Incentives

Build 34.0, Screen Shot 7

The screenshot shows the 'Employer Services Details' window. The 'Service Category' dropdown is set to 'Business Information and Incentives'. The 'Type of Service' dropdown is open, showing a list of options: Business Assessment Off-site, Business Assessment On-site, Grant Information, Mass Manufacturing Extension Partner, Massachusetts Office of Business Development, Other Public Incentives Information for, Referral to Incentives and Other Services, Unemployment Insurance Programs Incentives, Work Opportunity Tax Credit (WOTC), Work Sharing Information, and Workforce Training Fund (WTF). The 'Date' field is set to 12/31/2013, and the 'Career Center' is set to Hurley/MOSES Unit. The 'Next Contact Date' is set to 00/00/0000. The 'Summary' field is empty. The 'OK' and 'Cancel' buttons are at the bottom right. A note at the bottom left states: 'Note: Blue Service Details are OSCCAR Reportable Services'.

Service Details

► Date: 12/31/2013 ☐ ► Service Category: Business Information and Incentives

► Career Center: Hurley/MOSES Unit ► Type of Service:

Person Contacted: ► Staff:

Next Contact Date: 00/00/0000 ☐ Fee

Summary

Type of Service:

- Business Assessment Off-site
- Business Assessment On-site
- Grant Information
- Mass Manufacturing Extension Partner
- Massachusetts Office of Business Development
- Other Public Incentives Information for
- Referral to Incentives and Other Services
- Unemployment Insurance Programs Incentives
- Work Opportunity Tax Credit (WOTC)
- Work Sharing Information
- Workforce Training Fund (WTF)

Note: Blue Service Details are OSCCAR Reportable Services

OK Cancel

Employer Services: Education and Training

Build 34.0, Screen Shot 8

The screenshot shows the 'Employer Services Details' window. The 'Service Category' is set to 'Education and Training'. The 'Type of Service' dropdown is open, showing a list of services: Apprenticeship/Internship, Info Session for Businesses, Mentoring/Job Shadowing/School-to-Work, On the Job Training, Testing for Businesses, Training/Support Services Fair, and Workshop/Training for Business Staff. The 'Date' is 12/31/2013, 'Career Center' is Hurley/MOSES Unit, and 'Next Contact Date' is 00/00/0000. A note at the bottom states: 'Note: Blue Service Details are OSCCAR Reportable Services'.

Employer Services Details

Service Details

► Date: 12/31/2013 ► Service Category: Education and Training

► Career Center: Hurley/MOSES Unit ► Type of Service:

Person Contacted: ► Staff:

Next Contact Date: 00/00/0000 ☐ Fee

Summary

Info Session for Businesses

On the Job Training

Testing for Businesses

Training/Support Services Fair

Workshop/Training for Business Staff

Note: Blue Service Details are OSCCAR Reportable Services

OK Cancel

Employer Services: Job Fair and Recruitments

Build 34.0, Screen Shot 9

The screenshot shows the 'Employer Services Details' window. The 'Service Category' is set to 'Job Fairs and Recruitments'. The 'Type of Service' dropdown is open, showing a list of services: Job Fairs, Outplacement Services, Recruitments, and Specialized Recruitment. The 'Date' is 12/31/2013, 'Career Center' is Hurley/MOSES Unit, and 'Next Contact Date' is 00/00/0000. A note at the bottom states: 'Note: Blue Service Details are OSCCAR Reportable Services'.

Employer Services Details

Service Details

► Date: 12/31/2013 ► Service Category: Job Fairs and Recruitments

► Career Center: Hurley/MOSES Unit ► Type of Service:

Person Contacted: ► Staff:

Next Contact Date: 00/00/0000 ☐ Fee

Summary

Job Fairs

Outplacement Services

Recruitments

Specialized Recruitment

Note: Blue Service Details are OSCCAR Reportable Services

OK Cancel

Employer Services: Labor Market Information

Build 34.0, Screen Shot 10

The screenshot shows the 'Employer Services Details' window. The 'Service Details' section includes fields for Date (12/31/2013), Service Category (Labor Market Information), Career Center (Hurley/MOSES Unit), Type of Service, Person Contacted, Next Contact Date (00/00/0000), Staff, Fee, and a Summary text area. A dropdown menu is open, showing options: Industry Briefings by Businesses, Job Description Assistance, Labor Market Information, and Salary Survey Information. A note at the bottom states: 'Note: Blue Service Details are OSCCAR Reportable Services'. OK and Cancel buttons are at the bottom right.

Important: Employer Services: Update Required for Services Associated with Employer Events

Services assigned to employer events have been deleted, as the services are no longer applicable. **Career Centers must review and update services to their employer events.** You should also inactivate employer events that are no longer relevant.

Build 34.0, Screen Shot 11

The screenshot shows the 'Event Creation (64837)' window. The 'Event Details' tab is active. The 'Event Information' section includes fields for Event Name (Massachusetts Career Day), Event Category (Other), Career Center (Hurley/MOSES Unit), Duration (.0), Fee Based (unchecked), Prerequisite Required (unchecked), Career Center Lock (unchecked), and Event Description (Massachusetts Career Day). The 'Service Type' dropdown is open, showing options: Labor Market Information, Administrative Activities, Business Information and Incentives, Education and Training, Job Fairs and Recruitments, and Labor Market Information. The 'Selected Services' list includes: Industry Briefings by Businesses, Info Session for Businesses, and Referral to Incentives and Other Service Providers. The 'Inactivate Event' section has radio buttons for Yes and No (selected). OK and Cancel buttons are at the bottom right.