

# Mass Workforce Issuance

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**Workforce Issuance No. 14-28**

☐ Policy   ☒ Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Manager

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** April 4, 2014

**Subject:** **Employer Services Revision Training**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of Employer Services Revision training sessions at Employment and Training Resources Framingham.

**Background:** MOSES Build 34.0, implemented on February 7, 2014, introduced new Employer Service categories that were reviewed by several groups, including business service representatives, Rapid Response staff, and others who work closely with employers. They identified a set of services that would best capture the range of services being provided to employers by the workforce system. These services and definitions were reviewed by Career Center Directors and other workforce system Managers and implemented in MOSES Build 34.0.

The principal reason for the development of a revised set of Employer Services was a lack of consistency in reporting Employer Services across the workforce system. Local areas differed in the way they required staff to data enter Employer Services in MOSES. Additionally, there was a desire to accurately represent the value added services that are being provided to employers at the state and local level.

The Expanding Business Engagement (EBE) initiative is working toward a professional and coordinated service strategy that will provide employers with services pertinent to their business needs through an efficient deployment of state resources and personnel.

The Employer Services training is designed to provide Business Service Representatives, Rapid Response staff, Veterans representatives, and all others providing direct services to employers, with a blueprint on how to use the new set of services to accurately reflect their work activities and ensure consistent data entry across the system, resulting in more accurate reporting.

The training will provide attendees with the tools to train staff at their career centers in the approved use of the services. All staff working with employers should be scheduled for this training. Familiarity with MOSES employer services data entry is a pre-requisite; the training is not hands-on at a computer.

The training consists of one half-day session. All sessions will be held at ETR Framingham, 1671 Worcester Rd, Framingham, MA 01701. Please see the website for directions: <http://www.etrcc.com/directions-framingham.php>.

Date	Morning Session	Afternoon Session
April 25, 2014	9:00am – 12:00pm	1:00pm – 4:00pm
May 2, 2014	9:00am – 12:00pm	1:00pm – 4:00pm
May 9, 2014	9:00am – 12:00pm	1:00pm – 4:00pm

Please use the attached registration form and identify a first and second date/time preference (see registration form).

Note: Seating is limited to 20 participants per session. Because space is limited it is recommended that you register early as seating is on a first come first serve basis. Refreshments will not be provided.

***Inclement Weather Policy***

- In case of inclement weather please call the Adverse Weather number 617-626-6277. If the DCS is closed, then training will be canceled.

**Action**

**Required:** Please disseminate this information and assure that all appropriate staff registers for their choice of training sessions.

Please complete the attached Registration Form (*use the attached form only*) and return to Lisa Caissie at [lcaissie@detma.org](mailto:lcaissie@detma.org).

**Inquiries:** Questions regarding this training should be directed to Tom Cartier at [tcartier@detma.org](mailto:tcartier@detma.org) or 617.626.5303 or Leslie Abramowitz at [labramowitz@detma.org](mailto:labramowitz@detma.org) or 413.499.2220, ext 220.

**Attachment:** Registration Form