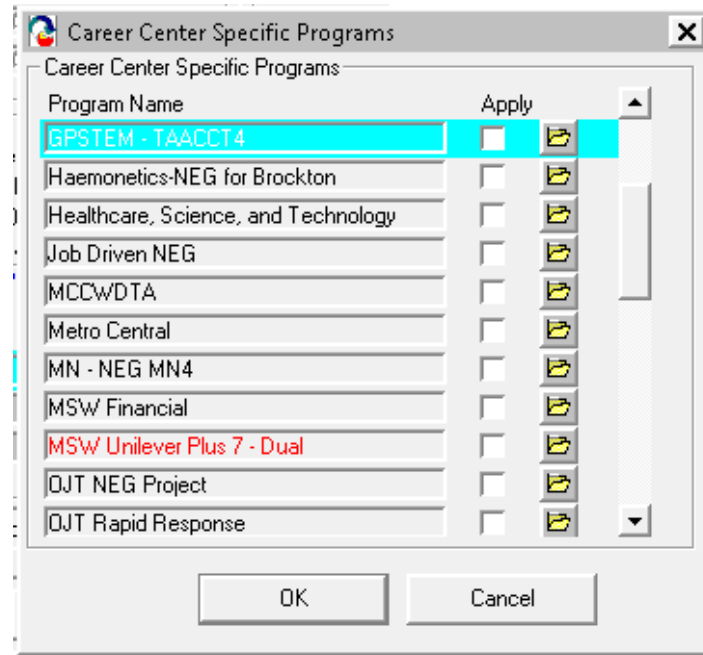# MOSES TRACKING GUIDANCE FOR THE GPSTEM PROJECT

Career Center Specific Program

The Massachusetts Community College Guided Pathways to Success in STEM Project (GPSTEM) was created via the **Administration/Career Center Management/Programs** tab and is accessed for enrollment on the Job Seeker Membership Basic tab through the Career Center button.

Determining Program Eligibility

Customers **should be enrolled** in the GPSTEM Project if they:

1. Met with a Navigator for informational purposes regarding Community College Program Training opportunities.
2. are obtaining services from the Career Center Navigator.
3. Enrolled in an identified GPSTEM Program (screenshot below) (was formerly know as TAACCCT thus the label)

- After a Job Seeker Membership has been added and/or updated in MOSES, the Job Seeker must be determined eligible for the GPSTEM Project. Open the **Job Seeker Membership** window and click the **Eligibility button** located at the bottom of the Job Seeker Membership window.

MOSES will display the **Eligibility** window:

- Click the **Initial or Update Eligibility** button. MOSES displays a list of potential funding sources that the Job Seeker may be eligible to receive in one or both panels on the left.
- Select **GPSTEM TAACCT 4** in the Potential Non-System Calculated Eligibility panel on the left, then click the >> button to move it to the Actual System Calculated Eligibility panel on the right.

Note: The **Update Eligibility** button is used when you want to <u>recalculate</u> the lists on the left without clearing funding sources already listed in the Actual Eligibility panels on the right. In other words, you want to keep all the current eligibility for this job seeker and determine if the job seeker is eligible for any new funding sources.

- Click the OK button to save all the changes you have made to the job seeker's Eligibility window and return to the Job Seeker Membership window for this job seeker.

Program Enrollment

- To enroll the job seeker into the **GPSTEM TAACCCT 4**, go to Job Seeker Membership window, Basic tab. Click on the **Career Center button** to display the list of available **Career Center Specific Program's**, check the apply box next to the GPSTEM Project.

Program History Folder

- To verify the enrollment or to adjust the start date of enrollment, click on the yellow folder to display the **Program History**.

GPSTEM Exits

DCS implemented an auto exit process which now includes GPSTEM participants. See Mass Workforce Issuance #10-81 for more details
http://www.mass.gov/massworkforce/docs/issuances/policy/2010/1081.pdf

This process will automatically exit any participant who has not received a reportable service for at least 90 days. Please note that reportable services are identified as **blue/bold** on the General and Employment Services Tabs in MOSES.