

MassWorkforce Issuance

Workforce Issuance No. 07-05

☒ **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 Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: February 12, 2007

Subject: **MOSES Ad Hoc Report Access**

Purpose: To provide notification to Local workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of new procedures for users requesting rights to ad hoc reporting in MOSES. These revised procedures are intended to bring actual practice in line with current security protocols to safeguard confidential information.

Background: A feature of MOSES from its inception has been the ability of local managers and other users to develop and run reports to meet their local needs.

At the time of the initial implementation of MOSES access to the reports database for ad hoc reporting was effectuated by the use of a unique password issued to each area. In 2004, DCS instituted a more robust procedure to permit access to the database for any individual needing ad hoc reporting functionality (most of which is accomplished using Crystal as the reporting software). Despite the procedural change, use of the original local area passwords to access the database was maintained. This lax security practice is being rectified with the discontinuance of the old passwords.

Policy: Effective February 7, 2007 the old passwords to the ad hoc report database no longer permit access. Individuals needing access to develop or run ad hoc reports must follow the procedures described below:

- The individual's manager must email the MOSES Help Desk at MOSES@detma.org specifying that the individual requires access for ad hoc reporting.
- The MOSES Help Desk will update the individual's MOSES Profile to include the permission for ad hoc reporting. A MOSES ID and password will be needed for access.
- The individual will be able to develop or run ad hoc reports using their MOSES ID and password.

Current individual MOSES users that use their individual MOSES account to access ad hoc reports do not have to make any changes, they are already in compliance for this procedure.

Action

Required: Please advise all managers and staff that in order to safeguard access to confidential and sensitive information, an individual's access to MOSES ad hoc reporting will require a manager's approval (via email) and a MOSES active account ID and password.

Effective: These procedural changes are effective immediately.

Inquiries: Please email all questions to PolicyQA@detma.org. Also indicate Issuance number and description.