

MassWorkforce Issuance

Workforce Issuance No. 14-110

☐ 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 Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: December 22, 2014

Subject: **MOSES Data Entry Manual for the Job Driven National Emergency Grant**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of an available resource for MOSES data entry for the Job Driven National Emergency Grant (JD NEG) Project.

Background: The Job-Driven National Emergency Grant (JD NEG), recently awarded to Massachusetts, performance period from July 1, 2014 through September 30, 2016, offers the opportunity to expand current and pilot new models of training through innovative project design. This promising project focuses on “**Work-Based Training**” (WBT) models where hands-on experience in a work environment is integrated with classroom learning and will ensure local career centers provide comprehensive employment and training services to eligible Dislocated Workers. Additional details regarding the project can be found in the MassWorkforce Issuance Policy No. 14-80, dated October 10, 2014.

Work based training for this project to be documented in MOSES includes:

- On-the-Job Training (OJT)
- Registered Apprenticeship
- Innovative Work Based Training (Approval required through the JD NEG application process)

This program will provide intensive and training services to the aforementioned Dislocated Workers with the ultimate goal of placement in unsubsidized employment.

To assist with the data entry aspect of the project, a MOSES User Manual has been developed. Most of the data entry required for the JD NEG Project is standard for MOSES and follows the MOSES 101 and MOSES Case Management trainings. For those not familiar with the basics of MOSES, it is strongly recommended to attend MOSES 101 and MOSES Case Management trainings. Both trainings are offered on a monthly basis. Please note that some data entry activity requires certain rights or levels of access in MOSES. Each local area will need to determine the appropriate staff persons to be involved in MOSES data entry to ensure JD NEG records are completed thoroughly and accurately.

The manual provides MOSES screen shots and instructions for the:

- Employer record basics
- Provider (Training Vendor) record
- Course record
- Job seeker record
- Job seeker course enrollment and completion
- Entered employment
- Exit and follow-up

Action: Please assure that information regarding these new OJT materials is made available to all appropriate individuals.

Inquiries: Please direct all inquiries to Leslie Seifried at lseifried@detma.org

Attachment: Job Driven National Emergency Grant Project / MOSES User's Manual