

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# MassWorkforce Issuance

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**100 DCS 14.135**

☐ Policy   ☒ Information

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

**CC:** WIOA State Partners

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

**Date:** July 19, 2016

**Subject:** **MOSES Employer Services – Module III Training**

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**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Operators, and other Local Workforce Investment and Economic Development partners of the MOSES Employer Services - Module III training provided through the Mass BizWorks Business Services Staff. This training is designed to provide consistency in MOSES data entry and best practices when serving the Massachusetts Business Community.

**Background:** As a result of the efforts of the Mass BizWorks' Staff Training & Development Committee and DCS Employer Services MOSES Workgroup a coordinated Business Services strategy and best practices training has been developed. The training will consist of discussion and exercises of several clarifications and changes that were made in MOSES data entry to Business Services to reflect the WIOA Business Engagement Model. These revisions will be reviewed in detail. The MOSES Business Services data entries have been designed to further enhance, clarify and make the services tracked in MOSES for businesses consistent and reporting of data more accurate (See MassWorkforce Issuance [DCS 02.110](#) June 24, 2016). In addition to these revisions to Business Services, the employer section of the revised OSCCAR report will also be discussed. All staff that work with businesses including: Business/Employment Services Representative, Operations Managers, Career Center Directors and other Career

Center Staff, Workforce Board Staff, Veteran's Representatives, and all others that work with businesses should attend.

**THIS TRAINING WILL NOT INCLUDE BASIC  
MOSES 101 FUNCTIONALITY INSTRUCTION**

**TRAINING DATES**

**Please register through Eventbrite using the links below:**

**[Friday July 29, 2016](#)**

**[Thursday August 4, 2016](#)**

**[Tuesday August 9, 2016](#)**

**[Tuesday August 16, 2016](#)**

**[Friday August 26, 2016](#)**

**9:00AM—3:00PM**

**Lunch will be provided**

**[Employment & Training Resources](#)**

**1671 Worcester Road, Framingham MA**

**(508) 766-5700**

**Action**

**Required:** Please disseminate this information and assure that all appropriate staff registers for a training session. Please review the [definitions](#) prior to attending training.

**Inquiries:** Questions regarding this training should be directed to Norca Disla-Shannon at [norca.disla-shannon@massmail.ma.state.us](mailto:norca.disla-shannon@massmail.ma.state.us) or 978-722-7013 or Elaine Joyce at [elaine.joyce@massmail.ma.state.us](mailto:elaine.joyce@massmail.ma.state.us) or 978-722-7031.