MassWorkforce Issuance

Workforce Issuance No. 15-02 ☐ **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 Workforce Development

Date: January 12, 2015

Subject: **UPDATED: MOSES Version 34.4 Changes for Release to Desktops on January 26, 2015**

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Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners regarding MOSES 34.4 scheduled for release to the desktops on Friday, January 23, 2015.

Background: The release date to the field for MOSES 34.4 is Monday, January 26, 2015.

This will be a weekday night-time build.

MOSES will be shut down at 4:30 p.m. on Friday, January 23, 2015 for the updates and the maintenance of the MOSES software and MOSES Applications (JobQuest / TrainingPro).

This will **NOT** interrupt other IT services or functions to the offices, only MOSES will be taken off-line. Email, unemployment assistance systems and internet services will still be available.

Please plan on completing and saving your MOSES data entry **by 4:15 p.m.** on **Friday, January 23**, and then log off MOSES. This will ensure that when you

log into MOSES on Monday, January 26, you will have the new version of MOSES available and any work done prior will be saved.

Action Required: Local Workforce Investment Boards, Career Center operators, and workforce partners should ensure that all staff are aware of the MOSES changes and that all MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:30 p.m. on January 23, 2015.

Below is a detailed description of the major changes in MOSES Version 34.4.

Effective: Immediately

Inquiries: Please email all questions to tcartier@detma.org.

Description of Changes in MOSES Version 34.4

The key MOSES 34.4 changes are:

1. **Requirements for Collection of Race/Ethnicity Data: Policy Issuance 14-111**
   The U.S. Department of Labor, Employment and Training Administration in its Consolidated Compliance Review conducted during June and July 2014, issued a finding regarding collection of race/ethnicity data. 29 CFR Part 37.37(d) ("Implementation of Nondiscrimination and Equal Opportunity Provisions") states: "Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget (OMB) must be used." OMB Statistical Directive No. 15, adopted October 30, 1997, includes specific racial categories and requires that ethnicity be captured prior to and separate from race. DOL found that MOSES was not in compliance. The ethnicity question must be asked prior to and separate from race. The ethnicity question should provide two options: Hispanic or Latino and Not Hispanic or Latino. The race categories shall provide the following options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

2. Job Seeker – Military Information tab changes

The Branch information is now added or updated on a popup screen as shown below by using the ADD or EDIT buttons.

The DD214 verification is now associated with each specific stint in the Military.

The DD214 Verified is not a required field, but when it is checked and the OK button is clicked a popup box will appear asking if you want to enroll the applicant in the Veterans Program.
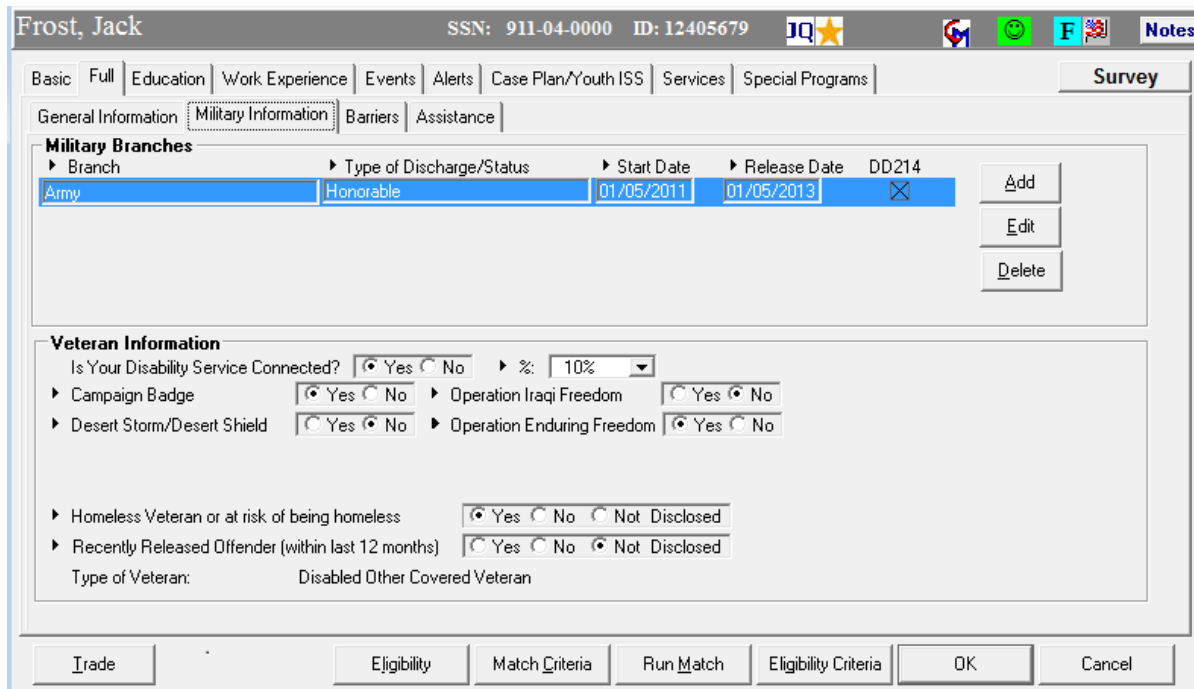
You will be allowed to enter an earlier date for this Program Enrollment.

The additional "Veterans Information" section will appear.

The DD214 verified column has been added next to its related stint.

The Homeless Veteran and Offender are now required ▶ fields, with the new option: Not Disclosed.