

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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**Workforce Issuance No. 15-02**

☐ Policy ☒ Information

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**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](mailto: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.

Job Seeker Membership (Frost, Jack)

Frost, Jack SSN: 911-04-0000 ID: 12405679

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

**General Information**

First Name: Jack Middle Initial: ☐

Last Name: Frost Gender: ☒ Male ☐ Female

Date of Birth: 01/01/1980 Military: ☒ Yes ☐ No

Release Information?: ☐ Yes ☐ No

**Ethnicity** Hispanic or Latino: ☐ Yes ☐ No

**Race**

☒ White ☐ Black or African American

☐ Asian ☒ American Indian or Alaskan Native

☐ Other ☐ Hawaiian Native or Other Pacific Islander

☐ Information Not Available

**Programs** Last Reportable Service Date: 01/02/2015

Program Name	Apply Program Status	History
Job Match	<input checked="" type="checkbox"/> Info. Complete - On	
Program Eligibility	<input type="checkbox"/>	
Case Management	<input checked="" type="checkbox"/> Enrolled	

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

**Residence Address** Mailing Address

**Address**

Address: 10 Glacier Way

Country: United States of America

Zip: 01247- City: Florida

State: Massachusetts

☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different

Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☐ No

**Contact**

Home Phone: (413)999-1234 Email:

Other Phone: ( ) -

Web Address:  ☐ Prefers Emails

**Special Accommodations**

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

## 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 screenshot shows the 'Military Details' popup window for Jack Frost (SSN: 911-04-0000, ID: 12405679). The window has a 'Military History' section with a 'Branch' dropdown set to 'Army', a 'Discharge Type' dropdown set to 'Honorable', a 'Service Start Date' of '01/05/2011', and a 'Release Date' of '01/05/2013'. Below this is the 'DD214 Form' section with a 'DD214 Verified' checkbox (unchecked), a 'Verified By' field, a 'Date Verified' field set to '00/00/0000', and a 'Verifying Office' field. At the bottom are 'OK' and 'Cancel' buttons. The background shows the 'Military Branches' table with columns for Branch, Type of Discharge/Status, Start Date, Release Date, and DD214, and an 'Add' button.


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.

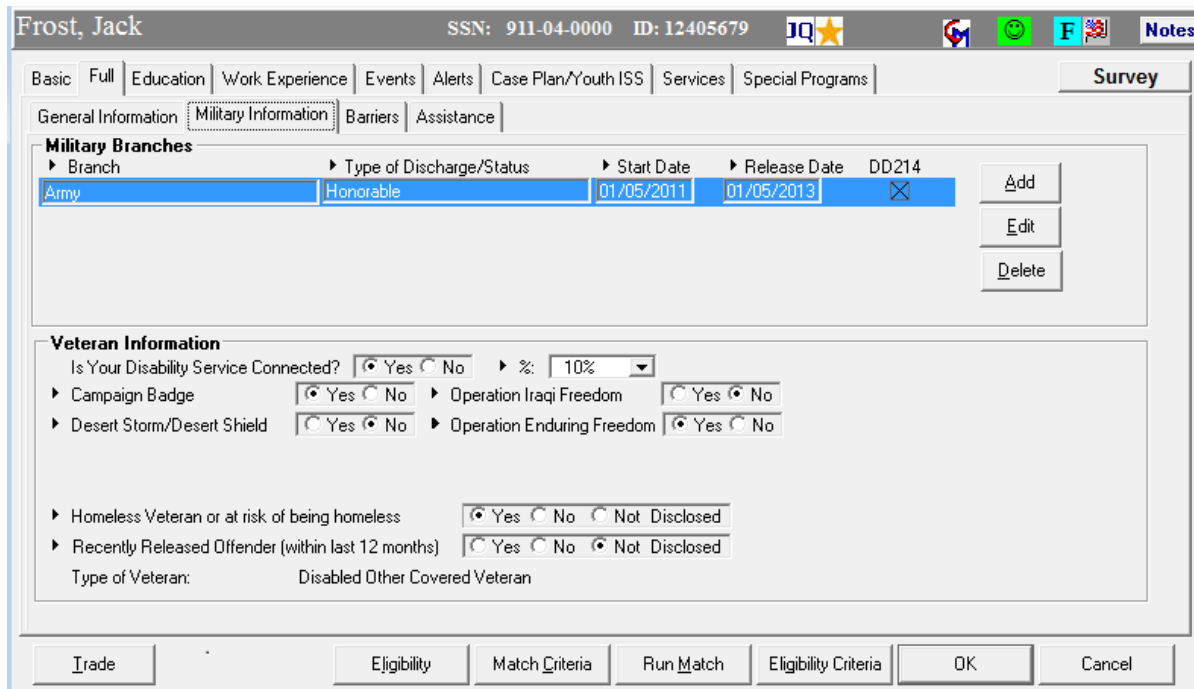
You will be allowed to enter an earlier date for this Program Enrollment.

The screenshot shows the 'Veterans Program' popup window for Bonnie Haven (SSN: 999-21-6705, ID: 12405701). The window contains a question mark icon and the text: 'This applicant is not enrolled in the Veteran Program. Would you like to enroll the applicant now?'. Below this is a section for 'If yes, please enter the Veteran Program enrollment date' with a 'Date' field set to '01/05/2015'. At the bottom are 'Yes' and 'No' buttons. The background shows the 'Military Details' window with the 'DD214 Verified' checkbox checked.

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.




**Frost, Jack** SSN: 911-04-0000 ID: 12405679

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs **Survey**

General Information **Military Information** Barriers Assistance

**Military Branches**

Branch	Type of Discharge/Status	Start Date	Release Date	DD214
Army	Honorable	01/05/2011	01/05/2013	

Add Edit Delete

**Veteran Information**

Is Your Disability Service Connected? ☒ Yes ☐ No %: 10%

Campaign Badge ☒ Yes ☐ No Operation Iraqi Freedom ☐ Yes ☒ No

Desert Storm/Desert Shield ☐ Yes ☒ No Operation Enduring Freedom ☒ Yes ☐ No

Homeless Veteran or at risk of being homeless ☒ Yes ☐ No ☐ Not Disclosed

Recently Released Offender (within last 12 months) ☐ Yes ☐ No ☒ Not Disclosed

Type of Veteran: Disabled Other Covered Veteran

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel