

Mass Workforce Issuance

100 DCS 02.105

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development 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: November 13, 2015

Subject: **MOSES Version 35.3 will be released on November 17, 2015**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce investment partners that MOSES 35.3 is scheduled for release to the desktops on Wednesday, November 18, 2015.

Background: The release date to the field for MOSES 35.3 is Wednesday, November 18, 2015.

This will be a weekday night-time build.

MOSES will be shut down at 4:00 p.m. on Tuesday, November 17, 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 4:00 p.m. on Tuesday, November 17, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, November 18, you will have the new version of MOSES available and any work done prior will be saved.

Action

Required: Local Workforce Boards, Career Center Operators, and workforce partners should ensure that their staffs are made aware of the MOSES shutdown on Tuesday November 17, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

The next MOSES build, 35.4, is *tentatively* scheduled for mid to late January 2016.

Effective: Immediately

Inquiries: Please email all questions to tcartier@detma.org . Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 35.3

Training Course Performance Summary

- Added Participant Exclusions Column: Exclusions include death, health/medical, institutionalized or reservist called to active duty.
- Entered Employment, Completion and Educational Outcome Rates are calculated by using the Completions + Dropouts as the denominator.

Training Course Performance Summary

Select Program Year: 2015 Clear Current Year

Required Information

Participant Exclusions: 2
Participant Dropout (#): 4
Participant Completion (#): 14
Participant Active (#): 0
Participant Entered Employment (#): 12
Participant Hourly Placement Wage: \$15.00
Number of Educational Outcomes (#): 13
Type of Educational Outcomes:

Participant Entered Employment Rate %: 66.67
Number of Educational Outcomes Rate %: 72.22

Optional Info (For ITA)

Participant Employment at 6 Months (#): 10
Participant Hourly Wage at 6 Months: \$0.00
Participant Employment at 6 Months Rate %: 55.56

NOTE: Required Fields are not Required if Justification is given. Justification for Lack of Information:

Provider Approval Status OK Cancel

Employer Record – Employer Contact – New Popup Format when adding an employer contact.

Employer Registration

FEIN: ID: JQ Notes

General Info Employer Contacts Events Account Representatives Programs and Benefits Employer Services Closing / Layoff

Contacts

Name	Job Title	Phone	Extension	Email	*
543543	4543	(454)543-5454		gfgf@gfgf.gfgf	
Happy Test	Technical Recruiter	(781)555-5555	114	Testlike@gmail.com	

Add Edit Delete

Employer Contact

Name: Happy Test Email: Testlike@gmail.com

Job Title: Technical Recruiter JobQuest ID: JQtesting

Phone: (781) 555-5555 Ext: 114 Create Date: 12/01/2011

Fax: () - Primary Contact: ☐

OK Cancel

Industry Code Search Job Order OK Cancel

New Section in the MOSES Confidentiality Agreement

4. General Laws Chapter 93H, § 2 requires the EOLWD to insure the security and confidentiality of personal information, protect against anticipated threats or hazards to the security or integrity of such information, and to protect against the unauthorized access to or use of such information that could result in substantial harm or inconvenience to any resident of the Commonwealth.

Personal information is defined in Chapter 93H as:

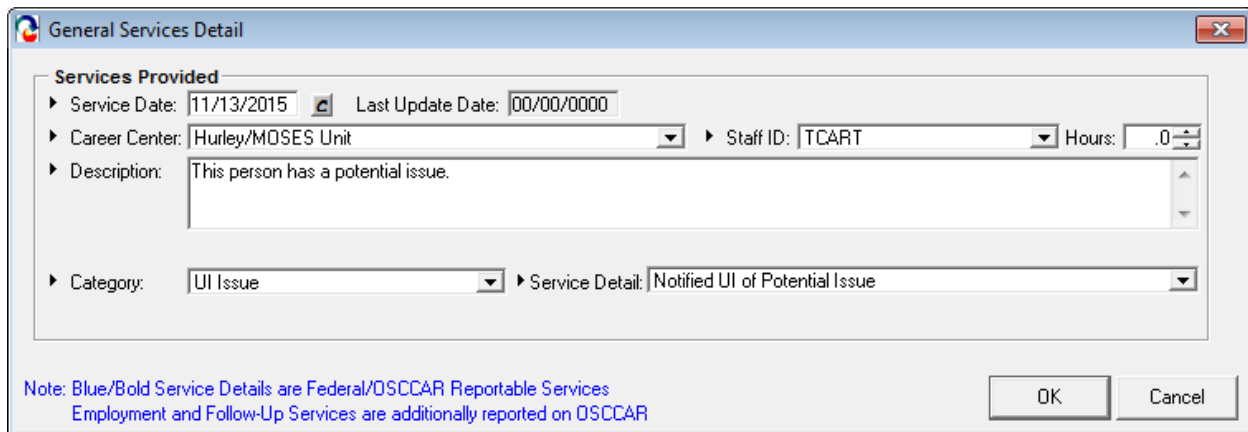
A resident's first name and last name or first initial and last name in combination with any one or more of the following that relate to such resident:

- (a) Social Security number;
- (b) Driver's license number or state-issued identification card number; or
- (c) Financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that "Personal information" shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

New Job Seeker General Service:

UI Issue - Notified UI of Potential Issue

This service can be used to notify DUA of a potential UI issue that may arise when conversing with a claimant. A Potential Issue document will be created when this service is added. You can also create this document by highlighting the service and then selecting the document under the menu item Job Seeker/Documents (see example in the Job Seeker Documents Section below).



The 'General Services Detail' window contains the following fields:

- Service Date:** 11/13/2015
- Last Update Date:** 00/00/0000
- Career Center:** Hurley/MOSES Unit
- Staff ID:** TCART
- Hours:** .0
- Description:** This person has a potential issue.
- Category:** UI Issue
- Service Detail:** Notified UI of Potential Issue

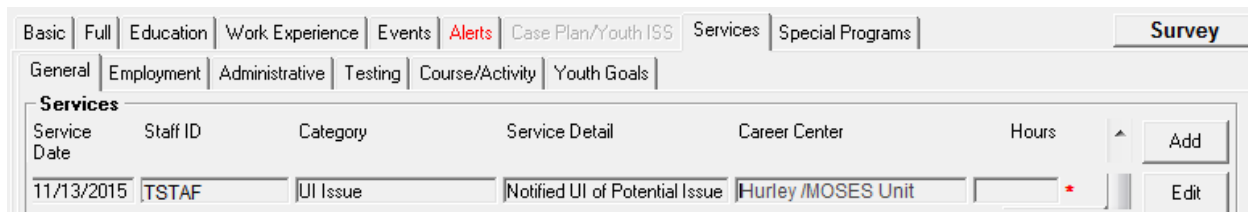
Note: Blue/Bold Service Details are Federal/OSSCAR Reportable Services
Employment and Follow-Up Services are additionally reported on OSCCAR

Buttons: OK, Cancel

New Job Seeker Documents: UI Potential Issue and Return to Work

UI Potential Issue Document

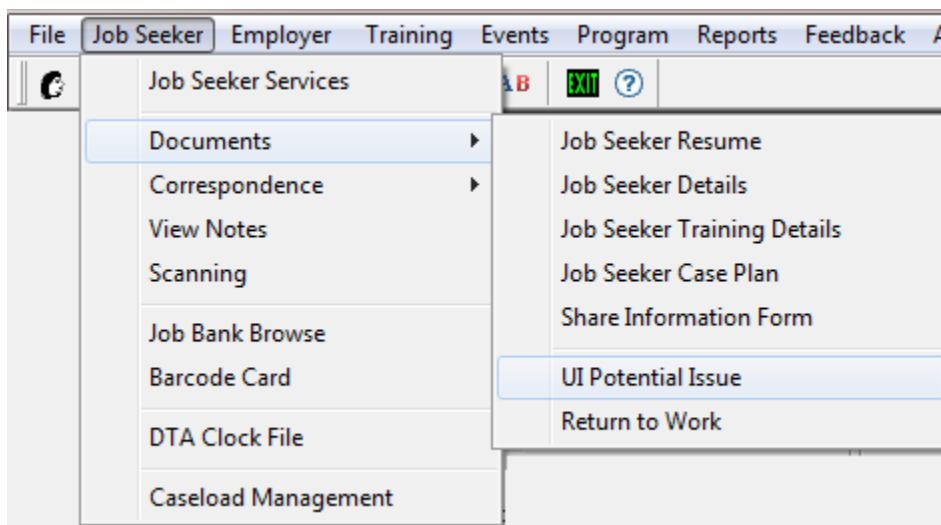
To create the UI Potential Issue Document, go to the General Services Tab and highlight the new UI Issue/Notified UI of Potential Issue and then select the UI Potential Issue Job Seeker Document.



The 'General Services' tab shows a table with the following data:

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
11/13/2015	TSTAF	UI Issue	Notified UI of Potential Issue	Hurley /MOSES Unit	

Buttons: Add, Edit



The 'Job Seeker' menu is open, showing the following options:

- Job Seeker Services
- Documents
- Correspondence
- View Notes
- Scanning
- Job Bank Browse
- Barcode Card
- DTA Clock File
- Caseload Management

The 'Documents' sub-menu is open, showing the following options:

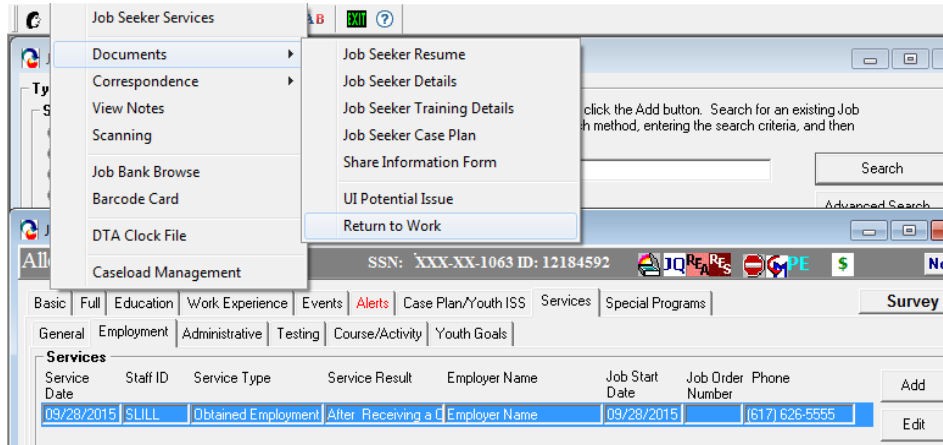
- Job Seeker Resume
- Job Seeker Details
- Job Seeker Training Details
- Job Seeker Case Plan
- Share Information Form
- UI Potential Issue
- Return to Work

Example of Potential Issue Document

DUA Notification of Potential Issue				
Job Seeker Name	Job Seeker Phone No.	Job Seeker MOSES ID	Job Seeker Claimant ID	Date
John Smith	(508)999-9999	22331234	121822	11/13/2015
Potential Issue Information entered on MOSES		YES		
Potential Issue Information				
Verification Source: John Smith				
Verification Date: 11/13/2015				
Issue Start Date:				
End Date (if applicable):				
Brief Summary of Potential Issue: This person has a potential issue.				
Form Completed by: MOSES Users Name				
Career Center: Created by CC				
Phone #: Users Phone				
Email Address: Users Email				

Complete form and email it to AAppugliese@detma.org

Return to Work Document: The Return to Work Document can be used to notify DUA that a claimant has returned to work. To create the document go to the Job Seeker Employment tab and highlight a job service and then select the Return to Work document.



Example of the Return to Work Document

DUA Notification of Return to Work				
Job Seeker Name	Job Seeker Phone No.	Job Seeker MOSES ID	Job Seeker Claimant ID	Date
John Smith	(508)999-9999	22331234	121822	11/13/2015
Return to Work Information entered in MOSES		YES		
Return to Work Information				
Verification Source: John Smith		Verification Date: 11/13/2015		
Job Start Date: 09/28/2015		Job End Date:		
Job Title: Operations Manager		Pay Rate: \$ 55000 per Year	Hours Per Week: 40	
Employer Information: Employer Name 100 Address Way Boston, MA 02114 (617) 626-5555				
Form Completed by: MOSES Users Name				
Career Center: Created by CC				
Phone #: Users Phone				
Email Address: Users Email				

Complete form and email it to AAppugliese@detma.org

TRADE 2015 Changes

1. General

- 1.1 Trade participants associated with Trade 2015 Rules petitions (this includes current 2014R participants) will all be labeled as “2015 Applicant”
- 1.2 Incumbent workers are eligible for TAA benefits and services prior to being laid-off and so will be allowed to file and identified as such via the TAA Application (1666 screen)

The screenshot shows the TAA Application (1666 screen) with the following details:

- Application Info:** RTAA/ATAA | Job Search / Relo | Training | Waiver | TRA | Hearings/HCTC | **2015 Applicant**
- Petition / Work History:** Federal Petition No: 85664 | Add | Go To | Delete | Work History Record: Kraft Foods Group Global, Inc. | Add | Go To | Delete
- Separation Information:**
 - Dates of Employment: Start Date: 10/19/1992 | Date of Separation: 02/28/2015 | State of claim: Massachusetts
 - Employment Status: Part-Time | Greater than \$30/wk? ☒ | Occupation Prior to separation: Chemical Plant and System Operator | Occupation Search
 - Type of Separation: Full | Separation Reason: Lack of Work | Incumbent Worker: ☒ Yes ☐ No
- TAA 1666 Determination:**
 - Submission Status: Submitted | As of: 04/07/2015 | Submitted Via: In Person | By: MRUIZ
 - ☒ Customer Signature Obtained | Signature Date: 04/07/2015 | CC Name: ValleyWorks - Career Center c | HCTC Adhoc: 00/0000
 - Determination Status: Approved | As of: 04/22/2015 | By: UI-Online | Most Recent Separation Date: 02/28/2015

2. Training

- 2.1 Training may be approved on a full-time or part-time basis and so must be identified as such

The screenshot shows the Training Package screen with the following details:

- Course Detail | Training Package**
- Course Information:** Course Id: 1013296 | Course Name: 3 COMBO "A" (HVACR REFRIGERATION, OIL+GAS) | Provider Id: 1000785 | Provider Name: Peterson School | Recognized Credential: Y
- Recommendation:**
 - Recommendation: Recommended Course | Send to UI: ☒
 - Submission Status: Submitted | As of: 11/05/2015 | Submitted Via: In Person | By: CQUAN
 - ☒ Customer Signature Obtained | Signature Date: 11/05/2015 | By: EZHAN
 - Determination Status: Approved | As of: 11/05/2015
 - Notification Sent: ☐ | Notification Sent Date: 00/00/0000
 - This individual is disqualified from training: From: 00/00/0000 | To: 00/00/0000 | Disqualification Reason:
 - Training Start Date: 02/01/2016 | End Date: 06/30/2016
 - Occupational: ☒ Yes ☐ No
 - Remedial: ☐ Yes ☒ No
 - Apprenticeship: ☐ Yes ☒ No
 - Full-Time: ☒ Yes ☐ No**
 - Pre-Requisite(s): ☐ Yes ☒ No

3. TRA tab

- 3.1 Trade participant must be enrolled in an approved training or waiver from training by the 26-week deadlines and so that deadline will now be reflected

Application Info | RTAA/ATAA | Job Search / Relo | Training | Waiver | TRA | Hearings/HCTC | **2015 Applicant**

TRA 1667 Determination

Submission Status: As of: 00/00/0000 Submitted Via: By:

☐ Customer Signature Obtained Signature Date: 00/00/0000

Determination Status: As of: 00/00/0000 By:

TRA Information

☐ This jobseeker would like to receive weekly cash benefits (1667)

BYE: 00/00/0000 First Separation Date: 12/24/2013 Application Date: 00/00/0000

Eligibility Period From: 00/00/0000 To: 00/00/0000

8 Week deadline: 00/00/0000 16 Week deadline: 00/00/0000

26 Week deadline: 08/29/2015 104-week deadline: 00/00/0000

Is Massachusetts an Agent, the Liable State, or both?
☐ Agent ☐ Liable ☒ Both

4. RTAA

- 4.1 26-week deadline field is disabled as it is no longer applicable
- 4.2 The training and RTAA/ATAA tabs will now be available as a participant can now apply for both (not one or the other)
- 4.3 TRA or UI exhaustion dates are now enabled fields to determine RTAA maximum benefit amounts and eligibility periods.

5. Waivers and extensions

- 5.1 Trade 2015 Rules allow a waiver from training as valid for 90 days and then it must be reviewed every 30 days. The date parameters for each waiver have been automatically adjusted.
- 5.2 Federal Good Cause is also now available in the drop-down

6. Templates - All TAA Templates/forms have been updated to reflect 2015 rules