

# MassWorkforce Issuance

100 DCS 02.106

☐ Policy ☒ Information

**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:** February 5, 2016

**Subject:** **MOSES Version 35.4 Release on February 24, 2016**

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**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 35.4 is scheduled for release to the desktops on Wednesday, February 24, 2016.

**Background:** The release date to the field for MOSES 35.4 is Wednesday, February 24, 2016.

This will be a weekday night-time build.

MOSES will be shut down at 4:00 p.m. on Tuesday, February 23, 2016 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, February 23, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, February 24, 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 February 23, and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

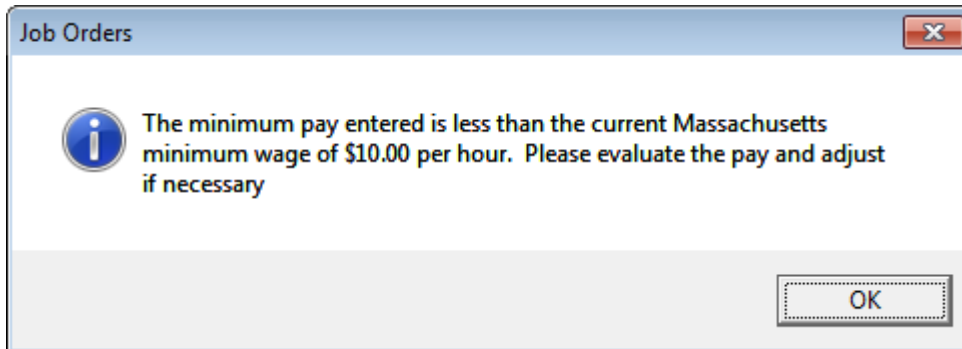
**Effective:** Immediately

**Inquiries:** Please email all questions to [tcartier@detma.org](mailto:tcartier@detma.org) . Please reference this MassWorkforce Issuance number in your inquiry.

## Description of Key Changes in MOSES Version 35.4

### Employer Job Orders and Job Seeker Employment Tab

- Minimum Pay Warning Message has been updated to reflect the increase to \$10.00 per hour effective January 1, 2016.



### New Calendar Popup

- A new calendar has been added to certain screens. You can click in date box to type in a date or select the calendar dropdown and click on the desired calendar date. If today is desired you must click on today's date even though it is circled.

**Approvals**

SDA Name	Staff ID	Type	Specific Funding	Status	Start Date	End Date	Changes Confirmed	Ac
ALL	HandsOn	Workforce		Pending	02/20/2014	02/20/2015	<input type="checkbox"/> Com	Del
ALL	MLALL1	Trade		Approved	02/20/2014	02/20/2015	<input type="checkbox"/> Com	
ALL	SCLAR	Section 30		Approved	02/20/2014			
Metro South W	CDANI	ITA		Approved	02/20/2014			

To see Comments, click the "Com" button. ☐ Show all approval records ☒ Show approvals with

Provider Approval Status

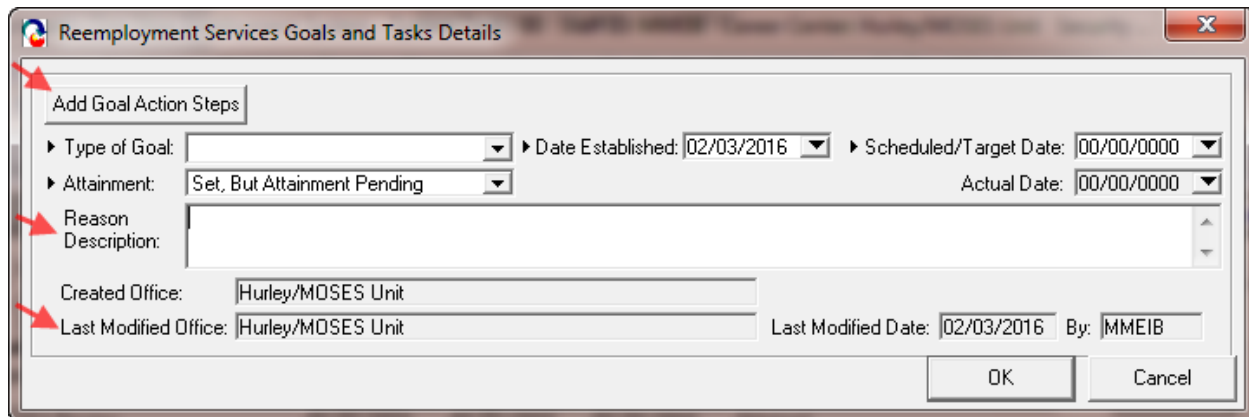
February, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today: 1/22/2016

## RESEA Related Changes: Special Programs/CAP Tab

- New button: **Add Goal Action Steps** can be used to open the text box for data entry. Once text has been entered on a goal, the box will remain visible.
- The **Reason Description** text box is always available for text input but not always required. The description box will be required for certain RESEA related goals.
- **Last Modified Office** has been added to the goal details screen.



Reemployment Services Goals and Tasks Details

Add Goal Action Steps

Type of Goal: [Dropdown] Date Established: 02/03/2016 Scheduled/Target Date: 00/00/0000

Attainment: Set, But Attainment Pending Actual Date: 00/00/0000

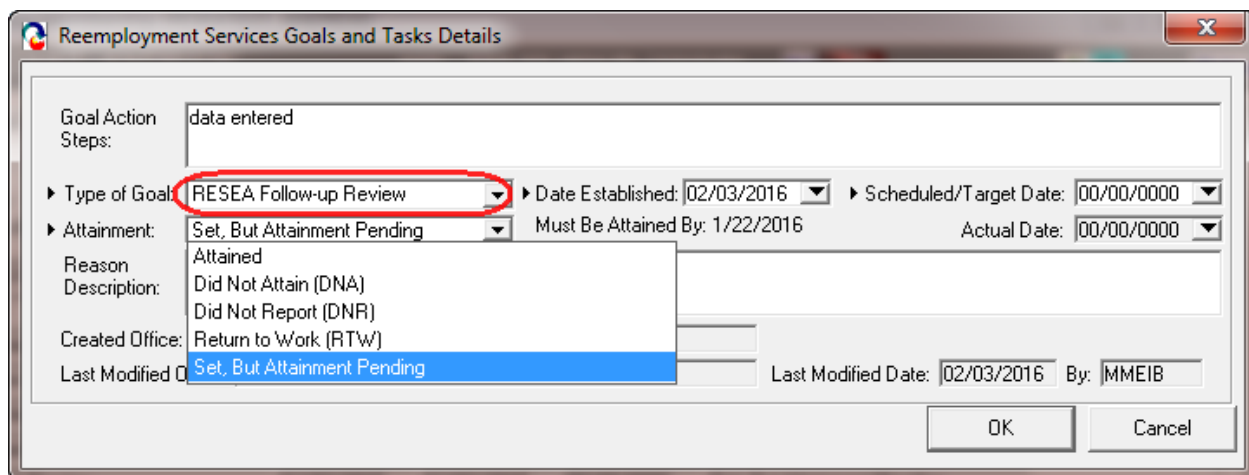
Reason Description: [Text Box]

Created Office: Hurley/MOSES Unit

Last Modified Office: Hurley/MOSES Unit Last Modified Date: 02/03/2016 By: MMEIB

OK Cancel

- A new **RESEA Follow-up Review** goal has been added. This new goal is only listed if the job seeker is a RESEA participant and has a 'Selected for RESEA Follow-up' service.



Reemployment Services Goals and Tasks Details

Goal Action Steps: data entered

Type of Goal: RESEA Follow-up Review Date Established: 02/03/2016 Scheduled/Target Date: 00/00/0000

Attainment: Set, But Attainment Pending Must Be Attained By: 1/22/2016 Actual Date: 00/00/0000

Reason Description: Attained  
Did Not Attain (DNA)  
Did Not Report (DNR)

Created Office: Return to Work (RTW)

Last Modified Office: Set, But Attainment Pending Last Modified Date: 02/03/2016 By: MMEIB

OK Cancel

## Training Provider Contact list

- The contact list has been updated to only display active contacts. Check the Show Inactive Contacts to see all provider contacts. Inactive contacts are listed with an x on the summary screen.

The screenshot shows the 'Training Provider Information (Essex Institute of Technology-Test)' window. The 'Contacts' tab is active, displaying a list of contacts. The contact 'Patricia Hudson' is highlighted in blue and marked with a red 'X' in the 'Inactive' column. A red arrow points to the 'Show Inactive Contacts' checkbox, which is checked. Below the list, the 'Training Provider Contact Details' window is open, showing the details for Patricia Hudson. The 'Type' is 'Signatory', 'Title' is 'Ms.', 'Name' is 'Patricia Hudson', 'Business Title' is 'Training Coordinator', 'Phone' is '(617)497-6454', 'Ext.' is blank, 'Fax' is '(617)497-6455', 'Email' is 'phudson@essextech.edu', 'Address' is '285 Maple Street', 'Zip' is '02114', 'City' is 'Boston', 'State' is 'Massachusetts', 'User Id' is 'essextech2', and 'Password' is 'XXXXXX'. The 'Inactive' status is indicated by a red 'X' and the word 'INACTIVE' in red. The 'Reset Provider Password' button is visible at the bottom left of the details window.

Type	Title	Name	Business Title	Phone	Ext.	Email	Inactive
Primary	Mr.	Steven Hudson	President	(617)497-6453		shudson@essextech.edu	
Signatory	Mr.	test	Accounts	(232)323-3232		test@dde.occon	
Contract	Mr.	test	Accountant	(323)232-2323		test@test.com	
Signatory	Ms.	Patricia Hudson	Training Coordinator	(617)497-6454		phudson@essextech.edu	X

## Trade Enrollments Receiving R/ATAA Benefits

- A **blue/bold reportable service of Supportive Service-R/ATAA Benefits** will be posted automatically each time an active Trade participant receives R/ATAA benefits. US DOL is requiring that Trade participants remain enrolled in the program while receiving R/ATAA benefits. Posting this reportable service should ensure that the participant is not auto exited due to no service in 90 days.

The screenshot shows the 'Services' tab in the 'Training Provider Information' window. The 'General' sub-tab is active, displaying a list of services. The services are listed in a table with columns: Service Date, Staff ID, Category, Service Detail, Career Center, and Hours. The service 'R/ATAA Benefits' is highlighted in blue and bold. The service 'Received Case Management' is also highlighted in blue and bold. The service 'Individual Assistance' is highlighted in blue and bold. The service 'Received Case Management' is highlighted in blue and bold. The service 'Received Case Management' is highlighted in blue and bold.

Service Date	Staff ID	Category	Service Detail	Career Center	Hours
02/02/2016	JBOUC	Supportive Services	<b>R/ATAA Benefits</b>	FH-Greenfield Career Center	
03/18/2015	SBROW	Supportive Services	<b>R/ATAA Benefits</b>	FH-Northampton Career Center	
01/19/2015	SBROW	Case Management	<b>Received Case Management</b>	FH-Greenfield Career Center	1.0
01/19/2015	SBROW	Outcomes / Enhancement	Unsubsidized Employment	FH-Northampton Career Center	
12/02/2014	SBROW	Job Search	<b>Individual Assistance</b>	FH-Northampton Career Center	1.0
09/08/2014	SBROW	Job Search	<b>Individual Assistance</b>	FH-Northampton Career Center	0.5
06/13/2014	AROSE	Job Search	<b>Individual Assistance</b>	FH-Northampton Career Center	1.0
06/04/2014	SBROW	Case Management	<b>Received Case Management</b>	FH-Northampton Career Center	0.5

## FLC Employer Records are no longer updatable through Staff View.

The FLC Employers and Job Orders will be entered through a new FLC application and will populate in MOSES real time.

**Employer Registration (Tougas Family Farm LLC)**

**Test Company** FEIN: 27- ID: 1 JQ Notes

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

**Company Information**

Name: **Test Company**

FEIN Number: 27-0309 UI Account #: -

Number Of Employees:

Web Address: <http://www.sfarm.com>

Doing Business As:

Employer Type: Private ☒ FLC

Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

Primary Phone: (508)641- ;

Career Center: Virtual Career Center

**Company Address** Mailing Address

**Address**

Address:

Country: United States of America

Zip: 01532- City: Northborough

State: Massachusetts

Is the mailing address different? ☐

**Industry**

NAICS Code: 722213 SIC:

NAICS Sector: Accommodation and Food Services

NAICS Subsector: Food Services and Drinking Places

NAICS Ind Group: Limited-Service Eating Places

NAICS Industry: Limited-Service Eating Places

NAICS US Industry: Snack and Nonalcoholic Beverage Bars

Status: ☒ Access Approve ☐ Access Denied Created Date: 6/10/2010 12:08:5

Created By: Validated By: DRAJA

**Trade Names**

Add

Delete

**All Job Orders**

Total Job Orders: 3

Total Openings: 10

Total Openings Filled: 0

**Open Job Orders**

Total Job Orders: 2

Total Openings: 6

Total Openings Filled: 0

Industry Code Search Job Order OK Cancel