

Mass Workforce Issuance

100 DCS 02.109

☐ 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: April 8, 2016

Subject: **MOSES Version 35.5 will be released on April 20, 2016**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 35.5 is scheduled for release to the desktops on Wednesday, April 20, 2016.

Background: The release date to the field for MOSES 35.5 is Wednesday, April 20, 2016.

This will be a weekday night-time build.

MOSES will be shut down at 4:00 p.m. on Tuesday, April 19, 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, April 19, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, April 20, 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, April 19, 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 mboyle@detma.org. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 35.5

- **Event Participant Screen Update**

A **\$** Icon will now display on Event Participation screen to indicate that the Job Seeker is a current claimant (i.e. Benefit Year End Date is greater than the Event Date).

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	RESEA Review Deadline	Scheduled By	Attended
<input type="checkbox"/>	###-##-1933	11979774	SHARAI	CIARAMITARO	978-879-7123		MMEIB	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-2727	11645088	ELLEN	DUNLEAVY	413-346-3961		MMEIB	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-4964	12253355	Kimberly	Hogan	774-242-3154	10/04/2013	MMEIB	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-4132	12364298	KYLE	HOUSTON	978-221-5421	06/12/2015	MMEIB	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-2876	12253335	Diana	Lopez Robles	-		MMEIB	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	###-##-6394	12257307	Hoang	Nguyen	603-377-6430		MMEIB	<input type="radio"/> Yes <input type="radio"/> No

- **Pre-population of CAP Goals**

Four (4) CAP Goals will be pre-populated for Job Seekers who are current claimants (i.e. those with a **\$** on the event participation screen) who attend a Career Center Seminar (CCS). Below are the four (4) goals that will be pre-populated on the Special Programs/CAP Tab. Please note that there is no change to pre-populating of goals for Job Seekers who are enrolled in the RESEA program, all six (6) goals will still be populated for these Job Seekers.

Type of Goal	Date Established	Scheduled / Target Date	Actual Date	Attainment Status
Register with JobQuest	03/15/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Review Work Search Activity	03/15/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Resume and Cover Letter Development	03/15/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Research LMI	03/15/2016	00/00/0000	00/00/0000	Set, But Attainment Pending

- **CAP Goals Printout**

CAP Goals Printout now includes the following line of text related to Section 30: “I have been informed about the Training Opportunity Program (Section 30) and understand that I must apply for the Training Opportunity Program (Section 30) by the 15th payable week of my Unemployment Insurance payments to be eligible for Section 30 Unemployment benefits.”

MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM CAREER ACTION PLAN					
Customer Name: Practice, Joe					
Job Seeker ID: 12345678					
Career Objective: Looking for Licensed Practical Nursing Position. I Have work in the fields of the Elderly, Mental Health and Develo I've worked in Nursing home, Correctional and DMR Facilities.					
Goal Type	Goal Status	Scheduled / Target Date	Actual Date	Goal Action Steps	Created By
Research LMI	Set, But Attainment Pending	05/26/2015	00/00/0000		MOSESINT
Register with JobQuest	Set, But Attainment Pending	05/29/2015	00/00/0000		MOSESINT
Review Work Search Activity	Set, But Attainment Pending	05/29/2015	00/00/0000		MOSESINT
Resume and Cover Letter Development	Set, But Attainment Pending	05/29/2015	00/00/0000		MOSESINT
Meet with Employment Counselor	Attained	05/20/2015	05/20/2015		TSTAF
REA Review	Set, But Attainment Pending	05/29/2015	00/00/0000		MOSESINT
Initial RESEA Review	Attained	05/19/2015	05/19/2015		MOSESINT

I have assisted in developing this Career Action Plan and I agree with the goals and actions selected.
I agree to the level of cooperation and participation needed for me to complete this plan, including meeting with Career Center staff.
I am able, available and actively seeking employment. I understand that failure to comply with this plan will result in a loss of my unemployment benefits.

I have been informed about the Training Opportunity Program (Section 30) and understand that I must apply for the Training Opportunity Program (Section 30) by the 15th payable week of my Unemployment Insurance payments to be eligible for Section 30 Unemployment benefits.

Customer Signature: _____ Staff Signature: _____ Date: _____

May 22, 2015 Page 1 of 1

- **RESEA Program Exit Icon:**

A yellow REA Icon will be displayed on the banner if the Job Seeker is exited from the RESEA Program and is a claimant whose Benefit Year End Date is greater than the current date. The RESEA Program Exit should only be deleted if the Job Seeker needs to complete a RESEA Review (only delete the exit if you need to add a RESEA Review goal to the Special Programs/CAP Tab).

Job Seeker Membership (TEST, GADE)	
TEST, GADE SSN: XXX-XX-7573 ID: 10504574	
<div style="display: flex; justify-content: space-between;"> Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey </div>	
General Information	
First Name: GADE Last Name: TEST Date of Birth: 04/29/1951 Release Information?: <input type="radio"/> Yes <input checked="" type="radio"/> No	Middle Initial: J Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female Military: <input type="radio"/> Yes <input checked="" type="radio"/> No Other Eligible: <input type="radio"/> Yes <input checked="" type="radio"/> No
Address	
Residence Address: 117 Central Street Apt. 10A Country: United States of America	

- **Employer Registration: New Governor's Task Force (GTF) Checkbox and Icon**

A GTF checkbox was added to the Employer/General Info tab to identify employers associated with the GTF initiative. The GTF icon will appear on the banner and search screen when the GTF checkbox is checked.

The screenshot shows the 'Employer Registration' form for Dana-Farber Cancer Institute. The form is divided into several tabs: General Info, Employer Contacts, Events, Account Representatives, Programs and Benefits, Employer Services, and Closing / Layoff. The 'General Info' tab is active, showing fields for Company Name, FEIN Number, Number Of Employees, Web Address, Doing Business As, Employer Type, Federal Contractor, Primary Phone, Career Center, Company Address, Mailing Address, Address, Country, Zip, City, State, and Industry. The 'GTF' checkbox is checked under the 'Employer Type' section. The 'Status' section shows 'Access Approve' selected. The 'Created Date' is 7/27/2011 13:47:0. The 'Created By' is JINETEMPL and the 'Validated By' is JBOUC. The 'All Job Orders' and 'Open Job Orders' sections show counts for Total Job Orders, Total Openings, and Filled.

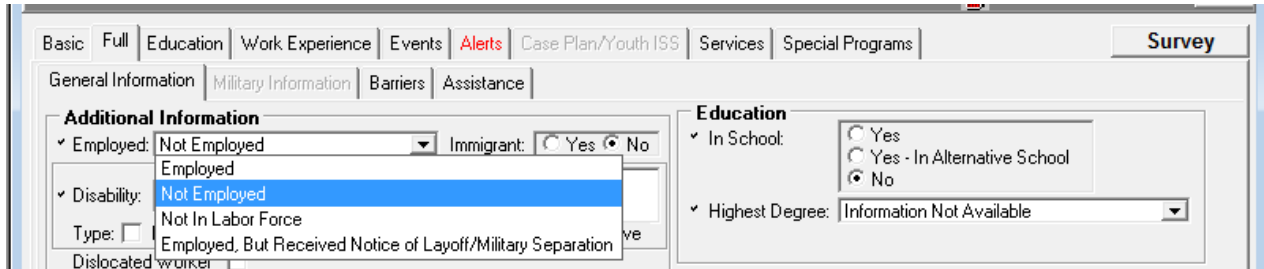
- **New Governor's Task Force (GTF) Job Order Category:** GTF have been added to the Job Category dropdown and should be used to indicate that the job order is related to the GTF initiative.

The screenshot shows the 'Job Order (6701487) - Research Fellow' form. The form is divided into several tabs: Job Specification, Pay Specification, Referral Information, Skill Set, Selected Job Seekers, and Job Order History. The 'Job Specification' tab is active, showing fields for Company Name, Company Address, Company Country, Company City, Company State, Zip, Career Center, Assigned To, Job Location Address, Job Location Country, Job Location Zip Code, Job Location City, Job Location State, Job Title, Job Category, Job Status, Duration, Job Details Type, About Dana-Farber, Located in Boston, Domestic, JDC, Mass Career Day, Paid School to Work, Regular, Shift, Status, Original Number of Openings, Openings, Referrals Made, Work Hours, Hours/Week, Drivers License, Min Age, Empowerment Zone, Affirmative Action, Enterprise Zone, Public Transportation, Send to US Jobs, and Is this a Union Position? The 'Job Category' dropdown is highlighted, showing 'Governor's Task Force (GTF)' as an option. A red arrow points to the 'Governor's Task Force (GTF)' option in the dropdown.

WIOA Related Changes

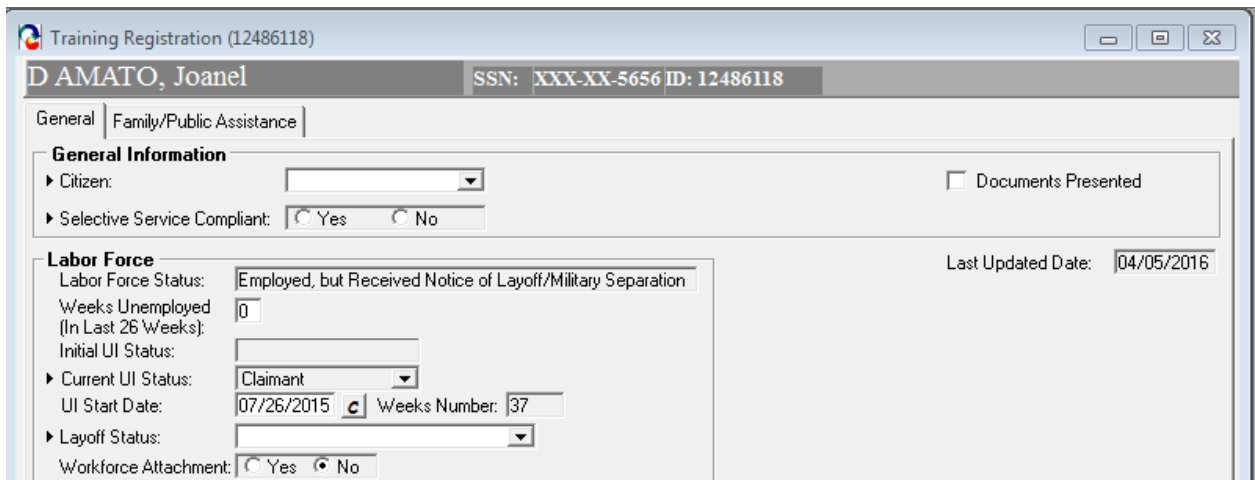
- **Employment Status Change:**

The Employed status on the full tab was changed to a dropdown box. 'Not in Labor Force' was added and 'Employed, But Received Notice of Layoff/Military Separation' was moved to the dropdown box. WIOA defines Not in Labor Force as: *'Persons who are neither employed nor unemployed are not in the labor force. This category includes retired persons, students, those taking care of children or other family members, and others who are neither working nor seeking work.'*



- **Eligibility Criteria: Elimination of Labor Force Status**

Labor Force Status has been removed from the MOSES database. The Labor Force Status on training registration screen is only a display of what is selected in the Employed dropdown box on the full tab.



- **New Disability Types for WIOA Reporting:**

- **Hearing:** The participant is deaf or has serious difficulty hearing.
- **Vision:** The participant is blind or has serious difficulty seeing even when wearing glasses.
- **Mental:** Because of a mental illness, psychiatric disability, or emotional condition, the participant has serious difficulty concentrating, remembering, or making decisions.
- **Mobility:** The participant has a physical disability that limits mobility and/or dexterity.
- **Cognitive:** The participant has a cognitive, intellectual, or developmental disability

- **New WIOA Youth Activity Categories**

Three (3) additional Course Activity Categories were added to the basic tab of the Course screen: **Internship, Job Shadowing and Pre Apprenticeship Training**

- **Training Enrollment Detail Screen: Change to Cost of Course/Activity**

The *Cost of Course/Activity* caption has been changed to: “Cost (\$) Obligated to the Funding Source(s)” and is now required if the funding source associated with the course is any of the following: WIOA Adult, WIOA Dislocated Worker, Trade, National Emergency Grant, Rapid Response Set Aside or WIOA Youth (if an ITA course). The amount entered should be the amount that is paid for by the funding source.

Training Enrollment Detail

Career Center: North Shore Career Center of Lynn
 Created Date: 12/03/2014
 Training Course ID: 1106226
 Training Course: Advanced Manufacturing with Basic Machining
 Training Provider: North Shore Community College
 Occupation Description: Machinists
 Location / Worksite: [Dropdown]
 Referral Date: 11/03/2014
 Enrollment: ☒ Yes ☐ No
 Start Date: 11/03/2014 [c]
 Section 30: ☐
 Section 30/TAA Start Date: 00/00/0000 [c]

Last Update Date: 06/19/2015
 Staff ID: KHOFF
 Hourly Wage (\$): .00
 Hourly Wage Subsidy (\$): .00
 Hours / Week: 20
 Pell Recipient: ☐ Yes ☒ No
 Amount (\$): .00
 Estimated Completion Date: 05/29/2015 [c]

Completion Information

Course Completion Status: Completed Satisfactorily
 Course Completion Date: 06/04/2015 [c]
 Course Completion Hours: 600

Eligible Funding Streams

WIOA Title I - Dislocated Workers

Group Contract Enrollment: ☐ Yes ☐ No
 Successful completion of this course results in an attainment of Degree/Certificate that meets Federal Performance Requirements.

Cost (\$) Obligated to the Funding Source(s): 4260.00
 Voucher: Not Issued

- **MADOE/USDOL Assessments:** ABLE and WorkKeys were removed from the dropdown list as these are no longer valid MADOE/USDOL Assessments.

Testing Services Detail

Services Provided

Service Date: 04/05/2016 [c] Last Update Date: 00/00/0000
 Career Center: BerkshireWorks - Pittsfield Staff ID: JBOUC Hours: .0
 MADOE/USDOL Assessment: ☒ Yes ☐ No
 Description: [Text Box]
 Category: ABLE Math Service Detail: [Dropdown]

Test Results

Form: [Text Box] Level: [Dropdown] Scale Score: 0 Score/G: [Text Box]
 Source: [Text Box] Result: [Text Box]
 Occupation: [Text Box]
 Test Language: English Educational Functioning Level: [Text Box]

Service Detail:

- CASAS (not for DOE use)
- MAPT (Massachusetts Adult Proficiency Test)
- TABE Applied Mathematics (not for USDOL use)
- TABE Locator (determines level of TABE to administer)
- TABE Mathematics Computation (not for DOE use)
- TABE Total Mathematics (not for DOE use)

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

OK Cancel

- **WIOA Measurable Skill Gain Case Plan Goals**

Four (4) case plan goals were added to report/track the new WIOA Measureable Skill Gain performance measure, this new measure applies to Adults, Dislocated Workers, and Youth. The four (4) goals that were added and that will be used to attain a positive outcome are:

- **Educational Achievement:** The participant achieves an increase in one or more educational functioning levels.
- **Transcript/Report Card:** The participant's transcript or report card for one (1) academic year shows that the participant is achieving the state unit's policies for academic standards.
- **Training Milestone:** The participant had a satisfactory or better progress report toward established milestones from an employer/training provider.
- **Skills Progression:** A participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks.

Additional pertinent information for each goal should be added to the narrative. For example, when adding an *Educational Achievement* goal, add the test name and score to the narrative.

The screenshot shows a software window titled "Case Goal Details". At the top, there is a "Staff ID" field containing "JBOUC". Below this is the "Select Goal" section, which includes two radio buttons: "Common Goal" (selected) and "Individually Designed Goal". To the right of these are two dropdown menus: "Type" set to "Training Milestone" and "Priority" set to "Medium".

The "Goal Schedule" section contains three date fields: "Created Date" (04/06/2016), "Due Date" (00/00/0000), and "Completed Date" (00/00/0000). Each field has a small calendar icon to its right. To the right of the schedule fields is the "Goal Status" section, which has a dropdown menu currently set to "Pending".

The "Goal Narrative" section at the bottom contains a text area with the following text: "Measurable Skill Gain goal: The participant had a satisfactory or better progress report toward established milestones from an employer/training provider." At the bottom right of the window are "OK" and "Cancel" buttons.

- **Modification to the WIOA Dislocated Worker Eligibility Logic**

Minor adjustments were made to the Dislocated Worker Eligibility logic in MOSES to be consistent with the WIOA Title I Eligibility Requirements Policy 18-101

<http://www.mass.gov/massworkforce/docs/issuances/wioa-policy/18-101.pdf>

All participants eligible for the dislocated worker program must meet ***at least one*** of the following three (3) conditions:

- Female or
- Male and Date of Birth < January 1, 1960 or
- Male and Date of Birth >= January 1, 1960 and Selective Service Compliant

All participants must be a US Citizens, Resident Alien, Refugee, or Other Alien

All participants must meet ***one*** of the following four (4) conditions:

1. (Employed Status is Received Notice of Layoff or Layoff Status is Terminated/Laid Off)
AND
are an Active, Exhausted, UCX, Extended Benefit or Expired claimant OR
Show demonstration of Workforce Attachment
2. (Employed Status is Received Notice of Layoff or Layoff Status is Terminated/Laid Off)
AND have a work history associated with a layoff id
3. Have a Displaced Homemaker Barrier
4. Layoff Status is Unemployed, Previously Self Employed

- **New Incumbent Worker Radio Button**

A required Incumbent Worker Yes/No Radio button was added to the Employment Services Detail screen. Yes should be selected if the Job Seeker was employed at the job prior to receiving services at the Career Center.

The screenshot shows a software window titled "Employment Services Detail". It contains two main sections: "Services Provided" and "Employment Details".

Services Provided Section:

- Service Date: 00/00/0000
- Last Update Date: (empty)
- Career Center: (dropdown menu showing "Hurley/MOSES Unit")
- Staff ID: (dropdown menu)
- Description: (text area)
- Service Type: Found Employment
- Service Result: (dropdown menu)
- Employer ID: (text field)

Employment Details Section:

- Employer: (text field)
- Job Title: (text field)
- Pay (\$): .00
- Start Date: 00/00/0000
- Offer Date: 00/00/0000
- End Date: 00/00/0000
- Phone: () - -
- Benefits: (dropdown menu)
- Pay Unit: (dropdown menu)
- Union: ☐ Yes ☐ No
- Apprenticeship: ☐ Yes ☐ No
- Incumbent Worker: ☐ Yes ☐ No