

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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**100 DCS 02.110**

☐ Policy

☒ Information

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**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:** June 24, 2016

**Subject:** **MOSES Version 35.7 Release Date - July 13, 2016**

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**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce investment partners that MOSES 35.7 is scheduled for release to the desktops on Wednesday, July 13, 2016.

**Background:** The release date to the field for MOSES 35.7 is Wednesday, July 13, 2016.

This will be a weekday night-time build.

MOSES will be shut down at 4:00 p.m. on Tuesday, July 12, 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 MOSES data entry by 4:00 p.m. on Tuesday, July 12, and then log off MOSES. This will ensure that logging into MOSES on Wednesday, July 13, the new version of MOSES will be available and any work done prior will be saved.

**Action**

**Required:** Local Workforce Boards, Career Center Operators, and workforce partners should ensure that staffs are made aware of the MOSES shutdown on Tuesday July 12, 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 [Thomas.M.Cartier@State.MA.US](mailto:Thomas.M.Cartier@State.MA.US). Please reference this MassWorkforce Issuance number in your inquiry.

**Attachment:** A. Employer Services Definitions

## Description of Key Changes in MOSES Version 35.7

### Training Provider Contacts Screen

- Updated the Training Provider Contacts Detail making the Phone and Email required.

The screenshot shows the 'Training Provider Information (Essex Institute of Technology-Test)' window. The 'Contacts' tab is active, displaying a table with columns: Type, Title, Name, Business Title, Phone, Ext., and Email. A contact entry is shown with Type 'Contract', Title 'Mr.', Name 'test', Business Title 'Accounts', Phone '(232)323-3232', and Email 'test@dde.occon'. An 'Add' button is present. Overlaid on this is the 'Training Provider Contact Details' dialog box. The 'Contact Details' section includes fields for Type (Primary), Title, Name (Frank Test), Business Title, Phone ((333)222-4444), Ext., Fax (( ) - ), and Email (test@test.com). Red arrows point to the Phone and Email fields. Other fields include Address, Zip, City, State, User Id, and Password. A 'Reset Provider Password' button is at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right.

## Special Programs/CAP Tab

- New CAP Goal – **Acknowledges Section 30 Requirements**  
Purpose: to make sure applicants are informed about Section 30
  - This new goal will populate with the other goals when enrolled in RESEA or for those who are current claimants who attend a CCS.
  - Section 30 goal must be attained to attain the Initial RESEA Review.

SSN: XXX-XX-2463 ID: RE RE S F Notes

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

CAP | BEST I | SMARTT | Section 30 | VRAP | Snapshot

**Goals**

Type of Goal	Date Established	Scheduled / Target Date	Actual Date	Attainment Status
Acknowledges Section 30 Requirements	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Initial RESEA Review	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Register with JobQuest	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
RESEA Review	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Research LMI	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Resume and Cover Letter Development	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending
Review Work Search Activity	06/14/2016	00/00/0000	00/00/0000	Set, But Attainment Pending

Buttons: Add, Edit, Delete, Print

**Career Objective**  
Add or update on the Full tab. Remember to save after updating.  
Viewable to Employers on the internet (JobQuest) ☐ Yes ☐ No

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

- CAP Goals – New message reminding staff that they must save goals before printing.

TEST, Kelby SSN: XXX-XX-1179 ID: 12339249 JQ S F Notes

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

CAP | BEST I | SMARTT | Section 30 | VRAP | Snapshot

**Goals**

Type of Goal	Date Established	Scheduled / Target Date	Actual Date	Attainment Status
Register with JobQuest	06/17/2015	06/17/2015	06/17/2015	Attained
Resume and Cover Letter Development	06/17/2015	06/17/2015	06/17/2015	Attained
RESEA Review	06/17/2015	06/17/2015	06/17/2015	Attained
Review Work Search Activity	06/17/2015	06/17/2015	06/17/2015	Attained
Research LMI	06/17/2015	06/17/2015	06/17/2015	Attained
Initial RESEA Review				
Research LMI				
Networking Skills Development				
Resume and Cover Letter Development				

Buttons: Add, Edit, Delete, Print


**Career Objective**  
Add or update on the Full tab. Remember to save after updating.  
Viewable to Employers on the internet (JobQuest) ☐ Yes ☐ No

Senior Management/Review

**Dialog Box:**  
CAP Goals have changed  
Changes must be saved before you can proceed. Are you sure you want to save changes?  
Yes No

- **CAP Goals Printout – Updated text related to Section 30**

“I have been informed about the Training Opportunities Program (TOP/Section 30) and understand that I must submit a complete TOP/Section 30 application within the first 15 weeks of receiving my UI benefits to be potentially eligible for Section 30 unemployment benefits.”

MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM CAREER ACTION PLAN					
<b>Customer Name:</b> Practice, Joe					
<b>Job Seeker ID:</b> 12345678					
<b>Career Objective:</b> 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
<p>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.</p> <p> I have been informed about the Training Opportunities Program (TOP/Section 30) and understand that I must submit a complete TOP/Section 30 application within the first 15 weeks of receiving my UI benefits to be potentially eligible for Section 30 unemployment benefits.</p> <p>Customer Signature: _____ Staff Signature: _____ Date: _____</p>					

May 22, 2015

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- **CCS Scheduling Screen Updates**

- **Updated text on checkboxes in the Rescheduling section**

- No Good Cause or After Sanction
    - Good Cause – Excused

- The **Exempted Dropdown** selections has been updated with the following selections:

- In Approved Training Prior to Enrollment
    - Return to Work Full Time Prior to Enrollment

**Scheduling/Rescheduling**

☐ No Good Cause or After Sanction

☐ Good Cause - Excused

☒ Exempted

**Schedule [S]**

Schedule Date

In Approved Training Prior to Enrollment

Return to Work Full Time Prior to Enrollment

- **Scheduling/ ReScheduling → Good Cause – Excused**

This selection is only available for RESEA applicants when the current date is within the first 3 weeks of the RESEA enrollment AND the Selected Event date is within the 4<sup>th</sup> week (date between Attend By and Reschedule Attend by).

**Scheduling**

BENKER-SEABERG, Sagarkumar SSN: XXX-XX-0046 ID: 12547776

**Current Appointment**

Not Currently Scheduled

**CCS Scheduling** Cancel Appointment

**Notification Details**

Notice Date: 06/04/2016 Attend by: 06/24/2016 Reschedule Attend by: 07/01/2016 RESEA Deadline: 07/08/2016

**Scheduling/Rescheduling**

☐ No Good Cause or After Sanction

☐ Good Cause - Excused

☒ Exempted

**Schedule [Select Appointment]**

Schedule Date	Schedule Time	Career Center	Location	Distance (Miles)	Participants/ Openings
<input type="checkbox"/> 06/21/2016	09:00 AM	Employment & Training	Norwood	0	0/20
<input type="checkbox"/> 06/21/2016	01:30 PM	Employment & Training	Norwood	0	0/20
<input type="checkbox"/> 06/22/2016	09:00 AM	Employment & Training	Norwood	0	1/20
<input type="checkbox"/> 06/23/2016	09:00 AM	Employment & Training	Norwood	0	0/20
<input checked="" type="checkbox"/> 06/27/2016	09:00 AM	Employment & Training	Norwood	0	0/25

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**Residence Address**

Address: 912 Norwest Dr

City: Norwood

State: MA Zip: 02062-1486

**Filter Schedule**

Origin Zip Code: 02062-1486

☒ Career Center (Distance)

☐ Location

From: 06/20/2016 To: 06/30/2016

**Service History**

Date	Staff ID	Category	Service Result	Career Center
06/04/16	MOSESINT	Profiling - CCS/RESEA/EUC	Notified of CCS	Employment & Training Resou
06/04/16	MOSESINT	Program Enrollment	RESEA - Reemployment Service	Employment & Training Resou
04/09/16	MOSESINT	Program Enrollment	RES - Reemployment Services	Employment & Training Resou

**Schedule Job Seeker**

Close

- **Scheduling/ ReScheduling → No Good Cause or After Sanction**

This is available and must be selected for RESEA Applicants when current date is beyond the applicants 'Attend By' date.

HOSKER, KAZIMIERO		SSN: XXX-XX-1503	ID: 12543042
<b>Current Appointment</b> <b>Not Currently Scheduled</b>		<b>CCS Scheduling</b> <input type="button" value="Cancel Appointment"/>	
<b>Notification Details</b> Notice Date: 05/21/2016   Attend by: 06/10/2016   Reschedule Attend by: 06/17/2016   RESEA Deadline: 06/24/2016			
<b>Scheduling/Rescheduling</b> <input type="checkbox"/> No Good Cause or After Sanction <input type="checkbox"/> Good Cause - Excused <input type="checkbox"/> Exempted		Comments: <input type="text"/>	<b>Residence Address</b> Address: 45 Walnut St <input type="text"/> City: Foxboro

- **Scheduling/ ReScheduling → Exempted**

Exempted is only available during the 5 weeks of the RESEA Program (From Notice Date to RESEA Deadline). The Exempted box will be greyed out when RESEA Deadline has past.

		SSN: XXX-XX-1503	ID:
<b>Current Appointment</b> <b>Not Currently Scheduled</b>		<b>CCS Scheduling</b> <input type="button" value="Cancel Appointment"/>	
<b>Notification Details</b> Notice Date: 05/21/2016   Attend by: 06/10/2016   Reschedule Attend by: 06/17/2016   RESEA Deadline: 06/24/2016			
<b>Scheduling/Rescheduling</b> <input type="checkbox"/> No Good Cause or After Sanction <input type="checkbox"/> Good Cause - Excused <input checked="" type="checkbox"/> Exempted		Comments: <input type="text"/>	<b>Residence Address</b> Address: 45 Walnut St <input type="text"/> City: Foxboro State: MA   Zip: 02035-2529
<b>Schedule [S]</b> Schedule Date	In Approved Training Prior to Enrollment Return to Work Full Time Prior to Enrollment	Distance (Miles) <input type="text"/>	Participants/ Openings <input type="text"/>
		<b>Filter Schedule</b> Origin Zip Code: 02035-2529	

- **RESEA /EUC Exempted General Service**

The Applicant can be exempted from the RESEA Program for one (1) of the two (2) reasons shown below. This Exempted Service can be entered through the CCS Scheduling screen or on the General Service tab. This Exempted service is only possible during the 5 weeks, before the RESEA deadline.

**General Services Detail**

Services Provided

▶ Service Date: 06/22/2016 Last Update Date: 00/00/0000

▶ Career Center: BerkshireWorks - Pittsfield ▶ Staff ID: MMEIB Hours: .0

▶ Description:

▶ Category: RESEA/EUC Exempted ▶ Service Detail:

In Approved Training Prior to Enrollment  
Return to Work Full Time Prior to Enrollment

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

OK Cancel

## Revisions to Employer Services

The set of employer services available for tracking in MOSES has been revised. Categories have been renamed (e.g. Administrative Activities is now Marketing/Outreach Activities), Services have been re-categorized (e.g. Outplacement Services moves to Education and Training), new categories have been added (e.g. Referrals to Grants and Incentives, Outcomes) and most importantly, the definitions of the business services have been more clearly defined.

One general theme of the revisions is to better align the flow of service to businesses with the tracking, starting with Marketing/Outreach through to, ideally, Referrals and Outcomes.

While services to business involve ongoing interaction and communication, and are not necessarily linear, there is a *flow of services* that happens. For example, staff may provide an introduction to a business by offering Marketing/Outreach services, then provide more focused and in depth information via the Business Information and Incentives set of services. Education and Training and Labor Market services may be provided, and perhaps Referrals that lead to beneficial Outcomes to the business.

Training will be scheduled on the use of the new service set. Until that time, please make sure to carefully review the new definitions (Attachment A), services, and categories, and use them accordingly. Also note that the summary text box for services has been expanded to capture up to 1000 characters, with the expectation (that will be reviewed by Field Management & Oversight) that there will be detailed summary descriptions associated with each service. Also review Policy Issuance 02-102 to learn about the revisions.



An example of how the new services might be used, including a referral/outcome:

## Example of a sequence of services (Apprenticeship)

