MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

MassWorkforce Issuance

100 DCS 02.110 □ 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: June 24, 2016

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

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 <u>Thomas.M.Cartier@State.MA.US</u>. Please reference

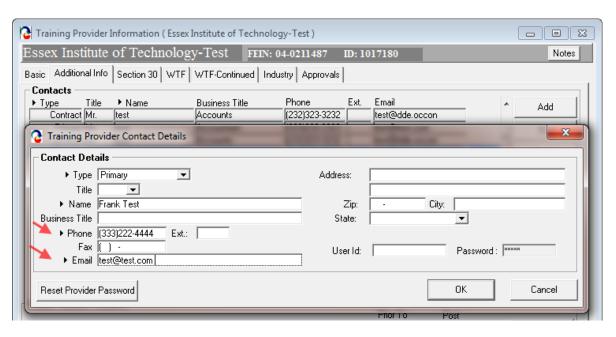
this MassWorkforce Issuance number in your inquiry.

Attachment: A. Employer Services Definitions

Description of Key Changes in MOSES Version 35.7

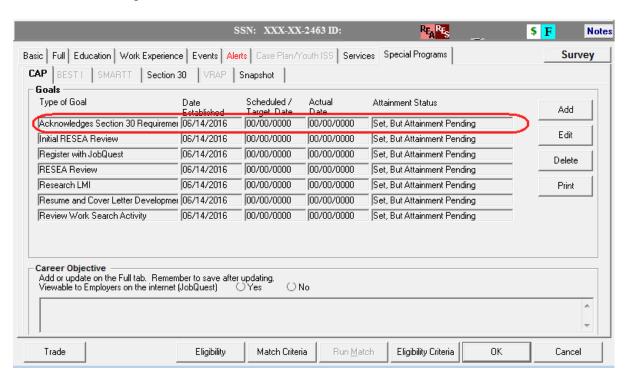
Training Provider Contacts Screen

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

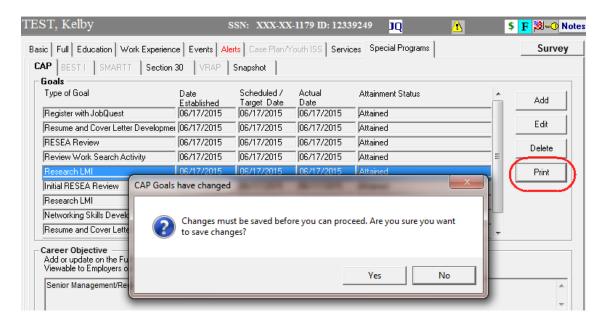


Special Programs/CAP Tab

- 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.



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



• 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."

	CAREER ACT	receits threathin			
	ensed Practical Nursing Position lursing home, Correctional and l			of the Elderly, Mental Health and Develo	
Goal Type	Goal Status	Scheduled / Target Date		Goal Action Steps	Created By
Research LMI	Set, But Attainment Pending				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
	nd participation needed for n	ne to compl	ete this pla	ctions selected. n, including meeting with Career Cen ply with this plan will result in a loss o	
Marie Delients.					
I have been informed about the Train TOP/Section 30 application within the unemployment benefits.					
Customer Signature:	Staff Signatu	ıre:		Date:	Page 1

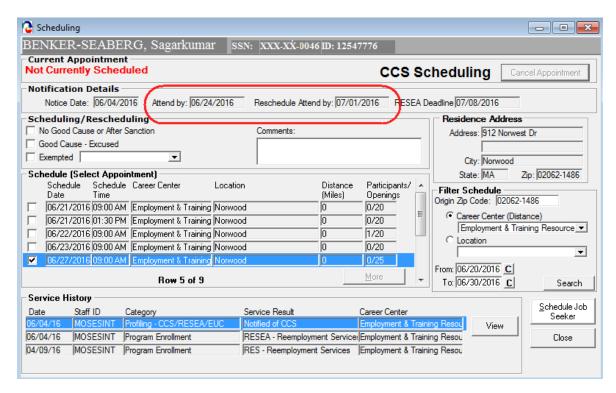
• CCS Scheduling Screen Updates

- 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 → 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 4th week (date between Attend By and Reschedule Attend by).



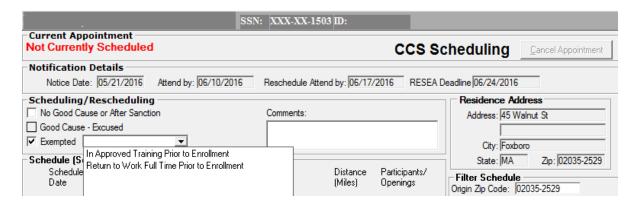
Scheduling/ ReScheduling → No Good Cause or After Sanction

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



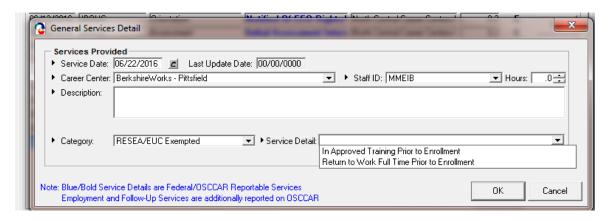
• Scheduling/ ReScheduling → Exempted

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.



• 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.



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)

