

MassWorkforce Issuance

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☐ 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: September 14, 2016

Subject: **MOSES Version 35.8 Released on September 21, 2016 – Revised**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce investment partners that MOSES 35.8 is scheduled for release to the desktops on Wednesday, September 21, 2016.

Background: The release date to the field for MOSES 35.8 is Wednesday, September 21, 2016.

This will be a weekday night-time build.

MOSES will be shut down at 4:00 p.m. on Tuesday, September 20, 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, September 20, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, September 21, 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 September 20 and that Career Centers and other MOSES users plan their workloads accordingly in preparation for MOSES to shut down at 4:00 p.m.

Inquiries: Please email all questions to Thomas.M.Cartier@MassMail.State.MA.US. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 35.8

Special Programs – CAP Goals

The timeframe for Section 30 applications has changed from 15 to 20 weeks

- Updated the number of weeks on the CAP goals printout as shown below:
“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 20 weeks** of receiving my UI benefits to be potentially 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 Opportunities Program (TOP/Section 30) and understand that I must submit a complete TOP/Section 30 application within the first 20 weeks of receiving my UI benefits to be potentially eligible for Section 30 unemployment benefits.

Customer Signature: _____ Staff Signature: _____ Date: _____

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- The CAP goal “Acknowledges Section 30 Requirements” – The Reason Description message when goal is set to attained has been updated from 15 weeks to 20 weeks.

Reemployment Services Goals and Tasks Details

Add Goal Action Steps

Type of Goal: Acknowledges Section 30 Requi Date Established: 05/25/2016 Scheduled/Target Date: 06/01/2016

Attainment: Attained Actual Date: 06/01/2016

Reason Description: Claimant has signed off and acknowledges that they have been informed about the Training Opportunities Program (TOP/Section 30) and understands they must submit a complete TOP/Section 30 application within the first 20 weeks of receiving UI benefits.

Created Office: BerkshireWorks - Pittsfield

Last Modified Office: BerkshireWorks - Pittsfield Last Modified Date: 06/01/2016 By: TSTAF

OK Cancel

Career Center Seminar Events

- Can now update the Career Center Seminar Description
NOTE: This will display to the public on JobQuest

The standard description for the Career Center Seminar is as follows:

"The Career Center Seminar is your opportunity to learn about the full array of services, events, and programs available at the Massachusetts One-Stop Career Centers. Bring Work Search and arrive 15 minutes early."

This can now be modified or expanded by career centers to include more detail.

The screenshot shows the 'Event Creation (22381)' window with the 'Event Details' tab selected. The 'Event Information' section includes fields for Event Name (Career Center Seminar), Event Category (CCS/RED), Career Center (JobNet), Duration (3.0), and Fee Based (unchecked). The 'Event Description' field contains the text: "The Career Center Seminar is your opportunity to learn about the full array of services, events, and programs available at the Massachusetts One-Stop Career Centers. Bring Work Search and arrive 15 minutes early." A red arrow points to this field. Below the Event Information section is the 'Service Type' dropdown and the 'Associated Services' list. The 'Selected Services' table shows the following:

Service	Hours
Job Search Planning	.5
Career Center Services/Events/Programs	.8
Notified Of EEO Rights/Complaint Process	.2
Labor Market Info - Staff Assisted	.3
Initial Assessment Interview	.2

The 'Inactivate Event' section has 'Yes' and 'No' radio buttons, with 'No' selected. The 'OK' and 'Cancel' buttons are at the bottom right.

- Can now add a Prerequisite to the Career Center Seminar Events
NOTE: This will display to the public on JobQuest

The screenshot shows the 'Event Creation (22381)' window with the 'Event Details' tab selected. The 'Event Information' section includes fields for Event Name (Career Center Seminar), Event Category (CCS/RED), Career Center (JobNet), Duration (3.0), and Fee Based (unchecked). The 'Prerequisite Required' checkbox is checked, and a red arrow points to it. The 'Event Description' field contains the text: "The Career Center Seminar is your opportunity to learn about the full array of services, events, and programs available at the Massachusetts One-Stop Career Centers. Bring Work Search and arrive 15 minutes early." A dialog box titled 'Massachusetts One Stop Employment System' is overlaid on the bottom right, containing the text: "Can Now add a prerequisite to the Career Center Seminar. This can be used to remind the customer to arrive 15 minutes early, do not bring children, etc. Can be used to remind customer to bring work search, register on JobQuest." The 'OK' and 'Cancel' buttons are at the bottom right of the dialog box.

- The Prerequisite will display on the Event Schedule screen

Job Seeker Scheduled Events

Event Schedule

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings	
Career Center Seminar	Heritage Room/125 & N	ValleyWorks - Career Cen	09/01/2016	09:00 AM	0/60	P
Career Center Seminar	The Merrimack Room /	ValleyWorks - Career Cen	09/07/2016	10:00 AM	1/34	P

Schedules (899756)

Event Information

▶ Event Name: Career Center Seminar

Event Description: The Career Center Seminar is your opportunity to learn about the full array of services, events, and programs available at the Massachusetts One-Stop Career Centers. Arrive 15 minutes early.

▶ Career Center: Career Center

Location: Room 302

▶ Facilitator: TSTAF

Co-Facilitator 1:

Co-Facilitator 2:

▶ Openings: 25 Calendar: ☐ Do not display on Internet ☐

▶ Date: 09/01/2016 ▶ Time: 02:00 PM Overwrite Time

Recurring: Instances:

Prerequisite:
Bring work search activity log and your resume. Register on JobQuest. Please do not bring children.

OK Cancel

- JobQuest View of Events Detail
The Event Description and the Prerequisite will display to the customers

The Executive Office of Labor and Workforce Development (EOLWD) Login / Register

Massachusetts JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help

Search and Find Jobs in Massachusetts with JobQuest » Search Events » Event Details

Event Information **Event Name:** Career Center Seminar **Event Type:** Not Specified

Event Date: Tuesday 09/06/2016
Event Time: 08:30 AM

Career Center Location

Career Center: Sample Career Center
Address: 19 Staniford St
Boston, Ma 02180
 Map this location
Phone: (617) 555-2000

Event Description:
The Career Center Seminar is your opportunity to learn about the full array of services, events, and programs available at the Massachusetts One-Stop Career Centers. Bring your work search and arrive 15 minutes early.

Prerequisites:
Bring work search activity log and your resume. Register on JobQuest. Please do not bring children.

Registration Information:
Fee: \$0.00
Website: www.careercenter.gov

Print Return to List Previous Next

Event Scheduling Screen – Added Yellow RESEA icon (RESEA Program Exited)

- The Yellow RESEA icon (RESEA Program Exited) now displays on Event Scheduling screens for all events

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	Funding Source	Scheduled By	Attended		
<input type="checkbox"/>	###-##-9819	12345678	Joe	Test				<input checked="" type="radio"/> Yes <input type="radio"/> No	RE	\$

Quick Search Add Delete OK Cancel Go to Job Seeker

- For Career Center Seminars, the Yellow RESEA icon and the RESEA Review Deadline Date displays

Job Seeker Event Participation Entry

Scheduled Event

Name: Facilitator:

Career Center: Co-Facilitator 1:

Date: Time: Co-Facilitator 2:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	RESEA Review Deadline	Scheduled By	Attended			
<input type="checkbox"/>	###-##-5204	11144432	Jay	Test	222-777-4321	05/13/2016	TSTAF	<input checked="" type="radio"/> Yes <input type="radio"/> No	RE	RE	\$ JQ
<input type="checkbox"/>	###-##-1132	11122233	Joel	Practice			IVRSCCS	<input checked="" type="radio"/> Yes <input type="radio"/> No			JQ
<input type="checkbox"/>	###-##-6335	11122121	Susan	Test	112-333-2323		IVRSCCS	<input checked="" type="radio"/> Yes <input type="radio"/> No			\$ JQ
<input type="checkbox"/>	###-##-6251	11133321	Fred	Practice	112-666-2323	05/13/2016	IVRSCCS	<input checked="" type="radio"/> Yes <input type="radio"/> No	RE		\$ JQ
<input type="checkbox"/>	###-##-3532	22211133	Sam	Test	112-333-2323	05/13/2016	IVRSCCS	<input checked="" type="radio"/> Yes <input type="radio"/> No	RE		\$ JQ

Quick Search Add Delete OK Cancel Go to Job Seeker

Military Information

- 'Homeless Veteran or at risk of being homeless' question - When answered Yes, the HVRP (Homeless Veterans Reintegration Program) Grant No field will be available. This is used for WIOA reporting and should be entered when known, but **is not** a required entry.

Case Management

- New *Measureable Skill Gain* goal type has been added for Case Management 'Secondary Diploma or Equivalent' with the Goal Narrative "Measurable Skill Gain goal: The participant attains a secondary school diploma or recognized equivalent."

New Call-In/Pre-Referral Contact Service

Since the Demand Driven 2.0 concept requires that a job seeker be vetted before being referred to a business for a position, and, since confirmation of an employer application completion is required prior to adding the **Job Referral – Staff/Pending** service, it is important for career center staff to have the ability to track job seekers that have been vetted, but have not yet confirmed their application for the position.

At the point at which a job seeker has been vetted; that is, screened and met requirements for the position, resume reviewed and provided the employer's application instructions, staff may enter the new service of **Call-in/ Pre-Referral Contact** with service result **Vetted/Pending Application Confirmation**.

Using this approach, staff will easily be able to see which of their caseload have been referred to the position after being vetted, but still await the application completion confirmation. Use of this new tracking feature is intended as an option for career center staff to maintain their referral caseload.

Job Order –Selected Job Seekers Tab

New Service: **Call-in/Pre-Referral Contact, Vetted/Pending Application Confirmation**

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/09/16	MMEIB	Call-In /Pre-Ref	Pending	test, ENIZ	###-##-4641	11565705	999-555-1111

Job Seeker Services/Employment Tab

After the Call-in – Vetted service added. **Note that it is blue bold.**

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone
09/09/2016	MMEIB	Call-In/ Pre Referral	Vetted/ Pending	UPS		7555060	(508) 790-2749

Once confirmation of the application is received / sent to the employer, staff may change the Call-In Service Type to **Job Referral – Staff**

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/09/16	MMEIB	Call-In/ Pre-Ref	Vetted/ A	test_ENIZ	###-##-4641	11565705	999-555-1111

Buttons: Add, Filter, Go to Job Seeker

The service result will default to **Pending**.

NOTE This means that you have confirmed that the Application was submitted to the employer.

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/13/16		Job Referral - Staff	Pending	TEST_SURLY	999-21-3237	11565705	- -

Buttons: Add, Filter, Go to Job Seeker

Buttons: Employer, Run Match, OK, Cancel

This will result in the following two (2) services.

Job Order (7555059) - Seasonal Drivers

UPS FEIN: 13-1426500 ID: 1007344

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
09/09/16	MMEIB	Job Referral - Staff	Pending	test_ENIZ	###-##-4641	11565705	999-555-1111
09/09/16	MMEIB	Call-In/ Pre-Referral	Job Referral - Staff	test_ENIZ	###-##-4641	11565705	999-555-1111

Buttons: Add, Filter, Go to Job Seeker

Job Seeker Services/Employment Tab

View of Job Seeker Services/Employment tab. **Note both services are blue bold.**

Job Seeker Membership (test, ENIZ)

test, ENIZ SSN: XXX-XX-4641 ID: 11565705

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

General Employment Administrative Testing Course/Activity Youth Goals

Services

Service Date	Staff ID	Service Type	Service Result	Employer Name	Job Start Date	Job Order Number	Phone	
09/09/2016	MMEIB	Job Referral - Staff	Pending - Applicat	UPS		7555059	(508) 790-2749	Add
09/09/2016	MMEIB	Call-In/ Pre-Referral	Job Referral - Sta	UPS		7555059	(508) 790-2749	Edit
								Delete