

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

MassWorkforce Issuance

100 DCS 02.114

☐ 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 19, 2017

Subject: **MOSES Version 36.0 to be Released on April 26, 2017**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 36.0 is scheduled for release to the desktops on Wednesday, April 26, 2017.

Background: The release date to the field for MOSES 36.0 is Wednesday, April 26, 2017 and will be a weekday nighttime build.

MOSES will be shut down at 4:00 p.m. on Tuesday, April 25, 2017 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 25, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, April 26, you will have the new version of MOSES available and any work done prior will be saved.

Action

Required: Local Workforce Development Boards, Career Center Operators, and workforce partners should ensure that their staffs are made aware of the MOSES shutdown on Tuesday April 25, 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@MassMail.State.MA.US. Please reference this MassWorkforce Issuance number in your inquiry.

Description of Key Changes in MOSES Version 36.0

RESEA Yellow Exit Icon Display Criteria Updated

The RESEA Yellow Exit Icon displays on the Applicant Record and the Events Participation screen under the following conditions.

The Yellow Exit Icon will only display for UI Claimants who:

- **are exited** from the RESEA program
- and are still **within their UI benefit year**
- and **have a RESEA Review Sanction** for not attaining their RESEA Review
- and **do not have a Completed Status Review service** (Attained RESEA Review) after the sanction

These are the claimants that may need their RESEA Exit deleted so they can attain their RESEA Review.

Applicant Record

The screenshot displays the 'Applicant Record' for 'Christ Dan' with SSN: XXX-XX-2839. The interface includes a top navigation bar with tabs: Basic, Full, Education, Work Experience, Events, Alerts, Case Plan/Youth ISS, Services, Special Programs, and Survey. A red arrow points to a yellow 'RESEA' icon in the top right corner, next to a red prohibition sign. The 'General Information' section contains fields for First Name (Dar), Last Name (Christ), Date of Birth (07/15/1980), Gender (Female), and Military status (No). The 'Address' section shows 19 Staniford St, Worcester, MA 01602. The 'Programs' section indicates the 'Last Reportable Service Date: 01/12/2009'.

Career Center Seminar Event Participation

The image shows two overlapping windows from a software application. The top window, titled "Job Seeker Scheduled Events", displays a table of events. The bottom window, titled "Job Seeker Event Participation Entry", shows details for a specific event and a list of participants.

Job Seeker Scheduled Events Table:

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings
Career Center Seminar		Tempa Career Center	03/30/2017	09:00 AM	11/25
Interviewing Talent Connect		Attleboro Career Center	03/20/2017	10:00 AM	10/15

Job Seeker Event Participation Entry - Scheduled Event Details:

Name: Career Center Seminar
 Career Center: Tempa Career Center
 Date: 03/30/2017 Time: 09:00 AM

Participant List:

Non Moses Applicant	SSN#	Job Seeker ID	First Name	Last Name	Phone No	RESEA Review Deadline	Scheduled By
<input type="checkbox"/>	###-##-9694		Claribeth	Akowuah			MMEIB
<input type="checkbox"/>	###-##-5978		ISABELO	ANDRUSICK		07/29/2016	MMEIB
<input type="checkbox"/>	###-##-4968		Cyndee	ARRIGAL JR		11/04/2016	MMEIB
<input type="checkbox"/>	###-##-2839		Danniele	Christopherson		01/13/2017	MMEIB

Buttons at the bottom: Quick Search, Add, Delete, OK, Cancel, Go to Job Seeker.

Special Programs, CAP Goals – Pre-Populate Scheduled/Target Dates

When the Scheduled/Target Date is entered on the RESEA Review goal, this Scheduled/Target Date will also pre-populate (if empty) for the following 4 goals:

- Register with JobQuest
- Research LMI
- Review Work Search Activity
- Resume and Cover Letter Development

The image shows the "Reemployment Services Goals and Tasks Details" window. A red arrow points to the "Scheduled/Target Date" field, which is pre-populated with "03/22/2017".

Reemployment Services Goals and Tasks Details:

Add Goal Action Steps

Type of Goal: RESEA Review
 Date Established: 03/10/2017
 Scheduled/Target Date: 03/22/2017
 Attainment: Set, But Attainment Pending
 Must Be Attained By: 3/17/2017
 Actual Date: 00/00/0000

Reason Description:

Created Office: Attleboro Career Center
 Last Modified Office: Attleboro Career Center
 Last Modified Date: 03/10/2017 By: MOSESINT

Buttons: OK, Cancel

Results in Scheduled/Target Date being populated

Colter, Mel SSN: XXX-XX-9642 ID: REA RES \$ 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	03/10/2017	03/22/2017	00/00/0000	Set, But Attainment Pending
Research LMI	03/10/2017	03/22/2017	00/00/0000	Set, But Attainment Pending
Review Work Search Activity	03/10/2017	03/22/2017	00/00/0000	Set, But Attainment Pending
Resume and Cover Letter Development	03/10/2017	03/22/2017	00/00/0000	Set, But Attainment Pending
RESEA Review	03/10/2017	03/22/2017	00/00/0000	Set, But Attainment Pending
Acknowledges Section 30 Requirement	03/10/2017	03/10/2017	03/10/2017	Attained
Initial RESEA Review	03/10/2017	03/10/2017	03/10/2017	Attained

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

Applicant Full Screen - Added Disability Types to Comply with WIOA Requirements

- Expanded **Disability Types** to include 'Learning Disability' and 'Chronic Health Condition'. Hover over the type for disability description.
- Moved the **Dislocated Worker** checkbox to below the Language Details, and moved the **Career Objective** to the bottom right side of screen.

Florek, THESSEU SSN: XXX-XX-4641 ID: JQ \$ F Notes

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

General Information Military Information Barriers Assistance

Additional Information

Employed: ☐ Not Employed: ☐ Immigrant: ☐ Yes ☐ No

Disability: ☒ Yes ☐ No ☐ Not Disclosed

Disability Comment:

Type: ☐ Mobility ☐ Mental ☒ Hearing ☐ Vision ☐ Cognitive ☐ Learning Disability ☒ Chronic Health Condition

Primary Language: English

Language Details: Spanish and Italian

Dislocated Worker ☐

Summer Youth ☐

Permanently Separated (HITG): ☐ Last Modified: 00/00/0000

Economically Disadvantaged

Family Size: 1

Is your family income for the last six months below \$5,885.00? ☒ Yes ☐ No

Education

In School: ☐ Yes ☐ Yes - In Alternative School ☒ No

Highest Degree: Bachelor Degree

Work Search Verification

Claimant ID

Verified By:

Migrant Status

☐ Seasonal Farm Worker, Non Migrant ☐ Migrant Farm Worker ☐ Migrant Food Processor

Long-Term Unemployed (27+ weeks) ☐

Career Objective

Viewable to Employers on the Internet (JobQuest) ☒ Yes ☐ No

Nurse or Medical Related Occupation

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

Barriers Screen Updated to Comply with WIOA Requirements

1. Moved **Below Grade Level** from the Eligibility section.
2. Renamed **Labor Market Discrimination** to **Labor Market Discrimination/Cultural Barrier**.
Cultural Barrier Description - a participant, at program entry, perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.
3. Added **Low Levels of Literacy** to the Eligibility section. This new barrier was added to the Skills Deficiency determinant logic for WIOA Youth Eligibility. It is also a determinant of *Basic Skills Deficiency* for WIOA Adults and should be used by staff in determining WIOA Adult priority of service.
Low Levels of Literacy Description – a participant who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.

TEST, SURLY SSN: 999-21-3237 ID: 11565705

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

General Information Military Information Barriers Assistance

<input checked="" type="checkbox"/> Below Grade Level <input type="checkbox"/> DCF Youth <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> DYS Youth <input type="checkbox"/> Financial <input type="checkbox"/> Health <input type="checkbox"/> Housing <input type="checkbox"/> Labor Market Discrimination/Cultural Barrier <input type="checkbox"/> Lack of Childcare/Eldercare <input type="checkbox"/> Lack of Credentials, Certification, Licensing <input type="checkbox"/> Lack of Marketable/Occupational Skills	<input type="checkbox"/> Lack of Self-Sufficiency <input type="checkbox"/> Lack of Transportation <input type="checkbox"/> Legal <input type="checkbox"/> Limited Basic Educational Skills <input type="checkbox"/> Limited Job Search Skills <input type="checkbox"/> Other <input type="checkbox"/> Probation/Court Involvement <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Underemployed <input type="checkbox"/> Work History (limited,gaps,none,etc.)	Eligibility <input type="checkbox"/> Below Grade Level <input type="checkbox"/> Disability <input type="checkbox"/> English Language Learner <input type="checkbox"/> Foster Child <input type="checkbox"/> Homeless <input checked="" type="checkbox"/> Low Levels of Literacy <input type="checkbox"/> Offender/Subject to Justice System <input type="checkbox"/> Pregnant/Parenting Issues <input type="checkbox"/> Runaway Youth <input type="checkbox"/> Youth Not Attending, but of Compulsory Age <input type="checkbox"/> Youth Requiring Additional Assistance
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Note: Barriers should not be unchecked when they are resolved. Instead, a barrier note should be added to indicate how the barrier was resolved. Also be aware that checking the Eligibility barriers will affect eligibility.

Barrier Notes

Driving Directions button on Job Matches connects to Google Maps

Driving Directions

Match Results for Job Seeker Lemonjello, Frank

Unfiltered Matching Job Orders * - 26

Job Order No	Company	Position	Pay/Year (\$)	Dist. (mils)	Action	Results	City	Job Order Category	M. Ratio	D. Ratio
8540534	Chick-fil-A	cooks	22,880	64	Pending	Pending	Boston	Regular	0/0	0/0
8540533	Chick-fil-A	cooks	22,880	64	Pending	Pending	Boston	Regular	0/0	0/0
8540532	Chick-fil-A	cooks	22,880	64	Pending	Pending	Boston	Regular	0/0	0/0
8540465	Cracker Barrel	Cook	22,880	66	Pending	Pending	Boston	Regular	0/0	0/0
8540464	Cracker Barrel	Cook	22,880	66	Pending	Pending	Boston	Regular	0/0	0/0
8540463	Cracker Barrel	Cook	22,880	66	Pending	Pending	Boston	Regular	0/0	0/0
8540462	Cracker Barrel	Cook	17,160	66	Pending	Pending	Boston	Regular	0/0	0/0
8425205	Roche Bros. Supermar	Prepared Foods		63	Pending	Pending	West Roxbury	Regular	0/0	0/0
8503948	Big Bites Pizza	Grill Cook Frylatc		65	Pending	Pending	Jamaica Plain	Regular	0/0	0/0
1590155	Olive Garden	Line Cook		67	Pending	Pending	Dorchester	Regular	0/0	0/0

M.Ratio --> Mandatory Ratio / D.Ratio --> Desired Ratio

Row 1 of 26

* Filtering Job Orders by date created and/or Industry may alter the results you see.

More More Matches Fewer Matches

Refine Match Criteria **Driving Directions** JD Match Edit View Details OK Cancel

New Case Plan Goal and Update to the Job Seeker Case Plan Document

- **Education** added as a new Common Goal. Used to record a goal of attainment of a secondary or postsecondary certificate/degree.

Case Goal Details

Staff ID: JBOUC

Select Goal

☒ Common Goal ☐ Individually Designed Goal

Type: Education

Priority: Medium

Goal Schedule

Created Date: 04/04/2017

Due Date: 05/31/2018

Completed Date: 00/00/0000

Goal Status

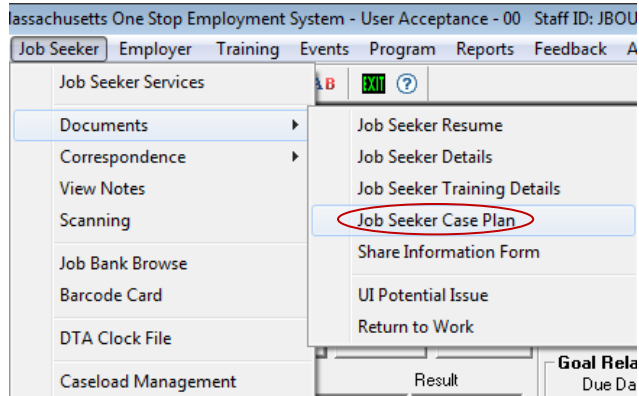
Pending

Goal Narrative

Attain post secondary degree.

OK Cancel

- **Job Seeker Case Plan document** was updated to print the new goals.



Job Seeker – Case Management – Case Plan Document – Prints out all the Goals by Type

MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM PLAN FOR SUCCESS				
Customer Name: DTA WPP Tracking				
MOSES Job Seeker ID: 12517794		Case Plan Number: 12517794001(001)		
Caseworker Name: Joan Boucher				
SECTION II – GOALS AND PLAN OF ACTION				
COMMON GOALS				
Goal Due Date	Goal Type	Goal Status	Task Due Date	Task
04/18/18	Education	Pending		
03/31/18	Occupational Skills	Pending		
07/24/18	Employment	Pending		
Measurable Skills Gain Goals				
Goal Due Date	Goal Type	Goal Status	Task Due Date	Task
03/30/18	Educational Achievement	Pending		
03/27/18	Transcript/Report Card	Pending		
Benchmark Goals				
Goal Due Date	Goal Type	Goal Status	Task Due Date	Task
03/31/18	Complete Training Within Approved Timeframe	Pending		
INDIVIDUAL GOALS				
Goal Due Date	Goal Type	Goal Status	Task Due Date	Task
Career Center Name: Attleboro Career Center				
Date Printed: 04/05/2017				
Page 1 of 2				

Programs Suppressed from the Basic Tab

- DOE Funded SMARTT
- DTA Direct Placement
- DTA Post Placement
- Education Rewards Loan Program
- EUC REA
- Job Corps
- NPA Food Stamps
- Other Federal Training
- Other State And Local Training
- Profiling
- WOTC

New Partner Program Added

- SCSEP (Senior Community Service Employment Program) was added as a statewide program and should be used for customers who receive services from SCSEP.

Test, Frankly SSN: XXX-XX-9697 ID: [Icons] Notes

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

General Information

First Name: Frankly Middle Initial: []
Last Name: Test Gender: ☒ Male ☐ Female
Date of Birth: 01/01/1952 Military: ☐ Yes ☒ No
Release Information?: ☐ Yes ☒ No Other Eligible: ☐ Yes ☒ No

Ethnicity Hispanic or Latino: ☐ Yes ☒ No

Race
☒ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Programs Last Reportable Service Date: 03/08/2017

Program Name	Apply Program Status	History
School To Work	<input type="checkbox"/> []	[]
SCSEP	<input checked="" type="checkbox"/> Enrolled	[]
Section 30	<input type="checkbox"/> []	[]

Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center: []

Residence Address: [] Mailing Address: []

Address
Address: 19 Staniford Dr
Country: United States of America
Zip: 02114 City: Boston
State: Massachusetts
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact
Home Phone: [] - [] Email: []
Other Phone: [] - []
Web Address: [] ☐ Prefers Emails

Special Accommodations

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

SCSEP Program Enrollment General Service

General Services Detail

Services Provided
Service Date: 04/06/2017 Last Update Date: 04/06/2017
Career Center: Career Center of Lowell Staff ID: JB0UC Hours: 1
Description: []
Event: []
Category: Program Enrollment Service Detail: Senior Community Service Employment Program (SCSEP)
OK Cancel