

Mass Workforce Issuance

100 DCS 02.117

☐ 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 21, 2017

Subject: **MOSES Version 36.3 will be released on September 27, 2017**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES 36.3 is scheduled for release to the desktops on Wednesday, September 27, 2017.

Background: The release date to the field for MOSES 36.3 is Wednesday, September 27, 2017.

MOSES will be shut down at 4:00 p.m. on Tuesday, September 26, 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, September 26, and then log off MOSES. This will ensure that when you log into MOSES on Wednesday, September 27, 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 staff are aware of the MOSES shutdown on Tuesday September 26, 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.

Attachment: A. DCS CITRIX/MOSES Request Form
B. MOSES Data Integrity and Confidentiality Agreement

Description of Key Changes in MOSES Version 36.3

1. New 'JQ Candidate Access' indicator added to JobQuest Employer

When checked, it allows the Employers who are logged into JobQuest, to view the Job Seekers (candidates) contact information.

This feature will allow Career Center Directors to give access to JobQuest employers to contact job seekers directly, if the job seeker has indicated they are willing to be contacted by employers (i.e., their information is not confidential). MOSES users having above Standard access will be able to approve access through MOSES upon authorization by the Career Center Director.

The screenshot displays the 'Employer Registration' window for a 'Sample Employer'. The window has a title bar with standard Windows controls. Below the title bar is a header area with the employer's name, FEIN (11-9999999), ID, and a 'JQ' logo circled in red. A 'Notes' button is on the right. The main area contains several tabs: 'General Info', 'Employer Contacts', 'Events', 'Account Representatives', 'Programs and Benefits', 'Employer Services', and 'Closing / Layoff'. The 'General Info' tab is active, showing 'Company Information' and 'Industry' sections. The 'Company Information' section includes fields for Name, FEIN Number, Number Of Employees, Web Address, Doing Business As, Employer Type, Federal Contractor, Primary Phone, and Career Center. The 'Industry' section includes fields for NAICS Code, SIC, NAICS Sector, NAICS Subsector, NAICS Ind Group, NAICS Industry, and NAICS US Industry. The 'Status' section has radio buttons for 'Access Approve' and 'Access Denied', and a 'Validated By' field. The 'JQ Candidate Access' checkbox is checked and circled in red. Below this checkbox is a message: 'By checking this box you are allowing this Employer to view Candidates Contact information through JobQuest'. The 'All Job Orders' and 'Open Job Orders' sections are also visible. The 'JQ' logo is circled in red.

Chapter 115 Veteran Benefits indicator has been added as a new Assistance Category on the Full – Assistance tab.

test, test SSN: 999-44-1212 ID: 12627737 JQ

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

General Information Military Information Barriers Assistance

Assistance Categories

☐ TAFDC Long Term TAFDC: ☐ Yes ☒ No ☐ Refugee Assistance

☒ EAEDC ☐ SNAP (Supplemental Nutrition Assistance) ☐ Chapter 115 Veteran Benefits

☒ SSI ☐ Free/Reduced Price Lunch ☐ SSDI ☐ Previous SSDI Recipient ☐ Ticket to Work

The indicator will also display (but is not updatable) on the Full – Military Information tab.

test, test SSN: 999-44-1212 ID: 12627737 JQ

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

General Information Military Information Barriers Assistance

Military Branches

Branch	Type of Discharge/Status	Start Date	Release Date	DD214
Army	Honorable	03/05/2005	03/08/2010	

Add Edit Delete

Veteran Information

Is Your Disability Service Connected? ☐ Yes ☒ No

Campaign Badge ☐ Yes ☒ No

Homeless Veteran or at risk of being homeless ☐ Yes ☒ No ☐ Not Disclosed

Offender who has ever been incarcerated ☐ Yes ☒ No ☐ Not Disclosed

Type of Veteran: Other Veteran

☒ Chapter 115 Veteran Benefits (updatable on the Assistance tab)

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel

The **Chapter 115 Veteran Benefits** will also be captured through JobQuest on the Additional Demographics section under public assistance.

Additional Demographics
Answering the following questions could allow workforce agencies to help identify possible resources that could benefit you in finding a job.

• In the previous 12 months have you been unemployed for 27 or more weeks (6 months)? ☒ Yes ☐ No

• Do you have a disability? ☒ Yes ☐ No ☐ Choose not to answer

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

• What is your family size?

• Is the total income or all the family members living in your household for the last six months below \$6,030.00 ☐ Yes ☒ No

Check all of the following hardships to finding employment that apply to you:

☐ Homeless ☐ Offender

If you are receiving any public assistance, please check all that apply to you:

☐ Supplemental Security Income (SSI) ☐ Supplemental Nutrition Assistance Program (SNAP)

☐ Social Security Disability (SSDI) ☐ Transitional Aid for Families with Dependent Children (TAFDC)

☐ Chapter 115 Veteran Benefits ☐ Emergency Assistance to Elderly, Disabled & Children (EAEDC)

The staff employer field is being expanded to better identify the employing agency/partner. This will continue to be expanded as necessary.

The following selections are available for EOLWD Employees:

- DCS - Department of Career Services
- DUA – Department of Unemployment Assistance
- EOLWD – Executive Office of Labor and Workforce Development
- Other – Requires text entry of Employer

► Employer: Other ▼
 ► Other:

The screenshot shows the 'Staff Registration' window with the 'Security Information' tab selected. The 'EOLWD Employee' field is set to 'Yes'. The 'Employer' dropdown menu is open, showing a list of options: DCS, DUA, EOLWD, and Other. The 'Access Point - NSCC - Lynn' is selected in the 'Selected Locations' list. The 'Ad Hoc Reporting Access' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

For non EOLWD:

- CBO – Community Based Organization
- DTA – Department of Transitional Assistance
- OSCC – One-Stop Career Center
- WDB – Workforce Development Board
- Other – Requires text entry of Employer

► Employer: Other ▼
 ► Other:

2. Maximum allowance for backdating is capped at 60 days

Any change will need to be authorized and requested through a MOSES change request via the DCS Citrix/MOSES Request Form. See attachment A.

3. DCS CITRIX/MOSES REQUEST FORM

The DCS CITRIX/MOSES Request Form will now be required for all access to MOSES/CITRIX and any changes to MOSES access rights. This will consolidate several processes previously used for Help Desk, MOSES training, reactivation, etc. This will allow better management of MOSES/CITRIX user accounts and related permissions. Also see MassWorkforce 100 DCS 02.101.1, MOSES and CITRIX Access Request Process and Required Policy Documents.

4. MOSES inactivates users that have not signed on for 90 days

Reactivation will now require submittal of the DCS CITRIX/MOSES REQUEST FORM. There is no change in the process for unlocking or resetting passwords. Occasional MOSES users should try to sign on at least once every three months to keep their MOSES account active.

Staff Registration					
Staff Registration Security Information Security Log					User Security Notes
Security Log Information					
Date	Staff	Career Center	System Function	Old Value	New Value
08/08/2017	MOSESBATC	Test Career Center	90 Days Inactive	On	Off
08/09/2016	STAFF	Test Career Center	SED	05-SEP-16	05-SEP-17
08/09/2016	STAFF	Test Career Center	Electronic Security Agreement	Off	On
08/08/2016	MOSESBATC	Test Career Center	Electronic Security Agreement	On	Off
05/25/2016	STAFF	Test Career Center	User PIN		
<div>OK</div> <div>Cancel</div>					

5. MOSES Data Integrity and Confidentiality Agreement

Attached is the new MOSES DATA INTEGRITY AND CONFIDENTIALITY AGREEMENT (Attachment B). This agreement replaces the current agreement that each MOSES user must accept in order to access MOSES. Each MOSES user will be prompted to accept the new agreement before the end of January 2018.

6. Supplement Wage Data for WIOA Performance

The US. Department of Labor has issued instructions on the use of Supplemental Employment and Wage Data for determining performance when a UI wage match is not found. These new requirements are more complex than those used previously for WIA. Modifications have been made in MOSES to collect the required information. DCS will be issuing separate instructions and providing training on the use of the new fields in MOSES. At this time, MOSES users should not be entering data in these fields.

Employment Services Detail

Services Provided

Service Date: 06/14/2017 Last Update Date: 07/30/2007

Career Center: Access Point - NSCC - Lynn Staff ID: LABRA

Description:

Service Type: Follow-Up - 6 Months /Quarter 2 Service Result: Employed

Employment Details

Employer: COMA Club Phone: () -

Job Title: Trainer Benefits: Pension/SS Only Union: Yes No

Pay (\$): 35.00 Pay Unit: Hour Apprenticeship: Yes No

Start Date: 07/30/2007 Offer Date: 00/00/0000 End Date: 00/00/0000 Incumbent Worker: Yes No

Duration: Full Time, Over 150 Days Hours/Week: 40.00 Total Quarter 2 Waives (\$): 12500.50

Additional Information

NAICS: 611420 SIC:

Sector: Educational Services Training Related: No

Subsector: Educational Services Non - Traditional: Yes No Verified: Yes No

Industry Group: Business Schools and Computer and Manag. UI System Employer: Yes No Sector: Public Private

Industry: Computer Training Verification Details:

US Industry: Computer Training Occupational Search:

Employer Address:

Occupational Code: 31101100

City: Pittsfield State: Massachusetts Home Health Aides:

How did Job Seeker learn about this job? Career Center

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

Industry Code Search Employer Search OK Cancel

7. **Providers Registered Under the National Apprenticeship Act** are automatically eligible for inclusion on the Massachusetts ETPL. Sponsors are not subject to the same application and performance information requirements due to the rigorous application and vetting process required for registered programs. The TrainingPro application has been modified to bypass the performance data screens for these providers. A footnote has been added to the course screen indicating that the provider of the course is a registered apprenticeship provider and that performance data is not required.

Training Provider Information (Boston Carpenters Apprenticeship & Training Fund)

Boston Carpenters Apprenticeship & Training Fund FEIN: 04-2398566 ID: 1022691

Basic | Additional Info | Section 30 | WTF | WTF-Continued | Industry | Approvals

Training Provider Information

Provider Name: Boston Carpenters Apprenticeship & Training Fund

Dept/Div:

D/B/A:

Subsidiary of a larger company: ☐ Do not Validate FEIN: ☐

Training Provider Address

Physical Address | Mailing Address

Street Address: 385 Market St.

Zip: 02135-

City: Brighton State: Massachusetts

Mailing Address Different? ☐

Training Provider Details

Web Address: http://www.bostoncarpenters. Type of Business Organization: Not-For-Profit Corporation

Tax Identification # /FEIN: 04-2398566

MA State Vendor Code:

DET ID: 47022661

Accredited/Licensed: ☐ Yes ☒ No ☐ Exempted

Provider/School License Number:

Expiration Date: 00/00/0000

No. of Employees: 50

Annual Budget/Revenue: \$2,400,000.00

Year Began Operation: 01/1966

Average Number of Students per teacher: 10

Permanent Employees: 7

Temporary Employees: 43

Authorized Signature: ☐

Type of School or Organization

Available

4 Year Private School

4 Year Public School

2 Year Private School

Selected

Registered Under National Apprenticeship Act

Courses OK Cancel

Training Course New (Boston Carpenters Apprenticeship & Training Fund)

Basic | Additional Info | Schedule | Performance | Costs | Youth Worksites | Targeted Occupations | Program Courses | Enrolled

Course Information

Course Name: Carpenter

Address: 1 Building Lane

Zip: 02114-

City: Boston

State: Massachusetts

Description:

* Training:

* Sub Training:

Activity Categories

Academic/Occupational Learning

Adult Education and Literacy Act

Alternative School

Basic ABE

Apprenticeship Training

WTW Contract Status:

* Course Capacity:

Year Course First Established/Offered: 0 On Site at Employer Location: ☐

Funded by Workforce Development Agency in last 3 years? ☐ Yes ☒ No

Course Type:

TAACCCT: ☐ Yes ☒ No

Archived Course: ☐

Approvals

SDA Name	Staff ID	Type	Specific Funding	Status	Start Date	End Date	Changes Confirmed
<p>To see Comments, click the "Com" button. <input type="radio"/> Show all approval records <input checked="" type="radio"/> Show approvals within one year</p>							

Provider Approval Status

This Provider is Registered Under the National Apprenticeship Act and so performance data is not required.

OK Cancel

8. **New Bulletin Text Box.** *For news and career center statewide postings.* Allows staff with career center coordinator or higher rights to post events, news and relevant information statewide on the MOSES Bulletin Board.

The screenshot shows a web application window titled "Massachusetts One Stop Employment System" with a subtitle "Thomas - Welcome...". It contains a login form with fields for "Do we have your correct e-mail address? :", "Do we have your correct phone number? :", and "Extension:". Below the form is a large text area containing a welcome message: "Welcome to MOSES 101!!!". To the right of this area is a list of three items: "New Vets grant. \$2000 hiring incentive grant", "Job Fair on the Common September 28, 2017 Common in Monument Square Downtown Leominster, MA", and "Harvest Job Fair October 17, 2017 Northern Essex Community College Haverhill, MA". Below the list is a red text box with instructions: "To see the Bulletin Board at any time, click HELP, VIEW BULLETIN BOARD. Career Center Managers may display Career Center specific messages in this section of the Bulletin Board - click ADMINISTRATION, CC MANAGEMENT, OFFICE MESSAGES, ADD. Messages placed in this section are visible only when staff are signed in to your location. The message will not be seen by staff signed in to other locations. If CC Managers have multiple locations, they will have to change Career Centers and type in (or copy and paste) their bulletin board message again for each location." A "Close" button is at the bottom right.

Allows Career Centers to post Job Fair information / recruitments / new programs statewide.

To post an announcement click on the **Administration** button.

The screenshot shows a dropdown menu for the "Administration" button. The menu items are: "Change Staff Password", "Change Career Center", "Change MJQ Password", "Change SSN", "Merge Job Seekers", "Merge Employers", "Merge Providers", "Transfer Job Order", "Staff Maintenance", "Career Center Management", "System Messages", "System Web Links", and "DTA Final Invoice".

Select Career Center Management

Start Date	End Date	Career Center Message	Order
10/27/2000	11/17/2000	Career Center Managers may place Career Center specific messages on this section of the	1
10/27/2000	11/17/2000	Messages placed in this section are visable only when staff are signed in to your location. TI	2
10/27/2000	11/17/2000	If CC Managers have multiple locations, they will have to change Career Centers and type ir	3
06/30/2017	06/30/2017	Attention unworthy low lifes! I your supreme exalted leader demand that you worship me as	1
08/28/2017	08/28/2017	New VETERANS Grant \$2000 retention bonus for veterans	1
08/28/2017	08/28/2017	JOB FAIR Boston Career Link 30 Companies September 10th 2017	3
09/01/2017	09/06/2017	Welcome Career Team!!!	0
09/01/2017	09/06/2017	Job Fair September 11, 2017 at Lowell Career Center	2
09/15/2017	09/22/2017	Job Fair on the CommonSeptember 28, 2017Common in Monument SquareDowntown Leon	2
09/15/2017	09/22/2017	Harvest Job FairOctober 17, 2017Northern Essex Community CollegeHaverhill, MA	4
09/12/2017	09/26/2017	NewVets grant. \$2000 hiring incentive grant	0

Buttons: Add, Edit, Delete, OK, Cancel

Click the **Office Msgs** tab

Click **Add**

Career Center Message Detail

Career Center Messages

Start Date: 00/00/0000 End Date: 00/00/0000 Bullet Point: No Order: 1 State wide message: ☐

Message Details

Buttons: OK, Cancel

Fill in message in Career Center Message Details Box, start and end dates, bullet points and Order. Click **State wide message** box to post on State Wide Bulletin Board and hit **OK**

Massachusetts One Stop Employment System

Thomas - Welcome...

Do we have your correct e-mail address? :

Do we have your correct phone number?: Extension:

- Welcome to MOSES 101!!!

- New Vets grant. \$2000 hiring incentive grant
- Job Fair on the Common September 28, 2017 Common in Monument Square Downtown Leominster, MA
- Harvest Job Fair October 17, 2017 Northern Essex Community College Haverhill, MA

To see the Bulletin Board at any time, click **HELP. VIEW BULLETIN BOARD**. Career Center Managers may display Career Center specific messages in this section of the Bulletin Board - click **ADMINISTRATION, CC MANAGEMENT, OFFICE MESSAGES, ADD**. Messages placed in this section are visible only when staff are signed in to your location. The message will not be seen by staff signed in to other locations. If CC Managers have multiple locations, they will have to change Career Centers and type in (or copy and paste) their bulletin board message again for each location.

Close