MassWorkforce Issuance

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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.

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

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

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? 1

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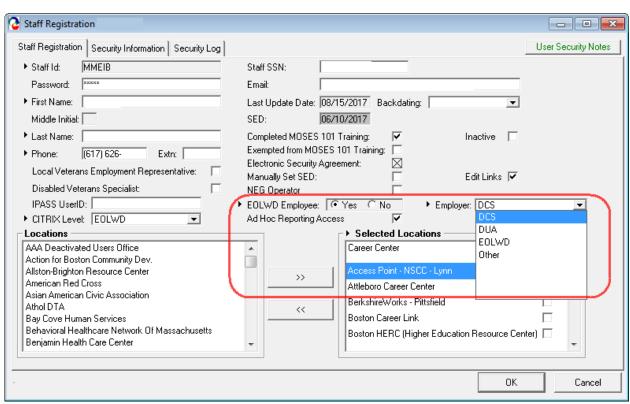
DCS - Department of Career Services
DUA – Department of Unemployment Assistance
EOLWD – Executive Office of Labor and Workforce Development
Other – Requires text entry of Employer

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

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/CITRX 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 REQEST 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.

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 _c_   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: ( )- -   ▸ Union: ○ Yes ○ No
- Job Title: Trainer   Benefits: Pension/SS Only   ▸ Apprenticeship: ○ Yes ○ No
- Pay ($): 35.00   Pay Unit: Hour   ▸ Incumbent Worker: ○ Yes ○ No
- Start Date: 07/30/2007 _c_ Offer Date: 00/00/0000 _c_   End Date: 00/00/0000 _c_
- Duration: Full Time, Over 150 Days   Hours/Week: 40.00   Total Quarter 2 Wages ($): 12500.50

Additional Information
- NAICS: 611420   SIC: Training Related: No
- Sector: Educational Services   Non - Traditional: ⦿ Yes ○ No   Verified: ○ Yes ○ No
- Subsector: Educational Services   UI System Employer: ⦿ Yes ○ No Sector: ○ Public ○ Private
- Industry Group : Business Schools and Computer and Manag   Verification Details:
- Industry: Computer Training
- US Industry: Computer Training   Occupational Search
- Employer Address: Occupational Code: 31101100
-   Home Health Aides
- Zip: -   How did Job Seeker learn about this job? Career Center
- City: Pittsfield   State: Massachusetts

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

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 in not required.

Training Provider Information (Boston Carpenters Apprenticeship & Training Fund)

Boston Carpenters Apprenticeship &   FEIN: 04-2398566   ID: 1022691   Notes

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

Training Provider Information

- Provider Name: Boston Carpenters Apprenticeship & Training F
- 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.
- 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 c
- No. of Employees: 50
- Annual Budget/Revenue: $2,400,000.00
- Year Began Operation: 01/1966
- Average Number of Students per teacher: 10

Type of Business Organization: Not-For-Profit Corporation ▼

Type of School or Organization

Available
- 4 Year Private School
- 4 Year Public School
- 2 Year Private School

[>>]
[<<]

Selected
- Registered Under National App

Permanent Employees: 7
Temporary Employees: 43

Authorized Signature: ☐

[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 Name: Carpenter
- Address: 1 Building Lane
- Zip: 02114-
- City: Boston
- State: Massachusetts ▼
- Description:
- * Training :
- * Sub Training:

Activity Categories

Available
- Academic/Occupational Learning
- Adult Education and Literacy Act
- Alternative School
- Basic ABE

[>>]
[<<]

Selected
- 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

[Add]
[Delete]
[Details]

To see Comments, click the "Com" button.   ○ Show all approval records   ⦿ Show approvals within one year

Provider Approval Status   This Provider is Registered Under the National Apprenticeship Act and so performance data is not required.
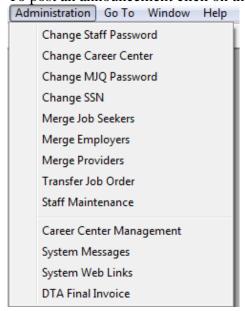
[OK]   [Cancel]

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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.
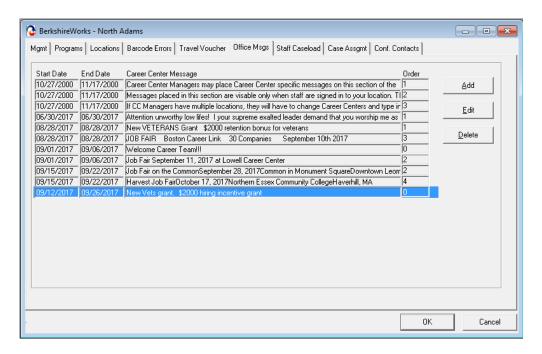

Allows Career Centers to post Job Fair information / recruitments / new programs statewide.

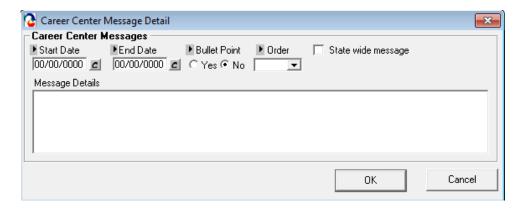To post an announcement click on the **Administration** button.

Select **Career Center Management**

Click the **Office Msgs** tab

Click **Add**

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 visable 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]