

Workforce Investment Act

WIA Communication No. 05-88

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors for Workforce Integration
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: December 26, 2005

Subject: **MOSES Winter 2006 Training Courses for One-Stop Career Center Staff**

Purpose: The following training sessions will be offered during January through April 2006 for One-Stop Career Center staff: the *Education Rewards Loan Program*; *HITg* (Hiring Incentive Training Grant); *MOSES Trade Training*; *Enhancing Title I Performance and the MOSES Application*; *Business Service Representative Training*; *CCS Train the Trainer* (Career Center Seminar); *Employment Assistance Services (EAS) MOSES Training*; *Employment Assistance Services for Managers Training*; *Matching in MOSES* (formerly: *MOSES Job Order / Job Match Training*); *MOSES for Managers Orientation*; *Enhancing Youth Performance Training*; *MOSES 101*; *MOSES Lab*; and *Case Management Tool in MOSES*. The sessions will cover both programmatic and MOSES related functions. Details follow, below.

Action

Required: Disseminate the content of this issuance to One-Stop Career Center staff and assure that appropriate staff register to attend the training date of their choice.

Contact MOSES Training at mosestraining@detma.org to register for the following training sessions: *Education Rewards Loan Program*; *HITg*; *Enhancing Title I Performance and the MOSES Application*; *CCS Train the Trainer*; *Employment Assistance Services (EAS) MOSES Staff Training*; *MOSES Trade Training*; *Business Service Representative Training*; *EAS for Managers Training*; *MOSES Job Order / Job Match Training*; *MOSES for Managers Orientation*; and *Enhancing Youth Performance Training*.

Registration requests for *MOSES 101*; *MOSES Lab* or *Case Management Tool in MOSES* should be made via HRTRNG@detma.org (the DCS Human Resources Training Department).

Inquiries: Questions related to this issuance should be emailed to Tom Cartier at tcartier@detma.org.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #05-88.

TRAINING WORKSHOP SUMMARIES and SCHEDULES

Subject: Training for Education Rewards Loan Program

Overview: *The Education Rewards Loan Program* is a pilot initiative providing low-cost tuition loans through the Massachusetts Educational Financing Authority (MEFA) for training in occupations with high vacancy rates. The loans are available to individuals enrolled in post-secondary occupational training that result in recognized certificates, credentials, licenses, or Associate Degrees. Training will be provided to One-Stop Career Center staff on the loan process, training vendor issues, the process for information sharing and facilitation of the loan process between the One-Stop Career Centers and MEFA and on data entry requirements related to the Loan Program enrollment and tracking functions. This training session is a half day in length and has been combined with the Hiring Incentive Training grant (HITg) training.

Subject: HITG (Hiring Incentive Training Grant) Overview

Overview: In 2004, Governor Romney announced a new anti-outsourcing initiative the Hiring Incentive Training grant (HITg). The initiative uses \$3 million from the Workforce Training Fund (WTF) to provide grants to companies that hire workers who have been unemployed for at least one year or, if unemployed for less than one year, permanently separated from their previous employment. This training covers the data captured in MOSES. This is a half-day training that has been combined with the Education Rewards Loan program training.

Dates: **February 3, 2006**
Career Opportunities Hyannis, Hyannis, MA

February 7, 2006
State Conference Room, Marlborough, MA

Session: 9:30 a.m. to 2:30 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: MOSES for Managers Orientation

Overview: *MOSES for Managers Orientation* provides a broad walk-through of the MOSES system, covering each MOSES component. It is not a hands-on MOSES training session, but rather a quick refresher / training for managers and senior staff providing detailed information on MOSES. An open discussion of MOSES is the standard format of this workshop. Full day class program.

Dates: **March 13, 2006**
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **Career Center Seminar Train the Trainer**

Overview: The Career Center Seminar (CCS), a primary component of the Re-employment Services Program, is the entry-point to One-Stop Career Centers for all permanently separated claimants and as such is a required CORE service. It is expected that all One-Stop Career Centers and satellites will deliver the seminar as designed. On a statewide basis, it is extremely important that the Career Center Seminar be conducted by *all* One-Stop Career Center presenters in a consistent manner to assure that important information regarding benefit and service requirements that may affect an individual's continuing UI eligibility, is transmitted equitably to all UI customers. This training workshop is designed to review the new and updated CCS presentation with staff, who will be presenting it to claimants. A full day class program.

Dates: **January 27, 2006**
Career Opportunities Hyannis, Hyannis, MA

March 15, 2006
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **Enhancing Title I Performance and the MOSES Application**

Overview: This training workshop will focus primarily on Title I Adults, Dislocated Workers and Youth and the tracking and reporting of these programs in MOSES. Performance Measures, including Common Measures will be covered in this training session. Staff attending this training should have a strong understanding of the above programs and be regular users of MOSES. A full day class program.

Dates: **February 28, 2006**
Franklin Hampshire Career Center, Northampton, MA

April 28, 2006
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: Business Service Representative Training

Overview: A recommended training workshop for all staff working with employers and/or their MOSES records. This will help ensure that staff provide consistent and high quality services to our business customers, and record information correctly in the MOSES system. Training subjects to be covered include: NAICS, Changes to Employer Records in MOSES, Using Employer Events, EmployOn, the Hiring Incentive Training grant (*HITg*) and the Rapid Response program. This is a full day program.

Dates: March 29, 2006
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: Employment Assistance Services (EAS) MOSES Staff Training

Overview: The Department of Transitional Assistance (DTA) is partnered with the Division of Career Services (DCS) for the purpose of providing high quality, comprehensive employment services to DTA customers through the Massachusetts One-Stop Career Center System. The goal of these services is to promote and encourage the long term economic self-sufficiency of DTA customers. The primary programs through which these services are currently delivered include the Employment Assistance Services (EAS) and Skill Start programs. This training will cover the recording of these services into MOSES. It is a full day training program.

Dates: February 9, 2006
Greater New Bedford Career Center, New Bedford, MA

April 26, 2006
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **MOSES Trade Training for Career Center Staff**

Overview: The Division of Career Services is conducting *MOSES Trade* training to support the successful implementation of the enhancements and changes to MOSES. This will include the Trade, Rapid Response, and National Emergency Grants. One-Stop Career Center Staff that work closely with the Trade program should attend the training session. This training session lasts a full day. Staff who register to attend this training workshop are expected to be current MOSES users with a working knowledge of the MOSES application. Full day class program.

Prerequisite: *MOSES 101*

Dates: **January 30, 2006**
C.F. Hurley Building, Room 645, Boston, MA

March 22, 2006
C.F. Hurley Building, Room 645, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **Employment Assistance Services for Managers**

Overview: The Employment Assistance Services Program (EAS) is a partnership between the Department of Transitional Assistance (DTA) and the Division of Career Services (DCS). The EAS program provides comprehensive job search services to applicants and current and former recipients of Transitional Aid to Families with Dependent Children (TAFDC). This training session will provide a general overview of the EAS program; a description of the roles and responsibilities of all stakeholders as detailed in the Interdepartmental Service Agreement (ISA) between DTA and DCS; and an understanding of how to assist and oversee the staff that performs the work described in the ISA. This training workshop is designed to help ensure that staff provide consistent and high quality services to our EAS customers and record information correctly in the MOSES system. It will cover EAS reports available to managers and their effective utilization. Who should attend this training: One-Stop Career Center Directors; new managers of EAS staff including managers whose role has changed to include oversight of EAS staff; DCS Field Managers; and any manager interested in learning more about the EAS program.

Dates: **February 22, 2006**
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **Enhancing Youth Performance & the MOSES application**

Overview: The Commonwealth Corporation and the Division of Career Services is providing a training session for Youth performance and MOSES. The training curriculum is designed for MOSES users who input data for the youth program. It will cover enhancing Youth Services and the MOSES application, as well as WIA Title I Youth, with a focus on performance measures and common measures. This training session is designed to help ensure that Youth staff and vendors provide consistent and high quality services to our Youth customers and record information correctly in the MOSES system. This is a two-part and full-day training session. 9:00 a.m. to 3:30 p.m. both days.

Prerequisites: MOSES 101. You need to have attended Part I to attend Part II.

Dates:

C.F. Hurley Building, Anna Marie Gazda room, Boston, MA
December 20, 2005, Part I
January 4, 2006, Part II

State Conference Room, Marlborough, MA
March 24, 2006, Part I
March 31, 2006, Part II

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **Matching in MOSES (formerly: MOSES Job Order / Job Match)**

Overview: Participants will learn techniques for increasing the likelihood of matching job seekers and job orders. The training will emphasize the interdependence of job matching and job order writing. Staff members who develop and write job orders and placement specialists who work with job seekers are encouraged to attend. Prerequisites: MOSES 101.

Dates: **March 3, 2006**
State Conference Room, Marlborough, MA

All day session: 9:30 a.m. to 4:00 p.m.

To register email MOSES Training at mosestraining@detma.org

Subject: **Skill Start** **Neu**

Overview: The Skill Start program provides short-term occupational skill training and job search services to individuals who have been determined eligible for Food Stamps by the Massachusetts Department of Transitional Assistance (DTA) and referred to the Division of Career Services. This training will provide a walk through of MOSES enrollment into the Skill Start program.

Dates: **March 27, 2006**
State Conference Room, Marlborough, MA

THIS IS A HALF DAY TRAINING.

Sessions: 9:30 a.m. to noon OR 1:00 p.m. to 4:00 p.m..

To register email MOSES Training at mosestraining@detma.org

Subject: MOSES Lab 

Overview: It's a proven fact that the more you enter information in MOSES, the faster and better you become at it. Use the MOSES Lab, a supervised experience, to engrain routines (job orders, case management, special programs, events, etc.) and improve your productivity. Bring all questions and information needed to spend a practical and supervised day away from the phones and demands of the office. All work will be done in the MOSES Production database. Seating is limited, so take advantage of this unique opportunity! Open to all MOSES users: staff, vendors and management.

Prerequisites: Must have taken MOSES 101. For specific topics, like Case Management Tool in MOSES, EAS training, youth, etc., you must have previously attended the related training workshop.
(**see note below)

Dates: February 17, 2006
C.F. Hurley Building, Larry Swedis Classroom, Boston, MA

All day session: 9:30 a.m. to 4:00 p.m.
To register email HRTRNG@detma.org

****NOTE:** Please send your MOSES area of interest with your registration (i.e.: Case Management, Employer records, Job Seeker records, Administration, et cetera.)

Ongoing DCS Trainings Offered by Human Resources:

DIVISION OF CAREER SERVICES ■ DIVISION OF UNEMPLOYMENT ASSISTANCE










TRAINING CALENDAR
















MOSES 101	January 10 to 12	February 14 to 16	March 7 to 9	April 11 to 13	Boston
Case Management Tool in MOSES	January 23	February 27	March 20	April 24	Boston













Register for these (MOSES 101; or MOSES Case Management) via HRTRNG@detma.org




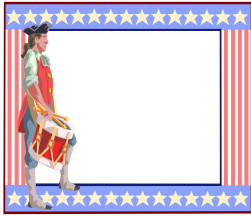



These are all day sessions: 9:00 a.m. to 4:00 p.m.

The next few pages include the monthly workshop calendars.

Monday	Tuesday	Wednesday	Thursday	Friday
January 2	January 3	January 4	January 5	January 6
 HOLIDAY		 Enhancing Youth Performance Training, Part II CF Hurley Boston Anna Marie Gazda Room		
January 9	January 10	January 11	January 12	January 13
	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	
January 16	January 17	January 18	January 19	January 20
 HOLIDAY				
January 23	January 24	January 25	January 26	January 27
 MOSES Case Management 101 , CF Hurley, Larry Swedis Classroom				 CCS Train the Trainer , Career Opportunities, Hyannis, MA
January 30	January 31			
 MOSES Trade CF Hurley Boston 612 AB				

Monday	Tuesday	Wednesday	Thursday	Friday
		February 1	February 2	February 3
			 Ground Hog Day	 Education Reward / HITG Career Opportunities, Hyannis, MA
February 6	February 7	February 8	February 9	February 10
	 Education Reward / HITG State Conference Room, Employment & Training Resources Marlborough, MA		 EAS Basics for Staff Greater New Bedford Career Center, New Bedford, MA	 MOSES Case Management 101, Greater New Bedford Career Center, New Bedford, MA
February 13	February 14	February 15	February 16	February 17
	 MOSES 101 CF Hurley Boston Larry Swedis Classroom 	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES Lab CF Hurley Boston Larry Swedis Classroom
February 20	February 21	February 22	February 23	February 24
 HOLIDAY		 EAS for Managers State Conference Room, Employment & Training Resources Marlborough, MA		 Enhancing Title I & MOSES State Conference Room, Employment & Training Resources Marlborough, MA
February 27	February 28			
 MOSES Case Management 101, CF Hurley, Larry Swedis Classroom	 Enhancing Title I & MOSES Franklin Hampshire Career Center, Northampton, MA			

Monday	Tuesday	Wednesday	Thursday	Friday
		March 1	March 2	March 3
				 MOSES Job Order / Job Match State Conference Room, Employment & Training Resources Marlborough, MA
March 6	March 7	March 8	March 9	March 10
	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	
March 13	March 14	March 15	March 16	March 17
 MOSES for Managers State Conference Room, Employment & Training Resources Marlborough, MA				
March 20	March 21	March 22	March 23	March 24
 MOSES Case Management 101, CF Hurley, Larry Swedis Classroom		 MOSES Trade CF Hurley Boston 612 AB		 Enhancing Youth Performance Training, Part I State Conference Room, Employment & Training Resources Marlborough, MA
March 27	March 28	March 29	March 30	March 31
 MOSES Skill Start Training State Conference Room, Employment & Training Resources Marlborough, MA		 Business Service Rep Career Opportunities Hyannis, Hyannis, MA		 Enhancing Youth Performance Training, Part II State Conference Room, Employment & Training Resources Marlborough, MA

Monday	Tuesday	Wednesday	Thursday	Friday
April 3	April 4	April 5	April 6	April 7
April 10	April 11	April 12	April 13	April 14
	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	 MOSES 101 CF Hurley Boston Larry Swedis Classroom	
April 17	April 18	April 19	April 20	April 21
 HOLIDAY				
April 24	April 25	April 26	April 27	April 28
 MOSES Case Management 101, CF Hurley, Larry Swedis Classroom		 EAS Basics for Staff State Conference Room, Employment & Training Resources Marlborough, MA		 Enhancing Title I & MOSES State Conference Room, Employment & Training Resources Marlborough, MA

**Special
Notes:****Special Training Requests**

Special requests for any of these training offerings are always welcomed and encouraged. The MOSES Training Team will gladly try to accommodate timely requests for any of these workshops for a specific One-Stop Career Center or region. The minimum attendance requirement is 6 participants. Availability of local and state training staff and the technical infrastructure capability of the proposed training site are considerations that will be assessed when requests are submitted. For more information, email Tom Cartier at tcartier@detma.org.

Adverse Weather Conditions for DCS/DUA/IOG Sponsored Courses

If hazardous weather conditions exist, training will be cancelled when the public schools are cancelled or delayed in the town or city where the training is being held. For example, if the schools in Boston are cancelled, all training programs in Boston will be cancelled.

If you live out of the area where the training will be given, you can call 617-626-5250, the Training Update Message Line, to receive up-to-date information.

Directions:

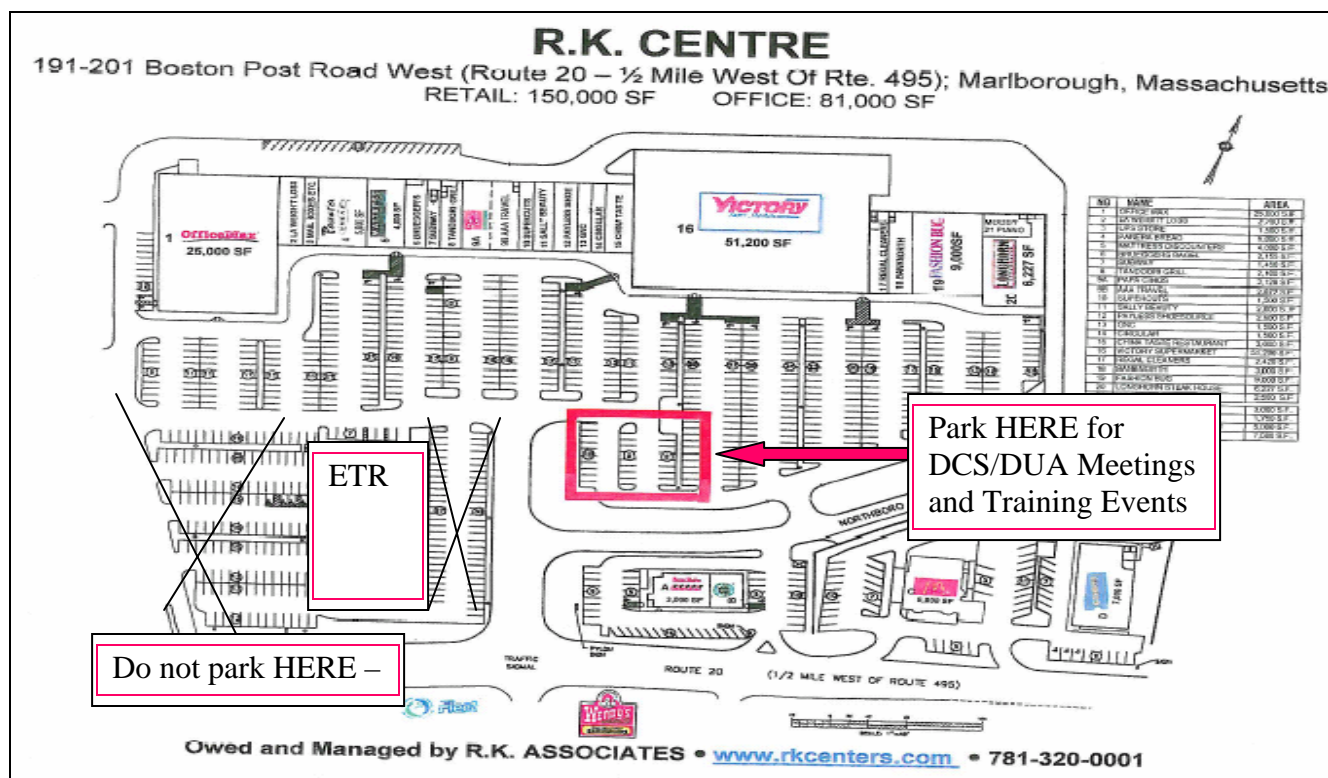
State Conference Room, Marlborough, MA
Employment and Training Resources, Marlborough, MA (down the hall)

(Directions at <http://www.detma.org/wsc.asp?ID=06>)

(SEE SPECIAL NOTES SECTION REGARDING SESSIONS AT THIS LOCATION.)

FROM NORTH OR SOUTH: Take Rte. 495 to Exit 24B - Northborough (Route 20 West). Travel towards Northborough approximately one-half mile. At the bottom of the hill, immediately after the Starbucks/Boston Market building, turn right at the traffic light into the parking lot of the R. K. Centre. ETR Marlborough is located in Suite 200 on the second floor of the 4-story building standing at the entrance to the R. K. Centre. **FROM EAST OR WEST:** Take Rte. 9 or Massachusetts Turnpike to Rte. 495 and follow directions above.

Parking:



C.F. Hurley Building, Boston

(Directions at <http://www.detma.org/wsc.asp?ID=37> or <http://intranet.detma.org/training/directions.htm#South>)

From the North: Take Route 93 South into Boston. Take Exit 26A, "Leverett Circle, Cambridge, 28N" Note: This is a newly constructed exit that avoids the lower deck traffic. Stay in the right lane when the road splits into two lanes, following signs for "Cambridge, North Station." Still bearing right, follow next set of signs for "Fleet Center, North Station." Take a left at the sign for "[North Station Garage](#)"* and then take an immediate left to enter the garage under the Fleet Center and North Station.

From the South: Take Route 93 North into Boston. Enter the 93 N Tunnel. You will see signs for Exit 26 (North Station or "Storrow Drive") Take Exit 26, Storrow Drive. Stay in the left lane when the road splits and follow the signs for "North Station." Once you exit, the FleetCenter will be on your left. Follow the signs for "[North Station Garage](#)"* to enter the garage under the Fleet Center and North Station

From the West: Take the Mass Pike (Route 90) East to Exit 18, "Cambridge, Allston." Bear right towards Cambridge. At the lights take a right onto Storrow Drive East. On Storrow Drive, follow signs to Government Center. Take Government Center exit. You are now on Cambridge St. Go under the overpass and through 4 sets of lights. At the 5th set of lights, take a left onto Staniford St. The Hurley Building is on the right. There is a parking garage on the left, or you can go to the [North Station Garage](#)* by following Staniford St. to the 1st traffic light. At that light, take a left and circle the Thomas O'Neil Federal Building that will be on your right. Entrance to the garage is right behind the Thomas O'Neil Federal Building.

***Parking:** Parking rate at the North Station Garage is \$13/day until 6:00 p.m. (**Note:** This rate may be subject to change.) Rates at other garages in the vicinity are higher.

When you come out of the North Station Garage, walk toward the front of the Fleet Center/North Station. You will be on Causeway St. Take a right, and follow Causeway St. for 2 short blocks until it merges into Staniford St. The Hurley Building is on the left.

Recommendation:

It is strongly recommended that you take public transportation to Boston.

By public transportation take the:

- **Blue Line** to Bowdoin Station. The Hurley Building is across New Chardon Street from the station.
- **Green Line** to Government Center. Walk down Cambridge Street with Boston City Hall on your right. Go past the JFK Building. The Hurley Building is the second block on the right.
- **Red Line** to MGH/Charles Street Station. Walk up Cambridge Street. Pass Mass General Hospital (on your left). Continue past the Holiday Inn and the Charles River Plaza shopping center. Continue past the public library (West End Branch) and the church. The Hurley Building is in the next block on the corner of Cambridge and Staniford Streets.

NEW BEDFORD, MA
Greater New Bedford Career Center
618 Acushnet Avenue
New Bedford, MA 02740

Directions: From Route 195

Take Exit 15 (Downtown) to Route 18. Take the Purchase Street Exit. At the end of the ramp is a traffic light. Take a left at the light. Stay straight and proceed to the next traffic light. Take a left over the highway and proceed to stop sign. Take a left and proceed to the first building you see on the right hand side of the street.

From Dartmouth

Take Route 6 east. Stay on Route 6 until you come to the Downtown area (straight past Kentucky Fried Chicken). Continue to set of lights at Purchase Street intersection (Walgreen's is slightly to the left.). Take a left. Go past Walgreen's and at lights, take a right over the highway and proceed to stop sign. Take a left and proceed to the first building you see on the right hand side of the street.

From Fairhaven

Take Route 6. west over the Fairhaven Bridge. Do not take first right onto Route 18. Stay straight and get into right hand lane. At lights take a right onto Purchase Street. Go past Walgreen's and at lights, take a right over the highway and proceed to stop sign. Take a left and proceed to the first building you see on the right hand side of the street.

NORTHAMPTON, MA
Franklin / Hampshire Career Center
243 King Street
Northampton MA 01060

Directions: From North:

Take Exit 20 off of I-91 south. Pass straight through first traffic light. On the left after Hunan Gourmet is Pot Pourri mini-mall. Turn into the mini-mall parking lot. The office is through the main entrance on the left side of the building and is the first door on the right.

From South:

Take I-91 north to Exit 18. Take a left at the end of the ramp. Pass straight through 2 sets of lights. Go through the third light and take next right into the Pot Pourri mini-mall. Go down to the left side of the building to the main entrance. The office is the first door on the right.

HYANNIS, MA
Career Opportunities Hyannis
75 Perseverance Way
Hyannis, MA 02601

Directions: Take Route 6 to Exit 6 (Route 132). At the end of the ramp, take a right if coming from the west; a left if coming from the east. Follow Route 132 South. At the 4th set of lights, (immediately after Sam Diego's on the left), take your first left onto Independence Drive. At the stop light (approx ¼ mile), take a left onto Attucks Way. From the right-hand lane, take the first right into the parking lot (approx. 50 yards). The Excel building is on the left. Career Opportunities is on the 2nd floor. There are two entrances (front & rear). There is ample parking specifically for Career Opportunities' customers at the rear entrance.