

MassWorkforce Issuance

Workforce Issuance No. 12-20

☒ **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 Operations Managers

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: May 4, 2012

Subject: Setting up Sites in MOSES – Including EUC Orientation Sites

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the procedures for adding sites to the MOSES database.

Background: The MOSES database must contain all sites where services are provided and staff are registering customers, data entering services, or holding events.

This MassWorkforce Issuance formalizes a process that has been in practice. A version of the attached form had previously been provided by the MOSES Help Desk when local areas requested to add or modify sites. Completion of the attached form is necessary to create or modify local offices/sites in MOSES.

EUC Orientation: As some local areas may provide the new EUC Orientation at a site other than the Career Center, it is important that the site is properly identified in the MOSES database to allow Career Centers to set up their EUC Orientation event schedules. These sites must be recognized by the IVRS and MOSES CCS/EUC Orientation scheduling systems.

Action: Please ensure that all appropriate staff are made aware of this issuance.

EUC Orientation: If a Career Center will be using a site other than the Career Center, please complete the attached form *as soon as possible*. It is recommended that a request be made even if arrangements for the site are not finalized to allow time for the database changes to be made.

Email the completed form to the MOSES Help Desk at [MOSES @detma.org](mailto:MOSES@detma.org).

Inquiries: Please refer inquiries regarding EUC Orientation sites to Matt Burke at mburke@detma.org or 617-626-5340.

Please refer general questions to the MOSES Help Desk at 617-626-5656 or MOSES@detma.org .

Effective: Immediately

Attachments:

- A. Form: REQUIRED INFORMATION FOR ADDING A LOCAL OFFICE RECORD TO THE “CS_LOCAL_OFFICES” TABLE IN THE MOSES DATABASE
- B. Sample Completed Form