

MassWorkforce Issuance

Workforce Issuance No. 14-81

☐ 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: Alice Sweeney, Director
Department of Career Services

Date: October 3, 2014

Subject: Updates to the Massachusetts Career Information System (MassCIS)

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of 2014 updates to the MassCIS program.

Background: The Career Information System (CIS) is developed and maintained by *intoCareers*. *intoCareers* is a unit in the College of Education at the University of Oregon. Massachusetts is one of 22 states that offer the CIS.

Updates to MassCIS for 2014 include:

Updates to Assessments

- Combined Report of Assessments: Users can view the most recent saved results from all the Assessments they have taken in one report.
- Informal Assessments: A Learning Styles Survey and an Employability Skills Survey, with associated lesson plans, is available in the MassCIS Curriculum.
- New uniform look to facilitate navigation in the Career Cluster Inventory and Interest Profiler.

- About Assessments: This new module teaches users about assessments, how to use assessments and interpret assessment results, and provides cautions in the use and interpretation of assessments.
- Reality Check has been completely updated to facilitate usage and comprehension.

Help & Tutorials Buttons

Help & Tutorials buttons were added throughout MassCIS and Site Administration Tools to help users and staff get the help they need when and where they need it.

Personal Learning Plans

A new report, the Personal Learning Plan, encourages users' career and life planning activity in MassCIS and provides a clear and concise report of those efforts.

Interface Changes

The MassCIS Site Administration Tools were redesigned. A dashboard has been added for quick access to key reports, password resetting, curriculum, and tutorials.

The Portfolio interface allows users to see, print or share all portfolio items.

Content Changes

Job Success was updated adding important information about attaining success on the job. Written for those who are new to the workforce as well as those who have been working for many years, Job Success highlights:

- Good work habits
- The importance of teamwork
- How to overcome barriers in the workplace
- Resolving problems in the workplace
- Keeping your career on track

A Spanish version of this module has been added to MassCIS.

MassCIS Occupations:

- The new landing page (At a Glance) for all occupations (except emerging occupations) provides users a snapshot of the occupation (e.g. statewide wage and outlook data, preparation details, and working conditions). Users can easily navigate to the full Wage, Employment and Outlook, Preparation, or Working Conditions topics for more complete information.

- MASSCIS now includes overviews of 579 occupations in both the standard and the junior versions. Of these occupational overviews, 549 are based on O*NET data and 30 are emerging occupations.

For more information on the 2014 updates to MassCIS, see attachment What's New in MassCIS 2014.pdf.

Inquiries: Please direct all inquiries specific to MassCIS to Donna DeLena ddelena@detma.org or Tom Cartier tcartier@detma.org.

Action

Required: Please ensure that this notification is received by all appropriate staff.

Effective: Immediately.

Attachment: What's new in MasscCIS 2014