

# Mass Workforce Issuance

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**Workforce Issuance No. 14-92**

☐ Policy ☒ Information

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**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:** November 7, 2014

**Subject:** **Youth Services Data Element Clarification: Adult Mentoring and Comprehensive Guidance**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of additional guidance for Adult Mentoring and Comprehensive Guidance services and the correct method to track those services in MOSES.

**Background:** The federal data validation review conducted in May/June 2014 demonstrated that clarification is needed with regard to two of the ten WIA Youth program data elements: Adult Mentoring and Comprehensive Guidance services.

As defined in the Workforce Investment Act of 1998 (WIA), adult mentoring is provided for the period of participation and a subsequent period, for a total of not less than 12 months. Comprehensive guidance and counseling is defined by WIA as comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referral, as appropriate.

Staff must be aware that youth who receive adult mentoring as a WIA service element must participate in a mentoring program for a duration of not less than 12 months. Adult mentoring may occur both during and after program participation.

The adult mentoring WIA service element for a youth is entered on the course activity screen in MOSES. Documentation of adult mentoring should be recorded using the following method(s); Individual Service Strategy plan, the case plan in

MOSES, case notes, sign in sheets, attendance record or roster, service provider contract or memorandum of agreement.

Youth who are actively participating in an adult mentoring program must complete a total of at least 12 months participation in the program before they are included in the adult mentoring service element and reported to the Department of Labor as part of the required WIA service elements.

Staff must be aware that youth who receive guidance and counseling as a WIA service element must meet with case managers who provide comprehensive guidance and counseling to assist with academic goals, development goals, career goals, drug and alcohol abuse counseling, as well as referrals to counseling appropriate to the individual needs of the youth.

The guidance and counseling service element is entered on the course activity screen in MOSES. Documentation of comprehensive guidance and counseling should be recorded using the following method(s); Individual Service Strategy plan, the case plan in MOSES, case notes, sign in sheets, attendance record or roster, service provider contract or memorandum of agreement.

**References:** Workforce Investment Act of 1998 (WIA), as amended (29 U.S.C. 2801 et seq.)  
<http://www.doleta.gov/usworkforce/wia/wialaw.pdf>

**Action**

**Required:** Please assure that all staff responsible for tracking and reporting Youth services are informed of the content of this policy

**Inquiries:** Please direct all inquiries to Leslie Abramowitz: 413-499-2220 ext. 220 - [labramowitz@detma.org](mailto:labramowitz@detma.org), or Sacha Stadhard, 617-626-5431, [sacha.stadhard@detma.org](mailto:sacha.stadhard@detma.org) . Please reference this Issuance number with your inquiry.