

Mass Workforce Issuance

Workforce Issuance No. 10-83

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 Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: October 14, 2010

Subject: **MOSES Auto Exit Tracking Training Sessions**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of training sessions designed to inform career center staff about tracking services in conjunction with the new auto exit feature in MOSES.

Background: On October 9, 2010, DCS implemented a nightly process that automatically exits any active participant for whom a program service has not been recorded in 90 days. This new process is meant to ensure conformance with the TEGl # 17-05 requirement and reduce the data entry burden on career centers.

Career center directors requested training for career center staff in the tracking of services in conjunction with the new auto exit function; DCS will present several ½ day training sessions on the following dates and times:

Friday, October 29th – 9:30 am – Noon
Friday, October 29th – 1:30 pm – 4:00 pm
Friday, November 5th – 9:30 am – Noon
Friday, November 5th – 1:30 pm – 4:00 pm
Monday, November 15th – 9:30 am – Noon
Monday, November 15th – 1:30 pm – 4:00 pm
Friday, November 19th – 9:30 am – Noon
Friday, November 19th – 1:30 pm – 4:00 pm

Action Required: Local Workforce Investment Boards, One-Stop Career Center Operators and program administrators should assure that all appropriate staff register for one of these ½ day training sessions. Twenty training slots are available for each session. All sessions will be held at Employment and Training Resources Career Center located at 201 Boston Post Road West, Marlborough, MA 01752.

Who Should Attend: It is recommended that career center directors send program managers who are responsible for ensuring proper data entry; MOSES local experts; case counselors; and other staff who use MOSES to record services.

To Register: Managers are requested to complete the attached form providing the career center name; staff names, including phone number and email address; and a first choice and second choice of training dates and times. Email the form to Margaret Dixon at mdixon@detma.org. Margaret will notify trainees of their scheduled training sessions by email.

We will add more sessions if necessary.

Inquiries: Inquiries should be directed to Marilyn Boyle at mboyle@detma.org. Please indicate Issuance number and description.

Attachment:

- A. Directions to ETR, Marlborough
- B. Training Registration Form

ATTACHMENT A

DIRECTIONS FOR EMPLOYMENT AND TRAINING RESOURCES MARLBOROUGH, MA

Directions to ETR Marlborough - 201 Boston Post Road West, Marlborough

From North or South:

Take Route 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 Route 9 or Massachusetts Turnpike to Route 495 and follow directions above.

Phone: 508-786-0928

Note:

Metro S/W staff meet Friday mornings until 9:30am and keep the career center door locked during this period. In order to gain access to the career center, trainees arriving before 9:30am should use the door marked 'Staff Only' on the right side of the hallway.

ATTACHMENT B

REGISTRATION FOR MOSES AUTO EXIT TRAINING

SESSION OPTIONS:

- Friday, October 29th – 9:30 am – Noon
- Friday, October 29th – 1:30 pm – 4:00 pm
- Friday, November 5th – 9:30 am – Noon
- Friday, November 5th – 1:30 pm – 4:00 pm
- Monday, November 15th – 9:30 am – Noon
- Monday, November 15th – 1:30 pm – 4:00 pm
- Friday, November 19th – 9:30 am – Noon
- Friday, November 19th – 1:30 pm – 4:00 pm

CAREER CENTER	STAFF NAME/ PHONE NUMBER/ EMAIL	FIRST CHOICE DATE/TIME	SECOND CHOICE DATE/TIME

MANAGERS SHOULD COMPLETE IN FULL AND EMAIL FORM TO: mdixon@detma.org

TRAINEES WILL BE NOTIFIED OF THEIR SCHEDULED DATE/TIME BY EMAIL.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183