

MASSACHUSETTS

# Workforce Investment Act

---

**WIA Communication No. 05-57**

Policy  Information

---

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

**From:** Susan V. Lawler, Commissioner  
Division of Career Services

**Date:** August 15, 2005

**Subject:** OSCCAR Reporting of Employer Services

---

**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other workforce investment partners of clarifications to the reporting of employer services beginning with the July 2005 One-Stop Career Center Activity Report (OSCCAR) in MOSES. The July OSCCAR will be available from the reports menu in MOSES in August.

## **1. Employer Outreach vs. Employer Service**

Attendees of an employer services workgroup meeting in the spring of 2005 agreed to exclude the following employer outreach activities from the OSCCAR counts of services provided to employers:

- Distribution of Career Center Information
- Employer Contact
- Targeted Mail Campaigns

As a result, the OSCCAR counts of employers served by Career Centers may be lower in FY2006 than in FY2005. Local workforce investment partners may continue to record employer outreach activities in MOSES and will be able to run an ad hoc Employer Outreach Report (see Attachment A) but employer outreach activities will not appear on the OSCCAR.

**2. Changes to Employers Served categories on OSCCAR** Please see attached sample report (Attachment B) and make note of the following changes that will appear in the July report:

- a) A ***Year to Date*** count for employers ***New to Career Center*** has been added to the report and is defined as a distinct count of employers that
  - had never received an approved service or posted a job order through the Career Center *before* the beginning of the current fiscal year; and
  - have received an approved service or posted a job order through the Career Center *since* the beginning of the current fiscal year.
- b) The count of ***Repeat*** employers served will be calculated by subtracting the ***New to Career Center*** from the ***Total Employers Served***.
- c) ***New to MOSES*** employers are a subset of ***New to Career Center*** indicating employers that are not only new to the particular Career Center but also new to the state wide system of Career Centers. The ***New to MOSES*** report logic is a count of employers that have *both*:
  - received an approved service or posted a job order through the Career Center in the fiscal year, *and*
  - had their employer record in MOSES created in the fiscal year.

**Inquiries:** Please email all questions to Leslie Abramowitz [LAbramowitz@detma.org](mailto:LAbramowitz@detma.org) . Indicate issuance number and description.

**Filing:** Please file this in your notebook of previously issued WIA Communication Series Issuances as #05-57.

Attachments:

- A. Sample of FY2006 OSCCAR (Word)
- B. Employer Outreach Report Instructions (Word)
- C. Employer Outreach Report (Crystal Report)
- D. Employer Outreach Report Detail (.pdf)
- E. Employer Outreach Report Summary (.pdf)