

# Mass Workforce Issuance

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**Workforce Issuance No. 08-12**

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 Associate Directors  
DCS Regional Managers

**cc:** WIA State Partners

**From:** David W. Mackley, Director  
Department of Workforce Development

**Date:** May 2, 2008

**Subject:** **MOSES/Mass CIS Summer 2008 Training for One-Stop Career Center Staff**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators, and other local workforce investment partners of scheduled Massachusetts One-Stop Employment System (MOSES) training opportunities. The following training sessions will be offered during May to August 2008 for One-Stop Career Center staff: *MOSES Introduction to Trade Training for Career Center Staff*; *MOSES 101*; *MOSES Lab*; *Case Management Tool in MOSES*; *Massachusetts Career Information System (Mass CIS) Youth Training*, and the *Massachusetts Career Information System (Mass CIS) staff training*.

**Action**

**Required:** Disseminate information about these upcoming training sessions to career center staff and assure that appropriate staff register to attend the training date of their choice.

Registration requests for *Massachusetts Career Information System (Mass CIS) Youth Training* should be made via <http://www.commcorp.org/youth/index.html> (Commonwealth Corporation's Youth event registration web page).

Registration requests for *MOSES 101*; *MOSES Lab* or *Case Management Tool in MOSES* should be made via [HRTRNG@detma.org](mailto:HRTRNG@detma.org) (the Division of Career Services Human Resources Training Department).

Contact MOSES Training at [mosestraining@detma.org](mailto:mosestraining@detma.org) to register for the following training sessions: *MOSES Introduction to Trade Training for Career Center Staff; and Massachusetts Career Information System (Mass CIS) Staff Training.*

**Inquiries:** Questions related to this issuance should be emailed to Tom Cartier at [tcartier@detma.org](mailto:tcartier@detma.org).

## The training sessions will cover the following subject content:

<b>Subject:</b>	<b>MOSES 101</b>
<b>Overview:</b>	Participants will learn the fundamentals of the Massachusetts One-Stop Employment System (MOSES) and will be able to utilize the system to perform their routine employment service functions.  *Course Length: 3 days
<b>Dates:</b>	May 13-15, 2008 June 10-12, 2008 July 15-17, 2008 August 12-14, 2008 September 16-18, 2008
<b>Location:</b>	C.F. Hurley Building, Larry Swedis Classroom, Boston, MA
<b>All day sessions:</b>	<b>9:00 a.m. to 4:00 p.m.</b>
<b>To register email</b>	Human Resources Training at <a href="mailto:HRTRNG@detma.org">HRTRNG@detma.org</a> with your preferred date, location, and time of the session you wish to attend. *If you are a DCS/DUA/IOG employee, please include in your email your State employee ID number which may be found on your pay advice or weekly time sheet.

<b>Subject:</b>	<b>MOSES Case Management</b>
<b>Overview:</b>	This training takes the case manager through the steps of using the Case Management tool in MOSES. Learn how to enter information on each person you case manage, and how to view your entire caseload in MOSES.  Prerequisites: MOSES 101
<b>Dates:</b>	May 19, 2008 June 23, 2008 July 28, 2008 August 25, 2008 September 29, 2008
<b>Location:</b>	C.F. Hurley Building, Larry Swedis Classroom, Boston, MA
<b>All day sessions:</b>	<b>9:00 a.m. to 3:30 p.m.</b>
<b>To register email</b>	Human Resources Training at <a href="mailto:HRTRNG@detma.org">HRTRNG@detma.org</a> with your preferred date, location, and time of the session you wish to attend. *If you are a DCS/DUA/IOG employee, please include in your email your State employee ID number which may be found on your pay advice or weekly time sheet.

**Subject:** MOSES Lab

**Overview:** It's a proven fact that the more you enter information in MOSES, the faster and better you become at it. Use the MOSES Lab, a supervised experience, to engrain routines (job orders, case management, special programs, events, etc.) and improve your productivity. Bring all questions and information needed to spend a practical and supervised day away from the phones and demands of the office. All work will be done in the MOSES Production database. Seating is limited, so take advantage of this unique opportunity! Open to all MOSES users: staff, vendors and management.

Prerequisite: Must have taken MOSES 101. For specific topics, like Case Management Tool in MOSES, youth, etc., you must have taken that training.  
(\*\*see NOTE below)

**Dates:** May 16, 2008  
August 15, 2008

**Location:** C.F. Hurley Building, Larry Swedis Classroom, Boston, MA

**All day session: 9:00 a.m. to 3:30 p.m.**

**To register email** Human Resources Training at [HRTRNG@detma.org](mailto:HRTRNG@detma.org) with your preferred date, location, and time of the session you wish to attend. \*If you are a DCS/DUA/IOG employee, please include in your email your State employee ID number which may be found on your pay advice or weekly time sheet.

**\*\*NOTE: Please send your MOSES area of interest with your registration (i.e.: Case Management, Employer records, Job Seeker records, Administration, etcetera.)**

**Subject:** MOSES Introduction to Trade Training for Career Center Staff

**Overview:** The Division of Career Services is conducting MOSES Trade training to support the successful implementation of the enhancements and changes to MOSES. This will include Trade, and Rapid Response. This is an introduction to the Trade program, Career Center Staff that work closely with the Trade program should attend the training session, if they are not familiar with it. This training session lasts a full day. Staff who register to attend this training, are expected to be current MOSES users with a working knowledge of the MOSES application.

Completion of MOSES 101 is a prerequisite to attending this training.

**Dates:** June 18, 2008  
C.F. Hurley Building, Room 645, Boston, MA

**All day sessions: 9:00 a.m. to 3:30 p.m.**

**To register email** MOSES Training at [mosestraining@detma.org](mailto:mosestraining@detma.org) to register for the training session:

**Subject:**       **Massachusetts Career Information System (Mass CIS) Staff Training**

**Overview:**     The Massachusetts Division of Career Services (DCS) offers the Massachusetts Career Information System (MassCIS) free on-line to all Massachusetts residents. MassCIS is designed to provide occupational, wage and educational information to help people make better-informed career and school choices.

DCS holds the Massachusetts license for the Career Information System (CIS), a comprehensive, interactive system developed by intoCareers, a division of the College of Education at the University of Oregon. Thousands of schools, state agencies, and individuals throughout the United States use CIS products. DCS provides the occupational and school information for Massachusetts.

*This is a half day program*

**Dates:**       **May 28, 2008**               **9:00 a.m. to noon**  
C.F. Hurley Building, Room 612CD, Boston, MA

**May 28, 2008**               **1:00 p.m. to 4:00 p.m.**  
C.F. Hurley Building, Room 612CD, Boston, MA

**June 5, 2008**               **9:00 a.m. to noon**  
ValleyWorks, Lawrence, MA

**June 5, 2008**               **1:00 p.m. to 4:00 p.m.**  
ValleyWorks, Lawrence, MA

**June 25, 2008**               **9:00 a.m. to noon**  
C.F. Hurley Building, Room 612CD, Boston, MA

**June 25, 2008**               **1:00 p.m. to 4:00 p.m.**  
C.F. Hurley Building, Room 612CD, Boston, MA

**To register email** MOSES Training at [mosestraining@detma.org](mailto:mosestraining@detma.org) to register for the training session:

**Subject:**       **Massachusetts Career Information System (Mass CIS) Training for YOUTH**

**Overview:**     This is a special Massachusetts Career Information (Mass CIS) training partnered with the Commonwealth Corporation Youth Program focused for Youth Counseling staff.

The Massachusetts Division of Career Services (DCS) offers the Massachusetts Career Information System (MassCIS) free on-line to all Massachusetts residents. MassCIS is designed to provide occupational, wage and educational information to help people make better-informed career and school choices.

DCS holds the Massachusetts license for the Career Information System (CIS), a comprehensive, interactive system developed by intoCareers, a division of the College of Education at the University of Oregon. Thousands of schools, state agencies, and individuals throughout the United States use CIS products. DCS provides the occupational and school information for Massachusetts.

*This is a half day program*

**Dates:**       **July 25, 2008**               **9:00 a.m. to noon**  
C.F. Hurley Building, Room 612CD, Boston, MA

**July 25, 2008**               **1:00 p.m. to 4:00 p.m.**  
C.F. Hurley Building, Room 612CD, Boston, MA

**August 4, 2008**           **9:00 a.m. to noon**  
The College of the Holy Cross, Worcester, MA

**August 4, 2008**           **1:00 p.m. to 4:00 p.m.**  
The College of the Holy Cross, Worcester, MA

**To register go to:** <http://www.commcorp.org/youth/Events.html> **and register for the appropriate class.**