

Mass Workforce Issuance

Workforce Issuance No. 08-52

Policy Information

To: 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: December 22, 2008

Subject: **MOSES Database Training for Beginner Report Writing**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of a training session for new report developers using the MOSES database, scheduled for Friday, January 30, 2009 at the Employment & Training Resources Career Center in Marlborough.

The DCS Analysis & Reporting Unit invites representatives of each workforce investment area to participate in a day of training for new report developers responsible for producing data for reports from the MOSES database. The training will provide an understanding of the MOSES database that will aid the new report writer in creating ad hoc reports from the database. The training session is scheduled for Friday, January 30th, at the Employment & Training Resources Career Center in Marlborough. Directions may be found in Attachment A.

The training will begin at 9:30 am and will end at approximately 3:30 pm. Lunch will not be provided. We are limited to **20 seats** for this training session.

Staff attending this training should:

- be responsible for writing reports from the MOSES database,
- have at least a rudimentary knowledge of database concept,
- have a rudimentary knowledge of some reporting software like Crystal Reports or Microsoft Access,

- have some experience with the MOSES application, and
- have an understanding of One-Stop Career Center operations and programs

Action

Required: Please RSVP to Leslie Abramowitz (labramowitz@detma.org) no later than Friday, January 16, 2009 with the following information:

- Name
- Organization and City
- Email Address
- Telephone Number

Attendees are encouraged to *practice* using Crystal Reports software (or other comparable software) with the MOSES database before they attend the session on the 30th.

Inquiries: Please direct all inquiries to Leslie Abramowitz at labramowitz@detma.org. Please reference this Issuance number with your inquiry.