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Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston MA 02111

William F. Weld
Governor
Argeo Paul Cellucci
Lieutenant Governor

Field Operations Memo 95-32
October 18, 1995

Gerald Whitburn
Secretary
Joseph Gallant
Commissioner

TO: Local Office Staff

FROM: Joyce Sampson
Assistant Commissioner for Field Operations

RE: **DET Training and Employment Directory Screens Access**

Overview

In the FY96 DET/DTA Interdepartmental Service Agreement, the Department of Employment and Training (DET) has agreed to provide the Department of Transitional Assistance (DTA) with access to DET's Training and Employment Directory (TED). Access will become available as of October 25, 1995.

TED provides a listing of all job orders currently listed with DET without identification of the employer. Access to TED will assist local office staff in selecting and viewing information concerning jobs available within specific areas of the state or on a statewide basis.

Purpose

DTA staff are being provided access to TED in order to promote the idea of "Jobs First" in the following ways:

To support the provision of a clear job-getting message;

To focus applicant/recipient office contacts on the importance of getting a job;

To motivate the job search efforts of the applicant/recipient;

To change the applicant's/recipient's perceptions of how we do business by stressing employment as an alternative to the receipt of transitional assistance; and

To market and generate referrals to DET's Employment Assistance Services (EAS).

Referrals

When DTA staff find a job opening which is of interest, recipients must fill out the TED job order number request form for jobs that interest them. DET will assess whether the recipient meets the requirements of the employer's job order and will arrange for the job referral/interview and follow-up. DTA staff should refer the recipient to the Employment Network. DTA staff should note that some of the job orders listed within TED contain restrictive conditions such as referral by resume only. DTA staff should be advised that DET staff will follow employers' referral instructions. Contact your DET counterparts to establish operational linkages to maximize referral flow.

Accessing and Using TED

If you currently have the Selection ID DET on the OMIS Gateway Main Menu, access to the TED screens can be acquired through the Local Office Director or his/her designee. Staff who do not currently have access to DET must complete an SCR-1 and submit it to:

Rita Joyce, Field Operations
600 Washington St.
Boston, MA 02111.

The TED Screens can be accessed on-line between the hours of 7:30 am and 5:00 pm. The TED Screens are accessed through the Welcome to Massachusetts D.E.T. screen. From this screen the Massachusetts D.E.T. JOBS Self-Service Information Banks screen and the Massachusetts D.E.T. JOBS and TRAINING Self-Service Information Banks screen can be accessed. The Massachusetts D.E.T. JOBS and TRAINING Self-Service Information Banks screen provides current job listing data for active category 0, 2, 4 and 9 recipients. This includes listings for all types of jobs in the area, new jobs, temporary and/or seasonal jobs and state government jobs (management only).

If at any time you experience problems within the system, press PF1 to return to the OMIS Gateway Main Menu.

**A d d i t i o n a l
D o c u m e n t a t i o n**

Additional documentation for accessing the TED screens and interpreting the data displayed on the TED screens is contained in Systems User's Guide, Volume 5: Sub-Systems, Chapter III.

Q u e s t i o n s

Systems-related questions regarding the TED Screens should be directed to the Customer Support Service Help Desk at (617) 348-5290.
