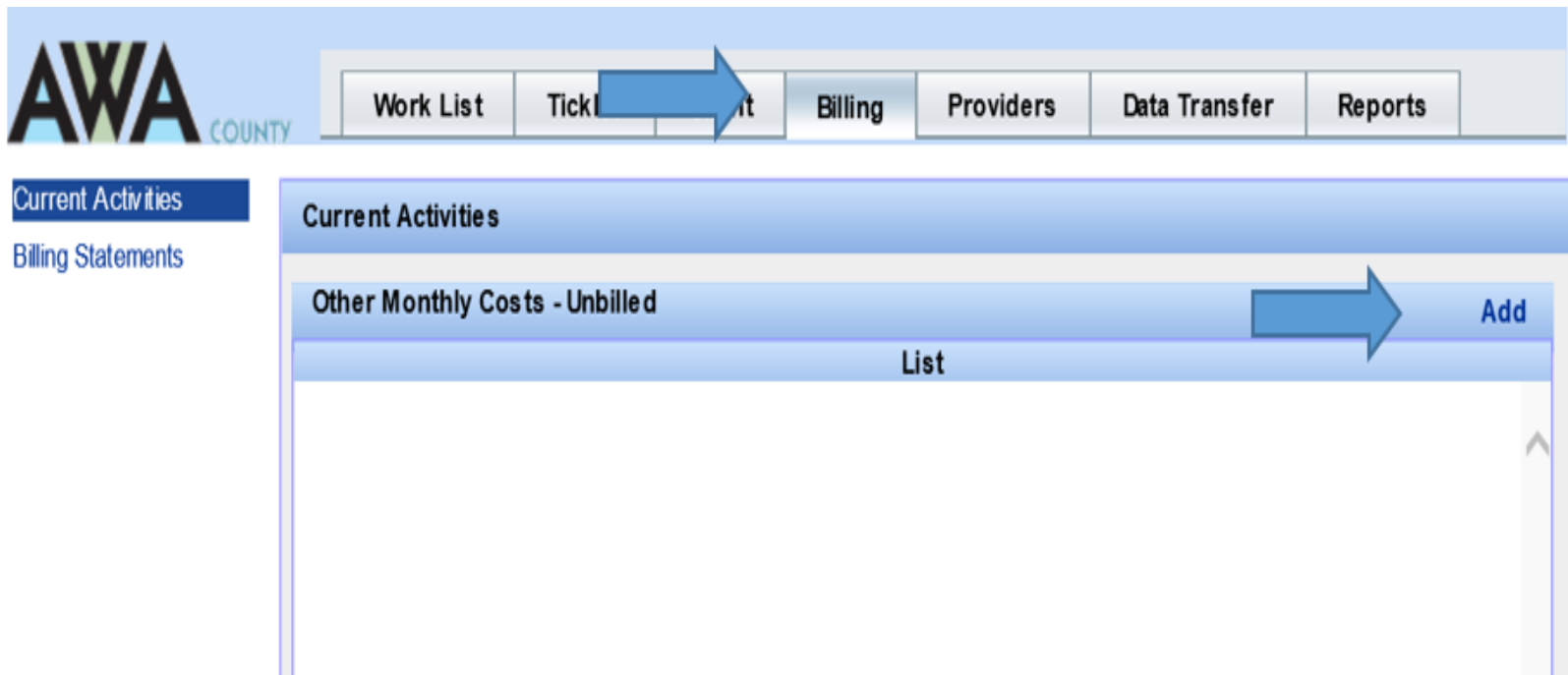


Developmental Disabilities Administration
ADSA Web Access (AWA)
Job Foundation Billing Outcome Payment
Questions and Answers
July 2022

Q: Where do I upload and post billings for Job Foundation outcome payments?

A: All billings associated with Job Foundation outcome payments are uploaded and posted under the “other monthly costs” screen, under the Billing tab.



Q: What are the new Job Foundation BARS Categories in AWA?

A: 98- Job Foundation (JF) Job Outcome Payment and 99-JF 10-Hour Outcome Payment.

Add Cost Billing Dialog

Service Year/Month:*

BARS	Description	Amount
11	COUNTY ADMIN.	<input type="text"/>
12	PASRR ADMIN.	<input type="text"/>
13	JOB FOUNDATION ADMIN.	<input type="text"/>
14	JOB FOUNDATION ADMIN. OSPI	<input type="text"/>
31	STAFF TRAIN.	<input type="text"/>
32	BOARD TRAIN.	<input type="text"/>
41	INFO/ED. ACT.	<input type="text"/>

BARS	Description	Amount
92	ADMIN INFASTRUCTURE	<input type="text"/>
93	AGENCY START-UP	<input type="text"/>
94	PARTNERSHIP	<input type="text"/>
95	JOB FOUNDATION REPORT	<input type="text"/>
96	JOB FOUNDATION REPORT OSPI	<input type="text"/>
97	JOB FOUNDATION INFO/ED	<input type="text"/>
98	JF JOB OUTCOME PAYMENT	<input type="text"/>
99	JF 10-HOUR OUTCOME PAYMENT	<input type="text"/>

Save Cancel

Q: What are the limits for Job Outcome Payments?

A: Job Outcome Payments are limited to clients participating in the Job Foundation project for high acuity transition students 1 year after they exit school (July 1 – June 30). Payments should follow the Job Foundation Outcome Payment Table found in the AWA Billing Instructions. High acuity clients are only eligible for an outcome payment if they have an authorization when wages are reported and had a Job Foundation Report completed.

Job Foundation Outcome Payment Table for Clients with High Acuity

Date range for job placement	Outcome Payment Amount
July 1 st – September 30 th	\$1,500 Provider is eligible for an additional payment of \$1,000 if client paid hours are >= 10 hours/week
October 1 st – December 31 st	\$1,000 Provider is eligible for an additional payment of \$1,000 if client paid hours are >= 10 hours/week
January 1 st – March 31 st	\$500 Provider is eligible for an additional payment of \$1,000 if client paid hours are >= 10 hours/week
April 1 st - June 30 th	\$250 Provider is eligible for an additional payment of \$1,000 if client paid hours are >= 10 hours/week

Please note a current County Service Authorization for Individual Employment must be in place prior to outcome payment

Q: How is client data collected for Job Foundation outcome payments?

A: There are 3 new columns in the AWA Individual Employment billing spreadsheet:

1. **Client Employment Acuity** – system generated from client’s current assessment
2. **JF Job Outcome Payment** – AWA user should enter outcome payment for working high acuity client based on the amounts and dates within the Job Foundation Outcome Payment Table.
3. **JF 10+ Hr Job Outcome Payment** – AWA user should enter outcome payment for working high acuity client who is reporting 10+ paid work hours/week. Client is eligible for this payment anytime within the year after they exit school (July 1 and June 30).

AC	AD	AE
Client Employment Acuity	JF Job Outcome Payment	JF 10+ Hr Job Outcome Payment

Q: What are the system validations for Job Outcome data in the IE billing spreadsheet?

A: System validations can be found in the current AWA Billing Instructions and are as follows:

Errors – hard stops that won't allow the AWA user to upload the spreadsheet without correction

- 1. *If client acuity is not high, then populate the Client Employment Acuity but do not allow entry into "Job Foundation Job Outcome Payment" and "Job Foundation 10+ Hr Job Outcome Payment" columns.*** – This means if the client is not high acuity, an outcome payment cannot be entered. If the AWA user believes the acuity information is incorrect or if it is missing acuity information, please contact your Regional Employment Specialist for support.
- 2. *If Wages = \$0, then do not allow entry into "Job Foundation Job Outcome Payment" and "Job Foundation 10+ Hr Job Outcome Payment" columns.*** – This means if no wages are entered in the Gross Wages column, an outcome payment cannot be entered.

Q: What are the system validations for Job Outcome Payment data in the IE billing spreadsheet?

A: System validations can be found in the current AWA Billing Instructions and are as follows:

Warnings – These validations will not stop the AWA user from uploading the IE billing spreadsheet. They are intended to provide information prior to final posting.

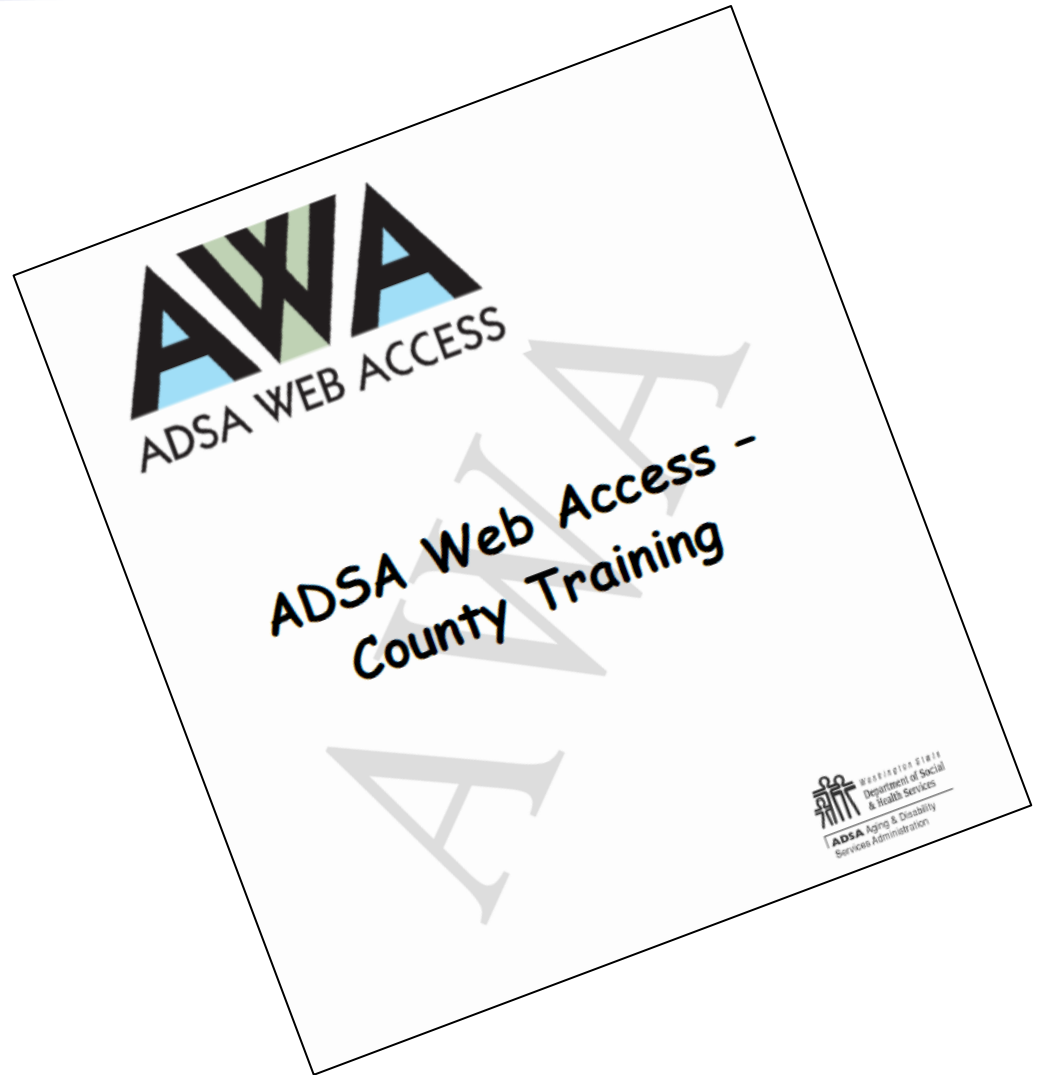
- 1. *If Hours worked <10 weekly, do not allow entry into “Job Foundation 10+ Hr Job Outcome Payment” column..*** – This means if the high acuity client is reporting less than 10 hours/week, which is derived by dividing the client monthly paid work hours by 4.3, the AWA user should verify they are eligible. This is a warning instead of an error to avoid rounding issues such as client’s weekly hours come out to 9.9999 when dividing the monthly hours by 4.3.
- 2. *If first reported wages occur after July the following year, then do not allow entry into “Job Foundation Job Outcome Payment” and “Job Foundation 10+ Hr Job Outcome Payment” columns..*** – This means the AWA user is attempting to upload a Job Foundation payment for a client more than 1 year after their transition year. The AWA user should verify the client’s graduation year to see if they are eligible for payment and have a Job Foundation report.

Q: If payment for Job Foundation outcomes is entered into the indirect billing screen why do we have to enter data into the IE billing spreadsheet?

A: Job Foundation is a pilot project that presumes access to services earlier will result in better employment outcomes for clients, especially those who have high support needs. It is important that DDA have client level outcome data to tell the story of the Job Foundation project. This will better position us to pursue long term funding.

Q: How do I correct a mistake in my Job Foundation billing that I have already posted?

A: Please see the [AWA User Training Manual](#) for direction on how to correct an indirect service billing record or a direct service record for the Job Foundation Outcome data in the IE spreadsheet.



For support with Job Foundation outcome payment billings please reach out to your DDA Regional Employment Specialist for support.

DDA Regional Employment Specialists

Region 1N: Dala Rice, Dala.Rice@dshs.wa.gov

Region 1S: Carrie Bayha, Carrie.Bayha@dshs.wa.gov

Region 2: Stephanie Jones, Stephanie.Jones2@dshs.wa.gov

Region 3: David Money, David.Money@dshs.wa.gov

DDA HQ AWA Support

Rod Duncan, 360-791-9788

Megan Burr, 360-407-1523 or 360-764-3595