

# DDA EMPLOYMENT CALCULATOR INCORPORATED INTO CARE/AWA JULY 2018 COUNTY TRAINING

## Training Topics

- Overview
- CARE/AWA changes
  - Tickler notification of new or changed Employment Calculator
  - PCSP Employment Calculator tab
  - Individualized Technical Assistance
- Contact info

## Overview

**On August 3, 2018 the Employment Calculator database is being imbedded into the CARE/AWA system.**

## Overview

On **August 3, 2018**

- (1) CRMs will no longer use the external Employment Calculator database;
- (2) Counties will be notified of new or changed Employment Calculator hours in the AWA Tickler Screen; and
- (3) There will be a new Person Centered Service Plan (PCSP) Employment tab in the AWA Client, Overview screen.

## Overview

On August 3, 2018 CARE will implement an Employment Calculator to the CARE system in the Person Centered Service and the Action Tab. The Employment Calculators will

1. Auto-fill with data from CARE
2. Allow case managers to override employment calculation base and add-on hours
3. Auto-fill the employment calculator with employment related Prior Approval and Exception to Rule hours
4. Generate information on the client's work history: support and paid work hours
5. Notify the county worker via tickler with employment calculation results if a change occurs
6. Allow access to an Action Tab Employment Calculator to determine hours available for planning purposes, the information in this calculator will not be saved

# Today – CRMs use an external data base that sends an email to the county

DDA Employment Calculator Close Database

Calculator Hours

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Client:  County: Yakima

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Assessment Created Date: 6/4/2018 ISP Effective Date:

Employment Service: Individual Employment (IE) ☐ Client is Self-Employed

Support Level: Medium

Employment Status: Not Working Not Working

Service Level: F

Supported Employment Hours: 9 9 [WAC: 388-828-9345](#)

Additional Hours: 7 0 [WAC: 388-828-9350](#)

Subtotal Maximum Monthly Hours: 9

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Is the Client Approved to Receive ETR Hours: No

ETR Hours: 0

Begin Date:

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Total Maximum Monthly Hours: (Excludes Short Term Hrs) 9 ☒ Complete

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Is the Client Approved to Receive Short-term Hours: No

Begin Date:  0 [WAC: 388-828-9360](#)

End Date:

Total Maximum Monthly Hours plus Short Term Hours: 9

Move to Current on: 6/25/2018

Last Updated On 6/20/2018

Exit Print

If a change has been made to the Client's Services this month, click the button below to make any necessary updates:

Copy

TEST - DDA Employment Calculator v.4.1

File Home Create External Data Database Tools Tell me what you want to do...

View Paste Copy Filter Remove Sort Toggle Filter Refresh All Delete More Find Select B I U A

Views Clipboard Sort & Filter Records Find

Calculator Main DDA Employment Calculator Employment Calculator Client History DDA Employment Calculator

DDA Employment Calculator Close Database

Calculator Hours

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Service Month	Provider Staff Hrs	Client Site Hrs	Client Paid Hrs
03/2014	17.5	0	0
04/2014	28	0	0
05/2014	14.5	0	0
06/2014	16.5	0	0
07/2014	19.5	0	0
08/2014	12	0	0
09/2014	11.75	0	0
11/2014	14.25	0	0
12/2014	15	0	0
01/2015	14	0	0
02/2015	25	0	0

Provider Staff Hrs

Max Hrs: 28

Min Hrs: 11.75

Avg Hrs: 17.09

Client Site Hrs

Max Hrs: 0

Min Hrs: 0

Avg Hrs: 0.00

Client Paid Hrs

Max Hrs: 0

Min Hrs: 0

Avg Hrs: 0.00

Current Planned Hours

Service: Individual Employment

Current CSA Max. Hrs: 15

Exit to Calculator Main

If this record has been completed, is locked and corrections need to be made, please contact Megan Burr at: Megan.Burr@dshs.wa.gov. If she is unavailable, contact Terry Redmon at: Terry.Redmon@dshs.wa.gov.

**Tomorrow** – When a CRM selects an employment service for the PCSP, an employment calculator will appear in the Finalize Plan screen in CARE. When the Tentative Start Date is completed, a tickler will be sent to the county.

PCSP Employment Calculator

Employment Status:  [WAC 388-828-9330](#) Self-Employment:

Supported Employment Hours:  [WAC 388-828-9345](#) [Historical Hours](#)

Additional Hours:  [WAC 388-828-9350](#)

Prior Approval Hours:  Begin Date:  End Date:   
[WAC-388-828-9336](#)

ETR Hours:  Begin Date:  End Date:

Total Hours:  Tentative Start Date:

Ok Cancel

## County and AWA changes

**Instead of an email notification, a county will now receive an AWA tickler each time**

**(1)An initial calculator is created and**

**(2)Whenever there is a change to the calculator.**

***Ticklers are sent on a nightly basis. If an Employment Calculator is created by a CRM on a Wednesday, a county will receive a tickler on Thursday.***



## AWA tickler example



<u>Client Name</u>	<u>Tickler</u>	<u>Description</u>	<u>Generated Date</u>	Read	Del
	PCSP Employment Change	06/09/2018	06/19/2018	<input type="checkbox"/>	<input type="checkbox"/>
	PCSP Employment Change	07/01/2018	06/19/2018	<input type="checkbox"/>	<input type="checkbox"/>
	PCSP Employment Change	07/01/2018	06/19/2018	<input type="checkbox"/>	<input type="checkbox"/>
	PCSP Employment Change	07/01/2018	06/19/2018	<input type="checkbox"/>	<input type="checkbox"/>
	PCSP Employment Change	09/26/2016	06/19/2018	<input type="checkbox"/>	<input type="checkbox"/>
	PCSP Employment Change	07/01/2018	06/17/2018	<input type="checkbox"/>	<input type="checkbox"/>
	PCSP Employment Change	07/01/2018	06/17/2018	<input type="checkbox"/>	<input type="checkbox"/>

*The client's name will be a hyperlink to the Client tab and Overview screen*

## New PCSP Employment tab

**AWA COUNTY**  
Client Search > Overview

**Client Name**

- Demographics
- Overview**
- Client Contact
- Residence History
- Collateral Contact
- County Service Referral
- County Service Auth
- Employment Outcome

**Work List** **Tickler** **Client** **Billing** **Providers** **Data Transfer** **Reports**

**Overview**

**Case Manager**

**Office Name:** DDD Everett FSO  
**Primary Case Manager:** Stanley, Vanessa

**Phone:** (360)725-2435  
**Fax:** (425)339-4856  
**E-mail:** StanIVK@dshs.wa.gov

**DDD Eligibility**

**Eligibility Date:** 10/15/1958  
**Age at Determination:** 53  
**Review Date:**  
**Expiration Date:**

**Disability/Conditions List**

Disability/Condition	Meets WAC
Intellectual Disability	

**Plan/Program** **ISP Comments** **PCSP Employment**

## New PCSP Employment tab

Plan/Program	ISP Comments	PCSP Employment
<b>Client:</b> <input type="text"/>		<b>County:</b> Spokane
<b>Assessment created date:</b> 05/2018	<b>Tentative start date:</b> 07/09/2018	<input type="checkbox"/> <b>Client is self-employed</b>
<b>Employment service:</b> Individual Employment	<b>Support level:</b> Medium	<b>Employment status:</b> Not Working
<b>Service level:</b> F		
<b>Supported employment hours:</b> 9	<b>Additional hours:</b> 7	<b>Subtotal maximum monthly hours:</b> 16
<b>Is the client approved to receive ETR hours:</b> Yes		<b>ETR hours:</b> 8
<b>Begin date:</b> Only employment related custom ETR dates will populate here, Planned Period ETRs will not.	<b>End date:</b>	<b>Total maximum monthly hours: (Excludes short-term hrs)</b> 24
<b>Is the client approved to receive short-term hours:</b> No		<b>Short term hours:</b> 0
<b>Begin date:</b> All employment related Prior Approval dates will populate here	<b>End date:</b>	<b>Total maximum monthly hours plus short term hours:</b> 24

# Washington State Department of Social and Health Services

Plan/Program	ISP Comments	PCSP Employment
Client: [REDACTED]		County: Snohomish
Assessment created date: 06/09/2018	Tentative start date: 06/09/2018	<input type="checkbox"/> Client is self-employed
Employment service: Individual Employment	Support level: Medium	Employment status: Not Working
Service level: F		
Supported employment hours: 9	Additional hours: 4	Subtotal maximum monthly hours: 13
Is the client approved to receive ETR hours: Yes		ETR hours: 25
Begin date:	End date:	Total maximum monthly hours: (Excludes short-term hrs) 38
Is the client approved to receive short-term hours: No		Short term hours: 0
Begin date:	End date:	Total maximum monthly hours plus short term hours: 38

New tab

If Self-employed is selected, box will be checked and employment status = "working"

Base + Add-on hours subtotal

ETR Hours

ETR dates will not populate unless it is a Custom ETR and does not match plan year dates in the ISP.

Prior Approval Hours

Total Service Hours

Date range for Prior Approvals

# Individualized Technical Assistance

- ITA hours will now be done separately and not be included in the Employment Calculator hours.
- A client can still access the hours within base and add-on for ITA supports but these hours will not be reflected in the new PCSP Employment Calculator

## Help is available!

### Regional Support:

- Region 1 Employment Specialist – Carrie Bayha, 509-374-2128
- Region 2 Employment Specialist – Rod Duncan, 425-740-6453
- Region 3 Employment Specialist – David Money, 253-404-5553

### DDA HQ Support:

Employment and Day Program Coordinator  
– Megan Burr, 360-407-1523

