Training Topics

- Overview
- CARE/AWA changes
  - Tickler notification of new or changed Employment Calculator
  - PCSP Employment Calculator tab
  - Individualized Technical Assistance
- Contact info
On August 3, 2018 the Employment Calculator database is being imbedded into the CARE/AWA system.
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.
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
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.
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.
The client’s name will be a hyperlink to the Client tab and Overview screen
New PCSP Employment tab
### New PCSP Employment tab

<table>
<thead>
<tr>
<th>Plan/Program</th>
<th>ISP Comments</th>
<th>PCSP Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client:</td>
<td></td>
<td>County: Spokane</td>
</tr>
<tr>
<td>Assessment creation date:</td>
<td>Tentative start date:</td>
<td>Client is self-employed</td>
</tr>
<tr>
<td>Employment service: Individual Employment</td>
<td>Support level: Medium</td>
<td>Not Working</td>
</tr>
<tr>
<td>Service level: F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supported employment hours: 9</td>
<td>Additional hours: 7</td>
<td>Subtotal maximum monthly hours: 16</td>
</tr>
<tr>
<td>Is the client approved to receive ETR hours: Yes</td>
<td>ETR hours: 8</td>
<td>Total maximum monthly hours: 24</td>
</tr>
<tr>
<td>Begin date:</td>
<td>End date:</td>
<td>Total maximum monthly hours: 24</td>
</tr>
<tr>
<td>Only employment related custom ETR dates will populate here, Planned Period ETRs will not.</td>
<td>Short term hours: 0</td>
<td>Total maximum monthly hours plus short term hours: 24</td>
</tr>
<tr>
<td>Is the client approved to receive short-term hours: No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Washington State Department of Social and Health Services

## PCSP Employment

<table>
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</table>

**Client:** [redacted]

**County:** Snohomish

**Assessment created date:** 06/09/2018

**Employment service:** Individual Employment

**Support level:** Medium

**Employment status:** Not Working

**Supported employment hours:** 9

**Additional hours:** 4

**Subtotal maximum monthly hours:** 13

**ETR hours:** 25

**Total maximum monthly hours (Excludes short-term hrs):** 38

**Short term hours:** 0

**Total maximum monthly hours plus short term hours:** 38

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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