



BFET Q&A – Participant Reimbursements (PR)

1. Do I need to submit a billing roster anymore?

- Community Based Organizations no longer need to submit a Billing Roster. The PR Tracking form contains the information we need to process an A-19 that includes PR reimbursement.

***Caveat – if you are a college or an ORIA BFET contractor, it is business as usual, please continue to process you're A-19 as in the past.

2. At what time do I enter a PR into the eJAS case?

- The day the PR is disbursed to the participant, or within 7 days of the disbursement to the participant.

Example #1

Participant is in case manager's office and signs the PR form at the appointment when handed the bus tickets.

Best practice: since the participant is in your office, enter the PR in eJAS, print that PR form and have the participant sign the PR.

Example #2

Participant is meeting case manager at the local library to pick up bus tickets.

Best practice: Case manager can enter PR into eJAS and print, prior to meeting participant and carry that printout to meet participant; or

Case manager can use a paper PR form to gain participant signature at time of disbursement. Case manager then has 7 days to input the PR into eJAS, per handbook.

3. Do I need to make a case note about the PR?

- Yes, business as usual, whether on that date, or including info about the PR in your monthly note.

4. Why am I entering the PR in eJAS and adding PR information on the PR Tracking form?

- Entering the information into the eJAS PR function provides your agency the ability to track PR, and run PR reports on your caseload.

- The PR Tracking form is used by your agency for the A-19 invoice packet, to list the PR they are requesting for reimbursement in that billing month.
5. How many times can I update a specific PR in eJAS?
 - You can only modify a PR in eJAS one time.
 6. Do we need to submit the A-19 through Secure DSHS email now that there is participant information on the PR Tracking Log tab of the A-19 spreadsheet?
 - Yes, any email containing participant information should always be sent through DSHS secure email.
 7. How does our fiscal staff gain access to DSHS secure email?
 - Your staff can send an email to SWBFETPolicy@dshs.wa.gov, requesting for DSHS Secure email. DSHS staff will then reply providing access.
 8. Can DSHS notify contractors when the PR Directory is updated on website?
 - Yes, DSHS will notify contractors.
 9. I can't find the specific PR in the choices of the dropdown menu in eJAS.
 - All of your PR should be identified with the available options.
 10. Do we continue to invoice for actual costs on A-19?
 - Yes, actual costs for reimbursements.
 11. Is an eJAS printed, unsigned PR form acceptable?
 - No. A PR form must be signed by the participant when they receive the PR.
 12. Is there a date range to run the PR report in eJAS?
 - Yes. You can only run the report for the last 90 days.