

Meeting Notes: BFET Quarterly Provider Meeting December 2021

12/7/2021

BFET Policy Updates: Program Mangers Felicia and Bessie

- Employment data on the FFY22 Performance Reports will reflect a count of employment for all providers with an open BFET component on date the participant began employment (per Employment screen info in eJAS).

Example:

Jesse is co-enrolled in BFET with YWCA and Seattle Central College. One of the agencies enters Employment information to the eJAS case. Both YWCA and Seattle Central College will receive an Employment count on their performance for Jesse (regardless of which agency entered the info into eJAS).

- Digital supports-provide to clients in order to participate in BFET. Please review the PR Directory for maximum on portable digital devices.
Includes monitors, screens, chrome book, any digital device and accessories included.
For some agencies-currently amending their contracts to add digital support. Agency or college –make sure whoever works with your contract that this is amended before provided PR for this specific support.
- FY 22 performance reports, they're going to reflect the number of employment for all participants that have an open component. If there are two providers working with the clients with open components so that when we run the employment report if one of those agencies has entered employment, both providers will see an employment count on their reports. This is aggregate data. Both providers working with that client in different activities and providing different services.
- Updated Job Retention Services language in Handbook. To be eligible for retention services, ‘the participant must have secured new employment or received a promotion or increase in wages due to new or additional responsibilities while participating in BFET activities. Increase in number of hours the participant is employed does not qualify the participant for JRS.”
- WBL workgroup update – progress on written policy and the request for WBL components in eJAS is underway.
- Reminder – Contract amendments, reasons for amendments may include:
 - Removing Utilities from the budget and PR description on the PR tab
 - Moving Utilities amount to another PR type
 - Adding Digital Support as a PR
 - Adjusting Carryover count, to match their caseload on 10/1/21
- Reminder – review of the Handbook tab BFET Printed Materials Requirements.

- Reminder – eJAS access – providers please review that access to eJAS is for business need. Please review the contract special terms and conditions section, which provides requirements that the provider notify DSHS timely when a staff no longer works on the BFET or leaves the agency, and no longer should have access to eJAS.
- Review of recent PR Directory changes–
 - Utilities are removed
 - Cell Phones and Cell Phone minutes have been added
 - Digital Support PR has been added
 - Requirements for Housing PR as stated

Question: Cell phone-are we able to pay for cell phone usage and minutes? One is under housing and one is under PR category? Cell Phones and Cell Phone minutes are allowed for all components if reasonable & necessary. The PR type is Housing/Utilities in eJAS. Again, utilities are no longer allowed in the BFET program.

BFET Operations Updates: Melissa

- Case Note Documentation- We observed 2 common errors in October case actions:
 - Initial Note documentation
 - The first common error is missing information in the initial note. The documentation requirement for initial note is on the screen. The employment goal was missing or too vague in the case note.
 - Required documentation for JS components
 - The second common error is missing information in the case note for JS components. This is a new requirement for FFY 2022, so the error is expected. The documentation requirement for JS component is on the screen. There are 3 elements required in the monthly case note. It is important that all 3 items are addressed in the client notes each month.
 - These 3 elements are required when the job search log is submitted. However, there may be situations when the job search log is not submitted. You cannot document items 1 or 2, but you can document item 3. If this happens, it is important to document that the participant did not submit a job search log and the follow up plans.
 - Please contact BFET Operations team for assistance. Bfethelp@dshs.wa.gov
- Component Highlight
 - Job Search Training (JT) Component
 - The JT component has evolved in its use more than any other component in BFET. Consequently, it is the one component that is misused the most.

- The JT component is used for JST activity. This activity is to help participants prepare and be successful in finding employment. It is to help them in the job search activity. This is why JT is often opened with the JS activity.
- Common misuses are:
- Using the JT component when the participant is doing job search activities. Solution: open the JS component concurrently with the JT component.
- Using the JT component for job training. Solution: consider the education components (basic Ed, Voc Ed, Life Skills)
- Please contact BFET Operations team for assistance. Bfethelp@dshs.wa.gov

Providers need to talk with policy program manager about adding service if provider is not sure what is in their contract. Whoever from provider agency works on contract-check with them about what services you can and cannot provide.

➤ Q: Can JT be standalone component? Yes

- BFET Provider's Handbook
 - Matching eJAS PR Types: The latest update to the BFET Provider's Handbook includes a topic called Matching eJAS PR Types. You can find this topic in the PR Directory chapter.
 - The PR function in eJAS does not completely align with the BFET Program or policies creating the need for workarounds so information is entered into the participant's case.
 - The purpose of the topic is to assist entering PRs into eJAS.
 - It is a workaround for entering the PR into eJAS.
 - It does not change what is allowable.
 - Update to providers handbook-guidance about how to align –matching ejas participant reimbursement types –great reference tool.

Invoicing Updates: Billie

Things have evolved a little with invoicing – Billie is not the only person reviewing, approving and sending your invoices to fiscal for payment. Cindy Stallsworth has learned the process and Gus Williams holds several contracts he processes. As we evolve, you may see additional names, so it will be important to send your invoices or any invoice correspondence to the SWBFETPolicy@dshs.wa.gov.

*AND....Keep in mind – this presentation is not for ORIA invoicing.

At the beginning of the federal fiscal year your agency is sent the updated Excel workbook with 6 tabs/documents to fill out. If you are reutilizing funds you will receive a second Excel sheet for those funds.

Your invoice should always include the first four documents and you may have up to seven documents.... no more is required for invoicing, unless otherwise specified.

The first four documents listed will all have matching totals*Except for the tribes, their matching form will be the 25% of the total amount requested, as they are a 75/25 split rather than the 50/50.

1. Signed A 19
2. Cost Details Page
3. Local Match Certification form (not applicable to ORIA BFET) – must be signed
4. Contract Summary Report

Then you may have~

5. Participant Reimbursement Tracker – IF you are billing for PRs
6. Lease Calculation Tool- - IF you are billing for lease/rent, unless you are exempt
7. Reutilized BFET Funds Form - IF you are reutilizing the BFET funds

Let's quickly Review each of these~

Let's start with a blank A 19 – (The tribes would be a 75-25 split)

Policy will review whether~

1. Was it signed and dated? If we need to contact someone, we look to see who the form was prepared by?
2. What month is this for?
3. What is the total of the participant reimbursement? Also known as PR.
4. What is the BFET amount being requested for reimbursement?

The Cost Details Page – AKA 50-50 is reviewed to make sure~

1. The amount requested to be paid by BFET matches. -- All four documents will match (A-19, Cost Details, Matching form and Contract Summary Report) Except for the tribes, their matching form will be the 25% of the total amount requested.
2. If there are PRs – then a PR Tracker form will be included in the workbook that I will watch for ...AND the balance will need to match on the A 19 and Cost Details balances
3. If there is billing for lease or rent – this will indicate to me there might be a Lease Calculation sheet. (unless you are exempt) ...AND it will match balances

On the match form policy is reviewing~

1. Who is the match? If BFET reutilized funds is listed – this tells me there will be the additional Reutilized form attached
2. The match total should be the same as the A-19, Cost Details page and the Contract Summary report. (except the tribes – they will be at 25%)
3. And the form is signed.

** An informal review of FFY21 invoice denials show where a majority of errors on the Contract Summary Report.

Policy is checking to ensure the funds being reported expended matches the previous documents – A 19, Cost Details and Fund match form. (Except for the tribes who will be at 25%)

Column “P” is where the BFET contractual amount can be monitored. If funding is getting low and the agency is at risk of going into a negative balance before the end the contract– The agency will want to communicate with the assigned program manager on moving funds or asking for a contract amendment (whichever might be appropriate)

Think of it like your bank account, if the funds are at a negative balance, the check will bounce!

If these are turned in showing a negative balance and they will be returned for correction, with the exception of the 10% variance rule in the contract at the close of the federal fiscal year.

Policy is reviewing reimbursements and comparing to eJAS

Was a participant reimbursement created? And does the balance match?

Do the notes tell the story of who, what, when, where and why?

*If you are not using BFET funds, a PR does not need to be created. *Best Practice would be to document it in the eJAS notes for other partners to see as to not duplicate services.

Lease calculation Tool: To give a visual - On the BFET Lease Calculation Tool, I check to see if the provider is billing for this and I make sure it matches on the Cost Details Page

BFET Reutilization Funds Page: I just make sure this matches and you have the funds available.

We are being intentional about getting the invoices timely and will be reaching out to see if we can assist in any way if they are late.

Our fiscal team has deadlines they have to meet– Policy is responsible for reviewing, approving or denying with follow up messaging.

We want to support fiscal in meeting their deadlines – so you will hear from me if they are late.

Best Practice Tip #1: check all four documents listed before sending the invoice they should all have matching amounts.

Best Practice Tip #2: check the balance of your Participant Reimbursements – they should match on the PR Tracker and the Cost Details, AKA 50-50.

√ check the balance of your Lease Calculation

Monitoring Updates for BFET Mainstream: Kimberly

- We would like to thank each and every one of you as you remain resilient and innovative, in your approach to serving participants in the midst of a pandemic while and your amazing preparation for the FFY21 monitoring process, as we know it may not have been easy.
- The DSHS BFET Team would like to congratulate you on a successful year as we had.....
 - FFY21 Monitoring Success
 - Total Providers with No Program Findings 29
 - Total providers with No Fiscal Findings 32
 - Total Providers with No Findings 22

Great Job Providers!!!

For FFY22 we are currently in our planning stages of Monitoring. Invitations will start going out to providers in December, to allow for ample preparation time.

State Board for Community and Technical Colleges Updates: Kathi Medcalf

- Rescheduled eJAS training with Dave Skaar
 - For those of you that attended the meeting in November. Dave Skaar was sick, and had to cancel our eJAS training. So we've rescheduled for January 7th, scheduled from nine to 10:30, please register and the information is available in Canvas. The session will be recorded if you can't make it. If you go to the canvas announcement, it gives you the agenda and registration information for this training.
- Contract
 - Exciting news we just received the executed contract it's all signed, sealed and delivered. As of yesterday.
- Budget workbooks
 - As you heard earlier about budget amendments and adjusting budget workbooks the colleges will be getting information about this coming soon. You will be getting an individual email from me by the end of the month with information on what has changed in your workbooks, what needs to change and information about changing your carryover numbers. This email will go to directors and you'll have a couple of weeks, to get the information back to me. During that time I will be hosting an open zoom meeting for people to call in who have any questions.
- 1st Invoice due
 - Your first invoice is due December, 10, please make sure to use the most recent billing and invoicing workbook when submitting.

Introducing our New Providers

Welcome to our new BFET partners. We have invited them to briefly introduce their programs.

- Code Fellows: <https://www.codefellows.org/>
- Just received a great honor
 - Living out 10 values in their organization: Growth minded, inclusive, passionate, caring, Customer oriented, quality focused, empowering, etc...

- Code Fellows really values finding professionals from the fields so that they can be better experts on how to work with the community while still having collaborative learning.
- Confederated Tribes and Bands of the Yakama Nation:
<https://www.yakama.com/employment/tero/>
- MRJN Associates – Maria and Albert
- Maria Bocanegra
107 7th Ave Suite 209
Yakima Wa 98902

509-790-8774

Albert Almanza

301 North 1st street / Sunnyside, WA 98944 (509) 205-8458 / almanzaa@mrjnassociates.org

- Pretty strong relationships with the community
- Employment planning
- Job placement
- Job Development
- Job Training
- Retention
- Barrier Breaking
- Community based assessments

- Have an office in Sunnyside, Yakima and Pierce County

Q: Are you located in the same building as SJI? Seattle Jobs Initiative

A: No, they are not

- Weld Seattle: <https://www.weldseattle.org/>
Eli and Jay - Weld Seattle
Jody@weldseattle.org Connect with Weld Works: Jay@weldseattle.org Connect with 1426:
Carolyn@weldseattle.org
- Seattle King WDC: <https://www.seakingwdc.org/>

BFET Peer mentoring link

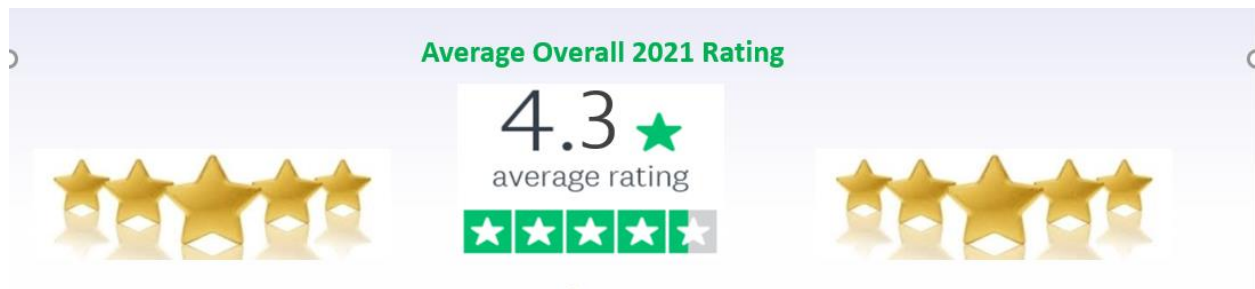
<https://www.dshs.wa.gov/sites/default/files/publications/documents/22-1840.pdf>

Guest Presentation Mindfulness and the power of the magic wand Jennifer Martin

"Jennifer Martin is a stressaholic who is currently in recovery and is stuck on step 11 which is "slow down and think before you act". Jennifer has worked in the non-profit community in Spokane for several years. When she was a case manager working with homeless families she realized coping with stress was a life skill that is universal and we all benefit from being mindful of our stress and how it impacts our lives. Her journey of mindfulness and inspiring others with

the “Magic Wand” approach began and continues because stress is and will always be a part of life. She is currently a Program Manager at Goodwill Industries of the Inland Northwest and supports the Spokane and Grant county BFET team. Currently she is working with a BFET participant and can say she has a new found appreciation for the challenges and rewards that BFET Case Managers face daily.

Review of quarterly provider meeting feedback results.



We are building these meetings based upon your feedback.

Thank you for your input!