

BFET FORUM 2018

EJAS 101

Basic Food Employment and Training - BFET

Electronic JOBS Automated System- eJAS Presentation

BFET at a glance

“The Basic Food Employment and Training (BFET) program is an important part of Washington State’s comprehensive workforce development system serving the needs of low-income individuals, displaced workers, and employers.

The BFET program assists Basic Food recipients in obtaining livable wage employment and achieving self-sufficiency.

The program offers job search, training, education, and workfare activities to improve BFET participant’s employment prospects and wage earning potential”

BFET providers Handbook pg. 4

In other words.....

Transforming
Lives



“Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime”

Chinese proverb

BFET Program Operations Overview

BFET Program Operations Overview:

Policy Team and role

- Manages BFET Contracts
- Approves invoices
- Manages program policy and clarifying questions
- Monitors for program compliance
- Manages budgets and amendments
- Processes Ejas ID request and reviews Non-Disclosure Agreement forms from provider staff.
- swbfetpolicy@dshs.wa.gov
- www.dshs.wa.gov/bfet



BFET Program Operations Overview:

BFET Unit Role in the Program

- Assist with learning how to use eJAS
- Conduct site visits
- Outreach/Marketing
- Ensure provider actions are being done correctly
- Determine eligibility for potential BFET participants
- Answer or redirect child care related questions
- Help to understand the basic criteria for participants to be eligible for BFET program – SNAP vs FAP, DCA, TANF, RCA, TANF SSI cases
- Description of different email boxes:
 - bfethelp@dshs.wa.gov
 - bfetbilling@dshs.wa.gov



EJAS

Is our friend!

Understanding EJAS

- What is it?
- What is it used for?
- What exactly does it do?
- Why do we need it?

Navigating E-JAS



Please enter your User ID and Password

User Id :	<input type="text"/>
Password :	<input type="password"/>
<input type="button" value="OK"/>	

A job, a better job, a better life

!!! WARNING !!! By accessing and using this system you are consenting to possible system monitoring for law enforcement and other purposes. Any unauthorized use of this computer system may subject you to criminal prosecution and penalties, or other disciplinary action.

[Password Reset/Help Desk](#)



Password Reset/Help Desk

Password Reset/Help Desk

Make sure you call the right number when needing assistance with the EJAS system.

<p>Department of Social & Health Services Password Reset for User IDs ending in 300: 360-902-7700 1-888-329-4773 DSHSEnterpriseTechnologyServiceDesk@dshs.wa.gov DSHS - eJAS Questions 360-664-4560, press 2 jshhelp@dshs.wa.gov</p>	<p>ESD - eJAS Questions 360-902-9779</p>
<p>Department of Commerce - WorkFirst Password Reset for User IDs ending in 0103 & W103: 360-725-4151 360-725-4145 360-725-4143 or 360-725-2676 COM WorkFirst - eJAS Questions 360-725-4143</p>	<p>Department of Commerce - Housing Password Reset for User IDs ending in H103: 360-725-2992 360-725-4179 360-725-2676 COM Housing - eJAS Questions 360-725-2920</p>
<p>State Board of Community & Technical Colleges Password Reset for User IDs ending in 352: Kim Wheeler: 360-704-4336</p> <p>SBCTC - eJAS Questions/Help WorkFirst: Jennifer Dellinger 360-704-3925 BFET & RJSE: Mat Carlisle 360-704-4341</p>	

BFET Contractor Caseload

BFET Contractor Caseload

Welcome to e-Jas



You have been defined with multiple models.

Please select a model from the list below or select a link in the lower left.

Region
<input type="radio"/> 2-RISE
<input type="radio"/> 3-RISE
<input type="radio"/> 2-BFET
<input type="radio"/> 3-BFET

All BFET providers should use only the BFET Models to access BFET participants: Region 1, Region 2, Region 3 and 130.



BFET Contractor Caseload

The screenshot shows the E-Jas Information Technology Division website. At the top left, there is a logo for E-Jas and the text 'Information Technology Division'. Below this, the user's ID and model are displayed: 'User Id : RACH300 Model : BFET' and a 'Logout' link. In the center, there is a 'eMessage Center' icon with a notification: '*** You have a Task Reminder***'. Below the message center, the main heading is 'BASIC FOOD E&T CONTRACTORS'. There are two columns of links: 'BFET Eligibility', 'What's New', and 'Negotiables Home' on the left; and 'E&T Reports' and 'WorkFirst Reports' on the right. Below these links, there is a search section: 'To work with a particular Client, enter the ID here:' followed by an input field and a 'Go Find It' button. Below the input field are 'Help' and 'Change Model' buttons. A note says 'To see your possible client list, click on one of the links below:'. Below this note is a list of contractor codes and names: 6CW WASHINGTON STATE EMPLOYMENT SECURITY - KING COUNTY, 6DL TRAC ASSOCIATES - KING & COUNTY - RISE, 6CJ CAREER PATH SERVICES - SPOKANE COUNTY - RISE, 6CC CASCADIA COMMUNITY COLLEGE BFET, 6CX WASHINGTON STATE EMPLOYMENT SECURITY - PIERCE COUN, and ZZZ CJ TESTING. At the bottom of the screenshot, there is a 'Password Reset/Help Desk' link.

Click on your contractor code to view your current active caseload.

BFET Contractor Caseload



User Id : [REDACTED] Model : BFET
[Logoff](#)

[eMessage Center](#)

Contractor E-Msg
[eMessage Center](#)

[Home](#)

Basic Food E&T Contractor Caseload

6AL-OLYMPIC COLLEGE BFET Model: BFET Number of Clients: 0002

Caseload Month Year(mmyyyy)

Name Search

First: Last:

Id Search

Id:

CSO Search

CSO:

Component Search

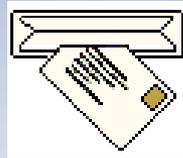
Component:

[BFET Contractor Historical Report](#)



After selecting your contractor code, your active caseload will appear. This list will not include cases where components have been closed or where BFA is no longer open.

eJAS eMessage Center



eMessage Center

- Using eMessage Center is a direct way to contact providers and contractors of services that are case managed within EJAS.
- The envelope tells you that you have mail.
- To begin click on: **eMessage Center**
- eMessages should be checked once per week

eJAS eMessage Center

Reply Reply to All Forward Back Close

Review Message

Delete Print

From: BRM300 - BROWN, TEA'LAUNNA Sent:02/22/17 08:50:29
To: RTHR300
CC:
Subject: Test

Jas ID: Status: Opened on 04/07/17 at 14:31
Message: Testing

Rectangular Snip

Delete Print

Reply Reply to All Forward Back Close

Follow menu prompts to delete or reply as needed



New Sent Items Task Reminder Tools Close Help

e-JAS Inbox

Delete

User Id: [REDACTED] - THROWER, ROBIN

Unread Messages: 3

<input type="checkbox"/>	<u>From</u>	<u>Status</u>	<u>Subject</u>	<u>DateTime</u>
<input type="checkbox"/>	WILSON, DEBBIE	Unread	test	03/07/17 15:12:25
<input type="checkbox"/>	THROWER, ROBIN	Unread	Writing emessages	03/07/17 15:08:15
<input type="checkbox"/>	BROWN, TEA LAUNNA	Unread	Test	02/22/17 08:50:29

Delete

New Sent Items Task Reminder Tools Close Help

eMessages mail will open to this screen.
Click on hyperlink to read messages.
“Case Review” messages are from the BFET team.
You may delete messages entitled “Other” and “Participation”



BFET Components

BFET Components

FI – Food Indicator – (1 year and extended as long as client is in BFET)

- All BFET participants must have this component open
- Separates BFET from Rise/Work First Components, not a participation component

VE – Vocational Education – (150 days or 2 years without DSHS Review)

Organized education in specific skills and abilities that lead to certificate or degree in an occupational field.

BE – High School Equivalency – (120 days or up to 365 days without DSHS Review)

Provides education to participants to raise their overall employability.

May include High School Equivalency (formerly GED), Basic Ed for Adults or ESL classes

JT – Job Search Training – (90 days or up to 270 days without DSHS Review)

Provides assistance to make participants job ready, such as training in applications, interviewing and soft skills

JS - Job Search – (90 days or up to 180 days without DSHS Review)

Provides assistance to secure employment when participant is ready to actively job search



BFET Components

BR – Retention Services – (90 days)

Provides assistance and support to participants who have exited the BFET program due to employment

No other components can be open with BR

Must have participated in non-BR BFET activities in the last 90 days

The start date for BR component is the first day of employment or the last day BFA was active, whichever is earlier.

Must be submitted to BFETHelp for processing

BC – Case Management – (90 days or up to 180 without DSHS Review)

Used to capture time spent on additional assistance that is not part of other BFET activities, such as referrals to housing assistance or DV advocates.

BC does not include services covered under other BFET components, such as initial assessment, IEP, academic advising or career navigation.

Must be submitted to BFETHelp for processing

BFET Eligibility

BFET Eligible

- Receives Federal Food Assistance
- Age 16 or older
- Able to work within the next year 20 or more hours
- Can participate immediately

Not BFET Eligible

- Receives State funded food assistance (FAP)
- Receives Tanf
- Transfer student
- Chooses not to participate

Automation / BFET Eligibility

Automation / BFET Eligibility

The screenshot shows the E-Jas Information Technology Division website. At the top left is the logo with 'E-Jas' in a blue circle and 'Information Technology Division' in a grey box. To the right is a dark blue button labeled 'eMessage Center'. Below the logo, the user information 'User Id : AGFE300 Model : BFET' and a 'Logoff' link are visible. The main heading is 'BASIC FOOD E&T CONTRACTORS'. Below this are links for 'BFET Eligibility', 'WorkFirst Reports', and 'What's New'. A search section contains the text 'To work with a particular Client, enter the ID here:' followed by an empty text input box and a 'Go Find it' button. Below the search section is a 'Manuals' button. A highlighted orange box contains the text 'To see your possible client list, click on one of the links below:' followed by a link labeled '6AL' and 'OLYMPIC COLLEGE BFET'. At the bottom of the screenshot is a link for 'Password Reset/Help Desk'.

Before checking eligibility through BFET Authorization, make sure a signed consent form has been completed.

Automation / BFET Eligibility

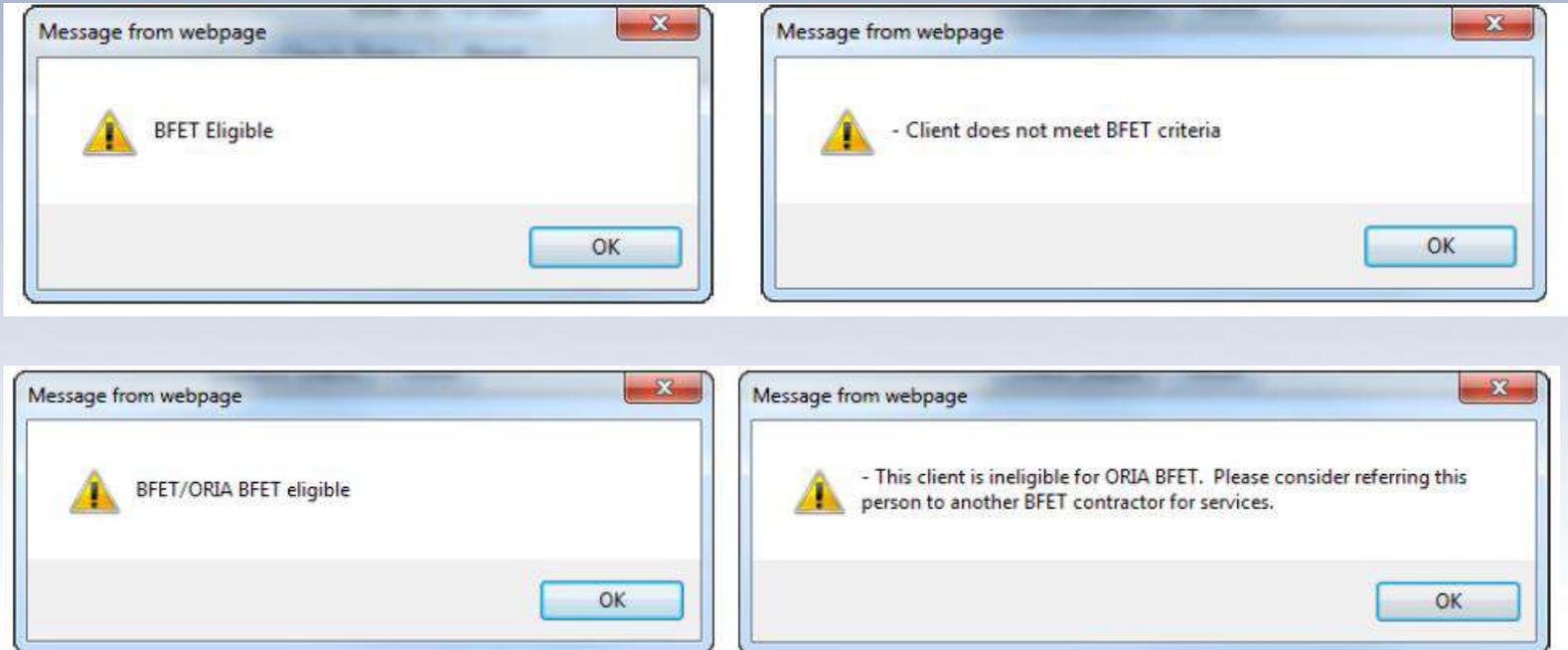
The screenshot shows a web application interface for BFET Authorization. At the top left, there is a logo for 'E-Jas Information Technology Division'. Below it, the text 'User Id [redacted] Model : BFET' is displayed, along with a 'Logoff' link. In the top center, there is a blue button labeled 'eMessage Center'. The main heading is 'BFET Authorization', with 'Home' and 'Help' buttons below it. The central form area is orange and contains three input fields: 'Enter Contractor Code' with a lightbulb icon, 'Enter SSN', and 'Enter ID'. Below these fields are two buttons: 'Check Status' and 'Reset'. The word 'Or' is positioned between the 'Enter SSN' and 'Enter ID' fields.

Automation/BFET Eligibility is used to check BFET eligibility for **NEW** participants only



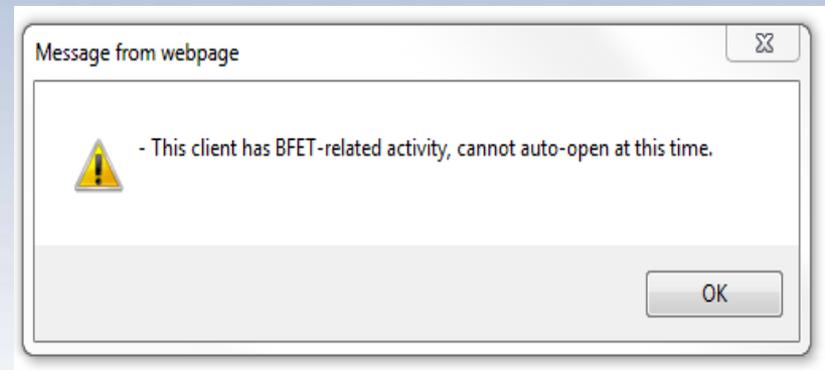
Enter contractor code and either the SSN or eJAS ID number of the potential participant and then check status.

Automation / BFET Eligibility



Eligibility results show in a pop-up message. These results will generate an auto-note in the case notes.

Automation / BFET Eligibility



Eligibility results show in a pop-up message. These results will generate an auto-note in the case notes.

Automation / BFET Eligibility

BFET Authorization

Enter Contractor Code Enter SSN

Or

Enter ID

Component	Start Date	Hours	Scheduled End
<input type="text" value="VE"/> ▾	<input type="text" value="01/14/2014"/>	<input type="text" value="20"/>	<input type="text" value="03/15/2014"/>
<input type="text"/> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the potential participant is eligible, you will be sent to this screen to open BFET components. The FI component will auto open.

Automation / BFET Eligibility

JAS Notes

Add New JAS Notes

Notes Summary

[Open General Search Options](#) [Note/CE/Assessment Search](#)

Notes

Participation Ongoing Observation

Your Name BFET Contractor Name 07/20/2015 09:45:04

Enrolled Felicia into BFET JS for 10 hrs/week, 6/25/15-8/7/15 for job search activities related to employment in Culinary field. She will update resume, follow job leads, apply in-person and online, 5 applications per week.

BFET Eligibility Auto-checked

Your Name BFET Contractor Name 07/20/2015 09:38:58

Client eligible for BFET

Add your case note and make sure to follow the standards outlined in the BFET Handbook

Automation / BFET Eligibility

There are a few pop up messages that will require components to be manually checked.

- Client not auto opened on BFET due to existing BFET-related activity
- Client not auto-opened on BFET due to not meeting BFET criteria
 - Client may be a non-member on an active TANF case.
 - Client may be active FAP

If any of the two pop up listed above happens, send a completed eligibility list to BFETHelp@dshs.wa.gov for manual eligibility to happen.

Youth Services - Youth ages 16 to 17 may participate in BFET programs even if they receive Basic Food benefits through their parent's case. They may also participate in BFET programs if they receive Basic Food benefits on their own.

The participation expectation for young participants is secondary education or High School Equivalency classes (see High School Equivalency section). Page 27 BFET Handbook

Updating Existing or Transitions to Another Component

Updating Existing or Transition to Another Component



eMessage Center

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Client Name	000000	000000	2	044	\$	000000000	(206) 000-0000
Two Parent :	Required Part? :		LEP : No		EA : No		
HOH :		Total	Recip	Inelig	Sngl Parent W/Child(ren)	< 6 : No	
TANF :		000	000	000	BFA : Open		

Your Browser does not support this iframe feature. please call your help desk.
[Click here to view Workers associated with this Client.](#)

[Component/IRP Information](#)

[Employment Information](#)

[Client Notes](#)

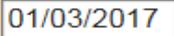
[Client Monthly Participation](#)

[Education and Training Worksheet](#)

11

- Re-Check BFA and TANF status
- Extend scheduled end date only (JS comp must be closed and then reopened)
- Make sure to enter progress note (Follow BFET Handbook standards)

Updating Existing or Transition to Another Component

TANF Status:	UNKNOWN	Open Date:	Close Date:
Adult Recipient Months:	000	Ineligible Parent Months:	000
Consecutive Months in Sanction:	000	NCS Terminations:	000
Client Status Reason:		Total TANF Months:	
AU Status Reason:		Fed Qual Stat:	
TANF Exempt Reason:		Participation Status:	
Basic Food Type:	ABD-ABAWD (Able Bodied Adults without Dependents)		
Basic Food Status:	1 - Open	Open Date:	01/03/2017  Close Date:
Relationship to HOH:	SE-Head of Household/Self		
Financial Responsibility:	RE-Recipient		
Work Registration Basic Food E&T Exempt Reason:	Basic Food Participation Status:	AB - Able Bodied Adults without Dependents	
RCA Status:	Open Date:	Close Date:	
Client Status Reason:	RCA Sanction Terminations:	000	Refugee Months:
AU Status Reason:			

- Click on participant's name and client demographics screen will open
- Ensure BFA is active and a recipient (RE)
- Check on TANF status



Updating Existing or Transition to Another Component



eMessage Center

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Client Name	000000	000000	2	044	\$	000000000	(206) 000-0000
Two Parent :	Required Part? :		LEP : No		EA : No		
HOH :	Total		Recip	Inelig	Sngl	Parent W/Child(ren) < 6 : No	
TANF :	000	000	000	BFA : Open			

Your Browser does not support this iframe feature. please call your help desk.
[Click here to view Workers associated with this Client.](#)

- [Component/IRP Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Client Monthly Participation](#)
- [Education and Training Worksheet](#)

11



After clicking “close” from client demographics screen, go to E&T Components

Updating Existing or Transition to Another Component

Home Main

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
LAST_NAME, FIRST	00000	00000	2	037	\$	00000	(000) 000-0000
Two Parent :	Required Part? :	LEP : No	EA : No	aces online	Email ID:		
HOH :	Total: 001	Recip: 000	Inelig: 000	Sngl Parent W/ Child(ren) < 6 : No			
TANF : Denied	BFA: Open	RCA:		Refugee Months:			

Client Component/Contractor/IRP Review

Add a Component

Edit

Component:	JS-JOB SEARCH	Hours:	05	Last Updated By:	Agfe300	
Start Date:	07/20/2015	Scheduled End Date:	10/18/2015	Actual End Date:		
ESD Worker:		DSHS Worker:	0370U2	Partner Id:		
Contractor:	6CE-OPPORTUNITY COUNCIL BFET					
Scheduled Start Date:	07/20/2015	Scheduled End Date:	10/18/2015	Referral Date:	07/20/2015	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

[DSHS Responsible Dates](#)

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	Agfe300	
Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Actual End Date:		
ESD Worker:		DSHS Worker:	0370U2	Partner Id:		
Contractor:	6CE-OPPORTUNITY COUNCIL BFET					
Scheduled Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Referral Date:	07/20/2015	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

[DSHS Responsible Dates](#)



Locate the components for your agency and click on the “Edit” above the component

Updating Existing or Transition to Another Component

Client Component/Contractor/IRP Update

Component: JT	Hours: 22	Completion Code: <input type="text"/>
Start Date: 05/20/2015	Scheduled End Date: 10/1/2015	Actual End Date: <input type="text"/>
ESD Worker: <input type="text"/>	DSHS Worker: 037002	Partner ID: 037agf

Contractor: 6CE		
Scheduled Start Date: 05/20/2015	Scheduled End Date: 10/1/2015	
Actual End Date: <input type="text"/>		

Contractor: <input type="text"/>		
Scheduled Start Date: <input type="text"/>	Scheduled End Date: <input type="text"/>	
Actual End Date: <input type="text"/>		

Contractor: <input type="text"/>		
Scheduled Start Date: <input type="text"/>	Scheduled End Date: <input type="text"/>	
Actual End Date: <input type="text"/>		

[DSHS Responsible Dates](#)

When updating a comp, DO NOT change the start date.

- Update hours (if necessary) and scheduled end date
- Update the Partner ID (Click on the “?”, type in your name, and locate the CSO the participant belongs to and click it)
- Click Save and follow up with a case note regarding the update/transition (Follow BFET Handbook standards)

Closing Components

Closing Components

Client Component/Contractor/IRP Update

Component: 35		Hours: 5	Completion Code: CS
Start Date: 07/20/2015	Scheduled End Date: 08/04/2015	Actual End Date: 08/04/2015	
ESD Worker:	DSHS Worker: 0370U2	Partner Id: 037agf	

Contractor: 6CE	
Scheduled Start Date: 07/20/2015	Scheduled End Date: 08/04/2015
	Actual End Date: 08/04/2015

Contractor:	
Scheduled Start Date:	Scheduled End Date:
	Actual End Date:

Contractor:	
Scheduled Start Date:	Scheduled End Date:
	Actual End Date:

[DSHS Responsible Dates](#)

- Identify closure code that best fits the reason for closure. Closure Codes: CS, EE, IC, LC, or 12 (NS is for DSHS use only)
- Enter the actual end date and click "Update." The actual end date must NEVER be later than the scheduled end date.
- Enter a case note regarding the closure (Follow BFET Handbook)

Questions?



Transforming
Lives



Thanks for coming!



2018 BFET FORUM

EJAS 201

Electronic JOBS Automated System

BFET 201

Overview of BFET 101

BFET Components

FI – Food Indicator – (1 year and extended as long as client is in BFET)

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BFET Components

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Provides assistance and support to participants who have exited the BFET program due to employment

No other components can be open with BR

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The start date for BR component is the first day of employment or the last day BFA was active, whichever is earlier.

Must be submitted to BFETHelp for processing

BC – Case Management – (90 days or up to 180 without DSHS Review)

Used to capture time spent on additional assistance that is not part of other BFET activities, such as referrals to housing assistance or DV advocates.

BC does not include services covered under other BFET components, such as initial assessment, IEP, academic advising or career navigation.

Must be submitted to BFETHelp for processing

Entering Employment Information

Entering Employment Information



Information Technology Division

eMessage Center

User Id : [redacted] Model : BFET
[Logout](#)

[Home](#)
[Manuals](#)
[Help](#)
[Change Model](#)

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent : [redacted]	Required Part? :		3	099	C	[redacted]	
HOH :			LEP :		EA :		
TANF :			Total	Recip	Inelig	Sngl Parent W/Child(ren) < 6 : No	
			000	000	000	BFA : Open	

[Click here to view Workers associated with this Client.](#)

 [BFET Component/IRP Information](#)

[Employment Information](#)

[Client Notes](#)

[Payments](#)

[Commerce Program Plans](#)

[WFR](#)

[Adhoc Reporting](#)

[Letters](#)

[Client Monthly Participation](#)

[Password Reset/Help Desk](#)

When a participant reports employment, you must enter the job details on the employment screen within 10 calendar days.



Entering Employment Information



User Id : [redacted] Model : BFET
[Logoff](#)



[eMessage Center](#)

[Home](#)
[Main](#)
[Employment History](#)
[Manuals](#)
[Help](#)

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent :	Required Part? :		2	043	\$		(253) 218-5688 
HOH :		Total	Recip	Inelig	LEP :	EA : Yes	Sngl Parent W/Child(ren) < 6 : No
TANF :		000	000	000	BFA : Open		

Current Employment

ACES Emp Hours

[May](#) [Jun](#) [Jul](#)

[History](#)

[Add Employment](#)

Employer Name	Employment Type	Hours	Wages	CSO	Start Date	Effective Date
Total Active hours:						

[Home](#)
[Main](#)
[Employment History](#)
[Manuals](#)
[Help](#)



Entering Employment Information

Employer/Worksite Name:	<input type="text" value="AWESOME JOB"/>	Employer/Worksite Address:	<input type="text" value="5555 MAIN STREET"/>
City:	<input type="text" value="THIS CITY"/>	State:	<input type="text" value="WA"/>
Employment Code:	<input type="text" value="F"/> ?	Subsidized Code:	<input type="text" value="N"/> ?
Insurance Code:	<input type="text" value="06"/> ?	Hours per Week:	<input type="text" value="40"/>
Contact Person:	<input type="text" value="Bossman"/>	Contact Phone:	<input type="text" value="5555555555"/>
UBI:	<input type="text"/>	Actual Start Date:	<input type="text" value="03/28/2017"/>
Termination Date:	<input type="text"/>	Termination Code:	<input type="text"/>
Job Type:	<input type="text" value=""/> ▾	Effective Date:	<input type="text" value="03/28/2017"/>
For CJ users only		Benefits:	<input type="text" value="Tribal Benefits"/> <input type="text" value="Medical"/> <input type="text" value="Dental"/>
Transaction Date:			

* Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.

- Enter employment information in the following fields: Employer name, employer address, hours per week, reported wages, contact name (supervisor or HR) and phone number, actual start date, health insurance availability and type of work.
- Follow up with a case note about employment (Follow BFET Handbook standards)

BFET Historical Report Usage

BFET Historical Report Usage

Information Technology Division
E-Jas

eMessage Center

User Id: [Redacted] Model: BFET
[Logoff](#)

Contractor E-Msg
eMessage Center

Home

Basic Food E&T Contractor Caseload
6AL-OLYMPIC COLLEGE BFET Model: BFET Number of Clients: 0002

Caseload Month Year (mm/yyyy) 072014 Go

Name Search **Id Search** **CSO Search** **Component Search**

First: [] Last: [] Id: [] CSO: [] Component: []

Find

[BFET Contractor Historical Report](#)

Referral Date	Case Mgr.	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start	Sched End	Monthly Progress	Benefit History
03/07/2014	018CHF CHANDELLE FRICK	000000 Last name, First	Closed	Open	VE	06	03/31/2014	08/21/2014	<input type="radio"/> Yes <input type="radio"/> No	History



The link to the historical report is on your caseload screen. This report can help locate BFET participants not on current caseload and is useful in building your billing roster.

BFET Historical Report Usage

The screenshot shows a web application interface for the Information Technology Division. At the top left, there is a logo for 'E-Jas' and the text 'Information Technology Division'. To the right of this is a blue button labeled 'eMessage Center'. Below the logo, the text 'User Id [redacted] Model : BFET' is displayed, along with a 'Logoff' link. In the center, there are two buttons: 'Home' and 'Help'. Below these is the main title 'BFET Contractor Historical Report' and the text 'Model: BFET'. A large orange search bar contains the following fields: 'Start Date: 04/01/2015', 'End Date: 04/30/2015', 'First Name: [input]', 'Last Name: [input]', 'Social Security Number: [input]', and 'ID: [input]'. Below the search bar is a 'Find' button, and at the bottom are 'Home' and 'Help' buttons.



Your historical report captures all the participants who were active during the selected timeframe. You can also search for a particular participant by adding a SSN, name or client ID number

BFET Historical Report Usage

Home

BFET Contractor Historical Report

6CE-OPPORTUNITY COUNCIL BFET Model: BFETCEN Number of Clients: 002

Start Date: <input type="text" value="04/01/2015"/>	End Date: <input type="text" value="04/30/2015"/>
First Name: <input type="text"/>	Last Name: <input type="text"/>
Social Security Number: <input type="text"/>	ID: <input type="text"/>

Find

Id	Name	Comp	Comp Hours	Sched Start Sched End	BF End Date	BF Closure reason
000000	Last name, first1	FI	00	10/07/2014 10/07/2015		
000000	Last name, first 1	JT	05	10/07/2014 04/28/2015		
00000000	Last name, first 2	JT	05	04/29/2015 09/29/2015		
00000000	Last name, first 2	BR	01	03/09/2015 06/06/2015	05/31/2015	559 CLIENT ALREADY RECEIV
00000000	Last name, first 2	FI	00	02/03/2015 02/03/2016	05/31/2015	559 CLIENT ALREADY RECEIV



If the client's BFA is closed, the date BFA closed or will be closing, is shown under "BF End Date."

Caseload Management Report - CLMR

Caseload Management Report - CLMR

➤ To go to CLMR reports do not click WorkFirst Reports. Instead click E&T Reports.

Information Technology Division

eMessage Center

User Id : [REDACTED] Model : BFETCEN

[Logoff](#)

BFET CENTRAL

- [Adhoc](#)
- [BFET Contractor Caseload](#)
- [Client Transfer](#)
- [E&T Reports](#)**
- [Multiple Client Monthly Participation](#)
- [What's New](#)
- [Allocations](#)
- [BFET Eligibility](#)
- [Contractor Caseload](#)
- [Financial Reporting](#)
- [Payment Maintenance](#)
- [WorkFirst Reports](#)

To work with a particular Client, enter the ID here:

[Password Reset/Help Desk](#)



From provider homepage, click on E&T Reports

Caseload Management Report - CLMR

The screenshot shows the 'Basic Food Caseload Management Report' page. At the top left is the 'E-Jas Information Technology Division' logo. Below it, there are fields for 'User Id' and 'Model', both containing redacted information, and a 'Logoff' link. A blue 'eMessage Center' button is located to the right. A 'Back' button is centered below the user information. The main heading is 'Basic Food Caseload Management Report', followed by the text 'Daily run report for Contractors: GAL 377 records returned'. Below this are two links: 'Show All Reports' and 'Hide All Reports'. A list of report categories is shown on the left, with a yellow arrow pointing to '3 - Overdue Components - 0':

- [1 - FI Components Only - 0](#)
- [2 - Closed Clients with open FI Components - 0](#)
- [3 - Overdue Components - 0](#)
- [4 - Activity End Preview - 12](#)
- [5 - Contractor/Client Issues - 19](#)
- [6 - Mandatory FSET Client Not Meeting Hourly Requirements - 262](#)
- [7 - Mandatory ABAWD Client Not Meeting Hourly Requirements - 84](#)

CLMR shows overdue components which are still open after their scheduled end date and components that are coming due.

Caseload Management Report - CLMR

#3 Overdue components – a report of all cases with expired components. These BFET activity components should be closed within 30 days of expiring.

Overdue Components

Two Parent	Jas ID	Worker ID	Client Name	Comp	Cntr Othr Ctrs	Schd End Date	Other Comps	Other List
No	000000	156CSO	Client Name	VE	6AL	7/31/2014	FI	FSET Not Meeting

#4 Activity End Preview – a report of components scheduled to expire within 30 days. This report can be utilized to identify cases needs updates and/or closures.

Activity End Preview

Two Parent	Jas ID	Worker ID	Client Name	Comp	Schd End Date	Other List
No	000000	080CHF	Client Name	VE	8/26/2014	
No	00000000	037CHF	Client Name	VE	8/26/2014	



Components that are 30 days overdue will be closed by BFET operations without notice. Reviewing CLMR weekly will help you plan your workload and avoid overdue components.

Component History Report

Accessing component History

E-Jas Information Technology Division

User Id : RACM300 Model : RISE
[Logoff](#)

eMessage Center
*** You have a Task Reminder***

RISE CONTRACTOR

[BFET Eligibility](#)
[E&T Reports](#)
[What's New](#)
[Negotiables Home](#)

[Clients with Anticipated Barrier Resolution Date](#)
[Pending RISE Eligibility Screenings](#)

To work with a particular Client, enter the ID here:

To see your possible client list, click on one of the links below:

- [6CW](#) WASHINGTON STATE EMPLOYMENT SECURITY - KING COUNTY
- [6CX](#) WASHINGTON STATE EMPLOYMENT SECURITY - PIERCE COUN
- [6CT](#) CAREER PATH SERVICES - KING COUNTY - RISE
- [6DL](#) TRAC ASSOCIATES - KING & COUNTY - RISE
- [6AT](#) KING COUNTY JOBS INITIATIVE BFET
- [ZZZ](#) CJ TESTING

[Password Reset/Help Desk](#)

Accessing Component History

The screenshot shows the E-Jas Information Technology Division interface. At the top left is the logo for E-Jas Information Technology Division. To the right is an eMessage Center icon with a notification: "*** You have a Task Reminder***". Below the logo, the user information "User Id : RACM300 Model : RISE" and a "Logoff" link are visible. A "Home" button is located below the user information. The main content area is titled "E&T Reports" and contains a list of reports. A blue arrow points to the "Component History Report" item, which is highlighted with a red background. Below the list is another "Home" button.

Information Technology Division

eMessage Center
*** You have a Task Reminder***

User Id : RACM300 Model : RISE
[Logoff](#)

Home

E&T Reports

- [Basic Food FI Component History Report](#)
- [Basic Food CLMR Report](#)
- [BFET Auto-Enrollment Report](#)
- [Clients with Active Components](#)
- [Clients with Anticipated Barrier Resolution Dates](#)
- [Clients with Anticipated Employment Goal Completion Dates](#)
- [Clients with Anticipated Work-Based Learning Completion Dates](#)
- [Client Contact Report](#)
- **Component History Report**
- [Participant Reimbursements Report](#)
- [Strategies for Success Report](#)

Home

Select 'Component History Report'

Accessing Component History

User Id : RACM300 Model : RISE
[Logout](#)

[Home](#) [Back](#) [Help](#)

Component History Report Selection

[Get Report](#)

Program Type: RISE

From Date: To Date:

Components: (Select component(s) below [optional])
[Select All](#) [Un-Select All](#)

Select	Component Codes	Description
<input type="checkbox"/>	BC	CASE MANAGEMENT (BFE&T)
<input type="checkbox"/>	BE	HIGH SCHOOL COMPLETION - PARTICIPANTS 20 YEARS OR OLDER
<input type="checkbox"/>	CF	COMPREHENSIVE CASE MANAGEMENT (RISE)
<input type="checkbox"/>	CS	DCS ALTERNATIVE SOLUTIONS (RISE)
<input type="checkbox"/>	FP	RISE PILOT PARTICIPATION (BFE&T)
<input type="checkbox"/>	FT	FULL-TIME EMPLOYMENT
<input type="checkbox"/>	GE	HIGH SCHOOL EQUIVALENCY - PARTICIPANTS 20 YEARS OR OLDER
<input type="checkbox"/>	JS	JOB SEARCH

Contractor Codes: (Select at least one Contractor)
[Select All](#) [Un-Select All](#)

Select	Contractor Codes	Description
--------	------------------	-------------

As a RISE user, the report defaults to the RISE Program Type



Accessing Component History

Information Technology Division

eMessage Center
*** You have a Task Reminder***

User Id : RACM300 Model : BFET
[Logoff](#)

[Home](#) [Back](#) [Help](#)

Component History Report Selection

[Get Report](#)

Program Type: BFET

From Date:

Components: (Select at least one Component)
[Select All](#) [Un-Select All](#)

Select	Component Codes	Description
<input type="checkbox"/>	BC	CASE MANAGEMENT (BFE&T)
<input type="checkbox"/>	BE	HIGH SCHOOL COMPLETION - PARTICIPANTS 20 YEARS OR OLDER
<input type="checkbox"/>	BN	BIAS-NG CONTROL GROUP
<input type="checkbox"/>	BR	BF E&T RETENTION SERVICES
<input type="checkbox"/>	BT	BIAS-NG TREATMENT GROUP
<input type="checkbox"/>	FI	FOOD STAMP E&T INDICATOR
<input type="checkbox"/>	FT	FULL-TIME EMPLOYMENT
<input type="checkbox"/>	GE	HIGH SCHOOL EQUIVALENCY - PARTICIPANTS 20 YEARS OR OLDER

Accessing Component History

Information Technology Division

eMessage Center
*** You have a Task Reminder***

User Id : RACM300 Model : RISECEN
[Logoff](#)

Home Back Help

Component History Report Selection

Report

Program Type: RISE BFET Both

From Date: To:

Components: (Select at least one Component)
[Select All](#) [Un-Select All](#)

Select	Component Codes	Description
<input type="checkbox"/>	BC	CASE MANAGEMENT (BFE&T)
<input type="checkbox"/>	BE	HIGH SCHOOL COMPLETION - PARTICIPANTS 20 YEARS OR OLDER
<input type="checkbox"/>	BN	BIAS-NG CONTROL GROUP
<input type="checkbox"/>	BR	BF E&T RETENTION SERVICES
<input type="checkbox"/>	BT	BIAS-NG TREATMENT GROUP
<input type="checkbox"/>	CF	COMPREHENSIVE CASE MANAGEMENT (RISE)
<input type="checkbox"/>	CS	DCS ALTERNATIVE SOLUTIONS (RISE)
<input type="checkbox"/>	FI	FOOD STAMP E&T INDICATOR

Accessing Component History

Program Type: RISE BFET Both

From Date: To Date:

Components: (Select at least one Component)
[Select All](#) [Un-Select All](#)

Select	Component Codes	Description
<input type="checkbox"/>	BC	CASE MANAGEMENT (BFE&T)
<input type="checkbox"/>	BE	HIGH SCHOOL COMPLETION - PARTICIPANTS 20 YEARS OR OLDER
<input type="checkbox"/>	BN	BIAS-NG CONTROL GROUP
<input type="checkbox"/>	BT	BIAS-NG TREATMENT GROUP
<input type="checkbox"/>	CF	COMPREHENSIVE CASE MANAGEMENT (RISE)
<input type="checkbox"/>	CS	DCS ALTERNATIVE SOLUTIONS (RISE)
<input type="checkbox"/>	FP	RISE PILOT PARTICIPATION (BFE&T)
<input type="checkbox"/>	FT	FULL-TIME EMPLOYMENT

Contractor Codes: (Select at least one Contractor)
[Select All](#) [Un-Select All](#)

Select	Contractor Codes	Description
<input type="checkbox"/>	6AB	YWCA OF SEATTLE-KING CO-SNOHOMISH CO BFET
<input type="checkbox"/>	6AC	SEATTLE GOODWILL BFET
<input type="checkbox"/>	6AD	PORT JOBS BFET
<input type="checkbox"/>	6AE	SOUTH SEATTLE COMMUNITY COLLEGE BFET
<input type="checkbox"/>	6AF	EDMONDS COMM COLLEGE BFET PROGRAM

This screenshot shows what the Component and Contractor Code selection fields look like.



Accessing Component History

For this report, I logged in as RISECEN. I selected the RISE Program Type, From Date 11/01/2017, To Date 03/08/2018, the BE and FP components and the 6CS and 6CU Contractor Codes.

Clients with No Activities will display clients with an active FP but no other active components.

Clients hours per week will display clients with components that have hours assigned and what those weekly hours are for each component.

The Average hours per component, Average days per component, and number of unique clients will always display the numbers from the original report selection. They will not change when you select 'Clients with No Activities' or 'Clients hours per week.'

All columns are sortable. Reset Sort Order will set the report back to the original sort.

Export to Excel will open the report in an Excel document.

Component History Report

Average hours per component: 2

Average days per component: 625

There are 4 unique clients on this report

Clients with No Activities

Clients hours per week

Reset Sort Order

Export to Excel

Contractor	Name	Jas ID	Component	Status	Start Date	Scheduled End Date	Actual End Date	Hours	Completion Code
6CU	PROD. COPY1020434	2511192	FP	Active	05/19/2016	02/12/2019		0	
6CS	BOLT, DANO	2730159	FP	Active	10/06/2016	07/02/2019		0	
6CS	TUCKER, MADELINE	2100194	FP	Active	12/19/2016	11/30/2017		0	
6CS	PUTINO, ANATOLIO	7608552	BE	Active	02/06/2017	01/31/2018		11	

Home Back Help

Accessing Component History

Component History Report

Average hours per component: [10](#)
 Average days per component: [421](#)
 There are 40 unique clients on this report

Clients with no activity

Contractor	Name	Jas ID	Component	Status	Start Date	Scheduled End Date	Actual End Date	Hours	Completion Code
				All				All	
6DL	AGAIN, TRY	2730008						0	
6DL	AUGUST, LAST	7608908						0	
6DL	BAKER, ARNOLD	7600529						0	
6DL	BANNE, TRAVEL	7608611						0	
6DL	BILLION, SIX	7597872						0	
6DL	BOWL LI, SUPER	7608844						0	
6DL	CAUCUS, NEVADA	7597862						0	
6DL	COUNTRIES, SEVEN	7608909						0	
6DL	DAYYE, SNOWY	7608767						0	
6DL	EDITION, MORNING	7607773						0	
6DL	FUNCHU, LAI	7608804						0	
6DL	IDEA, GOOD	7607774						0	
6DL	LI, BRUCE	2815448						0	
6DL	LOMEY, WUKUADA	2835343						0	
6DL	MARKER, YELLOW	7620104						0	
6DL	MENN, HALF	7607771						0	
6DL	MONEY, SAVE	7608910						0	

In this example, I ran the report for all components and all contractor codes for 11/01/2017 through 3/12/2018 then selected 'Clients with No Activities.' The clients listed here have only an active FP component but no other active components.



Accessing Component History

Component History Report

Average hours per component: [10](#)
 Average days per component: [421](#)
 There are 40 unique clients on this report

Client components weekly hours

Contractor	Name	Jas ID	Component	Status	Date	Hours	Completion Code
				All		All	
	BATCH, PRE	7597963		Active		15	
	BEARE, POLARE	7596328		Active		11	
	BOLT, DANO	2730159		Active		10	
	CHALLENGE, MANIKIN	7608845		Active		1	
	DOWNE, SLOWE	7596979		Active		2	
	HALLOWEEN, OCKTOBER	7028166		Active		13	
	HOMEY, WORKING	7596176		Active		5	
	OLAY, OLAY	7013592		Active		10	
	OPPONG, KWEKU	2850108		Active		32	
	PROD, COPY1020434	2911192		Active		10	
	TENNIS, TABLE	7596430		Active		12	

From here, you can filter clients with hours greater than or less than 40 per week. This column functions the same no matter how you filter the report.

In this example, I ran the report for all components and all contractor codes from 11/1/2017 through 3122018 then selected 'Clients hours per week.' This shows clients with activities that have hours assigned to components.



Accessing Component History

Component History Report

Average hours per component: [2](#)
Average days per component: [675](#)
There are 4 unique clients on this report

Average hours and days per component

Selecting either number for Average hours or Average days per component will display this information

Component	Average Hours	Average Days
BE - HIGH SCHOOL COMPLETION - PARTICIPANTS 20 YEARS OR OLDER	11	359
FP - RISE PILOT PARTICIPATION (BFE&T)	0	781



Case Notes: Accessing your caseload

Case Notes: Accessing your caseload



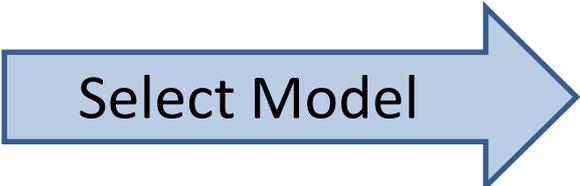
eMessage Center

User Id [redacted] Model :
[Logoff](#)

Welcome to e-Jas



You have been defined with multiple models.
Please select a model from the list below or select a link in the lower left.



- Region**
- 2-RISE
 - 3-RISE
 - 2-BFET
 - 3-BFET

[Password Reset/Help Desk](#)
[Return to logon](#)





eMessage Center

User Id : [redacted] Model : BFET
[Logoff](#)

BASIC FOOD E&T CONTRACTORS

[BFET Eligibility](#)
[What's New](#)

[E&T Reports](#)
[WorkFirst Reports](#)

To work with a particular Client, enter the ID here:

To see your possible client list, click on one of the links below:

- [SDA](#) FARESTART - RISE
- [ZBN](#) FARESTART FS REG 2 BFET

[Password Reset/Help Desk](#)





Message Center

User Id: [redacted] : BFET
Logout

Home Manuals Help Change Model

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
[redacted]	[redacted]	[redacted]	2	047	\$	[redacted]	[redacted]
Two Parent :	Required Part? :	LEP : No	EA : Yes	View	Email ID:	[redacted]	
HOH :	Total: 000	Recip: 000	Inelig: 000		Sngl Parent W/Child(ren) < 6 : No		
TANF :	BFA: Open		RCA:		Refugee Months:		

[Click here to view Workers associated with this Client.](#)

- [E&T Component Information](#)
- [Employment Information](#)
- [Client Notes](#)
- [Payments](#)
- [Client Monthly Participation](#)
- [Education and Training Worksheet](#)
- [Individual Employment Plan](#)



[Referrals](#)

[Letters](#)

The caseload will load up showing all current clients.
Select the blue hyperlinked name
Select "Client Notes"



Case Notes: Telling the Story

Case note entries are critical in telling the story of **who, what, why, where, when, and how** from entry into the BFET program including goals, barriers, and progress toward completion of certification and employment.

Effective case notes must be:

- ❖ Well documented,
- ❖ Concise but include details
- ❖ Include goals, barriers. services rendered and for what purpose
- ❖ How information was assessed



Entering Case Notes

Typical case notes:

- ❖ Initial
- ❖ Ongoing
- ❖ Closing
- ❖ Co-enrollment (BR Comp)

Entering Case Notes

Tips: Using these elements can help DSHS and other providers tell the participants BFET story from start to end.

- ❖ Who
- ❖ How
- ❖ What
- ❖ Why
- ❖ Where
- ❖ When

DID YOU KNOW?

WH³FILES

You use
WHAT
to ask about
things.

You use
WHERE
to ask about
place.

You use
WHY
to ask about
a reason.

You use
WHO
to ask about
a person or
people.

You use
HOW
to ask about
manner.



Entering Case Notes

Case Note Timelines

- Case Notes must be entered monthly
- Enter monthly progress notes no later than the end of the third week of each month. *This is considered a best practice.*
- Refer to the 'Historical Report' to check on any dropped or missing clients.
- Enter an initial note in the same month automation is used to open a component.
- Enter case notes for in the same month the component is active.
- You have 30 days to enter a case note from the BFA closure date before access is no longer available.

ELIGIBILITY ROSTERS

- We process Eligibility Rosters within 1-10 business days.
- Amending or making changes or resubmits

www.BFETHelp@dshs.wa.gov

BILLING ROSTERS

- We process Billing Rosters within 1-15 business days.
- Amending or making changes or resubmits

www.BILLINGHelp@dshs.wa.gov

Additional Information

Contact information for BFET Staff

- BFETHelp@dshs.wa.gov (DSHS BFET Operations team)
- SWBFETPolicy@dshs.wa.gov (DSHS BFET Policy team)
- www.dshs.wa.gov/BFET (Public BFET website for additional program information)

Questions?



Thank you!

LOONEY TUNES



"That's all Folks!"

Frank Braxton