Caseload Management Reports (CLMR) Step-by-step

Part 1: How to obtain your CLMR from eJAS

Part 2: What you do with your CLMR information

Part 1: How to obtain your CLMR from eJAS

1. Select the "BFET" model from the front page

Select option) E&T Reports

BFET CENTRAL

Adhoc   Allocations

BFET Contractor Caseload   BFET Eligibility

Client Transfer   Contractor Caseload

E&T Reports   Financial Reporting

Multiple Client Monthly   Payment Maintenance
Participation

What's New   WorkFirst Reports

Select option) Basic Food CLMR Report

- Basic Food FI Component History Report
- **Basic Food CLMR Report**
- BFET Auto-Enrollment Report
- Clients with Active Components
- Clients with Anticipated Employment Goal Completion Dates
- Clients with Anticipated Work-Based Learning Completion Dates
- Participant Reimbursements Report

Basic Food Caseload Management Report Criteria

A field will come up to enter your contractor code.

Information Technology Division

User Id : PAHU300   Model : BFET
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eMessage Center

Home   Back

Basic Food Caseload Management Report Criteria

Enter CSO:

Enter Contractors:

ABC

Get Report

Enter your contractor code under **contractors.** The next screen will bring up a list of options to review cases.

- FI Components Only - 31
2 - Closed Clients with open FI Components - 0
3 – Overdue Components – 1
4 - Activity End Preview - 0
8 - Clients Not Reported On Yet - 21

This is where you can see expired components and manage other case actions.

Part 2: What you do with your CLMR information
1. Click on the each item showing 1 or higher or select "Show All Reports" to get more detail

2. "FI Component only" means there is no active component with this BFET client. Click the hyperlink under JAS ID to access the case:

a. Once open the case, review BFET Component/IRP information:

b. Also look at component history to see status of last active component

Component History

Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	CC	Tran Date	Refer Back/ Reject Reason	Last Update UserId
C	JS	JOB SEARCH 00/00/0000	11/04/2014 11/04/2014	02/02/2015	11/04/2014	05		0430U2	12	11/04/2014		FL01300
C	BE	BASIC EDUC 00/00/0000	11/04/2014 11/04/2014	02/02/2015	11/04/2014	12		0430U2	12	11/04/2014		FL01300
A	FI	FOOD STAMP 00/00/0000	11/04/2014 00/00/0000	11/04/2015		00		0430U2		11/04/2014		
C	FI	FOOD STAMP 00/00/0000	06/13/2014 08/28/2014	06/13/2015	08/28/2014	00		0430U2	CS	09/02/2014		DEWI300
C	JT	JOBS SKILL 00/00/0000	05/12/2014 08/28/2014	08/01/2014	08/28/2014	02			CS	08/28/2014		AB09300
C	JS	JOB SEARCH 00/00/0000	06/13/2014 06/14/2014	09/01/2014	06/14/2014	23		0430U2	CS	07/10/2014		AB09300
C	FI	FOOD STAMP 00/00/0000	02/19/2014 04/02/2014	02/18/2015	04/02/2014	00		0432DW	CS	04/03/2014		DEWI300
C	JS	JOB SEARCH 00/00/0000	02/19/2014 04/02/2014	05/19/2014	04/02/2014	23		0432DW	CS	04/02/2014		AB09300
I	JS	JOB SEARCH 00/00/0000	02/19/2014 00/00/0000	05/19/2014		23		0430U2		02/27/2014		DEWI300
I	FI	FOOD STAMP 00/00/0000	02/19/2014 00/00/0000	02/28/2015		00		0430U2		02/27/2014		DEWI300

[Close]

Today is 11/5/14, above history shows last activity was closed on 11/4/14 leaving only the F

c. Review eJAS notes & file to gather more information:

JAS Notes

[Add New JAS Notes] [Notes Summary] [Print]

Open General Search Options   Note/CE/Assessment Search

Notes

Case Review Ongoing Observation
LAU............ - 11/04/2014 16:30:43
Participant was openned in error.

BFET Eligibility Auto-checked
LAU............ - 11/04/2014 16:14:17
Client eligible for BFET/ORIA BFET

In this case, the client was opened in error thus contractor should email closure request to bfethelp@dshs.wa.gov as soon as possible and document action in eJAS.

d. Once closure is done, the FI only case will drop off the CLMR report by the next day.

3. Follow the same process for overdue components – components with expired end dates. Example, today is 11/5/14. The list below shows components with end dates prior to today.

Hide_Overdue Components

Overdue Components

Two Parent	Jas ID	Worker ID	Client Name	Comp	Cntr Oth Ctrs	Schd End Date	Other Comps	Other List
No				JS		10/27/2014	FI	
No				BR		10/28/2014	FI	
No				BE		10/29/2014	FI JS	JS:Overdue Component
No				JS		10/29/2014	FI BE	BE:Overdue Component
Yes				BR		11/2/2014	FI	
Yes				JS		11/2/2014	FI	

4. "Activity End Preview" show components that are about to, but have not, expired. Click the hyperlink under JAS ID to access the case:

Hide_Activity End Preview

Activity End Preview

Two Parent	Jas ID	Worker ID	Client Name	Comp	Schd End Date	Other List
No		044RCQ		JS	11/11/2014	
Yes		044RCQ		BE	11/12/2014	
No		044RCQ		JS	11/17/2014	

a. Once you open the case, review BFET Component/IRP information. In this case, today is 11/5/14, and this screen shows the Job Search (JS) will expire on 11/11/14.

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[Home] [Main] [Component History] [Manuals] [Help]

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
			2	044	$		(206)

Two Parent : No	Required Part? :	LEP : Yes	EA : No	Email ID:
HOH :		Total: 060	Recip: 060	Inelig: 000	Sngl Parent W/Child(ren) < 6 : Yes
TANF : Denied		BFA: Open		RCA:	Refugee Months:

Client Component/Contractor/IRP Review

[Add a Component]
Go to IRP

Edit

Component:	JS-JOB SEARCH	Hours:		Last Updated By:		
Start Date:	08/19/2014	Scheduled End Date:	11/11/2014	Actual End Date:		
ESD Worker:		DSHS Worker:	0440U2	Partner Id:		
Contractor:						
Scheduled Start Date:	08/19/2014	Scheduled End Date:	11/11/2014	Referral Date:	08/19/2014	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

DSHS Responsible Dates
Edit

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:		
Start Date:	08/19/2014	Scheduled End Date:	08/19/2015	Actual End Date:		
ESD Worker:		DSHS Worker:	0440U2	Partner Id:		
Contractor:						
Scheduled Start Date:	08/19/2014	Scheduled End Date:	08/19/2015	Referral Date:	08/19/2014	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

b. Review Component History to see how many times JS has been opened with your agency.

Close

Component History

Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	CC	Tran Date	Refer Back/ Reject Reason	Last Update UserId
A	JS	JOB SEARCH	08/19/2014	11/11/2014		05		0440U2		08/19/2014		
			00/00/0000	00/00/0000								
A	FI	FOOD STAMP	08/19/2014	08/19/2015		00		0440U2		08/19/2014		
			00/00/0000	00/00/0000								
C	FI	FOOD STAMP	04/18/2014	04/18/2015	07/30/2014	00		0440U2	AC	08/09/2014		BFEEM300

In this example, the first JS with this contractor is about to expire on 11/11/14. Per the Providers Handbook, contractors can renew two more times, for a total of 270 days, without DSHS review.

c. Review eJAS notes & file to gather more information:

JAS Notes

Add New JAS Notes   Notes Summary   Print   Next

Open General Search Options   Note/CE/Assessment Search

Notes

Progress Ongoing Observation
MUS⋯⋯⋯⋯⋯⋯ 10/30/2014 10:12:45
Client is actively participated in JS at ReWA under ORIA BFET program. Client was assisted with job applications to several employers.

Employment Ongoing Observation
ABⅬ⋯⋯⋯⋯⋯⋯ 10/21/2014 17:52:21
Called parent to share job leads with Rental Car companies, Pacific Building Services and ABM. K⋯⋯ stated she had on call job interview with Highline School District and she applied Homecare Aide.

Progress Ongoing Observation
ABⅬ⋯⋯⋯⋯⋯⋯ 09/16/2014 10:43:39
K⋯⋯⋯ is actively engaging BFET JS activities with ReWA and I assisted he to apply jobs with ABM, Air Service, Delta Global Service, and Golden Gate.
Thank you for your interest in ABM!
Your on-line employment application has been submitted.

We are pleased you would consider joining our dynamic company. Your on-line application has been forwarded to the recruiting team assigned to your chosen job. If you are among the candidates selected to interview, you will be contacted directly by one of our recruiters regarding the process and timing.

Now that you have created a profile, applying for other positions is much quicker. You can create Job Search Agents to notify you when new opportunities match your criteria, view your application history, edit your information, and easily come back anytime to apply for other opportunities.

Thank you again and best of luck with your employment search.

In this case, the client is actively doing JS and there are two renewals available so contractor should extend JS for another 90 days.

5. See the **eJAS FSET Contractor Caseload Management Report** for a step by on "Clients not Reported on Yet"

Hide_Clients Not Reported On Yet

Clients Not Reported On Yet

Two Parent	Jas ID	Worker ID	Client Name	Comp	Cntr	All Comps	Other List
No		043CSO		BE	6BN	FI JS	JS:Clients not reported
No		043CSO		JS	6BN	FI BE	BE:Clients not reported
Yes		080CSO		BE	6BN	PI JS FI	PI:Overdue Component JS:Clients not reported
Yes		080CSO		JS	6BN	PI BE FI	PI:Overdue Component BE:Clients not reported

Review the CLMR weekly!!