

What's new for FFY 2018?

- New look
- Two separate worksheets
 - Cover Sheet to collect Provider Information
 - Billing Roster to collect client information
- Autofill functions
- Space for comments

Step 1: The Cover Sheet

Provider Information	
Provider Name:	
eJAS Contractor Code:	
Return List to the following email address(es):	

Quarterly Invoice Information			
Invoice Quarter:			
Months in the Quarter:			

Next Quarter Information	
Do you want to include next quarter tuition?	
Next Quarter tuition is paid in:	
Next Quarter starts in:	

DSHS Use Only	
Completed By:	
Completed On:	

Instructions:

Completing this information on this page will autofill the Billing Roster on the next page. Please follow the instructions below so the roster is completed correctly.

- Complete the Provider Information
 - Enter your College's Name
 - Enter your EJAS Contractor Code
 - Enter the email addresses of all individuals to receive the completed Billing Roster. **Do not include SBCTC.*
- Complete the Quarterly Invoice Information
 - Use the dropdown menu to select the Invoice Quarter
 - Use the dropdown menu to select the Months in the Invoice Quarter
 - Proceed to Step 3 ***IF*** you are including next quarter tuition on this Billing Roster
- Complete the Next Quarter Information
 - Use the dropdown menu to select Yes or No if you are including next quarter tuition
 - Use the dropdown menu to select the month in which next quarter's tuition was paid
 - Use the dropdown menu to select the month in which next quarter starts
- Save your Billing Roster using the following naming convention:
 - This naming convention will help us locate and process your roster.
[eJAS Contractor Code]_[Agency Name]_[Billing Quarter]
Examples:
6AE_SSC_Fall
2BH_BTC_Fall

Provider Information


Provider Information	
Provider Name:	
eJAS Contractor Code:	
Return List to the following email address(es):	

Complete the Provider Information section by:

- Your College's name
- eJAS Contractor Code
- Email addresses for all individuals to receive the completed copy

Quarterly Invoice Information

Quarterly Invoice Information			
Invoice Quarter:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Months in the Quarter:	<input type="text"/>	<input type="text"/>	<input type="text"/>




Complete the Quarterly Invoice Information section for this quarter's roster. Use the dropdown menu for all boxes.

- Select the Invoice Quarter
- Select the Months in this Invoice Quarter

Next Quarter Information

Next Quarter Information	
Do you want to include next quarter tuition?	<input type="text"/>
Next Quarter tuition is paid in:	<input type="text"/>
Next Quarter starts in:	<input type="text"/>

Next Quarter
Select "Yes" or "No" for next quarter tuition



Use the dropdown menu to answer the “Do you want to include next quarter tuition?” question.

** A “Yes” answer will open the boxes for two boxes below.*

Next Quarter Information (cont)

Next Quarter Information	
Do you want to include next quarter tuition?	Yes
Next Quarter tuition is paid in:	December
Next Quarter starts in:	January

- Use the dropdown menu to select the month next Quarter's tuition was paid.
- Use the drop down menu to select the month next quarter starts

** Only enter **NEXT** quarter information. The BFET Operations team must have this information to determine eligibility. Past quarter information is not necessary.*

Transforming Lives

Provider Information	
Provider Name:	College's Name
eJAS Contractor Code:	6XY
Return List to the following email address(es):	<i>name@collegename.edu</i>
	<i>name2@collegename.edu</i>

Provider Name:	College's Name	eJAS ID	Quarter:			Provider Code:
Last Name	First Name		October	November	December	6XY

Quarterly Invoice Information			
Invoice Quarter:	Fall		
Months in the Quarter:	October	November	December

The information from the Cover Sheet will autofill the header and format columns on the Billing Roster sheet.

Step 2: The Billing Roster

The screenshot displays a software interface with a yellow header bar and a black bar containing the text **DSHS Use Only**. Below this are two green input fields: *Completed By:* and *Completed On:*. A red arrow points from the *Completed On:* field to a worksheet tab labeled **Billing Roster** in a spreadsheet application. A text box next to the arrow contains the instruction: "Switch to 2nd worksheet Billing Roster". The spreadsheet application shows two tabs: **Cover Sheet** and **Billing Roster**. The **Cover Sheet** tab is currently selected and highlighted with a green border. A plus sign icon is visible to the right of the **Billing Roster** tab. In the bottom left corner of the spreadsheet application, there is a small icon of a calendar and the letters "dy".

Step 2: The Billing Roster (cont)

Provider Name:		College's Name		Quarter:			Provider Code:	6XY
Last Name	First Name	eJAS ID	October	November	December	Next Quarter Tuition	January	
Furley	Ralph	87878787	X	X	X	December	X	
Applegate	Wheely	45454545		X	X	December	X	
Tucker	Amos	111222333				December	X	
Parker	Chuck	999888777	X	X	X	December		
Toddleberry	Duane	666555444	X	X		December	X	

1. Enter the student's name and eJAS ID
2. Enter an 'X' in the applicable months you want DSHS to review.

**Please note: DSHS will only check for the months with 'X' in it.*

Step 3: Save and Send

1. Save your Billing Roster using the following naming convention:

- (eJAS contractor code)_(agency name)_(billing quarter)
- For example:
 - 6AE_SSC_Fall
 - 2BH_BTC_Winter


**This naming convention helps us sort and find your rosters faster.*

2. Send the Billing Roster to BFETBILLING@dshs.wa.gov

Returned Billing Roster


This is what you will receive back from the BFET Operations Team.

DSHS Use Only	
Completed By:	Dave
Completed On:	11/28/17

DSHS will complete GREEN columns. 

Provider Name:	College's Name		Quarter:	Fall	Provider Code:	6XY	
Last Name	First Name	eJAS ID	October	November	December	Next Quarter Tuition	January
Furley	Ralph	87878787	Yes	Yes	Yes	December	Yes
Applegate	Wheely	45454545		Yes	No	December	No
Tucker	Amos	111222333				December	Yes
Parker	Chuck	999888777	Yes	Yes	Yes	December	
Toddleberry	Duane	666555444	No	No		December	Yes

Provider Name:	College's Name		DSHS Comments
Last Name	First Name	eJAS ID	
Furley	Ralph	87878787	
Applegate	Wheely	45454545	No BFA in Dec & Jan
Tucker	Amos	111222333	
Parker	Chuck	999888777	
Toddleberry	Duane	666555444	No comps in Oct & Nov

DSHS will provide a denial reason in the **DSHS Comments** column. 

Need help completing your Billing Roster?

Contact a member of the BFET Operations Team for assistance.

Name	Phone	Email
Debbie Wilson	(509) 839-7219	Debra.Wilson@dshs.wa.gov
Linda Dofelmire	(360) 501-2449	Linda.Dofelmire@dshs.wa.gov
Melissa Jones	(360) 529-6144	Melissa.Jones@dshs.wa.gov
Mike Hanratty	(206) 450-7251	Michael.Hanratty@dshs.wa.gov
Rick Lee	(206) 450-4874	Rick.Lee2@dshs.wa.gov
Robin Thrower	(425) 339-3923	Robin.Thrower@dshs.wa.gov
Tea'Launna Brown	(206) 716-2432	Tealaunna.Brown@dshs.wa.gov
Terra Gilmore	(253) 428-3269	Terra.Gilmore@dshs.wa.gov
Terry Thomas	(509) 227-2643	Terry.Thomas@dshs.wa.gov