



# ACP client documentation in eJAS

The following procedure only applies to BFET participants that are enrolled in the Address Confidentiality program (ACP) with DSHS. You will be notified by BFET Operations staff if you have an ACP participant on your BFET caseload. eJAS is a secure program but we must take extra steps to protect sensitive data for ACP participants. Please follow the steps below for client notes and case maintenance. If you have questions please contact the BFET Field Operations team.

### Client Notes:

**Do not** use the “Monthly Progress” radio button from the caseload screen to enter notes.

For ACP clients only enter client notes using the **Special Records – Family Violence** note type. Follow the steps below.

1. From the Client Screen click on the Client Notes link
2. Click the button “Add New JAS Notes”
3. Select the note type “Special Records – Family Violence” to document all case actions
4. Click the button “Begin Notes”

The screenshot shows the 'Notes' section of the eJAS system. At the top, there are buttons for 'Add New JAS Notes', 'Notes Summary', and 'Print'. Below this is a 'Notes' header. The main area is titled 'Select Note Type(s)' and features a radio button for 'Ongoing Observation'. A section titled 'Pick types to Create and click Begin Notes' contains a grid of checkboxes for various note types. At the bottom, a 'Special Records' section includes checkboxes for 'Chemical Dependency (SR)', 'HIV/AIDS/STD (SR)', 'Confidential Payments', 'Mental Health (SR)', and 'Family Violence (SR)'. A 'Begin Notes' button is located to the right of the note type grid.

5. Enter the note details required for an Initial client note, Ongoing client note, ABAWD client note, or Closing client note, as required by the BFET Provider handbook.

6. Click the button “Save and Continue with Note List”

**\*\*\*Special Records notes can only be viewed by DSHS staff. You will not be able to review your Special Record notes\*\*\***

If you would like to review previously entered information or need assistance regarding the client notes, please call a member of the BFET Field Operations team.



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## Components:

There is no change in opening, updating or closing components.

- Continue to use “BFET Eligibility” to open components for a new participant.
- For an existing participant use the “E&T Component Information” link on the client screen to add, update, or close components.
- Document the component actions in the Client Notes using the “Special Record - Family Violence” note type.
- For a review of component actions please see the eJAS guide [Troubleshooting Opening and Updating Components](#)

For circumstances where you are unable to complete the component action and need assistance from BFET Operations, **Do Not** submit an Eligibility List. Call a BFET Field Operations team member for assistance.

## Participant Reimbursements:

**Do Not** use the PR function in eJAS.

- Use the manual form [Participant Reimbursement DSHS 07-103](#) to record the PR type, amount, justification, and client signatures.
- Document the Participant Reimbursement details in the Client Notes using the “Special Record - Family Violence” note type.
- Call a BFET Field Operations team member for assistance if needed.

## Employment Information:

The employment information must be documented differently. The “employment information” screen should be completed as follows:

- Employer name – “ACP”
- Employer address – client’s PO box
- Employer phone number – leave blank
- Employer point of contact – “see note”
- Document the full employment details in the Client Notes using the “Special Record - Family Violence” note type.

**Employment Add/Modify**

Worker Name: DAVID SKAR | CI Worker: [ ]  
 Worker ID: 034222 | FSET Worker: DAVID SKAR

Use ACP for employer name and PO box from client detail screen for the address.

Save

Employer/Worksite Name: ACP	Employer/Worksite Address: PO BOX 0000	State: WA	Zip: [ ]
City: TACOMA	Subsidized Code: N	Hours per Week: 40	Job Code: 99
Employment Code: F	Contact Person: job notes	Contact Phone: [ ]	Reported Wage: \$15.00
Insurance Code: [ ]	Work-Based Learning: <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Unpaid	Termination Code: [ ]	Actual Start Date: 02/25/2021
Termination Date: [ ]	Effective Date: [ ]	Job Type: [ ]	Benefits*: [ ]
Transaction Date: 03/10/2021 09:17:54	* Press the CTRL key first in order to select the multiple benefits or to deselect a benefit.		

If you have any questions about the procedures for ACP participants please contact the BFET Field Operations team.