



October 14, 2019

TO: Basic Food Employment and Training Program (BFET) Providers
FROM: Department of Social and Health Services (DSHS) BFET Program
SUBJECT: eJAS CASE NOTE REMOVAL

Effective October 1, 2019, DSHS changed the policy to request removal of eJAS case notes. This change in policy can be found on page 24 of the BFET Provider Handbook.

This change is a result of streamlining work within DSHS.

When submitting a secure email request to JASHELP@dshs.wa.gov to remove case notes ensure the following is included in your request:

1. Participant eJAS ID
2. Participant name
3. Reason for deletion
4. Copy/paste the eJAS Note that you would like to be deleted

Do not send screenshots of the entire eJAS Note page as this may contain confidential client data.

A note deletion is not required when the participant's information is incorrect or contains spelling mistakes. If this occurs, enter a second note identifying the error in the previous note and provide the correct information.

If you have any questions, please send them to SWBFETPolicy@DSHS.WA.GOV.

Thank you.

cc:

Shavana Howard	Gus Williams	David Skaar	Bessie Williams
Felicia Talbott	Kimberly Stelly	Shannon Williams	
Billie Malcolm			