



Module 10: Managing Caseload in eJAS

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[eJAS Reports](#)

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Caseload Screen

This is your **Caseload screen**, which shows all participants who are currently active with your agency.

Participants will not show on the caseload screen when:

- FI component is closed.
- All components are closed.
- BFA is closed.
- TANF is open.

In these cases, you will need to find the participant on the Historical Report or by searching.

You can access your Historical Report here.



User Id : SOUS30
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eMessage Center

Contractor E-Msg

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Basic Food E&T Contractor Caseload

ZXZ-BFET & CONTRACTOR

Model: BFET


Caseload Month Year(mm/yyyy)

Name Search		Id Search	CSO Search	Component Search
First: <input type="text"/>	Last: <input type="text"/>	Id: <input type="text"/>	CSO: <input type="text"/> ?	Component: <input type="text"/> ?
<input type="button" value="Find"/>				

[Hide Referrals](#)

[Rejected Clients List](#)

[BFET Contractor Historical Report](#)

Referrals:						
Referral Date	ID Name	Comp	Sched Start Sched End	Reject Date Reject Reason	Reject	Actions
04/24/2025	9236 20816SAMPLE_AUDREY	BI	04/24/2025 05/01/2025	<input type="text"/> 	<input type="radio"/> Reject	<input type="button" value="BFET Assessment"/> <input type="button" value="BFET Eligibility"/>

Accepted Clients:									
Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
03/18/2025	0237HI CHANTA BOHANNA	56309756 BFET_COPY1019547		Open	BK	05	02/25/2025 05/25/2025	<input checked="" type="radio"/> Yes <input type="radio"/> No	History

Rejected Clients List

SSV

Home Back Excel

BFET Contractor Caseload Rejected Clients list
Contractor ZXZ-BFET & CONTRACTOR

Caseload Month Year(mmyyyy)

You can change the month you are viewing here.

Jas ID	Client Name	Component	Referral Date	Reject Date	Reject Reason	Rejected User ID
53272743	BFET, COPY1500529	BI - Basic Food E&T Referral	06/03/2024	06/03/2024	Client is not able to participate timely	MIRR300
7020961	JINXIE, ROSCO BOSCO	BI - Basic Food E&T Referral	04/29/2024	06/03/2024	Client is not able to participate timely	MIRR300
229578	TANF, PHILLIP	BI - Basic Food E&T Referral	05/06/2024	06/03/2024	Provider cannot meet the client's needs	MIRR300
54855708	BFET, COPY1506407	BI - Basic Food E&T Referral	06/03/2024	06/04/2024	Provider could not get in contact with the client	MIRR300
56309659	BFET, COPY1020059	BI - Basic Food E&T Referral	06/06/2024	06/07/2024	Client is not able to participate timely	MIRR300
56281041	BFET, COPY1020234	BI - Basic Food E&T Referral	06/06/2024	06/07/2024	Client is not able to participate timely	MIRR300
56276972	BFET, COPY1020523	BI - Basic Food E&T Referral	06/06/2024	06/10/2024	Client is not able to participate timely	MIRR300
56271983	BFET, COPY1021090	BI - Basic Food E&T Referral	06/06/2024	06/10/2024	Client is not able to participate timely	MIRR300
53272743	BFET, COPY1500529	BI - Basic Food E&T Referral	06/06/2024	06/10/2024	Provider could not get in contact with the client	MIRR300
56281041	BFET, COPY1020234	BI - Basic Food E&T Referral	06/10/2024	06/12/2024	Client is not able to participate timely	MIRR300
56276972	BFET, COPY1020523	BI - Basic Food E&T Referral	06/11/2024	06/12/2024	Provider cannot meet the client's needs	MIRR300
56271983	BFET, COPY1021090	BI - Basic Food E&T Referral	06/11/2024	06/12/2024	Provider cannot meet the client's needs	MIRR300
54855708	BFET, COPY1506407	BI - Basic Food E&T Referral	06/06/2024	06/13/2024	Client is not able to participate timely	MIRR300
7020961	JINXIE, ROSCO BOSCO	BI - Basic Food E&T Referral	06/06/2024	06/14/2024	Client withdrew	MIRR300

This is your **Rejected Clients list**, which shows all rejected BFET Contractor Caseload e-referrals for the month selected.

This page will show you referral and rejection dates for a specific client, as well as rejection reasons.

You may also see any additional Rejection Notes when applicable. These notes are viewable by clicking the links under rejection reason.

Historical Report

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BFET Contractor Historical Report

ZXZ-BFET & CONTRACTOR

Model: BFET

Start Date:	<input type="text" value="04/01/2020"/>	End Date:	<input type="text" value="10/01/2020"/>
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
2756085 CHEERIOS, YUM	BR	20	06/18/2020	09/18/2020
2756085 CHEERIOS, YUM	JS	20	09/01/2020	10/31/2020
2860063 MORNING, MONDAY	FI	00	09/25/2019	09/24/2020
2860063 MORNING, MONDAY	JS	02	03/31/2020	06/28/2020
2860063 MORNING, MONDAY	SL	02	04/07/2020	07/05/2020
2860063 MORNING, MONDAY	VE	10	01/05/2020	12/31/2020
2730159 PROD, COPY0859265	FI	00	08/07/2019	08/06/2020
2730159 PROD, COPY0859265	VE	00	04/01/2020	06/27/2020

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This is your Historical Report screen, which shows all participants who were active during a selected time.

You can access a participant's case from the Historical Report if there is an active FI component.

You can view the case, enter client notes and enter participant reimbursements.

Historical Report

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

BFET Contractor Historical Report

ZXZ-BFET & CONTRACTOR

Model: BFET

Number of Clients: 0003

Start Date:	<input type="text" value="04/01/2020"/>	End Date:	<input type="text" value="10/01/2020"/>
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
2756085 CHEERIOS, YUM	BR	20	06/18/2020 09/18/2020		
2756085 CHEERIOS, YUM	JS	20	09/01/2020 10/31/2020		
2860063 MORNING, MONDAY	FI	00	09/25/2019 09/24/2020		
2860063 MORNING, MONDAY	JS	02	03/31/2020 06/28/2020		
2860063 MORNING, MONDAY	SL	02	04/07/2020 07/05/2020		
2860063 MORNING, MONDAY	VE	10	01/05/2020 12/31/2020		
2730159 PROD, COPY0859265	FI	00	08/07/2019 08/06/2020		
2730159 PROD, COPY0859265	VE	00	04/01/2020 06/27/2020		

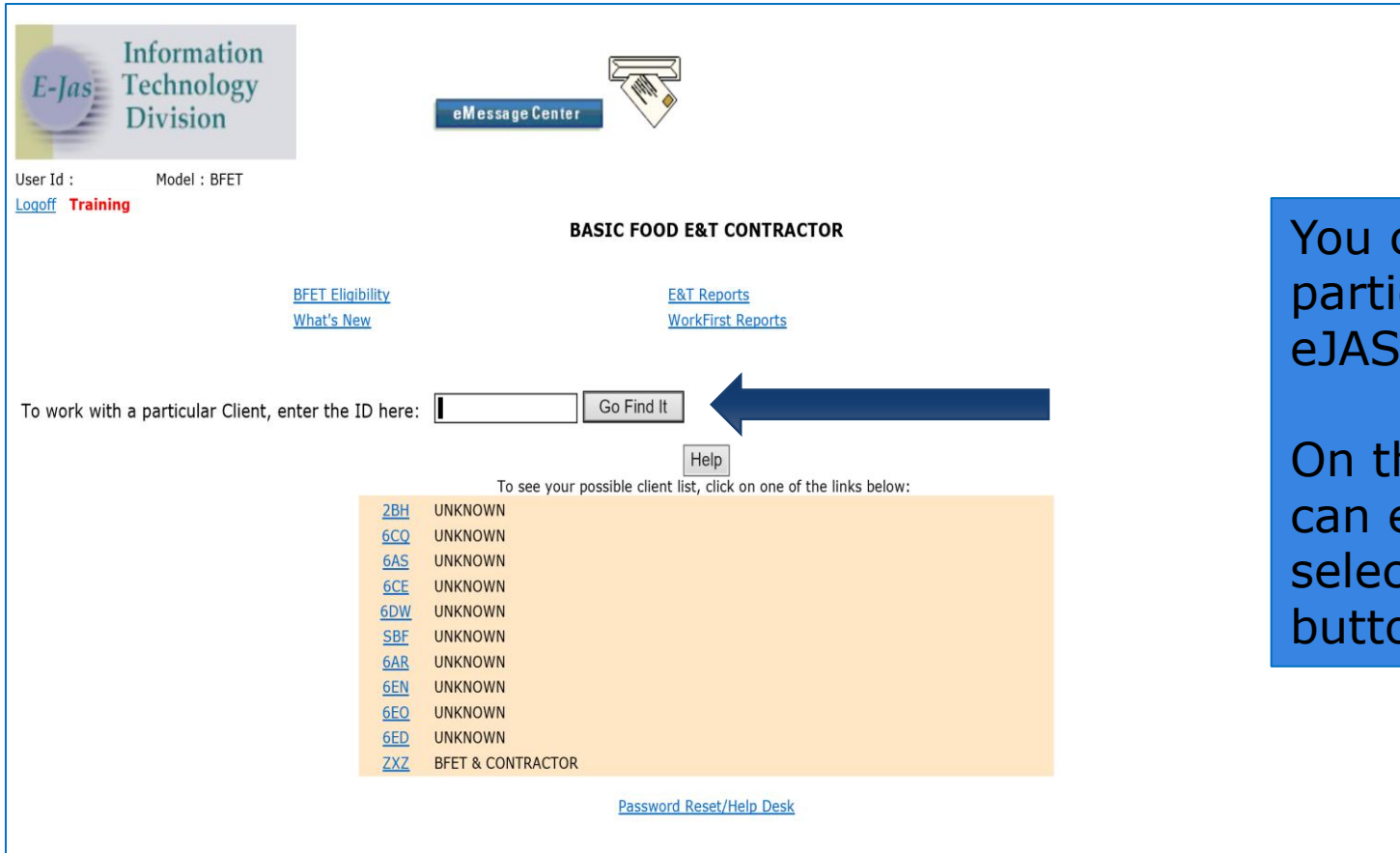
[Home](#) [Help](#)

Tip: Check your historical report every month during the last week of the month.

This will help you identify all participants whose Basic Food Assistance will close that month so you can reach out to them to encourage them to contact DSHS to reopen BFA.

If BFA remains closed, you will need to close all non-BR BFET components.

Search for a Participant



Information Technology Division
E-Jas

eMessage Center

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

BASIC FOOD E&T CONTRACTOR

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

2BH	UNKNOWN
6CQ	UNKNOWN
6AS	UNKNOWN
6CE	UNKNOWN
6DW	UNKNOWN
SBF	UNKNOWN
6AR	UNKNOWN
6EN	UNKNOWN
6EO	UNKNOWN
6ED	UNKNOWN
ZXZ	BFET & CONTRACTOR

[Password Reset/Help Desk](#)

You can also find a participant by searching eJAS ID.

On the Home screen, you can enter the eJAS ID and select the "Go Find It" button.

eJAS Reports

There are several reports available in eJAS that can be used to help you manage your caseload and provide you with information for BFET participants across your agency.

Access the reports by selecting the **E&T Reports** link from the Home screen.

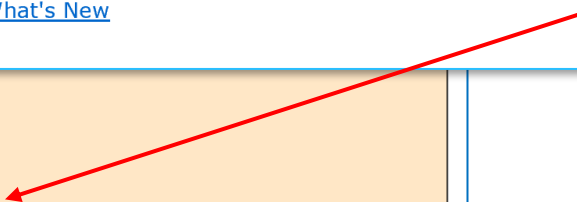
E&T Reports

- ~~[Basic Food FI Component History Report](#)~~
- [Basic Food CLMR Report](#)
- ~~[BFET Auto Enrollment Report](#)~~
- ~~[Clients with Anticipated Employment Goal Completion Dates](#)~~
- ~~[Clients with Anticipated Work Based Learning Completion Dates](#)~~
- ~~[Client Contact Report](#)~~
- [Component History Report](#)
- ~~[Contractor to Contractor Referral Report](#)~~
- [Overdue Components/Activity End Preview](#)
- [Participant Employment Report](#)
- [Participant Reimbursements Report](#)
- ~~[Strategies for Success Report](#)~~

BASIC FOOD E&T CONTRACTOR

[BFET Eligibility](#)
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eJAS Reports

Overdue Components / Activity End Preview

You can use this report as a to-do list for ensuring components are updated promptly.

The overdue list shows components for which the scheduled end date has passed. These need to be closed or extended ASAP.

The Activity End Preview list shows components with an upcoming, scheduled end date. The provider should connect with the participant to plan next steps and update eJAS.

From the E&T Reports screen, select the link for **Overdue Components/ Activity End Preview**. Select your contractor code and select the "Get Report" button.

Overdue Components/Activity End Preview

Search

Contractor Code ZXZ - BFET & CONTRACTOR ▼

Get Report

Search For Contractor ZXZ - BFET & CONTRACTOR

[Export to Excel](#)

Overdue					
Client Name	JasID	Worker ID	Component Code	Component Start Date	Component Scheduled End Date
		031	JT	08/03/2020	11/01/2020
		031	JT	03/11/2020	11/02/2020

[Export to Excel](#)

Active End Preview					
Client Name	JasID	Worker ID	Component Code	Component Start Date	Component Scheduled End Date
		031	SL	08/17/2020	11/13/2020
		031	JT	02/06/2020	11/13/2020
		023	JT	03/02/2020	11/18/2020
		031	JT	09/03/2020	12/01/2020

eJAS Reports

Component History Report

This report will provide information about participant enrollment and component use for all BFET participants in your agency.

You can search by specific dates and component types.

From the E&T Reports screen, select the link for **Component History Report**. Enter the time period you want to review, select the component types you want to include and select your contractor code. Then select the "Get Report" button.

The results will show on the screen with links to the client case. You can also export the report to Excel.

Component History Report Selection

Get Report

Program Type: ☒ BFET

From Date: To Date: [Reset dates](#)

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

Select	Component Codes	Description
<input type="checkbox"/>	BB	BFET Basic Education
<input type="checkbox"/>	BC	CASE MANAGEMENT (BFE&T)
<input type="checkbox"/>	BE	HIGH SCHOOL COMPLETION - PARTICIPANTS 20 YEARS OR OLDER
<input type="checkbox"/>	BG	BFET Vocational Education
<input type="checkbox"/>	BK	BFET Supervised Job Search
<input type="checkbox"/>	BL	BFET Job Search Training
<input type="checkbox"/>	BR	BF E&T Retention Services
<input type="checkbox"/>	FI	FOOD STAMP E&T INDICATOR
<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"/>	ZXZ	ZXZ - BFET & CONTRACTOR

eJAS Reports

From the E&T Reports screen, select the link for **Participant Reimbursements Report**. Select your contractor code and enter the search dates. Then select the "Get Report" button.

This page provides a summary of all participant reimbursements issued in the selected time period.

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Participant Reimbursements Report Selection

Search Options

Contractor Id: ZXZ - BFET & CONTRACTOR ▼

From Date: 10/01/2019 To Date: 09/30/2020

[Get Report](#)

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Participant Reimbursements Report Summary

Report Run Date: 11/09/2020
ZXZ - BFET & CONTRACTOR **From Date:** 10/01/2019 **To Date:** 09/30/2020

Number of Participant Reimbursements issued to date	53
Clients with Participant Reimbursements issued to date	5
Participant Reimbursements issued during the selected date range	6
Clients with Participant Reimbursements issued during selected date range	3

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Participant Reimbursement Type	Total Number of Records	Total Amount
Child Care CCSP Co-Pay	0	\$0.00
Child Care Non-CCSP	0	\$0.00
Clothing	0	\$0.00
Education/Books/Supplies	2	\$800.00
Gift cards	0	\$0.00
Housing/Utilities	0	\$0.00
Medical	0	\$0.00
Personal Hygiene	0	\$0.00
Transportation - Auto Repair	1	\$1,000.00
Transportation - Bike Repair	0	\$0.00
Transportation - Bus Pass	0	\$0.00
Transportation - Bus Tickets	0	\$0.00
Transportation - Car Insurance	1	\$200.00
Transportation - Driver's License Extract	0	\$0.00
Transportation - Driver's License Fee	0	\$0.00
Transportation - Ferry	0	\$0.00
Transportation - Fuel	2	\$48.25
Transportation - Train	0	\$0.00
Transportation - Vanpool	0	\$0.00

[Export to Excel](#)

Select a participant reimbursement type to view all issuances for your eJAS contractor code.

eJAS Reports

This page is a detailed report of all participant reimbursements issued for the selected type.

Participant Reimbursements Report Details

[Export to Excel](#)

Report Run Date:

ZXZ-BFET & CONTRACTOR
Type: Transportation - Fuel

From Date: 10/01/2019
Number of records: 2

To Date: 09/30/2020
Total Issued: \$48.25

Issuance Date ▲	Jas ID ◆	Contractor ◆	No of Tickets or Cards	Total Amount	Component/ Hours ◆	Created by	Canceled by	Status ◆	FP Start Date
01/03/2020	2730159	ZXZ-BFET & CONTRACTOR	1	\$25.00	JS-32	CUME300 -JONES, MELISSA		Issued	10/06/2016
04/07/2020	2860063	ZXZ-BFET & CONTRACTOR	1	\$23.25	VE-10	CUME300 -JONES, MELISSA		Issued	

Select the link to view specific participant reimbursement details.

This report will show all (issued and canceled) participant reimbursements.

eJAS Tools: eMessage Center



Basic Food E&T Contractor Caseload

eMessage Center

These links will show on your Home screen and on the top of most pages.

You will have access to two eMessage centers:

1. For messages sent specifically to your eJAS ID. This one is visible only to you.
2. For messages sent to the general contractor code. This one is visible to everyone assigned to your provider contractor code.

Check these at least once per week.

eJAS Tools: eMessage

[New](#) [Sent Items](#) [Task Reminder](#) [Tools](#) [Close](#) [Help](#)

e-JAS Inbox

[Delete](#)

User Id: CUME300 - JONES, MELISSA
Unread Messages: 0

<input type="checkbox"/>	From	Status▼	Subject	
<input type="checkbox"/>	BFET CONTRACTOR	Read	RE: Testing	01/23/20 16:48:07
<input type="checkbox"/>	JONES, MELISSA	Read	Hello	10/30/19 21:07:28

[Delete](#)

[New](#) [Sent Items](#) [Task Reminder](#) [Tools](#) [Close](#) [Help](#)

This looks and functions similar to email. You can read and send messages to other eJAS users.

The BFET Field Operations team will use this to notify you of information regarding a participant's case.

Link to Task Reminder tool


eJAS Tools: Task Reminder

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

E-MessageToolsCloseHelp

e-JAS Task Reminder - Sorted By Due Date

New TaskDelete

User Id: JONES, MELISSA
Start Date:  Go
Tasks Overdue: 0Tasks Currently Due: 1

<input type="checkbox"/>	Due Date *	From	Subject	Id
<input type="checkbox"/>	10/14/2020	JONES, MELISSA	Testing	

New TaskDelete

E-MessageToolsCloseHelp

Task Reminder allows you to create tasks for yourself or other eJAS users with a specific due date. You can include a specific eJAS ID and a note for the action needed to complete the task.


eJAS Task Reminders can be a helpful tool to make sure you don't forget about participants who do not show on your Contractor Caseload screen.


eJAS Tools: Task Reminder


New Task Reminder

*** Mandatory Fields**

From: CUME300 - JONES, MELISSA

***To:** **Your eJAS ID** 

***Due Date:** 

***Subject:** (Maximum 150 characters)
 

JasId:

Client Last: **Client First:**

Message: (Maximum 4200 characters)

When creating a task reminder, you can assign the task to any eJAS ID. To assign the task to yourself, enter your eJAS ID (e.g., "ABCD300").

Complete the reminder details and select the "Save" button.

When your task is due, you will see an indicator next to the eMessage Center icon, and the item will show in the Task Reminder list.

eMessage Center

***** You have a Task Reminder*****

Questions?

For any eJAS-related questions or for assistance, please don't hesitate to contact your assigned BFET Field Operations team member or email BFETHelp@dshs.wa.gov.

