Module 11: Participant Files

This Section Reviews:

Participant Files

Files must be kept for all BFET participants.
They can be **paper**, **electronic** or a **combination.**
They will be reviewed annually as part of the annual BFET program and fiscal monitoring.

Files support, but do not replace, eJAS. Each client needs documentation in both the participant file and eJAS.

Files That Smile

- The keys to "files that smile" are:

- Completeness – All required documents are included and completed.

- Currency – Documentation is up-to-date, and all forms are updated as needed.

- Cleanliness – Files are neat and organized so it is easy to find necessary information.

Electronic File Tips

- Find a convenient scanning system so you can scan multiple pages at a time, scan to email or scan to a set file.
  - Plan this with your IT to make sure electronic files and storage will meet the BFET contract-data security requirements.
- Set up an electronic filing system.
- Establish a standard naming convention for files.
  - Use a combination of client identifiers such as initials, last name or ID number and document type.
- Reach out to your BFET DSHS program manager for any questions about transitioning to electronic files.

Participant Files Must Contain The Following Information:

- Intake and assessment.

- DSHS Consent Form (DSHS 14-012).

- BFET Individual Employment Plan.
  (See Module 2 – Enrolling a participant for more information on the above documents: BFET eJAS Training Guides | DSHS (wa.gov)

- A job log for all SJS activities, if not already noted in eJAS.
  (See the Provider's Handbook section on Case Management: eJAS Case Note Documentation for guidance.)

- Participant reimbursements and receipts.
  (See Module 7 – Participant Reimbursements for more information on participant reimbursements and receipts: BFET eJAS Training Guides | DSHS (wa.gov)

- Wage verification if receiving retention services.
  (See Module 9 – Job Retention for more information on wage verification: BFET eJAS Training Guides | DSHS (wa.gov)

- Participant progress.
- Certificates received.

Files Cannot Contain:

- Information about other participants.

- Confidential, personal health information.

- Documents and information that are not related to BFET.

Questions?

For any eJAS-related questions or for assistance, please don't hesitate to contact your assigned BFET Operations team member or send us an e-message in eJAS.