



# Module 5: Closing Components

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[Requirements for Closing Components](#)

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[Documenting Component Closure](#)

[Report: Keeping Track of Component End Dates](#)



# Closing Components

Components are required to be closed once the component is completed using the proper closure completion code in eJAS.

There are several reasons why you may need to close a component, including:

- Reaching the scheduled end of the component or activity.
- A change in the participant's activities.
- A lack of participation.
- A change in BFET eligibility.

The following will show when and how to close a component correctly.

# Closure Codes

The closure completion code that is used when closing a component in eJAS helps tell the story of the outcome of the participation in that activity. BFET uses the following closure completion codes:

- **CS – Completed Satisfactorily** means the participant completed the activity successfully but did not obtain employment.  
*Example: The participant has completed all job search training activities and is ready to begin job searching. Close BL component with CS.*
- **EE – Entered Employment** means the participant exited the activity due to beginning employment.  
*Example: The participant has been completing supervised job search activities and got a job. Close the BK component with EE.*  
*Example: A BR component is closed CS if they remained successfully employed. EE would not be the appropriate code here because they did not enter new employment from the BR activity. The previous BFET component would have been closed EE.*
- **IC – Incomplete** means the participant did not complete the activity by the scheduled end date. It's also used when the participant does not maintain BFET eligibility through the scheduled end date.  
*Example: The participant was enrolled in a Vocational Education training course but dropped it before finishing. Close the BG component with IC.*
- **LC – Loss of Contact** means the loss of contact with the participant for at least 60 days.  
*Example: The participant has not been in contact with the provider for at least 60 days. Close the component with LC.*

# Closure Codes Continued

- **12 – Opened in Error:** Use this code when closing a component that was opened in error. When using this code, the component start date and actual end date should be the same. The use of this code will remove the component from the program data.

*Example: You opened a BK and BL component for the participant but after reviewing the IEP, discover the participant is not ready to actively search for jobs yet and will need to be in only BL to begin with. The BK component had a start date of March 24, 2023. Close the BK component with an actual end date of March 24, 2023, to match the start date, and use 12 completion closure code.*

- **NS – Used for administrative closures by DSHS staff only:** DSHS staff use this code to close all overdue, expired components or when no other code is applicable.

*Expired components must be updated within 10 business days after the scheduled end date. After 10 business days, the expired component(s) will close without notice with the administrative closure code (NS). Please note: A component closed with NS will not reflect the actual exit code. It is important to update expired components or close them promptly. We will discuss how to track this later in this module.*

# Closure Codes Continued

**WBL Closure Codes: These codes should be used for closing WBL-related components.**

- **CE – Client Employed:** Use this when the participant becomes employed while participating in WBL.
- **CW – Client Employed by WBL Employer:** Use this code only when the participant becomes employed by a WBL employer.
- **EW – End of WBL – No Employment:** Use this code when the WBL time period has ended and the participant has not obtained employment.
- **IC – Did Not Complete the WBL:** Use this code when a participant's WBL ends before the anticipated end date. (Note: IC is also used to close other components.)

*Please remember: eJAS has other closure-code options that are not used by the BFET program.  
**Do not** use any other closure codes.*

# Closing Components in eJAS

eJAS must be updated to reflect changes that result in a reduction in component hours or termination of components.

- This must be completed within seven business days of discovery of the change.


**Expired components** must be updated within 10 business days after the scheduled end date.

- After 10 business days, the expired component(s) will close without notice with the administrative closure code (NS).
- A component closed with NS will not reflect the actual exit code.
  - eJAS has a report to help you track expiring components: [Overdue Components/Activity End Preview.](#)

**1.** From the Client screen, Click the E&T Component Information link to view and close components.

Name		J
<a href="#">MORNING, MONDAY</a>		28
Two Parent :	Required Part? :	LEP :
HOH :		Total:
TANF :		BFA: Open

[Click here to v](#)




- 1**  [E&T Component Information](#) [WFR](#)
- [Employment Information](#) [Adhoc R](#)
- [Client Notes](#) [Referrals](#)
- [Payments](#)
- [Strategies For Success](#)
- [Commerce Program Plans](#) [Client M](#)

# Closing Components in eJAS




**2** ➔ [Edit](#)

Component:	BB-BFET Basic Education	Hours:	10	Last Updated By:	SKDA300
Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Actual End Date:	
ESD Worker:		DSHS Worker:	1300U2	Partner Id:	130skd
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Referral Date:	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:	Accept/Reject Code:

**3** ➔

Component: JS	Hours: <input type="text" value="3"/>	Completion Code: <input type="text" value="CS"/> ?
Start Date: <input type="text" value="10/28/2020"/> 	Scheduled End Date: <input type="text" value="11/03/2020"/> 	Actual End Date: <input type="text" value="11/03/2020"/> 
ESD Worker: <input type="text"/>	DSHS Worker: <input type="text" value="0470U2"/>	Partner Id: <input type="text" value="047bfX"/> ?

Contractor: ZXZ		
Scheduled Start Date: <input type="text" value="10/28/2020"/> 	Scheduled End Date: <input type="text" value="11/03/2020"/> 	
	Actual End Date: <input type="text" value="11/03/2020"/> 	

**2.** From the E&T Component Information screen, click [Edit](#) above the component.

**3.** Close the component by entering a Completion Code and the Actual End Date. Click "Update."

Note: The actual end date should **NEVER** be later than the scheduled end date.

# Document Component Closure

After closing a component, be sure to document the information in the eJAS client notes.



Home Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<a href="#">CHEERIOS, YUM</a>	2756085	2756085	3	034	\$	004582972	
Two Parent :	Required Part? :	LEP :	EA :	<a href="#">aces online</a>	Email ID:		
HOH :	Total: 000	Recip: 000	Inelig: 000	Sngl Parent W/Child(ren) < 6 : No			
TANF :	BFA: Open		RCA:	Refugee Months:			

[Click here to view Workers associated with this Client.](#)

[E&T Component Information](#)  
[Employment Information](#)  
[Client Notes](#)  
[Payments](#)  
[Strategies For Success](#)  
[Commerce Program Plans](#)

[WFR](#)  
[Adhoc Reporting](#)  
[Referrals](#)  
  
[Client Monthly Participation](#)

[Letters](#)

Details for all client note requirements can be found in the BFET Provider's Handbook Case Management: eJAS Case Note Documentation section.  
The BFET Provider Resource website also has a "[Guide to Writing Client Notes](#)" with several examples.



# Document Component Closure

If you are closing ***all*** components for the participant and they will not be continuing in the BFET program with your agency, you will need to enter a **Closing Client Note**.

The Closing Client Note documents the **outcome** and explains **why the participant is no longer a BFET participant**.

## Sample Closing Client Note:

*Alan has been attending Life Skills classes regularly and has completed financial empowerment training. Closing SL comp with CS code. Participant is moving out of state and will not be continuing BFET.*

If you are closing a component but participation will continue in other components that are open with your agency, you will enter an **Ongoing Client Note**.

The Ongoing Client Note documents the participant's monthly activities and addresses the following applicable elements:

- Participant's progress in the BFET activity.
- Progress toward reaching individual goals.
- Any changes in employment or education plan.
- Reason for delay in progress.

## Sample Ongoing Client Note:

*Monica completed an Effective Communication class. Closed SL component using CS code. They will continue to participate in job search. Updated BK for seven hours.*

# Closing Components Timely

From the Home screen, click E&T Reports, then Basic Food CLMR Report. Add your contractor code under Enter Contractors and then click the Get Report button. Click the links for #3 Overdue Components and #4 Activity End Preview.

The Overdue Components show a current list of all overdue components. These need to be closed or extended ASAP.

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

Overdue Components

Two Parent	Jas ID	Worker ID	Client Name	Comp	Cntr Othr Ctrs	Schd End Date	Other Comps	Other List
No	<a href="#">234934</a>	046GCG	FLINTSTONE, FRED	SL	ZXZ	3/1/2022	FI	FI:Overdue Component FSET Not Meeting
No	<a href="#">234934</a>	046GCG	FLINTSTONE, FRED	FI	ZXZ 6AM	8/31/2022	SL	SL:Overdue Component FSET Not Meeting
No	<a href="#">8110178</a>	0217HI	PROD, COPY0934085	BB	ZXZ	1/30/2023	BK IB WN SL FI BL WL BG	BK:Overdue Component IB:Overdue Component WN:Overdue Component SL:Overdue Component FI:Overdue Component BL:Overdue Component WL:Overdue Component BG:Overdue Component
No	<a href="#">8110178</a>	0217HI	PROD, COPY0934085	SL	ZXZ	5/1/2023	BK IB WN FI BL WL BG BB	BK:Overdue Component IB:Overdue Component WN:Overdue Component FI:Overdue Component BL:Overdue Component WL:Overdue Component BG:Overdue Component BB:Overdue Component
								BK:Overdue Component

[Hide Activity End Preview](#)

Activity End Preview

Two Parent	Jas ID	Worker ID	Client Name	Comp	Schd End Date	Other List
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After 10 business days, the expired component will be closed without notice with the administrative closure code (NS)

# Closing Components Promptly

[Home](#) [Help](#) [Change Model](#)

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
<u>CHEERIOS, YUM</u>			1	039	\$		
Two Parent : No	Required Part? :	LEP :	EA : No	<a href="#">ACES Online</a>	Email ID:		
HOH :	Total: 000	Recip: 000	Inelig: 000	Sngl Parent W/Child(ren) < 6 : No			
TANF :	BFA: Open		RCA:	Refugee Months:			
Total NCS Months : 000	ABAWD Status: Non-ABAWD						

[Click here to view Workers associated with this Client.](#)

[Component/IRP Information](#)  
[Employment Information](#)  
[Client Notes](#)  
[Payments](#)  
[Sanction Review](#)  
[Client Monthly Participation](#)  
[Comprehensive Evaluation](#)  
[LEP Updates](#)  
[ACES Online](#)  
[Individual Employment Plan](#)  
[ORIA Program Summary](#)



[Screening/Evaluation](#)  
[BFET Skill Gains and Credentials](#)  
[Referrals](#)  
  
[Strategies For Success](#)

[WFR](#)

Skill gains and credentials must be entered into eJAS when a participant successfully completes any of the activities listed below. This function records the participant's achievement obtained.

Note: When updating the BFET Skill Gains and Credentials screen with an academic achievement, update the education level on the demographic screen to reflect the date awarded.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Basic Education – <b>BB</b></li> <li>• Vocational Educations – <b>BG</b></li> <li>• Job Search Training – <b>BL</b></li> <li>• English Language Acquisition – <b>EN</b></li> </ul> | <ul style="list-style-type: none"> <li>• Vocational Education/ELA – <b>IA</b></li> <li>• Vocational Education/Basic Education – <b>IB</b></li> <li>• Vocational Education/Basic ED/ELA – <b>IC</b></li> <li>• Subsidized Work Based Learning <b>WL</b></li> <li>• Non-Subsidized Work Based Learning – <b>WN</b></li> </ul> |
|---|---|

***From the Home Screen, click the BFET Skill Gains and Credentials.***

# Skill Gains and Credentials per Component

**Basic Education (BB)**

- Basic Skills
- General Digital Literacy
- General Non-Credential Training
- Secondary Education

**Vocational Education (BG)**

- Certificate
- Degree
- Diploma

**Job Search Training (BL)**

- Computer Training for Job Search
- Job Search Preparation

**English Language Acquisition (EN)**

- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

**Vocational Education/English Language Acquisition (IA)**

- Certificate
- Degree
- Diploma
- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

**Vocational Education/Basic Education (IB)**

- Certificate
- Degree
- Diploma
- Basic Skills
- General Digital Literacy
- General Non-Credential Training
- Secondary Education

**Vocational Education/Basic Education/English Language Acquisition (IC)**

- Certificate
- Degree
- Diploma
- Basic Skills
- General Digital Literacy
- General Non-Credential Training
- Secondary Education
- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

**Subsidized Work Based Learning (WL)****Non-Subsidized Work Based Learning (WN)**

- Internship
- Pre-apprenticeship
- Apprenticeship; or
- On-the-job

# 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.

