

## 6.5.14 How do we code family violence ~~parents-participants~~ in eJAS?

In any situation where the ~~individual-parent/caregiver is participating~~ participates in any family violence activities, it is necessary to reflect the information in the IRP. Correct coding of family violence is necessary because of federal reporting requirements regarding all individuals on TANF especially for those receiving benefits for more than 60 months.

The following are common examples of family violence situations and the correct way to code and document in eJAS:

- The family is in a shelter because the family fled an abuser. The parent decides to continue working part time while she/he is finding permanent housing. In this situation, code the family **PT** for the part time employment using the actual number of hours and **XF** for finding permanent housing using actual number of hours. Document each issue in the proper eJAS notes type making sure to only document that references to family violence ~~are only documented~~ under the family violence category.
- The individual is in court ordered perpetrator treatment for abuse related to family violence. The perpetrator is attending perpetrator treatment while simultaneously attending job search. This case would be coded **JS** and **XG** to reflect perpetrator treatment. ~~Do not~~ Don't use **XF** in these cases. Document ~~ation regarding the all~~ court order related is posted notes under legal issues in these circumstances.

When ~~an individual~~ participants ~~is experiencing~~ disclose family violence, use the **XF** ~~following~~ eJAS codes to:

- ~~RO making~~ Make a referral to the WFSSS, or family violence advocate for one hour, ~~or~~
- ~~XF used only for victims of family violence~~ Code activity using the number of engaged hours for participants already currently engaged in doing activities to help resolve or cope with family violence issues, and to create a safe environment for the family.

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### Notes:

- ~~XF is not is n't a referral or indicator code and is not to be~~ used for the perpetrator. Use XF if an individual is in counseling due to family violence, resolving homelessness due to family violence, etc.
- WFPS/SSS should add ~~Other codes (activities) may be added~~ in addition to **XF** if appropriate based on the Family Violence Service Plan.

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- NOTE: The open component code in eJAS must reflect the actual number of hours per week the individual ~~is participating~~ participates in a specific activity.

**Special circumstance: XF as stand-alone activity.** The WFPS/WFSSS, in collaboration with the domestic violence advocate, should determine the actual amount of hours per week that the person will be participating and code those hours in eJAS ~~When when an individual parents/caregivers are unable to participate in any other WorkFirst activity except resolving family violence challenges is resolving an immediate situation to escape from an abuser or she/he is unable to participate in any other WorkFirst activity(ies) besides XF, the WFPS/WFSSS in collaboration with the domestic violence advocate should determine the actual amount of hours per week that the person will be participating and code those hours in eJAS.~~ The individual participant does not ~~doesn't~~ have to add any other activities, ~~as because the XF activities are will be considered~~ the only activity participation that the individual is able to do. In this case, the amount of hours ~~does not~~ doesn't have to reflect 32-40 hours per week. The case needs to reflect the actual amount of hours that the individual is participating.

## 6.5.16 How are family violence services verified and reported?

In collaboration with family violence advocacy providers, DSHS will gather documentation that supports parent's individual needs for WorkFirst family violence services. ~~Even when the collocated advocates are contracted services, DSHS will treat these providers as non-contracted providers.~~

Contracted family violence providers must report participant's actual hours and progress for family violence activities using eJAS by the 10th day of the following month. See WorkFirst Handbook 3.9.2.5 for contracted service requirements.

Staff will send ~~providers non-contracted family violence providers~~ the WorkFirst Participation Verification form for each WorkFirst participant noted in eJAS as receiving family violence services. The non-contracted family violence provider will complete, sign and return these forms or other documents that verify actual hours and progress to the referring WFPS/WFSSS by the ~~fifth~~ 5th day of ~~each the following~~ month. The WFPS/WFSSS will enter the countable hours indicated on the form in eJAS actual hours by the 15th day of each month for the previous month's activity.

## 6.5.19 Family Violence and Sanctions - Step-by-Step

Screen or re-screen participants for family violence during the good cause appointment ~~Before you~~ sanctioning an individual and proceed with sanction if screening doesn't identify family violence. However, if screening identifies family violence follow the steps below:

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~~1. Screen or re-screen the individual for family violence issues during the good cause appointment.~~

~~2. If no family violence is identified, proceed with sanction process.~~

~~3.1. Consult with a WFSSS or family violence advocate (Case Staffing) to determine if the violence is preventing the individual from participating in job search or work activities. If screening identifies family violence is identified, consult with a WFSSS or family violence advocate (Case Staffing) to determine if the violence is preventing the individual from participating in job search or work activities.~~

- ~~1. Clearly document this in the family violence notes and continue the sanction process. If family violence is not currently impacting the individual's ability to do job search or work activities, clearly document this in the family violence notes and continue the sanction process.; or~~
- ~~2. If family violence is preventing the individual from job search or work activities,~~

~~4.2. Enter proper XF eJAS coding if family violence prevents the participant from job search or work activities to:~~

- ~~1. RO to R Refer to the WFSSS, or family violence advocate for one hour until the advocate creates a Family Violence Service Plan. Update the number of hours for XF participation based on the Family Violence Service Plan.~~
- ~~2. XF in eJAS Code activity if the individual is using the number of engaged hours for participants already engage doing activities to help resolve or cope with family violence issues, and to create a safe environment for the family with family violence advocate.~~

~~2.3. Do not Don't proceed with the sanction process.~~

~~3.4. Update the 'special record' IRP in eJAS with appropriate activities that will move the individual participant forward safely.~~

- ~~1. Clearly document your decision. If the individual participant has disclosed family violence, but it is you determined that whatever abuse is currently taking place, or historically occurred, is not the reason the individual they is not aren't following through with their IRP, clearly document in the notes what has lead you to this conclusion.~~

~~4. Note: Documentation of the family violence issues must be indicated in the Family Violence category in eJAS.~~

~~4.2. Review the circumstances and follow steps above to determine whether to remove the sanction. If an individual participant is already in Sanction sanction or CSNP when they disclose family violence is disclosed or when family violence begins, review the circumstances and~~

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~~follow steps as described in e) i – iii above to determine whether or not to remove the sanction or CSNP.~~

Good documentation is extremely important in these situations. It is important to document family violence information in the family violence note type in eJAS to protect the safety of individuals.