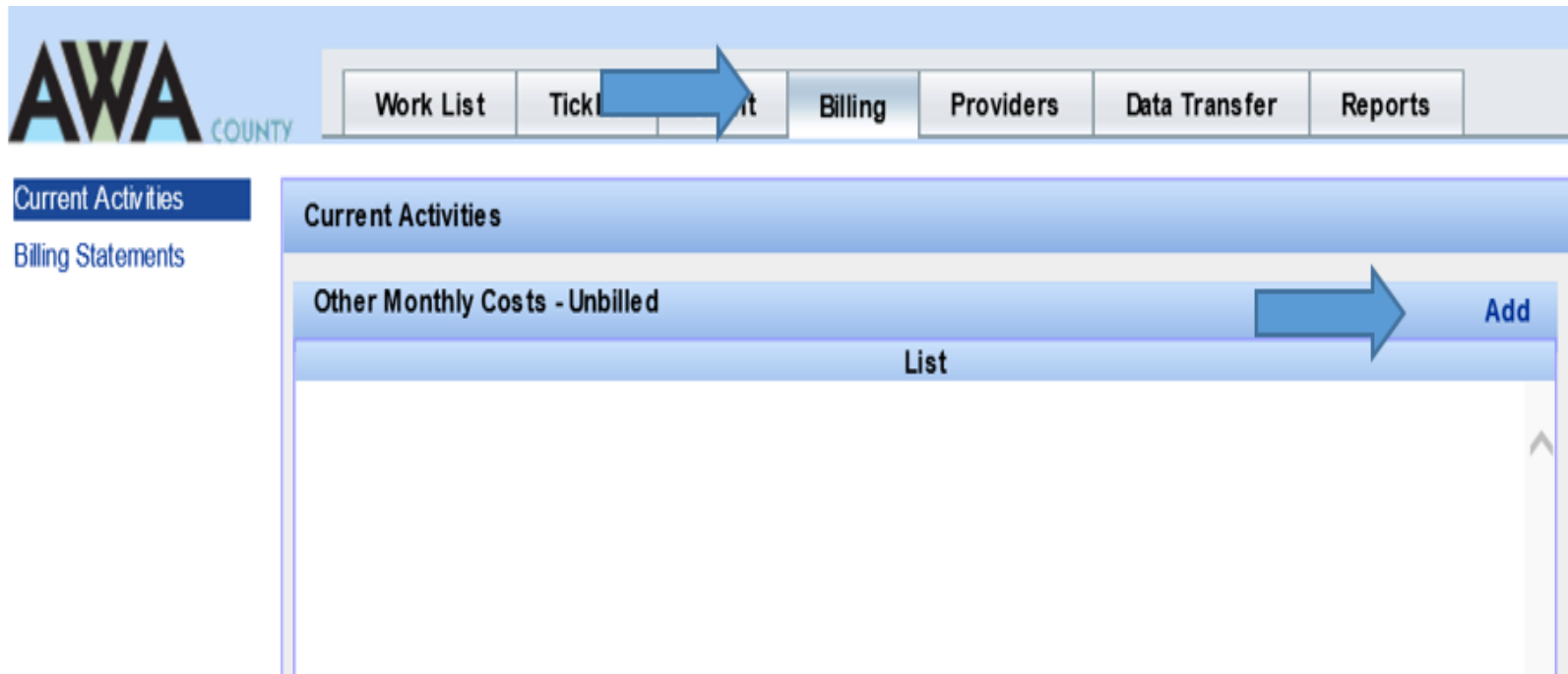


**Developmental Disabilities Administration**  
**ADSA Web Access (AWA)**  
**Job Foundation Billing Questions & Answers**  
**7.16.2020**  
*Updated 10.2021*

Q: Where do I upload and post billings for Job Foundation?

A: All billings associated with Job Foundation are uploaded and posted under the “other monthly costs” screen, under the Billing tab.



Q: What are the new Job Foundation Categories in AWA?

A: 13 Job Foundation Administration; 14 Job Foundation Administration Office of the Superintendent of Public Instruction (OSPI); 95 Job Foundation Report; 96 Job Foundation Report OSPI and 97 Job Foundation Info/Ed.

**Add Cost Billing Dialog**

Service Year/Month:\*

BARS	Description	Amount
11	COUNTY ADMIN.	
12	PASRR ADMIN.	
13	JOB FOUNDATION ADMIN.	
14	JOB FOUNDATION ADMIN. OSPI	
31	STAFF TRAIN.	
32	BOARD TRAIN.	
41	INFO/ED. ACT.	

BARS	Description	Amount
92	ADMIN INFRASTRUCTURE	
93	AGENCY START-UP	
94	PARTNERSHIP	
95	JOB FOUNDATION REPORT	
96	JOB FOUNDATION REPORT OSPI	
97	JOB FOUNDATION INFO/ED	

Save Cancel

Q: Do I bill for Job Foundation reports and administration that are funded by DDA (13 and 95) or OSPI (14 and 96)?

A: All participating counties should bill for Job Foundation reports and administration (14 and 96) funded by OSPI except for King, Snohomish and Pierce Counties. These counties should bill for Job Foundation reports and administration that is funded by DDA (13 and 95).

**Add Cost Billing Dialog**

Service Year/Month:\*

BARS	Description	Amount
11	COUNTY ADMIN.	
12	PASRR ADMIN.	
13	JOB FOUNDATION ADMIN.	
14	JOB FOUNDATION ADMIN. OSPI	
31	STAFF TRAIN.	
32	BOARD TRAIN.	
41	INFO/ED. ACT.	

BARS	Description	Amount
92	ADMIN INFRASTRUCTURE	
93	AGENCY START-UP	
94	PARTNERSHIP	
95	JOB FOUNDATION REPORT	
96	JOB FOUNDATION REPORT OSPI	
97	JOB FOUNDATION INFO/ED	

Save Cancel

Q: Why are some of the counties funded by DDA and some by OSPI?

A: The Office of Superintendent of Public Instruction is partnering with DDA on Job Foundation and has committed to funding some of the work statewide based on where there are fewer resources. This is a fund source at the state level and is not an indication of local school involvement or partnership.

**Add Cost Billing Dialog**

Service Year/Month:\*

BARS	Description	Amount
11	COUNTY ADMIN.	
12	PASRR ADMIN.	
13	JOB FOUNDATION ADMIN.	
14	JOB FOUNDATION ADMIN. OSPI	
31	STAFF TRAIN.	
32	BOARD TRAIN.	
41	INFO/ED. ACT.	

BARS	Description	Amount
92	ADMIN INFASRUCTURE	
93	AGENCY START-UP	
94	PARTNERSHIP	
95	JOB FOUNDATION REPORT	
96	JOB FOUNDATION REPORT OSPI	
97	JOB FOUNDATION INFO/ED	

Save Cancel

Q: How do I access Job Foundation Info/Ed (97)?

A: Job Foundation Info/Ed (97) is solely funded by DDA. **All** counties bill for Info/Ed activities related to Job Foundation on BARS category 97. Participating counties have an allotment specific to Job Foundation Info/Ed in their contracts.

**Add Cost Billing Dialog**

Service Year/Month:\*

BARS	Description	Amount	BARS	Description	Amount
11	COUNTY ADMIN.		92	ADMIN INFAS TRUCTURE	
12	PASRR ADMIN.		93	AGENCY START-UP	
13	JOB FOUNDATION ADMIN.		94	PARTNERSHIP	
14	JOB FOUNDATION ADMIN. OSPI		95	JOB FOUNDATION REPORT	
31	STAFF TRAIN.		96	JOB FOUNDATION REPORT OSPI	
32	BOARD TRAIN.		97	JOB FOUNDATION INFO/ED	
41	INFO/ED. ACT.				

Save Cancel

**DDA Regional Employment Specialists**

Region 1N: Dala Rice, [Dala.Rice@dshs.wa.gov](mailto:Dala.Rice@dshs.wa.gov)

Region 1S: Carrie Bayha, [Carrie.Bayha@dshs.wa.gov](mailto:Carrie.Bayha@dshs.wa.gov)

Region 2: Stephanie Jones, [Stephanie.Jones2@dshs.wa.gov](mailto:Stephanie.Jones2@dshs.wa.gov)

Region 3: David Money, [David.Money@dshs.wa.gov](mailto:David.Money@dshs.wa.gov)

Q: How much do I bill for administration for Job Foundation?

A: 7% of the total costs associated with Job Foundation Reports. Please report these funds in BARS category 14 unless you are King, Snohomish or Pierce County. These counties should report administration costs in BARS category 13.

Add Cost Billing Dialog

Service Year/Month:\*

BARS	Description	Amount
11	COUNTY ADMIN.	
12	PASRR ADMIN.	
13	JOB FOUNDATION ADMIN.	
14	JOB FOUNDATION ADMIN. OSPI	
31	STAFF TRAIN.	
32	BOARD TRAIN.	
41	INFO/ED. ACT.	

BARS	Description	Amount
92	ADMIN INFRASTRUCTURE	
93	AGENCY START-UP	
94	PARTNERSHIP	
95	JOB FOUNDATION REPORT	
96	JOB FOUNDATION REPORT OSPI	
97	JOB FOUNDATION INFO/ED	

Q: Can I bill for a Job Foundation Report that scores less than satisfactory using the [Job Foundation Quality Review Tool](#)?

A: No. All plans must score satisfactory or higher or a county cannot bill the state for reimbursement. Counties should work with providers to improve the plans to achieve a satisfactory or higher score for reimbursement from the state.

**SCORING Guide**

Excellent = 27	Above Standard = 22-26	Satisfactory = 18-21	Unsatisfactory = 0-17
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**Final Score:**



Q: Who do I send completed Job Foundation Reports and Job Foundation Quality Review Tools to at DDA?

A: Please send completed Job Foundation Reports and Job Foundation Quality Review Tools to [DDAJobFoundationReports@dshs.wa.gov](mailto:DDAJobFoundationReports@dshs.wa.gov)

**Q: Can I bill for an incomplete Job Foundation Report?**

**A:** It depends. The expectation is that the county would review this on an individual basis. It may make sense to do a partial payment if the provider is unable to complete the report for circumstances beyond their control. For guidance or support please reach out to your Regional Employment Specialist.

**DDA Regional Employment Specialists**

Region 1N: Dala Rice, [Dala.Rice@dshs.wa.gov](mailto:Dala.Rice@dshs.wa.gov)

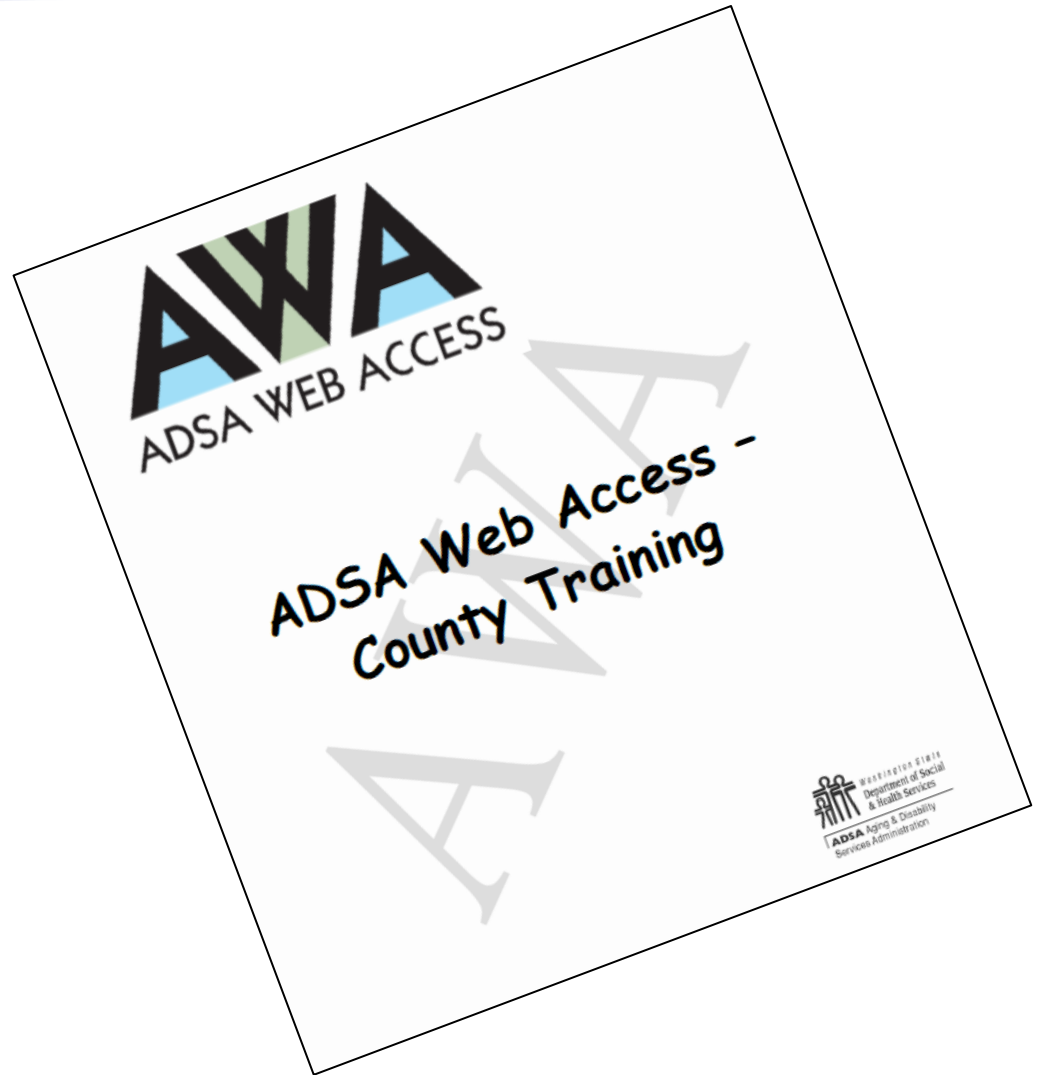
Region 1S: Carrie Bayha, [Carrie.Bayha@dshs.wa.gov](mailto:Carrie.Bayha@dshs.wa.gov)

Region 2: Stephanie Jones, [Stephanie.Jones2@dshs.wa.gov](mailto:Stephanie.Jones2@dshs.wa.gov)

Region 3: David Money, [David.Money@dshs.wa.gov](mailto:David.Money@dshs.wa.gov)

Q: How do I correct a mistake in my Job Foundation billing that I have already posted?

A: Please see page 50 of the [AWA User Training Manual](#) for direction on how to correct an indirect service billing record.



## Job Foundations Billing Example

In this scenario there are 3 completed Job Foundation Reports and \$1000 for Job Foundation Info/Ed activities. This county is funded by OSPI.

### Add Cost Billing Dialog

Service Year/Month:\*

BARS	Description	Amount
11	COUNTY ADMIN.	
12	PASRR ADMIN.	
13	JOB FOUNDATION ADMIN.	
14	JOB FOUNDATION ADMIN. OSPI	504
31	STAFF TRAIN.	
32	BOARD TRAIN.	
41	INFO/ED. ACT.	

BARS	Description	Amount
92	ADMIN INFASTRUCTURE	
93	AGENCY START-UP	
94	PARTNERSHIP	
95	JOB FOUNDATION REPORT	
96	JOB FOUNDATION REPORT OSPI	7,200
97	JOB FOUNDATION INFO/ED	1,000

Save

Cancel

\$504 is 7% of the \$7200 related to Job Foundation reports. Admin is only applied to Job Foundation reports

\$7200 represents 3 completed Job Foundation Reports at \$2400 each. The \$1,000 is for info/ed activities related to Job Foundations (*must have evidence of cost incurred*). The total amount of Job Foundations activities for the county is \$8200

## Job Foundation Billing Example

In this scenario the county over billed Job Foundation Info/Ed by \$500 and under billed Job Foundation Reports by \$1,000 for service month and year August 2020. The County originally billed \$1,500 for Job Foundation Info/Ed and \$2,000 for Job Foundation Reports. The county is funded by DDA.

**Add Cost Billing Dialog**

**Service Year/Month:\***

BARS	Description	Amount
11	COUNTY ADMIN.	
12	PASRR ADMIN.	
13	JOB FOUNDATION ADMIN.	70
14	JOB FOUNDATION ADMIN. OSPI	
31	STAFF TRAIN.	
32	BOARD TRAIN.	
41	INFO/ED. ACT.	

BARS	Description	Amount
92	ADMIN INFASTRUCTURE	
93	AGENCY START-UP	
94	PARTNERSHIP	
95	JOB FOUNDATION REPORT	1,000
96	JOB FOUNDATION REPORT OSPI	
97	JOB FOUNDATION INFO/ED	-500

\$70 is the additional 7% admin the county is owed based on the new Job Foundation Report costs. The county originally billed:  
 \$3800 (7% = \$266 and corrected to \$4800 (7% = \$336). \$336-\$266 = \$70.

When correcting other cost billing the user must subtract and add costs. The county overbilled Job Foundation Info/Ed costs by \$500 so a negative \$500 should be inputted into category 97. The county under billed \$1000 for Job Foundation Reports so \$1000 should be added into category 95. This will bring the total to \$4800 since the county originally billed \$3800 for category 95.

For any unique situations related to Job Foundations Reports please reach out to your DDA Regional Employment Specialist for support.

**DDA Regional Employment Specialists**

Region 1N: Dala Rice, [Dala.Rice@dshs.wa.gov](mailto:Dala.Rice@dshs.wa.gov)

Region 1S: Carrie Bayha, [Carrie.Bayha@dshs.wa.gov](mailto:Carrie.Bayha@dshs.wa.gov)

Region 2: Stephanie Jones, [Stephanie.Jones2@dshs.wa.gov](mailto:Stephanie.Jones2@dshs.wa.gov)

Region 3: David Money, [David.Money@dshs.wa.gov](mailto:David.Money@dshs.wa.gov)

**DDA HQ AWA Support**

Rod Duncan, 360-791-9788

Megan Burr, 360-407-1523 or 360-764-3595