Module 3: Opening Components

This section reviews:

eJAS components and BFET Activities

Component Time Limits

Component Hours

3 ways a component can be opened:

BFET Eligibility

Add a Component

Eligibility List

Washington State Department of Social and Health Services

eJAS components

- The planned activities from a participant's IEP are documented in eJAS by entering the corresponding component(s)

- The eJAS component documents:
  - The type of activities a participant will be engaged in
  - The time period
  - The anticipated number of hours per week
  - The outcome of participation is documented with the closure completion code

eJAS components

FI – Food Indicator – The FI component distinguishes BFET cases from other programs in eJAS and allows the assigned provider access to the participant's eJAS case.

- This component has no associated activity and is required for all BFET participants. The FI is not a standalone component and must be accompanied by an activity component.

- The FI component will be opened and closed automatically or by the BFET Field Operations team.

eJAS components

BL – Job Search Training – Job Search Training provides structured activities to help participants seek and obtain suitable employment. Services include, but are not limited to the following:

- Labor market information
- Job seeking skills instruction
- Resume writing
- Employability assessment
- Coaching
- Work ethic training
- Job placement services

- Job Search Training activities are captured using the BL component.
- Open for up to 91 days at a time
- Component can be extended by updating the scheduled end date

eJAS components

BK – Supervised Job Search – Used when the participant is actively applying for jobs. Must provide structured activities that help participants look and find jobs. It requires:

1. Individuals to search for employment and

2. Make at least three employer contacts per week and

3. Submit their job search activities monthly as verification, must include date, type and result of contact.

4. Individuals must take any steps necessary to apply for a position for the contact to count as a job search activity.

5. **Case managers must review and follow up all job search logs monthly with participants.**

eJAS components

BK – Supervised Job Search– Continued

Supervised Job Search activity may include:

– Use of computer, email, fax, telephone

– Search of job listings and

– Securing identification, professional license or certifications.

– Case managers must review and follow up all job search logs monthly with participants

- Supervised Job Search activities are captured using the BK component.
- Open for up to 91 days at a time
- Component can be extended by closing the component and opening a new BK component on the next date after closure date.
- Job Logs must be collected/ documented monthly

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eJAS components

SL – Life Skills – Life Skills are abilities for adaptive and positive behavior that enable individuals to manage effectively with the demands and challenges of everyday life and employment. Life Skills topics include but are not limited to:

- Work preparation
- Health and well-being
- Effective communication
- Personal strength builders
- Community engagement

- Life Skills activities are captured using the SL component.
- Open for up to 91 days at a time
- Component can be extended by updating the scheduled end date

eJAS components

BB – Basic Education – Includes high school or equivalent educational programs, remedial education programs to achieve a basic literacy level, and instructional programs in English as a second language. This includes instructional training in math, English, computer literacy, or other subjects which provide direct skills attainment for employability. BB activity may include the following:

- Education in basic computer skills
- Literacy or math training
- High School Plus (HS+)
- High School Equivalency preparation (formerly GED)
- Basic Education for Adults (BEdA)
- English Language Acquisition (ELA)

- Basic Education is captured using the BB component.
- Open for up to 150 days at a time
- Component can be extended by updating the scheduled end date

**For colleges, the component dates can cover the gap between classes before and after each quarter

eJAS components

BG – Vocational Education – Is part of a job placement program requiring industry specific training. The focus is on the required credentials between low-skill adults and livable wage jobs. This education or training will result in a person receiving recognized credentials. Services include occupational assessment, entry-level job skills training, customized training, institutional skills training, and upgrade training.

BG activity must be:

- Credentialed or

- Recognized by an independent third party or

- Accepted by local industry employers.

- Vocational Education is captured using the BG component.
- Open for up to 150 days at a time
- Component can be extended by updating the scheduled end date

**For colleges, the component dates can cover the gap between classes before and after each quarter

eJAS components

BR – Job Retention Services (JRS) – It is an activity designed to help employed participants achieve satisfactory job performance, retain employment and increase earnings over time. The participant must have secured employment while participating in BFET activities and must have participated in other BFET activities in the last 30 days.

- Used when the participant's Basic Food closes or when the employed participant chooses not to continue BB/BE/BG/BK/BL/EN/IA/IB/IC/WL/WN activities beyond their new employment.

- Employment must be verified each month the participant is in JRS.

- JRS can include the following activities:

  – Counseling
  – Coaching
  – Case management and
  – Participant reimbursements

- Job Retention Service (JRS) is captured using the BR component.
- Must be open for at least 30 days
- Maximum of 90 days.
- The limit of 90 days can be consecutive or cumulative. *Days counting toward the limit begins 10/1/2019*
- Once this limit is reached, the individual is no longer eligible for JRS

eJAS components

English Language Acquisition, (ELA) –is captured using the **EN** component. ELA activity, including English as a Second Language (ESL), assists individuals who are English language learners improve skills in reading, writing, speaking, and comprehension of the English language that leads to:

- Attainment of a secondary school diploma or its recognized equivalent; or

- Transition to postsecondary education and training; or

- Employment

The EN component may be opened for a maximum of 150 days at a time with the ability to update on expiration.

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eJAS components

Work Based Learning, (WBL) –is captured using the **WL** or **WN** component.

WL – Subsidized Work Based Learning

WN – Non-Subsidized Work Based Learning

The WBL activity is defined as training in the private for-profit sector, non-profit sector, or public sector. It is an activity designed to help participants obtain unsubsidized employment.

This training can be an:

• Internship

• Pre-apprenticeship

• Apprenticeship,

• On-the-job

The WL and WN component may be opened for a maximum of 90 days at a time with the ability to update on expiration.

The WL and WN component may be opened for a maximum of 90 days at a time, and extended for a maximum of 180 days per calendar year.

NOTE:
Only <u>one</u> WBL activity can be used per calendar year. WBL orientation **must** be documented in eJAS.

eJAS components

Integrated Education and Training, IET components – is captured using IA, IB, or IC components. The IET components capture Basic Education and/or English Language Acquisition activities concurrently with Vocational Education activities. The goal of the IET activity is for a participant to receive recognized credentials.

These components capture IET:

- IA – Vocational Education + English Language Acquisition
- IB – Vocational Education + Basic Education
- IC – Vocational Education + Basic Education + English Language Acquisition

IET component may be opened for a maximum of 150 days at a time with the ability to update on expiration.
Note: Not all providers who offer BB, BG, and EN will use the above components. They will be used only by those contracted for IET.

Component time limits

BL, BK, and SL components

Can be opened for up to 91 days at a time.

BB, BG, EN, IA, IB and IC components

Can be opened for up to 150 days at a time. These components have a maximum limit of 365 days. After 365 days expires, the provider must close the component and open it for the next date following the closure date.

BR component for Job Retention Services (JRS)

Must be opened for at least 30 days to begin and can be open for a maximum of 90 days.

The BR time maximum time limits count all days used by all providers since 10/1/2019

Updated 08/2023

Component time limits

WL and WN

Components can be opened for 90 days at a time and cannot be extended beyond 180 days.

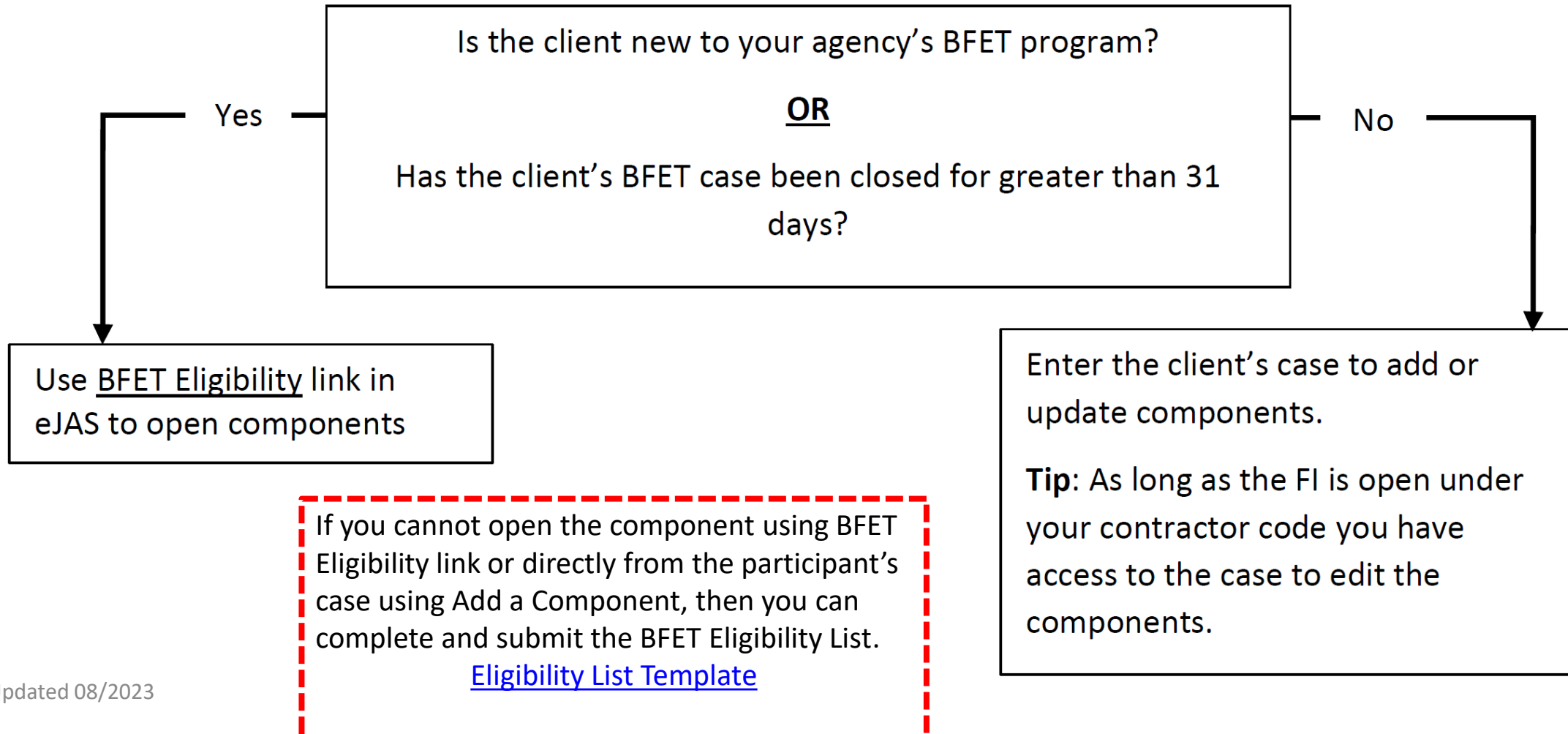This online Date duration calculator: https://www.timeanddate.com/date/duration.html can be a handy tool. Be sure to include the first and last days in your day count.

See Provider Resource website for 90 Day Calendar

Component Hours

- The maximum component hours a participant is allowed in the BFET program is 40 hours per week.
  - All providers and components are included in the 40 hour limit
  - Employment hours are not included in these hours.

- Component hours are based on the number of hours the participant is expected to participate in the planned activities.
  - For BB and BG components, hours are not based on credit hours.
  - Component hours should include the anticipated time needed for homework/studying/independent work not just class time or time with the case manager.

Opening Components in eJAS

Is the client new to your agency's BFET program?

OR

Has the client's BFET case been closed for greater than 31 days?

Yes

No

Use <u>BFET Eligibility</u> link in eJAS to open components

If you cannot open the component using BFET Eligibility link or directly from the participant's case using Add a Component, then you can complete and submit the BFET Eligibility List.
Eligibility List Template

Enter the client's case to add or update components.

Tip: As long as the FI is open under your contractor code you have access to the case to edit the components.

Opening Components – using BFET Eligibility

Use BFET Eligibility to open components for New Participants and Participants that have not been active in the past 31 days

BASIC FOOD E&T CONTRACTOR

1 BFET Eligibility
What's New

E&T Reports
WorkFirst Reports

BFET Authorization
Home Help

Enter Contractor Code [   ] ❓   Enter SSN [   ]-[   ]-[   ]
Or
Enter ID [   ]
2 Check Status   Reset

Client Name: PROD, COPY1638399

Component	Start Date	Hours	Scheduled End
[▾]	[ ] 📅	[ ]	[ ] 📅
Component	Start Date	Hours	Scheduled End
[▾]	[ ] 📅	[ ]	[ ] 📅
Component	Start Date	Hours	Scheduled End
[▾]	[ ] 📅	[ ]	[ ] 📅
Component	Start Date	Hours	Scheduled End
[▾]	[ ] 📅	[ ]	[ ] 📅
Component	Start Date	Hours	Scheduled End
[▾]	[ ] 📅	[ ]	[ ] 📅

3 Select the component type that corresponds to the activity/component in the participant's IEP
- Enter the Start Date
- Enter the number of Hours per week of anticipated participation
- Enter the Scheduled End Date
When finished, click "Save"

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Opening Components – using Add a Component

Use Add a Component from the client E&T Component Information screen to open components for a participant that is currently active with your agency or who has been active within the past 31 days.

Name		JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
MORNING, MONDAY		2860063	2860063	2	047	$	004659231	

Two Parent : **Required Part? :** LEP : EA : No Email ID:

HOH : Total: 000 Recip: 000 Inelig: 000 Sngl Parent W/Child(ren) < 6 : No

TANF : BFA: Open RCA: Refugee Months:

E&T Component Information

2 → Add a Component

Go to IRP

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	
Start Date:	10/21/2020	**Scheduled End Date:**	10/21/20	
ESD Worker:		**DSHS Worker:**	0470U2	
Contractor:	ZXZ-BFET & CONTRACTOR			
Scheduled Start Date:	10/21/2020	**Scheduled End Date:**	10/21/20	
Actual Start Date:		**Actual End Date:**		

DSHS Responsible Dates
Edit

Component:	JS-JOB SEARCH	Hours:	03	La
Start Date:	10/28/2020	**Scheduled End Date:**	12/31/2020	Ac
ESD Worker:		**DSHS Worker:**	0470U2	Pa
Contractor:	ZXZ-BFET & CONTRACTOR			
Scheduled Start Date:	10/28/2020	**Scheduled End Date:**	12/31/2020	**Referral Date:**		**Accept/Reject Date:**
Actual Start Date:		**Actual End Date:**		**First Contact Date:**		**Accept/Reject Code:**

DSHS Responsible Dates

Before clicking the "Add a Component" button- note the participants 3 digit CSO number.
You will need this on the next screen for the Partner ID

Name
MORNING, MONDAY

Two Parent : **Required Part? :**

HOH :
TANF : Open BFA:
Total NCS Months : 000 ABAV

E&T Component Information ← **1**
Employment Information
Client Notes
Payments
Strategies For Success
Commerce Program Plans

Opening Components - using Add a Component

E&T Component Update

3

[Update]

Component:	[ ] ?	Hours:	[ ]	Completion Code: [ ]
Start Date:	[ ] 📅	Scheduled End Date:	[ ] 📅	Actual End Date:
ESD Worker:	[ ]	DSHS Worker:	[ ]	Partner Id: [ ] ?

Contractor:	[▼]
Scheduled Start Date:	[ ] 📅 Scheduled End Date: [ ] 📅
	Actual End Date: [ ] 📅

3. Complete each of the highlighted sections.

Start Date and Scheduled End Date need to be entered in each section and should match.

When finished, click "Update".

Component: choose from BL, BK, SL, BB, BG, BR, EN, IA, IB, IE, WL, WN.
Component Hours: weekly # of hours the participant is expected to engage in the planned activities.
Start Date: All components except BK and BR can be opened up to 1 month in advance.
     - Components can be back dated by BFET operations staff.
     If a component must be back-dated to a previous month, **do not open it**. Submit an eligibility list to open the component.
Scheduled End Date: Review BFET Providers Handbook and component details for the length of time each component can be opened. Remember the 1st and last days are included in the total day count.
Partner ID: Partner ID is the 3 digit CSO number found in the participant's demographic information + your 3 letter partner ID.

Opening Components – using an Eligibility List

If you cannot open the component using BFET Eligibility link or directly from the participant's case using Add a Component, then you can complete and submit the BFET Eligibility List. This option is only available for components that you cannot open, edit or close yourself.

A blank copy of the Eligibility List template and an Eligibility List User Guide can be found on the BFET Provider Resource website.

Copy the table and paste it into the body of your email.
Complete the table in the same way as a spreadsheet.
Please use the eJAS ID if known.

- You can request multiple actions for the same or multiple participants. *ie: close BK component and open BR component to continue participation.*

eJAS code:		Contact Phone #:						
Demographic Information		Component Action Request					BFET Eligible	DSHS Comments
Client Name	eJAS ID/SSN	Component	Start Date	End Date	Hours	Closure Code		

Send a copy of the completed Eligibility List via secure email to BFETHelp@dshs.wa.gov.

The BFET Field Operations team will review the form, take the requested case actions and return the completed list within 5 business days.

All lists are processed in the order received.

Opening Components – using an Eligibility List

eJAS code:		Contact Phone #:						
Demographic Information		**Component Action Request**					**BFET Eligible**	**DSHS Comments**
Client Name	eJAS ID/SSN	Component	Start Date	End Date	Hours	Closure Code		

Select the component type and enter details for the action requested.

The type of changes you can request are:

Opening new components: Enter comp type, Start Date, End Date and Hours.

Updating components: Enter comp type, and the information that needs to be updated (Start date, End date, or Hours).

Closing components: Enter comp type, actual end date, and closure code requested.

DSHS Comments: We will provide comments for every "No" action.

See document <u>DSHS Standard Language</u> on the Provider Resource website for definitions of acronyms and detailed explanations of comments.

Opening Components – Client Notes

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

| Home | Help | Change Model |

	Name	**JAS Id**	**ACES Id**	**Reg**	**CSO**	**Pgm**	**AU**	**Telephone**
	MORNING, MONDAY	2860063	2860063	2	047	C	004659231	

Two Parent : **Required Part? :**   **LEP :**   **EA :** No

HOH :   **Total:** 000   **Recip:** 000   **Inelig:** 000   **Sngl Parent W/Child(ren) < 6 :** No

TANF : Open   **BFA:** Open   **RCA:**   **Refugee Months:**

Total NCS Months : 000   **ABAWD Status:** Non-ABAWD

Click here to view Workers associated with this Client.

E&T Component Information   WFR
Employment Information   BFET Skill Gains and Credentials
Client Notes   Referrals   Letters
Payments
Strategies For Success
Commerce Program Plans   Client Monthly Participation

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

Opening Components – Client Notes

JAS Notes

1 → Add New JAS Notes | Notes Summary | Print

Open General Search Options | Note/CE/Assessment Search

Notes

Select Note Type(s)

◉ Ongoing Observation

Pick types to Create and click Begin Notes | Begin Notes ← **2**

☐ Admin/ Support Svcs ☐ Adult Dependent Care ☐ Adult General Health
☐ Batch Cancellation ☐ Bulk Client Attribution ☑ Case Review
☐ Child Care ☐ Child General Health ☐ Child Support
☐ Child Welfare ☐ Children w/Special Needs ☐ Clothing/Hygiene
☐ Comprehensive Evaluation General ☐ Continuous Activity Planning ☐ Customer Contact
☐ Disability Lifeline ☐ Eligibility Determination ☐ Employment
☐ Equal Acce... ...port
☐ First Conta...
☐ Individual ... ...eds
☐ Legal
☐ Mileage Re... ...agement
☐ NCS Reinst...
☐ Post Job Se...
☐ Refugee E...
☐ Strategies for Success ☐ Time Limit ☐ Transportation
☐ Voucher Authorized ☐ Voucher Cancelled ☐ Voucher Modified
☐ Voucher Payment

> The "note type" on this list does not matter for BFET, but you must select one.
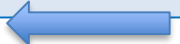> Most common selections are Case Review and Admin/Support Svcs

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Skip | Save and Continue with Note List

Note Category: Ongoing Observation
Note Type: Case Review

3

Note Text:(3800 Characters) Spell ✔

> When a component is opened for a new participant enter an Initial Client Note detailing the Participant's **employment goal** and the **planned BFET activities/components** to work toward reaching that goal
>
> This information comes from the IEP

Skip | Save and Continue with Note List ← **4**

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