

Module 4: Adding and Updating Components

This section reviews:

[Adding components](#)

[Updating component hours](#)

[Extending a component](#)

[Documenting Component Changes](#)



Updating Components

Access the participant's information in eJAS through your Caseload screen by clicking on the Participant's name.

If the participant is not showing on your Caseload Screen you can also find them by using the BFET Contractor Historical Report or the Search feature from the home page.

Information Technology Division
E-Jas

User Id: Logoff Training Model: BFET

Contractor E-Msg eMessage Center

Home Help

Basic Food E&T Contractor Caseload

ZX2-BFET & CONTRACTOR Model: BFET Number of Clients: 0001

Caseload Month Year(mm/yyyy) 102020 Go

Name Search **Id Search** **CSO Search** **Component Search**

First: Last: Id: CSO: Component:

Find

[BFET Contractor Historical Report](#)

Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
10/09/2020	034SFO SHEILA FOWLER	2756085 CHEERIOS_YUM		Open	JS	20	09/01/2020 10/31/2020	<input type="radio"/> Yes <input type="radio"/> No	History

Home Help

Information Technology Division
E-Jas

User Id: Logoff Training Model: BFET

BASIC FOOD E&T CONTRACTOR

[BFET Eligibility](#) [E&T Reports](#)
[What's New](#) [WorkFirst Reports](#)

To work with a particular Client, enter the ID here: [Help](#)

To see your possible client list, click on one of the links below:

- [2BH](#) UNKNOWN
- [6CO](#) UNKNOWN
- [6AS](#) UNKNOWN
- [6CE](#) UNKNOWN
- [6DW](#) UNKNOWN
- [6BF](#) UNKNOWN
- [6AB](#) UNKNOWN
- [6EN](#) UNKNOWN
- [6EQ](#) UNKNOWN
- [6ED](#) UNKNOWN
- [ZXZ](#) BFET & CONTRACTOR

[Password Reset/Help Desk](#)

Updating Components

Before making component changes, review the client demographic information to be sure that BFA is Open and TANF or RCA is not open.

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:				

TANF Status:	UNKNOWN	Open Date:		Close Date:	
Adult Recipient Months:	000	Ineligible Parent Months:	000	Total TANF Months:	000
Consecutive Months in Sanction:	000	NCS Terminations:	000	Fed Qual Stat:	
Client Status Reason:		Participation Status:			
AU Status Reason:					
TANF Exempt Reason:					
Basic Food Type:	ABD-ABAWD (Able Bodied Adults without Dependents)				
Basic Food Status:	1 - Open	Open Date:	05/11/2020	Close Date:	
Relationship to HOH:	SE-Head of Household/Self				
Financial Responsibility:	RE-Recipient				
Work Registration Basic Food E&T Exempt Reason:	EA-Exempt Area	Basic Food Participation Status:	AB - Able Bodied Adults without Dependents		
RCA Status:		Open Date:		Close Date:	
		RCA Sanction Terminations:	000		
Client Status Reason:		Refugee Months:			
AU Status Reason:					

Updating Components

Updating Activity Components

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

This must be completed within 7 business days of discovery of the change.

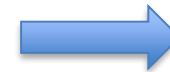
Changes reported through eJAS include, but are not limited to the following:

- Changes in activity/component participation
- Non-participation
- Increase in participation hours
- Entering or change in employment

From the Client screen, click on E&T Component Information link to view and make changes to the components


Name		JA
<u>MORNING, MONDAY</u>		28
Two Parent :	Required Part? :	LEP :
HOH :		Total:
TANF :		BFA: Open

[Click here to v](#)



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

Add a Component

Name PROD_COPY0934085	JAS Id 8110178	ACES Id 8110178	Reg 3	CSO 021	Pgm \$	AU 004910497	Telephone
Two Parent : No	Required Part? :	LEP : No	EA : No		Email ID:		
HOH :	Total: 000	Recip: 000	Inelig: 000	RCA:	Sngl Parent W/Child(ren) < 6 : No		
TANF :	BFA: Open		Refugee Months:				
Total NCS Months : 000	ABAWD Status: Non-ABAWD						

E&T Component Information



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

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	HAEC300
Start Date:	10/31/2022	Scheduled End Date:	10/31/2023	Actual End Date:	
ESD Worker:		DSHS Worker:	0210U2	Partner Id:	
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/31/2022	Scheduled End Date:	10/31/2023	Referral Date:	10/31/2022
Actual Start Date:		Actual End Date:		First Contact Date:	
DSHS Responsible Dates					

Edit

Component:	BK-BFET Supervised Job Search	Hours:	06	Last Updated By:	ANIT300
Start Date:	05/03/2023	Scheduled End Date:	08/01/2023	Actual End Date:	
ESD Worker:		DSHS Worker:	0210U2	Partner Id:	haec30
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	05/03/2023	Scheduled End Date:	08/01/2023	Referral Date:	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:	Accept/Reject Code:
DSHS Responsible Dates					

Add a Component

Fill in the highlighted sections then click "Update". Repeat steps if you need to add more components

Type one of the 2 letter component codes: BB, BG, BK, BL, BR, EN, IA, IB, IC, SL, WL, WN

Partner ID is the 3 digit CSO number found in the participant's demographic information + your 3 letter partner ID.

Use the ? to search for your 3 letter partner ID

E&T Component Update

Update

Component:	<input type="text" value=""/>	Hours:	<input type="text" value="<40"/>	Completion Code:	<input type="text" value=""/>
Start Date:	<input type="text" value=""/>	Scheduled End Date:	<input type="text" value=""/>	Actual End Date:	<input type="text" value=""/>
ESD Worker:	<input type="text" value=""/>	DSHS Worker:	<input type="text" value=""/>	Partner Id:	<input type="text" value=""/>
Contractor:	<input type="text" value="Select your contractor code"/>				
Scheduled Start Date:	<input type="text" value=""/>	Scheduled End Date:	<input type="text" value=""/>	Actual End Date:	<input type="text" value=""/>

Some components have limits on the number of days at a time they can be opened.

No components can be opened for more that 365 days at a time.

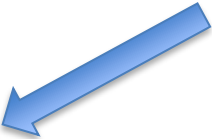
Updating Components

From the E&T Component Information screen, use the [Edit](#) link above the component to:

- Adjust hours
- Extend scheduled end date
- Close component

E&T Component Information

[Go to IRP](#)

[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:

[DSHS Responsible Dates](#)

Note: If there is no [Edit](#) link– you will need to use an Eligibility List and the BFET Field Operations staff will make the updates. Send to @ BFETHelp@dshs.wa.gov

Adjusting Hours

To update the component hours, change the number of hours and click update

Client Component/Contractor/IRP Update

Update

Component: SL	Hours: 5	Completion Code: <input type="text"/>
Start Date: 10/29/2020	Scheduled End Date: 01/26/2021	Actual End Date: <input type="text"/>
ESD Worker: <input type="text"/>	DSHS Worker: 0800U2	Partner Id: 080bfx

Contractor: ZXZ	Scheduled Start Date: 10/29/2020	Scheduled End Date: 01/26/2021
		Actual End Date: <input type="text"/>

Component Hours

- Based on the number of hours the participant is expected to engage in the activity each week.
- Hours should include time working directly with a case manager and independent activities.
- For classes, the hours are not based on the number of credits. Hours should include class time, lab time, and homework/study time.

The maximum component hours a participant is allowed in the BFET program is 40 hours per week.

This includes all components with all providers.

Extending Components

When a participant is going to continue in an activity/component beyond the current scheduled end date you can Extend the component by updating the **Scheduled End Date**.

Client Component/Contractor/IRP Update

Update

Component: SL	Hours: 5	Completion Code: <input type="text"/> ?
Start Date: <input type="text" value="10/29/2020"/>	Scheduled End Date: <input type="text" value="01/26/2021"/>	Actual End Date: <input type="text"/>
ESD Worker: <input type="text"/>	DSHS Worker: 0800U2	Partner Id: 080bfx ?

Contractor: ZXZ	Scheduled Start Date: <input type="text" value="10/29/2020"/>	Scheduled End Date: <input type="text" value="01/26/2021"/>
	Actual End Date: <input type="text"/>	

Be sure to update the scheduled end date in both spots

NEVER change the Start Date of a component.
If you need a start date correction, please send an Eligibility List with the request to BFETHelp@dshs.wa.gov

Extending Components

There are times when a component cannot be extended by updating the Scheduled End Date.

- BK component cannot be extended beyond 91 days.
- BR component cannot be extended beyond 90 days.
- Work Based Learning components (WN and WL) can be opened for 90 days at a time and cannot be extended beyond 180 days.
- All other components cannot be extended beyond 365 days.

In these situations you will need to close the existing component and open a new component. See the steps on the following pages.

Extending a Component

1  [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:

1. From the E&T Component Information screen click the [Edit](#) link above the component

E&T Component Update

 2

Component:	BK?	Hours:	3	Completion Code:	CS
Start Date:	10/28/2023	Scheduled End Date:	11/03/2023	Actual End Date:	11/03/2023
ESD Worker:		DSHS Worker:		Partner Id:	130SKD?
Contractor:	ZXZ				
Scheduled Start Date:	10/28/2023	Scheduled End Date:	11/03/2023	Actual End Date:	11/03/2023

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

If the participant has been successfully engaged in the activities and will be continuing participation, CS is the best Closure Code.

Extending a Component



Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	CUME300
Start Date:	10/21/2020	Scheduled End Date:	10/21/2021	Actual End Date:	
ESD Worker:		DSHS Worker:	0470U2	Partner Id:	
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/21/2020	Scheduled End Date:	10/21/2021	Referral Date:	10/21/2020
Actual Start Date:		Actual End Date:		First Contact Date:	
				Accept/Reject Date:	
				Accept/Reject Code:	

[DSHS Responsible Dates](#)

E&T Component Update



Component:	BK?	Hours:	3	Completion Code:	
Start Date:	11/04/2023	Scheduled End Date:	02/02/2024	Actual End Date:	
ESD Worker:		DSHS Worker:		Partner Id:	130SKD?
Contractor:	ZXZ				
Scheduled Start Date:	11/04/2023	Scheduled End Date:	02/02/2024	Actual End Date:	

3. From the E&T Component Information screen click the Add a Component button

4. Open the new component by completing each of the highlighted sections.

The Start Date of the new component must be at least 1 day later than the previous component's Actual End Date.

Document Component Changes

After adding or updating 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
CHEERIOS, YUM	2756085	2756085	3	034	\$	004582972	

Two Parent : Required Part? : LEP : EA : 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](#) [WFR](#)
[Employment Information](#) [Adhoc Reporting](#)
[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 – 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 Changes

1 

JAS Notes


Add New JAS Notes Notes Summary Print

[Open General Search Options](#) [Note/CE/Assessment Search](#)

Notes

Select Note Type(s)

Ongoing Observation **2**

Pick types to Create and click Begin Notes  **Begin Notes**

<input type="checkbox"/> Admin/ Support Svcs	<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Adult General Health
<input type="checkbox"/> Batch Cancellation	<input type="checkbox"/> Bulk Client Attribution	<input checked="" type="checkbox"/> Case Review
<input type="checkbox"/> Child Care	<input type="checkbox"/> Child General Health	<input type="checkbox"/> Child Support
<input type="checkbox"/> Child Welfare	<input type="checkbox"/> Children w/Special Needs	<input type="checkbox"/> Clothing/Hygiene
<input type="checkbox"/> Comprehensive Evaluation General	<input type="checkbox"/> Continuous Activity Planning	<input type="checkbox"/> Customer Contact
<input type="checkbox"/> Disability Lifeline	<input type="checkbox"/> Eligibility Determination	<input type="checkbox"/> Employment
<input type="checkbox"/> Equal Access Plan	<input type="checkbox"/> Family Planning	<input type="checkbox"/> Family Support
<input type="checkbox"/> First Contact Date	<input type="checkbox"/> Home Visit	<input type="checkbox"/> Housing
<input type="checkbox"/> Individual Employment Plan Develop	<input type="checkbox"/> Job Search Results	<input type="checkbox"/> Learning Needs
<input type="checkbox"/> Legal	<input type="checkbox"/> Literacy/Learning	<input type="checkbox"/> LEP
<input type="checkbox"/> Mileage Reimbursement	<input type="checkbox"/> Money Mgmt/Protective Payee	<input type="checkbox"/> NCS Re-engagement
<input type="checkbox"/> NCS Reinstatement	<input type="checkbox"/> Other Agency/Tribal	<input type="checkbox"/> Participation
<input type="checkbox"/> Post Job Search Review	<input type="checkbox"/> Pregnancy/Parenting	<input type="checkbox"/> Progress
<input type="checkbox"/> Refugee Employment Referral	<input type="checkbox"/> Refugee Employment Screening	<input type="checkbox"/> Sanction
<input type="checkbox"/> Strategies for Success	<input type="checkbox"/> Time Limit	<input type="checkbox"/> Transportation
<input type="checkbox"/> Voucher Authorized	<input type="checkbox"/> Voucher Cancelled	<input type="checkbox"/> Voucher Modified
<input type="checkbox"/> Voucher Payment		

3

An **Ongoing Client Note** is required when a component is added, updated or extended. An Ongoing Client Note details the participant’s monthly activities and addresses the following applicable information:

- Participant’s progress in the BFET activity(s)
 - If in BK comp, address how job search logs were received from client.
- Progress towards reaching individual goals.
- Any changes in employment/education plan.**
- Reason for delay in progress and.
- If unable to make contact, document the attempts to contact, loss of contact, and unable to assess progress.

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

