

Updating eJAS components

These components **must be** updated by contacting befhhelp@dshs.wa.gov:

FI = Referral component

BR = Retention

Since BR must be accompanied by JS or JT, please also request that component when you request a BR.

Please be very familiar with time period allowed for each component. Refer the handbook if uncertain before updating components.

Getting started

1. Caseload screen

Contractor E-Msg eMessage Center

Basic Food E&I Contractor Caseload
Model: BFET
Number of Clients: 0001

ORIA BFET contractor ID

caseload Month Year(mm/yyyy) 072013 Go

Name Search		Id Search		CSO Search		Component Search			
first:	Last:	Id:		CSO:		Component:			
<input type="button" value="Find"/>									
Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
07/23/2013	048KST KIMBERLY STELLY	eJAS ID & Client names		Open	JS	05	05/23/2013 09/15/2013	<input type="radio"/> Yes <input type="radio"/> No	History
07/23/2013	048KST KIMBERLY STELLY			Open	JS	05	07/11/2013 10/03/2013	<input type="radio"/> Yes <input type="radio"/> No	History

Look for expired dates



More about eMessage Center

E-JAS INDEX Delete

User Id: Contractor ID

unread Messages: 2

<input type="checkbox"/>	From	Status	Subject	Date Time
<input type="checkbox"/>	STELLY, KIMBERLY	Unread	Participation	07/23/13 16:17:20
<input type="checkbox"/>	STELLY, KIMBERLY	Unread	Other	07/23/13 16:12:20
<input type="checkbox"/>	WITTE, DARRELL	Read	RE:	07/17/13 09:39:18
<input type="checkbox"/>	ANTONELLI, JAN	Read	RE:	07/17/13 08:49:38
<input type="checkbox"/>	WITTE, DARRELL	Read	RE:	07/17/13 08:33:54
<input type="checkbox"/>	ANTONELLI, JAN	Read	faur	07/17/13 07:21:52
<input type="checkbox"/>	ANTONELLI, JAN	Read	MAJ	03/12/13 08:04:38
<input type="checkbox"/>	TALBOTT, FELICIA	Read	Case Review	03/08/13 07:50:06

Client names

- No action needed for messages entitled “Participation” or “other”. Delete these regularly.
- All other titles require some action or provide case information. Review them carefully and take appropriate action. Delete the message once it has been processed.

2. CLMR – report

eMessage Center

User Id : PAHU300 Model : BFET
[logoff](#)

Home Back Help Print

Batch Run Date: 07/24/2013

Basic Food Caseload Management Report

Daily run report for Contractor ID 15 records returned

[Show All Reports](#) [Hide All Reports](#)

[FI Components Only - 1](#)
[Closed Clients with open FI Components - 0](#)
[Overdue Components - 10](#)
[Activity End Preview - 4](#)
[Clients Not Reported On Yet - 0](#)

[View Overdue Components](#)

Two Parent	Jas ID	Worker ID	Client Name	Comp	Cntr Othr Ctrs	Schd End Date	Other Comps	Other List
Yes	eJAS IDs	044KST	Client names	JS		6/25/2013	FI	
Yes		044KST		JS		7/10/2013	FI	
No		042KST		JS		7/10/2013	FI	
No		080KST		JS		7/10/2013	FI	
No		042KST		JS		7/10/2013	FI	
No		044KST		JS		7/10/2013	FI	
Yes		080KST		JS		7/13/2013	FI	
Yes		072KST		JS		7/13/2013	FI BE	
No		041KST		JS		7/19/2013	FI	
Yes		080KST		JS		7/23/2013	FI	

Look for expired dates

3. Check for Basic Food Assistance (BFA) eligibility. Client must be receiving BFA.

Information Technology Division
eMessage Center
User Id : PAHU300 Model : BFET
goff

Home Manuals Help Change Model

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent : Yes			2	044	\$		
HOH :	Required Part? :		LEP : Yes		EA : No	ACES	
TANF : Denied	Total	Recip	Inelig	Sngl Parent W/Child(ren) < 6 : No			
	002	002	000	BFA : Open			

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

[BFFT Component/IRP Information](#)
[Employment Information](#)
[Client Notes](#)
[Payments](#)
[Client Monthly Participation](#)
[Education and Training Worksheet](#)

[Letters](#)

Password Reset/Help Desk



Client Demographics

LEP History Other Household Members ICMS/Clients(BC) Info

Model: BFET
Note: Protective payee/Work participation/Extension info now available by clicking ICMS/Clients(BC) info Button

Name: _____ JAS Id: _____ Client Id: _____

Currently Active Assistance Units			
± 015724017	FS - Foodstamp(non-exempt)	HOH: SE	Fin Resp: RE

Must be active on "FS-Foodstamp" and must have "RE" code under "Fin Resp:"

Update JS Component

1. Click the hyperlink on the client's name from the caseload screen or the eJAS ID on the CLMR report.
2. Open the client screen:

The screenshot shows the eJAS client interface. At the top left is the 'E-Jas Information Technology Division' logo. Below it, user information is displayed: 'ser Id : PAHU300 Model : BFET' and 'sooff'. A navigation bar contains buttons for 'Home', 'Manuals', 'Help', and 'Change Model'. Below this is a client information table with columns: Name, JAS Id, ACES Id, Reg, CSO, Pgm, AU, and Telephone. The client name is 'Two Parent : Yes'. Below the table, there are several hyperlinks: 'Click here to view Workers associated with this Client.', 'BFET Component/IRP Information', 'Employment Information', 'Client Notes', 'Payments', 'Client Monthly Participation', 'Education and Training Worksheet', and 'Letters'. A blue callout box with a pointer highlights the 'BFET Component/IRP Information' link, with the text 'Expand component screen' inside.

3. Review active components:

The screenshot shows the 'Client Component/Contractor/IRP Review' screen. At the top left is the 'E-Jas Information Technology Division' logo. Below it, user information is displayed: 'ser Id : PAHU300 Model : BFET' and 'sooff'. A navigation bar contains buttons for 'Home', 'Main', 'Component History', 'Manuals', and 'Help'. Below this is a client information table with columns: Name, JAS Id, ACES Id, Reg, CSO, Pgm, AU, and Telephone. The client name is 'Two Parent : Yes'. Below the table, there are several hyperlinks: 'Click here to view Workers associated with this Client.', 'BFET Component/IRP Information', 'Employment Information', 'Client Notes', 'Payments', 'Client Monthly Participation', 'Education and Training Worksheet', and 'Letters'. A blue callout box with a pointer highlights the 'Component History' button, with the text 'Expand component history screen' inside.

Client Component/Contractor/IRP Review

[Add a Component](#)
[Go to IRP](#)

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	
Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Actual End Date:	
ISD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:					
Scheduled Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Referral Date:	10/31/2012
Actual Start Date:		Actual End Date:		First Contact Date:	
SHS Responsible Dates dit					
Component:	JS-JOB SEARCH	Hours:	05	Last Updated By:	
Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Actual End Date:	
ISD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:					
Scheduled Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Referral Date:	05/20/2013
Actual Start Date:		Actual End Date:		First Contact Date:	
SHS Responsible Dates					

4. Review full component history.



- Review component history carefully and note **start and end dates** for the JS, or the component being extended/changed.
- Remember that **JS** is only active for **84 days** at a time.

Component History												
Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	CC	Tran Date	Refer Back/Reject Reason	Last Update UserId
A	JS	JOB SEARCH	04/02/2013	06/25/2013		05		044KST		05/20/2013		
		00/00/0000 00/00/0000										
C	JS	JOB SEARCH	01/08/2013	04/02/2013	04/01/2013	05		044KST	CS	05/02/2013		KSTE300
		00/00/0000 04/01/2013										
C	BR	BF E&T Ret	01/01/2013	04/01/2013	04/01/2013	05		044KST	CS	05/02/2013		KSTE300
		6BR 00/00/0000 04/01/2013										
C	JS	JOB SEARCH	10/15/2012	01/07/2013	01/07/2013	05		044KST	CS	02/13/2013		KSTE300
		00/00/0000 01/07/2013										
C	LP	LEP PATHWA	07/28/2011	07/28/2012	07/28/2012	00		044LNF	CS	11/21/2012		AGFE300
		PLA 07/28/2011 07/28/2012										
A	FI	FOOD STAMP	10/31/2012	09/30/2013		00		044KST		10/31/2012		
		6BR 00/00/0000 00/00/0000										
C	JT	JOBS SKILL	08/05/2011	04/15/2012	06/19/2012	12		044ERC	CS	06/19/2012	Refer Back-Case Closed/Transferred	BERA300
		PTW 08/18/2011 06/19/2012										
C	JS	JOB SEARCH	12/20/2011	03/19/2012	06/19/2012	23		044LNF	CS	06/19/2012		BERA300
		PLA 12/21/2011 06/19/2012										
C	JS	JOB SEARCH	09/30/2011	12/25/2011	12/19/2011	23		044LNF	CS	12/20/2011		BERA300
		PLA 10/03/2011 12/19/2011										
I	JT	JOBS SKILL	08/05/2011	11/04/2011		12		044ERC		10/31/2011		BERA300
		PTW 08/18/2011 00/00/0000										
I	JT	JOBS SKILL	08/05/2011	11/04/2011		35		044ERC		09/30/2011		BERA300
		PTW 08/18/2011 00/00/0000										
C	ES	ESL	07/28/2011	08/05/2011	08/05/2011	00		044LNF	CS	08/05/2011		TRPH300
		PLA 07/28/2011 08/05/2011										

In the example above, JS closed on 6/25/13. Today is 7/24/13. There are no other active components for this case. **The next JS must be open on 6/26/13 or later. Take careful note of start and end dates for the component you are changing.**

5. Exit component history and return to the active component screen.

E-Jas Information Technology Division
 eMessage Center
 User Id : PAHU300 Model : BFET
 Home Main Component History Manuals Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent : Yes	Required Part? :		2	044	\$		
HOH :		Total Recip Inelig	LEP : Yes	EA :	Sngl Parent W/Child(ren) < 6 : No		
TANF : Closed	03/31/2012	008 008 000			BFA : Open		

Client Component/Contractor/IRP Review
 Add a Component
[Go to IRP](#)

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	
Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Actual End Date:	
ISD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:					
Scheduled Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Referral Date:	10/31/2012
Actual Start Date:	edit	Actual End Date:		First Contact Date:	
				Accept/Reject Date:	
				Accept/Reject Code:	

[Responsible Dates](#)

Component:	JS-JOB SEARCH	Hours:	05	Last Updated By:	
Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Actual End Date:	
ISD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:					
Scheduled Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Referral Date:	05/20/2013
Actual Start Date:		Actual End Date:		First Contact Date:	
				Accept/Reject Date:	
				Accept/Reject Code:	

[Responsible Dates](#)

6. Close current JS on 6/25 with appropriate completion code.



- Use the “?” select the appropriate completion code.
- The day you update eJAS must be after the scheduled end date or actual end date, whichever is sooner. **CANNOT use a future date as the actual end date.**

Client Component/Contractor/IRP Update

Component: JS	Hours: 5	Completion Code: CS ?	
Start Date: 04/02/2013	Scheduled End Date: 06/25/2013	Actual End Date: 06/25/2013	
ESD Worker:	DSHS Worker: 044KST	Partner Id: 044PAH	
Contractor: 6BR			
Scheduled Start Date: 04/02/2013	Scheduled End Date: 06/25/2013	Actual End Date: 06/25/2013	
Contractor:			
Scheduled Start Date:	Scheduled End Date:	Actual End Date:	
Contractor:			
Scheduled Start Date:	Scheduled End Date:	Actual End Date:	
View DSHS Responsible Dates			
From	Thru	From	Thru
From	Thru	From	Thru

Click “?” and enter your name to get the last the 3 letter of worker ID. Create your Partner ID by combining CSO # (044, in this case) with 3 letter name (PAH, in this case) = “044PAH”.

7. Update new JS. Can update hours and new 84 day period at the same time. Start from the active component screen and select “add a component”.

Information Technology Division
E-Jas
eMessage Center

User Id : PAHU300 Model : BFET

Home Main Component History Manuals Help

RAI, SANTU 51895515 51895515 Reg CSO Pgm
2 044 \$ 019700667 (206) 431-0333

Two Parent : Yes Required Part? : LEP : Yes EA : [add online](#)

HOH : Total Recip Inelig Sngl Parent W/Child(ren) < 6 : No
TANF : Closed 03/31/2012 008 008 000 BFA : Open

Client Component/Contractor/IRP Review

[Add a Component](#)
[Go to IRP](#)

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	
Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Actual End Date:	
ESD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:	6BR-TRAC - KING CO - ORIA BFET				
Scheduled Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Referral Date:	10/31/2012
Actual Start Date:		Actual End Date:		First Contact Date:	
				Accept/Reject Code:	

[DSHS Responsible Dates](#)
[dit](#)

Component:	JS-JOB SEARCH	Hours:	05	Last Updated By:	
Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Actual End Date:	
ESD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:	6BR-TRAC - KING CO - ORIA BFET				
Scheduled Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Referral Date:	05/20/2013
Actual Start Date:		Actual End Date:		First Contact Date:	
				Accept/Reject Code:	

[DSHS Responsible Dates](#)

8. Complete the component screen as follows.



- JS must have a 84 day period, or less. Double-check the dates before input.
- Make sure the time period same the component (JS, below) does not overlap.

Client Component/Contractor/IRP Update

[Update](#)

Component: JS Hours: 10 Completion Code:

Start Date: 06/26/2013 Scheduled End Date: 09/17/2013 Actual End Date:

ESD Worker: DSHS Worker: Partner Id: 044PAH

Contractor:

Scheduled Start Date: 06/26/2013 Scheduled End Date: 09/17/2013

Actual Start Date: Actual End Date:

Contractor:

Scheduled Start Date: Scheduled End Date:

Actual Start Date: Actual End Date:

Contractor:

Scheduled Start Date: Scheduled End Date:

Actual Start Date: Actual End Date:

[DSHS Responsible Dates](#)

[Update](#)
[Close](#)

Follow same rules as step #6 to create ID

Click the dropdown to select the appropriate contractor for this component

9. DOCUMENT ALL COMPONENT CHANGES IN EJAS.

Case Review Ongoing Observation

05/20/2013 11:52:14

Updated client participation in the ORIA BFET program at

w/a JS component of 5 hrs/wk, for the period of 4/17/13-7/10/13.

Changing Other Components

1. Follow same steps as above to change other components (BE, VE, JT).
2. Update BE & VE according to the length of the ESL or vocational training. If using JT as job training then match open period with length of training. These components are generally open for 3 months but each program may vary.
3. Do not update JT or JS if they are used in combination with BR for retention. Please send those requests to befthelp@dshs.wa.gov with the request form.

4. DOCUMENT ALL COMPONENT CHANGES IN EJAS.

Participation Ongoing Observation

BFET 06/24/2013 11:05:21

Client has entered employment as a Production Associate at

JT & VE comps closed with an EE and end date of 06/07/2013

Close expired components

1. All expired components must be manually closed.
2. Go to the active component screen:

Information Technology Division
E-Jas
eMessage Center
User Id : PAHU300 Model : BFET
Logout

Home Main Component History Manuals Help

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Two Parent : Yes	Required Part? :		2	044	\$		
HOH :		Total Recip	Inelig	LEP : Yes	EA :	Sngl Parent W/Child(ren) < 6 : No	
TANF : Closed	03/31/2012	008 008 000				BFA : Open	

Client Component/Contractor/IRP Review

Add a Component
[Go to IRP](#)

Component:	FL-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	
Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Actual End Date:	
SD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:					
Scheduled Start Date:	10/31/2012	Scheduled End Date:	09/30/2013	Referral Date:	10/31/2012
Actual Start Date:		Actual End Date:		First Contact Date:	
Accept/Reject Code:					

[Click to expand](#)

Component:	JS-JOB SEARCH	Hours:	05	Last Updated By:	
Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Actual End Date:	
SD Worker:		DSHS Worker:	044KST	Partner Id:	
Contractor:					
Scheduled Start Date:	04/02/2013	Scheduled End Date:	06/25/2013	Referral Date:	05/20/2013
Actual Start Date:		Actual End Date:		First Contact Date:	
Accept/Reject Code:					

DSHS Information System

3. Close the expired component as follows:



- Use “?” to select the appropriate “completion code”.
- Enter the actual end date (even if it is earlier than the scheduled end date) in the appropriate fields.

Client Component/Contractor/IRP Update

Component: JS	Hours: 5	Completion Code: CS ?	
Start Date: 04/02/2013	Scheduled End Date: 06/25/2013	Actual End Date: 06/25/2013	
ESD Worker:	DSHS Worker: 044KST	Partner Id: ?	
Contractor: 6BR	Scheduled Start Date: 04/02/2013	Scheduled End Date: 06/25/2013	
		Actual End Date: 06/25/2013	
Contractor:	Scheduled Start Date:	Scheduled End Date:	
		Actual End Date:	
Contractor:	Scheduled Start Date:	Scheduled End Date:	
		Actual End Date:	
View DSHS Responsible Dates			
From	Thru	From	Thru
04/02/2013	06/25/2013		
From	Thru	From	Thru

4. DOCUMENT ALL COMPONENT CHANGES IN EJAS.