Updating eJAS components





1. Caseload screen

Ber Id : PAHUJOO	Information Division Effective set id : PAHU300 Model : BFET Effective Contractor E-Msg effective See below for more. Under the passe Food E&I Contractor Caseload Basic Food E&I Contractor Caseload ORIA BFET contractor ID Model: BFET									
aseload Month Year	(mmyyyy) 072013 Go	Name Search			Id Sear	ch	CS0 Searc	h Compo	nent Search	
irst:	Last:			Id:			CSO: 📍	Component:	8	
			F	ind						
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 &		Open	JS	05	05/23/2013 08/15/2013	O Yes No	History	
07/23/2013	048KST KIMBERLY STELLY	Client names		Open	JS	05	07/11/2013 10/03/2013	C Yes No	History	
			Home	Help			-1			
						Г	Look for ov	nired dates		

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	More about eMessage Center							
				C-JAS IIIDOX				
ver Id: ver								
		From	<u>Status</u>	Subject	<u>Oate Time</u>			
	STELLY, KIMBERLY		Unread	Participation	07/23/13 16:17:20			
	STELLY, KIMBERLY		Unread	Other	07/23/13 16:12:20			
	WITTE, DARRELL		Read	RE: Client names	07/17/13 09:39:18			
	ANTONELLI, JAN		Read	RE: CHEIL Hames	07/17/13 08:49:38			
	WITTE, DARRELL		Read	RE:	07/17/13 08:33:54			
	ANTONELLI, JAN		Read	faur	07/17/13 07:21:52			
	ANTONELLI, JAN		Read	CAM	03/12/13 08:04:38			
_	THE DOTT OF LOUGH		Dead	Casa Basilan	02/09/12 07-50-05			

- 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 is has been processed.

2. CLMR - report

E-Jas Information Technology Division	n. 7	e Message Center						
		(Home Ba	k Help F	Print			
		Basic F	ood Caseloa	d Managem	ent Report			
atch Run Date: 07/24/2013		Daily out record	for		15 records returned			
		Daily full report	Contra	ictor ID	Lo records recorned			
		Show All Reports			Hide All Report	5		
- FI Components Only - 1 Closed Clients with open FI Overdue Components - 10 - Activity End Preview - 4 - Clients Not Reported On Yel	<u>Components -</u>	0				Look for expi	red dates	
inter or rendue componence		(verdue	Compone	nts			
Two Parent Jas ID	Worker ID	Client Name	Comp	Cntr Othr Ctrs	Schd End Date	Other Comps	Other List	
Yes Yes No No No Yes No Yes	044KST 044KST 042KST 080KST 042KST 042KST 044KST 080KST 072KST 041KST 080KST	Client names	15 15 15 15 15 15 15 15		6/25/2013 7/10/2013 7/10/2013 7/10/2013 7/10/2013 7/10/2013 7/13/2013 7/13/2013 7/13/2013	FI FI FI FI FI FI FI FI		

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E-Jas Information Technology Division	eMessageCenter		Name Madel			
Name Two Parent : Yes HOH : TANF : Denied	JAS Id Required Part? :	ACES Id Total Recip Ir 002 002	Reg CSO 2 044 LEP:Yes velig	Pgm \$ EA : No Sngl Parent W/Chi BFA : Open	AU (ren) < 6 : No	Telephone
BFET Component/IRP Information Employment Information Client Notes Payments Client Monthly Participation Education and Training Worksheet	Expend client na screen	ame to open	ed with this Client. "client De	mographics"	Letters	
		Password Reset/Help I	Desk			
	LEP History Oth	Client Demograp	hics ICMS/Clie	nts(BC) Info		
todel: BFET jote: Protective payee/Work participation/Extension i Name: 015724017	nfo now available by clicking ICMS/Cl Curre	ients(BC) info Button	Jas Id ance Units	CI	ient Id: Fin Resp: R	
Musth	he active on " FS-F c	odstamn" a	nd must h	ave " BE " cod	e under "Fi	n Resn'"

- 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:

E-Jas Information Technology Division ser Id : PAHU300 Model : BFET 200ff	eMessage Center	Manuals Help	Change Mod	el				
Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone	
Two Parent : Yes	Required Part? :		LEP:Ye	044 IS	S EA:		BCBS.	
HOH :		Total Recip	Inelig		Sngl Parent W	//Child(ren) < 6	s: No	
TANF : Closed	03/31/2012	008 008	000		BFA : Open			
TANF: Closed 03/31/2012 08 008 000 BFA: Open								
Education and Training Worksheet		Password Reset/Heir	Desk					

3. Review active components:

E-Jas Technolo Division	lon ogy 1 Fet	eMessageCenter Home Main	Component Histor	Expa	nd co	omponer	nt history s	screen
	Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
				2	044	\$		
Two Parent : Yes		Required Part? :		LEP : Ye	es l	EA:		aces. online
HOH :			Total Recip	Inelig		Sngl Parent W	/Child(ren) < 6	: No
TANF : Closed		03/31/2012	008 008	000		BFA : Open		
		Client Comp	onent/Contra	actor/IR	P Revi	iew		
		Client Comp	Add a Compone	actor/IR	IP Revi	iew		
Component:	FI-FOOD STAMP E&T INDI	Client Compo	Add a Compone Go to TRP	ent 00	Last	iew Updated By:		
iomponent: itart Date:	FI-FOOD STAMP E&T IND/ 10/31/2012	Client Compo	Add a Compone Go to TRP	ent 00 09/30/2013	Last Actur	Updated By: al End Date:		
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Component: start Date: SD Worker: Ontractor: icheduled Start Date: tctual Start Date: SHS Responsible Dates dit	FI-FOOD STAMP E&T INDI: 10/31/2012 10/31/2012	Client Compo CATOR Hours: Schedul DSHS W Schedul Actual E	ed End Date: ind Date:	00 09/30/2013 044KST 09/30/2013	Last Actu Partr Refe	Updated By: al End Date: ner Id: rral Date: t Contact Date:	10/31/2012	Accept/Reject Date: Accept/Reject Code:
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4. Review full component history.



					Co	mp	onent	History	y			
Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	сс	Tran Date	Refer Back/ Reject Reason	Last Update UserId
Α	JS	JOB SEARCH	04/02/2013	06/25/2013		05		044KST		05/20/2013		
	00	0/00/0000 00	/00/0000									
С	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									
С	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	1	KSTE300
~		100/0000 01/0/	72013	07/28/2012	07/28/2012	00			CC	11/21/2012		ACCE200
C		28/2011 07/28	/2012	07/20/2012	07/20/2012	00		U44LINF	Co	11/21/2012		AGFESUU
A	FI	FOOD STAMP	10/31/2012	09/30/2013		00		044KST		10/31/2012		
^	6BR 00	/00/0000 00	/00/0000	03/30/2013		00	1	044631		10/31/2012	1	
с	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	9/2012									
С	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									
С	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	ΤС	JOBS SKILL	08/05/2011	11/04/2011		12		044ERC		10/31/2011		BERA300
	PTW 08	8/18/2011 00/00	0/0000									
I	JT	JOBS SKILL	08/05/2011	11/04/2011		35		044ERC		09/30/2011		BERA300
	PTW 08	3/18/2011 00/00	0/0000									
С	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 Techno Divisio ter Id : PAHU300 Model aoff	: BFET	eMessage Hot	e Center me Main	Component H	istory	Note Manuals H	e this CSC	<mark>) number 1</mark>	or later use!
	Name	t	IAS Id	ACES	Id Re	g CSO	Pgm	AU	Telephone
					2	2 044	\$		
Two Parent : Yes		Required F	Part? :		LEP	:Yes	EA:		aces. online
HOH :				Total Red	ip Inelig		Sngl Parent W	V/Child(ren) < 6	: No
TANF : Closed		03/31/2012	2	008 00	8 000		BFA : Open		
		Clier	nt Compoi	nent/Con	tractor/	IRP Rev	view		
		Clier	nt Compo	nent/Con Add a Com <u>Go to 1</u>	tractor/	/IRP Rev	view		
imponent:	FI-FOOD STAMP E&T IN		Hours:	Add a Com Go to I	tractor		view		
imponent: art Date: 5) Worker:	FI-FOOD STAMP E&T IN 10/31/2012		Hours: Scheduled	Add a Com Go to I	tractor/	Las	t Updated By: tual End Date: tuae I dd:		
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omponent: art Date: 50 Worker: ontractor: cheduled Start Date: cruel Start Date: cru	FI-FOOD STAMP EAT IN 10/31/2012 10/31/2012 Click "edit" to 15-308 SEARCH 04/02/2013	Clier IDICATOR D expand Hours: Scheduled	Hours: Scheduled DSHS Wor Scheduled Actual End	Add a Com Go to 1 J End Date: ker: J End Date: d Date: 05 06/25	tractor/ ponent 22 00 09/30/ 044KS 09/30/	Las 2013 Act T Par 2013 Refe Firs Last Updated Actual End D	t Updated By: wal End Date: ther Id: ferral Date: st Contact Date: d By: Date:	10/31/2012	Accept/Reject Date: Accept/Reject Code:
omponent: tart Date: SD Worker: ontractor: cheduled Start Date: cheduled Start Date: monoment: art Date: SD Worker:	FI-FOOD STAMP EAT IN 10/31/2012 Click "edit" to 35-308 SEARCH 04/02/2013	Clier NDICATOR Dexpand Hours: Scheduled DSHS Worl	Hours: Scheduled DSHS Wor Scheduled Actual End	Add a Com Go to I I End Date: ker: I End Date: d Date: 05 06/25 044K3	tractor/ ponent 00 09/30/ 044KS 09/30/ 044KS	Las 2013 Act 7 Par 2013 Ref Firi Last Updated Actual End D Partner Id:	tupdated By: tual End Date: turer Id: ierral Date: st Contact Date: d By: bate:	10/31/2012	Accept/Reject Date: Accept/Reject Code:
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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. CANNOTuse a future date as the actual end date.



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".

E-Jas Technolo Division ser Id : PAHU300 Model : B	tion Dgy 1 FET	eMessageCenter	Component History	Manual	s Help		
				8			_
RAI	L SANTU	51895515	51895515	2	044 \$	019700667	(206) 431-0333
Two Parent : Yes		Required Part? :		LEP : Yes	EA :		ACCES.
HOH :			Total Recip T	nelia	Snal Parent V	V/Child(ren) < 6	: No
TANF : Closed		03/31/2012	008 008	000	BFA : Open	.,	
		Client Compo	Add a Component	ctor/IR9	Review		
omponent	FI, FOOD, STAND FAT INDI	Client Compo	Add a Component		Review		
omponent:	FI-FOOD STAMP E&T INDI 10/31/2012	Client Compo	Add a Component Go to TRP	00 09/30/2013	Review		
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omponent: tart Date: SD Worker; ontractor;	FI-FOOD STAMP E&T INDI 10/31/2012 6BR-TRAC - KING CO - 0	Client Compo ICATOR Hours: Schedule DSHS Wo DRIA BFET	Add a Component Go to TRP d End Date: rker:	00 09/30/2013 044KST	Review Last Updated By: Actual End Date: Partner Id:		
omponent: tart Date: SD Worker: ontractor: cheduled Start Date:	FI-FOOD STAMP E&T INDI 10/31/2012 6BR-TRAC - KING CO - C 10/31/2012	Client Composition ICATOR Hours: Schedule DSH5 Wo DRIA BFET Schedule	Add a Component Go to TRP d End Date: rker: d End Date:	00 09/30/2013 044KST 09/30/2013	Review Last Updated By: Actual End Date: Partner Id: Referral Date:	10/31/2012	Accept/Reject Date:
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8. Complete the component screen as follows.



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9. DOCUMENT ALL COMPONENT CHANGS IN EJAS.



- 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 CHANGS IN EJAS.



Close expired components

1. <u>All expired components must be manually closed.</u>

2. Go to the active component screen:

E-Jas Information Technology Division ser Id : PAHU300 Model : BFET	eMessageCenter Home Main	Component Histor	y Manuals	Help		
Name	JAS Id	ACES Id	Reg CS	60 Pgm	AU	Telephone
			2 04	14 \$		
Two Parent : Yes	Required Part? :		LEP : Yes	EA:		aces. online
HOH :		Total Recip	Inelig	Sngl Parent W	//Child(ren) < 6 :	No
TANF : Closed	03/31/2012	008 008	000	BFA : Open		
	[Add a Compone Go to IRP	nt			
tomponent: FI-FOOD STAMP E&T IND:	CATOR Hours:	End Date:	00/20/2012	Last Updated By:		
SD Worker	DSHS Worl	er	044KST	Partner Id		
ontractor:		Shidda.				
cheduled Start Date: 10/31/2012	Scheduled	End Date:	09/30/2013	Referral Date:	10/31/2012	Accept/Reject Date:
ictual Start Date:	Actual End	Date:		First Contact Date:		Accept/Reject Code:
Click to expand						
JS-JOB SEARCH	Hours:	05	Last Upda	ated By:		
tart Date: 04/02/2013	Scheduled End Date:	06/25/2013	3 Actual En	nd Date:		
SD Worker:	DEUC Workson	044KST	Partner I	Id:		
	USHS WORKER:					
iontractor:	USHS WORKER:					
icheduled Start Date: 04/02/2013	Scheduled End Date:	06/25/201	3 Referral	Date:	05/20/2013	Accept/Reject Date:

3. Close the expired component as follows:



	client component/	соппастог/тке ороате
	[Update
Component: JS	Hours: 5	Completion Code: CS ? 1
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: 688		
Scheduled Start Date: 04/02/2013		Scheduled End Date: 06/25/2013
		Actual End Date: 06/25/2013
Contractor		Use same rule as
Scheduled Start Date:	I	Scheduled End Date: Step #6 for Id
	_	Actual End Date:
Contractor		
Scheduled Start Date:	B	Schadulad End Date:
Scheduled Start Date.	_	Actual End Date:
ide DSHS Responsible Dates		
From 04/02/2013	Thru 05/25/2013	From Thru
From	Thru	From Thru
		Update G3
		Close

4. DOCUMENT ALL COMPONENT CHANGS IN EJAS.