Communication:

DSHS communicates to the Contract holder. They will allow up to 3 contacts per contract on their email list. Contractors are responsible to disseminate information. If you feel that information is not coming in a timely manner, please inquire internally with your contract holder.

Performance Measure

Unduplicated Count: How?

Historically, this is been counted as someone who entered into BFET but was not enrolled in BFET last quarter. October 1 means that the client is new to your BFET program only. Quarterly reports go to the contracts. DSHS will include the new definition.

Questions:

1) What if they change components?
    a. No that does not count.
2) If they were enrolled in, a different BFET program but they come to my program the next quarter do they count as new unduplicated?
    a. Yes.

DSHS is having phone contact with contractors (policy call) in regards to performance goals, where you are at, budget and expenditures, can they provide any assistance etc. Typically last 30 to 60 mins. Second year this is done quarterly.

Activities that you are enrolling your clients in are part of your contract. Check internally to make sure that the components you are using are in your contract and applicable to you to use for your program. If you do not have specific activities that you want to use you can do a budget amendment to adjust your contract to use components.

Questions:

1) Most colleges have not incorporated LS into the Contract. Last providers meeting LS was defined different for colleges by DSHS. Is there an opportunity to modify college contracts to add in LS.?
    a. Yes.

For Colleges: Any colleges that want to utilize the component they can contact Jennifer Dellinger to get more information and look out what adjustments need to be made to include that. This will take adjustments to your grant and your workbook. If more than, a 10% increase to your budget an amendment will need to be made.

Cost Per Client

Since 2008 – BFET has operated on a cost per client determined by DSHS. This is not an accurate portrayal. $2,000 is max. FFY20 DSHS will reclassify how they determine cost per based on the agency. They will receive a break down based on size, FTE and number of individual services (activities) provided. DSHS will have this to providers by April. FNS does not have a cost per client and DSHS has done a ton of revisions to workbooks with providers because cost per client. Based on your agencies number you will need to fall into one of 3 buckets (small, medium, and large sized agencies)

Questions:

1) What is DSHS definition of large agencies?
   a. They do not have this definition yet. Historically, large agencies who have a large cost per client have been allowed without justification.

Review of Questions:

Annual required trainings – these are mandatory trainings that are required by the contract. If you have questions about this please contact your contract holder for information.

Question:

1) is there going to be an update to the videos?
   a. It is outdated. DSHS will follow-up for a more recent version they will send it out.

Lap Top Requests:

If you are using or want to use laptops you must complete the form that is on the BFET Provider Website. DSHS is still working with agencies on FFY20 requests. (handout – Pg. 20 of contract)

Questions:

1) since desktops are becoming obsolete would DSHS consider building laptops into the contract?
   a. DSHS has an IT data security team that develops policy and reviews. There will be updates to the language in the contract to incorporate laptops but to what extent it is unknown.

Job Retention Services:

90 day JRS is listed in the Handbook. We would highly recommend reviewing the handbook. Memo sent out in March of 2019 (ish) to start 10/1/19. Encouraging questions if you have any.

PR:

This week the link to PR on website has been updated to the current directory. Changing included removal of monthly max amounts and is only by program year now. ETRs have been based off last year's policy. Please make sure you are using the FFY20 updated version. Fuel cards have been added back into the chart under transportation.

Questions:

1) When will eJAS be updated to match amounts in PR Directory?
   a. It is in the works but there is no ETA at this time.
2) Tuition in PR – will not allow max amount in form.
   a. This is for Northwest Indian College only. Not CTC under the SBCTC contract.

You should enter in the max amount and then create a note to identify the rest of the funds disbursed. DSHS will continue to follow-up on this and share with everyone.

ETR:

Many conversations have been conducted with case managers on this process.

Provider Updates: Jennifer Malloy – ORIA. NONE.

ABAWD Updates:

Cindy was Sup for ABAWD specialized Team, has since moved over to CSD HQ to support ABAWD work. May – ABAWD waiver process had purposed changes for waivers. This indicated that our state would lose all waivers – state wide. Shavana convened a group of partners to identify how we will scale services and creating an ABAWD Navigator. (def. of Navigator given). DSHS will refer to Nav. Nav. will have intake/assessment. They will essentially use the BFET IEP. Based on assessment Nav. will refer our too services that will benefit the client so they can retain their benefits and move to self-sustainability. Nav. Are community resources. Help make these connections and give warm handoffs. Provide access to improved E&T programs like BFET and WIOA, they will also help the client understand the requirements of being an ABAWD. Nav. Will not have case management at CTCs. Once referred to the BFET program the BFET staff will take over case management at that time.

Release happened that preliminarily identified counties that would lose waivers. DSHS does not know where this came from nor do they find validity in the report.

eJAS – clients will be identified as an ABAWD on Demo screen.

Questions:

1) (King County Jobs Initiative) Can CBOs get information on current Nav. In addition, a better understanding of how this will roll out?
    a. DSHS is not doing any referrals at this time. ABAWD pledge funds at the state. State has not been demonstrating to Feds that we have ample access for ABAWDs to participate in our state E&T programs.
2) Nav. Role – will they be setting up components in eJAS? Or will BFET staff maintain this?
    a. No, ABAWD Nav. will not have access to eJAS and they will not have ongoing case management. Since IEP will be BFET, then the forms should be taken to the referral (provider) to do a warm hand-off.
3) Do you want the Nav. In initial meeting to do the warm handoff and intake with another provider?
    a. Not required. Up to you.
4) Consistent Barriers with ABAWDs? Do not want Nav. Sending client to multiple places? How do we learn about the full menu of what a BFET offers? Half of all ABAWDs are homeless. Seeing referrals that are not or do not seem able bodied, what service can we refer them to for reassessment?
    a. DSHS is currently reviewing and updating the EZ Manual. Expectation that Nav and provide help the client attempt to participate. The client can always call back in and provide documentation of not being able bodied. More detailed information will provided in manual.
5) What about the client that does not believe that they have a mental health barrier?
    a. If client feels that they are abled bodied there is little we can do. There are better options – like Work Fair. They only have to participate 14 hours per month.

Questions:

1) Is there going to be an updated list of work fair options?
    a. Yes, especially if we expand to other counties. King County work fair is listed on DSHS website. Client must call into DSHS to request work fair as an option. DSHS looking to get a phone line for this. Nav. Will have an email address to DSHS team to get a direct referral for work fair.

2) currently king county has BFET clients that are ABAWD. Is there going to be a change in how BFET staff case manage?
   a. ABAWD have a report form that goes back to DSHS. May need help to fill this out. Handbook identifies how case notes be input for ABAWDS.
3) Is chronically homeless a trigger for further assessment?
   a. Yes, it is a trigger and not a determination.
4) if a client is coded an ABAWD and start VE component will the client be considered a student automatically?
   a. No, the client still has to let DSHS know. Reverse referral form is a good tool for this.

Fiscal:

If you do have FFY19 invoices please get them in ASAP

FFY20 – A-19 must include cost detail, local match cert, contract summary report, PR tracking log, lease calculation tool, **Ret. Funds tracking sheet** (this is getting updated for FFY20)

Make sure cost detail and match cert form are the same information. Make sure the totals of all documents match the A-19 total. Email information prior to invoicing to let fiscal know if you are moving money.

Fiscal WebEx: email goes out to contractors, they get very little response.

Ops:

Oct 1st full case note audit has changed to be more comprehensive. Report to come out. They will be sent out monthly. 20% for all providers. Contact ops person if you have questions about the information.

Update - closing conspired components – must be updated within 10 business days after scheduled end date. Ops processes will match the 10 days – this used to be 30 for NS. Email went out to providers. Memo will be posted to the Website. This process change is to ensure we are alignment with the DSHS handbook.

Use CLMR to show components about to expire.

Questions:

1) Closing of components for colleges in 10 days has impact on students whom are going to be enrolling into next quarter.
   a. I think when you hear the next item it will answer all your questions.

Update – procedure change for component end dates. Comp dates can cover the quarter and the gap between the quarters. Cannot be greater than 150 days.

1) Will we need to submit rosters for Winter?
   a. This is effective immediately.

E&T crosswalk – result in federal finding in FFY19 because a provider was charging more for BFET clients than other clients. This is turned in every contract year.

SBCTC Updates:

- Invoicing Deadline is Dec 10.
- We do not have a FFY20 contract at this time. Continuing to work on details of the contract.
    - Once we have an executed contract:
        - we will process payments asap
        - There have been updates to Workbooks. Once the contract is executed, we will send out Workbooks and a list of final changes. Please save these as your final version. Since your OGMS budget is a replica of your Workbook. If any changes resulted in a change to your funding or numbers served, you will be notified that you will need to complete a budget revision.
        - First funding survey will release
- Component End Dates – Changes Presented from Melissa & Dave
    - This means we can serve those with PRs when we could normally not prior to the start of the quarter
    - We no longer need the tuition roster as we have an open component during the break period now
    - SBCTC has asked for review of 12 closure – 12 closure is for components opened in error. What has been happening is the component is closed the first week of classes if the student drops with a 12. This has resulted in large gaps in DSHS and SBCTC data showing whom we served. This is not the only source of data discrepancy but we believe it will help us move closer to better alignment with data.
- ABAWD in BFET –
    - eJAS process and clarification – DSHS and SBCTC are building guiding content to send out to colleges that provide BFET on what the handbook states, component hours etc.
        - Here is a few things we know:
            - Once enrolled in an activity and as a student they are exempt and no longer have to submit and Activity Verification Form
            - BE and VE components meet requirements
            - Ensuring all hours that the student is expected to participate are included in the hours attached to the component
            - Case notes info is listed on Page 23 of Provider Handbook
                - The following elements must be included in the 1st Initial Case Note:
                    - Identify that the student was an ABAWD and a breakdown of the total amount of hours the client (now a student is expected to participate) in addition to the normal requirements for the initial case note for BFET enrollment.

- PR ETR Process
    - NEW: SBCTC will continue to retain approval authority of this. If you are requesting and ETR please email Jennifer Dellinger. We will be sending out processes to the system this week.

- Meetings:
  - December 16th – Data
  - Winter Qrt Meeting – WF, BFET and ABAWD admins have a meeting this week to discuss date and tentative agenda
  - Jan – Meeting for gas/transportation – date TBD but should have something out in the next week once we have finalized college presenter(s).