

DSHS BFET Quarterly Provider Meeting
June 9th and 10th, 2020

DSHS Policy Updates:

Contracts & Amendments - (Bessie Williams) deadline is June 30 to effect quarter 4 performance

(Felicia Talbott) we are working with providers on making amendments for quarter 4, which starts July 1.

BFET Policy Memo (3/17/20) - (Bessie Williams) electronic signature – commend providers on doing a great job. DSHS has not received hardly any questions from the field.

Questions:

- 1) Will this be continued after COVID?
 - a. Bessie: this is temporary and we are unsure if we will allow it to continue

Invoicing - (Bessie Williams) reminder that per contract you have 60 days to submit your invoice after the end of the billing period. If you are late, please let us know and get them in so we (DSHS) can get those paid. 45 days at the end of contract year for final invoicing.

Contract Monitoring Update (Shannon) – these have been canceled and rescheduled due to COVID-19. We apologize for any miscommunication. Virtual options for monitoring have evolved into a self-assessment.

- Reports – monitoring visits that happened earlier in the year, reports have been sent out. If you have correction actions and need plan, send your plan to the monitoring team, they will review and request more information or receive a notice of CAP acceptance and closure.
- Monitoring Visits – next week all providers that have not had a site visit will receive a notification for self-assessment. Same questions are being provided as normal. Instructions will be included in notification letter.

If you have any questions please contact anyone on the monitoring team (Shannon, Kim, Ashley (ORIA))

(Kim) – For the monitoring process there has been an observation – some of the action plans that are being submitted are duplicative of the plans that were submitted in 2018-19. Please know that if you have a repetitive item that needs correction, we would like you to provide additional plan information.

FFY20 Annual Training Forum (Shannon) – Thank you for your patience while we work out the virtual “life”. The in-person forum is CANCELLED. We stated that last quarterly meeting but want to reiterate. We are working out a virtual platform to provide some type of training for you. Your BFET planning work group has looked at some options for virtual trainings that can be offered. More to come later on that.

FFY21 Contracts (Bessie) – We want to make sure everyone has received the packet with all the documents. Hard deadline is June 18th. The DSHS BFET policy team is required to submit their plan to FNS. Your budget templates all roll up into that state plan.

Budget Template – please pay attention to Medical on the PR tab it is now broken out from Childcare.

Questions:

- 1) SBCTC - Is there any more discussion about getting these out to providers earlier than the mid-end of May so there is less of tight turnaround?
 - a. Hi Jennifer, we will share that recommendation with Spring Benson. Thanks.

ORIA Updates: Please make sure you are sending your workbooks and packets to me (Ashley). Thank you for all your work and co-enrollment BFET/ORIA providers.

ABAWD: (Corinna) – we have received some questions about the waiver, we are exploring our options with leadership. There should be more information coming out in a month or two. Unemployment is through the roof, which means we can possibly adjust our waiver. Please be patient as we explore options.

(Cindy) – Navigator update. Process rolled out in mid-march (March 17th). Roll out began slowly but we have seen an increase to Nav. the majority of those being in King and Spokane Counties. We are hoping that the Nav. are able to help the clients move through the activities and everything. We know there has been challenges to connect virtually. We do appreciate the challenges that everyone is working through.

Fiscal Updates:

- June 2020 Invoices and Documents
- State Fiscal Year (Anni) - receiving documents prior to cutoff date is critical. As we get closer we need to begin receiving all expenditure for State FY20 need to be accounted for and accrued (need by 15th of June) Oct-May. June needs to be to DSHS by July 16/17 so they (DSHS) can be accrued. Estimates are accepted.

Questions:

- 1) What is the process for sending an estimated accrual?
 - a. Anni – if you do not have all your expenditures for June but you have a projection for them, send it on you're A-19 and note that it is an estimate. Once you have final you send final expenditures.
- 2) To confirm, send June estimate invoice in by July 16th?
 - a. Anni – July 15th if possible. If you cannot get the invoice in get the estimate in.

Fiscal Monitoring (Anni) – we are working on self-assessments for fiscal included in the program monitoring documents sent out to providers. Working with IT to get a process for uploading secure documents.

Questions:

- 1) If there was a monitoring for fiscal that was scheduled but they have not had the monitoring or received anything what should we be doing?
 - a. Anni – I will be sending out an email, I was waiting for Program to determine how they were going to proceed with monitoring.

BFET Program Support (Ops Team): (Dave) – do not change the start date when you are extending components. This happens when someone is trying to extend a component. Team is seeing that providers are changing start dates. This practice effects our reports in eJAS. If you change the start date, eJAS will not capture the original start date. For JS you have to close and reopen the component.

BFET op team did send out a desk aid at the end of May early June on opening and updating components. Just to help trouble shoot. Will upload this to website

Eligibility list are ONLY needed if you cannot take action on a case

Questions:

- 1) SBCTC – can you send this to the SBCTC?
 - a. Dave - yes, we will resend it out
- 2) What happens if we moved the start date, how do we fix it?
 - a. Dave - Please contact BFET Ops person

Reminder: Opening and closing BR components for job retention and pilot for extension. It is very important that you input the correct information in eJAS in the employment screen. Please make sure you are entering employment into eJAS.

An error when the BR component is being closed. This is due to having two different dates. you have start and end dates, but when you close the component you have to enter an actual end date. This cannot be after the scheduled end date.

(Felicia) – if you have questions please read the handbook. If you have questions about the policy of the BR component please let SWBFETPolicy know. Program received a waiver approval from FNS for the pilot to use the extension beyond 90 days.

(Dave) – last provider meeting I address the 3 types of errors we were seeing. There has been a significant decrease in these errors – thank you!

One error remains – not addressing all components in progression notes. We will see JS component is addressed in notes but the LS is not being addressed. Please address all active components in the progress notes that the client is participating in.

Questions:

- 1) How does a provider address components they do not have with that client? E.g. co-enrollments education and employment?
 - a. What we are looking for in the client notes is that you document the progress in the client notes for the components you are offering. You are not required to address all components on the client's case, only the ones you as a provider are offering.

SBCTC Updates:

There are a multitude of things happening in the world right now and I want to give space to recognize the impact this is having on everyone and all the hard work you are all doing. The level of service the colleges continue to provide has been nothing short of amazing! BFET is hard work and doing it during this horrific time doesn't make it any easier. Thank you for reaching out and sharing your feedback, concerns, ideas, and suggestions on what you are going through and seeing as you navigate this environment with the SBCTC. I have such respect for all of you and the work you do! If there is anything I can do to help please let me know.

Recent Funding Survey: Notification went out budget revisions are due June 15th

April's Invoicing Deadline: June 10th - just a quick reminder that if you need to complete your budget revision so you can invoice, please do that first. We are processing budget revisions as fast as we are able to so you can get your invoicing in. We understand there are many parts in motion right now that have short turnaround times due to the end of the fiscal year processes. Please let me know ASAP if you need some additional time to complete.

Budget Workbooks were due to the SBCTC on June 5th. Thank you to those that submitted early! We have begun processing in the order received and have been providing colleges with feedback after review. We should have all workbooks reviewed this week. If your workbook does not need any edits, I will send an email letting you know your workbook needs no edits. If your workbook needs edits, please make sure you provide your revisions and edits by the deadline that listed in your workbook feedback email.

Working on options for August SBCTC BFET Training Forum. We do not know what this will entail and will keep you updated as we know more. We are exploring many virtual options to bring training to you. If you have any suggestions for what you would like to see as trainings offered please let me know so we can work to incorporate those where possible.

Q&A: *DSHS paused to give space for questions and no questions were asked.*

Next Quarterly Meeting – Noted that this would be in September however, no date given.