



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

January 16, 2009

TO: Regional Administrators
All WorkFirst Staff

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**SUBJECT: eJAS SYSTEM ENHANCEMENT REGARDING EXCUSED
AND UNEXCUSED ABSENCES (January 2009)**

Effective January 16, 2009, eJAS will be updated to support the Excused and Unexcused Absence policy.

The system has been modified to:

- Allow WorkFirst partners/providers to use the immediate notification process multiple times in a calendar month.
- Require partners/providers to indicate whether they are reporting Excused Absences or Unexcused Absences.
- Display a link on the contractor's caseload screen listing the dates of reported absences.
- Discontinue use of "Non-Participation" or "Non-Progress note types. Partners/Providers will still be able to create "Participation" and "Progress" note types.

Immediate Notification Process

WorkFirst partners/providers send an immediate notification in eJAS to the WorkFirst Program Specialist (WFPS) after two excused or unexcused absences. This generates a magenta flag on the DSHS Caseload Management Report (CLMR).

Effective January 16, 2009, multiple magenta flags may be created, but only one will show on the CLMR. When the magenta flag link is clicked, a window will open listing the dates of all magenta flags for the client and whether each flag is for excused or unexcused absences. Multiple magenta flags may be resolved at the same time from this window.

More detailed information on magenta flags is available by clicking the "HELP" button from the CLMR screen.

If you have any questions or need further information, please contact Stephanie Nielsen at nielssm@dshs.wa.gov or (360) 725-4699.

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