



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
COMMUNITY SERVICES DIVISION
Economic Services Administration
Post Office Box 45440 Olympia WA 98504-5440

March 18, 2008

TO: All WorkFirst Staff

FROM: Leo Ribas, Director
Community Services Division

**SUBJECT: eJAS ENHANCEMENT – AUTOMATION OF DSHS
RESPONSIBILITY DATES AND HOURS (March 2008)**

Effective March 21, 2008, eJAS will automatically update the DSHS Responsibility Dates when a contractor enters the Actual Start Date. Upon contractor entry of the Actual Start Date, eJAS will:

- Change the DSHS Responsibility Thru date to the date before the Contractor Actual Start Date,
- Change the DSHS Responsibility From and Thru dates to fill in gaps between the End Date for one contractor and the Actual Start date for the next contractor, and
- Change the DSHS Responsibility Gaps between the contractor scheduled end date and component scheduled end date.

The actual hours will automatically be entered for the DSHS responsibility dates by reporting month once a contractor enters the Actual Start Date. All hour fields will automatically be filled with zeros unless DSHS has already reported actual hours for the month being processed. Users can modify the reported hours as needed.

This change is being made to lessen the workload impact created by requiring manual modification of DSHS Responsible Dates, and reporting zero hours during the contractor referral period. However, it is important to note that if a client incurs any participation hours during this period, DSHS staff continue to report those hours.

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

eJAS Enhancement

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