Transforming Lives

DDA EMPLOYMENT CALCULATOR INCORPORATED INTO CARE/AWA JULY 2018 COUNTY TRAINING

Washington State Department of Social & Health Services
Transforming lives

Training Topics

- Overview
- CARE/AWA changes
  - Tickler notification of new or changed Employment Calculator
  - PCSP Employment Calculator tab
  - Individualized Technical Assistance
- Contact info

Overview

On August 3, 2018 the Employment Calculator database is being imbedded into the CARE/AWA system.

Overview

On **August 3, 2018**

(1) CRMs will no longer use the external Employment Calculator database;

(2) Counties will be notified of new or changed Employment Calculator hours in the AWA Tickler Screen; and

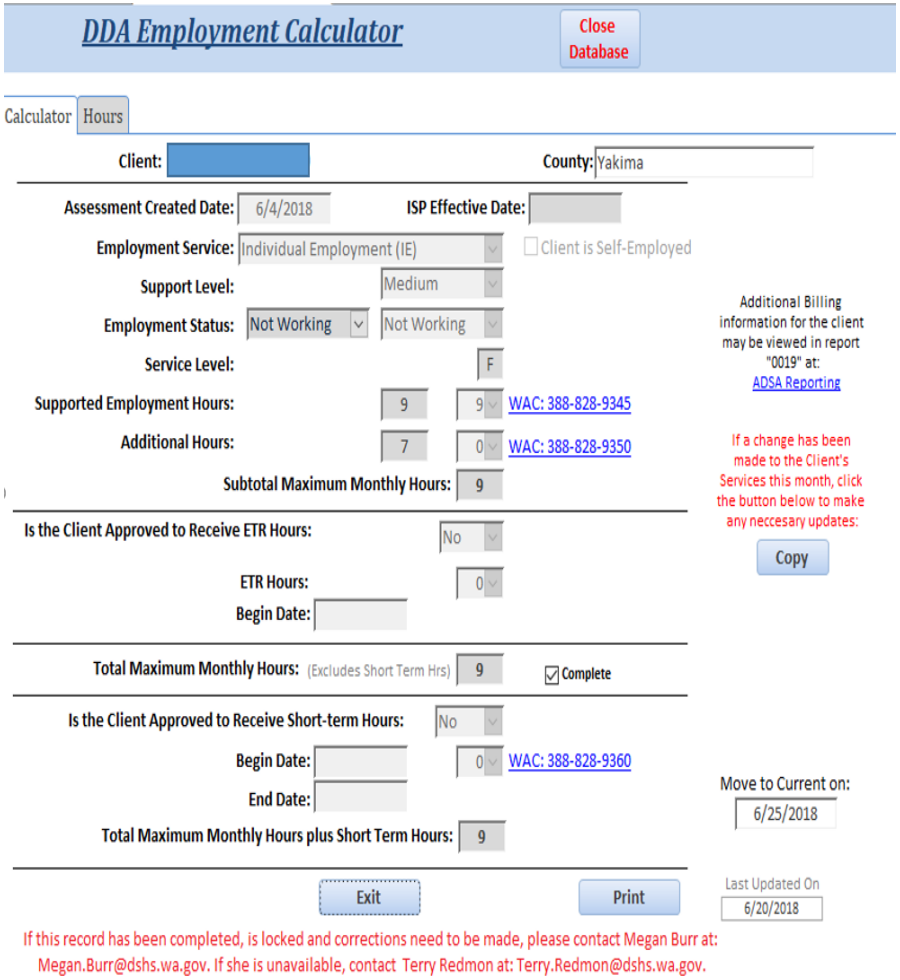
(3) There will be a new Person Centered Service Plan (PCSP) Employment tab in the AWA Client, Overview screen.

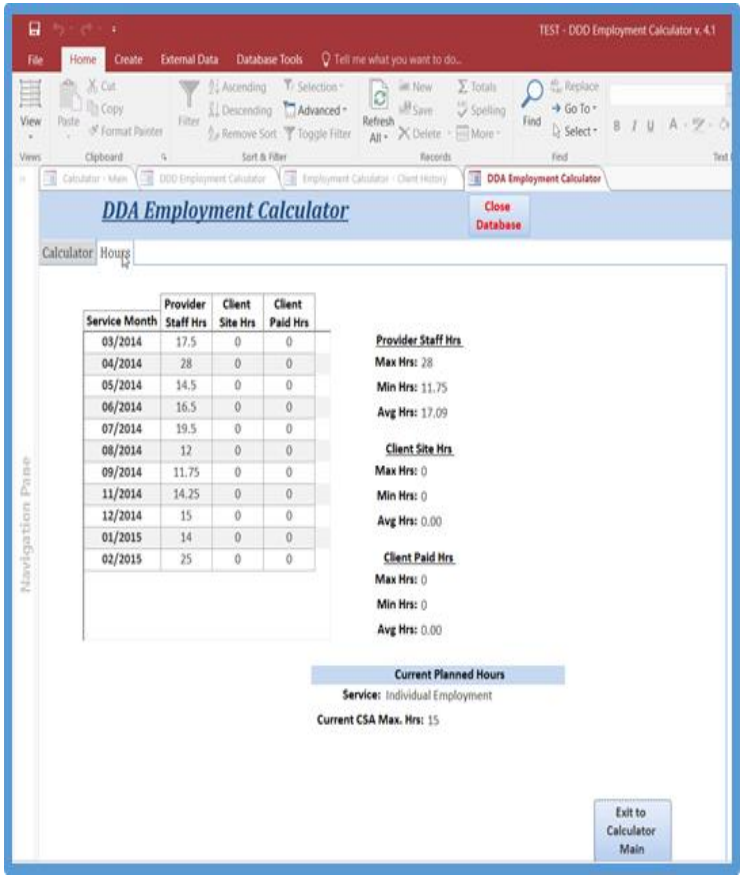
Overview

On August 3, 2018 CARE will implement an Employment Calculator to the CARE system in the Person Centered Service and the Action Tab. The Employment Calculators will

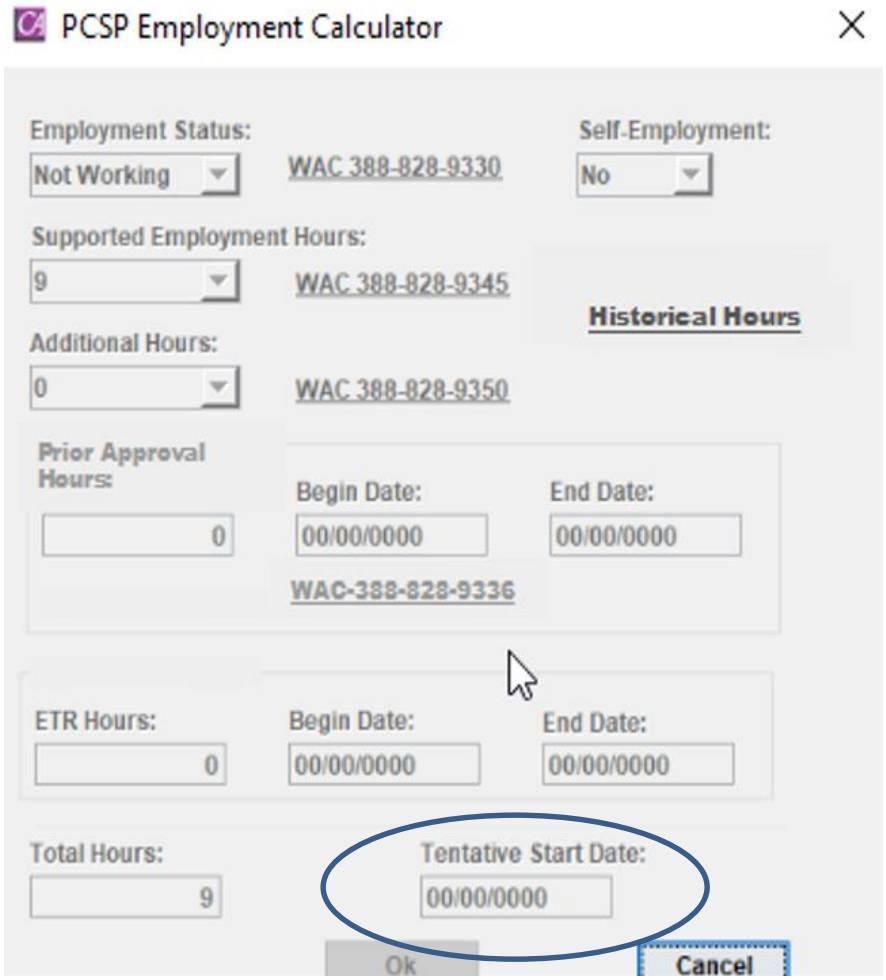
1. Auto-fill with data from CARE
2. Allow case managers to override employment calculation base and add-on hours
3. Auto-fill the employment calculator with employment related Prior Approval and Exception to Rule hours
4. Generate information on the client's work history: support and paid work hours
5. Notify the county worker via tickler with employment calculation results if a change occurs
6. Allow access to an Action Tab Employment Calculator to determine hours available for planning purposes, the information in this calculator will not be saved

Today – CRMs use an external data base that sends an email to the county





Tomorrow – When a CRM selects an employment service for the PCSP, an employment calculator will appear in the Finalize Plan screen in CARE. When the Tentative Start Date is completed, a tickler will be sent to the county.



County and AWA changes

Instead of an email notification, a county will now receive an AWA tickler each time
(1)An initial calculator is created and
(2)Whenever there is a change to the calculator.

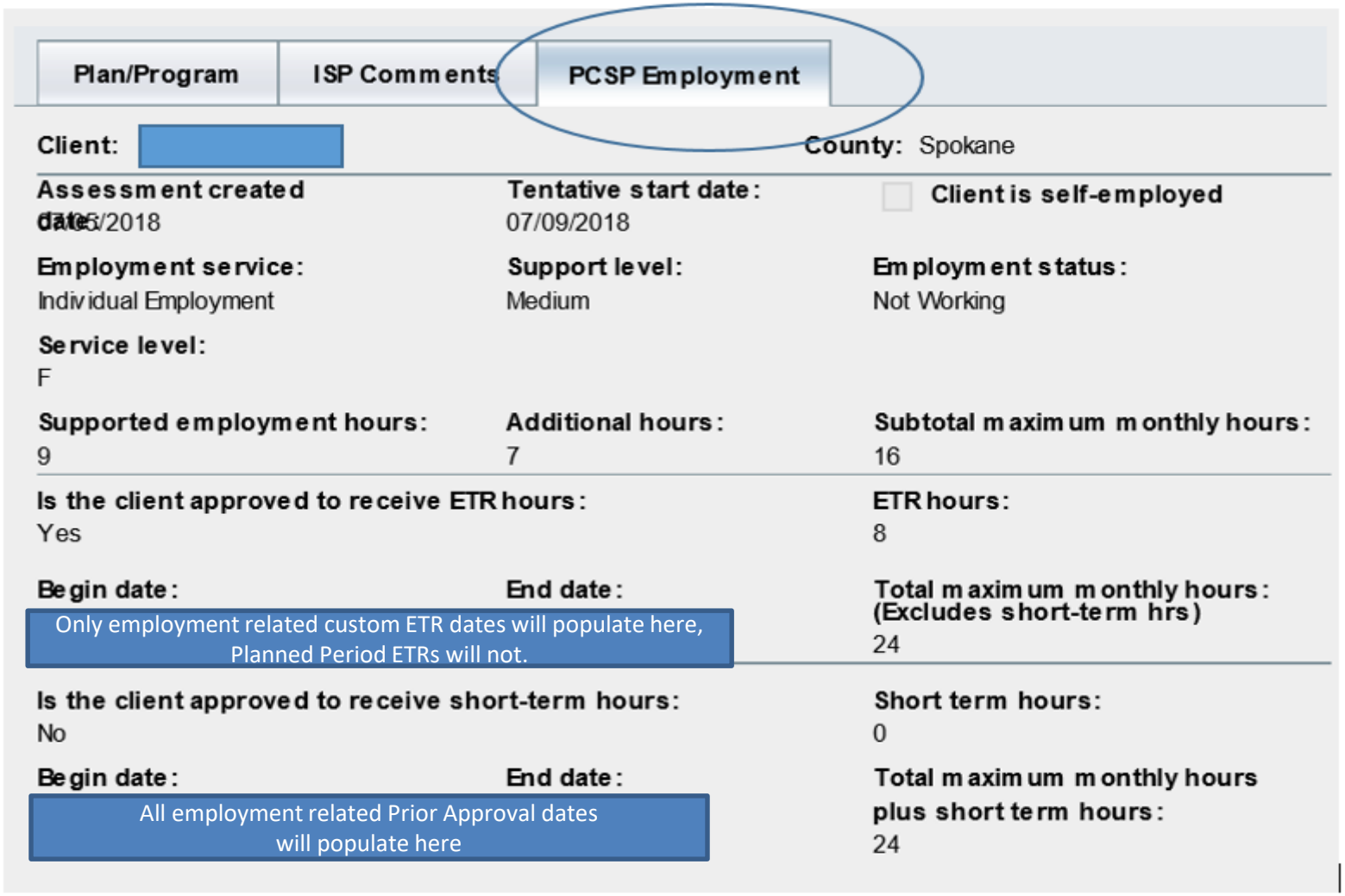
Ticklers are sent on a nightly basis. If an Employment Calculator is created by a CRM on a Wednesday, a county will receive a tickler on Thursday.

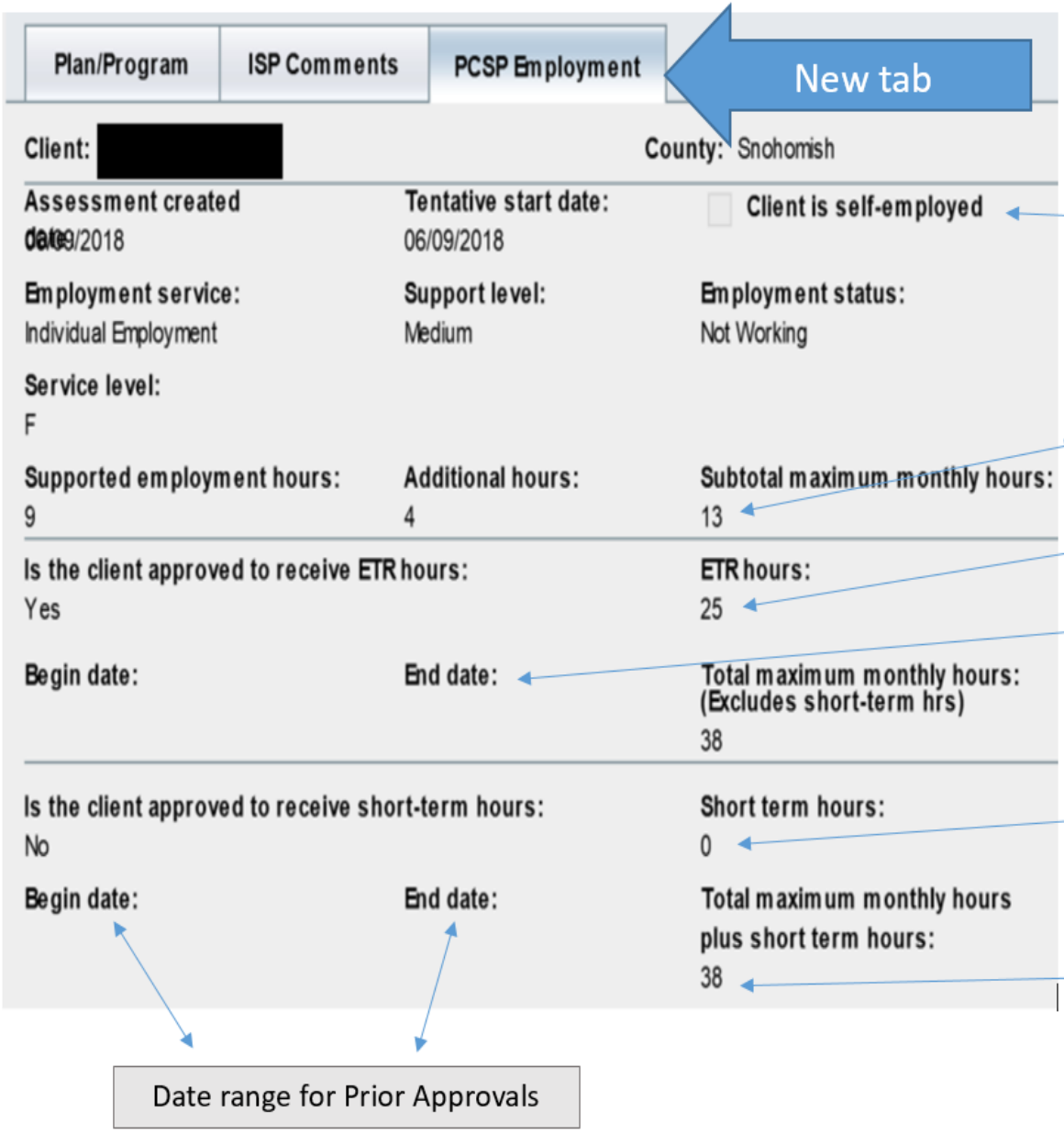
AWA tickler example

The client's name will be a hyperlink to the Client tab and Overview screen

New PCSP Employment tab

New PCSP Employment tab





If Self-employed is selected, box will be checked and employment status = "working"

Base + Add-on hours subtotal

ETR Hours

ETR dates <u>will not</u> populate unless it is a Custom ETR and does not match plan year dates in the ISP.

Prior Approval Hours

Total Service Hours

Date range for Prior Approvals

Individualized Technical Assistance

- ITA hours will now be done separately and not be included in the Employment Calculator hours.
- A client can still access the hours within base and add-on for ITA supports but these hours will not be reflected in the new PCSP Employment Calculator

Help is available!

Regional Support:

- Region 1 Employment Specialist – Carrie Bayha, 509-374-2128
- Region 2 Employment Specialist – Rod Duncan, 425-740-6453
- Region 3 Employment Specialist – David Money, 253-404-5553

DDA HQ Support:

Employment and Day Program Coordinator – Megan Burr, 360-407-1523