



## What you will learn in this guide

- You will learn how to run the Component History Report to accurately select the cases for your Billing Roster.
- You will learn how to use Excel to remove duplicated clients from the list.

# Step 1: Generate Your List

Select "Both" for Program Type.

Enter the dates for the month for your billing roster.

Select all BFET components (BE, BR, JS, JT, SL, VE) for the provider.

**DO NOT select the FI component!**

Select your Contractor Code

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### Component History Report Selection

Get Report

Program Type:  RISE  BFET  Both

From Date: 08/01/2019 To Date: 08/31/2019 <- Reset dates

Components: (Select at least one Component)  
[Select All](#) [Un-Select All](#)

Select	Component Codes	Description
<input type="checkbox"/>	FI	FOOD STAMP E&T INDICATOR
<input type="checkbox"/>	FP	RISE PILOT PARTICIPATION (BFE&T)
<input type="checkbox"/>	FT	FULL-TIME EMPLOYMENT
<input type="checkbox"/>	GE	HIGH SCHOOL EQUIVALENCY - PARTICIPANTS 20 YEARS OR OLDER
<input checked="" type="checkbox"/>	JS	JOB SEARCH
<input checked="" type="checkbox"/>	JT	JOBS SKILLS TRAINING
<input type="checkbox"/>	PT	PART-TIME EMPLOYMENT
<input checked="" type="checkbox"/>	SL	STRATEGIES FOR SUCCESS (RISE)
<input type="checkbox"/>	VE	VOCATIONAL EDUCATION


Contractor Codes: (Select at least one Contractor)  
[Select All](#) [Un-Select All](#)

Select	Contractor Codes	Description
<input checked="" type="checkbox"/>	6BN	REWA - ORIA BFET
<input type="checkbox"/>	6BO	RFSC - ORIA BFET

# Step 1: Generate Your List (continue)

**Contractor Codes:** (Select at least one Contractor)  
[Select All](#) [Un-Select All](#)

Select	Contractor Codes	Description
<input type="checkbox"/>	6BM	NEIGHBORHOOD HOUSE - ORIA BFET
<input checked="" type="checkbox"/>	6BN	REWA - ORIA BFET
<input type="checkbox"/>	6BO	RFSC - ORIA BFET
<input type="checkbox"/>	6BP	RISNW - ORIA BFET
<input type="checkbox"/>	6BQ	TRAC - SNOHOMISH CO - ORIA BFET
<input type="checkbox"/>	6BR	TRAC - KING CO - ORIA BFET
<input type="checkbox"/>	6BS	TRAC - PIERCE CO - ORIA BFET
<input type="checkbox"/>	6BT	WR SEATTLE - ORIA BFET
<input type="checkbox"/>	6BU	WR TRI-CITIES - ORIA BFET


**Click Get Report** 

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**Component History Report**  
 Average hours per component: [9](#)  
 Average days per component: [68](#)  
 There are 41 unique clients on this report

**Export to Excel**

is hours per week

[Reset Sort Order](#) [Export to Excel](#) 

JAS ID	Component	Status	Start Date	Scheduled End Date	Actual End Date	Hours	Completion Code
		All				All	

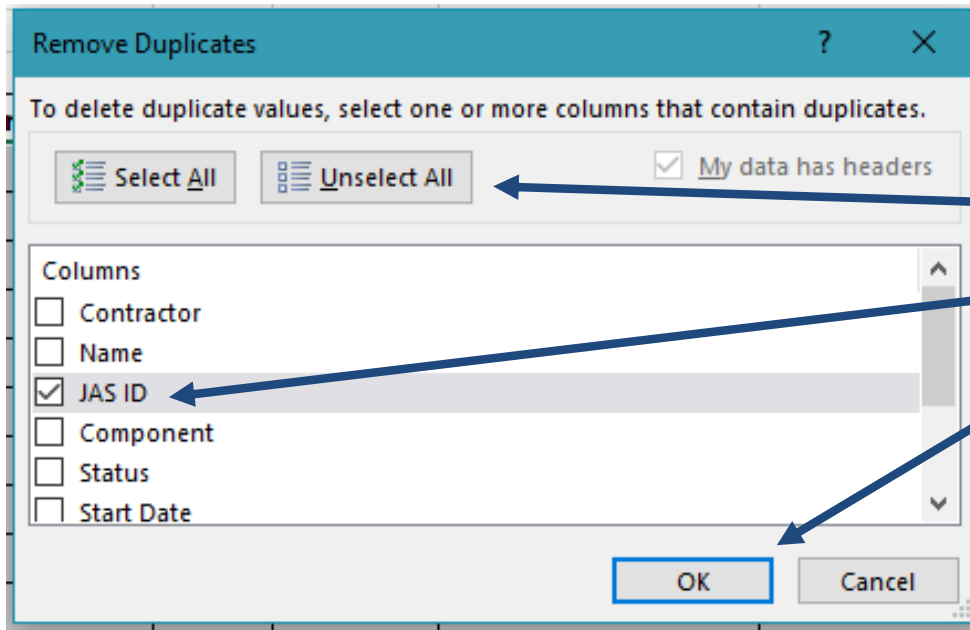
# Step 2: Create Your Billing List

The screenshot shows the Microsoft Excel interface. The 'Data' ribbon is selected, and the 'Remove Duplicates' button is highlighted. A table is visible in the worksheet with the following data:

Contractor	Name	JAS ID	Component	Status	Start Date	Scheduled End Date	Actual End Date	Hours	Completion Code
4SC	[REDACTED]		VE	Active	9/24/2018	12/12/2018		20	
4SC	[REDACTED]		VE	Active	9/24/2018	12/12/2018		28	
4SC	[REDACTED]		VE	Active	9/24/2018	12/12/2018		20	
4SC	[REDACTED]		VE	Active	9/24/2018	12/12/2018		10	

1. Highlight the entire table
2. Select Data in the top ribbon
3. Select Remove Duplicates

## Step 3: Create Your Billing List (continue)

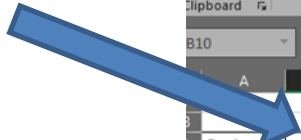


1. Click on Unselect All
2. Click on the JAS ID box
3. Click Ok

*Note: This will remove all duplicated eJAS IDs on the highlighted table. It is best to use JAS ID since these are unique to each client even if they have the same name.*

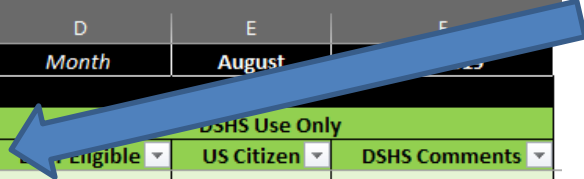
# Step 3: Create Your Review List (continue)

Copy all the Names and JAS IDs.



Contractor	Name	JAS ID	Component	Status	Start Date	Scheduled End Date	Actual End Date	Hours	Completion Code
0	6BN		BR	Closed	5/30/2019	8/26/2019	8/26/2019	1	COMPLETED SATISFACTORILY
1	6BN		JS	Active	7/9/2019	10/7/2019		5	
2	6BN		BR	Active	6/28/2019	9/24/2019		1	
3	6BN		JS	Active	7/10/2019	10/8/2019		5	

Demographics		DSHS Use Only			
Last Name	First Name	eJAS ID	Eligible	US Citizen	DSHS Comments



Paste them into the Billing Roster. It is acceptable to paste the names into the First Name column (B).

# Need help completing your Billing Roster?

Contact a member of the BFET Operations Team for assistance.

Name	Phone	Email
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Kellyn Westra	(206) 716-2465	<a href="mailto:Kellyn.Westra@dshs.wa.gov">Kellyn.Westra@dshs.wa.gov</a>
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