

# Quarterly BFET Provider Meeting

March 9, 2017

9:00 AM – 11:30 AM

## Locations

City	Location	Room	Host
Everett	Everett CSO 840 N Broadway, Everett	Tower Room	Robin Thrower
SeaTac	Airport Jobs SeaTac Airport	Airport University Classroom	Mike Hanratty
Seattle	North Seattle College 9600 College Way N, Seattle	Room 230	Rick Lee
Spokane	Trent CSO 8517 E Trent Ave, Spokane Valley	Rockford Room	Terry Thomas
Tacoma	Region 3 HQ 2121 S State St, Tacoma	Conference Room 2	Terra Gilmore
Vancouver	WorkSource Vancouver 204 SE Stone Mill Dr, Suite 215, Vancouver	Training Room 3	Linda Dofelmire
Yakima	WorkSource Yakima 1205 Ahtanum Ridge, Yakima	<i>Same Room as in December</i>	Debbie Wilson
BFET Provider Meeting	<a href="#">BFET Provider Meeting WebEx Link</a> Meeting Number: 924 403 755      Meeting Password: JoinMeeting123 If you join by WebEX please enter your name as: "Name – Agency" For example: <i>Corinna Adams – DSHS CSD</i>		
	Minutes		
	Mike Hanratty		

## Agenda Items

### WELCOME 9:05 AM

Corinna Adams

### TRAINING 9:15

1. Invoices
  - a. Invoice Packet
  - b. Billing without clients
  - c. Reminders
  - d. Participant Reimbursement Review
  - e. Questions

Troy Burgess and Kim Stelly

*\*Short BREAK\**

### POLICY UPDATES 10:00

1. Formal Introduction of Program Managers
2. Non-disclosures/ Contact Information
3. List Serv – Distribution List **\*\*\*ADDED TO Provider Resources\*\*\***
4. Training Forum
  - Dates
  - Registration
  - Speakers/ Success Stories needed

Chandelle Frick & Bessie Williams  
Kim Stelly

Corinna Adams

Corinna Adams

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5. 100% Mid-year Funding Requests Corinna Adams
- Request to the Feds.
6. Contract Amendments Corinna Adams
- Different PM Name
  - Language Change
  - Additional 100% if available
  - Updating Budget sheets
  - Start Date
7. Contract Monitoring Chandelle Frick
- Combined with RISE and ORIA BFET as much as possible
  - Please fill out questionnaire before monitoring
  - Providers will be receiving an invite for scheduled Monitor visits, once the provider accepts the invite a formal notification will be sent to include the following information.
    1. Agenda
    2. Questionnaire
    3. Formal notice to include 10 cases for review, location of visit, and DSHS staff that will conduct the monitor.
    4. Fiscal Monitoring overview
8. ABAWD State Plan Items Troy Burgess
- Job Fairs
9. eJAS updates – Have you created your SAW account yet? Team
- \*\*\*ADDED TO Provider Resources\*\*\*

## FISCAL UPDATES 10:45

- Cathy Durgin
1. Fiscal Team
  2. If/When additional 100% funding comes in – Amendment
  3. Invoicing 100% first
  4. Fiscal Session topics at Training forum
  5. Adjusting budget – 10% variance

## OPERATION UPDATES

- Dave Skaar
1. Closing Components
    - Selecting the correct date
    - Expired Components
  2. Case Notes
    - Many notes do not meet Handbook standards
    - Best time to enter notes
  3. Components

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- BC component
- BR component
- 4. BFET Team Onsite presence
  - Increasing onsite support to meet your needs
- 5. Agency Staff Changes
  - Notification to SWBFETPolicy **and** BFETHelp. If ORIA, Ashley Mai as well.

## E&T COORDINATORS

Barb Mooney

1. Region 2 – Jessica Garretson Moving on
2. Region 3 – Hiring Coordinator
3. Employment Pipeline Hiring Events

## RISE UPDATES

Felicia Talbott

1. Keeping RISE in mind when working with high barrier clients
2. Serving high barrier clients who are randomized to BFET
3. RISE brochures
4. Watching for RISE components

## ORIA UPDATES

Ashley Mai

1. WA state refugee arrivals

## UP COMING EVENTS

Corinna Adams

1. BFET Training Forum - 5/09/2017 **\*\*\*ADDED TO Provider Resources\*\*\***
2. Provider Meeting - 6/8/2017

## QUESTIONS & NETWORKING 11:15

All