## **1290 Application Entry**

Log into WA Conn (Goggle Washington Connections and it will come up). Open the Transitional Offender Assistance SharePoint Open OMNI Open Releasing SharePoint and ProviderOne Open Transitional Release Instructions

- I. When there is emailed notification of a 1290 Applicant, create a SharePoint entry.
  - A. Enter the information into the SharePoint:
    - 1. Facility
    - 2. DOC #
    - 3. Last Name
    - 4. First Name
    - 5. ERD
    - 6. S Code (from OMNI Screen)
    - 7. U Code (from OMNI Screen)
    - 8. R Code (from OMNI Screen) Not yet available, select 0
    - 9. Date Online Application and 14-050 Complete
    - 10. Print the forms from the email, along with the email. In the left corner put the ERD/PRD date
    - 11. File it by ERD/PRD date in the file folder WA Conn to Submit
    - 12. Monitor till a couple of days prior to release (PRD)
- II. To submit an application through WA Connections:
  - A. Verify in OMNI that the offender has a PRD and ensure that the application is submitted within a couple of days of release to allow the offender the maximum amount of time to get to the CSO office.
  - B. If the offender goes past their ERD, place in the file folder "Past ERD 1290." Weekly, go through the folder and confirm in OMNI if the offender received a PRD.

## III. WACONN



Log into Washington Connections with your partner account

A. Click the box to update creditials – it only allows 60 seconds



- B. A box for CBO Consent will open, click "Close"
- C. Look for the application to submit. This can be done by filtering by "unfinished applications" and/or DOC staff

Organization	Name:	Washington State Decar	tment Of Come	ctons					
Organization	Address:	HEADQUARTERS				Request Types Menu Q: Ass User		a	
		7345 LINDERSON WAY TUMWATER, WA 98501	SW 6504			O Modify/Inactivate User			
Organization	Phone Numbe	r: 360-725-8700				<ul> <li>Transfer Unfinished Appl</li> <li>Check Research Status</li> </ul>	katona		
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200011625	New	Anthony A Joseph	01/26/2017	01/26/2017 01:35 PM	Not submitte	d jahiggins	2	Delete	
209012254	New	Joseph R Sharpe	01/26/2017	01/26/2017 03:36 PM	Not submitte	d vrstowei/47	Ł	Delete	
						Prev	1 2 3	4 Treat	

D. Search the offender's name in the list and click on the hyperlink tracking number to the left of the offender's name

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E. Click on the link for "Address" on the left to verify that the address has been updated and is not the prison's address



Elle Edit Yoew Figuroites Icols Help 🙀 🚯 Transitional Offender Assi... 🏷 Welcome to MMIS 🚯 ACA logatient Tracking \* . . . e Med. 🚯 WR Medicaid Application. 🚯 HBCU - ACA Offenders Re. 🚯 HBCU - ACA Released Oct. 🚯 WR Medicaid Application. 🚯 HSCCBU Calendar - Calen. 🚯 Medicaid Surgical PA Trac. B HBCU - ACA Rel GTON unt 👻 💡 About This Sile 👻 A Hon English I Españo AAA ent Of Corrections) @ Log Tracking Number: 208055409 ( % Co Go To Help with this Page Christina A Kellas G ZP Code **Questions About :** (Age, 29) O Yes About You DSHS Clent ID number (if any) · Address O Yes @ No 4 Pregnant? O Househo U.S. Cazen? () Yes () No O Contacta O Househ The De ational Voter Reg s or amount of b register or d. ing to reg Client Ques gistration form, we also may yet form in private. If you believe that o privacy in deciding whether to reours. You may fill out the or to decline to register to Q Authors -440-40 O Vehicles Do you want to register to vote or update your voter reg O Yes ( No G Rest @ Yes ⊖ No 4 Washington State resident? C Transferie 02/27/ 1958 Entry date into Washington State e tro lving outside the state of Washingto ⊖ Yes € No Comments All Hispanic or Latino, select from list v O Yes @ No Are you an American Indian or All Race (select up to 5 that apply): Korean Guamanian Hawatian 9 White 9 Black or African American 9 Asian 9 Other Pacific Islander

F. Then select "Client Question" from the left

And click "Next" till on page 5/5. Click "Save and continue" till page 5. Update the PRD/ERD.

G. Then from the left "Comments" from the left

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Register to V	de i Contactus i Raport-Welfare-Fraud i Penoscy i Feedback i FAGs i	Community Partner Survey	

- H. Click "Next" several times till the Electronic Signature page.
- I. Check "Yes" box for "Do you want to send this application to apply for services"
- J. Under Certification and Electronic Signature" "Enter your full name" (Applicant or Authorized reprehensive) and type the offender's name.
- K. Skip "Enter full name of other adult applicant (if any)
- L. "Who helped you fill out this form?" Type DOC

9 ZP Code	Electronic Signature	C this a		-
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Q Address	State/Federal Program Declaration			
G Household Members				
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B Household Questions	l understand I must			
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O Resources	<ul> <li>Assign my rights to medical care support and two party pays Washington when I receive medical care benefits. However, I</li> </ul>	can ask DSHS not to pursue medica	a support	
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O Transformat Resources	If I don't do these things I may be denied benefits or have to new th	om hark		
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O Comments	I understand that submitting this application does not guarantee elig	bility or enrollment in any program(s	a.	
O Summer	You have applied for the following programs:			
	11 P			
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	Do you want to send this application to apply for services?	(€ Yes ⊖ No		
	CERTIFICATION AND ELECTRONIC SIGNATURE			
	I (we) certify or declare under penalty of perjury under the laxes of the gave in this application, including the information concerning citizen for benefits, is true and correct. You can consider the typed name(s) here as my (our) electronic sig	e State of Washington that the infor ship and alien status of the members nature.	nation I .applying	
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	Enter full name of other adult applicant (if any)	L		
	Who helped you fill out this form?	DOC		
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- M. Enter the letters/numbers in the picture box
- N. Click "Submit Application"
- O. Click "Print this Page" button (this will be scanned to the facility with the releasing instructions.

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	What are the next steps?		
	If you are submitting this application after normal working hours it w Some programs require an interview; others don't.	III be cated as received the next regular business day.	
	State/Federal		
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	Other Programs and Services:		
	Based on the information you provided, you or someone in your ho the websites below to learn more about these programs and service	usenoid may be explore for other programs and services you can't apply for at this website. Visit es.	
	Medical		
V	Christina Kellas may be eligible for a Medicare Savings P	hogram (MSP) which can help with some out of pocket Medicare expenses.	Ý
			\$ 100% -

- P. Create a fax cover sheet with:
  - 1. Releasee Name, Date of Birth,
  - 2. Last 4 SSN
  - 3. Tracking number.

Fax the Statement of Health, Education and Employment and the Behavior Health Discharge Summary to DSHS Fax

- Q. Update the offender's SharePoint entry with:
  - 1. "HQ Date Application Assigned to HQ Staff
  - 2. HQ Staff App Assigned To
  - 3. Date App Submitted by HQ
  - 4. Date BHDS & 14-050 Sent to DHSH
  - 5. Notes Add tracking number from WAConn
  - 6. Save

## III. Transitional Form

- A. Fill out the Offender Transitional Assistance-Offender Release Information form (ACA, 1290 Project)
- B. Update all the information
- C. Scan the form, the printed confirmation page and CSO offices (with the appropriate county marked) and then email to the 1290 Coordinator at the facility.

## IV. Audits

- A. Updating Release Date
  - Look through the 1290 SharePoint and look for any offender that may have recently release. Search by the ERD/RRD in the SharePoint and update compare with OMNI movement. If the offender has released, add the release date to the "Actual Release Date" field.
- B. With 10 early releasing, check the 1290 applications in the folder that are within a 10day window to ensure the release dates didn't change or update. Make any necessary changes.
- C. Review "Past ERDs"
  - 1. Once a week, review the "Past ERDs" in the folder.
  - 2. Look up each one in OMNI and see if a new ERD or PRD has been established.
    - a) If so, write the new date the documents and update SP, noting the change and add to the current folder in date order
    - b) If no change, note in the SP with notes indicating no changes and the date
- D. Review WACONN to SharePoint
  - 1. Once week look up the applications pending in WACONN and compare to the SP to ensure we have received notification
  - 2. A suggested way:
    - a) Go through each individual in WA by list and check "unfinished" applications.

Summa	ıry			L	Inderstanding Part	tnership Tuto	rial 🕜 Help	with this Page
Organization N	lame:	Washington State Department C	of Corrections		Request	t Types Men	u	
Organization A	Address:	HEADQUARTERS			Add User			
		7345 LINDERSON WAY SW TUMWATER, WA 98501-6504			<ul> <li>Modify/In:</li> </ul>	activate User		
Organization Phone Number: 360-725-8700  Transfer Unfinished Applications C Unfinished Applications C Unfinished Applications Explores U Distributions (Applications) C Unfinished Applications C Concerned applications C C C Concerned applications C C C Concerned applications C C C C C C C C C C C C C C C C C C C								
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209472192	New	VASSELI J CHELIODAKIS	03/14/2018	03/14/2018 02:20 PM	Not submitted	llbattson	×	Delete

- b) Look up the name to see if there is an entry in the SharePoint. If the name is not SharePoint, double check the Medicaid inbox to see if an email was overlooked (may need to search through the vault) with the documentation
- c) Create an entry in SP and note that the application was found in WA Conn and email the facility for the paperwork, if it wasn't previously sent.
- E. Review Documents to WACONN
  - 1. After a certain amount of time, applications will drop out of the WACONN. To ensure that an offender doesn't get missed:
    - a) Review any documentation that we have had on hand for over 4 months. It the offender appears to be releasing soon, ensure an application is still pending in WA CONN.
      - 1) If no application is in WACONN, email the facility and let them know that the application has dropped out of WACONN and will need to done again.

Notes:

T. Occasionally the facility will "submit" the application instead of "saving." When this occurs, the paperwork we received should be faxed over t DSHS and documented in the SharePoint.

2.