

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

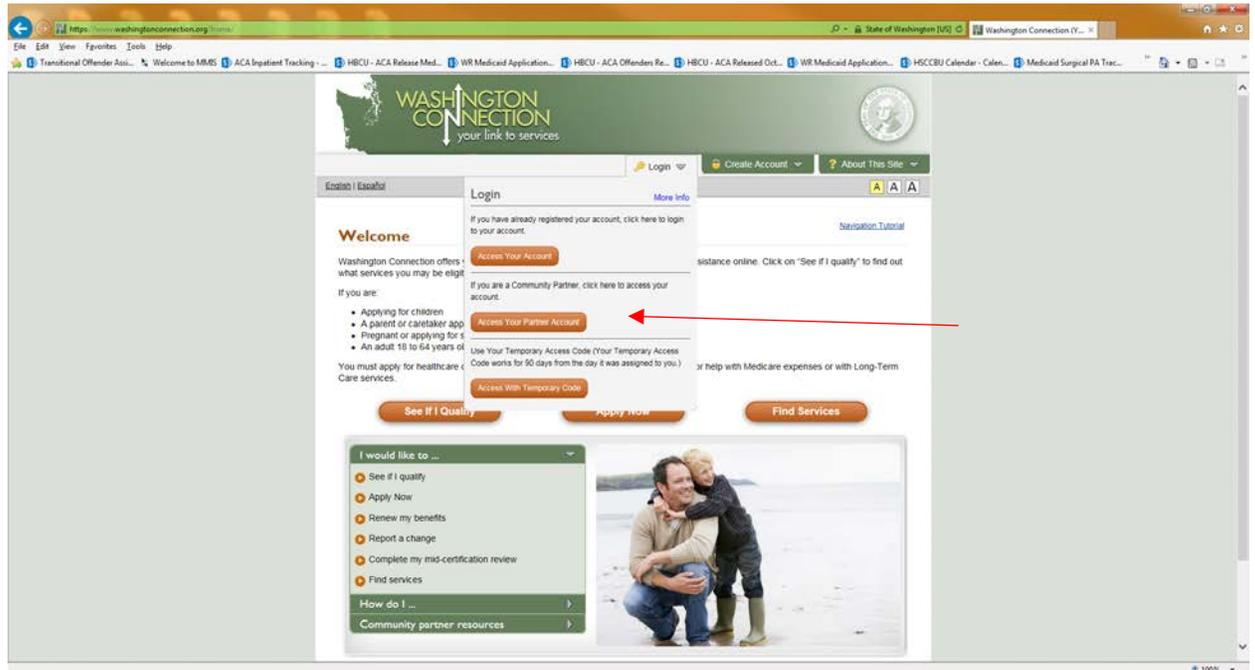
Open Transitional Release Instructions

- 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)

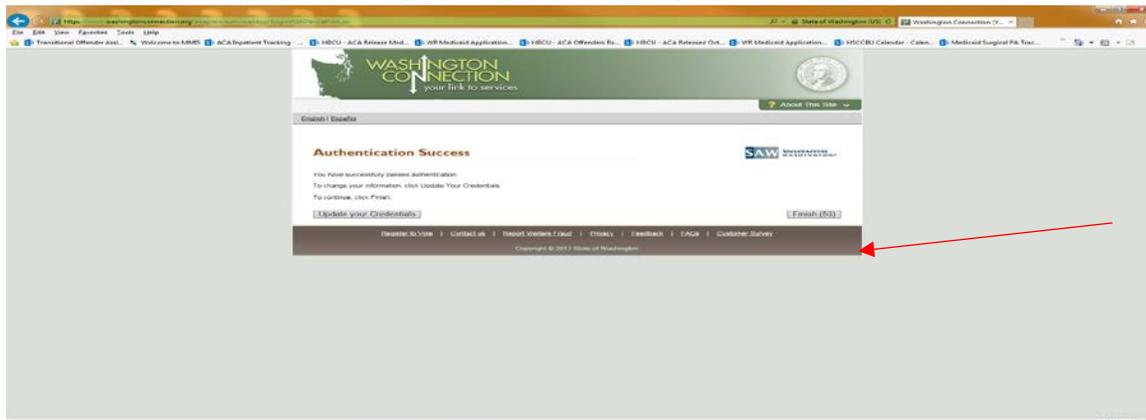
- II. To submit an application through WA Connections:
 - A. Verify in OMNI that the offender has a PRD and ensure that the application is submitted within a couple of days of release to allow the offender the maximum amount of time to get to the CSO office.
 - B. If the offender goes past their ERD, 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

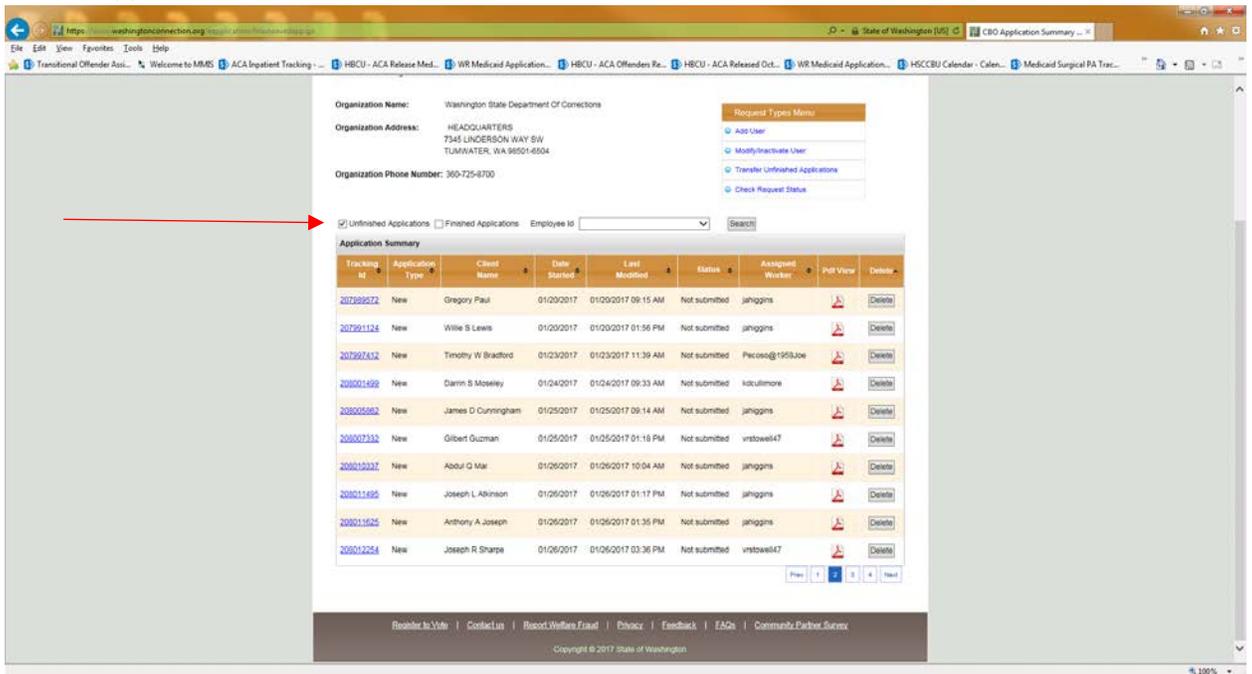
Log into Washington Connections with your partner account



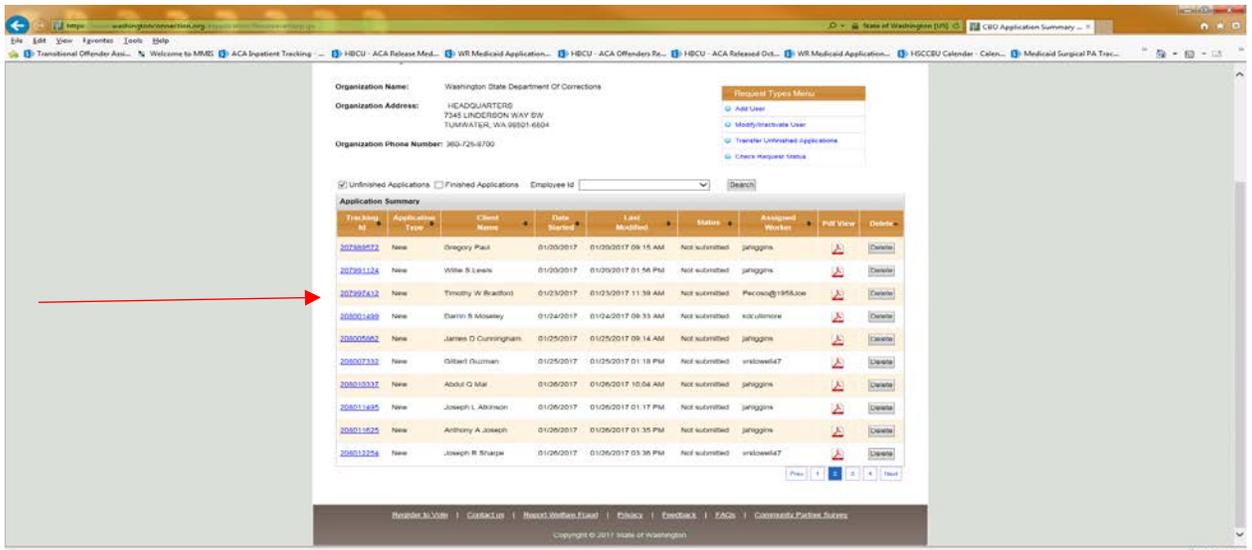
A. Click the box to update credentials – it only allows 60 seconds



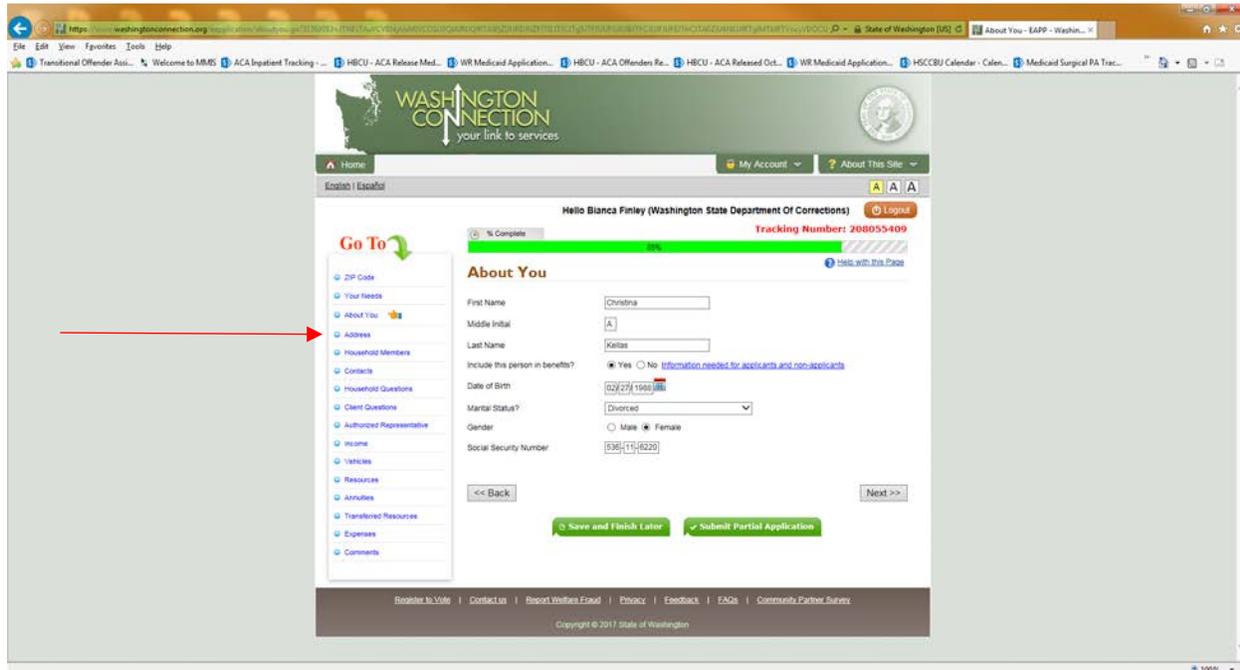
- B. A box for CBO Consent will open, click "Close"
- C. Look for the application to submit. This can be done by filtering by "unfinished applications" and/or DOC staff



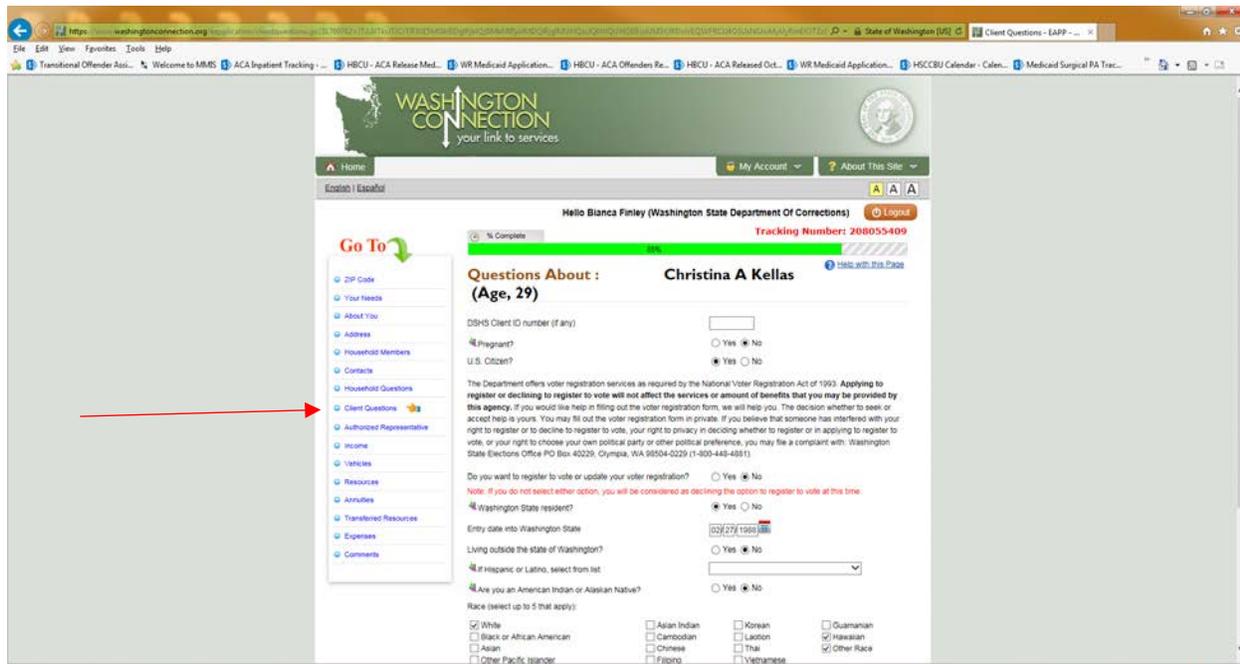
- D. Search the offender's name in the list and click on the hyperlink tracking number to the left of the offender's name



- 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

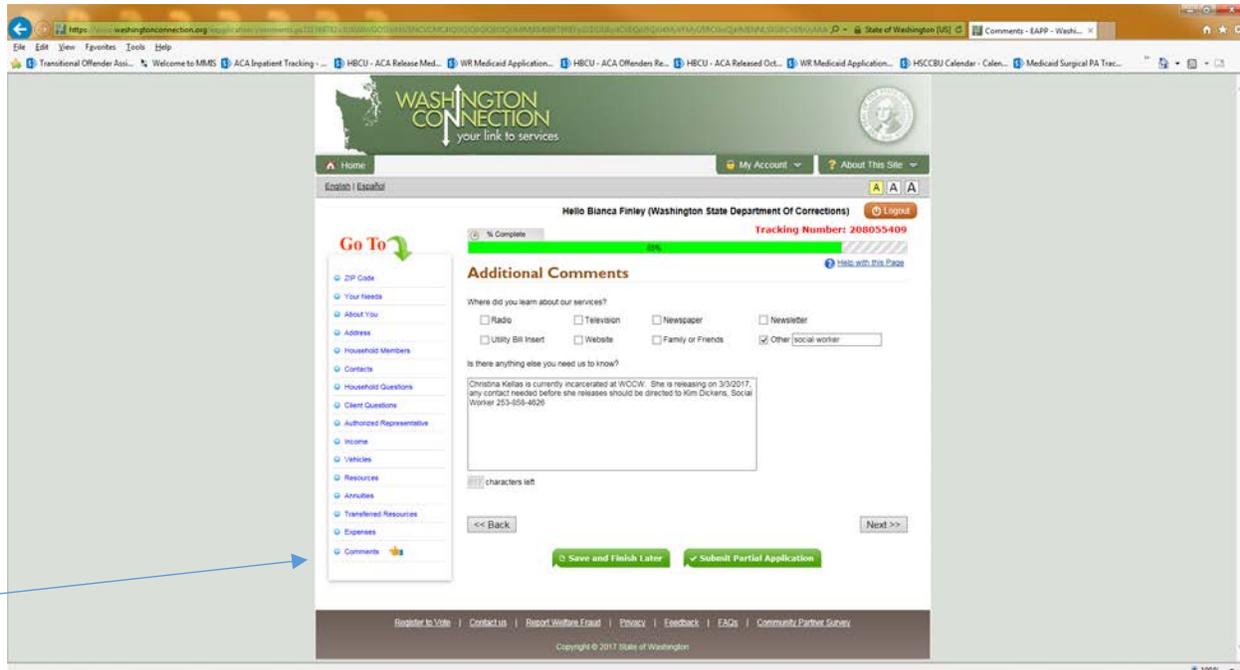


F. Then select "Client Question" from the left

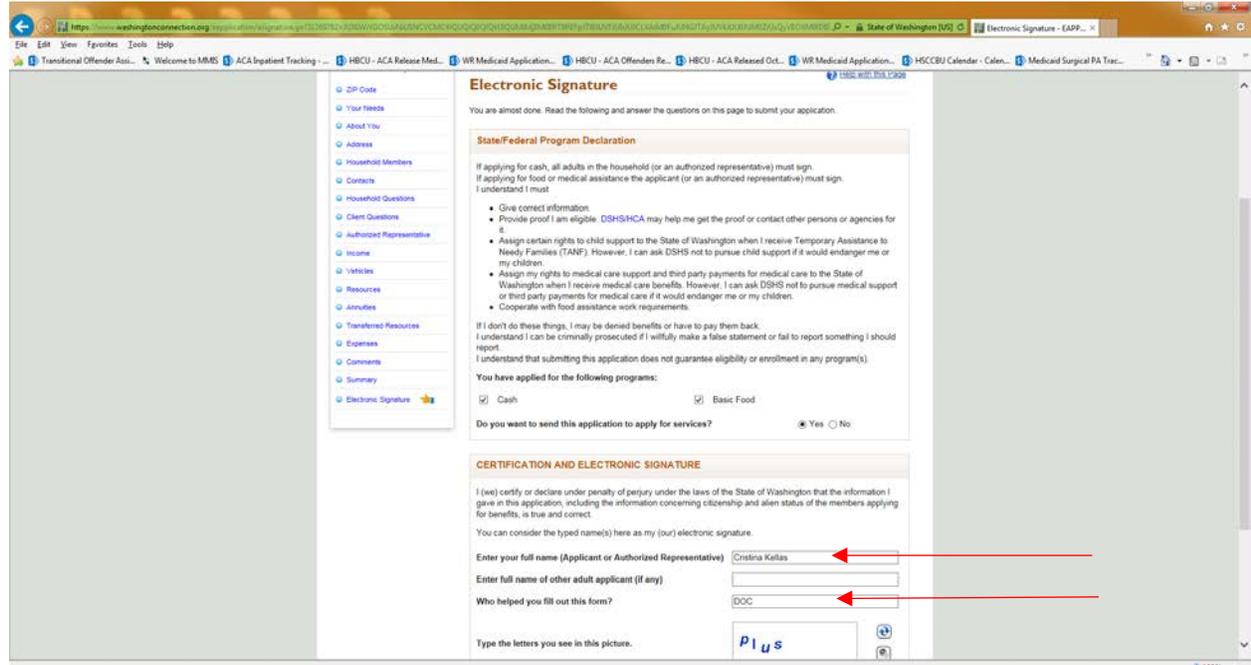


And click "Next" till on page 5/5. Click "Save and continue" till page 5. Update the PRD/ERD.

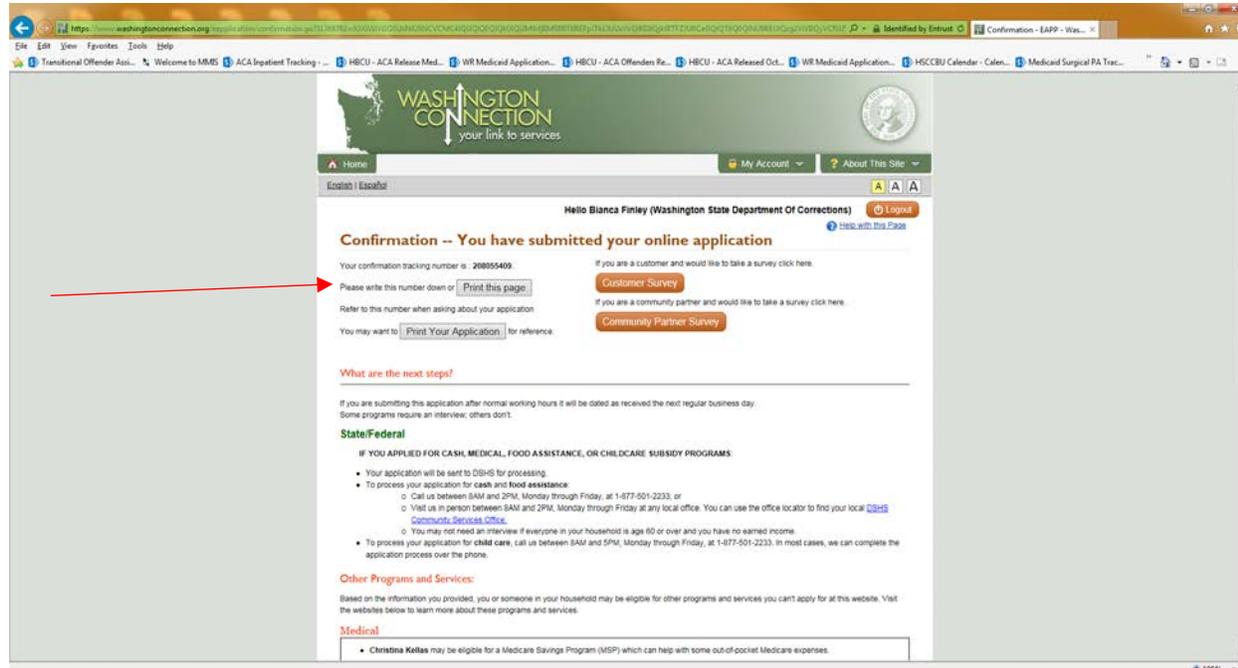
G. Then from the left "Comments" from the left



- 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 representative) 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



- 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).



- 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 DSHS
 5. Notes – Add tracking number from WACConn
 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

1. 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 10-day 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.

[Understanding Partnership Tutorial](#) [Help with this Page](#)

Summary

Organization Name: Washington State Department Of Corrections

Organization Address: HEADQUARTERS
7345 LINDERSON WAY SW
TUMWATER, WA 98501-6504

Organization Phone Number: 360-725-8700

Request Types Menu

- [Add User](#)
- [Modify/Inactivate User](#)
- [Transfer Unfinished Applications](#)
- [Check Request Status](#)

Unfinished Applications Finished Applications Employee ID: Rebekah Whitney (bekahwhitney)

Application Summary								
Tracking Id	Application Type	Client Name	Date Started	Last Modified	Status	Assigned Worker	Pdf View	Delete
209472192	New	VASSELI J CHELIODAKIS	03/14/2018	03/14/2018 02:20 PM	Not submitted	Ilbattson		<input type="button" value="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. If 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 be 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 to DSHS and documented in the SharePoint.
- 2.