



## **PATHWAY HOME 6 PROGRAM ENROLLMENT PROCESS IN REO-GPMS**

### **I. INTRODUCTION & PURPOSE**

The Reentry Employment Opportunities Grantee Performance Management System (REO-GPMS) is the central platform used to guide participants through the Pathway Home 6 (PH6) program. As a case manager, you will use REO-GPMS to complete Intake, implement the Individual Development Plan (IDP), record services, upload documentation, and track each participant's progress from incarceration through release and into follow-up.

### **II. REFERRAL PROCESS (Initial Entry Point)**

The referral stage is the integral first step in a participant's journey through PH6. This process happens outside of REO-GPMS.

#### **1. Jail Staff Identify Eligible Candidates**

Jail personnel screen incarcerated adults and identify individuals who appear to meet core PH6 criteria, including age (18+), work eligibility, incarceration in an adult facility, returning to Yakima or Chelan County, and the 20-270 day release window.

#### **2. Referral to Case Manager Supervisor/Lead**

Jail staff email the list of potential participants to the Case Manager Supervisor/Lead. The supervisor reviews the list and assigns referred clients to a case manager.

#### **3. Case Manager Initiates Intake Appointment**

The assigned case manager schedules an in-facility appointment to:

- Provide program orientation (rights, responsibilities, expectations, services)
- Complete the Participant Intake Form
- Gather all required documentation and signatures
- Begin building rapport and confirming eligibility details

### **III. ADMINISTRATIVE REVIEWER ELIGIBILITY DETERMINATION**

After the intake meeting, the case manager compiles Eligibility Determination packet consisting of:

- A. Completed Intake Form (Policy 260 Attachment 1)
- B. Eligibility Documentation (Policy 260 Attachment 2)

This packet must be submitted to the Administrative Reviewer to make the formal eligibility determination using **Appendix I Eligibility Documentation Enrollment Determination Form**. Case managers must pause further enrollment actions until the Administrative Reviewer issues the formal eligibility determination form or requires further validation.

1. Administrative Reviewer’s Determination

The Administrative Reviewer examines the full eligibility packet to validate that the participant meets all program eligibility requirements, including incarceration status, age, legal work status, county of return, and the required 20–270 day release window. Once this review is complete, the Reviewer issues a decision of approval or denial on **Appendix I Enrollment Determination Form**. A case may only move forward once eligibility has been formally confirmed.

2. Approved Enrollment Determination

Administrative Reviewer will notify case manager of approved eligibility via **Appendix I Enrollment Determination Form**. Case managers have 30 days to complete enrollment and develop the IDP with the individual.

**IV. ENTERING A NEW PARTICIPANT INTO REO-GPMS**

Using the participant’s Intake Form and enrollments documents, Case Manager must add participant to REO-GPMS and activate status.

This link provides a step-by-step guide to adding a new participant to PH6/RESET program.

**[Add a Participant to GPMS User Guide](#)**

***TIP:** While logged into GPMS, open this guide and click the “Guide Me” airplane icon to display sidebar window on your browser screen.*

**V. ENROLLMENT CASE NOTES**

Documenting the Enrollment Case Notes (Policy 260 & 267): All services and key enrollment steps must have corresponding case notes recorded. Case managers must enter two (2) Enrollment case notes in the **Intake** and **IDP** categories. **Medical or disability information must be stored in a separate confidential file and redacted in GPMS.**

**VI. UPLOAD REQUIRED DOCUMENTATION**

As stated in SCW Policy 260 required enrollment documents must be uploaded to the participant’s GPMS file.

1. Required File Documents [Checklist](#)

2. SOURCE DOCUMENTS: During Intake the participant self-attested to data elements that must be validated. Select “Yes” and ensure “ALL” is selected from the PIRL Section drop down menu. Scroll and select the appropriate Available Data Elements listed to match the participant’s Intake Form, then click Save.

**Required elements include:**

- a. Date of Birth
- b. Date of Program Entry
- c. Incarcerated at Program Entry
- d. Social Security Number (only if provided by the participant)

If facility assessments occur (literacy, math, ESL), enter them under the Assessment link and upload supporting documentation. These support Measurable Skills Gains later.

## **VII. QUALITY & COMPLIANCE EXPECTATIONS**

Maintaining data accuracy in GPMS is essential for compliance and program performance. To ensure all entries meet documentation standards:

- Monitor alerts weekly (auto-exit, missing credentials, MSGs, etc.)
- Participate in routine Administrative Reviews for accuracy.
- Ensure every service entered has a corresponding case note.
- Use Participant's History link for internal audits.