# COLORADO WORKS SINGLE PAGE ELIGIBILITY

## REFERENCE GUIDE

**COLORADO**
Healthcare & Economic Security
Staff Development Division

Version: 1

Release Date: January 2026

training.colorado.gov

# Disclaimer

All personal identity information such as names, SSNs, State IDs, and Client IDs, used in this and all training by the Staff Development Division are fictitious. The identity information used here is for training purposes only. Any resemblance to identity information of actual people is purely coincidental and unintended. If you have a disability and require accommodations in order to complete this training, please contact the SDD at: SOC_StaffDevelopment@state.co.us.

# References

Illustrations retrieved from https://storyset.com on 10/1/2025.

COLORADO
Healthcare & Economic Security
Staff Development Division

# About Colorado Works Single Page



The CW Single Page is a single location in CBMS for you to complete Colorado Works data entry. Instead of clicking through multiple screens to enter every piece of information, you can utilize this single page to process a Colorado Works application, change, or RRR.

This page was created for Colorado Works cases, but you can use its features for any program. Feel free to update a case and use any of its sections, even if the case is not related to Colorado Works.

*CW Single Page Eligibility Reference Guide*
Version 1 | January 2026

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# Table of Contents

# Table of Contents (continued)

# Page Access

There are three ways to access the Single Page:

1. During Application Initiation (AI), after attaching the application to a case, you can choose to navigate to Single Page Eligibility via the button on the right on the Case Clearance screen.
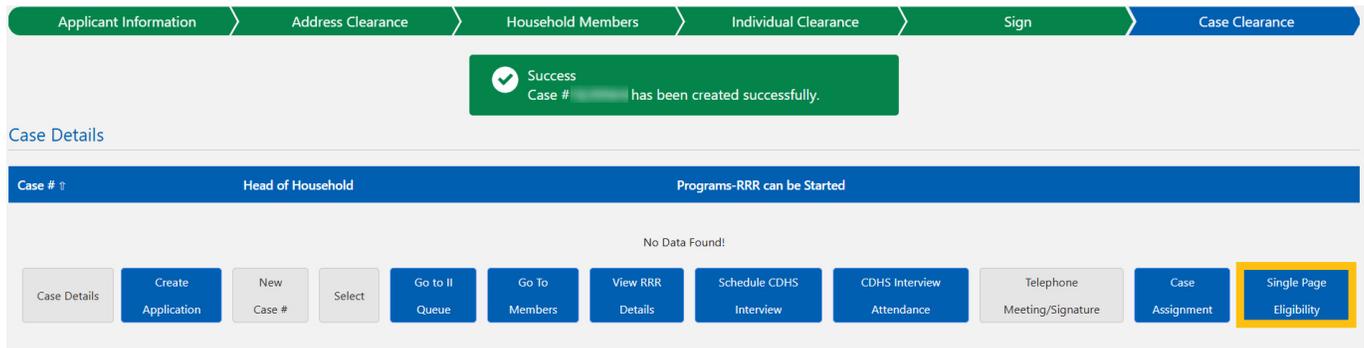


2. On the Members screen, click More and scroll down to CW Single Page Eligibility.
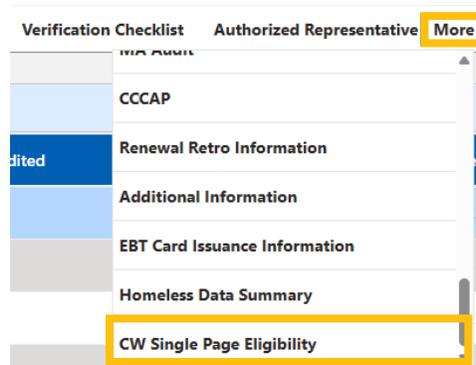


3. From the Actions drop-down on the Members screen, select **Single Page Eligibility** (you may need to scroll).

*CW Single Page Eligibility Reference Guide*
Version 1 | January 2026

COLORADO
Healthcare & Economic Security
Staff Development Division
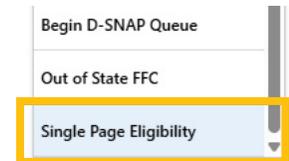
# Single Page Features & Shortcuts

## BCA/Diversion Toggle



The toggle button will be set to BCA (Basic Cash Assistance) by default. When you toggle it to Diversion, the Diversion Details section will appear, and other sections that are unnecessary when processing Diversion will be hidden from the screen.

## Blank Mandatory Field Counters



You'll see a red circle with a number next to any record that's missing required information. This helps you quickly spot where more data needs to be entered using the edit pencil (or II View), as the simplified Single Page view can sometimes make those missing fields harder to notice.

> When starting an RRR, a pop-up will ask if you want to go to the Single Page.
>
> - Choose Yes to be automatically taken there.
>
> - Choose No to go to the II Queue as you normally would.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# Individuals In Home/All Individuals



This toggle will allow you to show or hide individuals who are not in the home.

- By default, individuals marked out of the home are hidden. Exception: Due to the delicacy of the Household Composition section logic, individuals will not be hidden in the graphic there.

- To avoid performance issues, you will not be able to automatically show or hide people based on the "use month" of their in-home data. However, if someone with a future use month is being hidden, you'll see a warning message letting you know so you can switch the toggle to "All Individuals."

# Bulk Date Edit



This section allows you to optionally set an Effective Begin Date, Date Reported, and Date Verified to autofill as you make changes throughout the Single Page. You must have entered a Date Reported to enter a Date Verified, but you may choose to autofill the Effective Begin Date or Date Reported alone or without a Date Verified.

The bulk dates you have entered will only populate after you modify the data in a section that needs verification, and after it updates, you may still modify the date away from the auto-filled date.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# Floating Navigation Bar



The floating navigation bar feature, pictured above, stays visible as you work, so you can move to a different section or use the bulk date edit feature without scrolling up or down.

1. Hover over the calendar icon to access the Bulk Date Edit feature.
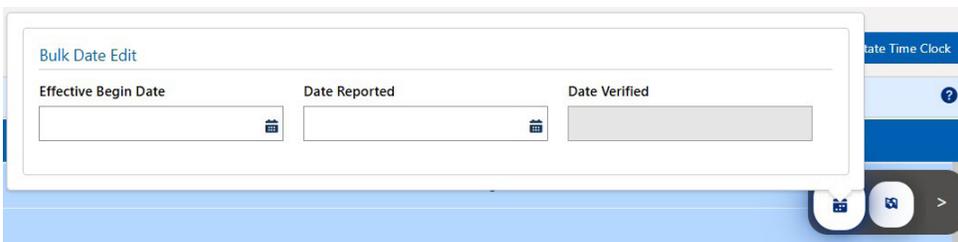


2. Hover over the map icon to access the Jump to Section menu so you can quickly move to a different section.

3. Hide the floating navigation bar by clicking the chevron symbol.

**COLORADO**
Healthcare & Economic Security
Staff Development Division
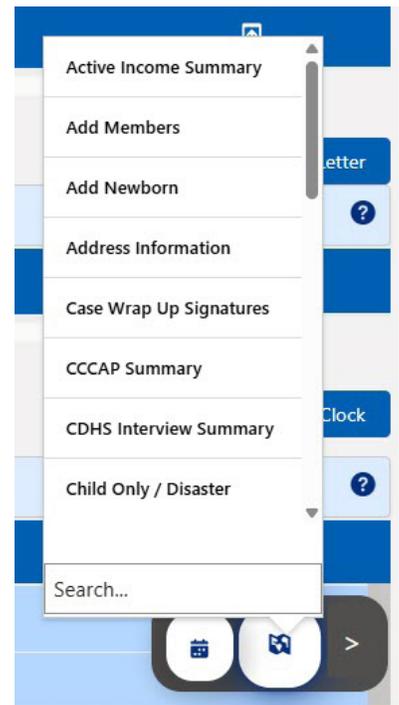
# Additional Features

- In CBMS, if you see this symbol  on a screen in II, that means that the last update to this screen was made from the Single Page.

## Up Arrow Hyperlink
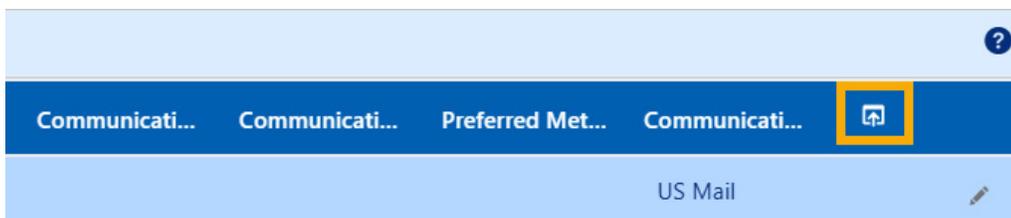


The "up arrow" serves as a hyperlink to view the corresponding II Queue page in CBMS.

> All hyperlinks on the Colorado Works Single Page Eligibility screen will open in pop-ups, so you are never navigated away from the screen.

COLORADO
Healthcare & Economic Security
Staff Development Division

# RRR Details

This section will only appear when an RRR has been generated or started for a case, and will allow you to start the RRR and view information about the started RRR.

To start an RRR:

1. Select the row for the program with a generated RRR.

2. Click the edit pencil in the row.

3. Complete the Edit RRR Details screen as you normally would.

4. Save.

5. Click the Start RRR button.

There will be a red symbol next to the Start RRR button that makes it obvious than an RRR is unsigned, and you can also tell because the Signature Date column will be blank.



To modify a previously started RRR to show what you have obtained a signature:

1. Select the row for the program with the started RRR that is missing a signature.

2. Click the edit pencil in the row.

3. Change the RRR Signature Provided radio button from No to Yes.

4. For SNAP only, complete the Signature Received Date.

5. Save.

# CDHS Interview Summary

This section joins information from different screens so you can easily see if an interview is needed or if one is already scheduled. You can also select an existing interview or record a client's attendance without having to leave the page.

| ∨ **CDHS Interview Summary** | | | | | | ❓ |
|---|---|---|---|---|---|---|
| **Begin Date** | **Program** | **Scheduled Interview Date** | **Completed Interview Date** | **Interview Required** | **Last CDHS Interview Date** | **+** |
| + | Colorado Works | 09/26/2025 | | | | ✕ |
| | | | | | CDHS Scheduling Interview | |
| | | | | | CDHS Interview Attendance | |

## To add interview information to the case at intake:

1. Click the plus icon and choose CDHS Scheduling Interview or CDHS Interview Attendance record as desired and complete the screen just as you would from II.

2. If an interview has been scheduled, but a CDHS Interview Attendance record does not exist, you can also add the CDHS Interview Attendance record by clicking the  +  in the Begin Date column in the row for the program.

## To edit this information:

1. The Begin Date column contains a hyperlink to the CDHS Interview Attendance screen. Once this screen is opened, you can update it as normal.

2. The Scheduled Interview Date column contains a hyperlink to the CDHS Scheduling Interview screen; you can update it as normal.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Contact Information Summary
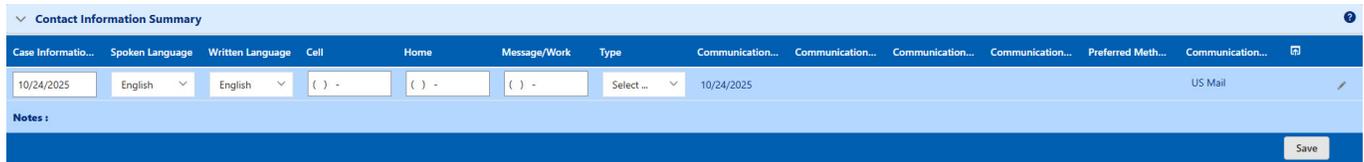


This section pulls contact information from the case to ensure you have the correct information to contact clients for their interview and can easily update their details as needed.

## To edit Contact Information:

For directly editable fields (sourced from the Case Information screen):

1. In the editable grid part of the row, change the Case Information Effective Begin Date, and then modify any of the editable fields as needed before clicking Save.

2. If you need to modify the contact information notes, click the edit pencil in the row.

For display-only fields (sourced from the Case Communication screen):
The Communication Effective Begin Date column is a hyperlink. Click on the link to open the Case Communication screen and add/update information as needed.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Address Information

| Individual Name | Effective Begin Date | Type | Address Line 1 | Address Line 2 | City | County | Verification | Source | + ⊘ |
|---|---|---|---|---|---|---|---|---|---|
| DemonstrationCW, CW… | 10/30/2025 | Home … | 1575 N SHERMAN ST | | DENVER | DENVER | Received. | Client Statement | ⊗ ✏ |
| DemonstrationCW, CW… | 10/30/2025 | Mailin… | 1575 N SHERMAN ST | | DENVER | DENVER | Received. | Client Statement | ⊗ ✏ |

This section will show you the address information for household members. Use the plus icon to add an address, or the edit pencil to edit an existing address.

> A warning message will appear below the Individual Demographics Summary if the head of household's home address county doesn't match their residency county. This helps catch possible data entry mistakes, such as updating a client's address but forgetting to update the Residency screen.

# Individual Demographics Summary

| Last Name | First Name | Age | State ID | SSN | CO Resident | County | Marital Status | Date of Death | US Citizen | Valid ID | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Yes | DENVER | Single-Never Married | | Yes | + | ✏ |
| | | | | | Yes | DENVER | Single-Never Married | | Yes | + | ✏ |

Add Members

The Individual Demographics Summary section combines information from four different screens: Individual Demographics, Non-Citizen, Residency, and Identification Details.

While the way you enter the data does not change, this section provides a single, central place for you to access all of it.

COLORADO
Healthcare & Economic Security
Staff Development Division

# To edit Individual Demographics:

## Demographics

- Includes Last Name, First Name, Age, State ID, SSN, Date of Death, Marital Status and Valid ID.

- Click on the edit pencil for the whole row. This will open the Demographics view from II. Make updates as you normally would, for all programs.

## Residency (CO Resident and County)

- Click on the hyperlink in the Colorado Resident column to open the Residency screen. Make updates as you normally would, for all programs.

## Non-Citizen

- Click the 🔲 icon to open the Non-Citizen screen. Choose the client whose record you would like to modify. Make updates as you normally would, for all programs.

## Identification Details (Valid ID)

- This column will show you the type of ID that is verified if the ID is entered in CBMS, has an expiration date on or after the Colorado Works application, and is an acceptable type of ID for Colorado Works. The text of the Valid ID type is a hyperlink. Click on the hyperlink to open the identification record to view it fully or make updates as you normally would.

COLORADO
Healthcare & Economic Security
Staff Development Division

## Identification Details (Valid ID)

- Acceptable values are determined by a backend reference table for cash programs, which is why we are able to identify and display the valid ID. Other programs do not use such a table, so if your case has never had a Colorado Works program, this column will display as blank - this does not indicate that you do not have acceptable ID for your other programs, just that we cannot determine whether or not you do for the purposes of this screen for those programs.

- If there is no Valid ID, a plus sign hyperlink will appear. Click on the hyperlink to open a new identification record for the client. Make updates as you normally would, for all programs.

## Indicators:



Indicators in this section will help you see at a glance whether SSN and US Citizenship are verified and whether it is verified by SOLQ/SCHIP (a check mark), Collateral Contact (CC), or Hard Copy (HC). These indicators are visuals only and cannot be clicked. They will automatically update if you make changes to the verification Source on the Demographics screen.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Copy Residency Button



You can copy residency information from one household member to another by clicking on the Copy Residency button. In the pop-up, choose the individual you want to copy residency from in the "Copy data from Individual" drop-down. Then, move any individuals you want to copy the residency to from the Unselected list to the Selected List under "Copy data to individuals" by selecting the individuals and using the arrows between the lists. Once you save, the residency information will be copied.

# Add Member Shortcut



Click the Add Member button to open a new screen where you can:

- Click the plus icon to add a new person.

- Perform Clearance just as you would in II.

Once you have added the new member, you can fill in their information using other sections on the screen.

# Add Newborn Shortcut



Click the Add Newborn button to open the Add Newborn screen where you can click the plus icon to add a newborn and complete the screen just as you would in II. After adding the newborn, the newborn automation will complete other sections for you, just as it would if completed from II.

# Household Composition Summary

This section provides a chart of the household, similar to a family tree. Colorado Works eligibility starts with a child, so the chart orients itself around the relationship of clients on the case to a selected child, designated by a blue star on the card. By default, the chart will center itself around the youngest child on the case who is the son or daughter of the Head of Household. However, you can change the view by selecting a different child from the left-hand panel.
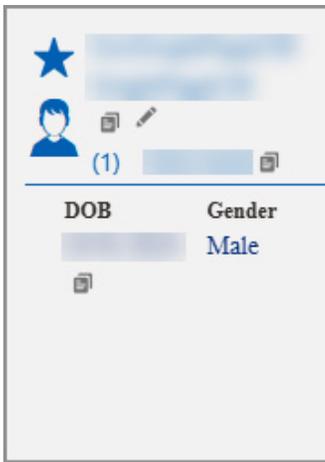


Some information will display directly on the client's card (pictured left).

- Basic demographic information

- The individual's relationship to the child in context

- A half-sibling's biological parents (if known)

- A grey bubble with the letters ER if the individual is marked as "exercising responsibility" for the child in context on the Household Relationship screen

- A grey bubble with the letters SP if the individual is marked as the sponsor for the child in context on the Household Relationship screen

- A blue bubble with the letters AU if the individual is a member of the assistance unit (populated from EDBC only if the case has previously been run and authorized)

- A blue bubble with the letters BU if the individual is a member of the budgetary unit (populated from EDBC only if the case has previously been run and authorized)

**COLORADO**
Healthcare & Economic Security
Staff Development Division
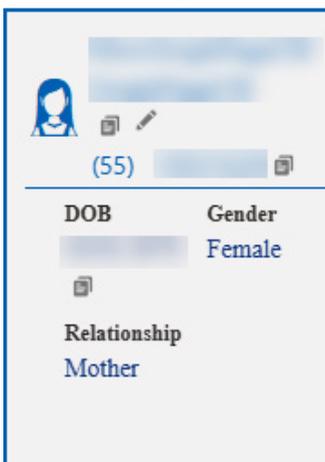
# Hovering over an individual's card

When you hover your mouse over an individual, a pop-up window will appear with key information (pictured right). This allows you to quickly view details without having to click.

The following data can be viewed in the hover at all times from the data within CBMS screens:

- Requesting CW?

- In Home?

- Pregnant?

- Has Sponsor?

- Child Support Referral needed?

- Exercises the Responsibility for

Only after a case has been run and authorized will you also see the following data on the pop-up window:

- Part of the Assistance Unit?

- Part of the Budgetary Unit?

- Excluded or Ineligible?

- Reason (will display the individual reason the client is excluded or ineligible if Excluded or Ineligible is Yes)

- ID verification (shows whether the individual has met identity verification requirements, has not met them, or is exempt)

- WW Sanction Type (will display if the client has a sanction)

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# Clicking on an individual's card

Clicking on any individual will open a sidebar (pictured right) where you can see specific information for that individual and modify it. You will be able to access and update:

- Requesting CW?

- In Home?

- Has Sponsor?

- Child Support Referral needed?

- Add/Update Child Support Referral (hyperlink to Child Support Referral screen)

- Requesting Assistance for Colorado Works (Case Individual Program Requested - limited to Colorado Works only)

- In Home (Case Individual)

- Pregnancy

- Sponsor Information

COLORADO
Healthcare & Economic Security
Staff Development Division

On a new case, only the selected child will appear in the main column. Other adults on the case will be shown on the right. The chart will automatically assemble itself and become more meaningful as you add relationship data.



## Incomplete Relationships Indicator

In order to aid you in knowing which individuals you have finished completing relationships for and which ones you still need to do, the text "Incomplete Relationships" will display instead of the Relationship to the selected child until the data is completed.

COLORADO
Healthcare & Economic Security
Staff Development Division

## To complete Household Relationship information:
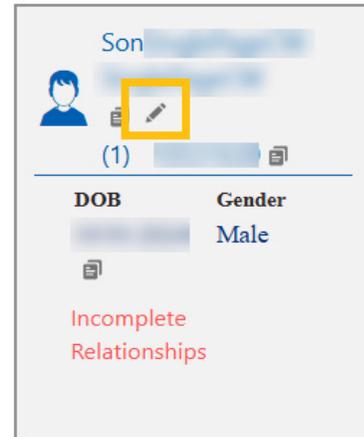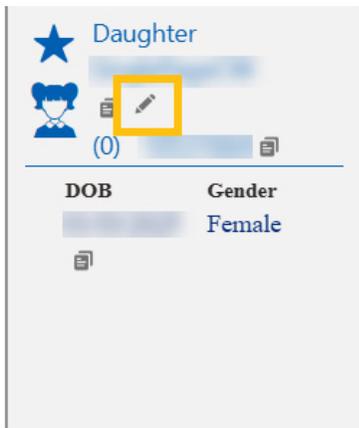


1. Click the edit pencil on the client card (next to the copy button by their name) in the chart area to open the Household Relationship screen with that individual already in context.

2. From CW Single Page, the Household Relationship screen only displays Household Relationship check boxes that apply to CW (Sponsor and Exercises the Responsibility for). If you need additional check boxes for SNAP and MA (Parental Care and Control, Responsible Relative, Community Spouse), access the II view by clicking on the individual, and then the ⬆ icon in the side panel that appears.

3. Pregnancy (no program-specific field limiting)

4. Disqualification (no program-specific field limiting)

COLORADO
Healthcare & Economic Security
Staff Development Division

# Living Arrangement Summary

| ⌄ **Living Arrangement Summary** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Individual Na... | Effective Begi... | Living Arrang... | Verification (L... | Source (Livin... | Date Reported | Date Verified | + ⇱ | |
| | | | | | | | | Save |

## To add new Living Arrangement information:

1.  Click the plus icon.

2.  Choose the person you want to add Living Arrangement information for.

3.  Data enter Effective Begin Date, Living Arrangement, Verification, Source, Date Reported, and Date Verified.

4.  Save (or use Save and New to immediately start entering the information for the next household member).

5.  From CW Single Page, only the Living Arrangement field and associated Verification and Source fields from the Attributes screen are displayed (no other data on the screen is required in the majority of cases for CW - the Minor Parent section of the screen for Colorado Works can be found in the Special Situation section of the Single Page). If you need to enter Attributes information for other programs (Inmate Match, Health Care Information, SNAP 165% FPL Gross Income Test, etc.), access the II view by clicking on the individual, and then the ⇱ icon in the side panel that appears.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

## To edit Living Arrangement information:
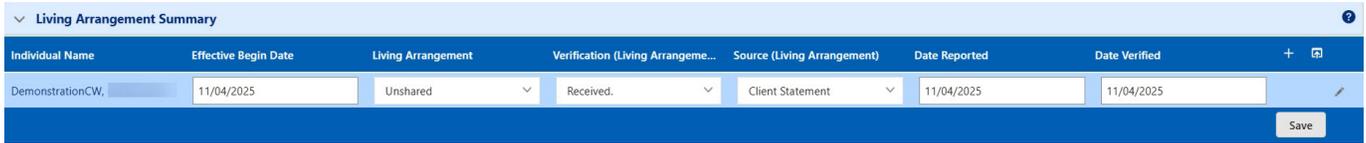


In the editable grid, change the Effective Begin Date, Living Arrangement, Verification, Source, Date Reported, and Date Verified, and Save without leaving the screen or opening a pop-up.

- This is all the data entry you will need to do on the Attributes screen for CW for all clients who are not minor parents.

- This is limited (CW-focused) data entry. See information in the "add" section above.
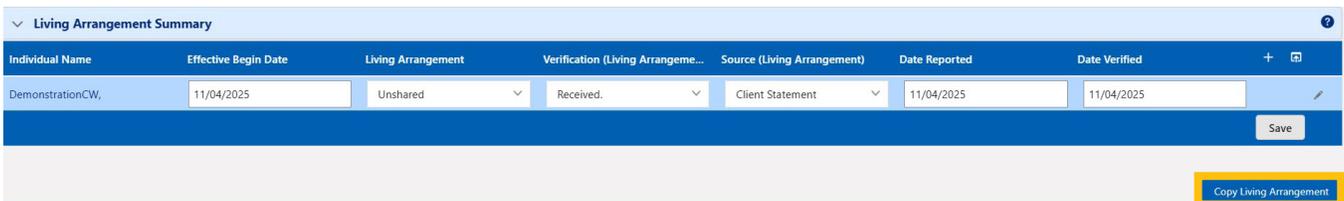
## Copy Living Arrangement button:



You can Copy Living Arrangement information from one household member to another by clicking on the Copy Living Arrangement button. In the pop-up, choose the individual you want to copy the Living Arrangement from in the "Copy data from Individual" drop-down. Then, move any individuals you want to copy the Living Arrangement to from the Unselected List to the Selected List under "Copy data to individuals" by selecting the individuals and using the arrows between the lists. Once you save the Living Arrangement information will be copied.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Student Detail Summary

This section is designed to help you quickly review and change the Highest Grade Completed, as this information must be updated for every Colorado Works household member at every RRR.

| ∨ Student Detail Summary | | | | | | | ❓ |
|---|---|---|---|---|---|---|---|
| Individual Name | Effective Begin Date | Highest Grade Completed | Participant Status | Date Reported | Date Verified | + ▣ | |
| | 10/27/2025 | None ∨ | | 10/27/2025 | | | ✏️ |
| | | | | | | Save | |

## To add Student Detail information:

1. If the client is a 16-18 year-old or needs student information or financial aid to be entered for SNAP or a HCPF program, access the II view by clicking the 🔼 icon in the section. From this view, you can complete the additional information needed for 16-18 year-old CW household members and information required by other programs.

2. If the client is not a student, click the plus icon.

3. Choose the individual for whom you want to add student information.

4. Data enter Effective Begin Date, Highest Grade Completed, and Date Reported.

5. Click Save.

Steps 2-5 are limited (CW-focused) data entry. If the client actually is a student and information must be entered for another program, including 16-18 year-old CW household members, use the II view to data enter.

COLORADO
Healthcare & Economic Security
Staff Development Division

## To edit Student Detail information:

1. In the editable grid (or by clicking the edit pencil if preferred), change the Effective Begin Date, the Highest Grade Completed, Date Reported, Date Verified (enabled only if there is already a Date Verified on the screen, as it is otherwise not required), and Save.

2. This is all the data entry you will need to do for CW for the majority of clients.

3. Review the Participation Status Column to identify those clients who were previously identified as students and need further data entry.

4. This is limited (CW-focused) data entry. If your case includes actual students, access the II view by clicking the  icon in the section. From this view, complete the additional information needed for 16-18-year-old CW household members, and information required by other programs as normal.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Active Income Summary

The Active Income Summary shows you all the income on the case without an Effective End Date. It will not display income that was interfaced for HCPF purposes (i.e., CDLE, FDSH), but it will display CDHS Work Number Interfaced income, which is treated the same as income you entered yourself.
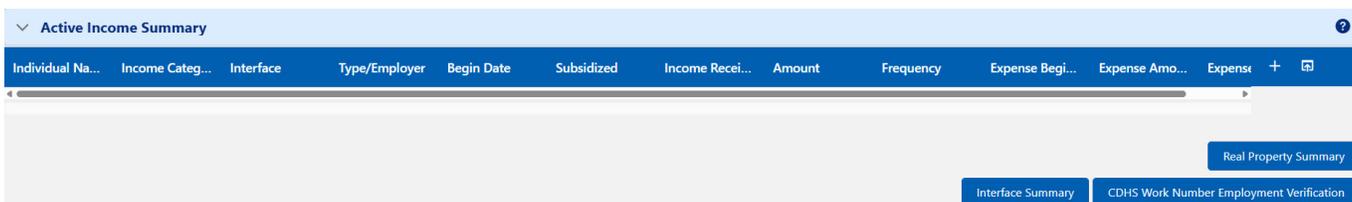


> ⓘ If there are unconfirmed Work Number records that are active, you'll see a message and link above the Active Income Summary to the CDHS Work Number screen, where you can review and resolve any issues.

## To add Active Income information:

1.  Click the plus icon and choose the type of income you want to add from the floating menu.

2.  Choose the person you want to add income for.

    a.  If income is earned, the Employer field will appear.

    b.  Select the Employer (after you pick the person, the drop-down will populate with Employer options) or click the Add Employer button. (If you add an employer, you will be able to do so exactly as you would see it in II, and as soon as you are finished, the new employer will be available in the Single Page employer drop-down).

3.  Enter:

    a.  Effective Begin Date

COLORADO
Healthcare & Economic Security
Staff Development Division

## To add Active Income information (continued):

    b.  Income Type

    c.  Frequency

    d.  Verification

    e.  Source

    f.  Date ReportedDate Verified

4. Click Save. Down below, the Paycheck Summary or Income Summary, and Income Expenses related lists will appear. For Unearned income entries, the CDHS Transfer of Income related list will also appear.

5. Add paychecks, income received, S-Corp/LLC draws, transfers, or expenses as needed.

    a.  When entering income records, the following fields, which are not necessary for CW, will not be visible on the CW Single Page. Use of these fields is generally rare, even for other programs, but if you need to complete them for SNAP and HCPF programs, please do so from II. You can click the 🔲 icon in the section to open the II view of the income area if you need to.

6. Private Disability Taxable Amount

    a.  Housing Allowance for Minister

        i. Income from AI/AN test

        ii. Taxable Amount

        iii. Americorps Living Allowance Amount (Paychecks only)

        iv. Verification (related to Americorps Living Allowance Amount) (Paychecks only)

**COLORADO**
Healthcare & Economic Security
Staff Development Division

> v. Source (related to Americorps Living Allowance Amount) (Paychecks only)

7. Click Save.

## To edit Active Income information:

1. Click the pencil icon.

2. Add income, transfers, or expenses as normal on the related lists, which will automatically open in the simplified income view, and save.

   a. When entering a paycheck or unearned income records, you will see limited fields. Please see 5.a, above, to identify the fields that are not present. On some cross-program cases, you will need to data-enter these fields from II. You can click the 🔼 icon in the section to open the II view of the income area if you need to.

## Employment Termination Button

| | Active Income Summary | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Individual Na... | Income Categ... | Interface | Type/Employer | Begin Date | Subsidized | Income Recei... | Amount | Frequency | Expense Begi... | Expense Amo... | Expense | | |
| SinglePageCW... | Earned Income | No | Tin Can Comp... | 12/01/2025 | | | | Monthly | | | | | |

Real Property Summary | Employment Termination
Interface Summary | CDHS Work Number Employment Verification
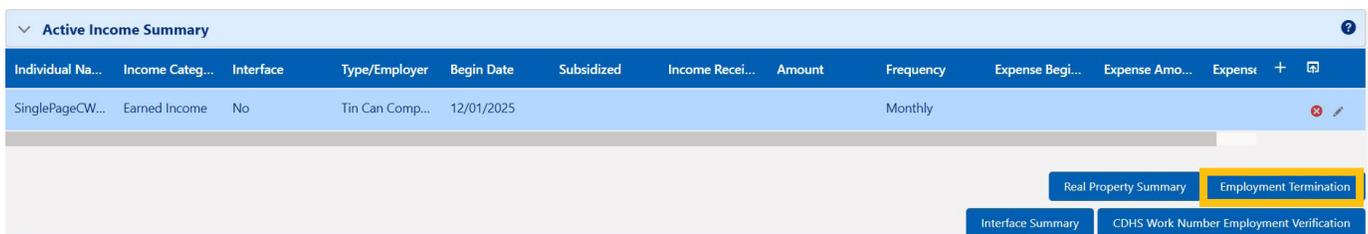
If earned or self-employment income has ended, make sure you input any final pay stubs first, and then select the job record in the Active Income Summary and click the Employment Termination button. Fields related to terminating the employment record will be loaded in a pop-up. Complete the fields related to income ending as normal. Remember that the Active Income Summary section only shows income that is not Effective End-Dated, so the employment you end-date will disappear from the screen after you complete the end date.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# Real Property Summary Button
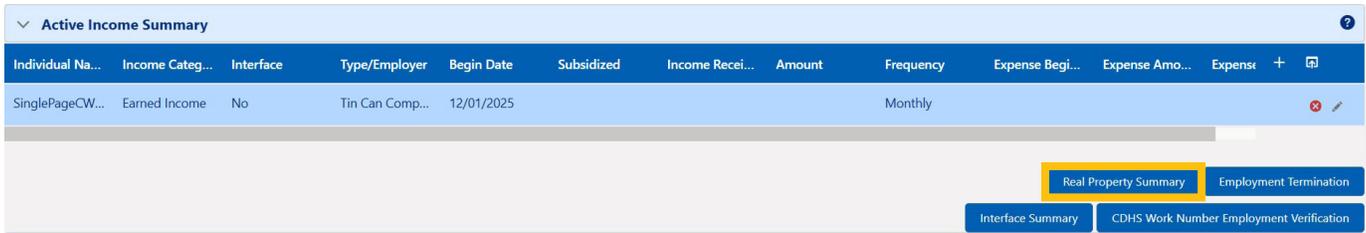


This shortcut opens the Real Property Summary screen so you can add a real property resource. Resources are not considered for Colorado Works; however, CBMS currently requires a real property record to exist before you can add rental income, so the shortcut is present to ensure you do not have to leave the Single Page to enter rental income. Add/edit functionality on the screen as viewed from the Single Page is identical to that in II. You will be returned to the Single Page after clicking Save.

# Interface Summary Button
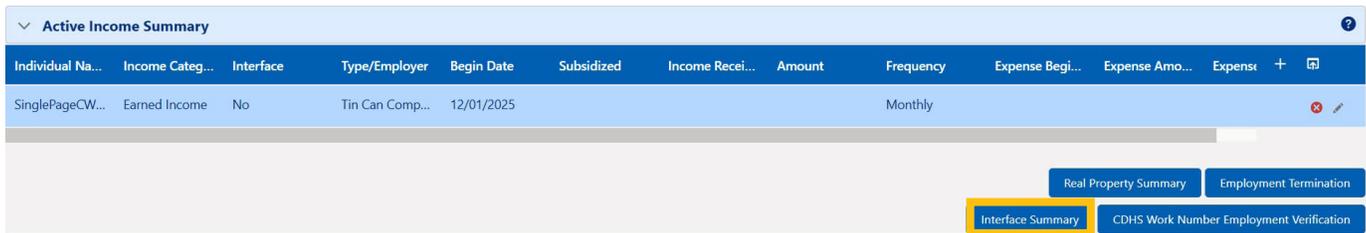


This shortcut opens the Interface Summary screen just as you would be able to view it in II, including Interpretation of SVES Data. After reviewing interfaces, you will be returned to the Single Page after clicking Cancel or the X in the right-hand corner.

COLORADO
Healthcare & Economic Security
Staff Development Division

## CDHS Work Number Employment Verification Button
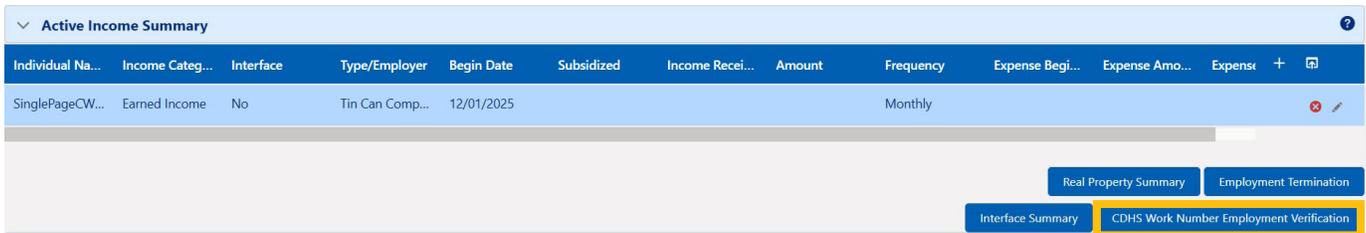


This shortcut opens the CDHS Work Number screen. From this screen, you can view data from prior calls to Work Number (Action Taken is filtered to Unconfirmed by default, but you can adjust this). At the bottom of this screen, click the Employment Verification button to send a new request to Equifax for all household members with just one click, just as you would be able to in II. After making any new requests or reviewing and taking action on unconfirmed records, you will be returned to the Single Page after clicking Close or the X in the right-hand corner.

# Special Situation

The Special Situation section is designed for you to capture information that is needed for Colorado Works, but on a smaller subset of cases, such as: minor parents, potential income, dependent care expenses, child spousal expenses, non-compliance, military service, veteran information, and conviction information.

In the Special Situation section, you will see the names of individuals with records indicating any of these circumstances apply to them, the Effective Begin Date, and what type of "special situation" applies.

> ⓘ The labels for special situations are designed to give you Colorado Works-specific information. For example, you'll see "only for deeming" as part of the labels for things like child spousal expenses and dependent care. This is to remind you that for Colorado works, the information is only used in rare circumstances.
>
> Despite the label, there's no limit to the functionality of these sections. You can still use them to enter expenses for other programs, and the information will be used just at it normally would.

- CW Compliance: Only CW and Workforce Development (WD) compliance reasons are accessible via the pencil icon. Records will only display still active or Effective Begin Date cured in the last three months (cured records in the list will be red).

- Potential Income - Additional: This will show only open-ended Potential Income - Additional records where pursuit of the potential income has not yet been verified by the client.

- Child Spousal Expense - only for deeming: Any active dependent care expenses will show as long as no Effective End Date.

- Dependent Care Expenses - only for deeming: Any active dependent care expenses will show as long as no Effective End Date.

- Minor HOH Application-  the Minor Applicant Information section of the Attributes screen - if HOH is under 18 and a record exists.

- Military Service - Any active records will show as long as no Effective End date.

- Veteran Information - Any active records will show as long as no Effective End date.

- Conviction - Any active records will show as long as no Effective End date.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

## To add Special Situation information:

1. Click the plus icon.

2. Choose the person you want to add information for and the type of information you want to add.

## To edit Special Situation information:

1. Click the pencil icon.

2. Complete the screen:

   a. Minor parents -  Update as normal. Only the Minor Application section of Attributes, with Effective Begin Date and CW Use Month, is present. If you need to enter Living Arrangement or fields for another program, access the II view by clicking the  icon in the section. (Note: living arrangement will have its own section in a later increment.

   b. Potential Income - Update as normal.

   c. Child Spousal Expenses - Update as normal. Support Paid For, # of Dependents Claimed for IRS, and Court Order # are hidden, as they are not necessary for Colorado Works. If you need to enter these fields for another program, access the II view by clicking the   icon in the section.

   d. Dependent Care Expenses - Update as normal. Provider Name is hidden on the main screen, and the Month of Bill was hidden in the Payment related list, as they are not necessary for Colorado Works. If you need to enter these fields for another program, access the II view by clicking the  icon in the section.

COLORADO
Healthcare & Economic Security
Staff Development Division

e.  Non-Compliance - Update as normal. Only CW compliance reasons are available to enter via the pencil icon (as is the case already, WD compliance records are only created systematically). The Regain Reason field does not apply to CW and will not be displayed. If you need to enter or cure non-compliance for another program, access the II view by clicking the  icon in the section.

f.  Military Service - Update as normal.

g.  Veteran Informatin - Update as normal.

h.  Conviction Information - Update as normal.

3.  Click Save.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Diversion Details Summary

This section will only appear on the screen if the toggle at the top of the screen has been moved to Diversion and will be hidden in the default BCA view.
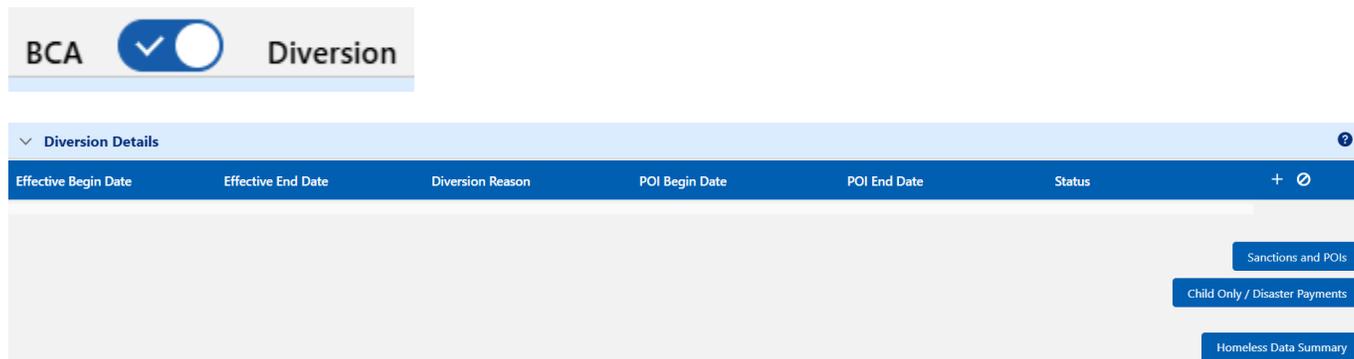


## To add new Diversion Details:

1. Click the plus icon.

2. Enter the Diversion Details screen in the pop-up, as normal.

3. Click Save.

## To add edit Diversion Details:

1. Select an existing record in the Diversion Details section.

2. Click the pencil icon.

3. Make your necessary modifications (if you modify a Denied record, its status will change to Pending).

4. Save.

COLORADO
Healthcare & Economic Security
Staff Development Division

# Time Limit Clock Summary

This section allows you to quickly see the time limit status for each client (their total Time on Assistance - Federal, Time on Assistance - Colorado, and NR Segregated Funding months). If the client needs to have an extension request evaluated, the Pending Extension Request column will display "Yes" if an extension request is currently pending.

This section will be hidden if you toggle to Diversion at the top of the screen.

| ˅ Time Limit Summary | | | | | ❓ |
|---|---|---|---|---|---|
| Individual Name | Time on Assistance- Fed... | Time on Assistance- Col... | NR-Segregated Funding | Pending Extension Requ... | ⬆ |

TANF Verification Letter

## To add an extension request for a client :

**Note:** to add an extension request for a client, they must have time clock history already, and not already have a pending extension request.

1. Click the ⊕ hyperlink in the Pending Extension Request column in the row for the appropriate client.

2. Enter extension request data as normal.

3. Click Save.

## To respond to an existing extension request for a client:

1. Click the Yes hyperlink in the Pending Extension Request column in the row for the appropriate client.

2. Update the extension request data as normal.

3. Click Save.

Time clocks displayed are only for Colorado Works. If you need to view time clocks for another program, or to view the individual month records for Colorado Works, access the II view by clicking the ⬆ icon in the section.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# Out of State Time Clock

You can view here if any previous Out of State Time Clocks are present. This section is hidden if you toggle to Diversion at the top of the screen.

| Out of State Time Clock | | | | |
|---|---|---|---|---|
| Individual Name | Begin Date | End Date | State | + ⊘ |

Copy Out of State Time Clock

## To add an Out of State Time Clock record:

1. Choose the person you want to add time clocks for.

2. Click the plus icon.

3. Click Add Row.

4. Enter the Begin and End Date of the client's time on assistance in another state and enter that state in the State field.

5. If the client has other spans, click Add row again and repeat until all spans are present.

6. Click Save.

7. Review the confirmation message for errors. If you see an error, click No, and return to the screen to correct it. If everything is correct, click Yes.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

## To copy an Out of State Time Clock record:

Copy Out of State Time Clock

1. Click the "Copy Out of State Time Clock" button to copy information from one household member to another.



2. Click the checkbox for the record you wish to copy.

3. Select the members from the "Unselected list" and use the arrow icons to move them to the Selected list.

4. Click Save.

## To edit a previously entered Out of State Time Clock:

1. Click the pencil icon.

2. Change the Begin Date, End Date, or State on the existing record.

3. Click Save.

4. Review the confirmation message for errors. If you see an error, click No, and return to the screen to correct it. If everything is correct, click Yes.

## TANF Verification Letter Button

From this button, you can generate a letter to verify a client's TANF months, which you can then print or email. Be sure to select the correct individual in the Time Clock Summary section above before you click the button.
This button is hidden if you toggle to Diversion at the top of the screen.

# Workforce Screening Summary

In this section, you can review the interview information that was already completed. You can also make any necessary edits to meet the Workforce Screening requirement.
This section is hidden if you toggle to Diversion at the top of the screen. Workforce Screening records cannot be added manually; you will never see the plus icon.

| ˅ **Workforce Screening Summary** | | | | ❓ |
|---|---|---|---|---|
| **Individual Name** | **Work Experience** | **License** | **Language** | |
| Crayon, Neon Green 25 (M) 85-T... | No | No | English | ✏️ |
| **Comments :** | | | | |

## To edit a Workforce Screening record:

1. Click the pencil icon on the client row whose info you would like to modify.

2. Make edits on the screen as you normally would.

3. Save.

**COLORADO**
Healthcare & Economic Security
Staff Development Division

# CCCAP Summary

From this section, you will be able to view the most recent CCCAP referral record and initiate new referrals.

This section is hidden if you toggle to Diversion at the top of the screen.



## To refer a case to CCCAP for the first time for the current application:

**Note:** you can only generate one new referral per application)

1. Click the plus icon.

2. Complete the CCCAP Referral screen in the pop-up.

3. Save.

4. The Child Care Referral related list will load below. You MUST complete this information for each child (as you would in II).

5. Choose Save and New to move on to the record for the next child immediately, until all records have been entered.

6. Save.

## To edit information for a previous CCCAP record:

1. Click the pencil icon.

2. Make edits on the main screen or related lists as you normally would.

COLORADO
Healthcare & Economic Security
Staff Development Division

## Print CCCAP Button:

From this button, you can generate a PDF of a CCCAP referral to print or email. This shortcut is hidden if you toggle to Diversion at the top of the screen.

## Search for CCCAP Provider Shortcut

From this shortcut, you will be able to open the Search for CCCAP Provider screen to help a client find a CCCAP provider. After using the search screen, you will be returned to the Single Page after clicking Cancel or the X in the right-hand corner.
This shortcut is hidden if you toggle to Diversion at the top of the screen.

## Child Only/Disaster Payments Shortcut

From this shortcut, you will be able to open the Child Only / Disaster Payments screen to issue supportive payments or disaster payments for ongoing cases. After completing supportive payment actions, you will be returned to the Single Page after clicking Cancel or the X in the right-hand corner.
This shortcut is hidden if you toggle to Diversion at the top of the screen.

# Pre-Wrap Up Summary

You will be able to view data conflicts, mark the CW program complete, and then either proceed to II to process other programs or proceed directly to run EDBC.

# Data Conflicts



If your case has data conflicts, you will be able to see them in this section, below the Pre-Wrap Up Summary. Use the Active and Resolved toggle to switch between active and resolved data conflicts.

## Case Wrap Up Signatures

The full Case Wrap Up Signatures screen is present here for you to complete without leaving the screen or opening a pop-up. Enter it for the first time, or update it, just like in II, and click Save.

COLORADO
Healthcare & Economic Security
Staff Development Division

# CW Case Complete

You can mark Data Entry Complete for Colorado Works only from this section. Update it for the editable grid, just like in II, and click Save.

| Program Group | Data Entry Complete | Effective Begin Date | |
|---|---|---|---|
| Colorado Works | Yes | 09/27/2025 | |

Save

Process SNAP/MA from II    Run EDBC

# Process SNAP/MA from II Shortcut

This shortcut will take you to the Interactive Interview queue so you can continue processing the case for other programs after finishing with the CW Single Page.

# Run EDBC

If you do not have any other programs to data-enter for, you can initiate your EDBC run right from here (EDBC runs are not program-specific). Clicking this button will open the Run EDBC screen for your review, so you can initiate your run, just like in II, and you will land on the Eligibility Summary.

COLORADO
Healthcare & Economic Security
Staff Development Division

# In-CBMS Feedback

When you authorize a case, after using Single Page, a pop-up will ask you if you are willing to rate your experience.  You will be asked to rate on a scale of 1-5 how much easier/more difficult the Single Page is to use vs the standard experience.  You can skip the survey if you'd like. If your experience was poor, make sure to leave us a comment on what we can improve.  Feel free to skip the survey if you don't think you have anything new to share. (NOTE: the survey responses are linked to your user ID, so we can follow up with you if we need more information about what happened. The survey is not anonymous.)

# ACCESSIBILITY

If you experience any difficulty accessing the content or have questions regarding the process, please contact SOC_StaffDevelopment@state.co.us for assistance.

**COLORADO**
Healthcare & Economic Security
Staff Development Division