Verification Checklist

Follow the steps below to clear verification requests in CBMS:

From the 'Case' dropdown menu, navigate to the 'Verification Checklist' page.

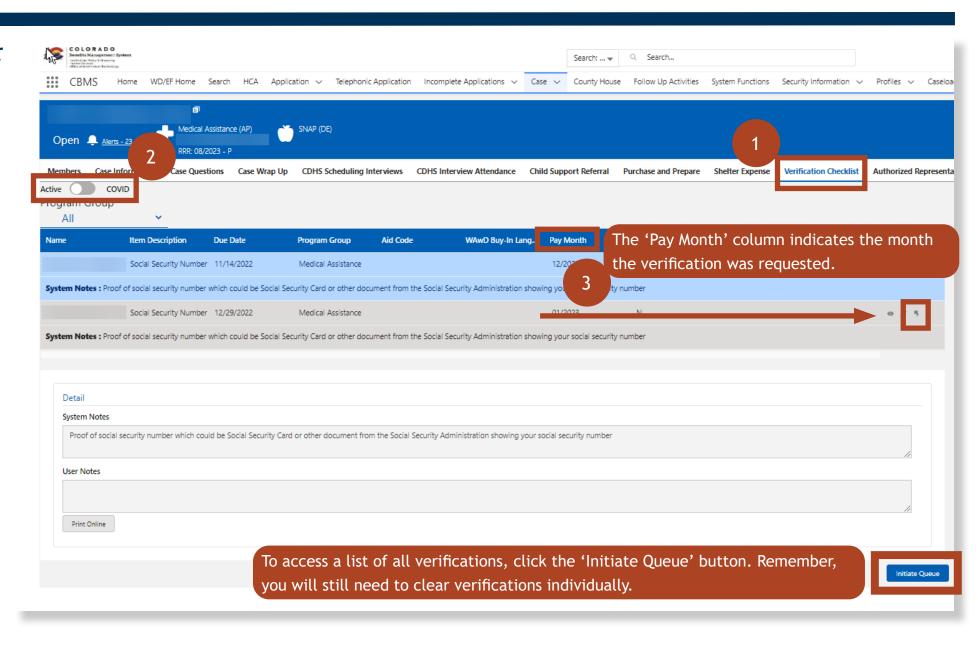
Ensure the toggle is switched to 'Active'.

To clear COVID-related verifications, see additional instructions below

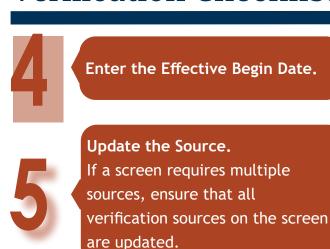
Locate the record you wish to clear and note the Pay Month.'
Click on the arrow to the right of the record you wish to clear.







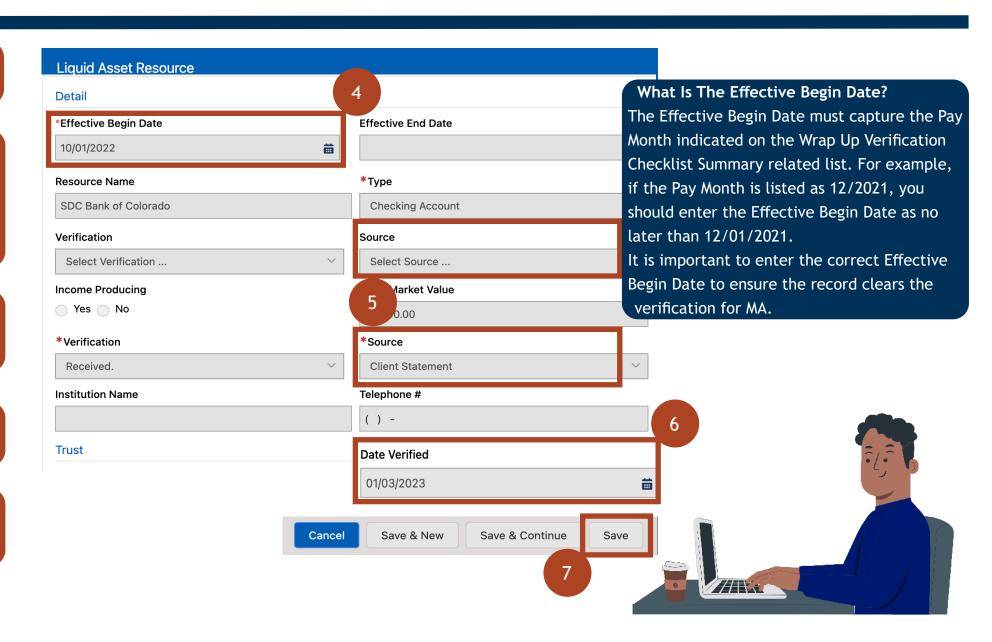
Verification Checklist



Enter the Date Verified.
Enter the date the verification was received.

Enter Case Comments.

**For COVID-related verifications,
see additional instructions below**





Verification Checklist

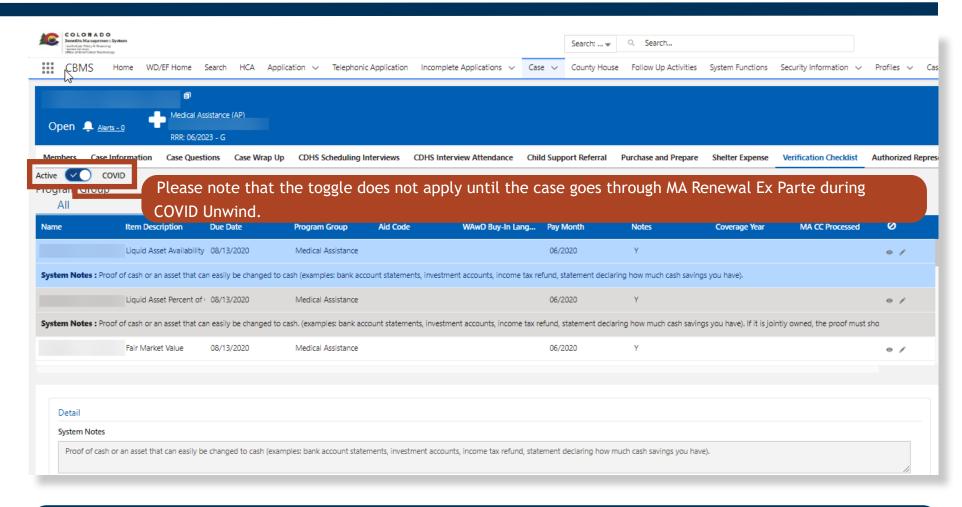


If you have a COVID-related verification on hand, switch the toggle to COVID and follow steps 3-8 above.

If you do not have a COVID-related verification on hand, you do not need to take any extra steps to clear COVID-related verifications. If you have a verification, but it is not for a VCL during the PHE time frame, follow normal procedures for clearing a verification.







Case Comments

If you have verification on hand for an outstanding VCL that is during the Public Health Emergency (PHE), clear that VCL and enter the following case comment:

"Verification cleared from 3/2020 - 4/30/2023 due to the COVID-19 Public Health Emergency per 6008(b)(3) of the FFCRA"

Income Discrepancy Records, Additional Information & Reasonable Compatibility

From the Member page, click 'Actions' then 'Begin Interactive Interview' or 'Begin RRR'.

Click on 'Additional Information' tab located in the ribbon that begins with 'View RRR Detail Listing'.

Click on the pencil icon to the right of the record you wish to clear.

When the 'Additional Information' window appears, you will be able to clear that income discrepancy record by entering the 'Date Signed' and the 'Date Received'.

If you did not receive a verification and there is an interface record, you can use the date from the interface record.

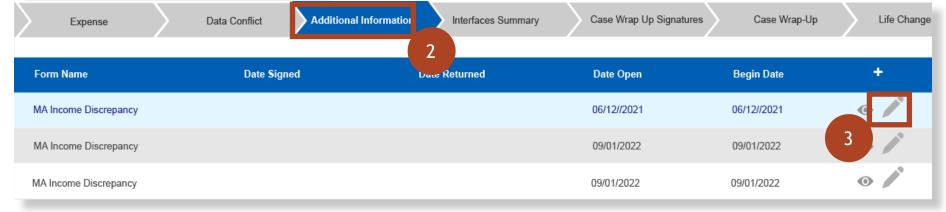


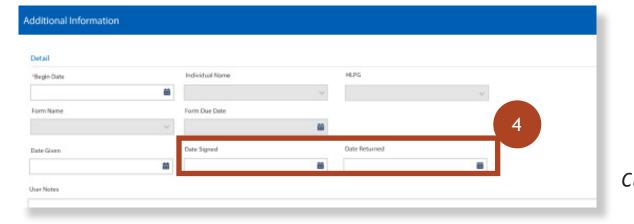
	Actions	Create Application	Сору НОН
Add Individual			
Add Newborn			
Change Of Address			
Begin Interactive Interview			
Begin Burial			
Begin RRR			

About Income Discrepancy

If the income discrepancy notice was not cleared during the Public Health Emergency (PHE), the system will use the interfaced income for that set period of time.

If an income discrepancy occurs at Ex Parte for the May 2023 - April 2024 renewals, the member will be given the opportunity to provide the required documentation. If this discrepancy is not cleared, the system will use the interfaced income and the member may be terminated incorrectly.







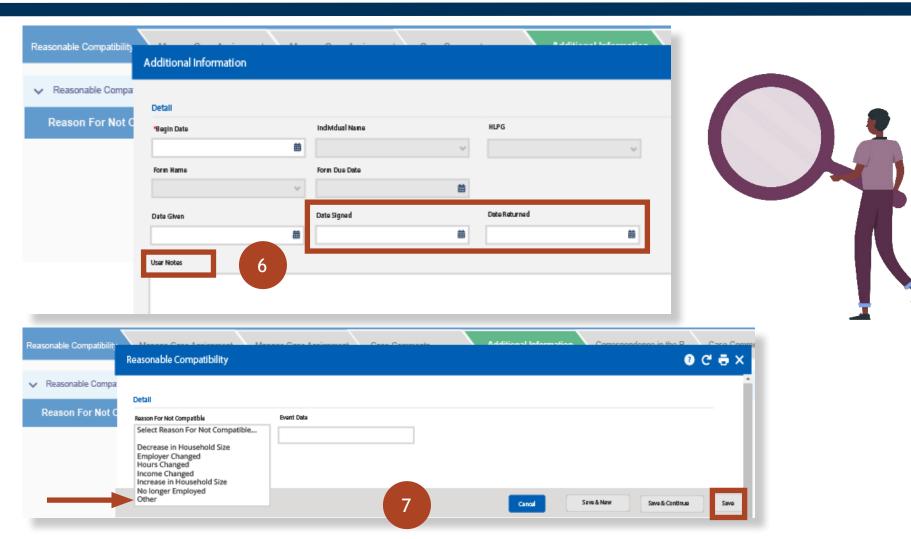
Clearing Verifications MA | Version 2 | Release Date: May 2023

Income Discrepancy Records, Additional Information & Reasonable Compatibility



From the 'Additional Information' screen, enter the Date Signed, Date Received, and the User Notes.

When the 'Reasonable Compatibility' screen appears, select 'Other' when clearing verifications between March 2020 - April 2023.
Click Save.



CLEARING VERIFICATIONS: for Medical Assistance Only EDBC Wrap-Up

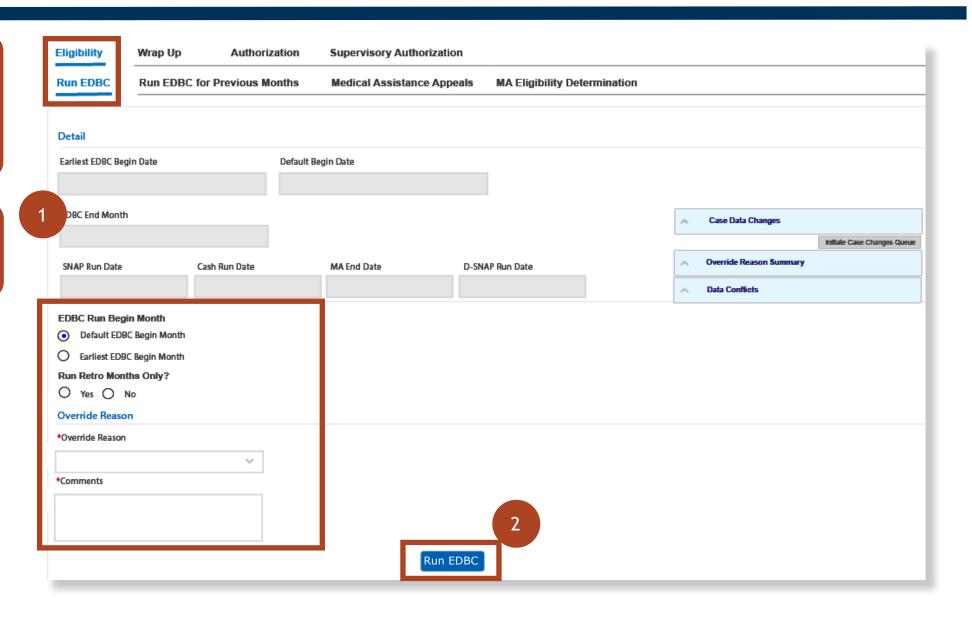
Complete the EDBC Run Begin Month section.

Be sure to set your EDBC Run Begin Month to include the Pay Month of the verification you are trying to clear.

Run EDBC.

Check your Verification Checklist to ensure that the VCL has cleared.







Troubleshooting Tips

Disposal of Resources

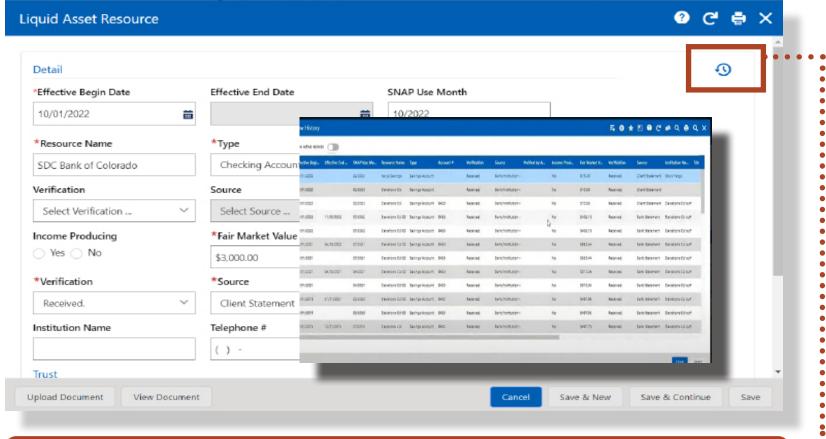
Medical Assistance Verification Checklists (VCLs) include disposed resource records when record are not disposed of completely, resulting in cases pending for or failing for missing verification.

Medical Assistance will consider resource records that have been disposed of with invalid or incomplete data entry. If there are valid/incomplete entries, a VCL will be created. If a VCL has been generated as a result of this scenario, the resource disposition records must be updated to complete all missing fields, such as Verified Date, Disposition Date, Amount Received for Resource.

For data entry guidance on how to dispose of a resource, check out the following resources:

- 'Resources Basic Data Entry' web-based training on COLearn
- 'Disposal of a Resource' Process Manual on Training. Colorado.gov

COLORADO



Some verifications may be 'hidden' in history. To locate verifications in history, click on the clock icon.

If you are unable to clear a verification based on the steps outlined above, it is recommended that you contact your supervisor / lead for further instructions or submit a State Help Desk Ticket.

