

CLEARING VERIFICATIONS: for Medical Assistance Only

Verification Checklist

Follow the steps below to clear verification requests in CBMS:

1 From the 'Case' drop-down menu, navigate to the 'Verification Checklist' page.

2 Ensure the toggle is switched to 'Active'.
To clear COVID-related verifications, see additional instructions below

3 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.



COLORADO
Benefits Management System

Search: ... Search...

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Members Case Information Case Questions Case Wrap Up CDHS Scheduling Interviews CDHS Interview Attendance Child Support Referral Purchase and Prepare Shelter Expense **Verification Checklist** Authorized Representative

Active ☒ COVID

Name	Item Description	Due Date	Program Group	Aid Code	WAWD Buy-In Lang.	Pay Month
	Social Security Number	11/14/2022	Medical Assistance			12/2022
System Notes : Proof of social security number which could be Social Security Card or other document from the Social Security Administration showing your social security number						
	Social Security Number	12/29/2022	Medical Assistance			01/2023
System Notes : Proof of social security number which could be Social Security Card or other document from the Social Security Administration showing your social security number						

Detail

System Notes

Proof of social security number which could be Social Security Card or other document from the Social Security Administration showing your social security number

User Notes

Print Online

Initiate Queue

To access a list of all verifications, click the 'Initiate Queue' button. Remember, you will still need to clear verifications individually.

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Verification Checklist

4

Enter the Effective Begin Date.

5

Update the Source.
If a screen requires multiple sources, ensure that all verification sources on the screen are updated.

6

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

7

Save.

Enter Case Comments.
For COVID-related verifications, see additional instructions below

Liquid Asset Resource

Detail

*Effective Begin Date

10/01/2022

Effective End Date

Resource Name

SDC Bank of Colorado

*Type

Checking Account

Verification

Select Verification ...

Source

Select Source ...

Income Producing

☐ Yes ☐ No

*Market Value

0.00

*Verification

Received.

*Source

Client Statement

Institution Name

Telephone #

() -

Trust

Date Verified

01/03/2023

Cancel

Save & New

Save & Continue

Save

4

5

6

7

What Is The Effective Begin Date?
The Effective Begin Date must capture the Pay Month indicated on the Wrap Up Verification Checklist Summary related list. For example, if the Pay Month is listed as 12/2021, you should enter the Effective Begin Date as no later than 12/01/2021.
It is important to enter the correct Effective Begin Date to ensure the record clears the verification for MA.



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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.



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Search: ... Search...

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Open Alerts - 0 Medical Assistance (AP) RRR: 06/2023 - G

Members Case Information Case Questions Case Wrap Up CDHS Scheduling Interviews CDHS Interview Attendance Child Support Referral Purchase and Prepare Shelter Expense **Verification Checklist** Authorized Repres

Active ☒ COVID

Please note that the toggle does not apply until the case goes through MA Renewal Ex Parte during COVID Unwind.

Name	Item Description	Due Date	Program Group	Aid Code	WAWD Buy-In Lang...	Pay Month	Notes	Coverage Year	MA CC Processed
	Liquid Asset Availability	08/13/2020	Medical Assistance			06/2020	Y		
System Notes : Proof of cash or an asset that can easily be changed to cash (examples: bank account statements, investment accounts, income tax refund, statement declaring how much cash savings you have).									
	Liquid Asset Percent of	08/13/2020	Medical Assistance			06/2020	Y		
System Notes : Proof of cash or an asset that can easily be changed to cash (examples: bank account statements, investment accounts, income tax refund, statement declaring how much cash savings you have). If it is jointly owned, the proof must sho									
	Fair Market Value	08/13/2020	Medical Assistance			06/2020	Y		

Detail

System Notes

Proof of cash or an asset that can easily be changed to cash (examples: bank account statements, investment accounts, income tax refund, statement declaring how much cash savings you have).

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”



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Income Discrepancy Records, Additional Information & Reasonable Compatibility

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

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

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

4 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 Copy HOH

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.

Expense	Data Conflict	Additional Information	Interfaces Summary	Case Wrap Up Signatures	Case Wrap-Up	Life Change
Form Name	Date Signed	Date Returned	Date Open	Begin Date	+	
MA Income Discrepancy			06/12/2021	06/12/2021	✎	
MA Income Discrepancy			09/01/2022	09/01/2022	✎	
MA Income Discrepancy			09/01/2022	09/01/2022	✎	

Additional Information

Detail

Begin Date Individual Name HEPG

Form Name Form Due Date

Date Given Date Signed Date Returned

User Notes



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Income Discrepancy Records, Additional Information & Reasonable Compatibility

5 From Wrap-Up in EDBC, click on the pencil icon to the right of the record you wish to clear.

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

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

Reasonable Compatibility

Additional Information

Reasonable Compatibility

Detail

Begin Date Individual Name HPLG

Form Name Form Due Date

Date Given Date Signed Date Returned

User Notes

6

Reasonable Compatibility

Reasonable Compatibility

Detail

Reason For Not Compatible

Select Reason For Not Compatible...

Decrease in Household Size

Employer Changed

Hours Changed

Income Changed

Increase in Household Size

No longer Employed

Other

Event Date

Cancel Save & New Save & Continue Save

7



CLEARING VERIFICATIONS: for Medical Assistance Only

EDBC Wrap-Up

1

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.

2

Run EDBC.

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



Eligibility

Run EDBC

Wrap Up

Authorization

Supervisory Authorization

Run EDBC for Previous Months

Medical Assistance Appeals

MA Eligibility Determination

Detail

Earliest EDBC Begin Date

Default Begin Date

EDBC End Month

SNAP Run Date

Cash Run Date

MA End Date

D-SNAP Run Date

EDBC Run Begin Month

☒ Default EDBC Begin Month

☐ Earliest EDBC Begin Month

Run Retro Months Only?

☐ Yes

☐ No

Override Reason

Override Reason

Comments

Case Data Changes

Initiate Case Changes Queue

Override Reason Summary

Data Conflicts

Run EDBC

1

2



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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



Liquid Asset Resource

Detail

*Effective Begin Date: 10/01/2022

Effective End Date: [Blank]

SNAP Use Month: 10/2022

*Resource Name: SDC Bank of Colorado

*Type: Checking Account

Verification: Select Verification ...

Source: Select Source ...

Income Producing: ☐ Yes ☐ No

*Fair Market Value: \$3,000.00

*Verification: Received.

*Source: Client Statement

Institution Name: [Blank]

Telephone #: () -

History

Effective Begin Date	Effective End Date	SNAP Use Month	Resource Name	Type	Account #	Verification	Source	Verified by A.	Amount Prod.	Fair Market V.	Verification	Source	Institution Name	Telephone
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$15.00	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$15.00	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$450.10	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$450.10	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$80.44	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$80.44	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$11.54	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$11.54	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$451.86	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$451.86	Received	Client Statement	SDC Bank of Colorado	() -
10/01/2022	10/01/2022	10/2022	SDC Bank of Colorado	Checking Account	[Blank]	Received	Client Statement	[Blank]	[Blank]	\$457.75	Received	Client Statement	SDC Bank of Colorado	() -

Upload Document View Document Cancel Save & New Save & Continue Save

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.