

# 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.



The screenshot shows the CBMS system interface. At the top, there is a navigation bar with 'Case' selected. Below it, a 'Verify' toggle switch is shown in the 'Active' position. A table lists verification records with columns for Name, Item Description, Due Date, Program Group, and Pay Month. A red box highlights the 'Pay Month' column, and a red arrow points to the right of a record. Below the table, there are sections for 'Detail', 'System Notes', and 'User Notes'. A red box highlights the 'Initiate Queue' button at the bottom right.

Name	Item Description	Due Date	Program Group	WVWD Day In Leng.	Pay Month
Social Security Number	11/14/2022	Medical Assistance		12/2022	
Social Security Number	10/26/2022	Medical Assistance			

**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:**

**Initiate Queue**

The 'Pay Month' column indicates the month the verification was requested.

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 (continued)

**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.

**8** 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

\*Fair Market Value  
\$3,000.00

\*Verification  
Received.

\*Source  
Client Statement

Institution Name

Telephone #  
( ) -

Trust

Date Verified  
01/03/2023

Cancel Save & New Save & Continue Save

**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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## COVID-Related Verifications



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.



The screenshot shows the COBMS system interface. At the top, there is a navigation bar with 'COBMS' and various menu items. Below that, there is a 'Medical Assistance VPI' header. A green callout box points to a toggle switch labeled 'COVID' which is currently turned on. Below the toggle is a table with the following columns: Name, Item Description, Due Date, Program Group, Aid Code, WAWD Buy-In Lang..., Pay Month, Notes, Coverage Year, and MA OC Processed. The table contains three rows of verification data:

Name	Item Description	Due Date	Program Group	Aid Code	WAWD Buy-In Lang...	Pay Month	Notes	Coverage Year	MA OC Processed
	Liquid Asset Availability	04/30/2020	Medical Assistance			01/2020	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 detailing how much cash/savings you have)									
	Liquid Asset Percent of	03/31/2020	Medical Assistance			01/2020	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 detailing how much cash/savings you have) If it is jointly owned, the principal must own									
	Net Market Value	04/30/2020	Medical Assistance			01/2020	Y		

Below the table, there is a 'Detail' section with 'System Notes' containing the text: 'Proof of cash or an asset that can easily be changed to cash (examples: bank account statements, investment accounts, income tax refund, statement detailing how much cash/savings you have)'.

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

### Case Comments

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

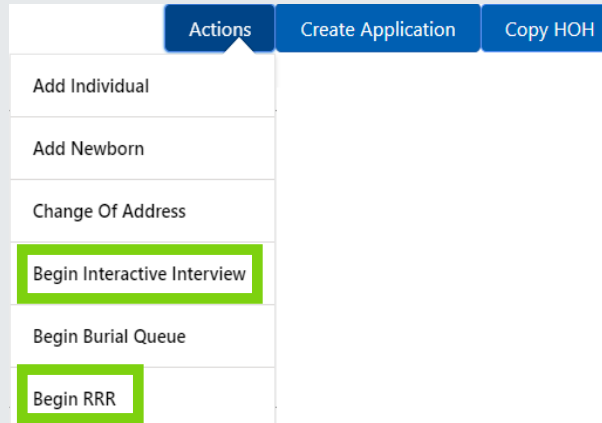
“Verification cleared from 3/2020 – 4/30/2023 due to the COVID -19 Public Health Emergency per 6008(b)(3) of the FFCRA”

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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'.



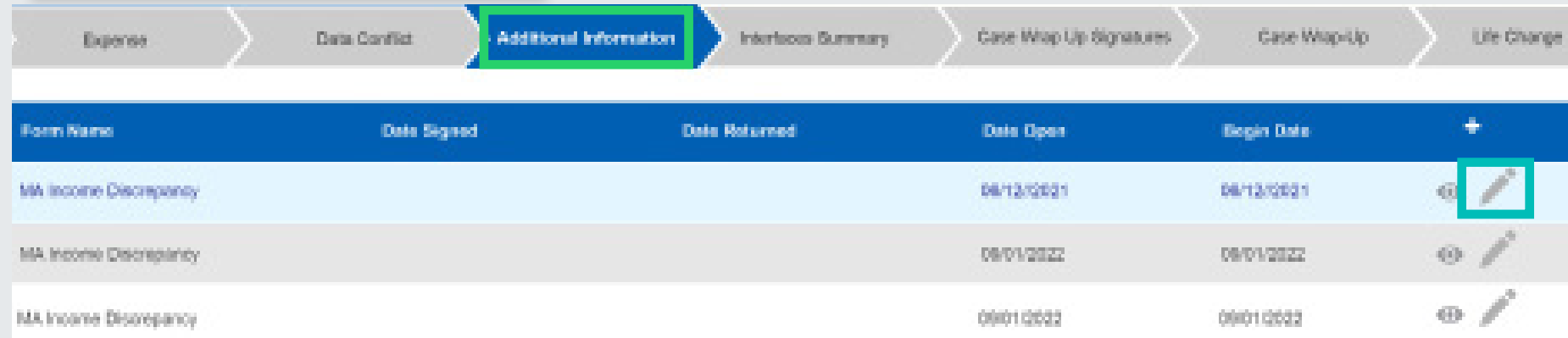
### About Income Discrepancy




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.

2

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



Form Name	Date Signed	Date Returned	Date Open	Begin Date	
MA Income Discrepancy			08/13/2021	08/13/2021	
MA Income Discrepancy			08/01/2022	08/01/2022	
MA Income Discrepancy			09/01/2022	09/01/2022	

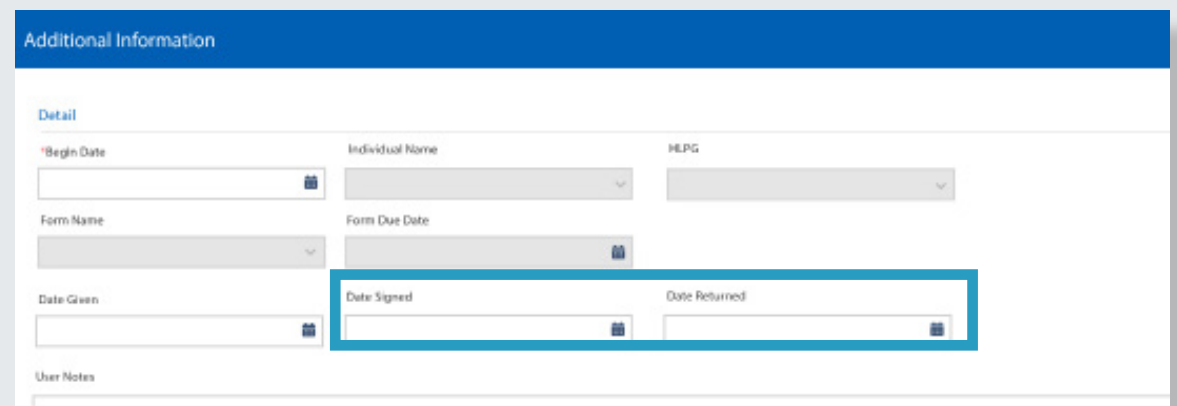
3

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.



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 (continued)*

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 Compa

Reason For Not C

Detail

Begin Date Individual Name HLPG

Form Name Form Due Date

Date Given Date Signed Date Returned

User Notes

Reasonable Compatibility

Reasonable Compa

Reason For Not C

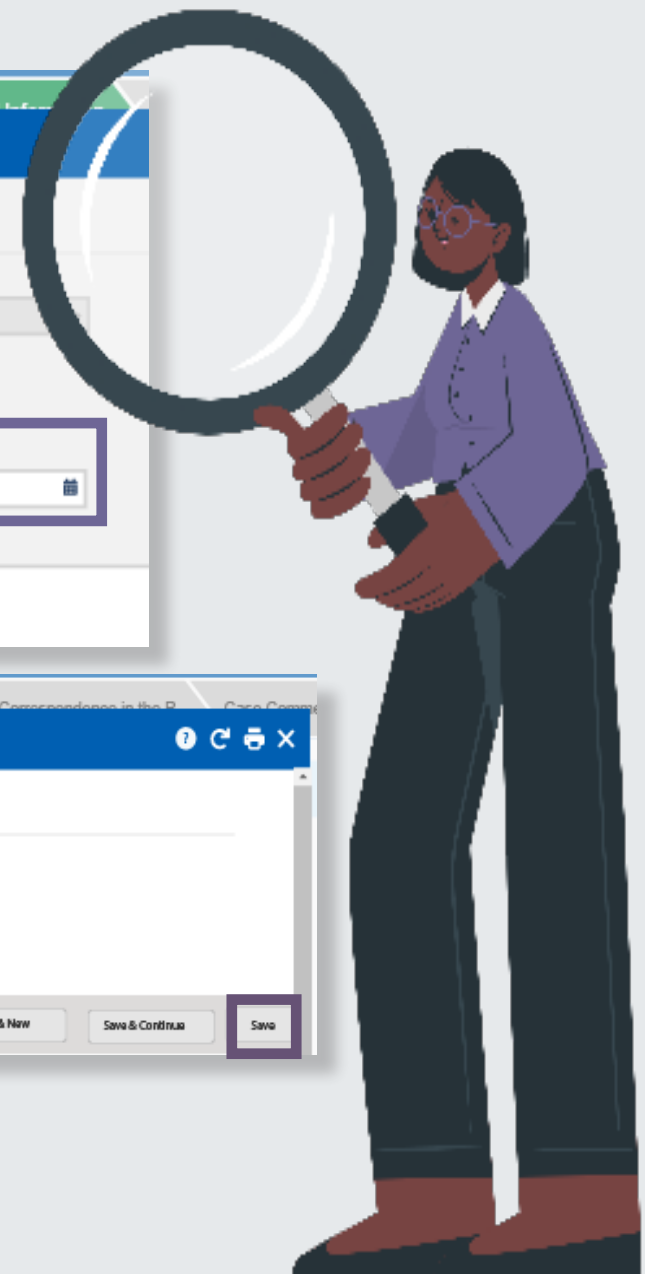
Detail

Reason For Not Compatible Event Date

Select Reason For Not Compatible...

- Decrease in Household Size
- Employer Changed
- Hours Changed
- Income Changed
- Increase in Household Size
- No longer Employed
- Other

Cancel Save & New Save & Continue Save



# 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	Wrap Up	Authorization	Supervisory Authorization
<b>Run EDBC</b>	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](#)  
[Override Reason Summary](#)  
[Data Conflicts](#)



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## Troubleshooting Tips

### Disposal of Resources

Medical Assistance Verification Checklists (VCLs) include disposed resource records when records 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 TrainColorado



Effective Begin	Effective End	SNAP Use Mo.	Resource Name	Type	Account #	Verification	Source	Verified by A.	Income Prod.	Fair Market V.	Verification	Source	Institution No.	Id
01/01/2022	02/01/2022	02/2022	Verja Savings	Savings Account		Received	Bank/Institution		No	\$15.00	Received	Client Statement	Verja Prgo	
01/01/2022	02/01/2022	02/2022	Swainson CU	Savings Account		Received	Bank/Institution		No	\$15.00	Received	Client Statement		
01/01/2022	02/01/2022	02/2022	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$15.00	Received	Client Statement	Swainson CU out	
01/01/2022	11/05/2022	01/2022	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$426.10	Received	Bank Statement	Swainson CU out	
01/01/2022	01/01/2022	01/2022	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$426.10	Received	Bank Statement	Swainson CU out	
01/01/2021	04/10/2022	01/2021	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$883.44	Received	Bank Statement	Swainson CU out	
01/01/2021	01/01/2021	01/2021	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$883.44	Received	Bank Statement	Swainson CU out	
01/01/2021	04/10/2021	04/2021	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$913.24	Received	Bank Statement	Swainson CU out	
01/01/2021	04/01/2021	04/2021	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$913.24	Received	Bank Statement	Swainson CU out	
01/01/2019	01/01/2021	01/2020	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$487.86	Received	Bank Statement	Swainson CU out	
01/01/2019	02/01/2021	02/2020	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$487.86	Received	Bank Statement	Swainson CU out	
01/01/2019	10/01/2021	01/2021	Swainson CU	Savings Account	9400	Received	Bank/Institution		No	\$487.75	Received	Bank Statement	Swainson CU out	

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.