

# Entering a Disability Determination

CBMS | Process Manual | Revised: April 2024

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## OVERVIEW

This document provides a step-by-step process for how to enter a Disability Determination into CBMS. This is typically used for Non-MAGI and Long-Term Care categories and includes details on when and how to complete the data entry to get the appropriate results.

## PROCESS

1. Log into **CBMS**
2. Navigate to the Case by entering the Case Number in the **Global Search** bar
3. Click on the Case Number in the results table to access the **Members** page
4. From the Members page, hover over the **Actions** button
5. Select **Begin Interactive Interview** to initiate the Interactive Interview (II) queue
6. On the **Case Questions** page, be sure the **Medical Condition/Disability** box is marked in the **Does anybody have/received/need** section
  - a. If left unmarked the **Disability Determination** page will not populate in the II queue
7. Navigate to the **Disability Determination** page
8. From the **Name** drop-down, select the person with the Disability Determination
9. To add a new record, click the **plus (+)** sign in the blue detail header
10. Enter the **Effective Begin Date**
  - a. Refer to **Online Help** for assistance with which date you should use.

The next steps to take are dependent on which phase of Disability Application the applicant is on:

- Has not yet applied for a Disability Determination
- Has returned the packet and the application is pending with the State Disability Determination Vendor
- Determination has been received from State Disability Determination Vendor

## Has Not Yet Applied for a Disability Determination

On the Disability Determination page:

1. Select 'Pending' from the **Status** field
2. Select 'Undetermined' from the **Result** field
3. Select 'Received' from the **Verification** field
4. Select 'Client Statement' from the **Source** field

CBMS will automatically mail the packet to the applicant along with a VCL

## Has Returned the Packet; Disability Application is Pending Determination

1. Click on the **pencil** icon to edit/add details
2. Select 'Pending' from the **Status** field
3. Select 'Undetermined' from the **Result** field
4. Select 'Received' from the **Verification** field
5. Select 'State Disability Determination Vendor' from the **Source** field
6. Enter **Date Packet sent To Vendor**
  - a. Packet should be sent to ARG during this step:  
Arbor E&T, Action Review Group  
P.O. Box 340 Olyphant, PA 18447  
ARGcoloradoapps@equusworks.com  
Phone 1-877-265-1864

Fax (877) 672-2077

\*For any other inquiries, contact: [ARGcoloradostatusinquiry@equusworks.com](mailto:ARGcoloradostatusinquiry@equusworks.com)

## Disability Determination has been received from the State Disability Determination Vendor

Enter the information from the approval notice:

1. Click on the **pencil** icon to edit/add details
2. Select the appropriate **Status** option from the drop-down menu
3. Enter the **Status Date**
  - a. This is the date the status was last changed
4. Select the appropriate **Result** option from the drop-down menu
5. Enter the **Diary Date**
  - a. This is the date the case will be re-reviewed for ongoing disability (always a future date)
6. Enter the **Disability Onset Date**
  - a. Retro date for ARG or
  - b. Onset date for SSA
7. Enter the **Result Date**
  - a. This is the date the last decision on disability was made
8. Select 'Received' from the **Verification** field
9. Select 'State Disability Determination Vendor' from the **Source** field
10. Click **Save**

## ACCESSIBILITY

*This document is designed to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us) for assistance.*