Entering a Life Insurance Resource

CBMS | Process Manual | Revised: March 2022

OVERVIEW

This document provides a step-by-step guide for how to enter a Life Insurance resource in CBMS.

PROCESS

Data Entry

1. Log into **CBMS**

2. Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page

3. Click on 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 II queue

6. On the **Case Questions** page, be sure the 'Yes' radio button is selected for 'Does anybody own or has anybody disposed of resources?'

    a. Selecting 'No' will not populate the **Resource** page in the Interactive Interview (II) queue

7. Navigate to the **Resource** page

8. From the **Name** drop-down, select the person who owns the Life Insurance Policy

9. Select the **Life Insurance Summary** page

10. To add a new record, click the **plus (+)** sign in the blue detail header

11. Enter the **Effective Begin Date**

    a. Refer to **Online Help** for assistance with which date you should use

12. Enter the **Resource Name**

13. This should be something to help you easily identify this property. Avoid using generic terms like "Policy #1." Instead, use the Company name and policy number.

14. Enter in the **Policy Number**, if available

15. Select the appropriate **Type** from the drop-down options

16. Select the correct radio button for **Assigned to Funeral Home** (this will be mandatory if "Life Insurance-Irrevocable" is selected as the **Type**)

17. Select the appropriate **Verification** option from the drop-down menu

18. Select the appropriate **Source** option from the drop-down menu

19. Enter the **Face Value** of the policy

20. Enter the current **Cash Surrender Value** of the policy

21. Select the appropriate **Verification** from the drop-down menu

22. Select the appropriate **Source** from the drop-down menu

23. Enter the **Date Reported**

24. Enter the **Date Verified**

25. Click **Save**

Life Insurance Ownership Related List

1. The information from the record entered under the asset owner will automatically populate in the **Life Insurance Ownership** related list

2. Click on the **pencil icon** to edit/add details to the ownership of the resource

3. Select the appropriate radio button for **Available**

    a. If 'Yes' is selected, select the appropriate **Verification (Available)** and **Source (Available)** from the drop-down menu

4. Enter the **Date Acquired**

   a. This is the date the client acquired the resource

5. Enter the **Percent Owned**

   a. Ex: If they are the sole owner, enter 100, if jointly owned 50 or 33 etc.

6. Select the appropriate **Verification** from the drop-down menu

7. Select the appropriate **Source** from the drop-down menu

8. Enter the **Date Reported**

9. Enter the **Date Verified**

10. Click **Save** if there is only one owner of the resource

    a. If you are adding another owner, click S**ave & New** and repeat the above steps for the second owner.

Note: There is no need to enter an additional Resource to the case if there is more than one owner; the additional owner (s) only needs to be added in the liquid asset ownership page.

ACCESSIBILITY

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