

# Entering Attributes

CBMS | Process Manual | Revised: January 2022

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## OVERVIEW

The Attributes page is a required page for all HLPGs to collect Living Arrangements and determine some aspects of household composition.

## PROCESS

### Begin 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. Navigate to the **Attributes** page
7. From the **Name** drop-down, select the HOH or appropriate person to update or add Attributes

### Employment

1. Enter the **Effective Begin Date**
  - a. Refer to **Online Help** for assistance with which date you should use
2. Select the appropriate radio button for **Job Attached** (if applicable to your HLPG)
  - a. This field is tied to Workforce programs and Colorado Works

3. Select the appropriate radio button for **Refused Work/Training**
  - a. This field is tied to Food Assistance and student eligibility
  - b. If 'Yes' is selected, select the appropriate option from the **Reason** drop-down menu

## Minor Applicant

1. Select the appropriate radio button for **County Approved Setting** (if applicable for HLPG)
  - a. This field is tied to Food Assistance and Colorado Works
  - b. If 'Yes' is selected:
    - i. Select the appropriate option from the **Reason** drop-down menu
    - ii. Enter **County Approved Setting Date**
    - iii. Select 'Received' from the **Verification** field
    - iv. Select the appropriate **Source** from the drop-down menu

## Living Arrangement

1. Select the appropriate radio button for **Living with Relative** (if applicable for HLPG)
2. Select the appropriate option from the **Living Arrangement** drop-down menu
3. Select 'Received' from the **Verification** field
4. Select the appropriate **Source** from the drop-down menu

## Inmate Match

1. If a match has been received from the **Prisoner Match** report, select the 'Yes' radio button for **Inmate Match Received**
  - a. If 'Yes' is selected:
    - i. Enter the **Inmate Match Received Date**

## Health Care Information

1. Select the appropriate choice from the **Other Health Care Code** drop-down menu (if provided)
  - a. If a choice is selected:
    - i. Select the appropriate radio button for **OHC Coverage Available to Individual**
    - ii. Select the appropriate radio button for **OHC Coverage Available to Individual** at no cost
2. Select the appropriate radio button for **Does the person have access to State of Colorado health insurance**
  - a. 'Yes' will allow individuals with State of Colorado Health Insurance to be considered for CHP+
3. Enter **Date Reported**
4. Enter **Date Verified**
5. Click **Save**

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## ACCESSIBILITY

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