Overview

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

Process

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**

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us