

# Entering Ethnicity and Race Information

CBMS | Process Manual | Revised: January 2022

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## OVERVIEW

This document provides a step-by-step process for entering the Ethnicity and Race for the Head of Household and other members on a case.

**Note:** This is a requirement for SNAP.

## 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. Select 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 II queue
6. Navigate to the **Ethnicity** tab
7. From the **Name** drop-down, select the appropriate person
8. Select the appropriate radio button for **Ethnicity**
9. Select the appropriate box(es) for **Race**
  - a. If American Indian/Alaska Native was selected, complete the **American Indian/Alaska Native Detail** section
  - b. Refer to **Online Help** for data entry information in this section
10. Select **Save**

11. Repeat **Steps 7-10** for each household member for whom Ethnicity and Race has been declared
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## 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.*