COLORADO
Healthcare & Economic Security
Staff Development Division

Entering Household Relationship

CBMS | Process Manual | Revised: January 2022

OVERVIEW

This document provides a step-by-step process for entering Household Relationship information in CBMS.

CBMS utilizes data entry on the Household Relationship page along with other data entry to determine eligible household composition for all High-Level Program Groups (HLPGs). Information on this page gathers relationship information for all household members and sponsors if applicable.

Note: The Household Relationship page will only populate when there is more than one individual listed in the case.

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 **Household Relationship** page

7. From the **Name** drop-down, select the appropriate individual

8. Select the **Pencil** icon to edit/add details for a selected individual

9. The **Effective Begin Date** will already be populated, update this information if applicable

    a. Refer to **Online Help** for which date to use

10. From the drop-down list, select the appropriate Relationship of the main individual (on the left) to the other individual (on the right)

11. Select 'Received' from the **Verification** drop-down list

12. Select an appropriate **Source** from the drop-down list

13. Enter the **Date Reported**

14. Enter the **Date Verified**

15. Select the appropriate radio button as applicable for the main individual's role to the other individual — Refer to **Online Help** for more information on the buttons below

    a. **Parental Care and Control** is used for SNAP

    b. **Sponsor** refers to whether the main individual is the sponsor of the other individual who is a Non-Citizen

    c. **Responsible Relative** is used for Medical Assistance and applies to non-parental caretakers

    d. **Community Spouse** is used for Long Term Care

    e. **Exercises the Responsibility** for is used for Colorado Works

        i. This option requires verification:

            1. Select **'Received'** from the **Verification** drop-down list

            2. Select an appropriate **Source** from the drop-down list

16. Select **Save**

17. Repeat steps 7 through 16 for each household member

    a. **Note:** Some fields may auto populate based on the previous entry

18. **Optional**: You may select the Summary Button at the bottom of the page to see all individuals and their relationships to everyone in the household.

     a. This will open in a new tab

     b. This may assist with larger households to ensure you have all relationships entered correctly.

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 for assistance.