

# Entering Out of State Former Foster Care Member Information

## Overview

This document includes the necessary CBMS data entry steps on MA cases for an eligibility worker to input Out of State Former Foster Care (FFC) member information from other states that have become Colorado residents.

## Process: New Application

This process is for entering a new Out of State Former Foster care application. It is not a complete guide to AI a new application. For a complete guide to the AI process, refer to the “Completing an AI” process manual.

- 1) Log into CBMS
- 2) Click on **Add New Application** under the ‘*Recent Applications*’ header
- 3) Select **Medical Assistance**
- 4) From the **Type** drop-down, select ‘*Former Foster Care*’
- 5) Under the ‘*Case Assignment Only*’ header in the ‘*Special Indicators*’ section, click on **Former Foster Care** and move it to the right column using the right arrow icon.
- 6) Complete the AI normally.
- 7) From the Members page, hover over the **Actions** button
- 8) Select **Begin Interactive Interview** to initiate the II queue or **Begin Former Foster Care** to initiate a mini queue
- 9) Proceed with the II normally
- 10) When you reach the **Out of State Former Foster Care** tab:
  - a) Enter the name the client used while they were in Foster Care under **What was the individual’s name while in Foster Care?** (optional)
  - b) Choose the appropriate state from the drop down **In what State was the individual in Foster Care?** (mandatory)
  - c) Select the appropriate **Verification** option from the drop-down menu (mandatory)
  - d) Select the appropriate **Source** option from the drop-down menu (mandatory)
  - e) Enter the individual’s age when they left Foster Care in **What was the individual’s age when they left Foster Care?** (mandatory)
    - i) If no age given by the individual, enter "18" if FFCY cannot be received to verify. This will ensure that the individual receives services
  - f) Select the appropriate **Verification** option from the drop-down menu (mandatory)
  - g) Select the appropriate **Source** option from the drop-down menu (mandatory)
  - h) Enter the date the individual left foster care in **What is the date that the individual left Foster Care?** (optional)



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- i) Select the appropriate **Verification** option from the drop-down menu (mandatory)
  - j) Select the appropriate **Source** option from the drop-down menu (mandatory)
  - k) Select the appropriate radio button for **Was the individual adopted while in Foster Care?** (mandatory)
    - i) If you select 'Yes' it will enable the radio button **Did the individual return to Foster Care?** Select the appropriate radio button. (mandatory)
      - (1) If you select 'Yes' it will enable the field **What is the date that the individual returned to Foster Care?** Enter the appropriate date. (mandatory)
  - l) Select the appropriate radio button for **Was this information confirmed by the other State?** (optional)
    - i) **Yes** = Confirmation or documentation was received from the other state
    - ii) **No** = Confirmation or documentation was received from the other state declaring that the individual did not have out of state FFC coverage
    - iii) **Undetermined** = No Confirmation or documentation was received from the other state and still needs verified
  - m) Click **Save**
- 11) When you reach the Case Special Indicators Tab, click on the pencil icon to edit the record.
- a) Select the Received option from the Verification drop-down menu
  - b) Select the Out of State FFC App option from the Source drop-down menu
  - c) Click Save
- 12) Proceed with the IJ normally
- 13) Navigate to the Demographics tab.
- a) Expand the **Individual Special Indicator** related list
  - b) Click the plus sign ('+') to add a record
  - c) Enter the appropriate **Effective Begin Date**
  - d) Select '*Former Foster Care*' from the Special Indicator dropdown
  - e) While the **Reason** field is informational, it can be used to indicate why the client has been designated with the chosen Special Indicator



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## Process: Existing Medicaid Case

This process is for adding Out of State Former Foster Care coverage onto an existing case.

- 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 **Actions** and choose '*Out of State Former Foster Care*' to initiate the Out of State Former Foster Care Mini-Queue
- 5) Navigate to the **Demographics** tab
  - a) Expand the **Individual Special Indicator** related list
  - b) Click the plus sign ('+') to add a record
  - c) Enter the appropriate **Effective Begin Date**
  - d) Select '*Former Foster Care*' from the Special Indicator dropdown
  - e) While the **Reason** field is informational, it can be used to indicate why the client has been designated with the chosen Special Indicator
- 6) Proceed with the mini-queue normally
- 7) Navigate to the **Out of State Former Foster Care** tab
  - a) Enter the name the client used while they were in Foster Care under **What was the individual's name while in Foster Care?**
  - b) Choose the appropriate state from the drop down **In what State was the individual in Foster Care?**
  - c) Select the appropriate **Verification** option from the drop-down menu
  - d) Select the appropriate **Source** option from the drop-down menu
  - e) Enter the individual's age when they left Foster Care in **What was the individual's age when they left Foster Care?**
  - f) Select the appropriate **Verification** option from the drop-down menu
  - g) Select the appropriate **Source** option from the drop-down menu
  - h) Enter the date the individual left foster care in **What is the date that the individual left Foster Care?**
  - i) Select the appropriate **Verification** option from the drop-down menu
  - j) Select the appropriate **Source** option from the drop-down menu
  - k) Select the appropriate radio button for **Was the individual adopted while in Foster Care?**
    - i) If you select 'Yes' it will enable the radio button **Did the individual return to Foster Care?** Select the appropriate radio button.
      - (1) If you select 'Yes' it will enable the field **What is the date that the individual returned to Foster Care?** Enter the appropriate date.
  - l) Select the appropriate radio button for **Was this information confirmed by the other State?**
  - m) Click **Save**



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- 8) Proceed with the mini-queue normally
- 9) Navigate to the **Case Special Indicators** tab
  - a) Click the plus sign (“+”) in the blue header
  - b) A new pop-up window will appear
  - c) Enter the **Effective Begin Date**
    - i) Refer to Online Help (?) for the appropriate date to use
  - d) From the **Type of Special Indicator** drop-down, select ‘*Former Foster Care*’
  - e) Select the appropriate **Verification** option from the drop-down menu
  - f) Select the appropriate **Source** option from the drop- down menu
  - g) Click **Save**
- 10) Proceed with the mini-queue normally

**Please note:** If it is discovered that a member does not meet the eligibility criteria for Out of State Former Foster Care, update the **Effective Begin Date** on the **Case Special Indicator tab** with the date the information is discovered. From there, navigate to the **Out of State Former Foster Care tab** and change **Was the Information Confirmed by the Other State?** to ‘*No*’ as well as updating any other relevant information.

*Do you have any questions or suggestions regarding this process? Please contact the SDD via email [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us)*

