

# Entering Residency/Address

CBMS | Process Manual | Revised: February 2021

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## OVERVIEW

Colorado residence and county of residence must be documented in CBMS for all household members. Repeat the steps to enter residency and addresses for each household member, beginning with the HOH.

## PROCESS

### Entering Residency

1. Log in to **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 Residency page.
7. From the **Name** dropdown, select the HOH or appropriate person to update or add a residency.
8. Enter the **Effective Begin Date**.
  - a. Refer to **Online Help** for assistance determining which date you should use.
9. Select the appropriate radio button for **CO Resident**.
10. Select 'Received' from the **Verification** field.
11. Select the appropriate choice from the **Source** field.

- a. **Client Statement** is acceptable for all programs.

12. Enter **Date Reported**.

13. Enter **Date Verified**.

14. Click **Save**.

## Entering Addresses

The related lists are displayed to the right.

1. Click on **Individual Address Details** related list.
  - a. The **Individual Address Details** related list can also be updated from the Demographics page.
2. Click on the **pencil** to edit/update the Home Address record.
3. Select 'Received' from the **Verification** field.
4. Select the appropriate choice from the **Source** field.
  - a. **Client Statement** is acceptable for all programs.
5. Repeat steps 2-4 for the Mailing Address if this is different from the Home Address.

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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.*