

Process Manual

Entering Student Details

Overview

The Student Detail page is used to collect general information for individuals attending school for all programs or to collect the highest grade completed for Colorado Works.

Process

- 1) Login to **CBMS**
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar
- 3) Click on Case Number in the results table to access the **Members** page
- 4) From the Members page, hover over the **Actions** button and select **Begin Interactive Interview**
- 5) On the **Case Questions** page, be sure the *Attending School* box is marked in the *Is anybody in the case* section
 - a) If left unmarked the Student Detail page will not populate the in the Interactive Interview (II) queue
- 6) Navigate to the **Student Detail** page
- 7) From the **Name** drop-down, select the appropriate individual.
- 8) To add a new record, click the plus (+) sign in the blue detail header.

Details

- 1) Enter the **Effective Begin Date**
 - a) Refer to **Online Help** for assistance with which date you should use
- 2) Enter the **School Name** (if provided)
- 3) Select the appropriate **School Type** from the drop-down menu
- 4) Select '*Received*' from the **Verification** field
- 5) Select the appropriate **Source** from the drop-down menu
- 6) Enter the **Actual Begin Date**
 - a) This date should reflect when the school semester/term is scheduled to begin
- 7) Enter the **Expected Graduation Date**
 - a) *This is a requirement for Colorado Works for children 16 and over*

Certificate/Degree/Diploma

- 1) Enter the **Highest Grade Completed**
 - a) *CW - This field is required for all household members 6 and older*

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Attendance Details

- 1) Select the appropriate radio button for **Participation Status**
 - a) *CW - If a child is not attending school use Drop Out, Expelled or Not Registered*
- 2) Select the appropriate radio button for **Enrolled Status**
 - a) *This field is required for SNAP and CW*
- 3) Select the appropriate radio button for **Participation Level**
- 4) Select the appropriate radio button for **Attending School Regularly**
- 5) Select 'Received' from the **Verification** field
- 6) Select the appropriate **Source** from the drop-down menu
- 7) Enter **Number of hours attended per week** (if provided)
- 8) Select the appropriate radio button for **Actively Seeking Employment** (if provided)
- 9) Enter **Date Reported**
- 10) Enter **Date Verified**
- 11) Click **Save**

SNAP Student Qualification

- 1) Select the appropriate radio button for **Eligibility Status**
- 2) Select the appropriate **Qualification Reason** from the drop-down menu
- 3) Select the appropriate **Verification** from the drop-down menu
- 4) Select the appropriate **Source** from the drop-down menu
- 5) Enter **Date Reported**
- 6) Enter **Date Verified**
- 7) Click **Save**

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

