Entering Trusts as a Resource in CBMS

CBMS | Process Manual | Revised: July 2025

OVERVIEW

This document provides a step-by-step guide for how to pend for and enter a Trust that is considered a Resource. The steps to take when addressing Trusts that are considered Resources are dependent on which step the applicant is on:

- Phase 1: The Trust is new to CBMS, and a verification checklist is generated for documentation
- Phase 2: Member has returned the required Trust documentation, and it needs to be sent to HCPF for review and guidance
- Phase 3: HCPF has returned guidance on the Trust

Note: This process is not for Pending Income Trusts for LTC

PROCESS

Beginning Data Entry

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. 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 I.I. queue

6. On the Case Questions page, make sure the radio button for **Does anybody own or has anybody disposed of resources** is marked 'Yes'

Phase 1

Pending for documentation of the Resource Trust.

1. Navigate to the **Resource** tab

2. Select the **Liquid Asset Summary** sub-tab

3. From the **Name** drop-down, select the person with the Income

4. Select the **plus (+)** sign in the blue detail header

5. Enter the **Effective Begin Date**

   a. Refer to **Online Help** for assistance with which date you should use

6. Enter the **Resource Name**

   a. This should be something to help you easily identify what account this is

7. Select 'Trust' from the **Type** drop-down menu

8. Select the appropriate **Verification** option from the drop-down menu

9. To pend for full Trust Documentation, select 'Client Statement' in the **Source** option from the drop-down menu

   a. For all MA programs, Trusts should be sent to the HCPF Trust Unit for Resource and Income guidance

10. In the **Fair Market Value** field, enter the client declared amount

    a. If it is unknown, enter at least $0.01, so it will show on the **Verification Checklist** to be verified

11. Select the appropriate **Verification** option from the drop-down menu

12. Select the appropriate **Source** option from the drop-down menu

13. Enter the **Date Reported**

14. Enter the **Date Verified**

15. Select **Save**

Phase 2

Member has returned the required Trust documentation, and it needs to be sent to HCPF for review and guidance.

1. Navigate to the **Resource** tab

2. Select the **Liquid Asset Summary** sub-tab

3. Select the **pencil** icon to edit/add details to the **Trust** record

4. Update the **Source** option from the drop-down menu to reflect what was received

5. Enter the **Date Reported**

6. Enter the **Date Verified**

7. Select **Save**

8. Once you have saved this page, the related lists will appear and be displayed to the right.

9. The information from the record entered under the asset owner will automatically populate in the **Liquid Asset Ownership** related list

10. Select the **pencil** icon to edit/add details to the ownership of the resource

11. Select 'Trust Pending Approval with HCPF' from the **Exemption Reason** drop-down menu to pend the case indefinitely

12. Select 'Received' from the **Verification** drop-down menu

13. Select 'Other' from the **Source** drop-down menu

14. Enter the **Date Verified**

15. Select **Save**

16. When EDBC is run, the case should be pending for Trust Review

Submit the Trust Documents via the Health First Colorado Trust Intake form at https://hcpfccc.my.site.com/intake/s/.

Any additional documentation or inquiries for the submission should be added to the ticket created by the Intake Form. This can be done by replying to the email with the thread, including the ticket number in the subject line, or by accessing the portal at https://hcpfccc.my.site.com/trusts/s/.

Phase 3

Update the Resource Trust record and follow the guidance from HCPF as to how the Resource Trust should be treated

1. Navigate to the **Resource** tab

2. Select the **Liquid Asset Summary** sub-tab

3. Select the **pencil** icon to edit/add details to the **Trust** record

4. Select the **Liquid Asset Ownership** related list

5. Select the **pencil** icon to edit/add details to the ownership of the resource

6. Select 'Trust Approved by HCPF' from the **Exemption Reason** drop-down menu

7. Enter each of the assets listed in the Trust separately in CBMS as directed by the Trust Unit

   a. Each item's **Ownership** related list should be completed as exempt using the 'Trust Approved by HCPF' from the **Exemption Reason** drop-down menu

   b. For an Approved "Income Trust" for LTC, update the radio button for **Available** to 'No' to exempt the resource

8. Address any additional data entry as applicable per HCPF guidance (i.e., countable as Income or TWFC)

9. Run EDBC to ensure the case is no longer pending Trust Documentation or review

Note: The Trust sub-tab found in the Resource tab is informational only.

ACCESSIBILITY

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