Overview

This document provides a step-by-step guide for how to create a BCCP case when an application is received after Presumptive Eligibility has already been established.

Process

1) Log into **CBMS**
2) Create a case through **Application Initiation (AI)** for the applicant
   a) The State should have already created eligibility through Presumptive Eligibility and a HDT; a **New Case #** is required by the eligibility site to continue benefits
   b) Select *'Breast or Cervical Cancer'* from the **Functional Based Special Indicator** section of Applicant Information page. (This can also be updated within the Case Special Indicators page in Interactive Interview)
3) Select **Go to II Queue**
4) From **Members** Page, hover the **Actions** button and select **Begin Interview**
5) On the **Case Questions** page, be sure the *Medical Condition /Disability* box is marked in the *Does anybody have/received/need* section
6) Navigate to the **Medical Conditions** page
7) From the **Name** drop-down, select the person who is requesting Medical Assistance
8) To add a new record, click the plus **(+)** sign in the blue detail header
9) Enter the **Effective Begin Date**
   a) Refer to **Online Help** for assistance with which date you should use
10) Select *'Temporary'* from the **Disability Type** radio button
11) Enter the **Begin Date**
   a) Refer to **Online Help** for assistance with which date you should use
12) Enter the **Date Reported**
13) Click **Save**

Diagnosis Related List

14) To add a new record, click the plus **(+)** sign in the blue detail header
15) Enter the **Effective Begin Date**
   a) Refer to **Online Help** for assistance with which date you should use
16) Select *'Breast & Cervical Cancer'* from the **Diagnosis** drop-down menu
17) Enter the **Diagnosis Date**
18) Select *'Received'* from the **Verification** from the drop-down menu
19) Select *'State Authorized Agency'* **Source** option from the drop-down menu
20) Click **Save**

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Note: At Redetermination: Contact the BCCP coordinator to verify that the client is still receiving treatment. CBMS will send the Renewal packet to the client; however, you do not need to request income or resource verification and you should not discontinue case for non-receipt of packet.

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