

Entering Ethnicity and Race Information

Overview

This document provides a step-by-step process for entering the Ethnicity and Race for the Head of Household and other members on a case.

Note: This is a requirement for SNAP.

Process

- 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 the **Actions** button
- 5) Select **Begin Interactive Interview** to initiate the II queue
- 6) Navigate to the **Ethnicity** tab
- 7) From the **Name** drop-down, select the appropriate person
- 8) Select the appropriate radio button for **Ethnicity**
- 9) Select the appropriate box(es) for **Race**
 - a) If American Indian/Alaska Native was selected, complete the American Indian/Alaska Native Detail section
 - b) Refer to **Online Help** for data entry information in this section
- 10) Click **Save**
- 11) Repeat **Steps 7-10** for each household member for whom Ethnicity and Race has been declared

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

