Overview

This document provides a step-by-step process for how to enter a Prior Aid record in CBMS.

Note: Prior Aid should be verified with the other State.

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 **Demographics** page
7) From the **Name** drop-down, select the person who has prior aid
8) Click on the **Prior Current Aid Details** related list
9) To add a new record for Out-of-State benefits, click the plus **(+)** sign in the blue detail header
10) Enter the **Effective Begin Date**
    a) Refer to **Online Help** for assistance with which date you should use
11) Select the appropriate **Program Group** option from the drop-down menu
12) If appropriate, select the **Aid Code** from the drop-down menu
13) Enter the **Begin Date**
14) If reported as ending, enter the **End Date** of benefits in the other State
    a) If applicable, select the appropriate **Reason for stopping aid** from the drop-down menu
15) Select the **State** where prior aid was received
16) Select the appropriate **Verification** option from the drop-down menu
17) Select the appropriate **Source** option from the drop-down menu
18) Click **Save**

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