

Entering Trusts as a Resource in CBMS

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

- 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) 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) Click 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** dropdown menu



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- 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) Click **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) Click on 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) Click **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) Click on the **pencil icon** to edit/add details to the ownership of the resource
- 11) Select '*Trust Pending Approval with HCPF*' from the **Exemption Reason** dropdown menu to pend the case indefinitely
- 12) Select '*Received*' from the **Verification** dropdown menu
- 13) Select '*Other*' from the **Source** dropdown menu
- 14) Enter the **Date Verified**
- 15) Click **Save**
- 16) When EDBC is ran, the case should be pending for Trust Review

Forward documents with Trust Transmittal Form to the Trust Unit. Do not delay!



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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) Click on the **pencil icon** to edit/add details to the Trust record
- 4) Click on the **Liquid Asset Ownership** related list
- 5) Click on the **pencil icon** to edit/add details to the ownership of the resource
- 6) Select '*Trust Approved by HCPF*' from the **Exemption Reason** dropdown 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** dropdown 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.

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

