



CPPM-8295 CBMS ICR for Timesheets

Retrieving Timesheets in CMBS

This project will introduce the use of Intelligent Character Recognition (ICR) to help automate the timesheet data entry process. The goal of this project is to reduce the administrative burden tied to the data entry of hours by introducing new ICR technology.

Hand-written timesheets must first be scanned in to the Electronic Document Management System (EDMS) or HS Connects system in order to be retrieved in the Colorado Benefits Management System (CBMS). Once scanned in, these documents will upload into the ICR designated screen within the Work Program Hours page. Here users will take additional steps to review and approve the timesheet.

Work Program Hours

Changes to the Work Program Hours page allows users to make changes to entries directly on the grid at the bottom of the page. To navigate to this screen, select “Search” from the main menu, then navigate to the Work Program Hours Page. Users will be able to edit the Frequency, Activity, and Secondary Sub Category in the grid without moving to the detail section.

Search: ... Search...

CBMS Home **Search** HCA Application Telephonic Application Incomplete Applications Case Benefits County House Follow Up Activities Sy

12/20/2023, 12:55 PM

Inquire on Individual Application Medicare Buy-In Summary Indi PEAK Inbox IC **Work Program Hours** Case Information SSA COLA Return Mail Case Address

Search Criteria

Case ID: [] Individual: [Select Individual ...]

From Date: 11/01/2023 To Date: 12/31/2023 County: [Select County ...]

Source: [Select Source ...] Status: [Pending] **Search**

Case ID	Individual	Attendance Date	Frequency	Hours	Source	Status	System Com...	Activity Type	Secondary Su...	Select All
[REDACTED]	[REDACTED]	12/01/2023	Monthly	2	Peak	Pending		Basic Edu	Pre-GED	<input type="checkbox"/>
[REDACTED]	[REDACTED]	11/01/2023	Monthly	5	Peak	Pending		Basic Edu	Pre-GED	<input type="checkbox"/>

Save

Update Status





Retrieving Timesheets from the ICR

On the top left of the Work Program Hours page there is an ICR toggle button. Switch it to Active to search for scanned timesheets in the ICR system.

The screenshot shows the Colorado Benefits Management System (CBMS) interface. At the top, there is a navigation bar with various menu items like 'Home', 'WD/EF Home', 'Search', 'HCA', 'Application', etc. Below this is a search bar and a set of tabs including 'Inquire on Individual', 'Application', 'Medicare Buy-In Summary Indi', 'PEAK Inbox', 'ICR Documents', 'Work Program Hours', 'Case Information', 'SSA COLA', 'Return Mail', 'Case Address', 'Case Comments', and 'Provider More'. The 'Work Program Hours' tab is selected. On the left side of the 'Work Program Hours' section, there is a toggle switch for 'ICR Timesheet' which is currently turned 'On' (Active). Below the toggle is a 'Search Criteria' section with fields for 'Case ID', 'Individual', 'Status', 'County', 'From Date', 'To Date', and 'Calendar Month'. A 'Search' button is located to the right of these fields. Below the search criteria is a table with the following columns: Case ID, Individual Name, Activity, Frequency, Attendance..., Hours, Status, System Comments, and Received Date. The table contains five rows of data. At the bottom right of the page, there are two buttons: 'Create Activity' and 'Handwriting Exception'.

Case ID	Individual Name	Activity	Frequency	Attendance...	Hours	Status	System Comments	Received Date
[REDACTED]	[REDACTED]	Transportation	WK	12/2024	16	Verified	Invalid Time period is provided in the Timesheet.	03/07/2024 8:42:49 AM
[REDACTED]	[REDACTED]	Unknown	Daily	12/2024	16	Pending	Invalid Time period is provided in the Timesheet.	03/07/2024 10:29:04 AM
[REDACTED]	[REDACTED]	Unknown	Daily	05/2024	13	Pending		02/19/2024 7:08:37 AM
[REDACTED]	[REDACTED]	Unknown	Daily	05/2024	25	Pending		02/19/2024 7:08:37 AM
[REDACTED]	[REDACTED]	Unknown	Daily	05/2024	13	Pending		02/19/2024 7:08:37 AM





When you select “ICR Timesheet” you will see a new search screen with the following options:

- Case ID
- Individual (the name from the case)
- Status
- From Date
- To Date (default to last 30 days)
- County (the county of the logged-in user will automatically be selected)

The grid at the bottom will show you a list of recent timesheets scanned in for your county. You can use the search option to find an individual time sheet.

Select the desired timesheet and click Create Activity on the bottom of the screen.

The screenshot shows a web application interface for ICR Timesheets. At the top, there is a search bar and a navigation menu with options like 'Inquire on Individual', 'Application', 'Medicare Buy-in Summary Indr', 'PEAK Inbox', 'ICR Documents', 'Work Program Hours', 'Case Information', 'SSA COLA', 'Return Mail', 'Case Address', 'Case Comments', 'Provider', 'EDMS Doc Upload', 'MA Ex Parte', and 'More'. The 'ICR Timesheet' option is highlighted with a green box and a green arrow pointing to it. Below the navigation menu, there is a 'Search Criteria' section with fields for Case ID, Individual (a dropdown menu), Status (a dropdown menu), County (a dropdown menu), From Date (a date picker), and To Date (a date picker). A 'Search' button is located to the right of these fields. Below the search criteria, there is a table with the following columns: Case ID, Individual, Activity, Frequency, Date, Hours, Status, and System Comments. The table contains five rows of data. The first row has a Case ID of [REDACTED], Individual of [REDACTED], Activity of 'WICA', Frequency of 'Daily', Date of '06/01/2021-06/30/2021', Hours of '14', and Status of 'Pending'. The second row has a Case ID of [REDACTED], Individual of [REDACTED], Activity of 'Job Search', Frequency of 'Daily', Date of '06/01/2021-06/30/2021', Hours of '4', and Status of 'Pending'. The third row has a Case ID of [REDACTED], Individual of [REDACTED], Activity of 'Unknown', Frequency of 'Daily', Date of 'Unknown', Hours of 'Unknown', and Status of 'Pending'. The fourth row has a Case ID of [REDACTED], Individual of [REDACTED], Activity of 'Unknown', Frequency of 'Daily', Date of 'Unknown', Hours of 'Unknown', and Status of 'Pending'. The fifth row has a Case ID of [REDACTED], Individual of [REDACTED], Activity of 'Unknown', Frequency of 'Daily', Date of 'Unknown', Hours of 'Unknown', and Status of 'Pending'. At the bottom right of the table, there is a 'Create Activity' button highlighted with a green box and a green arrow pointing to it. The text 'Handwriting Recognition' is visible below the button.





If the ICR program is unable to read the scanned timesheet, it will list the status as a “Handwriting Exception”. When you select that timesheet, instead of creating an activity, you will select the Handwriting Exception button.

The screenshot shows the 'ICR Timesheet' interface. At the top, there are search criteria fields for Case ID, Individual, Status, and County, along with date and month filters. Below this is a table with columns: Case ID, Individual Name, Activity, Frequency, Attendance, Hours, Status, System Comments, and Received Date. One row is highlighted in blue, with the 'Status' column containing 'Handwriting Exception', which is also highlighted with a green box. At the bottom right, there are two buttons: 'Create Activity' and 'Handwriting Exception', with the latter highlighted by a green box.

This will open up an ICR screen that will show you the original scan and allow you to correct the error. When the information is correct, click submit.

The screenshot shows a 'Table Transcription' window. At the top, it says '(h[s]) Table Transcription'. Below this is a scanned image of a timesheet with instructions: 'Please provide all of the information requested below and return this form to your caseworker at the following location b Date Due: Location: Phone Number: Please enter the total number of hours you participated in all EF work activities outlined under "work activity" here should not include time for transportation to and from the work activity site. Transportation time can only included only if it is supervised. Do not enter any hours for holidays or excused absences.' Below the instructions is an 'Attendance Record' table with columns for 'Work Activity' and days 1 through 21. A 'Type the Text in the Highlighted Field' overlay is present, with a 'Submit' button highlighted in green. Below the overlay is a table with columns for 'Work Activity', 'Day 2', 'Day 4', and 'Day 7', and a row with the number '8' in the 'Day 4' column.





Clicking the Create Activity button will open a digital version of the timesheet for you to review. Please review and correct any information that is inaccurate. There is a PDF button that will allow you to see a PDF version of the timesheet. Once you are confident that the timesheet information is accurate, click the approve button at the bottom. Please note there is an option to deny the timesheet if it needs to be corrected by the client.

Activity Type

Secondary Sub Category

Employer Name/ Placement:

Enter Attendance By:
 Daily Weekly Monthly

JUNE - 2021							WEEKLY TOTAL
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
			1	2	3	4	
			3.00				3.00
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
				2.00			2.00
19	20	21	22	23	24	25	
						3.00	4.00
26	27	28	29	30			
		28.00		2.00			5.00
Holi:			EXCI:		Regular Total		
							14.00
						Monthly Total	
							14.00

System Comments

User Comments

Participate in Work
Date Due
Please include CM Number
Please include CM Fax
Please include not including traveling hour for
Wor
TAT
Child
Sch
Ex
Job
Cr
Colora
Medic
Health
Hour

