

## **CPPM-8295 CBMS ICR for Timesheets**

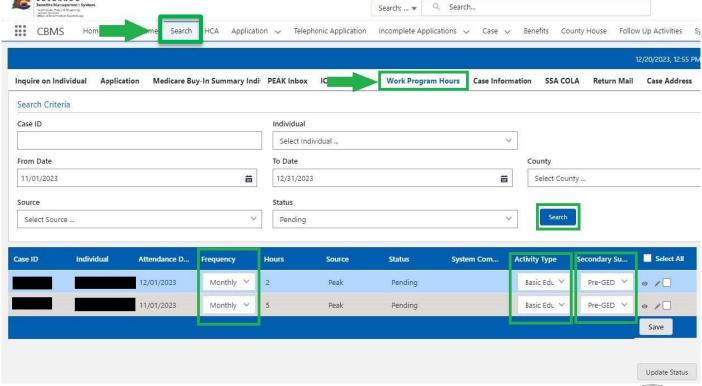
## **Retrieving Timesheets in CMBS**

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.

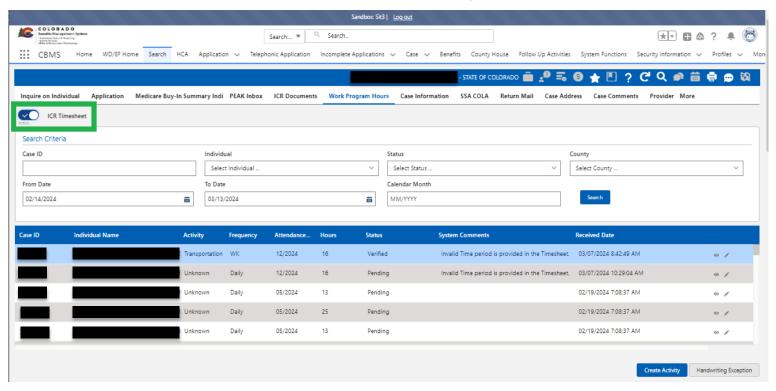






## Retrieving Timesheets from the ICR

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.





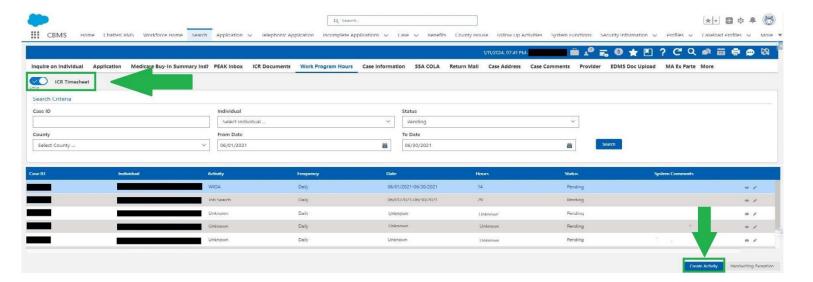


When you select "ICR Timesheet" you will see a new search screen with the following options:

- 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.

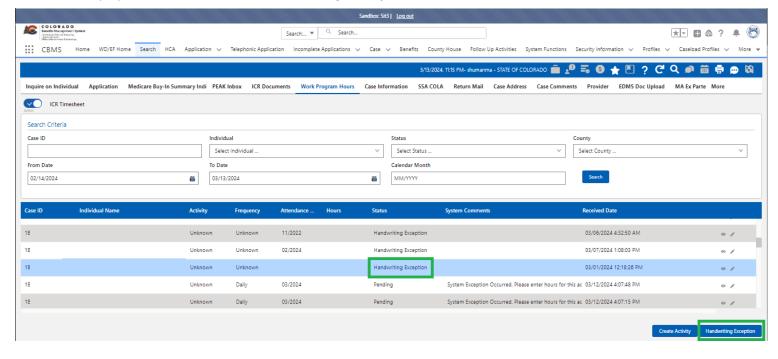
Select the desired timesheet and click Create Activity on the bottom of the screen.



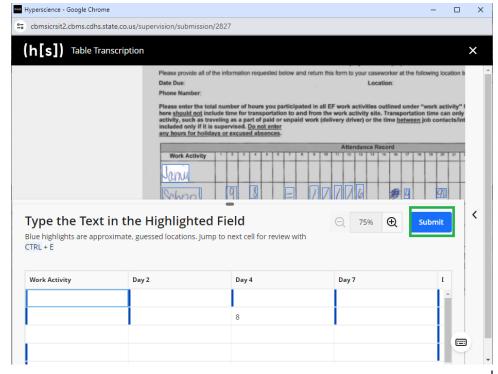




If the ICR program is unable to read the scanned timesheet, it will list the status as a "Handwriting Exception". When you select that timesheet, instead of creating an activity, you will select the Handwriting Exception button.



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.







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.

