

Process Manual

Entering Employment Outcomes

Overview

This document provides a step-by-step process for entering employment outcomes in CBMS.

Process

- 1) Log into CBMS
- 2) Enter case number in the global search bar on the CBMS Home Page
- 3) Click on case number to access the members page
- 4) Click on the briefcase icon in the top right corner
- 5) Click on the **Plan** tab
- 6) Click the **active plan** that needs to be updated
- 7) Click on the **Maintain Participant Activities** related page
 - a) Click on the edit button
- 8) Enter **Actual End Date**
 - a) This will populate 2 required fields
 - i) Closure reason
 - ii) Outcome
- 9) Enter **Closure Reason**

Maintain Participant Activities

Detail

*Activity
Select Activity ...

*Date Referred: 02/25/2019

Actual End Date: 04/11/2019 (8)

Quantity: []

Weekly/Monthly: Weekly Monthly

Actual Start Date: 02/25/2019

*Closure Reason: Select Closure Reason ... (9)

Other: []

Credentials Achieved: []

*Outcome: System Closed

Other: []

Employment First

*Mandatory: Yes No

Required Workfare Hours: 0.0

*Job Code: Select Job Code ...

*Job Title: Select Job Title ...

*Hourly Wage: \$23.38

*Employer Name: []

Cancel Save & New Save

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10) Enter Outcome

- a) 4 fields populate when the following are entered in the outcome field:
 - i) Hired from Job
 - ii) Hired by SU/OT Employer
 - iii) Gained Full Time Employment
 - iv) Gained Full Time Employment w/ Benefits
 - v) Gained Part Time Employment
 - vi) Gained Part Time Employment w/ Benefits
 - vii) Self-employed or working 30 hours @ less than minimum wage
 - viii) Gained Employment Gained Employment - Reported by client unverified
 - ix) Gained Subsidized Employment
 - x) Gained Temporary Employment
 - xi) Working Part-Time at Max Capacity

11) Enter Job Code

12) Enter Job Title

13) Enter Hourly Wage

14) Enter Employer Name

15) Click Save

The screenshot shows a web form titled "Maintain Participant Activities" with a "Detail" section. The form contains several input fields and dropdown menus. Numbered callouts (10-15) point to specific fields: 10 points to the "Outcome" dropdown menu (currently showing "System Closed"); 11 points to the "Job Code" dropdown menu; 12 points to the "Job Title" dropdown menu; 13 points to the "Hourly Wage" text field (containing "\$23.38"); 14 points to the "Employer Name" text field; and 15 points to the "Save" button at the bottom right of the form. Other fields include "Activity" (dropdown), "Date Referred" (02/25/2019), "Actual End Date" (04/11/2019), "Quantity", "Weekly/Monthly" (radio buttons), "Actual Start Date" (02/25/2019), "Closure Reason" (dropdown), "Other" (text field), "Credentials Achieved" (text field), "Mandatory" (radio buttons), "Required Workfare Hours" (0.0), and "Save & New" button.

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