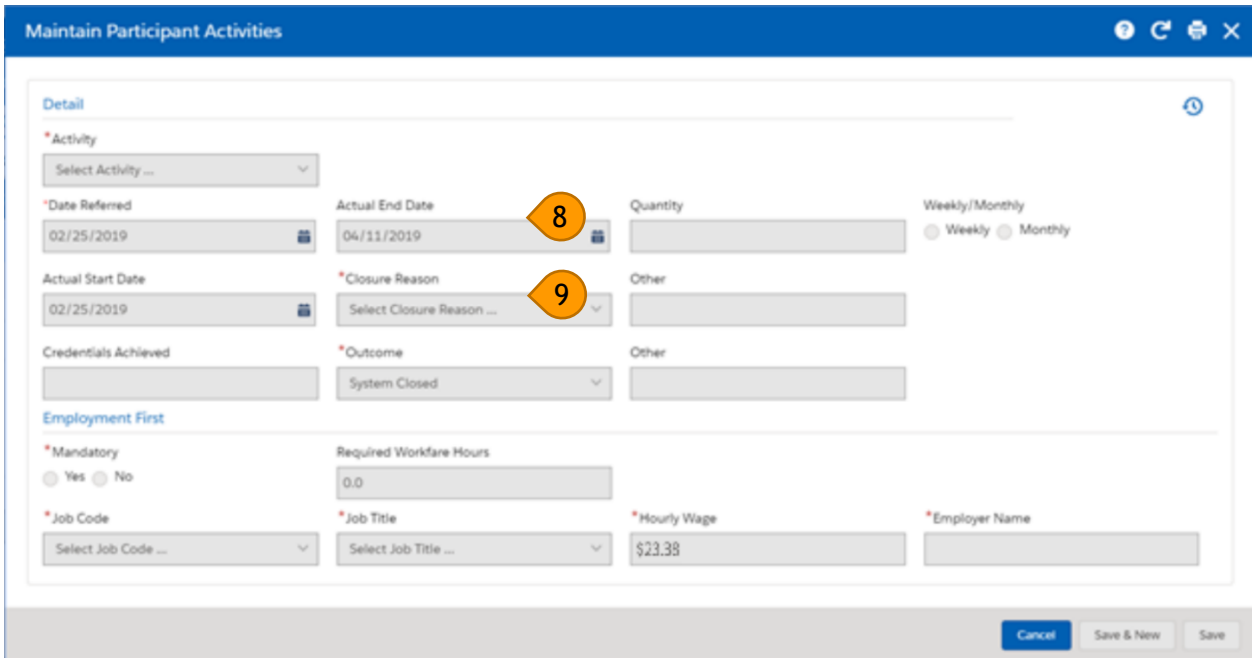
Entering Employment Outcomes

Overview

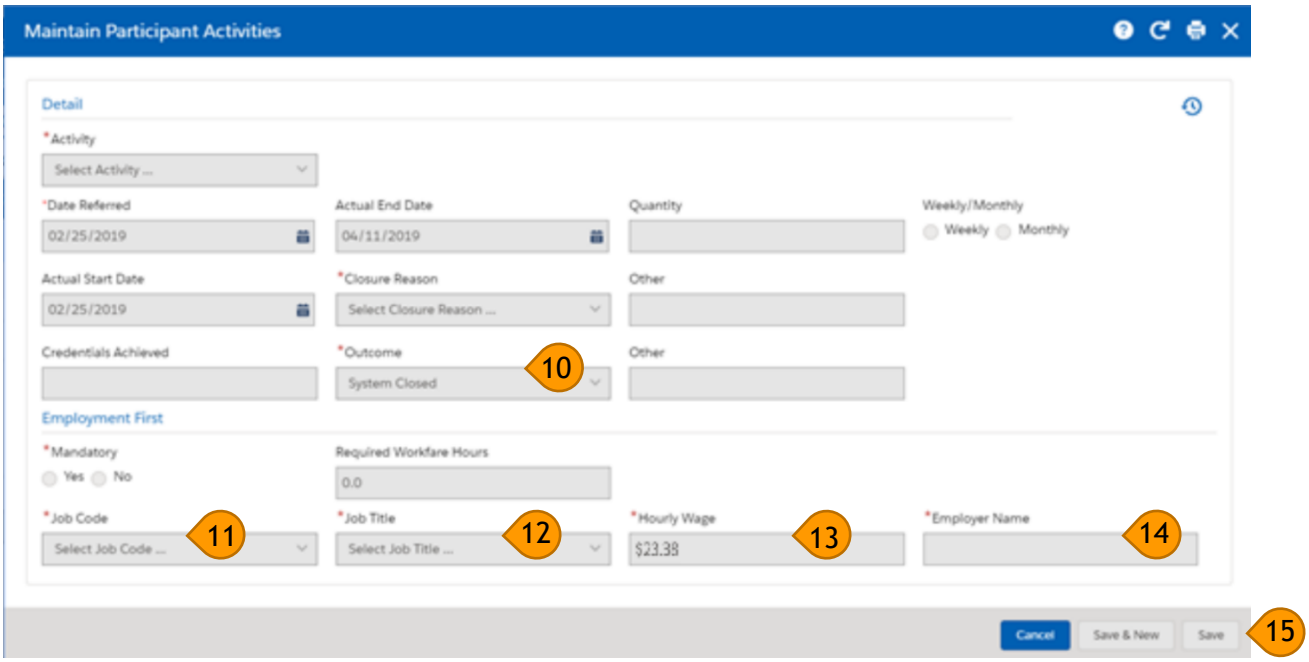
This document provides a step-by-step process for entering employment outcomes in CBMS.

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**



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



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