Reprinting Correspondence from Spanish to English

Project 13608

We are required to send notices to customers in the language that they request (currently only English and Spanish are available). When we have hearings or need to send those notices to third parties, we need to provide them in English so that everything that the customer submitted to the county is readable. With the implementation of Project 13608 in February 2020, we will now have the ability to reprint correspondence in either English or Spanish, without changing the client's language preferences.

How to Print

1 On the Client Correspondence Screen, click the printer icon in the top right.

2 On the Print Details Screen, use the Language drop down to select which language to print the correspondence in.

Select Print. CBMS will translate from English to
Spanish (and vice versa) based off the selection made for the customer's preferred language and the Print Details Language.

11 11 11 11 11 1				Sandbox: Uat	11 11 11 11 11	11 11 11 11 11		
COLORADO Benefits Management System			All 🔻 🔍 Sear	ch Salesforce				** 🖬 🚽 👌
CBMS Home Sea	arch Application 🗸 Case 🗸	Benefits Work Programs	Follow Up Activities System Func	tions Security Information 🗸 F	Profiles V Caseload Profiles	✓ Offices ✓ Units ✓ J	Assign Application Access Profil	
							💼 = 6 ★ 🗉] 🚱 C' Q 🔿 🖶 🕅
Interfaces Client Corresponde	ence Supervisory Authorization							
1095B - Health Coverage Prin	Print Details						0 C 🖶 X	
Search	Print Details							
Correspondence Type	Request Reprint						9	
Notice Of Action	Reprint Reason						3	
*Print From Date								
09/01/2019	Response Due Dat	e						
		ő						
	Language							Θ
	2 English	~					eturn D	Date Response E 🕇 👁
	View Only	,	Online Print	Batch Print				09/26/201 /
	No chan							•
						V NOA/Form Info		0
	There was a char	Food Assistance English	Notice Of Action NOA 1020) FS0144-I Notice Batch (Cen	tral) No 🐵 🖋	NOA/Form #	NOA/Form	Name
	There was a chan	Colorado Works English	Notice Of Action NOA 1020	CW0657-I Notice Batch (Cen	tral) No 💿 🖉			
<					•	HCPF CDHS NOA1	MA0100-A	HCPF CDHS NOA
						-		•
						✓ NOA Reason		0
						NOA Pearon Description	Action	



COLORADO Health Care & Economic Security Staff Development Center