

# CBMS Updates to the Case Review Sample for Colorado Works

The current sample report is manually pulled out of Perceptive, the reports subscription platform. Project 13834 will update the case review sample selection process to align with the new Work Verification Plan. This project is also moving the sample report out of Perceptive and into a new CBMS page.

## To View Cases on the Sample Report

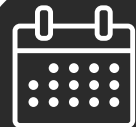


### Step 01

Navigate to the Case Review Sample Page under System Functions.

### Step 02

Enter the month that you would like to review.



### Step 03

Select your county from the drop down.

### Step 04

Click "Search". Results can be sorted by any of the columns, including: Supervisor, CW Worker, Application Date, Work Required, etc.



### Step 05

Click "Download" to print the search results in a report format.