Overview

This document provides a step-by-step guide for how to pend for and enter an Income Trust, as it relates to Long-Term Care. The steps to take when addressing Income Trusts are dependent on which step the applicant is on:

<table>
<thead>
<tr>
<th>Step #1</th>
<th>No Trust has been established-Income Trust Packet is auto generated to the Member and is pending return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step #2</td>
<td>Member has returned the completed Income Trust Packet and it sent to HCPF for approval</td>
</tr>
<tr>
<td>Step #3</td>
<td>The Income Trust has been approved by HCPF</td>
</tr>
</tbody>
</table>

Process

1) Log into CBMS
2) Navigate to the Case by entering the Case Number in the Global Search bar on the Home Page
3) Click on Case Number in the results table to access the Members page
4) From the Members page, hover over the Actions button
5) Select Begin Interactive Interview to initiate the II queue
6) On the Case Questions page, be sure the ‘Yes’ radio button is selected for Does anybody have income
   • Selecting ‘No’ will not populate the Income page in the Interactive Interview (II) queue
7) Navigate to the Income tab
8) From the Name drop-down, select the person with the Income
9) Select the appropriate Income Type
10) Highlight the income requiring the Income Trust to populate the related pages

Step#1: Send the Income Trust Packet to the Member and pend the case

1) Click on the Transfer of Income related List
2) Click the plus (+) sign in the blue detail header
3) Select the appropriate name from the Name of Transfer Recipient field
4) Enter the Amount Transferred
   • This is the difference between the total income the member receives and 300% current year’s SSI + $1
5) Enter the Date of Transfer
6) From the Reason drop-down menu, select Income Trust Pending with HCPF
7) Select Received from the Verification drop-down menu
8) Select Client Statement as the Source
9) Click Save
10) Run EDBC
   • Wrap-up will show the program in MA Individual Eligibility as pending for the following reasons:
     o Income Trust Setup required to pass the client
     o Pending Income Trust Determination by HCPF

Note: There will not be a VCL generated for this. The Income Trust packet found in the Additional Information page will be generated through CBMS and contains a due date along with directions for the Member.

Step #2: Complete when the Income Trust Packet has been received back from the Member

1) Navigate to the Transfer of Income related list
2) Click on the pencil icon to edit/add details
3) Update Source to HCPF Trust Officer
   • Do not delay in sending the Trust packet and any related documents to the Trust Officer.
4) Navigate to the Case Wrap-up page
5) Click on the Additional Information related list
6) Click on the pencil icon to edit/add details
7) Enter the Date Signed
   • This is the date the Member signed the packet
8) Enter the Date Returned
   • This is the date the packet was returned to the agency

Step #3: Enter the Income Trust approval from HCPF

1) Navigate to the Transfer of Income related list
2) Click on the pencil icon to edit/add details
3) Update Reason to Income Trust approved by HCPF

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

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Health Care & Economic Security
Staff Development Center

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