

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 application interface titled "Maintain Participant Activities". The form is divided into several sections. The "Detail" section includes fields for "Activity" (a dropdown menu), "Date Referred" (02/25/2019), "Actual End Date" (04/11/2019), "Quantity", and "Weekly/Monthly" (radio buttons for Weekly and Monthly). Below this are "Actual Start Date" (02/25/2019), "Closure Reason" (a dropdown menu), and "Other". The "Credentials Achieved" field is empty. The "Outcome" field is set to "System Closed" and is circled with a yellow callout labeled "10". The "Employment First" section includes "Mandatory" (radio buttons for Yes and No), "Required Workfare Hours" (0.0), "Job Code" (a dropdown menu circled with "11"), "Job Title" (a dropdown menu circled with "12"), "Hourly Wage" (\$23.38 circled with "13"), and "Employer Name" (a text field circled with "14"). At the bottom right, there are buttons for "Cancel", "Save & New", and "Save", with the "Save" button circled with a yellow callout labeled "15".

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

