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

![Image of Maintain Participant Activities page]
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