

Case Sample Review Page

To View Cases on the Sample Report:



Step 01

Navigate to the Case Review Sample Page under System Functions.



Step 02

Select either Colorado Works or Adult Financial based on what program you would like to see.



Step 03

Enter the month that you would like to review.



Step 04

Select your county from the drop down.



Step 05

Click "Search". Results can be sorted by any of the columns.



Step 06

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

Project Summary:

The current sample report is manually pulled out of Perceptive, the reports subscription platform. Projects 13834 and 13991 are moving the sample report out of Perceptive and into a new CBMS page.

CBMS Build 13834 in June 2020 addressed the Colorado Works sample report to align with the Work Verification Plan and Federal reporting requirements.

With the October 2020 CBMS Build 13991, the Adult Financial sample report is being updated as well to align with the new program rules.

The screenshot shows the CBMS interface with the following elements highlighted by callouts:

- 1:** The 'Case Review Sample' tab in the navigation bar.
- 2:** The 'Adult Financial Review' tab in the search criteria section.
- 3:** The 'Sample Month' input field.
- 4:** The 'County' dropdown menu.
- 5:** The 'Search' button.
- 6:** The 'Download' button at the bottom left.