

# Completing the CDHS Interview Attendance Page

## Overview

This document provides a step-by-step process for how to complete the data entry on the CDHS Interview Attendance page in CBMS. This screen must be completed after the client attends the interview if SNAP, Colorado Works, and/or Adult Financial is on the case.

## Process

- 1) Select the **Program Type** from the drop-down menu.
  - a) Information entered on the CDHS Scheduling Interviews screen will populate to the CDHS Interview Attendance screen for the missed interview.
    - i) If Food Assistance is selected, the Missed Interview Details section will appear at the bottom of the screen. CBMS will populate this information and will send the client a NOMI.
    - ii) For cash programs, the case will deny.
- 2) CBMS will populate the **Begin Date**
  - a) For intake, this should be the Application Date
  - b) For RRR, this should be the first day of the month after the RRR due month
- 3) Enter the **Completed Interview Date** as date the interview was successfully completed.
- 4) For **Interview Required**, select the appropriate drop-down option.
  - a) The field will reset the next time the case is in Intake or RRR mode.
- 5) In the **Interview Type** field, select whether the interview was performed over the 'Phone' or 'Face to Face'
  - a) This field become required if 'Yes' has been selected for Interview Required
- 6) **Save** the screen



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CDHS Interview Attendance ? ↺ 🖨 ✕

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Detail 🕒

\*Program Type **1**

Atteded Interview

\*Begin Date **2** 📅      \*Interview Required **4** ▼  
Select Interview Required ...

Completed Interview Date **3** 📅      Interview Type **5**  
 Phone    Face To Face

Reason for Phone Interview      Good Cause  
Select Reason for Phone Interview ...      Select Good Cause ...

**1a** Client Missed FA Interview

Client Missed FA Interview      Missed Interview Date 📅

Cancel   Save & New   Save & Continue   Save **6**

*Do you have any questions or suggestions regarding this process? Please contact the SDC via email [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us)*