COLORADO
Department of Health Care Policy & Financing

BUS Update Memorandum

TO: All BUS Users
FROM: Rhonda Johnson – BUS Business Analyst
DATE: June 17, 2019
RE: Supported Employment Updates in the BUS

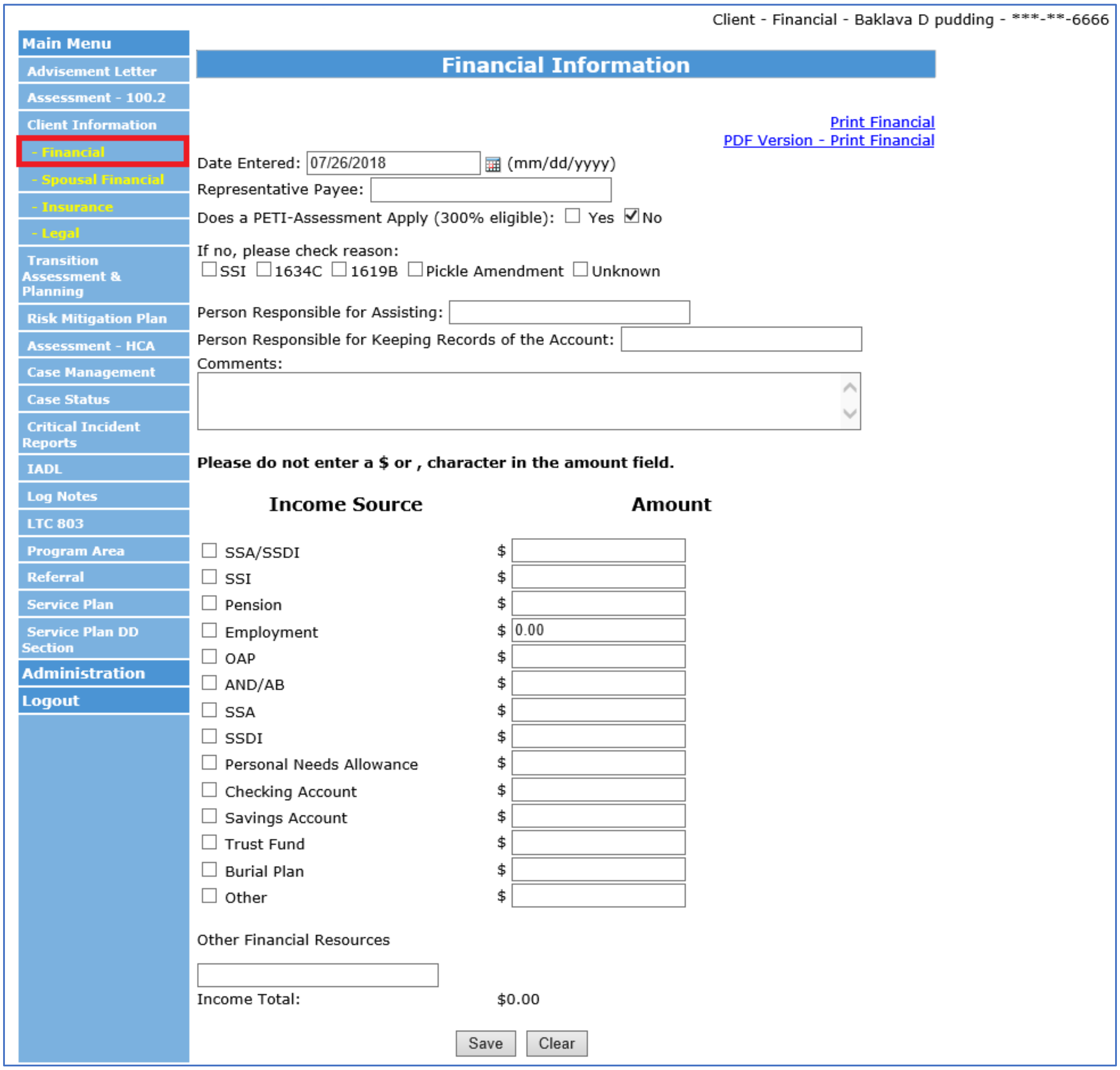
What is changing?
On June 17, 2019, the Financial section of the Client record will be updated in the Benefits Utilization System (BUS). This update will consist of dividing the existing Financial page into two sections and adding two new pages to capture Supported Employment data. The Client Income totals will also be updated to meet legislatively mandated reporting requirements.

Why is this change being made?
Supported Employment data is needed to meet legislatively mandated reporting requirements. The addition of the new Supported Employment pages and updates to the Client Income Totals will satisfy these requirements.

Change #1

Update to Financial Information Page

Current View:



Client - Financial - Baklava D pudding - ***-**-6666

Main Menu
Advisement Letter
Assessment - 100.2
Client Information
- Financial
- Spousal Financial
- Insurance
- Legal
Transition Assessment & Planning
Risk Mitigation Plan
Assessment - HCA
Case Management
Case Status
Critical Incident Reports
IADL
Log Notes
LTC 803
Program Area
Referral
Service Plan
Service Plan DD Section
Administration
Logout

Financial Information

Print Financial
PDF Version - Print Financial

Date Entered: 07/26/2018 (mm/dd/yyyy)

Representative Payee:

Does a PETI-Assessment Apply (300% eligible): ☐ Yes ☑ No

If no, please check reason:
☐ SSI ☐ 1634C ☐ 1619B ☐ Pickle Amendment ☐ Unknown

Person Responsible for Assisting:

Person Responsible for Keeping Records of the Account:

Comments:

Please do not enter a $ or , character in the amount field.

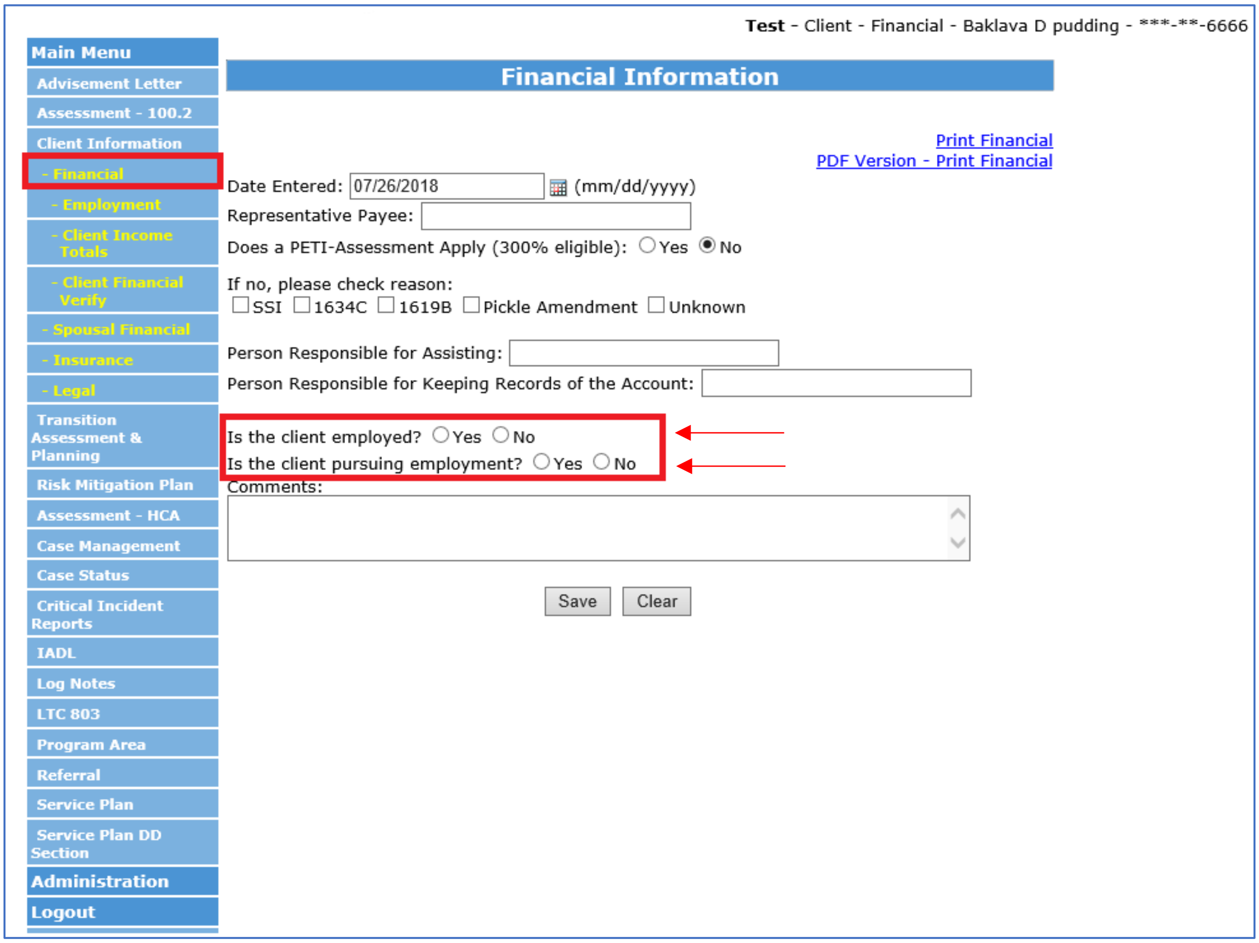
Income Source	Amount
☐ SSA/SSDI	$
☐ SSI	$
☐ Pension	$
☐ Employment	$ 0.00
☐ OAP	$
☐ AND/AB	$
☐ SSA	$
☐ SSDI	$
☐ Personal Needs Allowance	$
☐ Checking Account	$
☐ Savings Account	$
☐ Trust Fund	$
☐ Burial Plan	$
☐ Other	$

Other Financial Resources

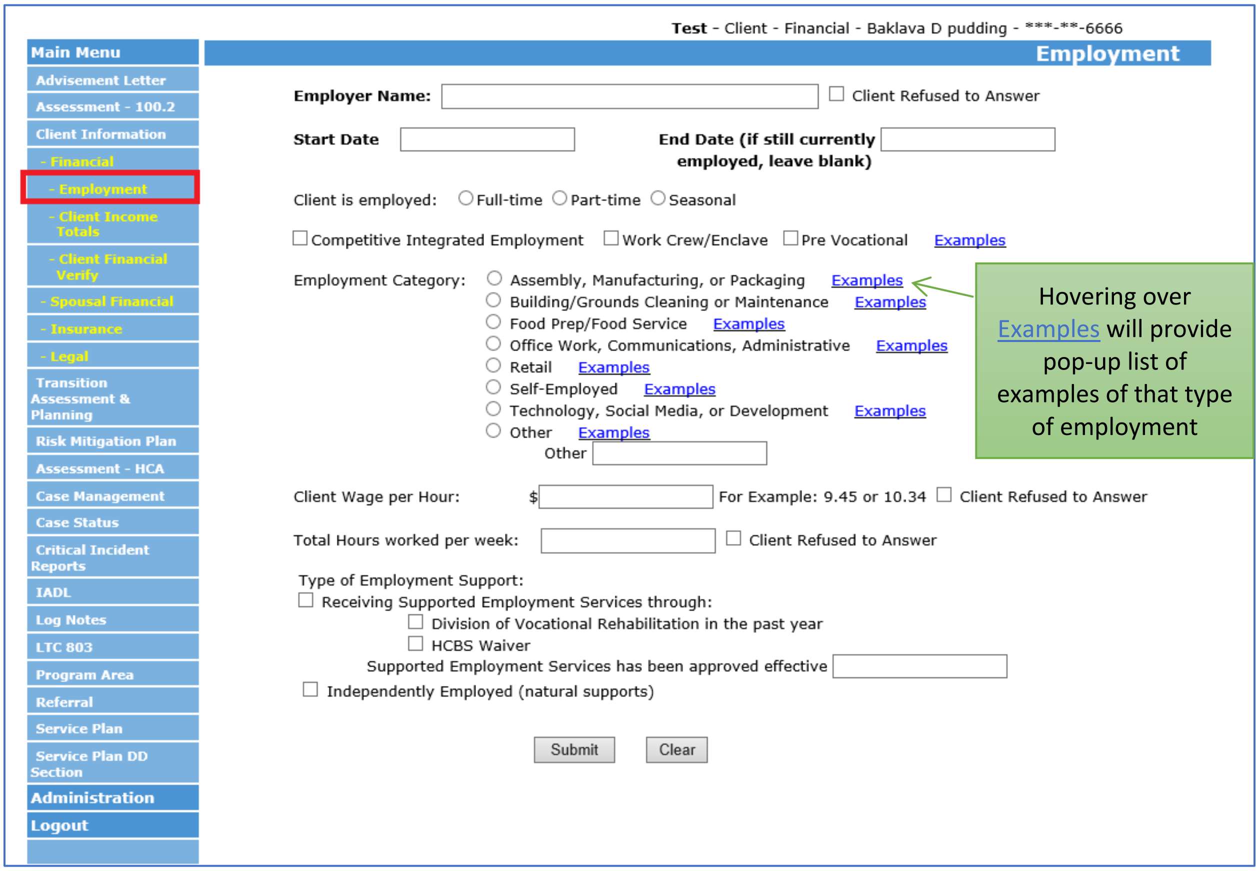
Income Total: $0.00

Save Clear

New View –
The page has been shortened by removing the Income Totals, and two new mandatory questions are visible:



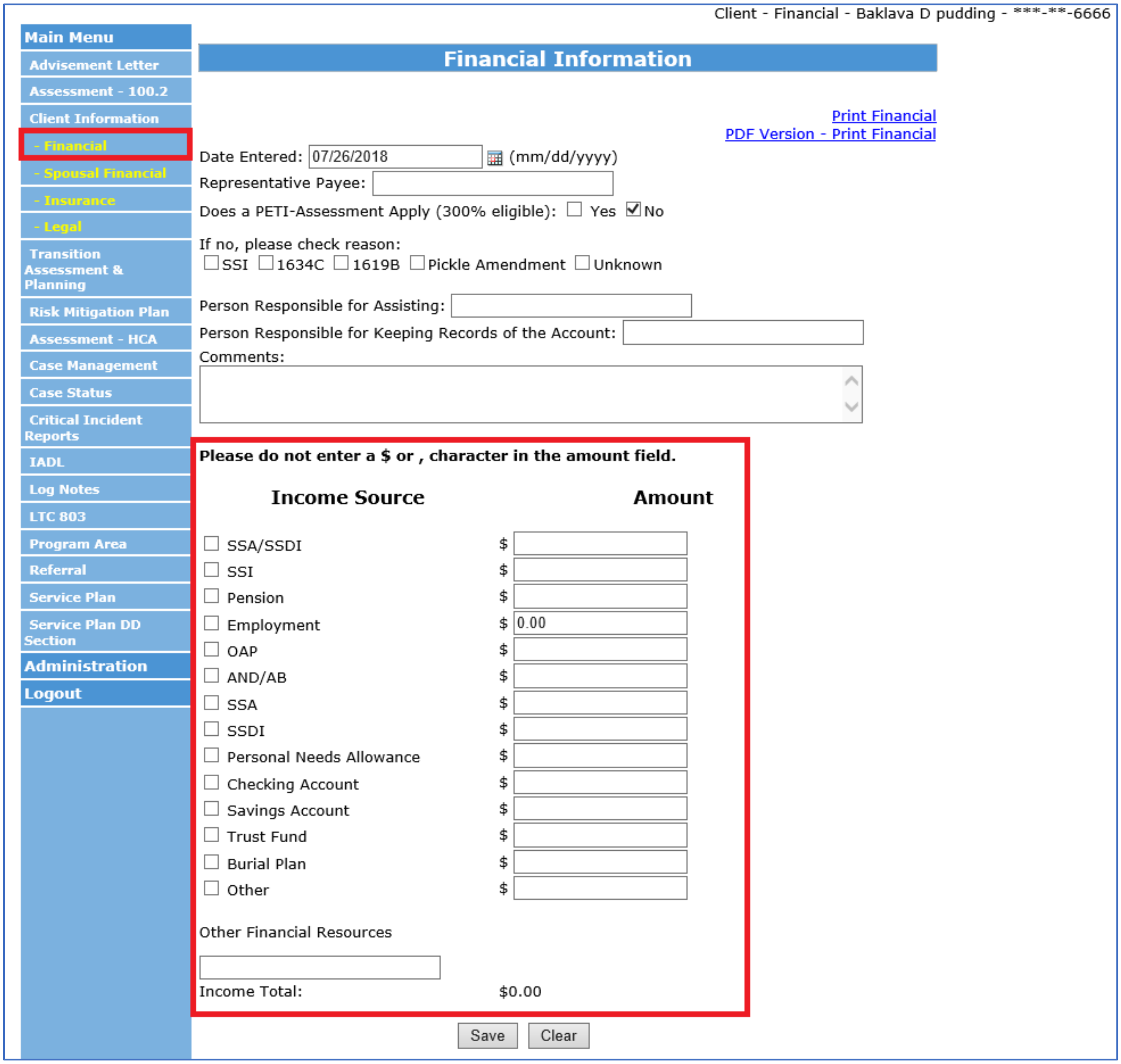
Change #2
Addition of Employment Page



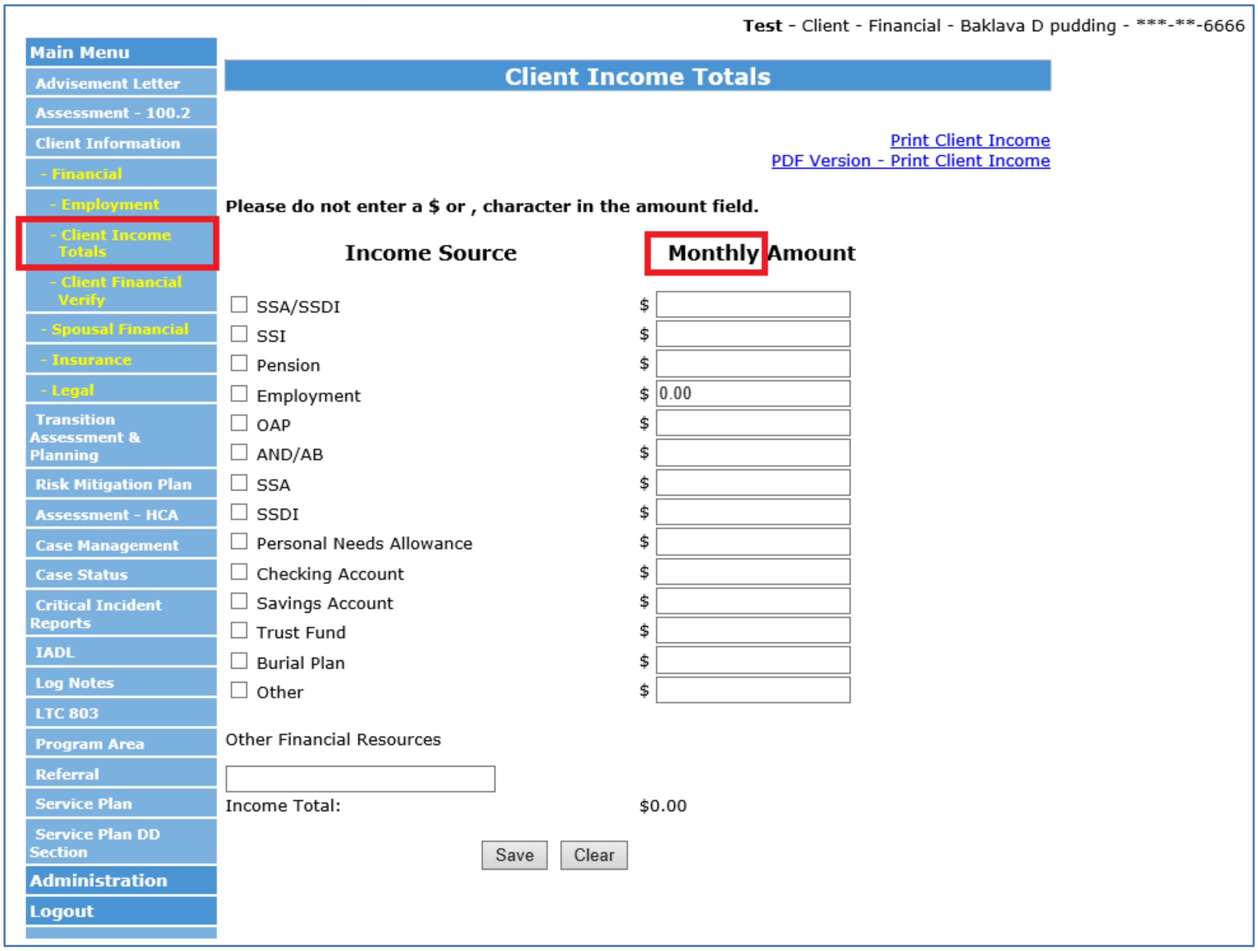
The Employment page is designed to capture the legislatively mandated reporting requirements. Each question on the page is required and the option exists to indicate if the client refuses to answer that question. Upon Submit, another blank Employment section will appear, allowing the documentation of a second job if necessary.

Change #3
Client Income Totals Update

Current View:



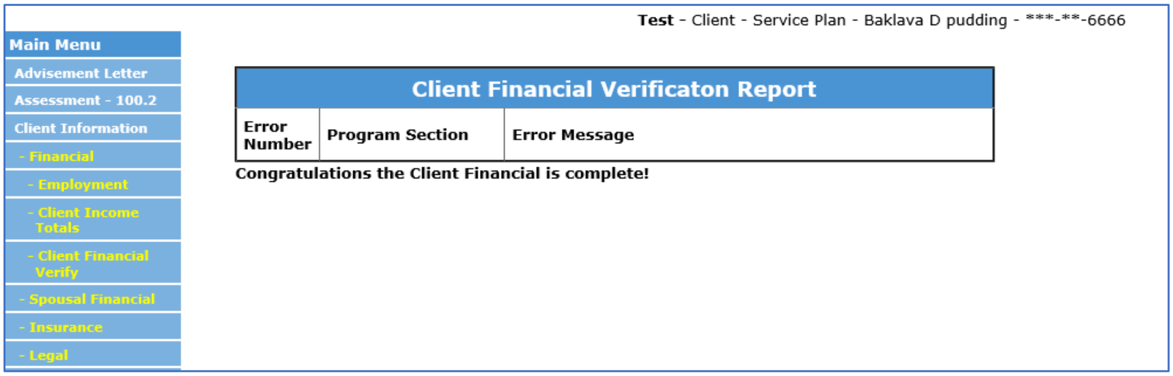
New View –
The Client Income Totals have been moved from the initial Financial page to their own page:



To clarify that the amounts entered for the various income sources should to be the monthly amount received by the individual, the column heading has been renamed Monthly Amount. Also, as an added verification, if a total is entered in the Monthly Amount column, the corresponding Income Source must be checked.

Change #4
Client Financial Verify

To check for errors, a Client Financial Verify page has also been added.



If you have any questions about these changes to the Financial pages in the BUS, please contact:

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