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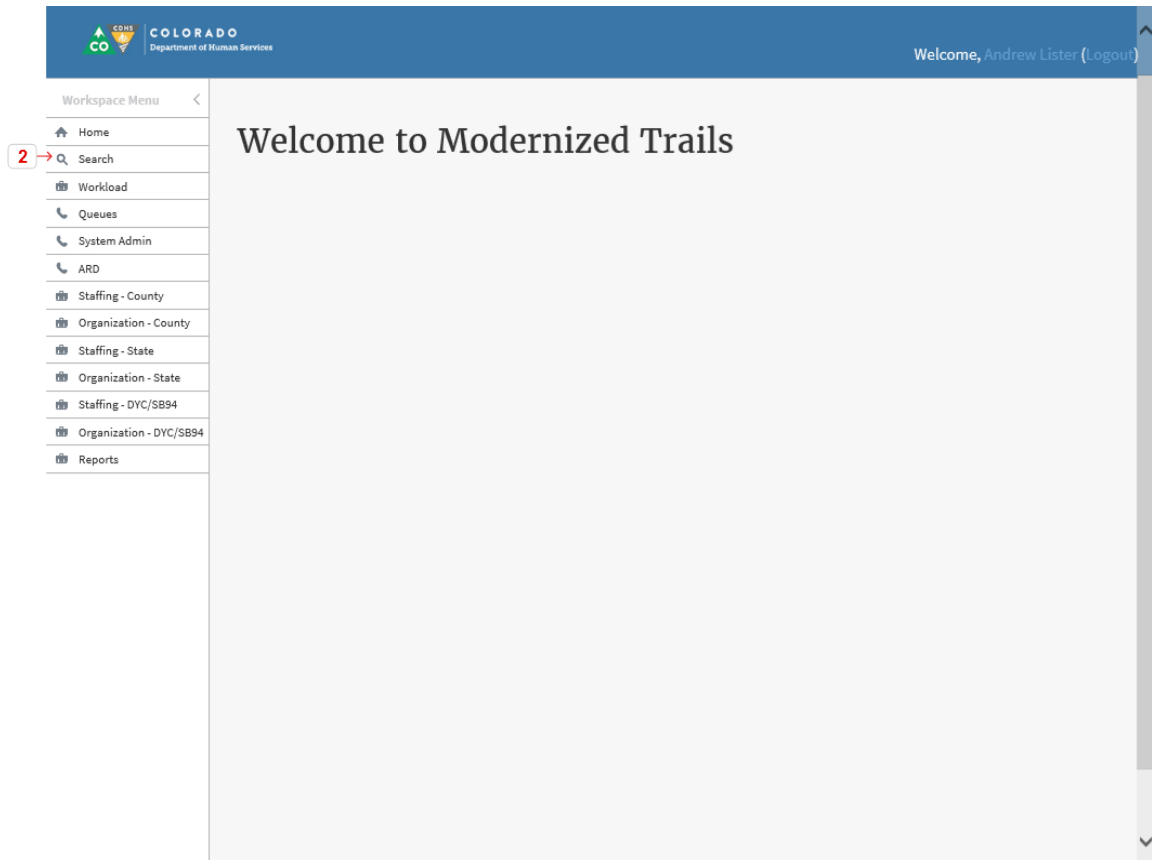
**Purpose**

This Job Aid provides you with a document that describes how to perform the task. You can print this document or save it to your local hard drive.

## Procedure

1. Follow the steps below to complete the task:

### Colorado Trails



2. Click the **Search** menu item.  Search



### Colorado Trails

Workspace Menu <

- Home
- Search
- 3 → Client Search
- Public Provider Client Search
- Provider Search
- Hotline Search
- Workload
- Queues
- System Admin
- ARD
- Staffing - County
- Organization - County
- Staffing - State
- Organization - State
- Staffing - DYC/SB94
- Organization - DYC/SB94
- Reports

Welcome to Modernized Trails

Welcome, Andrew Lister (Logout)

3. Click the **Client Search** menu item. [Client Search](#)



Client Search - Colorado Trails

CDHS COLORADO Department of Human Services Welcome, Andrew Lister (Logout)


### Client Search

Search Queries

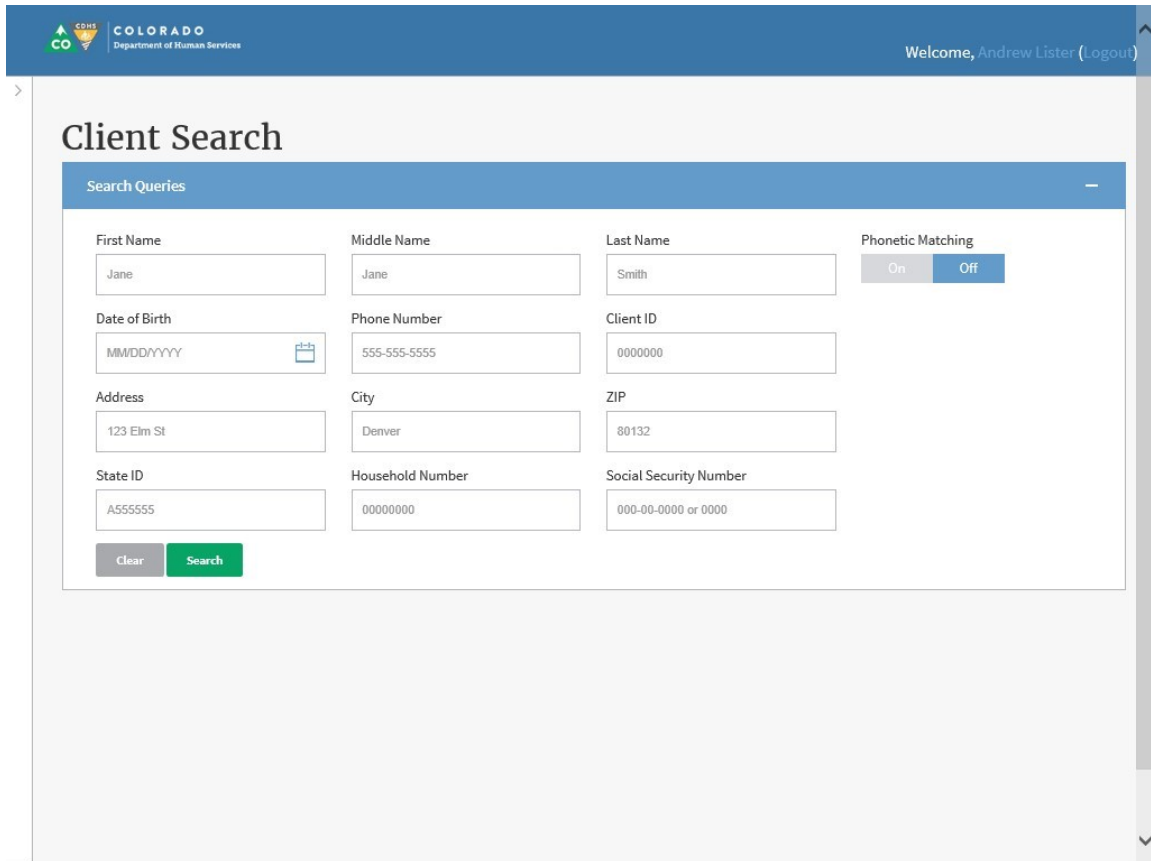
First Name Jane	Middle Name Jane	Last Name Smith	Phonetic Matching On Off
Date of Birth MM/DD/YYYY	Phone Number 555-555-5555	Client ID 0000000	
Address 123 Elm St	City Denver	ZIP 80132	
State ID A555555	Household Number 00000000	Social Security Number 000-00-0000 or 0000	

Clear Search

4. Client Search

 The Client Search page displays.

### Client Search - Colorado Trails




Search Queries

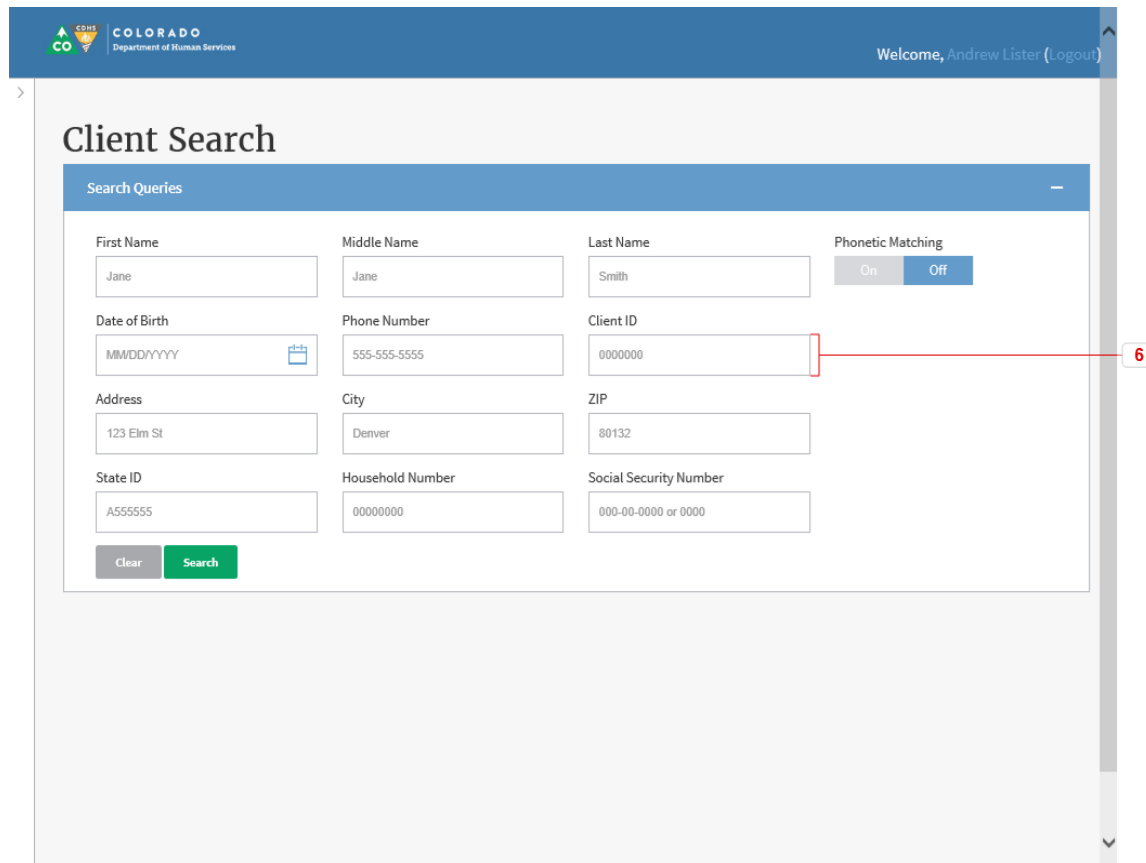
First Name Jane	Middle Name Jane	Last Name Smith	Phonetic Matching On Off
Date of Birth MM/DD/YYYY	Phone Number 555-555-5555	Client ID 0000000	
Address 123 Elm St	City Denver	ZIP 80132	
State ID A555555	Household Number 00000000	Social Security Number 000-00-0000 or 0000	

Clear Search

### 5. Client Search Queries

 Use the Client Search page to search for a client and view their General Information. For example, you could search using a Client ID.

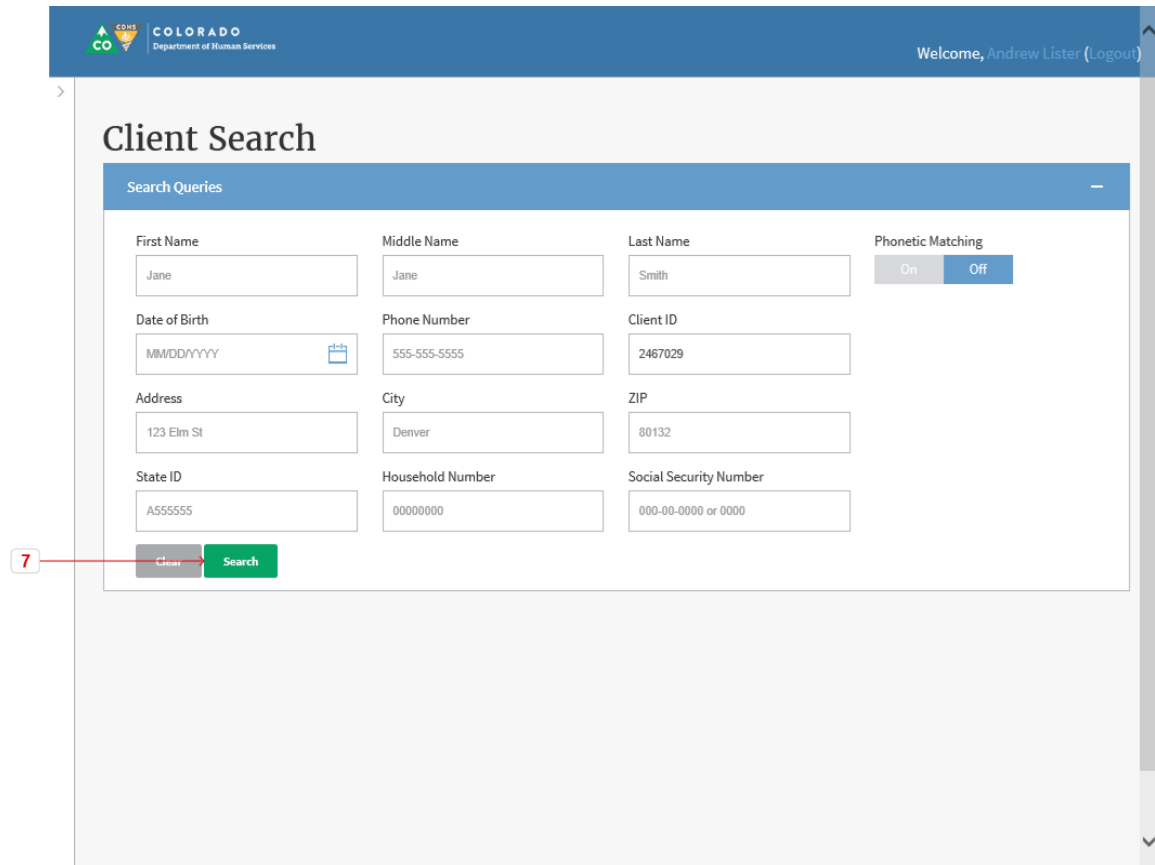
## Client Search - Colorado Trails



6. As required, complete/review the following fields:

Field	R/O/C	Description
Client ID	R	<b>Example:</b> 2467029

## Client Search - Colorado Trails



Search Queries

First Name Jane	Middle Name Jane	Last Name Smith	Phonetic Matching On Off
Date of Birth MM/DD/YYYY	Phone Number 555-555-5555	Client ID 2467029	
Address 123 Elm St	City Denver	ZIP 80132	
State ID A555555	Household Number 00000000	Social Security Number 000-00-0000 or 0000	

7.

7. Click the **Search** button.





### Client Search

CDHS COLORADO Department of Human Services Welcome, Andrew Lister (Logout)

## Client Search

Search Queries +

Phonetic Search: **false**, Client ID: **2467029** 1 results

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
Johnbcnm Alanlhx Doeaaai	—	2467029	Male	04/12/2009	8	G834064	653-00-9542		No

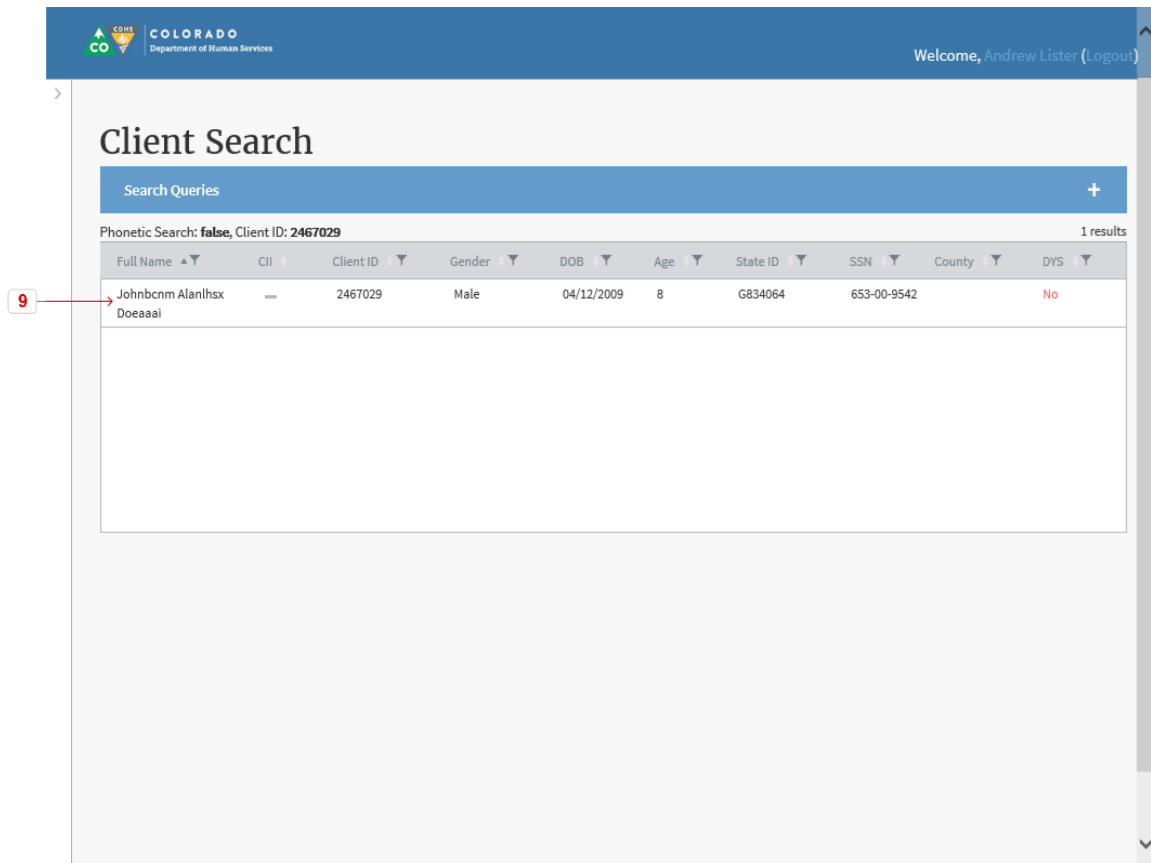
8. Client Search Results





The client that matches your search criteria displays in the table.

## Client Search



Search Queries +

Phonetic Search: **false**, Client ID: **2467029** 1 results

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
<a href="#">Johnbcnm Alanhsx Doeaaai</a>	—	2467029	Male	04/12/2009	8	G834064	653-00-9542		No

9. Click the **Full Name** link. **Johnbcnm Alanhsx Doeaaai**



### Client Search

CDHS COLORADO Department of Human Services

Welcome, Andrew Lister (Logout)

Johnbcnm Alanlhx Doeaaai 2467029 Male 04/12/2009 8 G834064 653-00-9542 No

General Relations 3 Addresses 2 Phone 2 CW Referral/Assessment 4 Critical Info 0

**Johnbcnm Alanlhx Doeaaai**

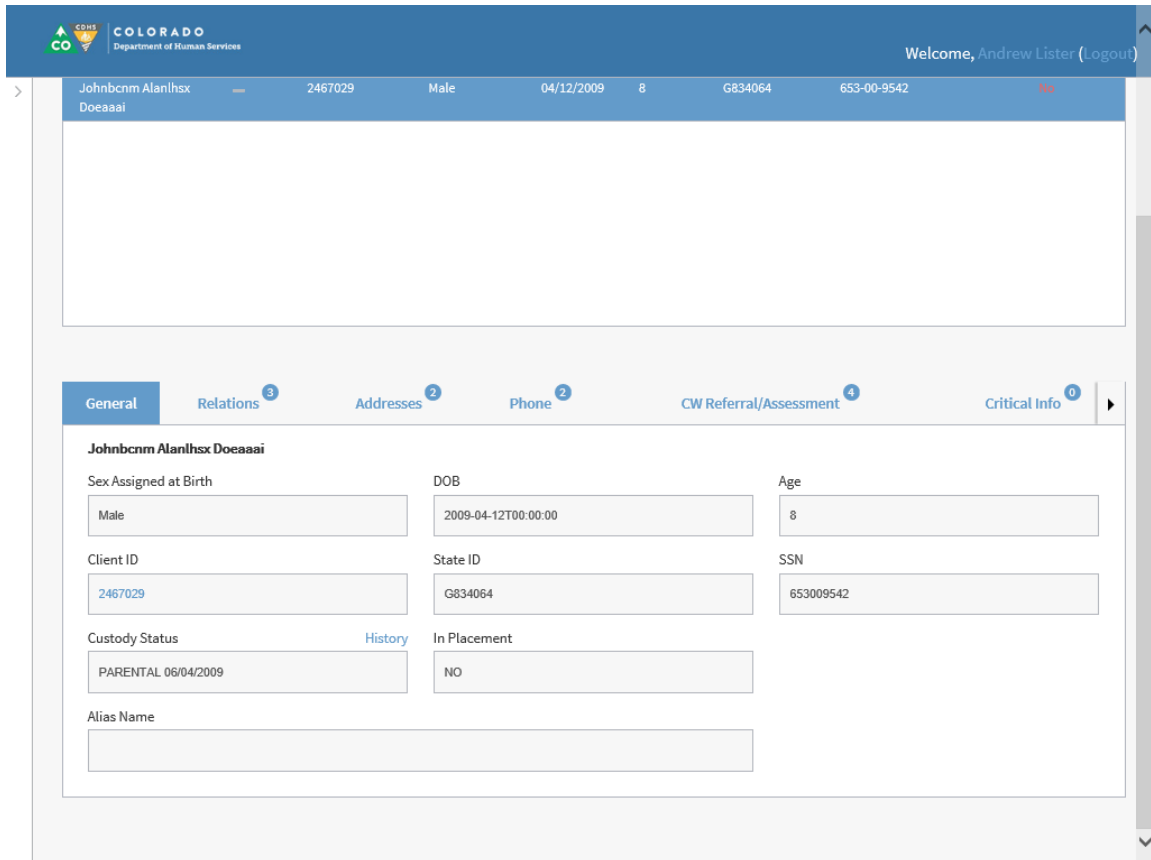
Sex Assigned at Birth	DOB	Age
Male	2009-04-12T00:00:00	8
Client ID	State ID	SSN
2467029	G834064	653009542
Custody Status <a href="#">History</a>	In Placement	
PARENTAL 06/04/2009	NO	
Alias Name		

10. General Tab



Client details will display in tabs below the search results table, with the General Tab displaying by default. The General Tab displays general client information. All the information on the tab is read-only and defaults from the provider record.

## Client Search



The screenshot shows the Colorado Department of Human Services interface. At the top, there is a search results table with one entry:


Johnbcnm Alanlhx Doeaaai	2467029	Male	04/12/2009	8	G834064	653-00-9542	Exp
--------------------------	---------	------	------------	---	---------	-------------	-----

Below the table is a detailed view of the client's information, organized into tabs: General, Relations (3), Addresses (2), Phone (2), CW Referral/Assessment (4), and Critical Info (1). The General tab is selected and displays the following information:

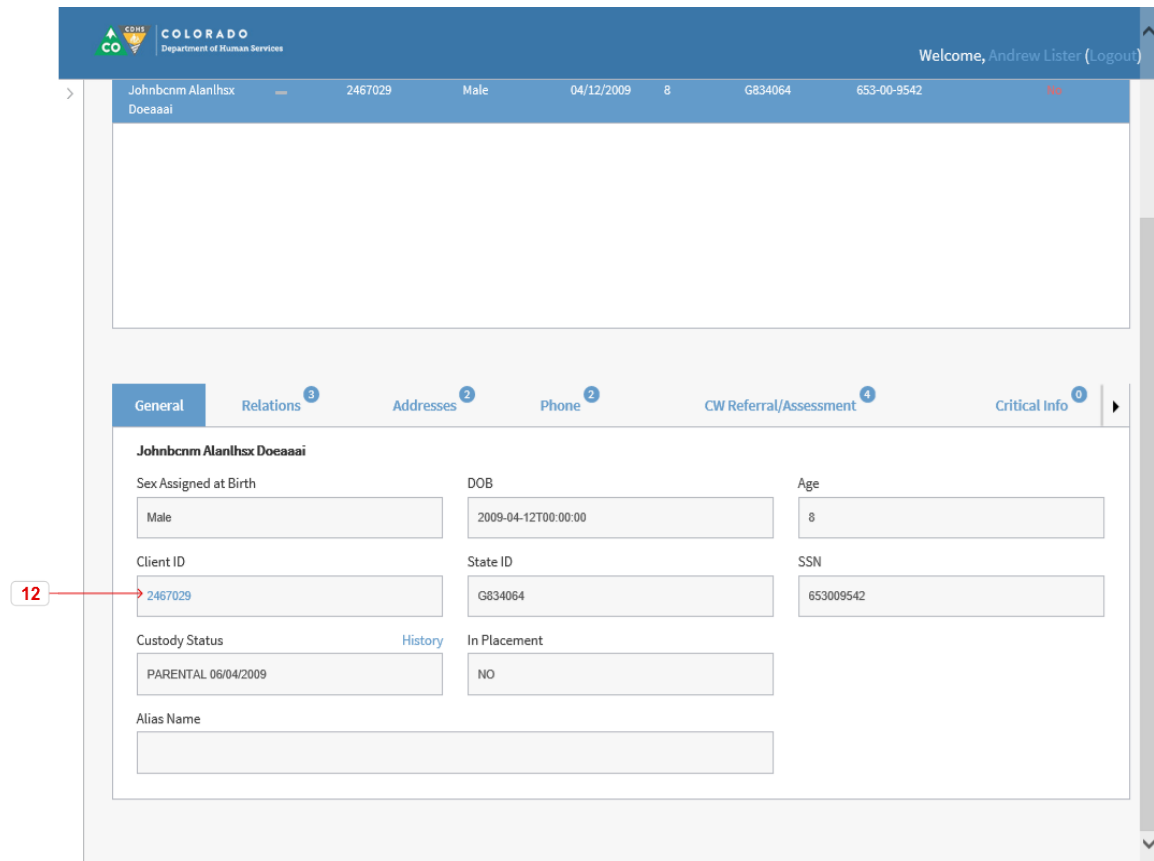
**Johnbcnm Alanlhx Doeaaai**

Sex Assigned at Birth	DOB	Age
Male	2009-04-12T00:00:00	8
Client ID	State ID	SSN
2467029	G834064	653009542
Custody Status <a href="#">History</a>	In Placement	
PARENTAL 06/04/2009	NO	
Alias Name		

### 11. Client ID Field

 Notice that the ID in the Client ID field is a link. Clicking on this link will open the Client Record.

## Client Search



The screenshot shows the client record for Johnbcnm Alanlhx Doeaaai. The Client ID field contains the value 2467029, which is highlighted with a red box and a red arrow labeled '12'. The record also shows other fields such as Sex Assigned at Birth (Male), DOB (2009-04-12T00:00:00), Age (8), State ID (G834064), and SSN (653009542).

**12.** Click the **Client ID** link. [2467029](#)



Client Record - Colorado Trails

CDHS COLORADO Department of Human Services Welcome, Andrew Lister (Logout)

### Client Record: Johnbcnm Doeaaai


Client ID: 2467029      Created Date: 05/10/2010      Created By: Johnbgaw Doekeug

**Client Demographics**

State ID G834064	Prefix	First Name* JOHNBCNM
Middle Name ALANLHSX	Last Name* DOEAAAI	Suffix
Gender Identity* Male	Trans-Gender Identity Select One	Sexual Orientation Select One
Preferred Gender Pronoun Select One	Marital or Domestic Partnership Status Select One	SSN 653009542
Date of Birth 04/12/2009	Date of Birth estimated? Yes No	Date of Death MM/DD/YYYY
Religion None	Hair Color None	Eye Color None
Height 5'11	Weight 0 lbs 0 oz	

Distinguishing Characteristics

13. Client Record

 The Client Record page displays.

**Client Record - Colorado Trails**


Welcome, Andrew Lister (Logout)

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## Client Record: Johnbcnm Doeaaai

Client ID 2467029	Created Date 05/10/2010	Created By Johnbqaw Doekeug
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**Client Demographics**

State ID G834064	Prefix	First Name* JOHNBCNM
Middle Name ALANLHSX	Last Name* DOEAAAI	Suffix
Gender Identity* Male	Trans-Gender Identity Select One	Sexual Orientation Select One
Preferred Gender Pronoun Select One	Marital or Domestic Partnership Status Select One	SSN 653009542
Date of Birth 04/12/2009	Date of Birth estimated? Yes No	Date of Death MM/DD/YYYY
Religion None	Hair Color None	Eye Color None
Height 5'11	Weight 0 lbs 0 oz	

Distinguishing Characteristics

**14. Client Record**



You can view and edit client details on this page. Once you have finished working with the client record you can return to your client search.

## Client Search - Colorado Trails

**COLORADO**  
Department of Human Services

Welcome, Andrew Lister (Logout)


Johnbcnm Alanlhx Doeaaai | 2467029 | Male | 04/12/2009 | 8 | G834064 | 653-00-9542

**General** | Relations <sup>3</sup> | Addresses <sup>2</sup> | Phone <sup>2</sup> | CW Referral/Assessment <sup>4</sup> | Critical Info <sup>0</sup>

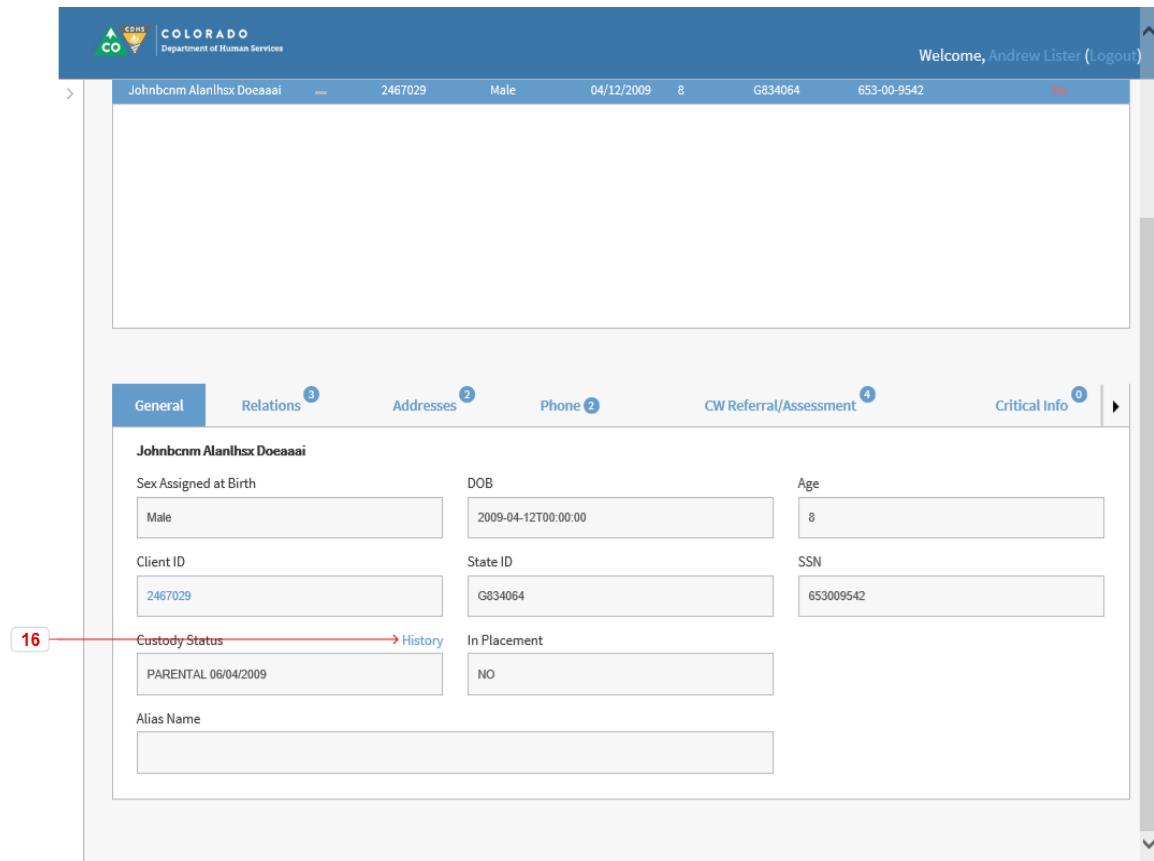
**Johnbcnm Alanlhx Doeaaai**

Sex Assigned at Birth	DOB	Age
Male	2009-04-12T00:00:00	8
Client ID	State ID	SSN
2467029	G834064	653009542
Custody Status <a href="#">History</a>	In Placement	
PARENTAL 06/04/2009	NO	
Alias Name		

### 15. Custody Status Field

 The client's current Custody Status displays. You can view previous custody statuses for the client, using the History link.

## Client Search - Colorado Trails



Johnbcnm Alanlhx Doeaaai 2467029 Male 04/12/2009 8 G834064 653-00-9542

General Relations 3 Addresses 2 Phone 2 CW Referral/Assessment 4 Critical Info 0

**Johnbcnm Alanlhx Doeaaai**

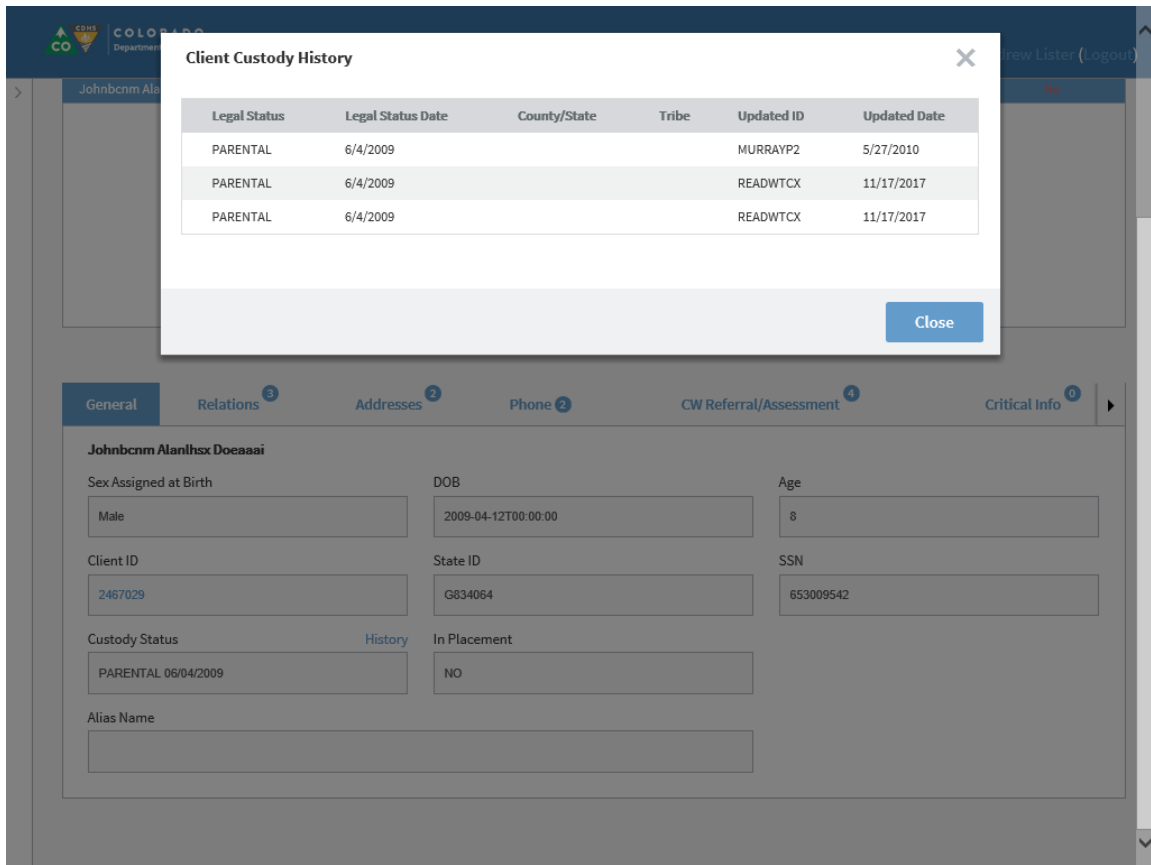
Sex Assigned at Birth	DOB	Age
Male	2009-04-12T00:00:00	8
Client ID	State ID	SSN
2467029	G834064	653009542
Custody Status	In Placement	
PARENTAL 06/04/2009	NO	
Alias Name		

16 → Custody Status → History

**16.** Click the **Custody Status History** link. [History](#)



Client Search - Colorado Trails




The screenshot shows a 'Client Custody History' pop-up window overlaid on a client profile page. The pop-up window contains a table with the following data:

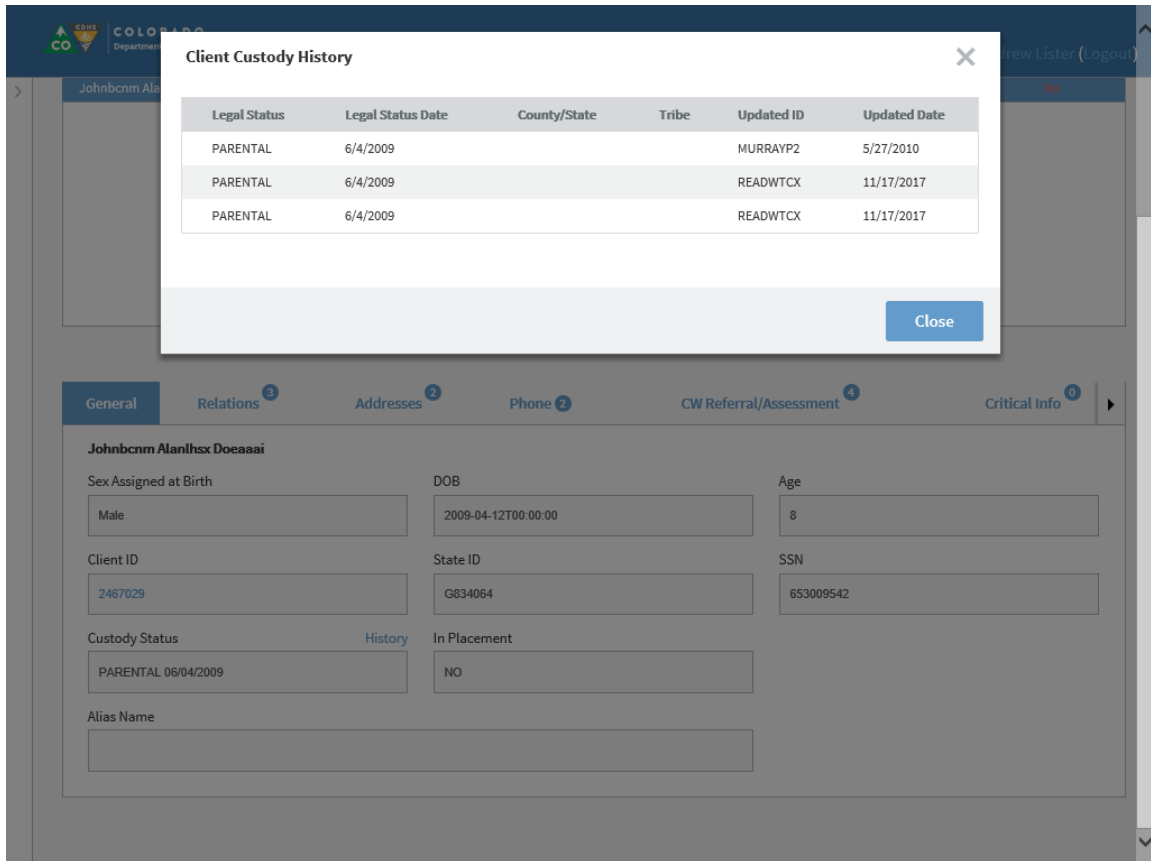
Legal Status	Legal Status Date	County/State	Tribe	Updated ID	Updated Date
PARENTAL	6/4/2009			MURRAYP2	5/27/2010
PARENTAL	6/4/2009			READWTCX	11/17/2017
PARENTAL	6/4/2009			READWTCX	11/17/2017

The background page shows the client profile for 'Johnbcnm Alanlhx Doeaaai' with tabs for General, Relations, Addresses, Phone, CW Referral/Assessment, and Critical Info. Fields include Sex Assigned at Birth (Male), DOB (2009-04-12T00:00:00), Age (8), Client ID (2467029), State ID (G834064), SSN (653009542), Custody Status (PARENTAL 06/04/2009), and In Placement (NO).

17. Client Custody History Pop-Up Window

 The Client Custody History pop-up window displays.


## Client Search - Colorado Trails



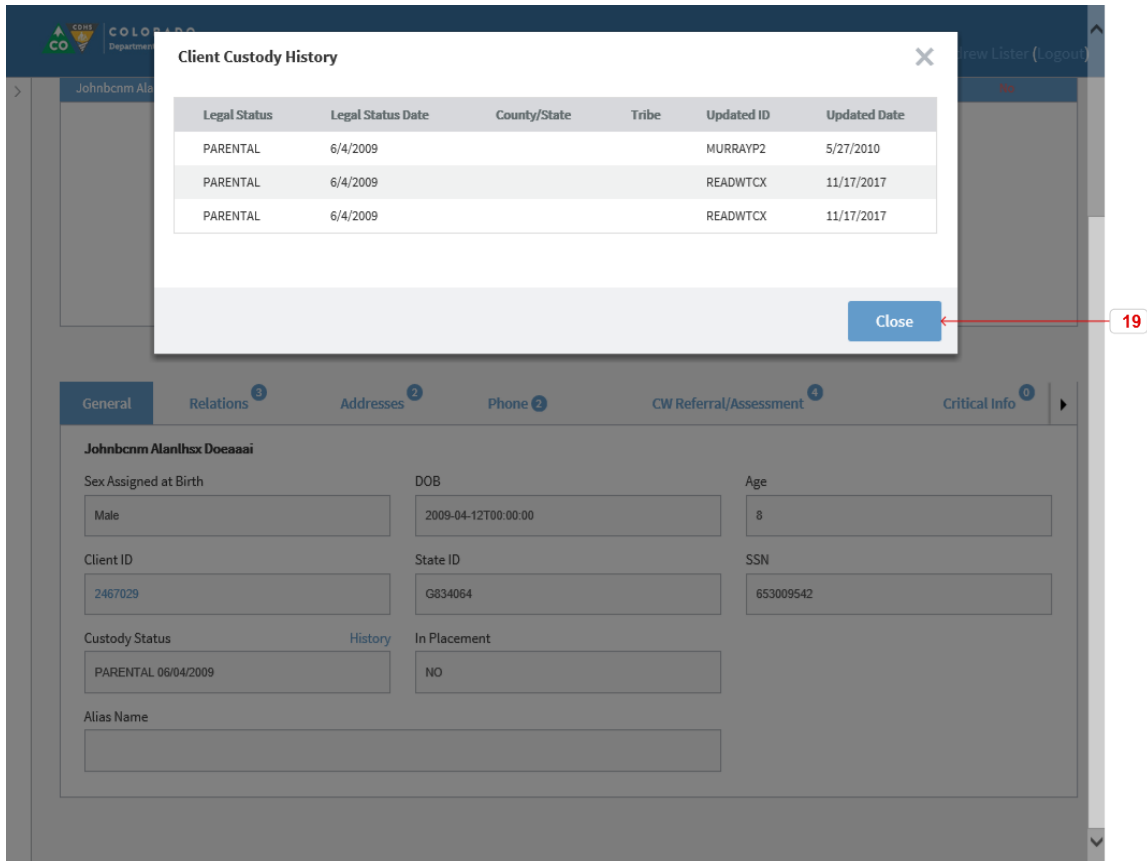
Legal Status	Legal Status Date	County/State	Tribe	Updated ID	Updated Date
PARENTAL	6/4/2009			MURRAYP2	5/27/2010
PARENTAL	6/4/2009			READWTCX	11/17/2017
PARENTAL	6/4/2009			READWTCX	11/17/2017

Close

### 18. Client Custody History Pop-Up Window

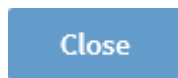
 Once you have reviewed the custody history for the client, you can close the pop-up window.

## Client Search - Colorado Trails

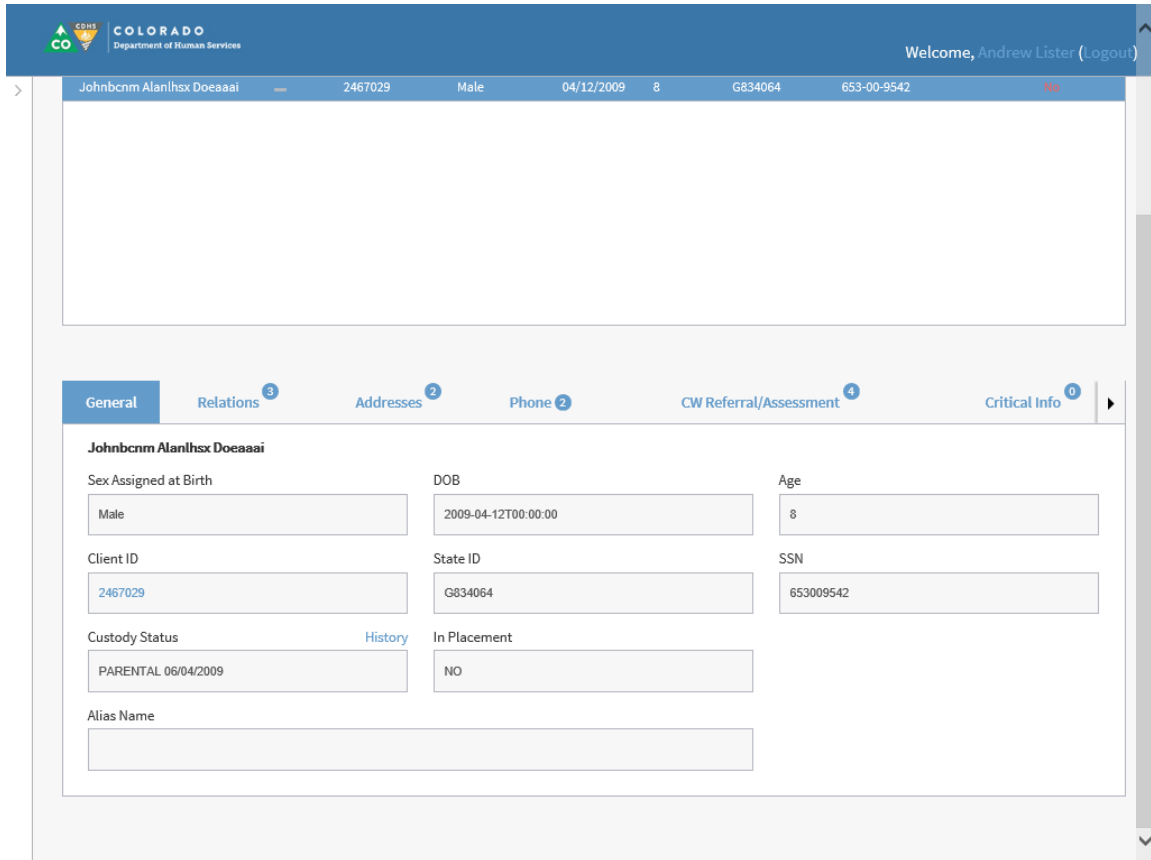


Legal Status	Legal Status Date	County/State	Tribe	Updated ID	Updated Date
PARENTAL	6/4/2009			MURRAYP2	5/27/2010
PARENTAL	6/4/2009			READWTCX	11/17/2017
PARENTAL	6/4/2009			READWTCX	11/17/2017

19. Click the **Close** button.



## Client Search - Colorado Trails



The screenshot shows the 'View Client General Information' page in the Colorado Trails system. At the top, there is a blue header with the Colorado Department of Human Services logo and the text 'Welcome, Andrew Lister (Logout)'. Below the header, a search bar displays the client's name 'Johnbcnm Alanlhx Doeaaai' and various identifiers: '2467029', 'Male', '04/12/2009', '8', 'G834064', and '653-00-9542'. A large empty box is present below the search bar. The main content area features a tabbed interface with the following tabs: 'General' (selected), 'Relations' (3), 'Addresses' (2), 'Phone' (2), 'CW Referral/Assessment' (4), and 'Critical Info' (0). The 'General' tab is active, showing the following information for 'Johnbcnm Alanlhx Doeaaai':

Sex Assigned at Birth	DOB	Age
Male	2009-04-12T00:00:00	8
Client ID	State ID	SSN
2467029	G834064	653009542
Custody Status	In Placement	
PARENTAL 06/04/2009	NO	
Alias Name		

### 20. Process Complete



Once you have reviewed the selected client's general information, you can review further information or move on to another task.