



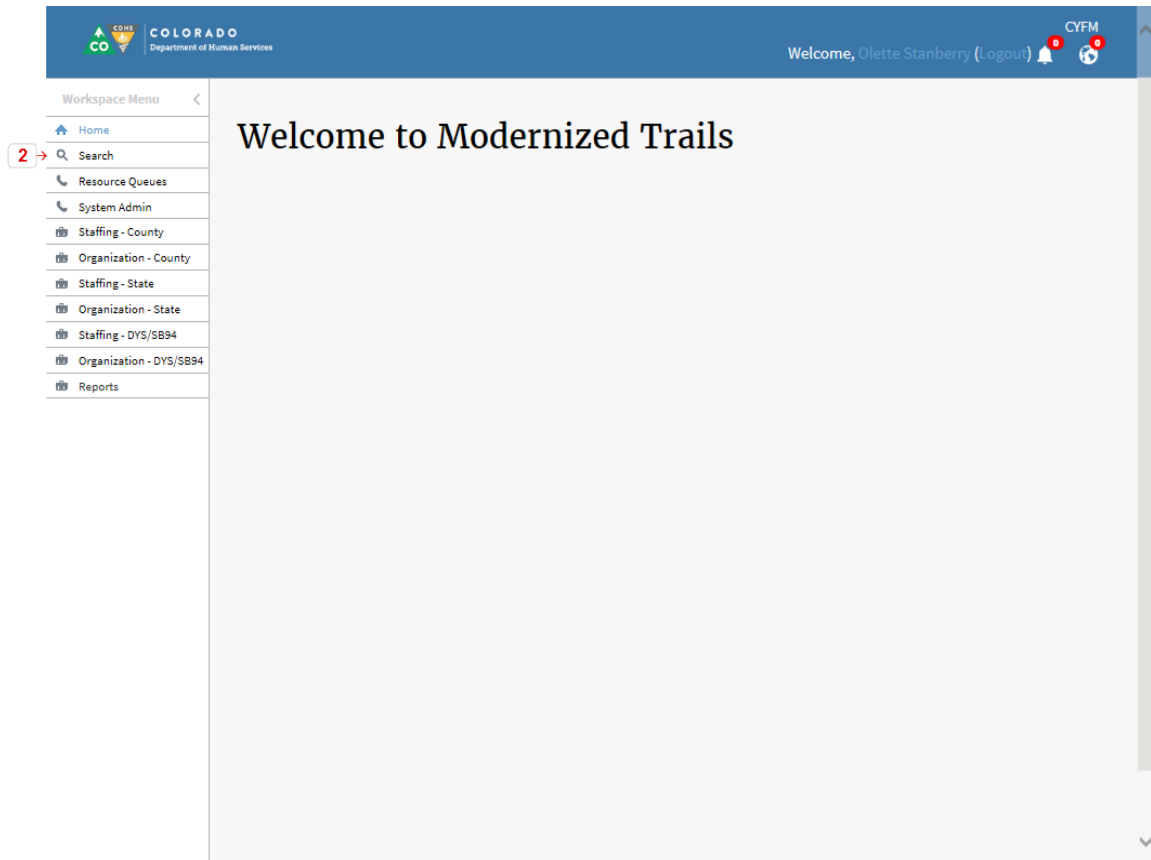
Purpose

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:

<https://trails-tst.state.co.us/> - Internet Explorer provided by CGI



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



https://trails-tst.state.co.us/ - Internet Explorer provided by CGI

Workspace Menu

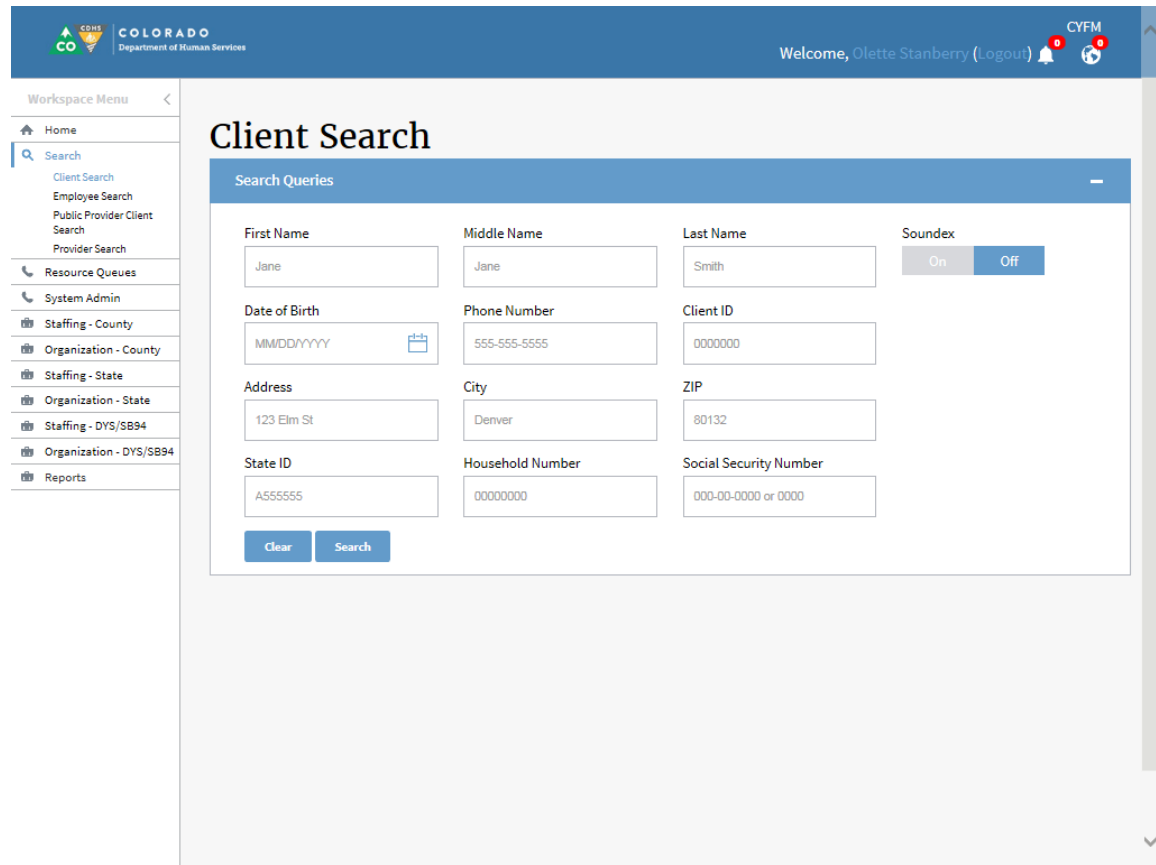
- Home
- Search
 - Client Search
 - Employee Search
 - Public Provider Client Search
 - Provider Search
- Resource Queues
- System Admin
- Staffing - County
- Organization - County
- Staffing - State
- Organization - State
- Staffing - DYS/SB94
- Organization - DYS/SB94
- Reports

Welcome to Modernized Trails

3. Click the **Client Search** menu item.

Client Search

Client Search

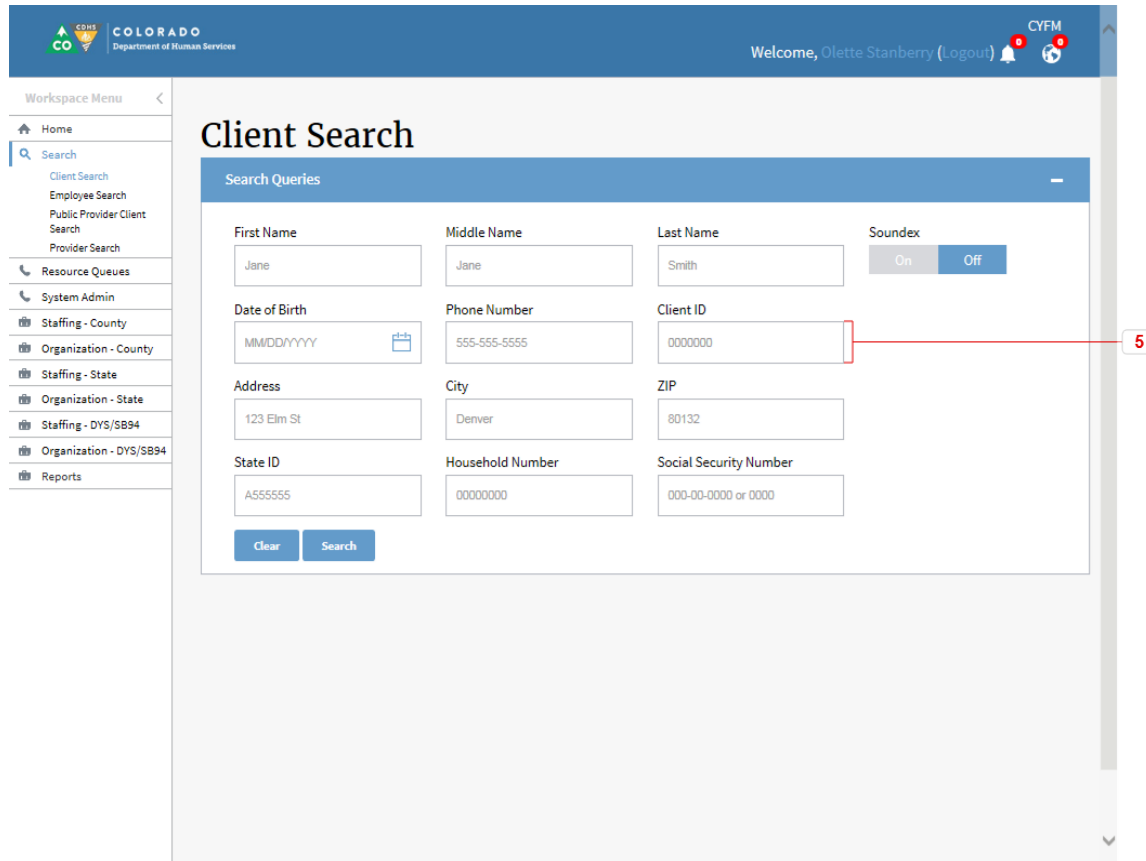


The screenshot shows the 'Client Search' page in a web application. At the top, there is a blue header with the Colorado Department of Human Services logo on the left, the text 'Welcome, Olette Stanberry (Logout)' in the center, and a 'CYFM' notification icon on the right. Below the header is a 'Workspace Menu' on the left side, listing various search and administrative options. The main content area is titled 'Client Search' and contains a 'Search Queries' form. The form has several input fields: 'First Name' (Jane), 'Middle Name' (Jane), 'Last Name' (Smith), '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), and 'Social Security Number' (000-00-0000 or 0000). There are also 'Clear' and 'Search' buttons at the bottom of the form. A 'Soundex' toggle is set to 'Off'.

- 4. The Client Search page displays.

 The **Client Search** page displays.

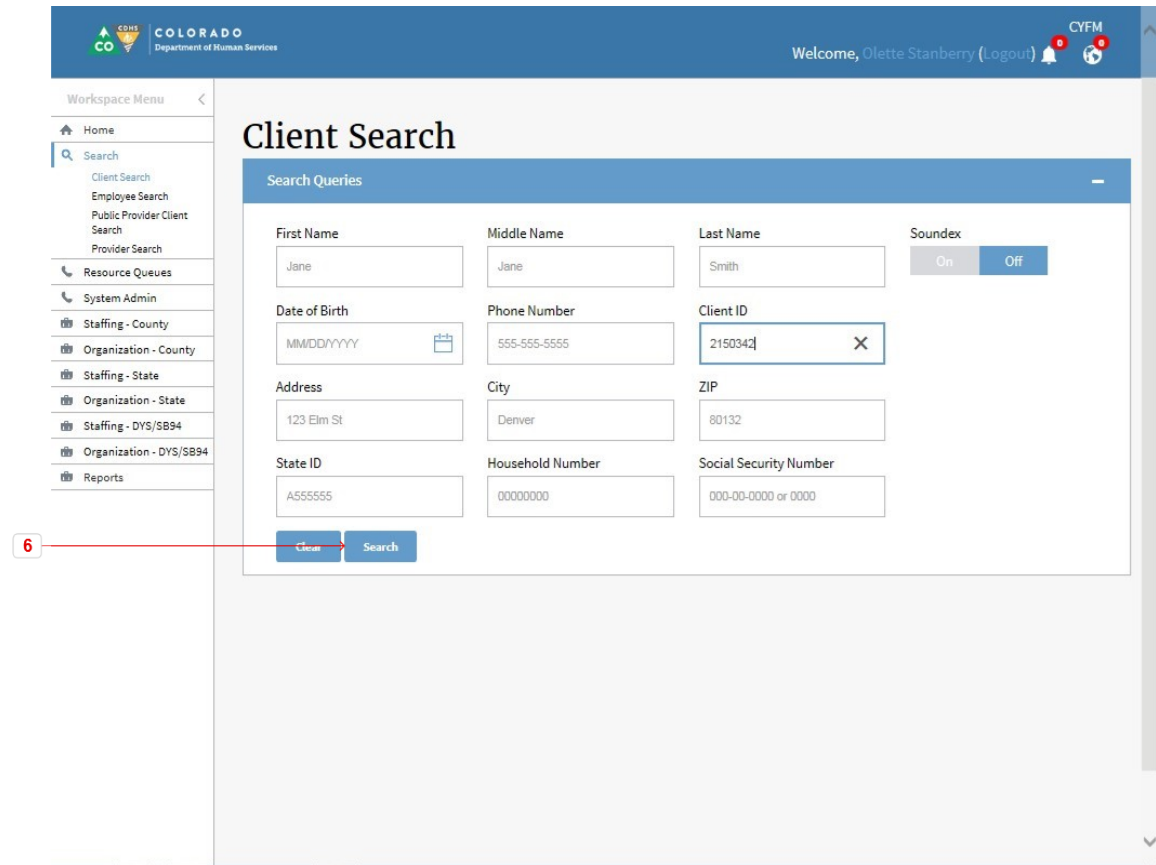
Client Search



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

Field	Description
Client ID	Example: 2150342

Client Search



The screenshot shows the 'Client Search' page in the Colorado Department of Human Services system. The page has a blue header with the logo and 'Welcome, Olette Stanberry (Logout)'. A sidebar menu on the left lists various search options. The main content area is titled 'Client Search' and contains a 'Search Queries' form. The form has the following fields and values:

Field	Value
First Name	Jane
Middle Name	Jane
Last Name	Smith
Date of Birth	MM/DD/YYYY
Phone Number	555-555-5555
Client ID	2150342
Address	123 Elm St
City	Denver
ZIP	80132
State ID	A555555
Household Number	00000000
Social Security Number	000-00-0000 or 0000

At the bottom of the form, there are two buttons: 'Clear' and 'Search'. A red circle with the number '6' is positioned to the left of the 'Search' button, with a red arrow pointing to it.

6. Click the **Search** button.






Client Search

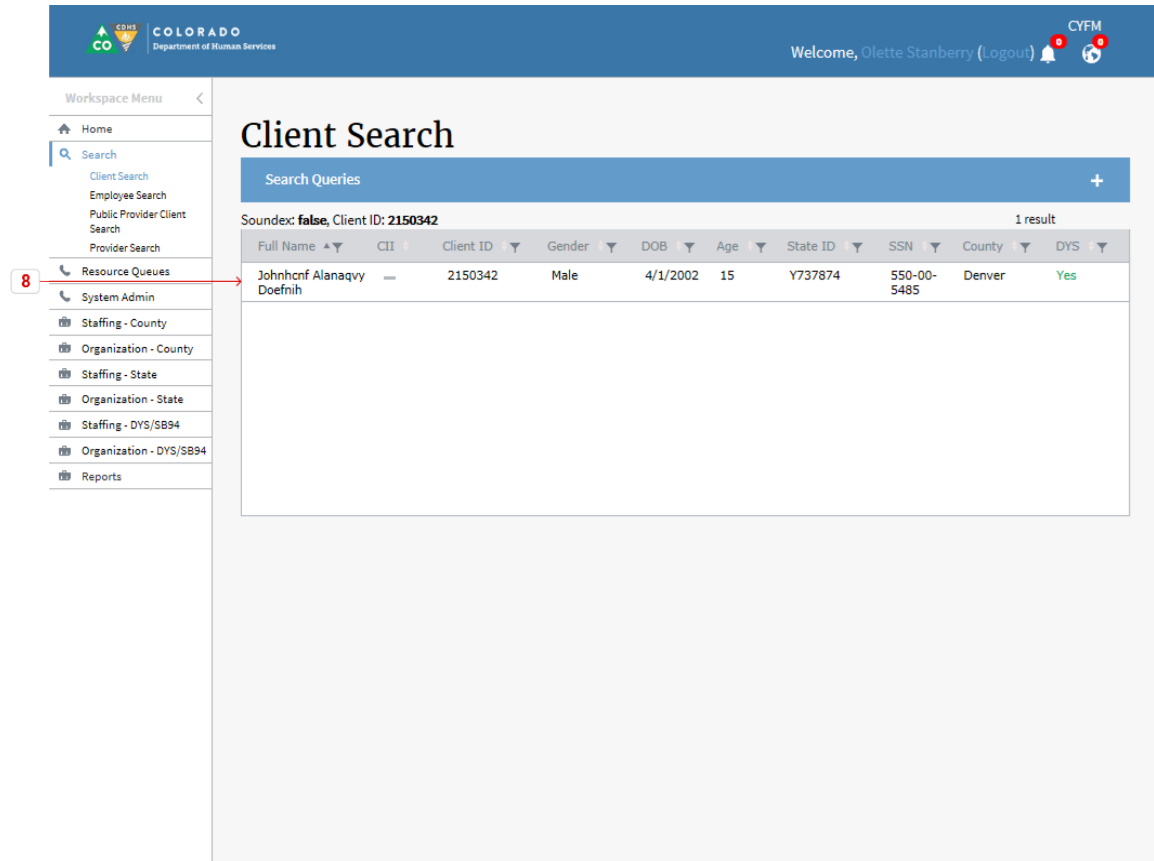
The screenshot shows the 'Client Search' interface. At the top, there is a navigation bar with the Colorado Department of Human Services logo and a user welcome message: 'Welcome, Olette Stanberry (Logout)'. A 'Workspace Menu' is visible on the left side, listing various search and reporting options. The main content area is titled 'Client Search' and features a 'Search Queries' bar. Below this, a summary line indicates 'Soundex: false, Client ID: 2150342' and '1 result'. A table displays the search results with columns for Full Name, CII, Client ID, Gender, DOB, Age, State ID, SSN, County, and DYS. One result is shown for 'Johnhcnf Alanaqvy Doefnih'.

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
Johnhcnf Alanaqvy Doefnih	—	2150342	Male	4/1/2002	15	Y737874	550-00-5485	Denver	Yes

7. Client displays in the table.

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

Client Search



The screenshot shows the 'Client Search' page. At the top, there is a navigation bar with the Colorado Department of Human Services logo and the user's name 'Welcome, Olette Stanberry (Logout)'. Below the navigation bar is a 'Workspace Menu' on the left side, listing various search and reporting options. The main content area is titled 'Client Search' and contains a search results table. The table has a header row with columns: Full Name, CII, Client ID, Gender, DOB, Age, State ID, SSN, County, and DYS. The first row of data shows 'Johnhcnf Alanaqvy Doefnih' with a 'DYS' status of 'Yes'. A red circle with the number '8' and an arrow points to the 'Full Name' column header.

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
Johnhcnf Alanaqvy Doefnih	-	2150342	Male	4/1/2002	15	Y737874	550-00-5485	Denver	Yes

8. Click the **Full Name** link.

Johnhcnf Alanaqvy
Doefnih



Client Search

The screenshot shows the 'Client Search' page in a web application. The top navigation bar includes the Colorado Department of Human Services logo, a user welcome message for Olette Stanberry, and a 'CYFM' notification. A left-hand navigation menu is visible, with a red '9' and a right-pointing arrow next to the 'Workspace Menu' header. The main content area is titled 'Client Search' and features a search bar with the text 'Search Queries'. Below the search bar, it indicates 'Soundex: false, Client ID: 2150342' and '1 result'. A table displays the search results with columns for Full Name, CII, Client ID, Gender, DOB, Age, State ID, SSN, County, and DYS. The first result is for 'Johnhcnf Alanaqvy Doefnih' with a 'Yes' status in the DYS column. Below the table, there are tabs for 'General', 'Relations', 'Addresses', 'Phone', 'SB94 Cases', 'Admissions', and 'CW Referral/Assessment'. The 'General' tab is active, showing fields for Sex Assigned at Birth (Male), DOB (04/01/2002), Age (15), Client ID (2150342), State ID (Y737874), SSN (550005485), Custody Status (Parental 03/03/2007), In Placement, and County/Agency.

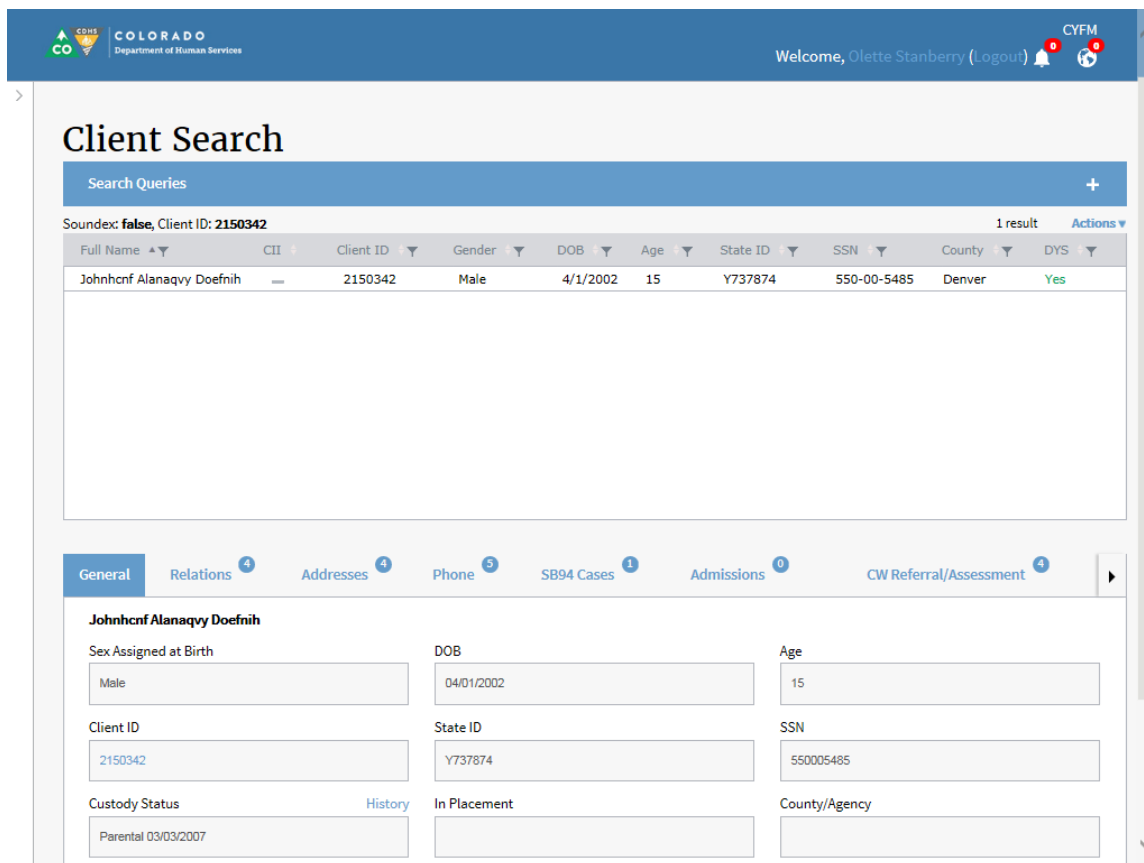
9. Click the **Expansion (<)** icon to collapse the Navigation Bar.





The Navigation Bar can be expanded and collapsed to expand the workspace when needed.

Client Search






The screenshot shows the 'Client Search' page in the Colorado Department of Human Services system. At the top, there is a navigation bar with the logo, 'COLORADO Department of Human Services', and a user greeting 'Welcome, Olette Stanberry (Logout)'. Below the navigation bar, the main content area is titled 'Client Search'. A search bar contains 'Search Queries' and a plus sign. Below the search bar, the search results are displayed. The search criteria are 'Soundex: false, Client ID: 2150342', resulting in '1 result'. The results table has columns for Full Name, CII, Client ID, Gender, DOB, Age, State ID, SSN, County, and DYS. The single result is for 'Johnhcnf Alanaqvy Doefnih' with Client ID 2150342, Male, DOB 4/1/2002, Age 15, State ID Y737874, SSN 550-00-5485, County Denver, and DYS Yes. Below the table, there are tabs for 'General', 'Relations', 'Addresses', 'Phone', 'SB94 Cases', 'Admissions', and 'CW Referral/Assessment'. The 'General' tab is selected, showing client information for 'Johnhcnf Alanaqvy Doefnih'. The information is organized into fields: Sex Assigned at Birth (Male), DOB (04/01/2002), Age (15), Client ID (2150342), State ID (Y737874), SSN (550005485), Custody Status (Parental 03/03/2007), In Placement, and County/Agency.

10. Scroll down to view additional Client information.



Scroll down to view the Search Query results for this Client.

Client Search


Welcome, Olette Stanberry (Logout)  

Search Queries +

Soundex: false, Client ID: 2150342 1 result [Actions](#)


Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
Johnhcnf Alanaqvy Doefnih	---	2150342	Male	4/1/2002	15	Y737874	550-00-5485	Denver	Yes

General
Relations ⁴
Addresses ⁴
Phone ⁵
SB94 Cases ¹
Admissions ⁰
CW Referral/Assessment ⁴

Johnhcnf Alanaqvy Doefnih

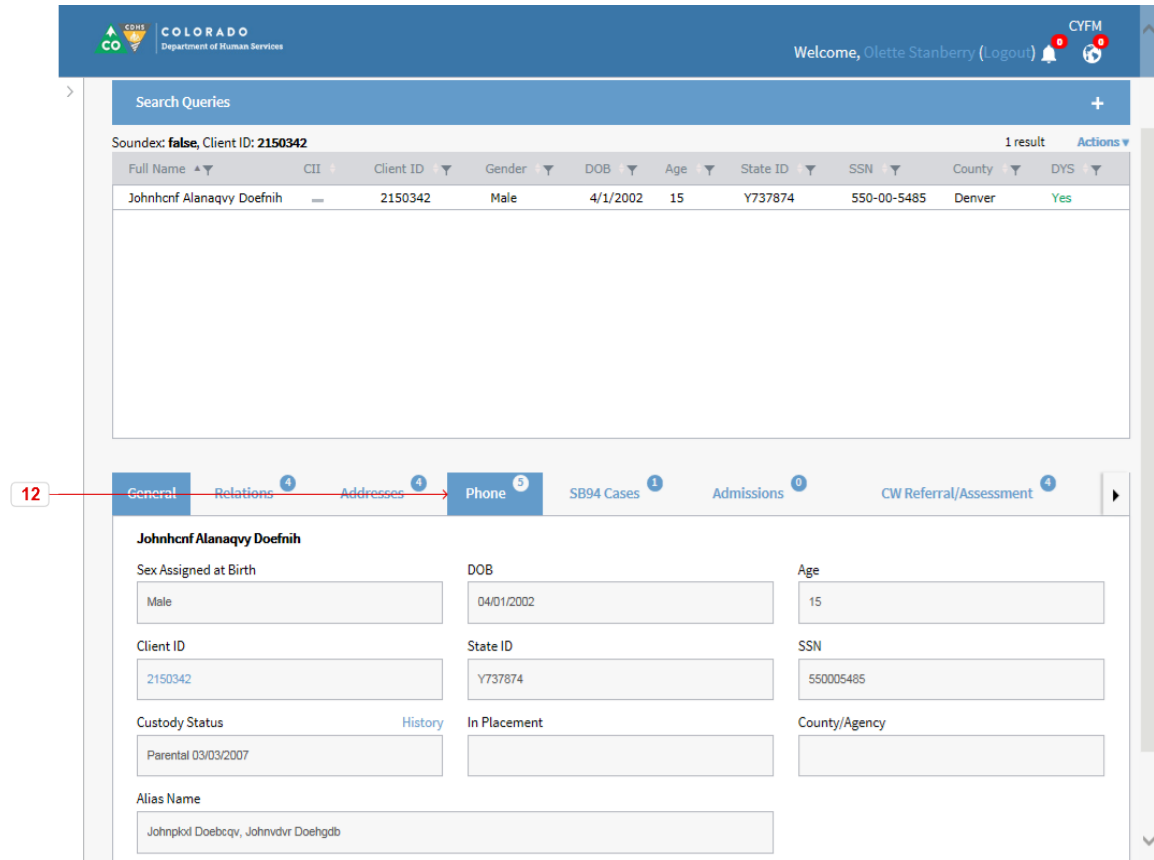
Sex Assigned at Birth	DOB	Age
Male	04/01/2002	15
Client ID	State ID	SSN
2150342	Y737874	550005485
Custody Status History	In Placement	County/Agency
Parental 03/03/2007		
Alias Name		
Johnplod Doebcqv, Johnvdvr Doehgdb		

11. Client details display.

 Client details will display in tabs below the search results table with the General Tab displaying by default. By selecting a tab you can view further specific client information.

For this process, you will be selecting the **Phone** tab.

Client Search



The screenshot shows the Colorado Department of Human Services client search interface. At the top, there is a search bar and a table of search results. Below the table, there are several tabs for navigating through client information: General, Relations, Addresses, Phone, SB94 Cases, Admissions, and CW Referral/Assessment. A red circle with the number 12 is placed over the 'Phone' tab, and a red arrow points from it to the 'Phone' tab in the screenshot.

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
Johnhcnf Alanaqvy Doefnih		2150342	Male	4/1/2002	15	Y737874	550-00-5485	Denver	Yes

Search Queries: +

Soundex: false, Client ID: 2150342 1 result Actions

12 → General Relations 4 Addresses 4 Phone 5 SB94 Cases 1 Admissions 0 CW Referral/Assessment 4

Johnhcnf Alanaqvy Doefnih

Sex Assigned at Birth: Male | DOB: 04/01/2002 | Age: 15


Client ID: 2150342 | State ID: Y737874 | SSN: 550005485

Custody Status: Parental 03/03/2007 | History | In Placement: | County/Agency:

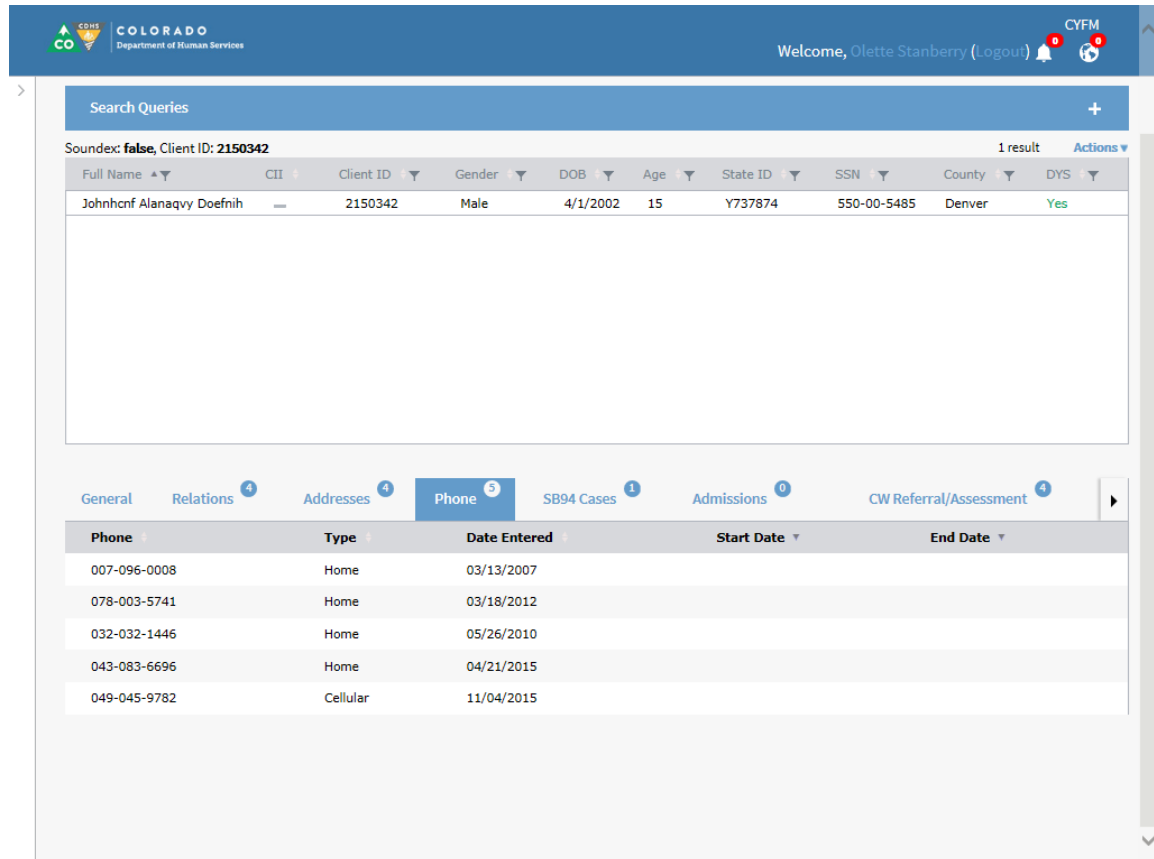
Alias Name: Johnhcnf Alanaqvy Doefnih

12. Click the **Phone** tab.



 The number of Phone records for this client is shown in the Phone tab header. Click the Phone tab to display the records.


Client Search



The screenshot shows the Colorado Department of Human Services client search interface. At the top, there is a navigation bar with the logo and user information: "Welcome, Olette Stanberry (Logout)". Below this is a search bar with "Search Queries" and a plus sign. The search results show "Soundex: false, Client ID: 2150342" and "1 result". A table lists the client's details: Johnhcnf Alanaqvy Doefnih, Client ID 2150342, Male, DOB 4/1/2002, Age 15, State ID Y737874, SSN 550-00-5485, County Denver, and DYS Yes. Below the search results, there are tabs for "General", "Relations" (4), "Addresses" (4), "Phone" (5), "SB94 Cases" (1), "Admissions" (0), and "CW Referral/Assessment" (4). The "Phone" tab is selected, displaying a table of phone numbers:

Phone	Type	Date Entered	Start Date	End Date
007-096-0008	Home	03/13/2007		
078-003-5741	Home	03/18/2012		
032-032-1446	Home	05/26/2010		
043-083-6696	Home	04/21/2015		
049-045-9782	Cellular	11/04/2015		

13. List of Phone Numbers displays.

 The list of all Phone numbers associated with the client are displayed and are sorted by open phone numbers with the most recent on top.