



# Resource Queues –View Placement Availability – County Certification Worker Job Aid



## User

- County Certification Worker (CW Certification Worker or CW Generalist Worker).
- County Certification Supervisor (CW Certification Supervisor).

## Process

These Job Aid tables describe the actions needed to view the Placement Availability List.

## Introduction

- Columns in the table can be sorted or filtered using the icons to the right of each column heading.
- The list can be downloaded to your computer as a CSV file by using the **Download** icon.
- The list includes providers that have services where the most recent Placement Status record has a Status of ‘Available’ and ‘Available – Respite Only’.

## **Table of Contents**

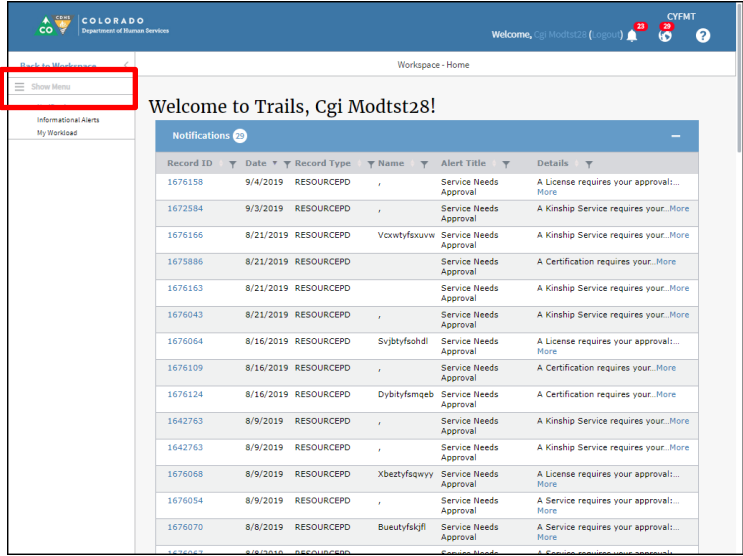
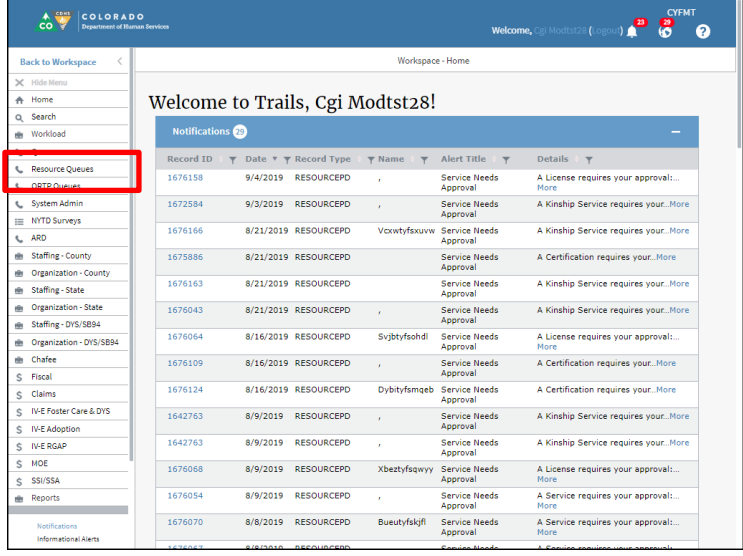
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## Access and View Placement Availability

Steps/Output	Screenshot																																																																																										
<p>In the <i>Left Navigation</i> panel.</p> <p>1. Click <b>Show Menu</b>.</p> <p>This expands the <i>Left Navigation</i> panel.</p> <p><b>Note:</b> The menu items displayed in the left navigation panel are dependent upon your security profile.</p>	 <p>The screenshot shows the application's home page. In the left navigation panel, the 'Show Menu' button is highlighted with a red rectangle. The main content area displays a 'Welcome to Trails, Cgi Modtst28!' message and a table of notifications.</p> <table border="1"> <thead> <tr> <th>Record ID</th> <th>Date</th> <th>Record Type</th> <th>Name</th> <th>Alert Title</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1676158</td> <td>9/4/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A License requires your approval... More</td> </tr> <tr> <td>1672584</td> <td>9/3/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Kinship Service requires your... More</td> </tr> <tr> <td>1676166</td> <td>8/21/2019</td> <td>RESOURCEPD</td> <td>Vcxwtyfsxuvw</td> <td>Service Needs Approval</td> <td>A Kinship Service requires your... More</td> </tr> <tr> <td>1675886</td> <td>8/21/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Certification requires your... More</td> </tr> <tr> <td>1676163</td> <td>8/21/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Kinship Service requires your... More</td> </tr> <tr> <td>1676043</td> <td>8/21/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Kinship Service requires your... More</td> </tr> <tr> <td>1676064</td> <td>8/16/2019</td> <td>RESOURCEPD</td> <td>Svjbytfsohdl</td> <td>Service Needs Approval</td> <td>A License requires your approval... More</td> </tr> <tr> <td>1676109</td> <td>8/16/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Certification requires your... More</td> </tr> <tr> <td>1676124</td> <td>8/16/2019</td> <td>RESOURCEPD</td> <td>Dybytysmqeb</td> <td>Service Needs Approval</td> <td>A Certification requires your... More</td> </tr> <tr> <td>1642763</td> <td>8/9/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Kinship Service requires your... More</td> </tr> <tr> <td>1642763</td> <td>8/9/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Kinship Service requires your... More</td> </tr> <tr> <td>1676068</td> <td>8/9/2019</td> <td>RESOURCEPD</td> <td>Xbeztyfsqwyy</td> <td>Service Needs Approval</td> <td>A License requires your approval... More</td> </tr> <tr> <td>1676054</td> <td>8/9/2019</td> <td>RESOURCEPD</td> <td>.</td> <td>Service Needs Approval</td> <td>A Service requires your approval... More</td> </tr> <tr> <td>1676070</td> <td>8/8/2019</td> <td>RESOURCEPD</td> <td>Bueutyfskfl</td> <td>Service Needs Approval</td> <td>A Service requires your approval... More</td> </tr> </tbody> </table>	Record ID	Date	Record Type	Name	Alert Title	Details	1676158	9/4/2019	RESOURCEPD	.	Service Needs Approval	A License requires your approval... More	1672584	9/3/2019	RESOURCEPD	.	Service Needs Approval	A Kinship Service requires your... More	1676166	8/21/2019	RESOURCEPD	Vcxwtyfsxuvw	Service Needs Approval	A Kinship Service requires your... More	1675886	8/21/2019	RESOURCEPD	.	Service Needs Approval	A Certification requires your... More	1676163	8/21/2019	RESOURCEPD	.	Service Needs Approval	A Kinship Service requires your... More	1676043	8/21/2019	RESOURCEPD	.	Service Needs Approval	A Kinship Service requires your... More	1676064	8/16/2019	RESOURCEPD	Svjbytfsohdl	Service Needs Approval	A License requires your approval... More	1676109	8/16/2019	RESOURCEPD	.	Service Needs Approval	A Certification requires your... More	1676124	8/16/2019	RESOURCEPD	Dybytysmqeb	Service Needs Approval	A Certification requires your... More	1642763	8/9/2019	RESOURCEPD	.	Service Needs Approval	A Kinship Service requires your... More	1642763	8/9/2019	RESOURCEPD	.	Service Needs Approval	A Kinship Service requires your... More	1676068	8/9/2019	RESOURCEPD	Xbeztyfsqwyy	Service Needs Approval	A License requires your approval... More	1676054	8/9/2019	RESOURCEPD	.	Service Needs Approval	A Service requires your approval... More	1676070	8/8/2019	RESOURCEPD	Bueutyfskfl	Service Needs Approval	A Service requires your approval... More
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<p>2. Click <b>Resource Queues</b>.</p> <p>This expands the Resource Queues list.</p>	 <p>The screenshot shows the application's home page with the left navigation panel expanded. The 'Resource Queues' menu item is highlighted with a red rectangle. The main content area displays the same 'Welcome to Trails, Cgi Modtst28!' message and notification table as the previous screenshot.</p>																																																																																										



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If required, scroll down the left navigation panel to locate the **County Certification Worker** list.

Under *County Certification Worker* in the **Resource Queues**:

3. Click the **Placement Availability** menu item.

This opens the *Placement Availability* page.

Workspace - Home

Welcome to Trails, Cgi Modtst28!

Notifications 2

Record ID	Date	Record Type	Name	Alert Title	Details
1676158	9/4/2019	RESOURCEPD		Service Needs Approval	A License requires your approval... More
1672584	9/3/2019	RESOURCEPD		Service Needs Approval	A Kinship Service requires your... More
1676166	8/21/2019	RESOURCEPD	Vxwtyfsxuvw	Service Needs Approval	A Kinship Service requires your... More
1675886	8/21/2019	RESOURCEPD		Service Needs Approval	A Certification requires your... More
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1676043	8/21/2019	RESOURCEPD		Service Needs Approval	A Kinship Service requires your... More
1676064	8/16/2019	RESOURCEPD	Svjbtysohdl	Service Needs Approval	A License requires your approval... More
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1676124	8/16/2019	RESOURCEPD	Dybtysmqzb	Service Needs Approval	A Certification requires your... More
1642763	8/9/2019	RESOURCEPD		Service Needs Approval	A Kinship Service requires your... More
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1676068	8/9/2019	RESOURCEPD	Xbeztysqwyv	Service Needs Approval	A License requires your approval... More
1676054	8/9/2019	RESOURCEPD		Service Needs Approval	A Service requires your approval... More
1676070	8/8/2019	RESOURCEPD	Bueutyfskjl	Service Needs Approval	A Service requires your approval... More

In the *Placement Availability* page:

4. A **Tally** of the total number of Providers displays.
5. Click the **Search** icon to search for a specific Provider.

Workspace - Placement Availability

Provider: 1725980

Service Approval: 1715471, 1811234

Placement Availability 2

Provider ID	Placement Status	Preference/Capacity	Number Placed	Openings	Provider Address	
1736377	Cw Provider, Test	Available - Respite Only	3/3	0	3	5677 DTC PKWY, Greenwood Village, CO 80111
1648374	Ldsaadqogt, Qdjtstprz & Zdsaadvjzj, Ovjgta	Available - Respite Only	1/1	0	1	540 MARIYWAY Park CO 801345247



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6. Click the **Download** icon to download the list to your computer as a CSV file.

The screenshot shows the 'Placement Availability' table in a web application. The table has columns for Provider ID, Provider Name, Placement Status, Preference/Capacity, Number Placed, Openings, and Provider Address. A red box highlights the download icon (a downward arrow) in the top right corner of the table header.

Provider ID	Provider Name	Placement Status	Preference/Capacity	Number Placed	Openings	Provider Address
1736377	Cw Provider, Test	Available - Respite Only	3/3	0	3	5677 DTC PKWY, Greenwood Village, CO 80111
1648374	Ldsaadqogt, Qdjtstprz & Zdsaadnji, Oqjta	Available - Respite Only	1/1	0	1	540 MAINVC WAY, Park CO 801345247

7. Use the **Scroll bar** at the bottom of the page to navigate through the table and view additional columns in the list.

The screenshot shows the same 'Placement Availability' table as in the previous image. A red box highlights the horizontal scroll bar at the bottom of the table, indicating that it can be used to view additional columns.

Provider ID	Provider Name	Placement Status	Preference/Capacity	Number Placed	Openings	Provider Address
1736377	Cw Provider, Test	Available - Respite Only	3/3	0	3	5677 DTC PKWY, Greenwood Village, CO 80111
1648374	Ldsaadqogt, Qdjtstprz & Zdsaadnji, Oqjta	Available - Respite Only	1/1	0	1	540 MAINVC WAY, Park CO 801345247

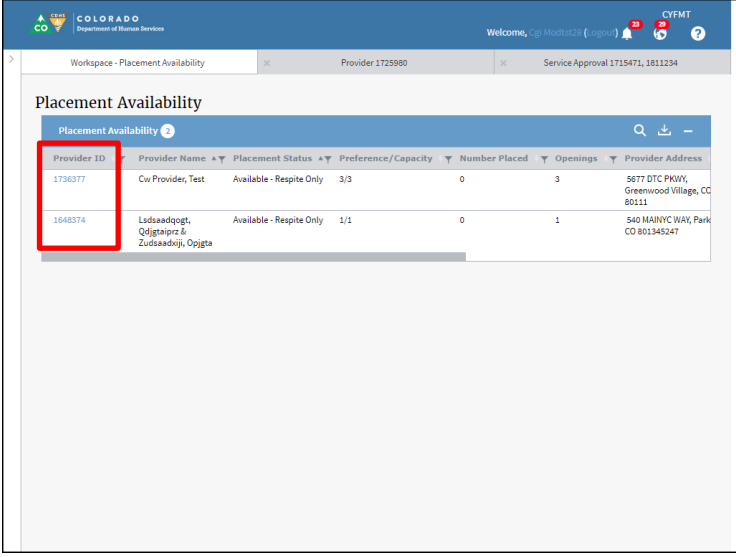
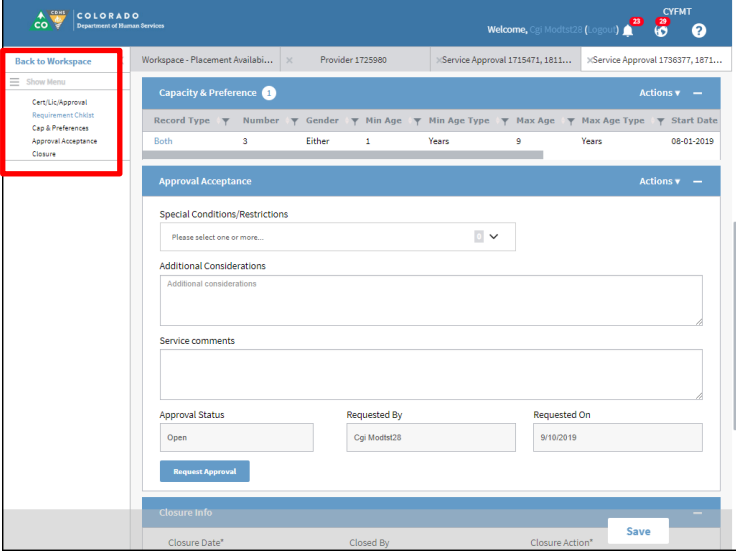


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## Open the Provider Details record

- Selecting the Provider ID will open the *Provider Details* record for the corresponding Provider and navigate to the *Approval* panel.

Steps/Output	Screenshot
<p>In the <i>Placement Availability</i> table.</p> <ol style="list-style-type: none"> <li>1. Click the ID number link in the <b>Provider ID</b> column.</li> </ol>	
<p>The <i>Provider</i> record displays and navigates to the <i>Capacity &amp; Preference</i> panel in the <i>Service Approval</i> page.</p>	



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Return to the *Placement Availability* page:

2. Click the **Back to Workspace** link or the **Workspace – Placement Availability** tab to return to the list.

COLO RADO  
Department of Human Services

Welcome, Cgi Modst25 (logou) 21 25  
CYFMT 2

Back to Workspace Workspace - Placement Availi... Provider 1725980 >Service Approval 1715471,1811... >Service Approval 1736377,1871...

Capacity & Preference 1

Record Type	Number	Gender	Min Age	Min Age Type	Max Age	Max Age Type	Start Date
Both	3	Either	1	Years	9	Years	08-01-2019

Approval Acceptance

Special Conditions/Restrictions  
Please select one or more...

Additional Considerations

Service comments

Approval Status: Open Requested By: Cgi Modst25 Requested On: 9/10/2019

Request Approval

Closure Info  
Closure Date\* Closed By Closure Action\* Save