



Resource Queues –View Associated Providers/Facilities List – Public Facility Worker Job Aid



User

- Public Facility Worker

Process

These Job Aid tables describe the actions needed to view the Associated Providers/Facilities List.

Introduction

- Columns in the table can be sorted or filtered using the icons to the right of each column heading.

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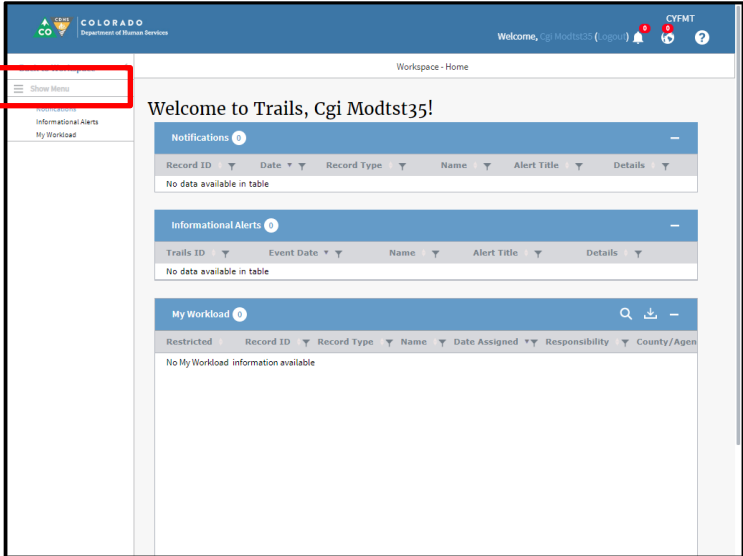
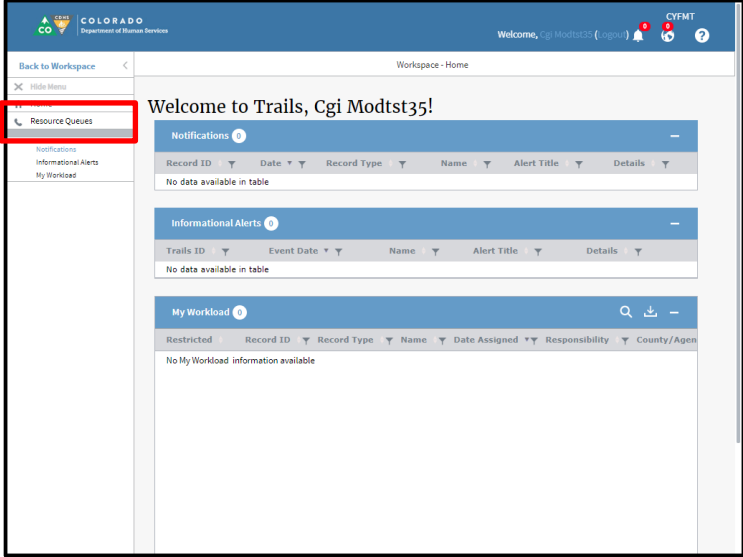
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Access and View Associated Providers/Facilities List

Steps/Output	Screenshot
<p>In the <i>Left Navigation</i> panel.</p> <p>1. Click Show Menu.</p> <p>This expands the <i>Left Navigation</i> panel.</p> <p>Note: The menu items displayed in the left navigation panel are dependent upon your security profile.</p>	 <p>The screenshot shows the user interface for 'Trails, Cgi Modtst35!'. The left navigation panel is expanded, and the 'Show Menu' button is highlighted with a red box. The main content area displays three sections: 'Notifications', 'Informational Alerts', and 'My Workload', each with a table header and a 'No data available in table' message.</p>
<p>2. Click Resource Queues.</p> <p>This expands the Resource Queues list.</p>	 <p>The screenshot shows the same user interface as the previous step. The 'Resource Queues' menu item in the left navigation panel is now highlighted with a red box. The main content area remains the same, displaying 'Notifications', 'Informational Alerts', and 'My Workload' sections.</p>



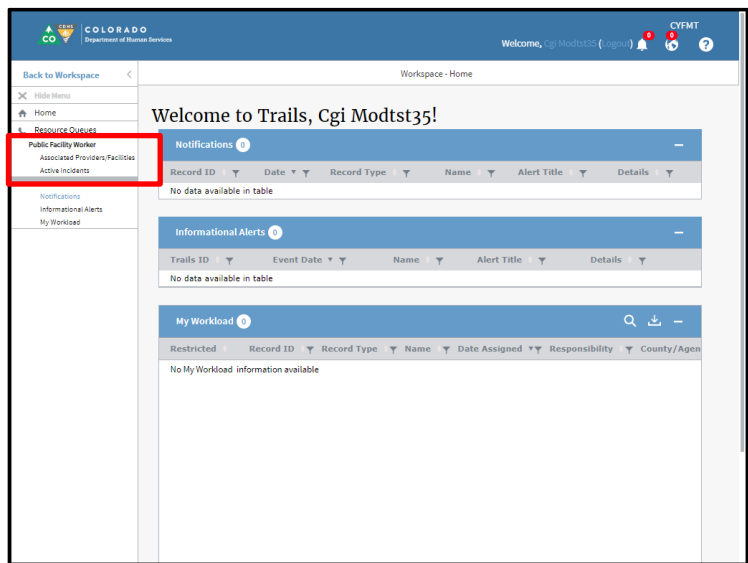
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Under *Public Facility Worker* in the **Resource Queues**:

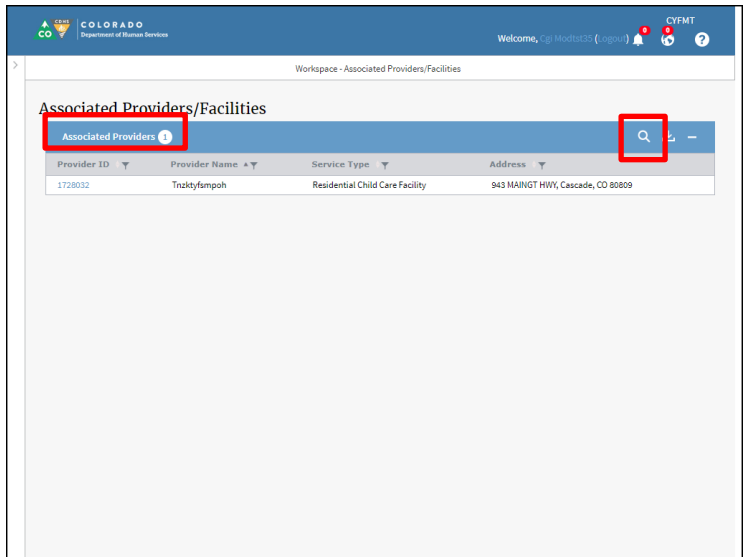
3. Click the **Associated Providers /Facilities** menu item.

This opens the *Associated Providers /Facilities* page.



In the *Open, Pending, and Probation Licensed Providers List*:

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

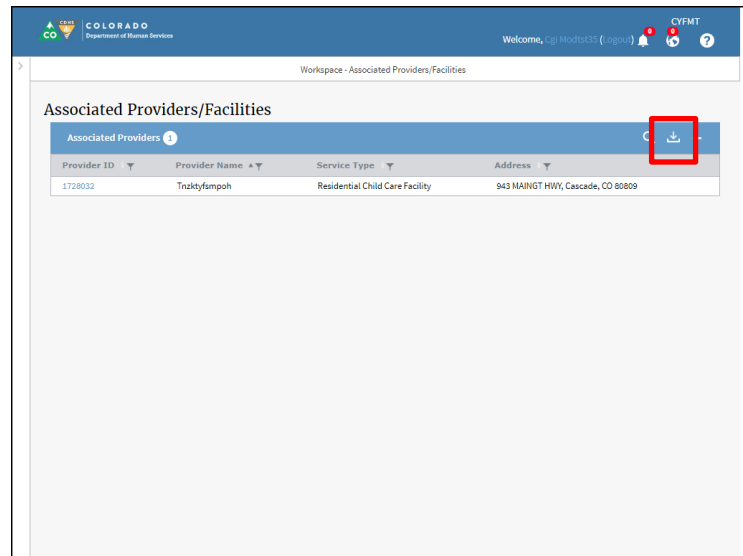




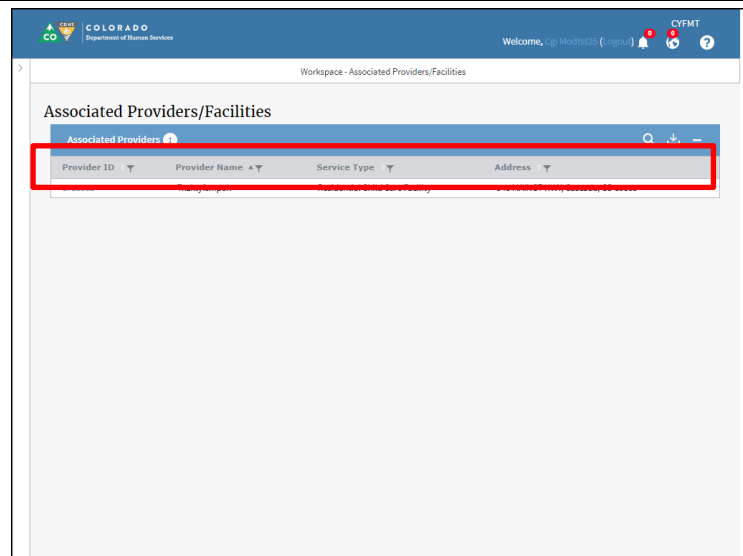
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6. Click the **Download** icon to download the list to your computer as a CSV file.



To assist with locating specific Providers, the columns in the table can be sorted or filtered using the icons to the right of each column heading.



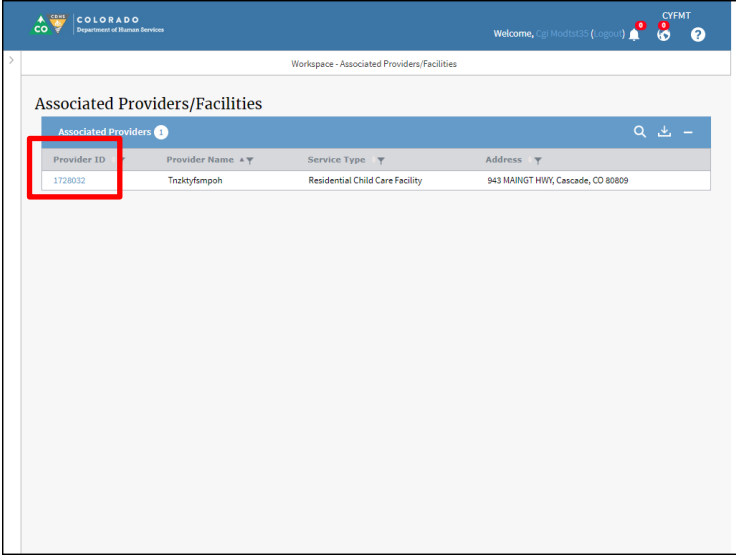
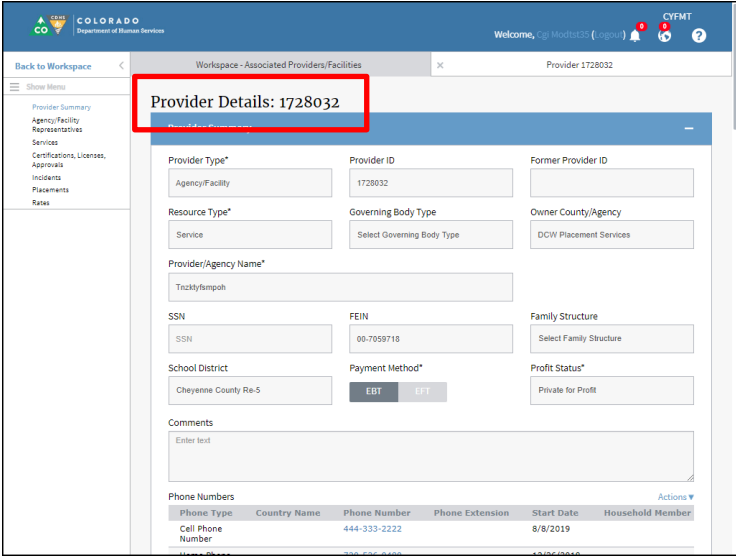


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Open the Provider Details record

- Selecting the Provider ID will open the *Provider Details* record for the corresponding Provider.

Steps/Output	Screenshot
<p>In the <i>Associated Providers</i> table.</p> <ol style="list-style-type: none"> Click the ID number link in the Provider ID column. 	
<p>The <i>Provider Details</i> page displays.</p>	



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Return to the *Associated Providers /Facilities* list:

- Click the **Back to Workspace** link or the **Workspace – Associated Providers/ Facilities** tab to return to the list.

The screenshot shows a web application interface for the Colorado Department of Human Services. At the top, there is a navigation bar with the state logo and the text 'COLORADO Department of Human Services'. On the right side of the navigation bar, it says 'Welcome, cgl Modt835 (Logout)' and 'CYFMT'. Below the navigation bar, there are two tabs: 'Back to Workspace' and 'Workspace - Associated Providers/Facilities'. Both tabs are highlighted with a red box. The main content area is titled 'Provider Details: 1728032'. It contains a 'Provider Summary' section with various input fields for information such as 'Provider Type*', 'Provider ID', 'Former Provider ID', 'Resource Type*', 'Governing Body Type', 'Owner County/Agency', 'Provider/Agency Name*', 'SSN', 'FEIN', 'Family Structure', 'School District', 'Payment Method*', and 'Profit Status*'. There is also a 'Comments' section with a text area and a 'Phone Numbers' table at the bottom.

Phone Type	Country Name	Phone Number	Phone Extension	Start Date	Household Member
Cell Phone Number		444-333-2222		8/8/2019	