



Resource Queues – View Placement Availability – Public CPA Worker Job Aid



User

- Public Child Placement Agency Worker.

Process

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

Introduction

- The Placement Availability list includes only providers that have services where the most recent Placement Status record has a Status of 'Available' and 'Available – Respite Only'.
- Columns in the table can be sorted or filtered using the icons to the left of each column heading.
- Selecting the *Provider ID* will open the Provider Detail page in a new application tab.

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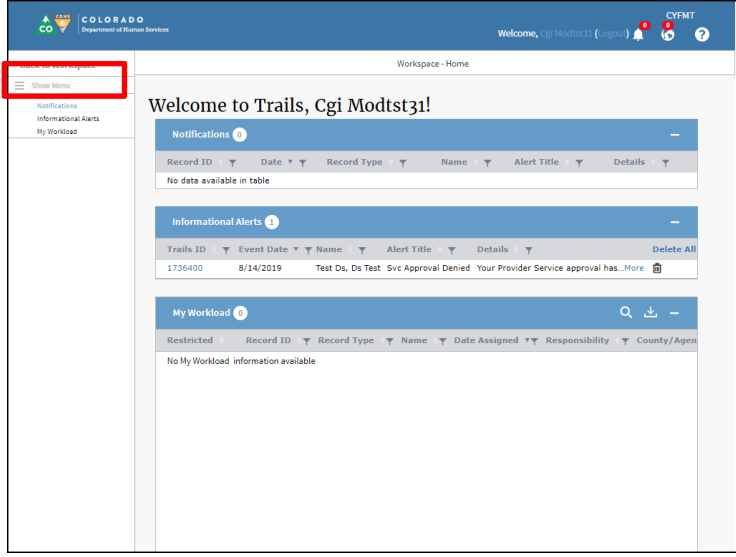
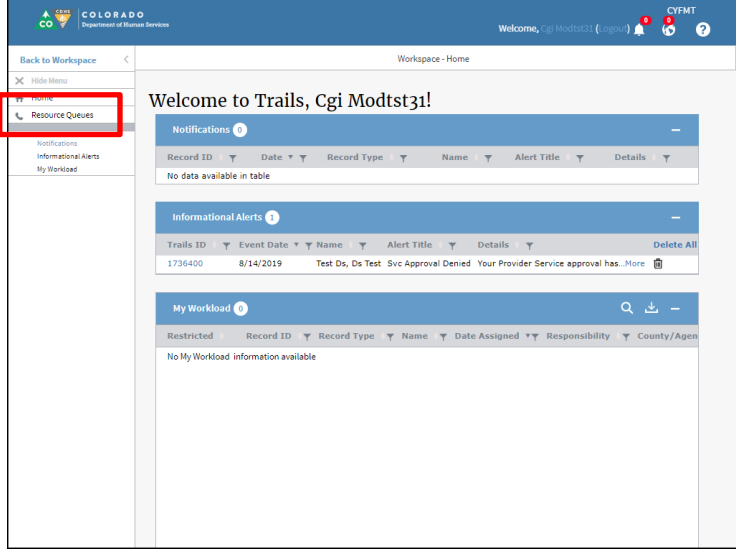


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Access and View Placement Availability

- Default sort is by **Placement Status** and then by **Provider Name**.

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 <i>Left Navigation</i> panel are dependent upon your security profile.</p>	 <p>The screenshot shows the application's home page. The left navigation panel is collapsed. A red box highlights the 'Show Menu' button in the top-left corner of the navigation panel. The main content area displays a welcome message and three sections: Notifications, Informational Alerts, and My Workload. The Informational Alerts section contains one alert with ID 1736400, dated 8/14/2019, titled 'Test Ds, Ds Test Svc Approval Denied Your Provider Service approval has...'. The My Workload section is currently empty.</p>
<p>2. Click Resource Queues.</p> <p>This expands the Resource Queues list.</p>	 <p>The screenshot shows the application's home page with the left navigation panel expanded. A red box highlights the 'Resource Queues' menu item. The main content area is identical to the previous screenshot, showing the welcome message and the three sections: Notifications, Informational Alerts, and My Workload.</p>



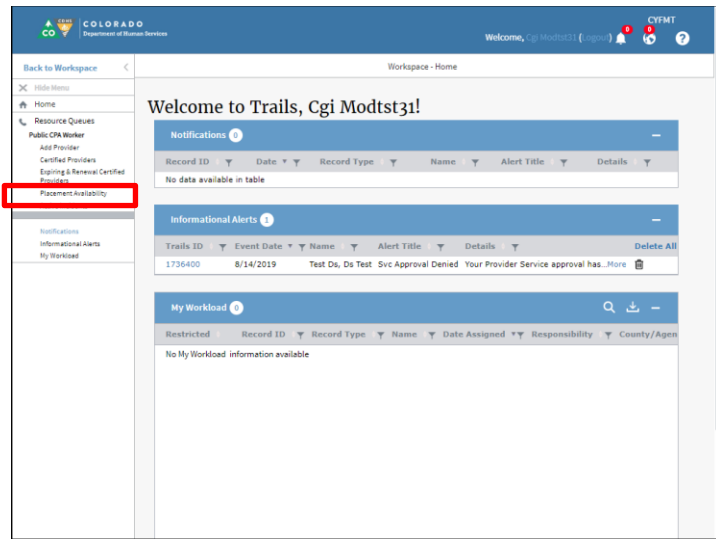
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Under *Public CPA Worker* in the **Resource Queues:**

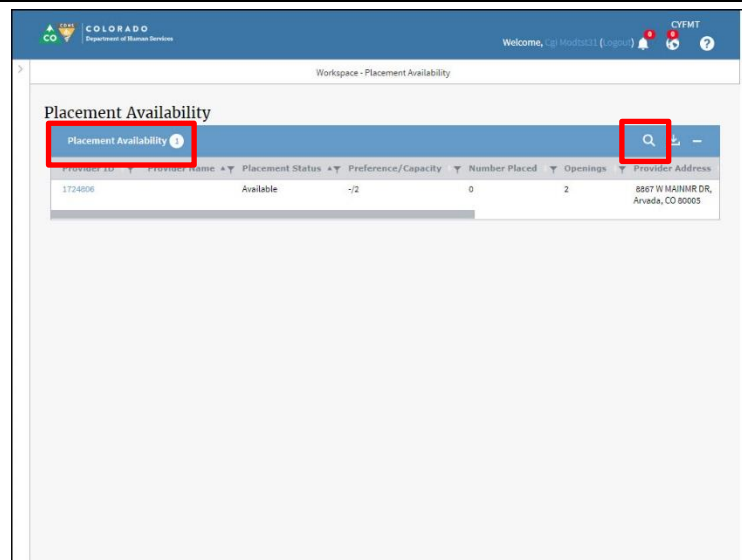
3. Click the **Placement Availability** menu item.

This opens the *Placement Availability* page.

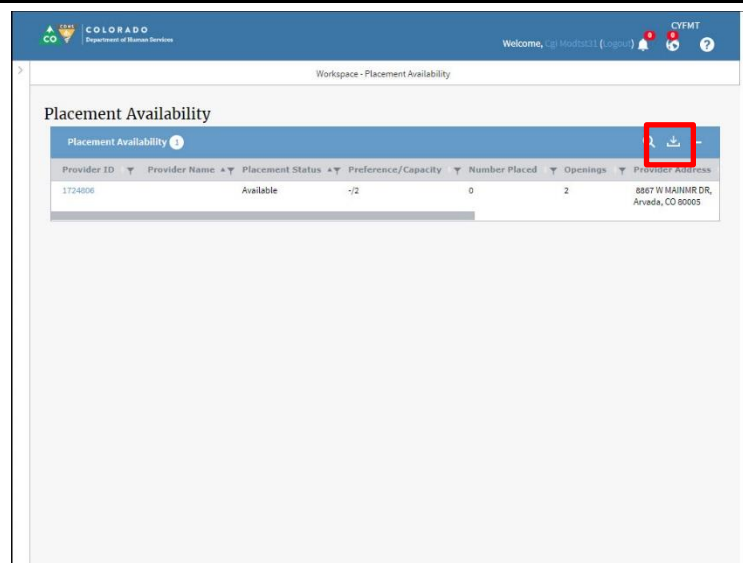


In the *Placement Availability* page:

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

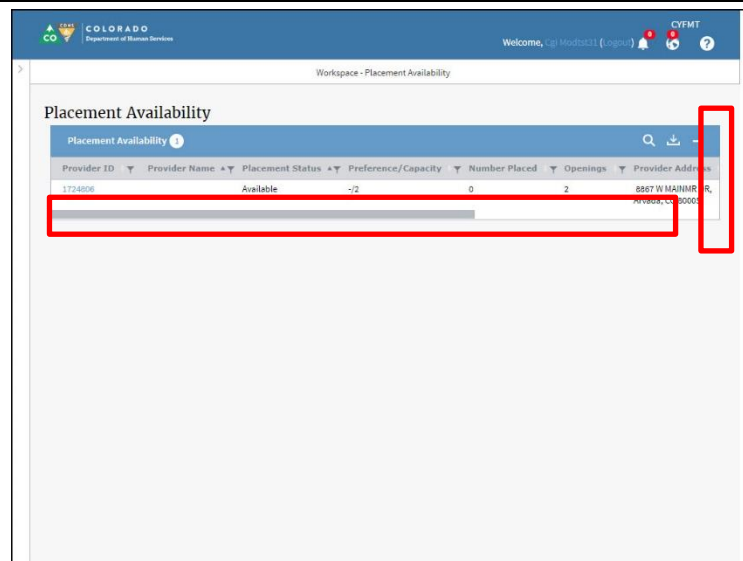


- Click the **Download** icon to download the list to your computer as a CSV file.



Navigating within the *Placement Availability* page:

- Use the **Scroll bars** at the right and bottom of the page to view additional Providers and columns in the list.





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

Provider ID	Provider Name	Placement Status	Preference/Capacity	Number Placed	Openings	Provider Address
1724006		Available	-/2	0	2	8867 W MAINMIR DR,

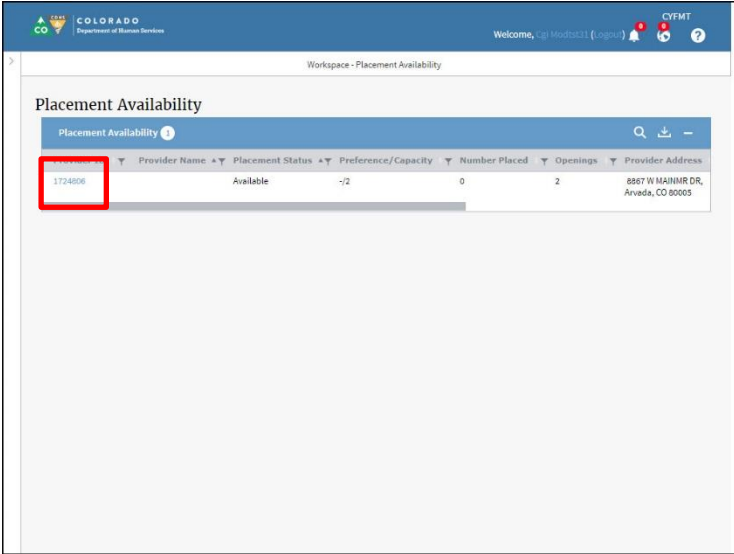
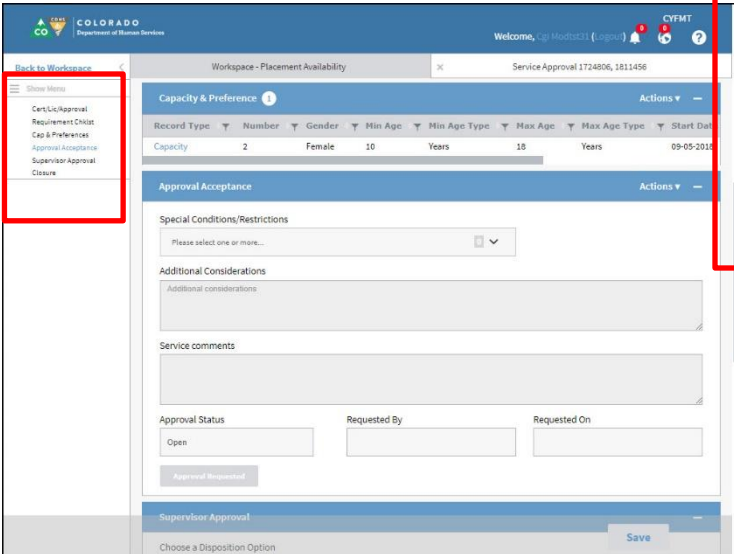


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Open the Provider Details record

- Selecting the Provider ID will open the *Provider Details* record for the most recent Approval record with an Open status.

Steps/Output	Screenshot
<p>In the <i>Placement Availability</i> page:</p> <ol style="list-style-type: none"> 1. Click the Provider number link in the Provider ID column. 	 <p>The screenshot shows the 'Placement Availability' page in the system. At the top, there is a header with the Colorado Department of Business Services logo and user information. Below the header is a table with columns: Provider Name, Placement Status, Preference/Capacity, Number Placed, Openings, and Provider Address. The first row of the table has the Provider ID '1724806' highlighted with a red rectangular box.</p>
<p>The <i>Provider Details</i> page displays and automatically navigates to the Capacity and Preference panel.</p> <p>Navigate through the Provider Details page using the <i>Left Navigation</i> panel or the right scroll bar.</p>	 <p>The screenshot shows the 'Provider Details' page for provider ID 1724806. The page is divided into several sections. On the left side, there is a 'Left Navigation' panel with a red box around it, containing links like 'Show Menu', 'Cert/Lic/Approval', 'Requirement Detail', 'Cap & Preferences', 'Approval Acceptance', 'Supervisor Approval', and 'Closure'. The main content area is titled 'Capacity & Preference' and shows a table with columns: Record Type, Number, Gender, Min Age, Min Age Type, Max Age, Max Age Type, and Start Date. Below this table is an 'Approval Acceptance' section with a dropdown menu for 'Special Conditions/Restrictions', a text area for 'Additional Considerations', and a 'Service comments' section. At the bottom, there are fields for 'Approval Status', 'Requested By', and 'Requested On', along with a 'Save' button. A red box on the right side of the screenshot highlights the vertical scroll bar.</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.

The screenshot shows the user interface of the Colorado Department of Business Services system. The top navigation bar includes the Colorado logo, the user's name 'Welcome, Col Madhosi', and a 'Logout' link. The main content area is titled 'Workspace - Placement Availability' and features a table with columns for Record Type, Number, Gender, Min Age, Min Age Type, Max Age, Max Age Type, and Start Date. The table contains one row with the following data: Capacity: 2, Gender: Female, Min Age: 10, Min Age Type: Years, Max Age: 18, Max Age Type: Years, Start Date: 09-05-2018. Below the table, there are sections for 'Approval Acceptance', 'Special Conditions/Restrictions', 'Additional Considerations', 'Service comments', 'Approval Status', 'Requested By', and 'Requested On'. A 'Save' button is visible at the bottom right of the form.