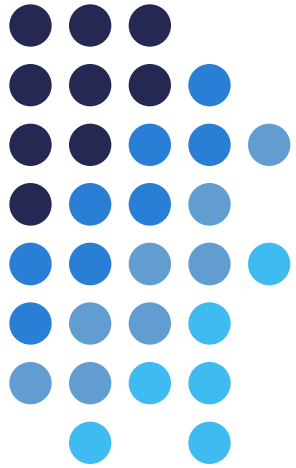
CPA Certified Provider Original- Therapeutic Foster Home

Modernized Trails



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What You Need to Know

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- The Child Placing Agency **MUST** have approved Policies and Procedures by the PSU DCW Licensing team for Therapeutic Foster Care in Trails before opening a Therapeutic Foster Home service for their provider.
- In order to add a Therapeutic Foster Home service in Trails, the provider **MUST** already have an open Foster Care Home service type with the Provider Services Unit.
- Before submitting approval, the CPA worker must contact their assigned compliance worker via email or phone before requesting for approval so that the compliance worker can add the Primary Worker(Licensing) and their Secondary Worker (Monitoring Specialist) to the new service type. Without this being added, Trails will not let you request approval. Once the licensing worker and monitoring worker has been added, you may go back into the profile and request approval.

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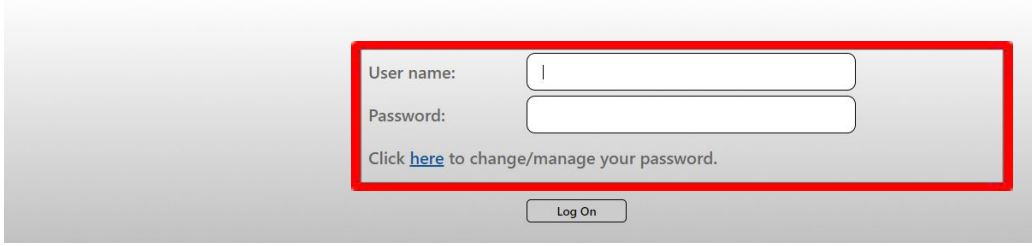
Signing Into Modernized Trails

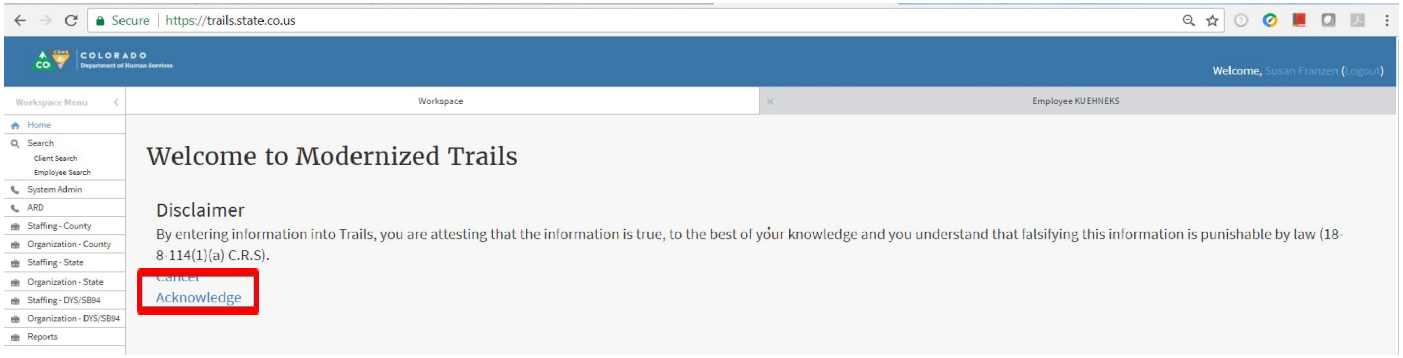
COLORADO
Department of Human Services

Go to **https://trails.state.co.us**
(Chrome is preferred)

Login.



Click the **Acknowledge** statement.



Search Open Provider

To navigate in Modernized Trails use the left navigation panel or the scroll bar at the right of the page.
In this job aid we will be using the Left Navigation panel.

Note: The menu items displayed in the Left Navigation panel are dependent upon your security profile.

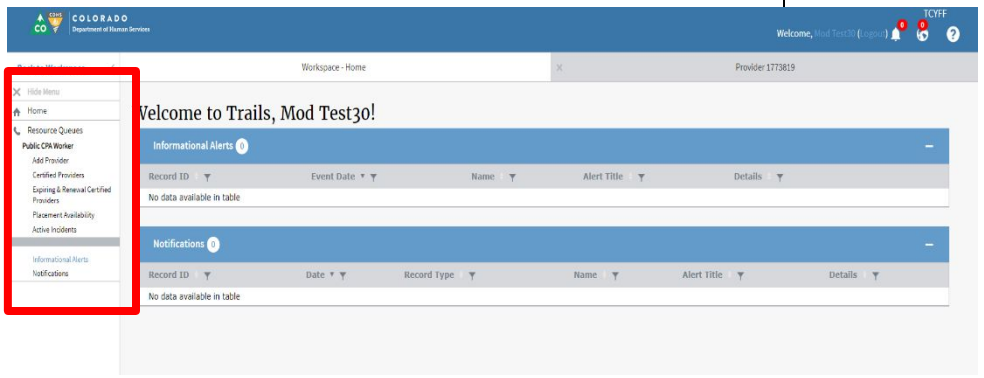
In the Left Navigation panel. Click < **Show Menu**

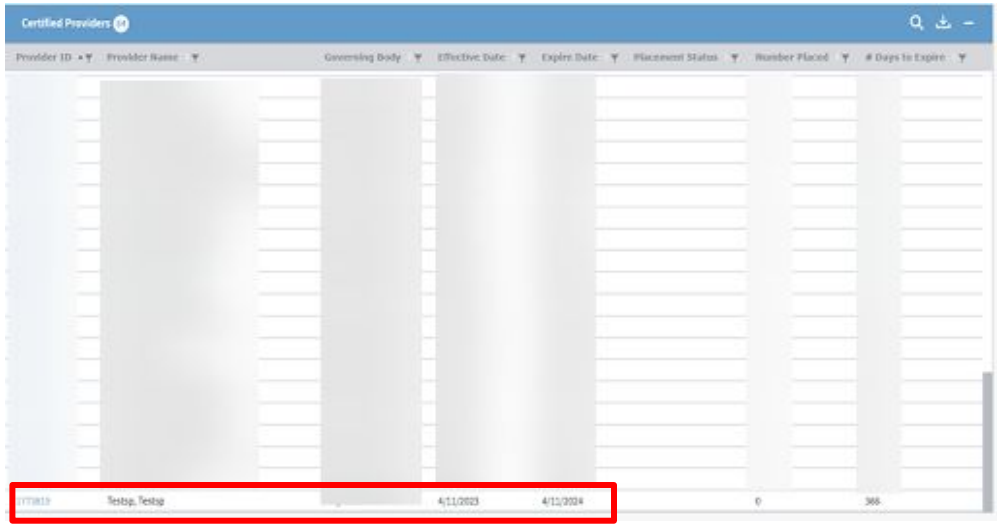
This expands the Left Navigation panel.

Click **Resource Queues < Certified Providers**

Click **Queue Type drop down arrow <** select **Open**

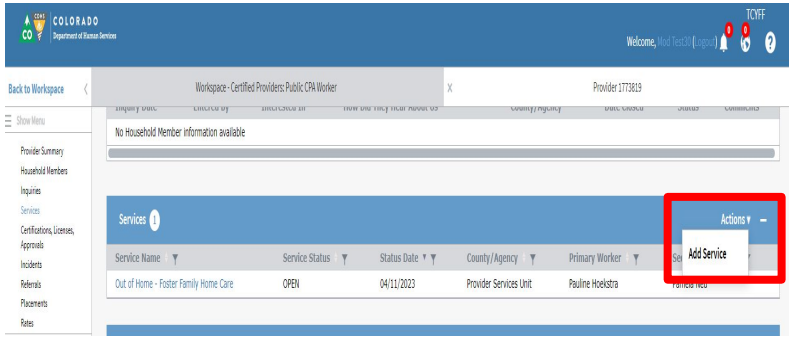
Find the open provider you wish to add Therapeutic Foster Care Service to from your certified providers list





Adding Therapeutic Service Type

Once Provider Details page opens:
In the Left Navigation Panel Click-
Services<Action< Add Service

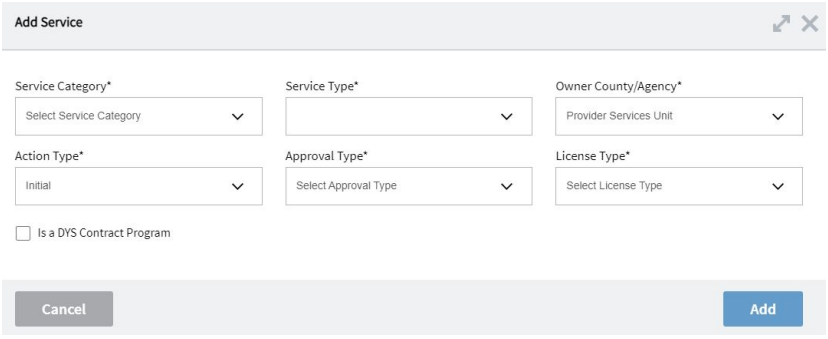


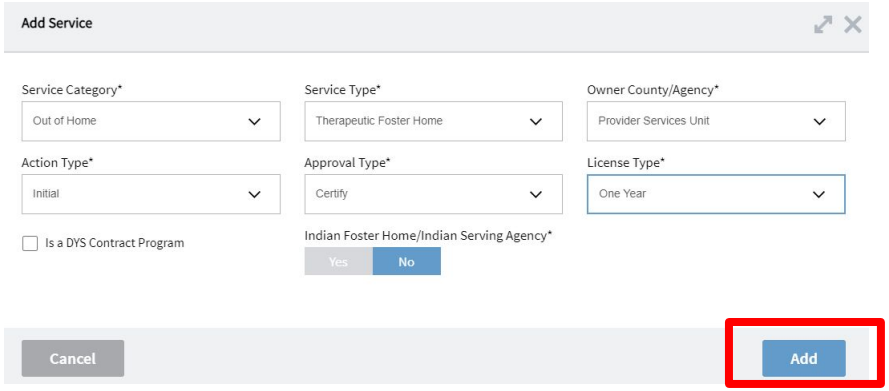
Click **Service Category** dropdown box**< Select Out of Home**
Click **Service Type** Dropdown**< Select Therapeutic Foster Home**

Approval Type< Select **Certify**
License Type<Select **One Year**

Click **Add** to save the information or **Cancel** to close without saving

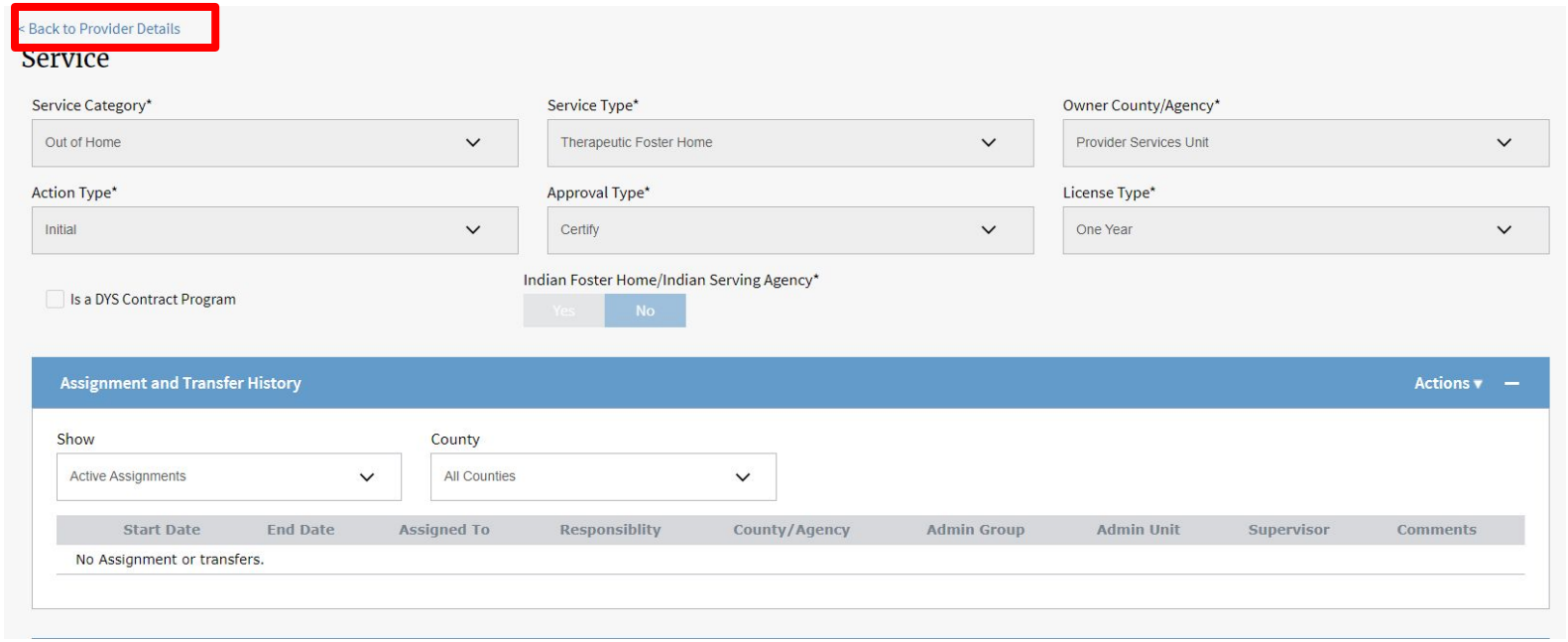
Add Service pop-up window will open





A new **Service** page displays. Trails uses the information provided in the **Add Service** pop-up window to complete the top section.

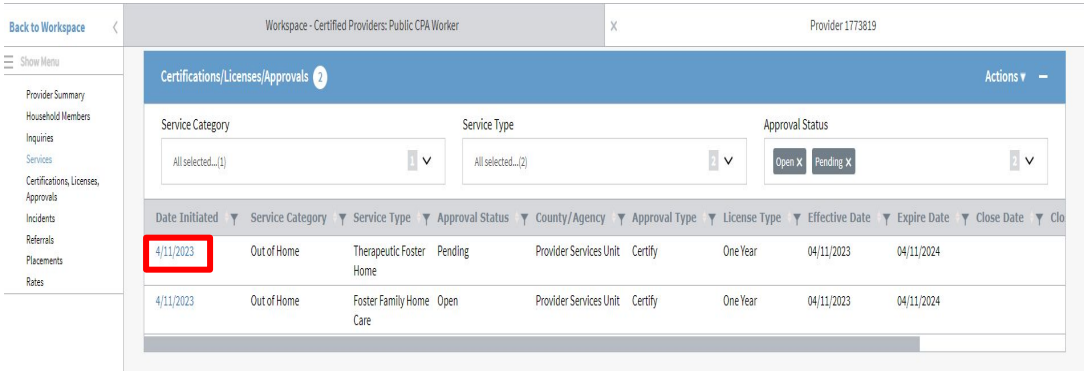
Click Back to **Provider Details** to return to the **Provider Details** page.



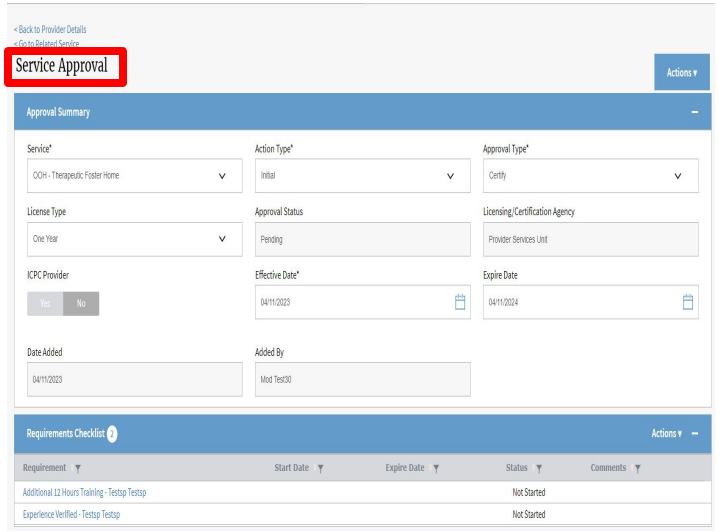
On **Provider Details** page, navigate to the **Left Panel**

Click < **Certifications, Licenses, Approvals**

Once you are on **Certifications, Licenses, Approvals** section, click< on the **date initiated** of the **pending Therapeutic Foster Home**

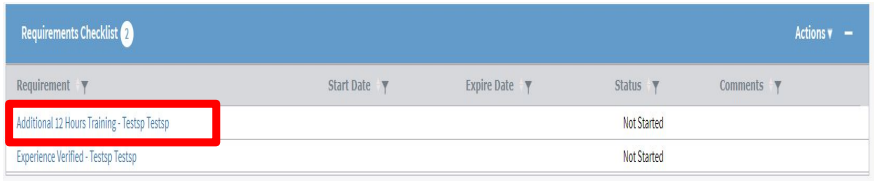


Once you have clicked on the date for the pending therapeutic foster home, it will take you to the **Service Approval** page

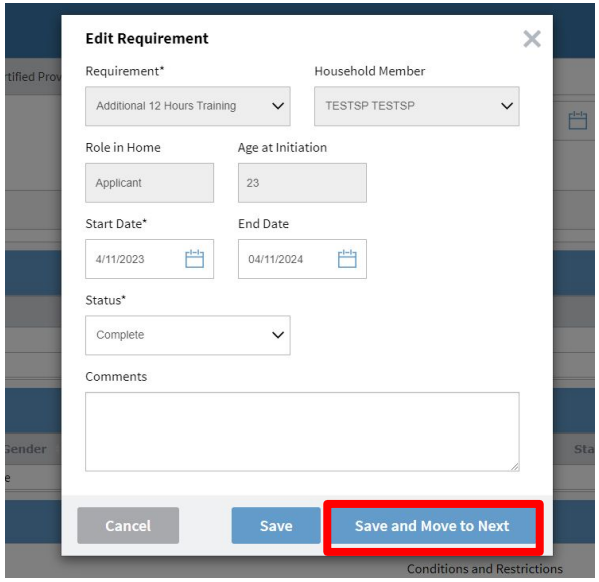


Requirements

On **Service Approval** page, Scroll down to **Requirements Checklist**

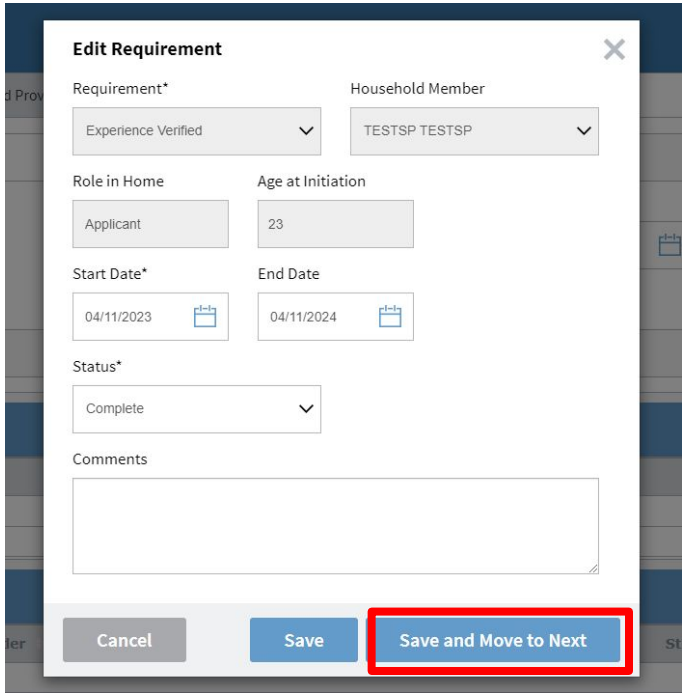


Click < **Additional 12 Hours Training,** complete the required information



Click< **Save and Move to Next** or **Cancel** to close window without saving

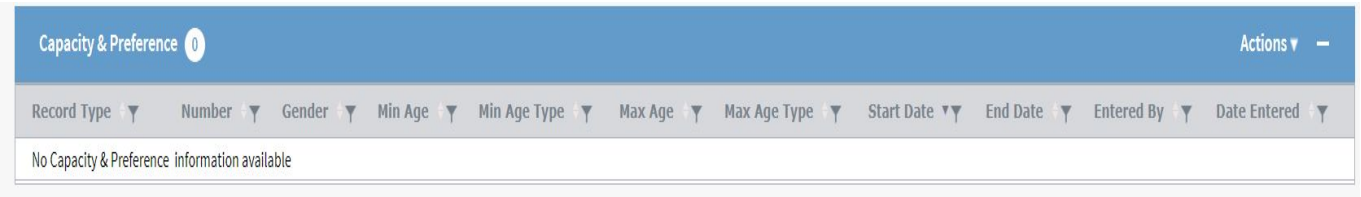
Experience Verified requirement window will open, complete the required information



Click< **Save and Move to Next** or **Cancel** to close window without saving

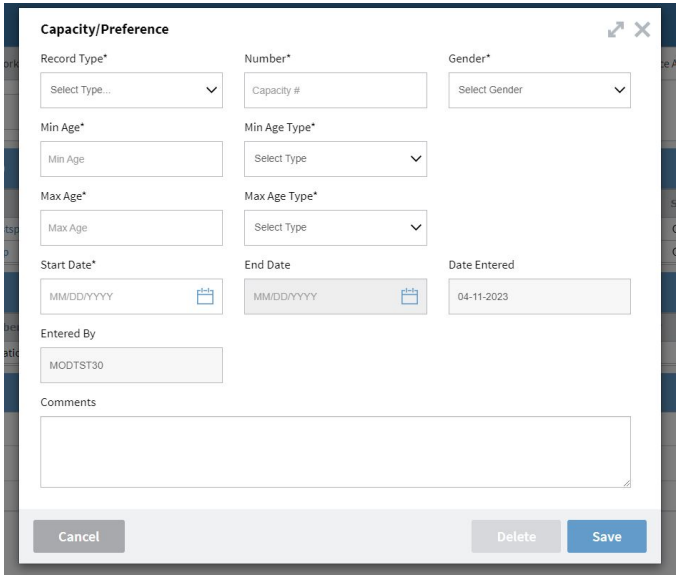
Capacity & Preference

Scroll down to **Capacity and Preference**

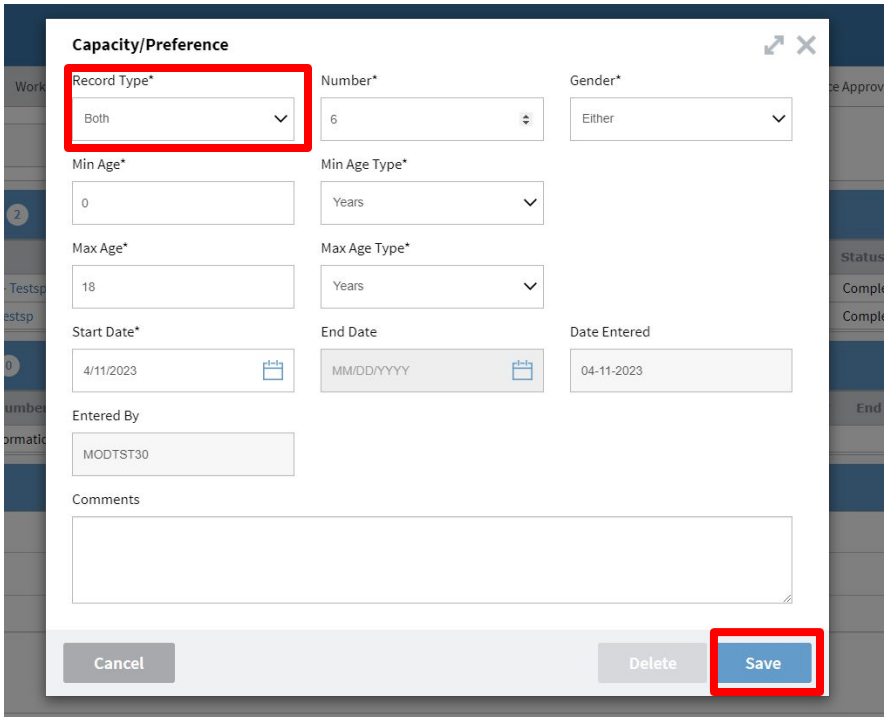


Click <**Action**< **Add Capacity and Preference**

Capacity and Preference window will open



Complete the required fields in **Capacity and Preference window**



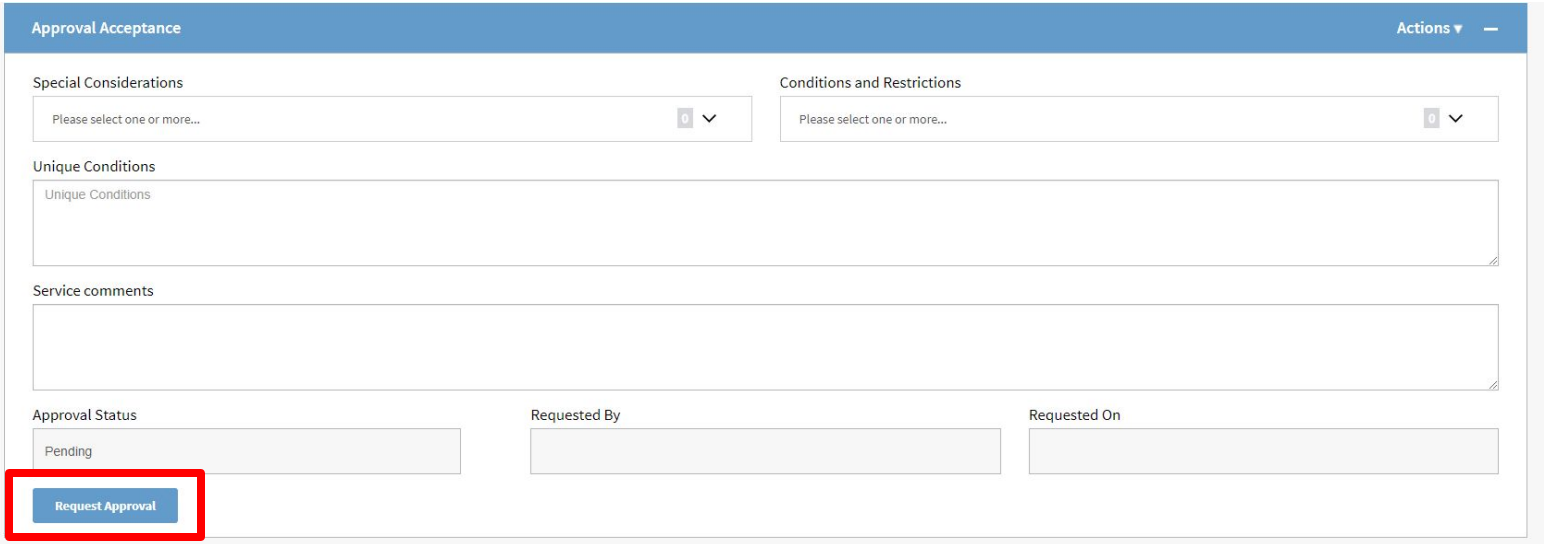
Note: Record type should be **Both**

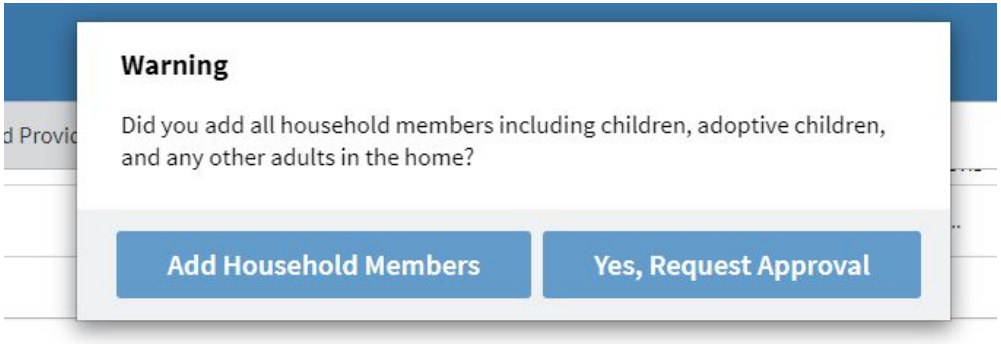
Note: Capacity should not be more than 6. **Refer to Rule 7.703.4. A**

Click <**Save or Cancel** to close without saving

Approval Acceptance

Scroll down to **Approval Acceptance**



Click < **Request Approval**

Warning Window will open. If additional members need to be added Click< **Add Household Members**, If you **do not** need to add additional household members, Click< **Yes, Request Approval**