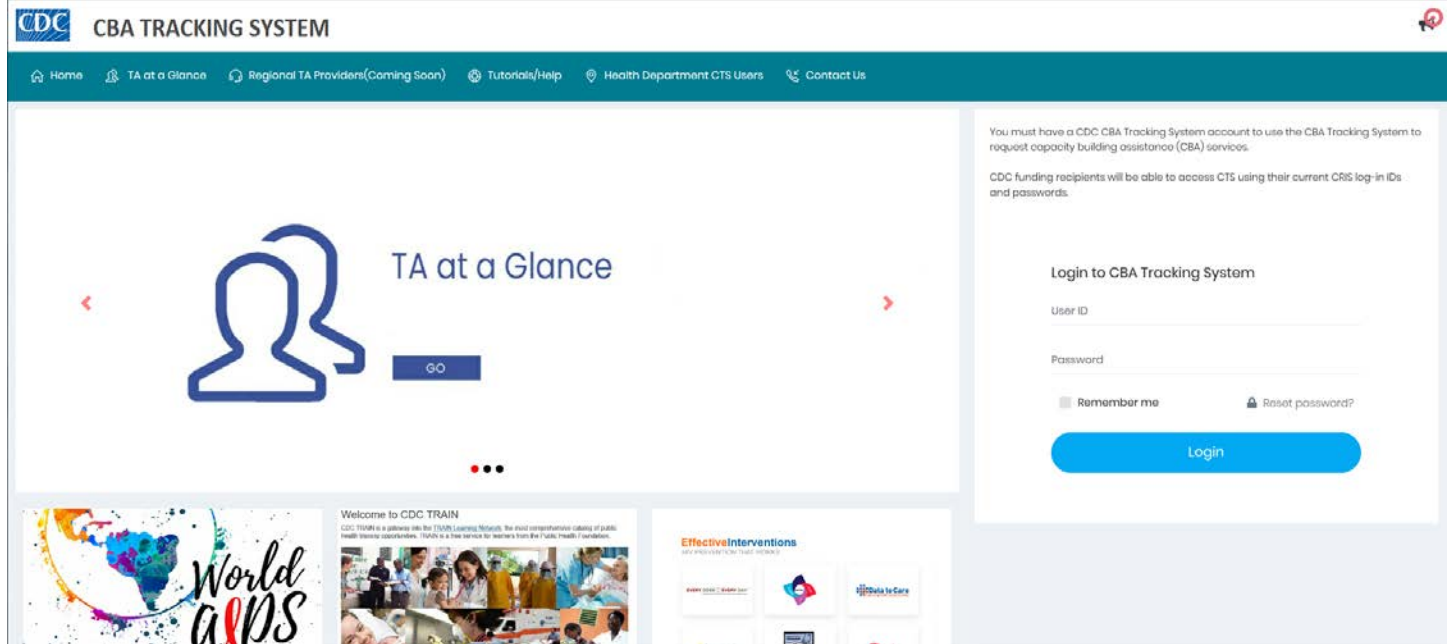


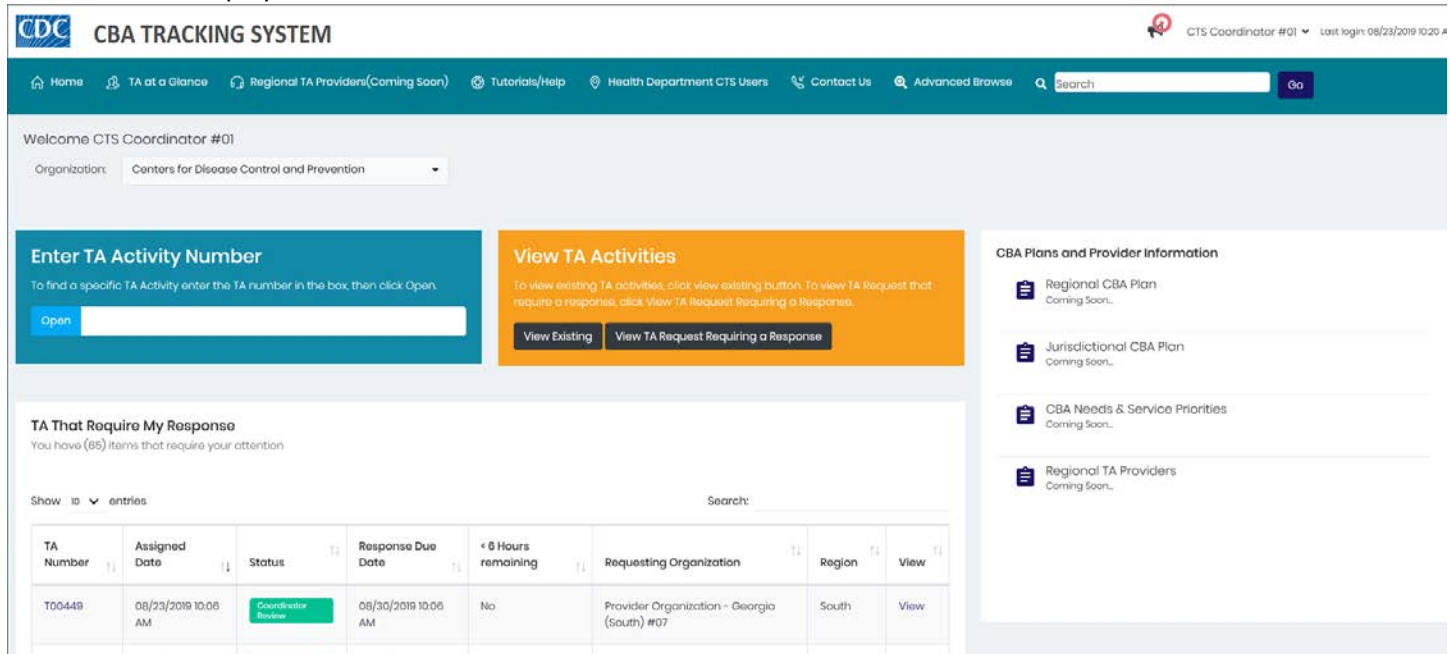
CTS Coordinator Review

Login page



1. Enter the *Coordinator User ID* and *Password* and click the **Login** button.
 - a. Click the **Accept Terms & Conditions** button.

The dashboard displays.



2. In the *TA That Require My Response* section, locate the *TA number* and click the *TA number*, or the **View** link.
Note: The status is Coordinator Review.

The *Coordinator Review* page displays. The status in the status bar is *Creating Request (Coordinator Review)*.

CBA TRACKING SYSTEM

CTS Coordinator #01 | Last login: 08/23/2019 10:20 AM | I want to...

Home | TA at a Glance | Regional TA Providers (Coming Soon) | Tutorial/Help | Health Department CTS Users | Contact Us | Advanced Browse | Search

Creating Request (Coordinator Review) | Creating AP | Reviewing AP | Working | Closed

Coordinator Review

Request #: T00449
 Requestor: Member 01 #07 Provider
 Organization: Provider Organization - Georgia (South) #07 (19-1904)
 Request submitted on behalf of: CBO (DF) - Georgia #07 (PS17-1704)
 Request submitted on behalf of Contact: Member 01 #07 CBO
 Request Add Date: 08/23/2019 10:06 AM
 Recipient Organization: CBO (DF) - Georgia #07 (PS17-1704)
 Description: Testing Provider request (rpr) 449 **Edit**
 Accomplish as a result: Testing Provider request (rpr) 449c

Region: South
 Request Status: Coordinator Review on 08/23/2019 10:06 AM
 Coordinator: CTS Coordinator #01
 Project Officer: Project Officer #07
 PO Team Lead: Project Officer Team Lead #02

Actions

- Tracks, Content Areas, HIP Interventions & PHS
- Assign SME, SMETL, JWGREP, JWGL, Regional Lead
- Split Request
- Edit PO
- Refer Request
- Withdraw/Decline/Delete Request
- Return To Requestor

Coordinator Review +

SME Review +

3. To edit the request description, click the **Edit** button next to the *Description*.

The *Edit Request Description* dialog box displays.

Edit Request Description ✕

Description as entered by Requestor

Testing CBO request (rpr) 6

Additional Description (from Coordinator)**

Cancel Save

4. Enter an additional description in the textbox provider.

5. Click the **Save** button.

The additional description displays under the original description.

Description: Testing CBO request (rpr) 6 **Edit**

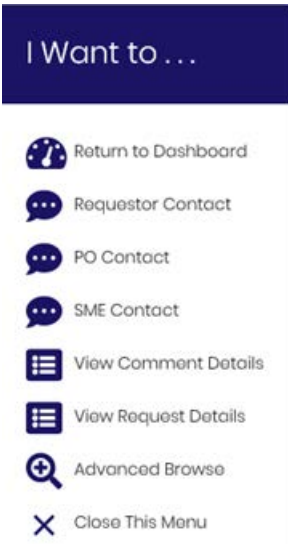
additional comment

— (CBA Coordinator - 03/20/2019)

Accomplish as a result: Testing CBO request (rpr) 6

6. To contact the *Requestor*, *PO*, or *SME*, click the **I want to...** button next to the Last Login timestamp.

The *I Want to...* menu displays.



If one of the contacts is selected, the contact dialog box displays.

In this example it is the *Contact Requestor* dialog box.

Contact Requestor
✕

Requestor: Member #40 CBO

Form of Communication **

-- please select --
 ▾

Description of conversation **

Cancel
Save

7. Select an option from the communication drop-down list, enter a comment and click the **Save** button.

The dialog box closes and the comment displays in the *Contact Log* section.

Contact Log ▾					
Contact	Contacted By	Contacted With	Form of Communication	Description of conversation	Contacted Date
Contact Requestor	CTS Coordinator #01	Member #40 CBO	Email	comment	03/19/2019 03:26 PM

Submit to SME
Return to Dashboard
Request Details

8. Under the *Actions* header, click the **Tracks, Content Areas, HIP Interventions & PHS** button.

The *Tracks, Content Areas, HIP Interventions & PHS* dialog box displays.

Tracks, Content Areas and HIP Interventions & PHS

Track A - Clinical HIV Testing and Prevention for Persons with HIV (PWH)

SubTrack A1 - Clinical HIV Testing

CONTENT AREAS

- Routine HIV testing of all patients aged 13 – 65 years
- Repeat HIV testing for high-risk populations
- Routine, early HIV testing for all pregnant women
- Recruitment methods for clinical HIV testing
- Integration of clinical HIV testing with screening for sexually transmitted diseases (STDs), hepatitis B virus (HBV), hepatitis C virus (HCV), and tuberculosis (TB)
- Integration of HIV testing with other programs and services in clinical settings
- Assessing and improving performance of HIV testing programs based in clinical settings
- HIV testing technologies for clinical settings
- Leveraging existing third-party billing systems for reimbursement of eligible costs associated with HIV testing in clinical settings
- Referrals to HIV medical care for persons with positive HIV test results
- Referrals to PrEP (pre-exposure prophylaxis) services
- Referrals to STD, viral hepatitis, and/or TB screening
- Referrals to other prevention and essential support services, as needed
- Referrals to post-exposure prophylaxis (PEP) services

HIP Interventions and Public Health Strategies for Clinical HIV Testing

- Testing Together
- Personalized Cognitive Counseling (PCC)
- Social Network Strategy for HIV Testing Recruitment

SubTrack A2 - Prevention with Person with HIV (PWH)

CONTENT AREAS

Additionally, this track supports the HIV prevention workforce serving PWH throughout the

Cancel **Save**

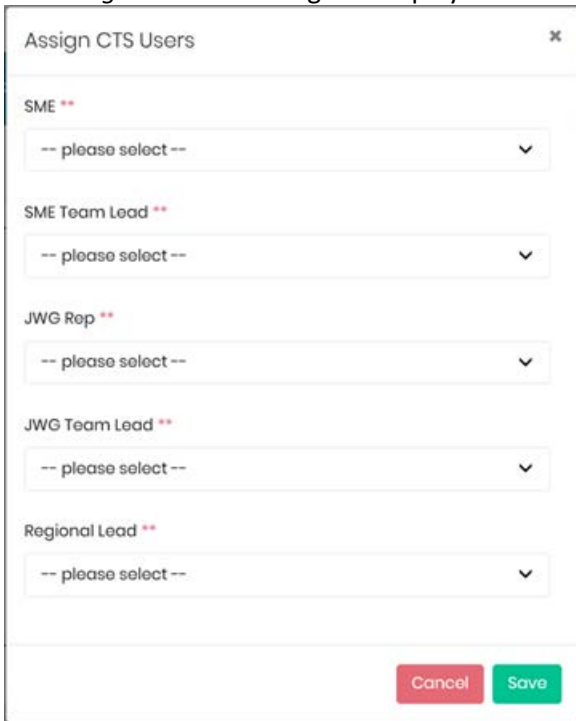
9. Select a *Track*. Within each *Track* there are two options:
 - a. Select one or two sub-tracks (*Content Areas*), or
 - b. Select one *Intervention*

10. Click the **Save** button. The dialog box closes.

Scroll down the page. The *Coordinator Review* section expands displaying the *Tracks, Content Areas, HIP Interventions & PHS* selected.

11. Under the *Actions* header, click the **Assign SME, SMETL, JWGREP, JWGTL, Regional Lead** button.

The *Assign CTS User* dialog box displays.



The dialog box titled "Assign CTS Users" contains five dropdown menus, each with a red double asterisk (**) indicating a required field. The dropdowns are labeled: "SME **", "SME Team Lead **", "JWG Rep **", "JWG Team Lead **", and "Regional Lead **". Each dropdown currently shows "-- please select --". At the bottom right, there are two buttons: a red "Cancel" button and a green "Save" button.

12. Select one name from each drop-down list and click the **Save** button.

The dialog box closes, and the names selected display in the *Coordinator Review* section. The name of the *SME* also displays in details box.

13. To change the Project Officer assigned, click the **Edit PO** button.

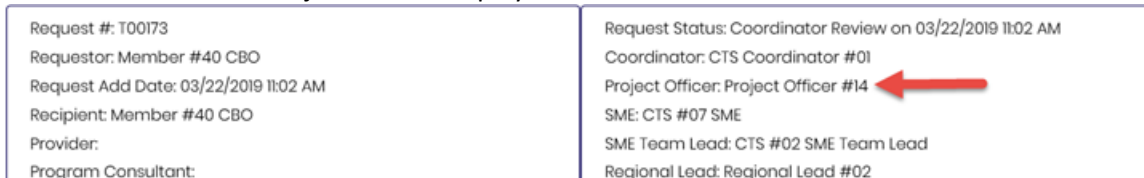
The *Edit PO* dialog box displays.



The dialog box titled "Edit PO" contains a single dropdown menu labeled "Select PO **". The dropdown currently shows "Project Officer #07". At the bottom right, there are two buttons: a red "Cancel" button and a green "Save" button.

14. Select a Project Officer from the drop-down list and click the **Save** button.

The name of the new Project Officer displays in the details section.



The details section is divided into two columns. The left column contains: "Request #: T00173", "Requestor: Member #40 CBO", "Request Add Date: 03/22/2019 11:02 AM", "Recipient: Member #40 CBO", "Provider:", and "Program Consultant:". The right column contains: "Request Status: Coordinator Review on 03/22/2019 11:02 AM", "Coordinator: CTS Coordinator #01", "Project Officer: Project Officer #14" (with a red arrow pointing to it), "SME: CTS #07 SME", "SME Team Lead: CTS #02 SME Team Lead", and "Regional Lead: Regional Lead #02".

15. Scroll to the bottom of the page to the **Submit to SME** button.

- To save the information entered without submitting the request to the *SME*, click the **Previous** button.
- To view details of the request, click the **Request Details** button.

16. Click the **Submit to SME** button.

The Confirm dialog box displays.

Confirm ✕

Are you sure, you want to submit the ticket to SME?

Yes No

17. Click the **Yes** button.

The Success message displays.

Success ✕

Ticket has been successfully submitted to SME!

OK

18. Click the **OK** button.

The *dashboard* page displays. The request is removed from the *TA That Require My Response* section.

CDC CBA TRACKING SYSTEM CTS Coordinator #01 | Last login: 03/22/2019 02:38 PM

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Welcome CTS Coordinator #01

Organization: Centers for Disease Control and Prevention

Enter TA Activity Number

To find a specific TA Activity enter the TA number in the box, then click Open.

Open

View TA Activities

To view existing TA activities, click view existing button. To view TA Request that require a response, click View TA Request Requiring a Response.

View Existing View TA Request Requiring a Response

TA That Require My Response

You have (22) items that require your attention

Show 10 entries Search:

TA Number	Assigned Date	Status	Response Due Date	< 6 Hours remaining	Requesting Organization	Region	View
T00175	03/22/2019 10:57 AM	Coordinator Review	03/29/2019 10:57 AM	No	Health Department - Pennsylvania #23	Northeast	View

CBA Plans and Provider Information

- Regional CBA Plan Coming Soon...
- Jurisdictional CBA Plan Coming Soon...
- CBA Needs & Service Priorities Coming Soon...
- Regional TA Providers (South) Coming Soon...