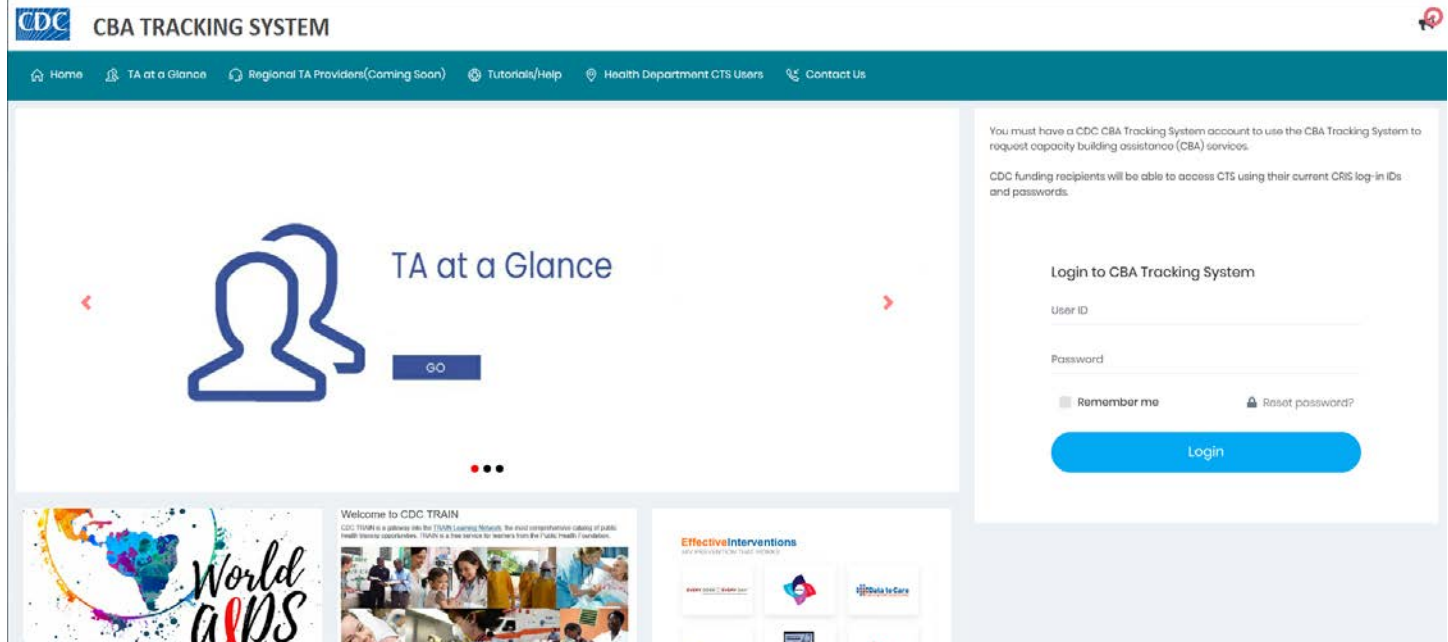


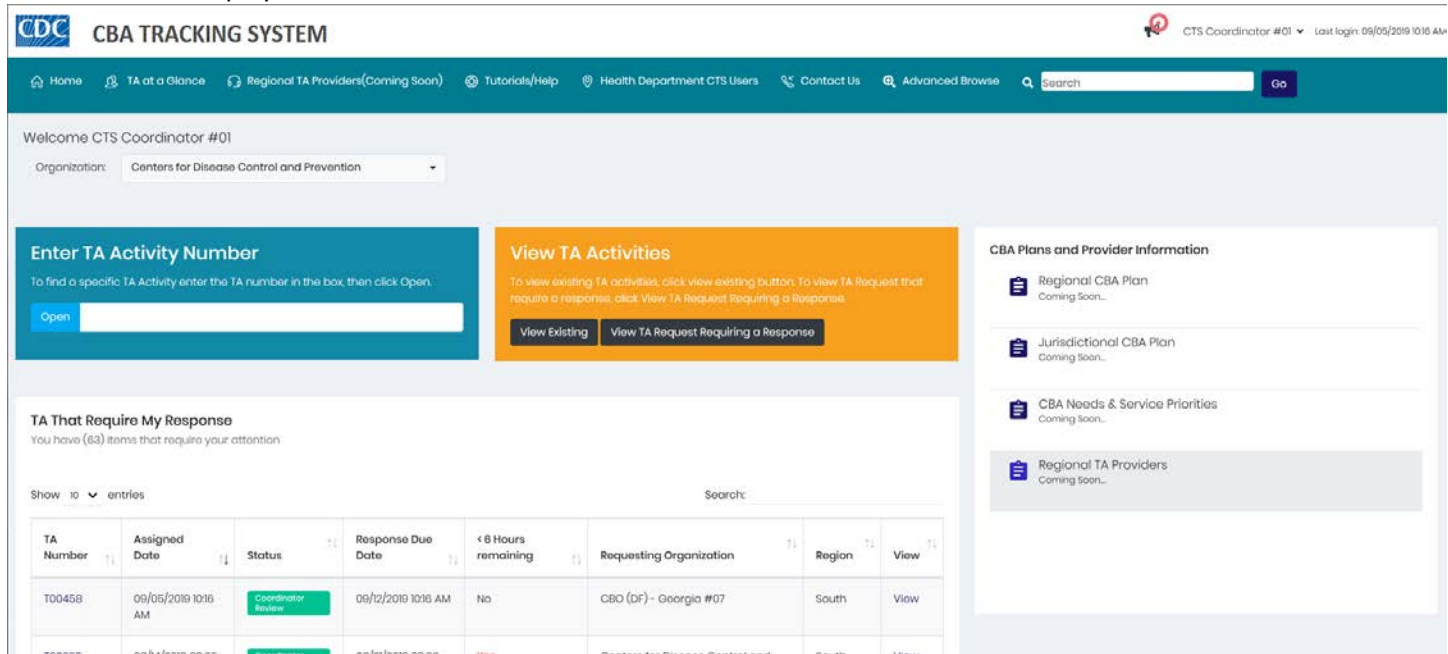
# CTS Coordinator: Split Ticket

## 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)*.

3. Under the *Actions* header, click the **Split Request** button.

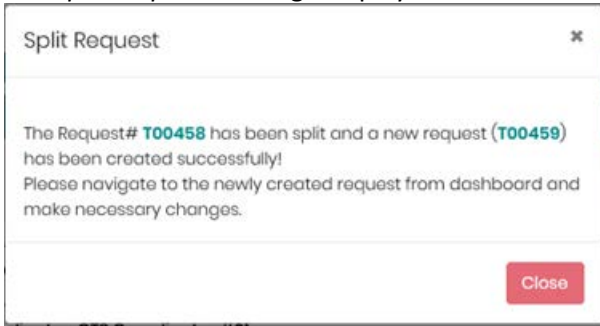
The *Confirm* dialog box displays.

If the answer is *Yes*, the *Split Request* dialog box displays.

4. Enter a comment in the textbox provided.

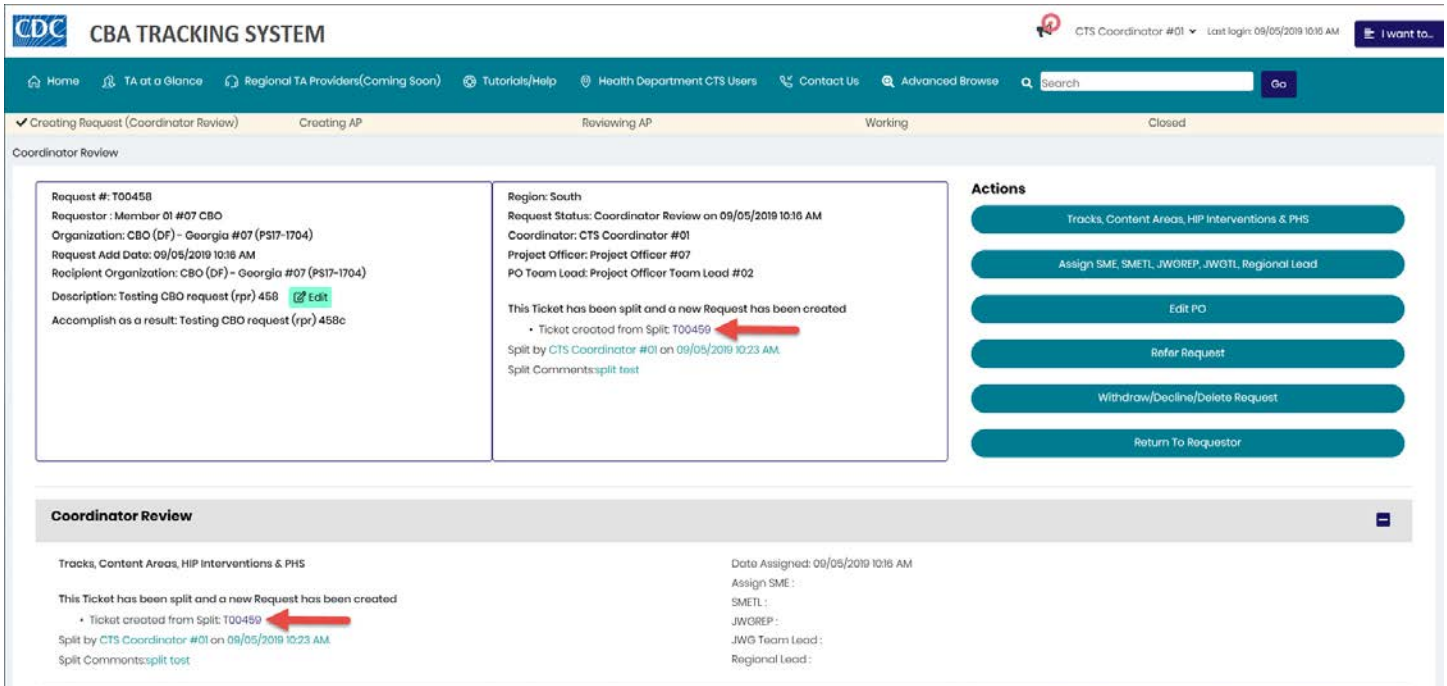
5. Click the **Split** button.

The *Split Request* message displays. *Note:* Make note of the new request number.



6. Click the **Close** button.

Information about the split request, including the new request number, displays in the request details header and in the *Coordinator Review* section.



7. Click the new number created from the split.

The *Coordinator Review* page displays for the new split request.

**CBA TRACKING SYSTEM**

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

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

**Coordinator Review**

Request #: T00450  
Requestor: Member 01 #07 CBO  
Organization: CBO (DF) - Georgia #07 (PS17-1704)  
Request Add Date: 09/05/2019 10:36 AM  
Recipient Organization: CBO (DF) - Georgia #07 (PS17-1704)  
Description: Testing CBO request (rpr) 458 [Edit](#)  
Accomplish as a result: Testing CBO request (rpr) 458c

Region: South  
Request Status: Coordinator Review on 09/05/2019 10:36 AM  
Coordinator: CTS Coordinator #01  
Project Officer: Project Officer #07  
PO Team Lead: Project Officer Team Lead #02

This Ticket created as a result of Split.  
• Ticket that was Split: T00458  
Split by CTS Coordinator #01 on 09/05/2019 10:23 AM.  
Split Comments:split test

**Actions**

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

Coordinator Review +  
SME Review +  
Contact Log +

[Submit to SME](#) [Previous](#) [Request Details](#)

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

The *Tracks, Content Areas and 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.

**Coordinator Review** ✖

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Tracks, Content Areas, HIP Interventions & PHS

- Track A - Clinical HIV Testing and Prevention for Persons with HIV (PWH)
- SubTrack A1 - Clinical HIV Testing
  - Personalized Cognitive Counseling (PCC)

Date Assigned: 09/05/2019 10:16 AM

Assign SME :

SMETL :

JWGREP :

JWG Team Lead :

Regional Lead :

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

The *Assign CTS Users* dialog box displays.

Assign CTS Users ✖

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**SME \*\***

-- please select -- ▼

**SME Team Lead \*\***

-- please select -- ▼

**JWG Rep \*\***

-- please select -- ▼

**JWG Team Lead \*\***

-- please select -- ▼

**Regional Lead \*\***

-- please select -- ▼

Cancel
Save

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

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

**Coordinator Review** ✖

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Tracks, Content Areas, HIP Interventions & PHS

- Track A - Clinical HIV Testing and Prevention for Persons with HIV (PWH)
- SubTrack A1 - Clinical HIV Testing
  - Personalized Cognitive Counseling (PCC)

Date Assigned: 09/05/2019 10:16 AM

Assign SME : CTS #07 SME

SMETL : CTS #02 SME Team Lead

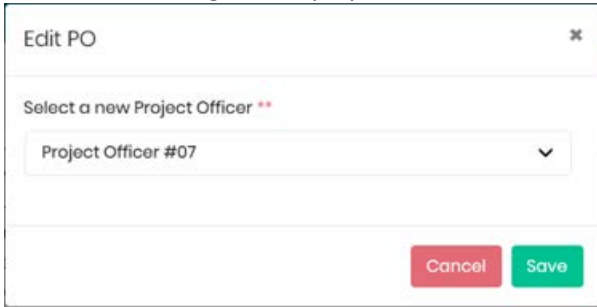
JWGREP : JWG Rep #02

JWG Team Lead : JWGT Rep #02

Regional Lead : Regional Lead #02

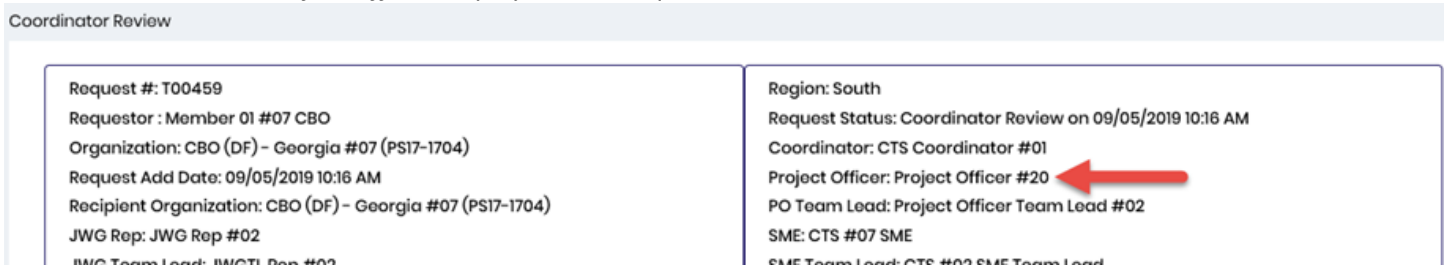
13. To change the *Project Officer* assigned, click the **Edit PO** button under the *Actions* header.

The *Edit PO* dialog box displays.



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 Request details box.



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



- To return to the dashboard without submitting the request to the *SME*, click the **Previous** button. The information entered will be retained.
- To view details of the request, click the **Request Details** button.

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

The *Confirm* dialog box displays.



17. Click the **Yes** button.

The *Success* message displays.



18. Click the **OK** button. The request page closes and the dashboard displays.

The original request displays in the *TA That Require My Response* section.

**TA That Require My Response**  
You have (63) items that require your attention

Show 10 entries Search:

TA Number	Assigned Date	Status	Response Due Date	< 6 Hours remaining	Requesting Organization	Region	View
T00458	09/05/2019 10:16 AM	Coordinator Review	09/12/2019 10:16 AM	No	CBO (DF) - Georgia #07	South	View
T00295	08/14/2019 09:36 AM	Coordinator Review	08/21/2019 09:36 AM	Yes	Centers for Disease Control and Prevention	South	View

19. Open the original request and complete steps 8-18.

The split request status is *SME Review*. To view that request, click the **View Existing** button in the *View TA Activities* box.