TA Provider Role in Jurisdictional CBA Plan Approval Process

Note: The user must be logged in as a *TA Provider* and be the *Lead TA Provider* on the jurisdictional CBA plan final draft.

• If a jurisdictional CBA plan needs to be deleted, contact the CTS Coordinator.

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1. Place the mouse pointer over the CBA Plans Information menu and click the Jurisdictional CBA Plan link.

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The CBA Plan Information page displays.

The CTS dashboard

Once the Lead Provider has submitted a jurisdictional CBA plan, the status updates to Pending Approval HDC.

The health department contact (HDC) will either approve the jurisdictional CBA plan, or return it for revision. If the HDC returns the jurisdictional CBA plan for revision, the status updates to *Returned for Revision – HDC*.

Note: The Lead Provider has 3 business days to revise the jurisdictional CBA plan and resubmit it to the HDC.

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leolth Department - Texas #26	Plan Yoar : 1 Amnou mamment #18-1802b	Creating on 08/25/2020			Complete JCBA Plan			
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kalth Department - South Carolina #25	Plan Year: 1 Announcement #18-1802b Load Provider Organization : Provider Organization - South Carolina (South) #25 HDC: Member 02 #25 HDC JWG: JWG Rep #04	Finalized on 06/22/2020			View JCBA Plan Deteils			
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	Project Officer Project Officer #25 Regional Lead: Regional Lead #01							

The CBA Plan Information page.

Note: All JCBA plans in the TA provider's region display in *the List of Jurisdictional Health Departments*. To narrow the display in the list, check the *Select JCBA Plan where I am the Lead Provider* checkbox.

2. Locate the jurisdictional CBA plan with the status *Return for Revision – HDC* and click the **Complete JCBA Plan** link in the *Actions* column.

The JCBA Plan Details page displays.

C CBA	A TRAC	KING SYSTEM	(DEV) vor 2020.3.0					Member 01	#25 Provid	ier 👻 Last login: 06/25/20:
Home 🕼 TA at a Gla	nce	CBA Provider Information	CBA Plans Inform	nation ©Tutorial	s/Help ©Health Department CTS Users	≪Contax	ctUs Q Adv	ranced Browse	Q Searc	h
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3. To open the issue, click the either the **View** link in the *Actions* column, or the issue number (SC0020 in this example) in the *Issue Number* column.

The New JCBA Issue page for the announcement that was uploaded displays.

DC	CBA TRACK	(ING SYSTEM					Member	01 #25 Provider 👻 Last lo	gin: 06/25/2020 04:08
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TA			Clinico	I HIV Testing	~				
Content	Arecis :								
Routin	e HIV testing of all patients age	ed 13 - 65 years							

Lead Provider for Issue ; **	
Provider Organization - South Carolina (South) #25	v
Issue Collaborator	
Please select	
Plan Year start date : 08/19/2019	Plan Year end date : 12/31/2020
Proposed start date : **	Proposed end date : **
06/24/2020	08/30/2020
Problem Narrative: ** (Maximum 800 Characters)	
Currently, there is not widespread adoption of rapid ART initiati services to re-ongage in care may be (1) less likely to successfr transmission. In 2017, 80% of Initividuals degenosed with NIV wer virally suppressed. Rapid ART implementation can increase the	on programs in Ohio. Without these programs, individuals newly diagnosed with HIV and these who use testing Jly link to care: (2) take longer to become wirally suppressed and/or (3) be more likely to be involved in HIV leinkad to care in 90 days, but only 78% were linked within 30 days. In 2017, 54% of persons living with HIV in Ohio w se numbers.
607 of 800 characters used	
Expected Results : ** (Maximum 800 Characters)	
Interested in learning methods used to integrate data systems	analyze data, and produce findings with a focus in using surveillance data to inform how to target prevention e
343 OT BUU Choracters used	
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0 of 800 characters used	
HDC Concerns about ICRA Plan - (Maximum 8/0 Characters)	
Concerns doors actor Part (actor Fair (actor Fair Concerns)	
0 of 800 characters used	
Save Issue Complete Issue Later Delete Issue Cancel	
Show/Hide Instructions	

- 4. Revise the jurisdictional CBA plan as needed.
- 5. Click the **Save Issue** button.

The *Confirm* message displays.



6. Click the **No** button.

The Complete JCBA Plan Issue dialog box displays.



7. Click the **Yes** radio button.

The Complete JCBA Plan Issue dialog box expands to display another question.



Uploading Supporting Documents Path

a. If Yes is selected, the JCBA Plan Supporting Documents dialog box displays.



Note: Supporting documents must be in either Word or PDF format.

To view instructions on importing supporting documents, click the **Show/Hide Instructions** button.

Ipload File	Browse	
Show/Hide Instructions		
te: • Maximum of 10 JCBA Plan supp	ortina documents can be uploaded.	
The documents's maximum size	e for upload is 4 mb.	
 The JCBA Plan supporting docu format. 	iments must be in Microsoft Word or P	DF
 Please click Browse to upload r 	nore documents.	
 After completing the JCBA Plan click the Submit for Approval b 	i supporting documents upload, you n utton to submit for approval process.	nust

b. Click the **Browse...** button.

The File Explorer window displays.

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c. Select a file and click the **Open** button in File Explorer.

The file name displays in the CBA Plan Supporting Documents dialog box.

and the second		biomad
Show/Hide Instructions		
ileName	Upload Date	Action
2.40 MB.pdf	06/18/2020	m

d. To add another document, click the **Browse...** button again, select the file and click the **Open** button in File Explorer.

The additional document displays in the dialog box.

Upload File		Browse
Show/Hide Instr	uctions	
fileName	Upload Date	Action
doc2.pdf	06/23/2020	Ê

e. Click the Submit For Approval button.

Uploading Supporting Documents Path Ends (The Confirm message below displays.)

Continuing the No Uploading Supporting Documents Path

If the answer to the question about uploading supporting documents in step 7a was **No**, the *Confirm* message below displays.

The Confirm message displays.

Conf	firm	×
	Do you want to Subm	it the JCBA Plan for Approval?
		Yes No

8. Click the **Yes** button.

The Confirm message displays.



9. Click the **OK** button.

The Confirm message displays.

Confirm		×
Please cli Dashboard or J	ck JCBA Plan Dashboard to go ICBA Plan Details to go to the J	to the JCBA Plan CBA Plan Details Page.
		ICRA Plan Details

10. Click the JCBA Plan Dashboard button.

The Jurisdictional CBA Plan Information page displays.

CDC	CBA TR/	ACKING SYSTEM						Mamber	01 #25 Provider 👻 Last Ic	ogin: 06/25/2020 04:08 PM-
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Note: You may have to scroll down the page to see the JCBA plan you revised and resubmitted.

• The status is *Resubmitted Pending Approval HDC*. The link in the *Actions* column is updated to **View CBA Plan Details**.

The jurisdictional work group (JWG) representative, the project officer (PO) and the regional lead (RL) all have the option to approve a jurisdictional CBA plan or return it revision.

If any of these roles returns a jurisdictional CBA plan for revision, follow the same steps in this document for each role. The only difference will be the status: *Returned for Revision – JWG*, *Returned for Revision – PO*, or *Returned for Revision – RL*.