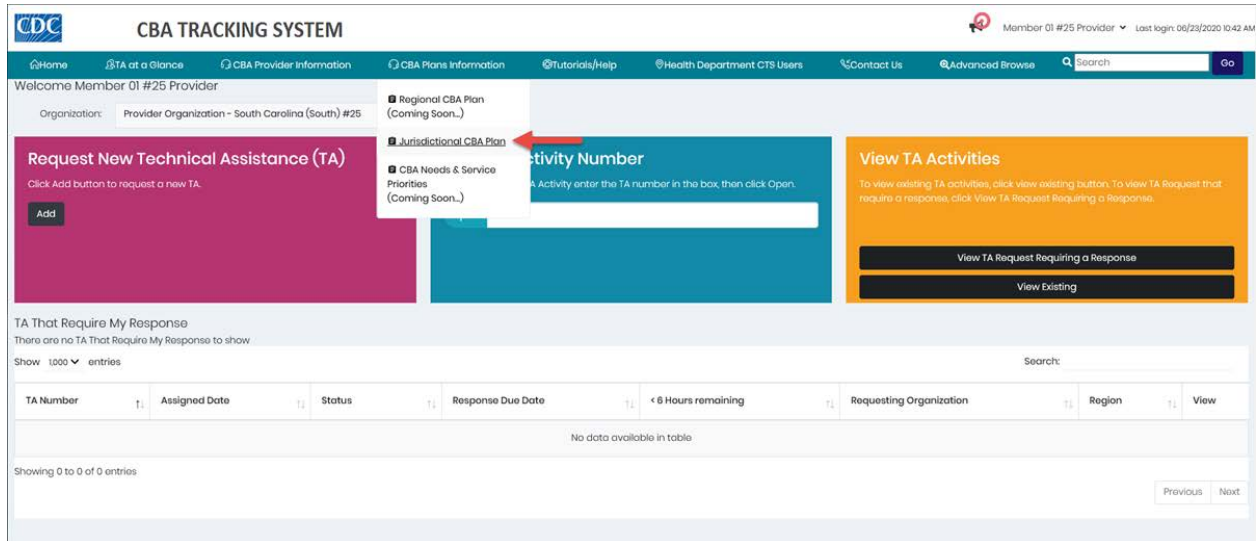


TA Provider Role in Jurisdictional CBA Plan Approval Process

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

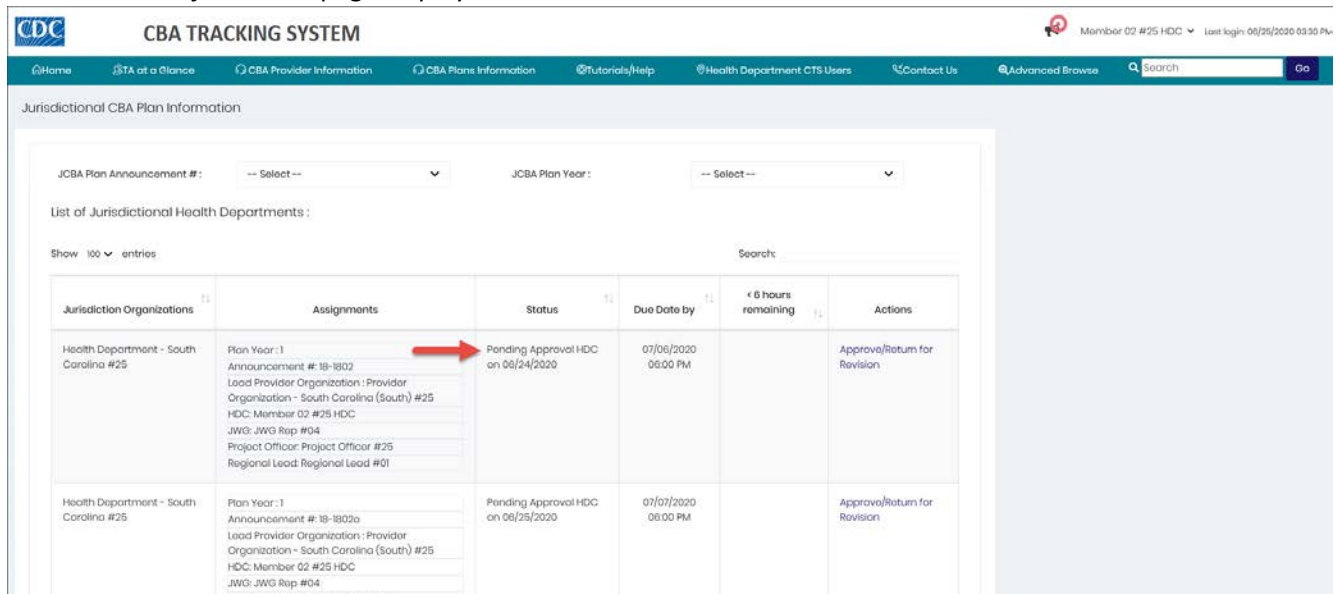
- If a jurisdictional CBA plan needs to be deleted, contact the CTS Coordinator.

The CTS dashboard.



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

The *CBA Plan Information* page displays.



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.

The *CBA Plan Information* page.

The screenshot displays the 'CDC CBA TRACKING SYSTEM' interface. At the top, there are navigation links for Home, TA at a Glance, CBA Provider Information, CBA Plans Information, Tutorials/Help, Health Department CTS Users, Contact Us, and Advanced Browse. A search bar is also present. The main content area is titled 'Jurisdictional CBA Plan Information' and includes filters for 'JCBA Plan Announcement #' and 'JCBA Plan Year'. A checkbox labeled 'Select JCBA Plan where I am the Lead Provider' is visible. Below this is a 'List of Jurisdictional Health Departments' with a search bar and a 'Show 100 entries' option. The table below lists five entries with columns for Jurisdiction Organizations, Assignments, Status, Due Date by, < 6 hours remaining, and Actions. Red arrows point to the 'Returned for Revision - HDC on 06/25/2020' status and the 'Complete JCBA Plan' action link in the second row.

Jurisdiction Organizations	Assignments	Status	Due Date by	< 6 hours remaining	Actions
Health Department - Texas #26	Plan Year : 1 Announcement #: 18-1802b Lead Provider Organization : Provider Organization - South Carolina (South) #26 HDC: Member 02 #26 HDC JWG: JWG Rep #04 Project Officer: Project Officer #26 Regional Lead: Regional Lead #01	Creating on 06/25/2020			Complete JCBA Plan
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802 Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC: Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #01	Returned for Revision - HDC on 06/25/2020	05/30/2020 06:00 PM		Complete JCBA Plan
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802b Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC: Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #01	Finalized on 06/22/2020			View JCBA Plan Details
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802d Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC: Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #03	Finalized on 06/21/2020			View JCBA Plan Details
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802a Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC: Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #01	Pending Approval HDC on 06/25/2020	07/07/2020 06:00 PM		View JCBA Plan Details

Showing 1 to 5 of 5 entries

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.

CBA TRACKING SYSTEM (DEV) ver: 2020.3.0

Member 01 #25 Provider | Last login: 06/25/2020 04:08 PM

JCBA Plan Details

Jurisdiction Organization #: Health Department - South Carolina #25
 Jurisdiction Organization Announcement: 18-1802
 Lead Provider Organization: Provider Organization - South Carolina (South) #25
 JCBA Plan Meet Date: 06/24/2020
 JCBA Plan Received Date: 06/24/2020 12:44 PM
 JCBA Plan Submission Date: 06/24/2020 12:44 PM
 HDC Approval Date: 06/25/2020 03:39 PM
 JWG Approval Date:
 PO Approval Date:
 Regional Lead Approval Date:

JCBA Plan Status: Returned for Revision - HDC
 Plan Year: 1
 Has Supporting Documents Uploaded: Yes
 No. of Issues Added: 1
 JCBA Plan Upload Type: Input JCBA Plan Data
 HDC Approver: Member 02 #25 HDC
 JWG Approver: JWG Rep #04
 PO Approver: Project Officer #25
 Regional Lead Approver: Regional Lead #01
 JCBA Plan Created Date: 06/24/2020 12:42 PM
 JCBA Plan Update Date: 06/25/2020 03:39 PM

Actions

- Add JCBA Plan Issue
- Complete JCBA Plan
- View Supporting Documents
- Delete JCBA Plan
- Return to JCBA Plan Dashboard
- View Plan Details
- View Plan Comment Details

HDC: **No** JWG Rep: PO: RL:

JCBA Plan Issues

Show 10 entries Search:

Issue Number	Priority	Coordinator Name	Recipient Type	Request Type	Lead Provider Organization	Completed	Add Date	View Issue Details
SC0020	1	Member 02 #25 HDC	Health Department	TA	Provider Organization - South Carolina (South) #25	Yes	06/24/2020 12:44 PM	View

Showing 1 to 1 of 1 entries Previous 1 Next

3. To open the issue, click 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.

CBA TRACKING SYSTEM

Member 01 #25 Provider | Last login: 06/25/2020 04:08 PM

New JCBA Issue for Announcement #: 18-1802

Issue Number: SC 0020

Priority Number: 1

Issue Coordinator: Member 02 #25 HDC

Issue Coordinator Email: hd25a@email.com

Recipient Type: Health Department

Request Type: TA

Content Areas: Routine HIV testing of all patients aged 13 - 65 years

Add New Issue Coordinator:

Sub Tracks: Clinical HIV Testing

Lead Provider for Issue: **

Provider Organization - South Carolina (South) #25

Issue Collaborator

Please select

Plan Year start date : 08/19/2019 Plan Year end date : 12/31/2020

Proposed start date : ** 08/24/2020 Proposed end date : ** 06/30/2020

Problem Narrative: ** (Maximum 800 Characters)

Currently, there is not widespread adoption of rapid ART initiation programs in Ohio. Without these programs, individuals newly diagnosed with HIV and those who use testing services to re-engage in care may be (1) less likely to successfully link to care, (2) take longer to become virally suppressed and/or (3) be more likely to be involved in HIV transmission. In 2017, 89% of individuals diagnosed with HIV were linked to care in 90 days, but only 78% were linked within 30 days. In 2017, 54% of persons living with HIV in Ohio were virally suppressed. Rapid ART implementation can increase these numbers.

807 of 800 characters used

Expected Results : ** (Maximum 800 Characters)

The Ohio Department of Health has been proactive in implementing new programs in 2019 and could use assistance managing the data to produce outcome data. Ohio is 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 efforts.

343 of 800 characters used

Additional Comments : (Maximum 800 Characters)

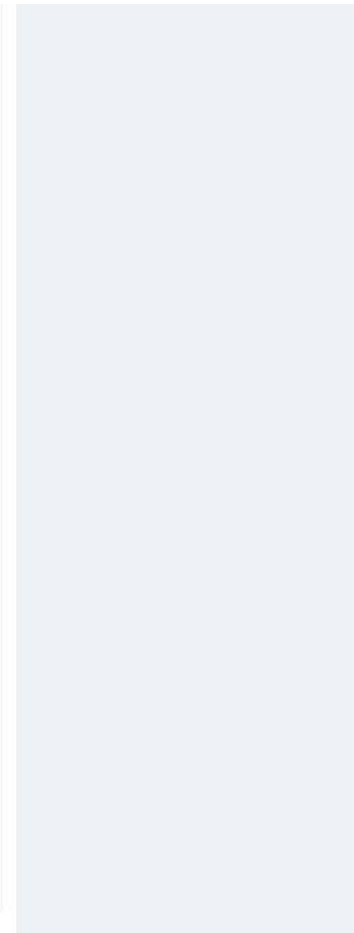
0 of 800 characters used

HDC Concerns about JCBA Plan : (Maximum 800 Characters)

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.

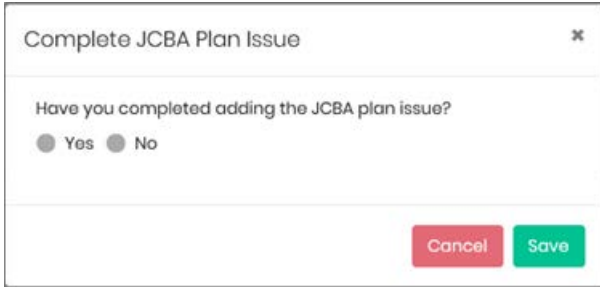
Confirm

Do you want to add more issues?

Yes No

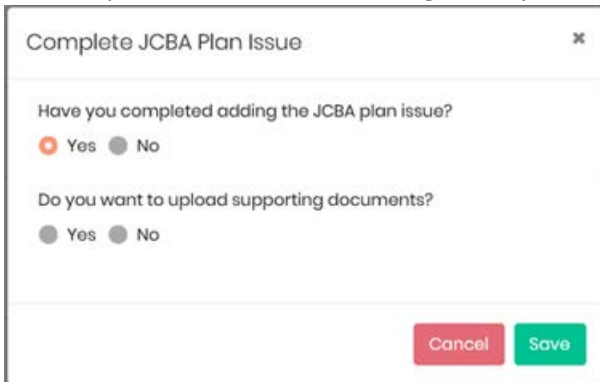
6. Click the **No** button.

The *Complete JCBA Plan Issue* dialog box displays.



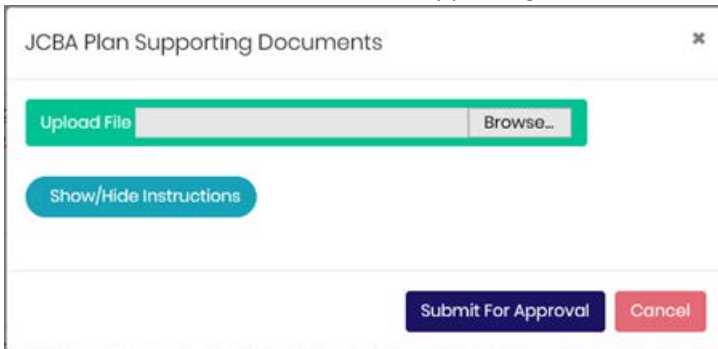
7. Click the **Yes** radio button.

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



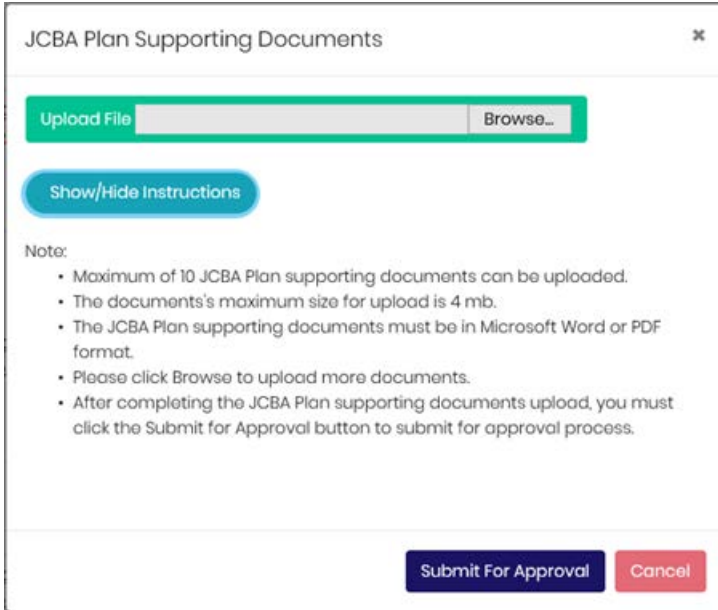
Uploading Supporting Documents Path

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



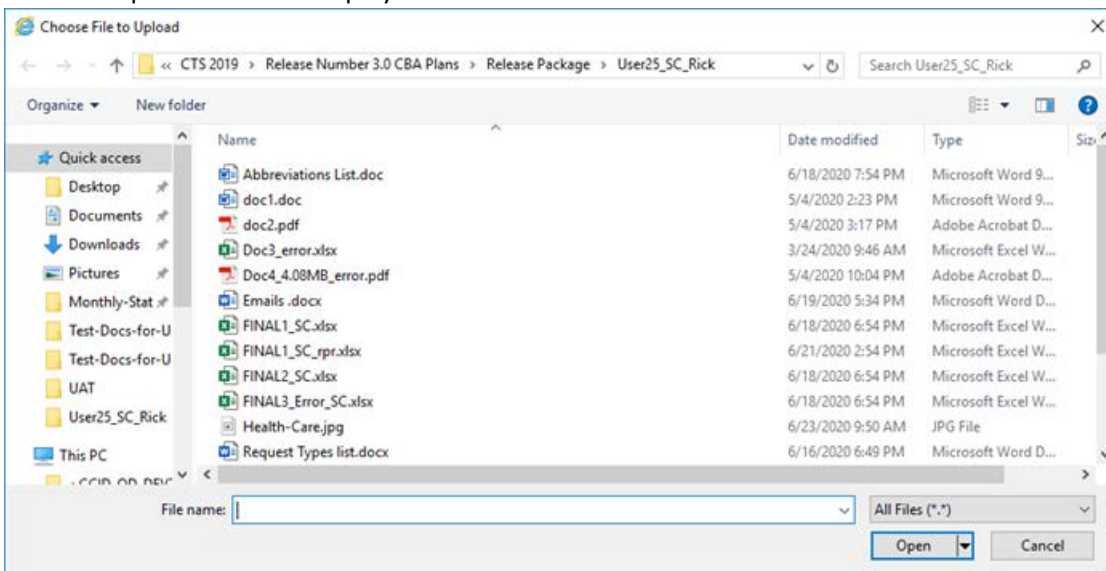
Note: Supporting documents must be in either Word or PDF format.

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



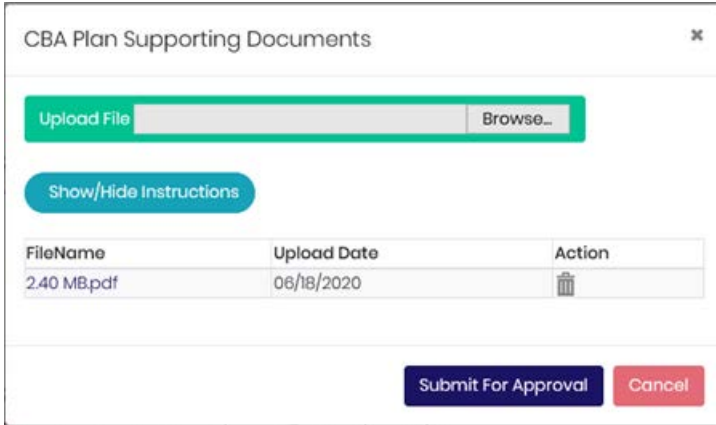
b. Click the **Browse...** button.

The File Explorer window displays.



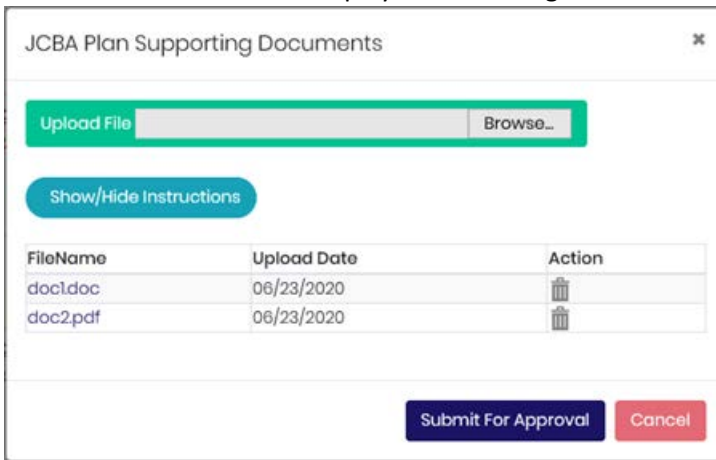
c. Select a file and click the **Open** button in File Explorer.

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



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.



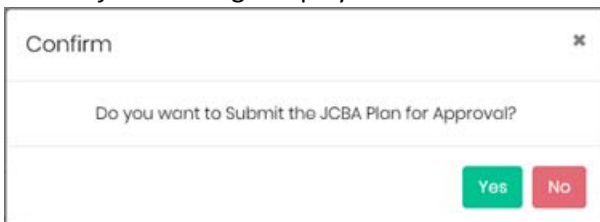
e. Click the **Submit For Approval** button.

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

Continuing the No Uploading Supporting Documents Path

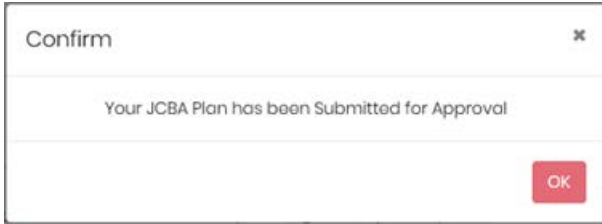
If the answer to the question about uploading supporting documents in step 7a was **No**, the *Confirm* message below displays.

The *Confirm* message displays.



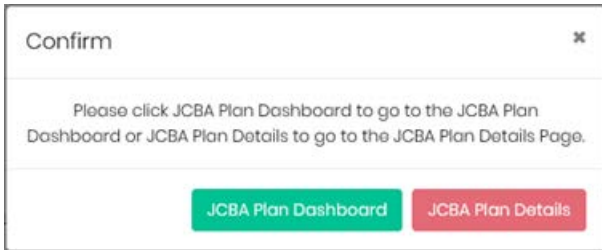
8. Click the **Yes** button.

The *Confirm* message displays.



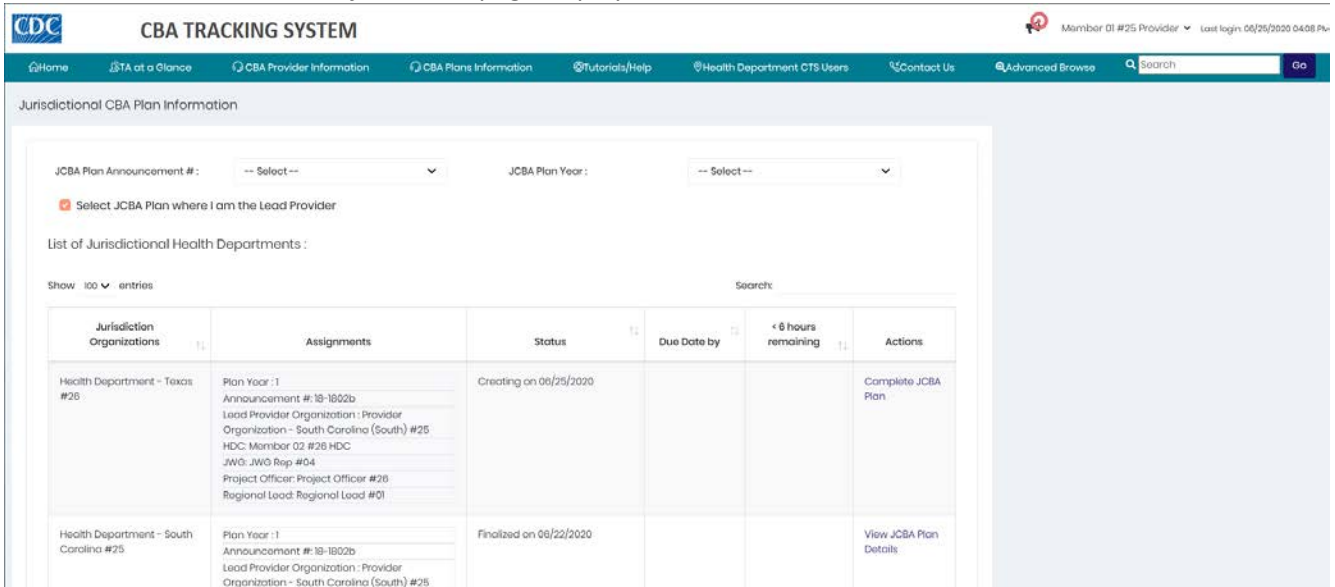
9. Click the **OK** button.

The *Confirm* message displays.



10. Click the **JCBA Plan Dashboard** button.

The *Jurisdictional CBA Plan Information* page displays.



	Project Officer: Project Officer #25 Regional Lead: Regional Lead #01			
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802d Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #03	Finalized on 06/2/2020		View JCBA Plan Details
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802 Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #01	Resubmitted Pending Approval HDC on 06/25/2020	06/30/2020 08:00 PM	View JCBA Plan Details
Health Department - South Carolina #25	Plan Year : 1 Announcement #: 18-1802a Lead Provider Organization : Provider Organization - South Carolina (South) #25 HDC Member 02 #25 HDC JWG: JWG Rep #04 Project Officer: Project Officer #25 Regional Lead: Regional Lead #01	Pending Approval HDC on 05/25/2020	07/07/2020 08:00 PM	View JCBA Plan Details

Showing 1 to 5 of 5 entries

Previous **1** Next

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*.