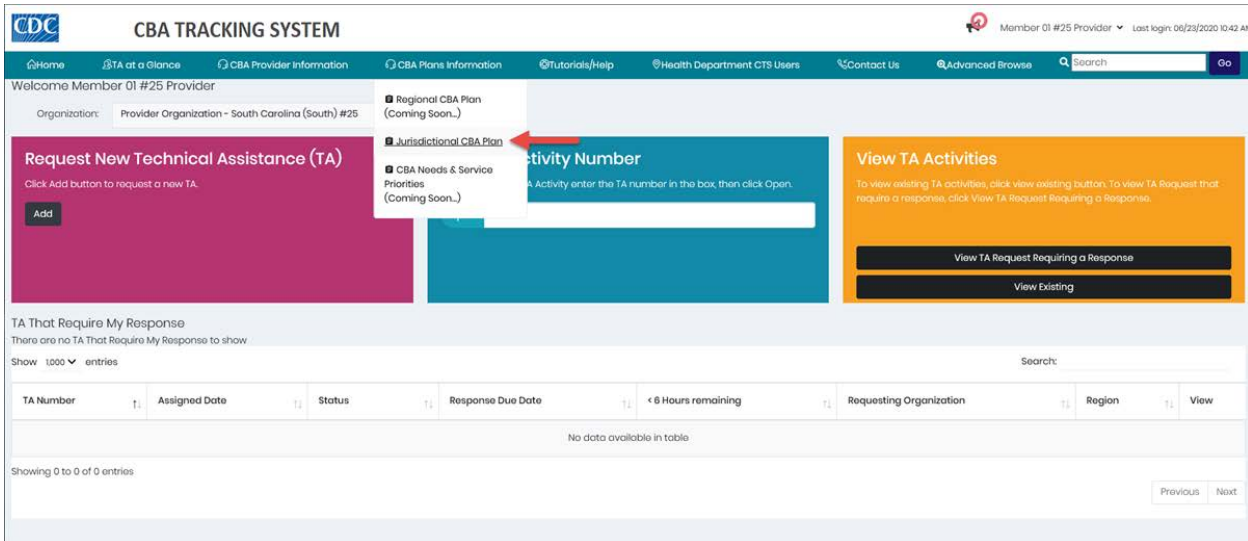


# TA Provider Upload Jurisdictional CBA Plan

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

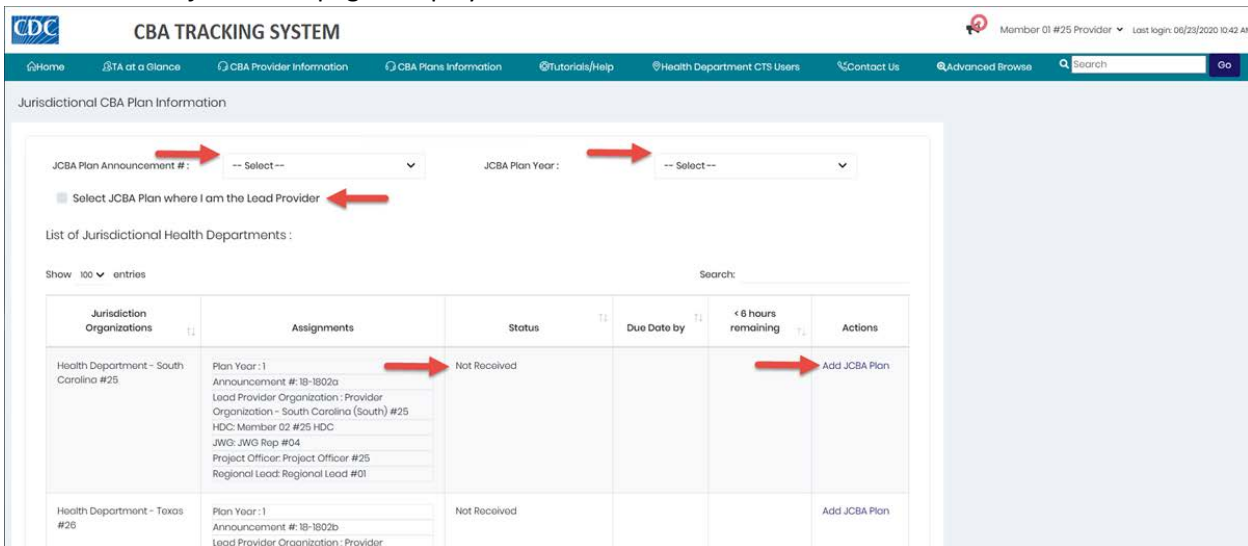
- If a jurisdictional CBA plan needs to be deleted, contact the CTS Coordinator.

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* paged displays.



### Narrow Display Results

- To narrow the display of jurisdictional CBA plans on the page, select a *JCBA Plan Announcement #* from the drop-down list. To further narrow the results, select a *JCBA Plan Year* from the drop-down list.
- Or click the checkbox *Select JCBA Plan* that require my response to narrow the results.

2. Locate the JCBA plan in the list; verify the status is *Not Received* and click the **Add JCBA Plan** link in the *Actions* column.

The *Add New JCBA Plan* dialog box displays.

Add New JCBA Plan

HDC JCBA Plan Approver's Name : Member 02 #26 HDC

HDC JCBA Plan Approver's Title : JCP Health Dept Contact

HDC JCBA Plan Approver's Email : hd26a@email.com

HDC JCBA Plan Approver's Phone : 5125511226

Lead Jurisdictional JCBA Plan Provider : Provider Organization - South Carolina (South) #25

JCBA Plan Year : 1

Plan Year Start Date : 06/17/2020      Plan Year End Date : 06/17/2021

CBA Plan Input Type :

Upload unapproved JCBA Plan     Input JCBA Plan Data

3. Under the *CBA Plan Input Type* header, click the **Upload unapproved JCBA Plan** radio button.

The *JCBA Plan Meeting Date* calendar display.

Add New JCBA Plan

HDC JCBA Plan Approver's Name : Member 02 #26 HDC

HDC JCBA Plan Approver's Title : JCP Health Dept Contact

HDC JCBA Plan Approver's Email : hd26a@email.com

HDC JCBA Plan Approver's Phone : 5125511226

Lead Jurisdictional JCBA Plan Provider : Provider Organization - South Carolina (South) #25

JCBA Plan Year : 1

Plan Year Start Date : 06/17/2020      Plan Year End Date : 06/17/2021

CBA Plan Input Type :

Upload unapproved JCBA Plan     Input JCBA Plan Data

Upload Start Date : 06/17/2020      Upload End Date : 07/17/2020

JCBA Plan Meeting Date

mm/dd/yyyy

Proceed    Close

4. Enter the date that you met with the health department contact (HDC).

5. Click the **Proceed** button.

The *Jurisdictional CBA Plan Upload* page displays.

CDC CBA TRACKING SYSTEM

Member 01 #25 Provider    Last login: 8/23/2020 10:42:05 AM    I Want to...

Home    TA at a Glance    CBA Provider Information    CBA Plans Information    Tutorial/Help    Health Department CTS Users    Contact Us    Advanced Browse    Search...    Go!

Jurisdictional CBA Plan Upload

Instructions for importing Jurisdictional CBA Plan from Excel

- Select Provider organization you want to upload Jurisdictional CBA Plan for from the dropdown
- Click browse and locate the Excel file to be processed
- Click Load Excel Document
- Click Upload Jurisdictional CBA Plan

Show/Hide Instructions

Announcement No    18-1802b Jurisdictional CBA Plan - for uploading plan with errors

HD Organization    Health Department - Texas #26

Lead Provider Organization    Provider Organization - South Carolina (South) #25

Plan Year    1

JCBA Plan Meeting Date    8/23/2020

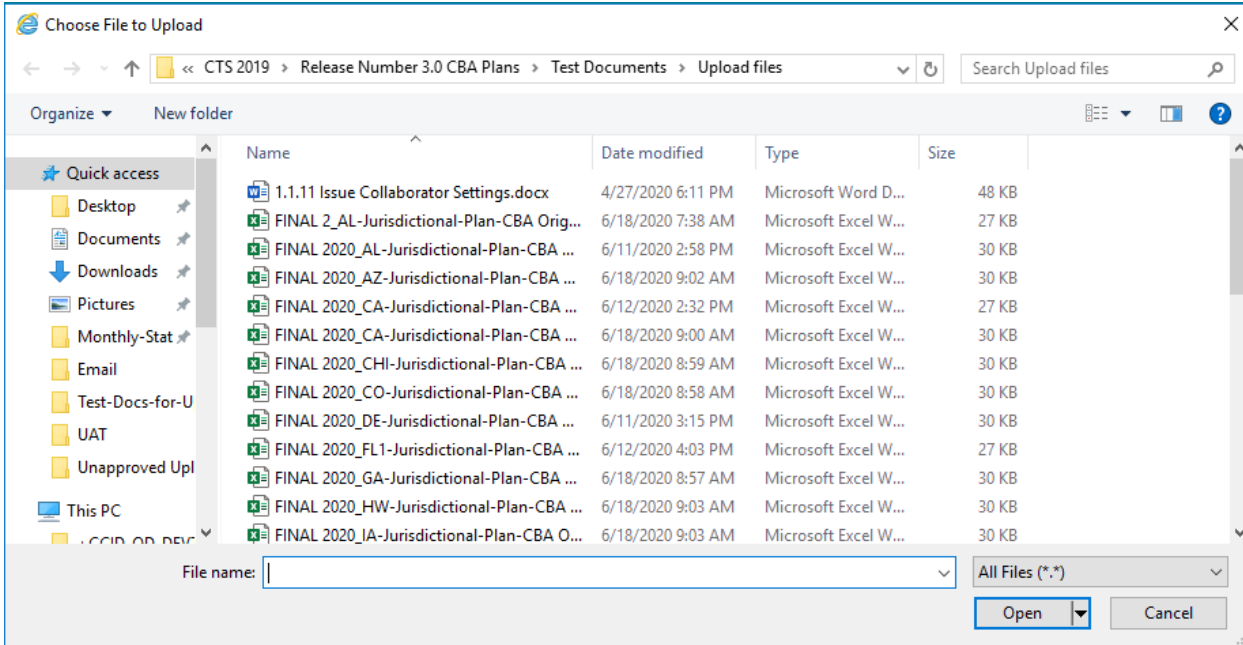
Browse and Select the Excel File \*\*    Browse...

**Note:** The instructions for importing a jurisdictional CBA plan from Excel displays at the top of the page. Click the **Show/Hide Instructions** button to hide the instructions.

The information from the jurisdictional CBA plan auto-populates the fields on the page, as does the *JCBA Plan Meeting Date* that was entered in the dialog box.

6. Click the **Browse...** button.

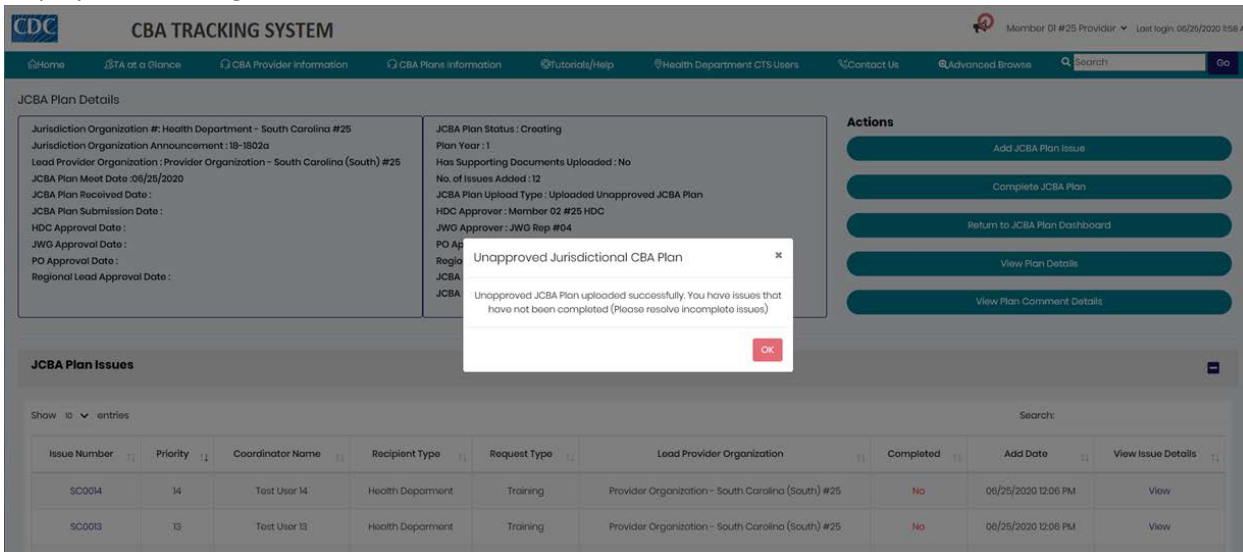
The File Explorer window displays.



7. Select an Excel file from a File Explorer folder and click the **Open** button.

8. Click the **Load Excel Document** button.

The *JCBA Plan Details* page displays in the background. The *Unapproved Jurisdictional CBA Plan* message displays in the foreground.



9. Click the **OK** button.

The issues display in the *JCBA Plan Issues* list.

JCBA Plan Issues									
Issue Number	Priority	Coordinator Name	Recipient Type	Request Type	Lead Provider Organization	Completed	Add Date	View Issue Details	
SC0014	14	Test User 14	Health Department	Training	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0013	13	Test User 13	Health Department	Training	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0012	12	Test User 12	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0011	11	Test User 11	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0008	8	Test User 8	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0007	7	Test User 7	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0006	6	Test User 6	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0005	5	Test User 5	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0004	4	Test User 4	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	
SC0003	3	Test User 3	Health Department	TA	Provider Organization - South Carolina (South) #25	No	08/25/2020 12:06 PM	View	

*Note:* The issues are listed as incomplete (**No** in the *Complete* column).

10. To complete an issue, select an issue in the list and click the issue number in the **Issue Number** column or the **View** link in the *View Issue Details* column.

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

**CBA TRACKING SYSTEM**

Member 01 #25 Provider
Last login: 08/25/2020 11:58 AM

Home
TA at a Glance
CBA Provider Information
CBA Plans Information
Tutorials/Help
Health Department CTS Users
Contact Us
Advanced Browse

Go

New JCBA Issue for Announcement #: 18-1802a

Issue Number: SC 0014

Priority Number: 14

Issue Coordinator: -- please select -- Test User 14

Issue Coordinator Email: Testuser14@email.com

Recipient Type: \*\* Health Department

Request Type: \*\* Training Sub Tracks: \*\* Prevention for HIV-Negative Persons

Intervention: Safe in the City (SITC)

LEAD Provider for Issue: \*\*

Provider Organization - South Carolina (South) #25

Issue Collaborator

New England AETC

Collaborator Organizations	Is 1904 Collaborator Provider?	Yes/No
New England AETC	<input type="checkbox"/>	No

Plan Year start date : 06/16/2020      Plan Year end date : 06/16/2021

Proposed start date : \*\*      Proposed end date : \*\*

11/01/2020      11/30/2020

Problem Narrative: \*\* (Maximum 800 Characters)

Direct service providers in Ohio need access to training on the Peer Support intervention to increase medication adherence among persons with HIV in order to reduce community viral load, thereby supporting better health outcomes and reducing HIV transmission rates. In 2017, 54% of persons living with HIV in Ohio were virally suppressed, but only 39% were considered retained in care.

Expected Results: \*\* (Maximum 800 Characters)

Increased percentage of persons with HIV in Ohio who are medically adherent, resulting in a decrease in community viral load. Related to the Treat strategy of ETHE plan.

Additional Comments: (Maximum 800 Characters)

HDC Concerns about JCBA Plan: (Maximum 800 Characters)

Save Issue   Complete Issue Later   Delete Issue   Cancel

Show/Hide Instructions

11. Make changes as needed, or leave the issue as it is.

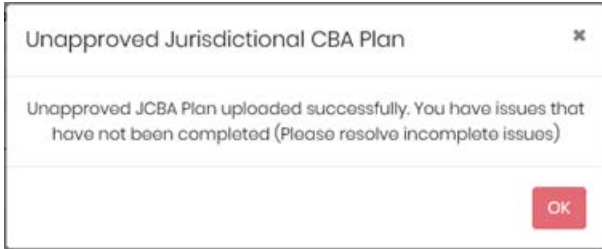
12. Click the **Save Issue** button.

The *Issue Save* message displays.



13. Click the **OK** button.

The *Unapproved Jurisdictional CBA Plan* message displays.



*Note:* This message displays each time an issue is saved or deleted until all issues are completed.

14. Click the **OK** button.

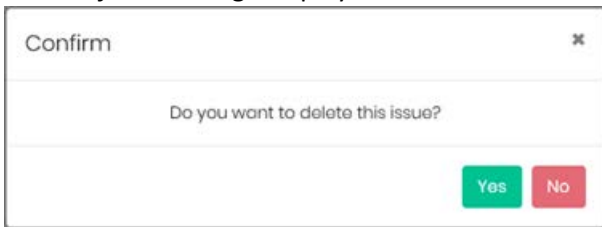
In the *Completed* column, *Yes* displays for the issue that was completed.

The screenshot shows a table titled "JCBA Plan Issues". The table has columns: Issue Number, Priority, Coordinator Name, Recipient Type, Request Type, Lead Provider Organization, Completed, Add Date, and View Issue Details. A red arrow points to the "Completed" column for the first row, which contains the value "Yes".

Issue Number	Priority	Coordinator Name	Recipient Type	Request Type	Lead Provider Organization	Completed	Add Date	View Issue Details
SC0014	14	Test User 14	Health Department	Training	Provider Organization - South Carolina (South) #25	Yes	08/25/2020 01:11 PM	View

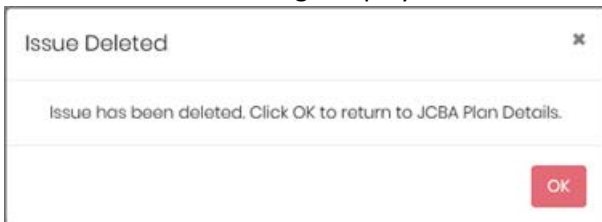
15. To delete an issue, click the **Delete Issue** button at the bottom of the *New JCBA Issue* page.

The *Confirm* message displays.



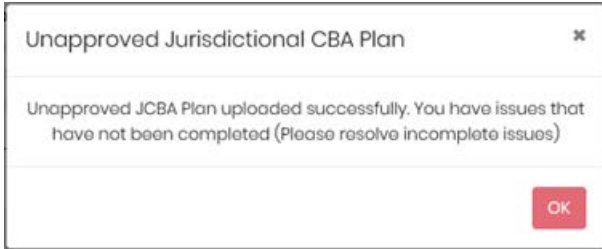
16. Click the **Yes** button.

The *Issue Deleted* message displays.



17. Click the **OK** button.

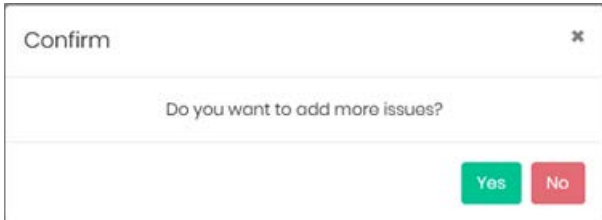
The *Unapproved Jurisdictional CBA Plan* message displays.



18. Click the **OK** button.

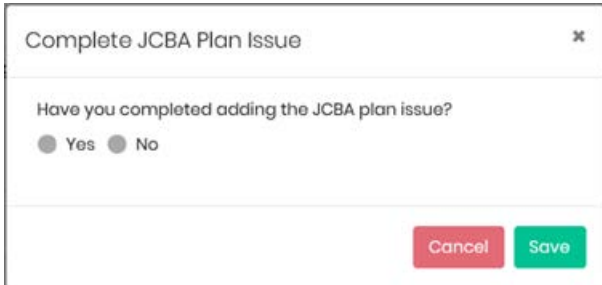
19. Complete or delete the remaining issues as needed.

When the last issue is completed, a *Confirm* message displays.



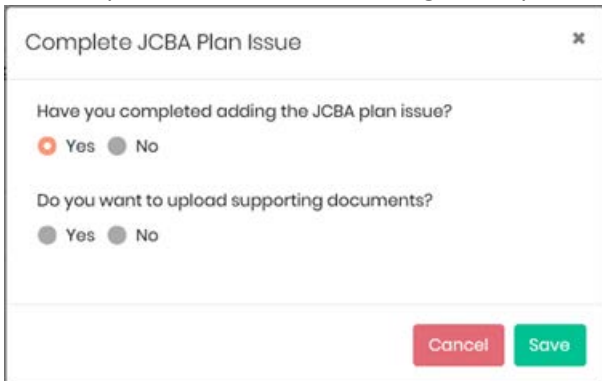
20. Click the **Yes** button to add another issue, or the **No** button if no more issues need to be added. In this example, *No* was selected.

The *Complete JCBA Plan Issue* dialog box displays.



21. Select the **Yes** radio button.

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





22. Select the **Yes** radio button to upload supporting documents, or the **No** radio button if no supporting documents are being uploaded. In this example, *No* was selected.

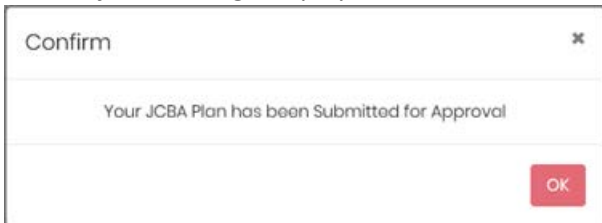
23. Click the **Save** button.

The *Confirm* message displays.



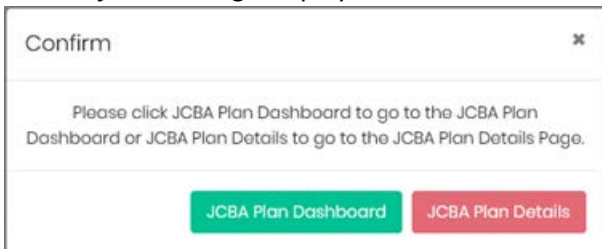
24. Click the **Yes** button.

The *Confirm* message displays.



25. Click the **OK** button.

The *Confirm* message displays.



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

The *Jurisdictional CBA Plan Information* page displays.

The screenshot shows the 'CBA TRACKING SYSTEM' interface. At the top, there is a navigation bar with links for Home, JTA at a Glance, CBA Provider Information, CBA Plans Information, Tutorials/Help, Health Department CTS Users, Contact Us, and Advanced Browse. A search bar is located on the right. The main content area is titled 'Jurisdictional CBA Plan Information' and contains several filters: 'JCBA Plan Announcement #:' (dropdown), 'JCBA Plan Year:' (dropdown), and a checkbox 'Select JCBA Plan where I am the Lead Provider'. Below these is a 'List of Jurisdictional Health Departments:' section with a 'Show 100 entries' indicator and a search field. The main data is presented in a table with the following columns: 'Jurisdiction Organizations', 'Assignments', 'Status', 'Due Date by', '< 6 hours remaining', and 'Actions'. Two rows are visible in the table. The first row is for 'Health Department - Texas #26' with a status of 'Not Received' and an 'Add JCBA Plan' action. The second row is for 'Health Department - South Carolina #25' with a status of 'Creating on 06/22/2020' and a 'Complete JCBA Plan' action. A zoomed-in view of the South Carolina entry shows the status as 'Pending Approval HDC on 06/23/2020', the due date as '07/02/2020 06:00 PM', and the action as 'View JCBA Plan Details'. Red arrows point from the zoomed-in status and due date to the corresponding cells in the main table, and another red arrow points from the zoomed-in due date to the 'View JCBA Plan Details' link.

*Note:* You may have to scroll down the page to see the JCBA plan just created.

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