



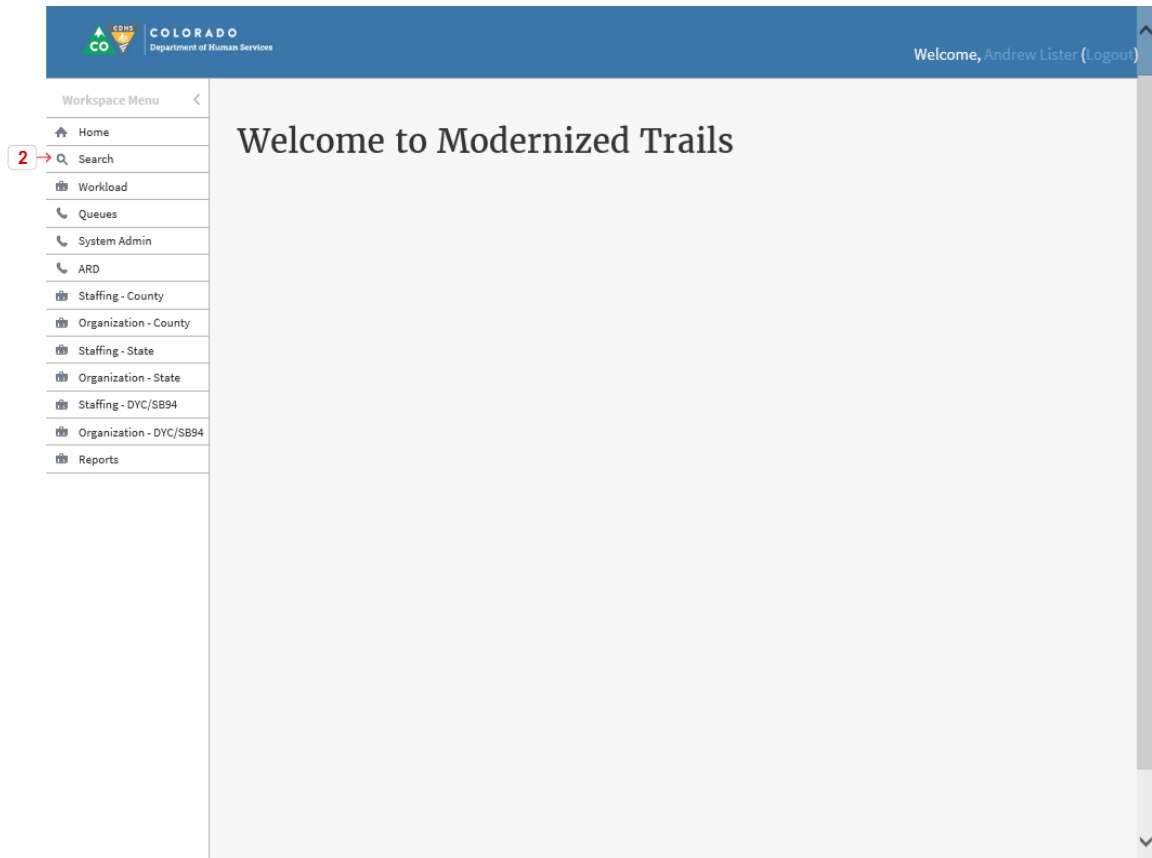
Purpose

This Job Aid provides you with a document that describes how to perform the task. You can print this document or save it to your local hard drive.

Procedure

1. Follow the steps below to complete the task:

Colorado Trails



2. Click the **Search** menu item.  Search



Colorado Trails

Workspace Menu <

- Home
- Search
- 3 → Client Search
- Public Provider Client Search
- Provider Search
- Hotline Search
- Workload
- Queues
- System Admin
- ARD
- Staffing - County
- Organization - County
- Staffing - State
- Organization - State
- Staffing - DYC/SB94
- Organization - DYC/SB94
- Reports

Welcome to Modernized Trails

Welcome, Andrew Lister (Logout)

3. Click the **Client Search** menu item. Client Search



Client Search - Colorado Trails

CDHS COLORADO Department of Human Services Welcome, Andrew Lister (Logout)


Client Search

Search Queries

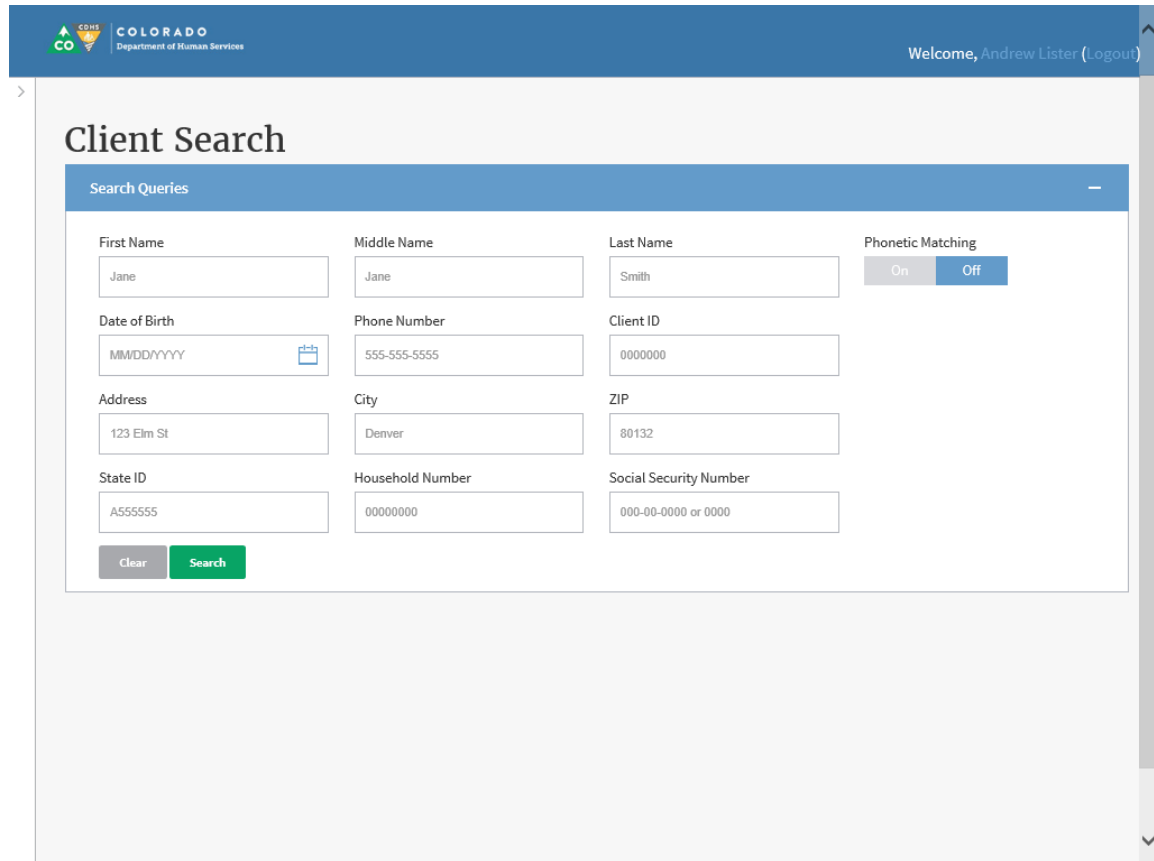
First Name Jane	Middle Name Jane	Last Name Smith	Phonetic Matching On Off
Date of Birth MM/DD/YYYY	Phone Number 555-555-5555	Client ID 0000000	
Address 123 Elm St	City Denver	ZIP 80132	
State ID A555555	Household Number 00000000	Social Security Number 000-00-0000 or 0000	

Clear Search

4. Client Search

 The Client Search page displays.

Client Search - Colorado Trails



Client Search

Search Queries

First Name Jane	Middle Name Jane	Last Name Smith	Phonetic Matching On Off
Date of Birth MM/DD/YYYY	Phone Number 555-555-5555	Client ID 0000000	
Address 123 Elm St	City Denver	ZIP 80132	
State ID A555555	Household Number 00000000	Social Security Number 000-00-0000 or 0000	

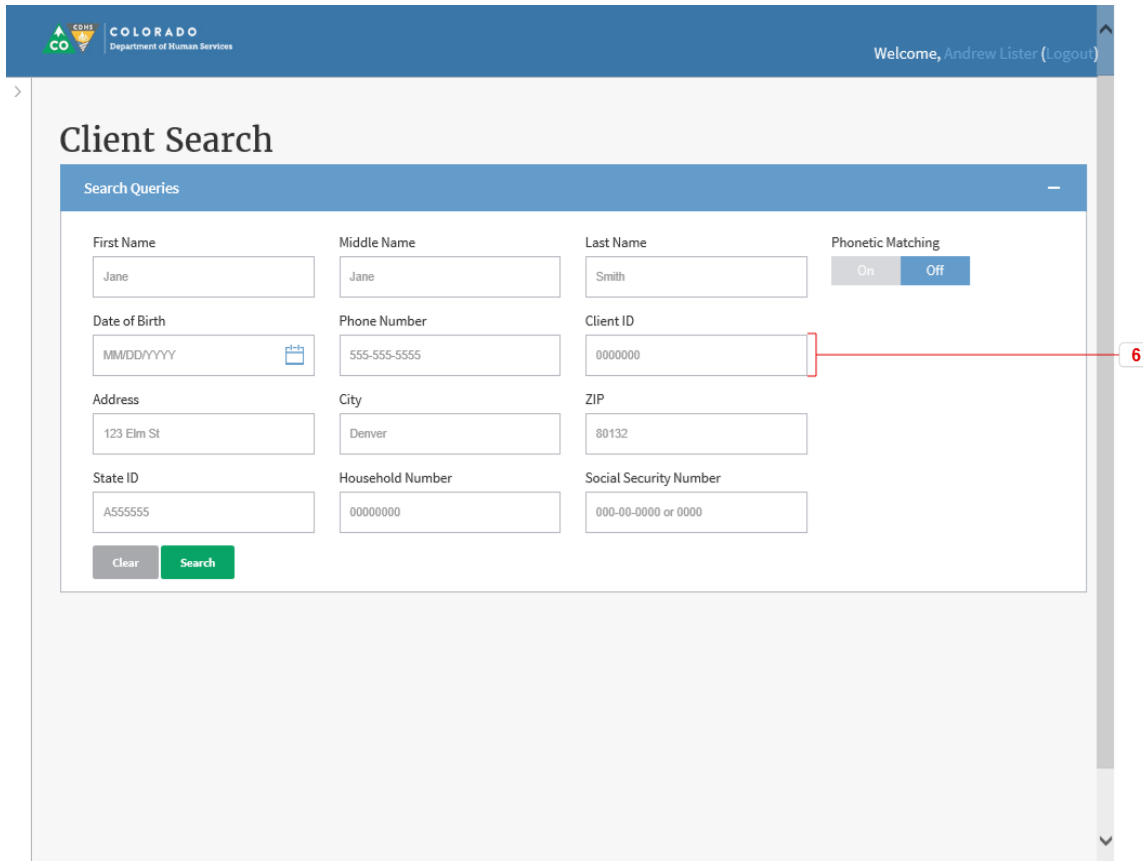
Clear Search

5. Client Search Queries



Use the Client Search page to search for a client and view their relations. For example, you could search using a Client ID.

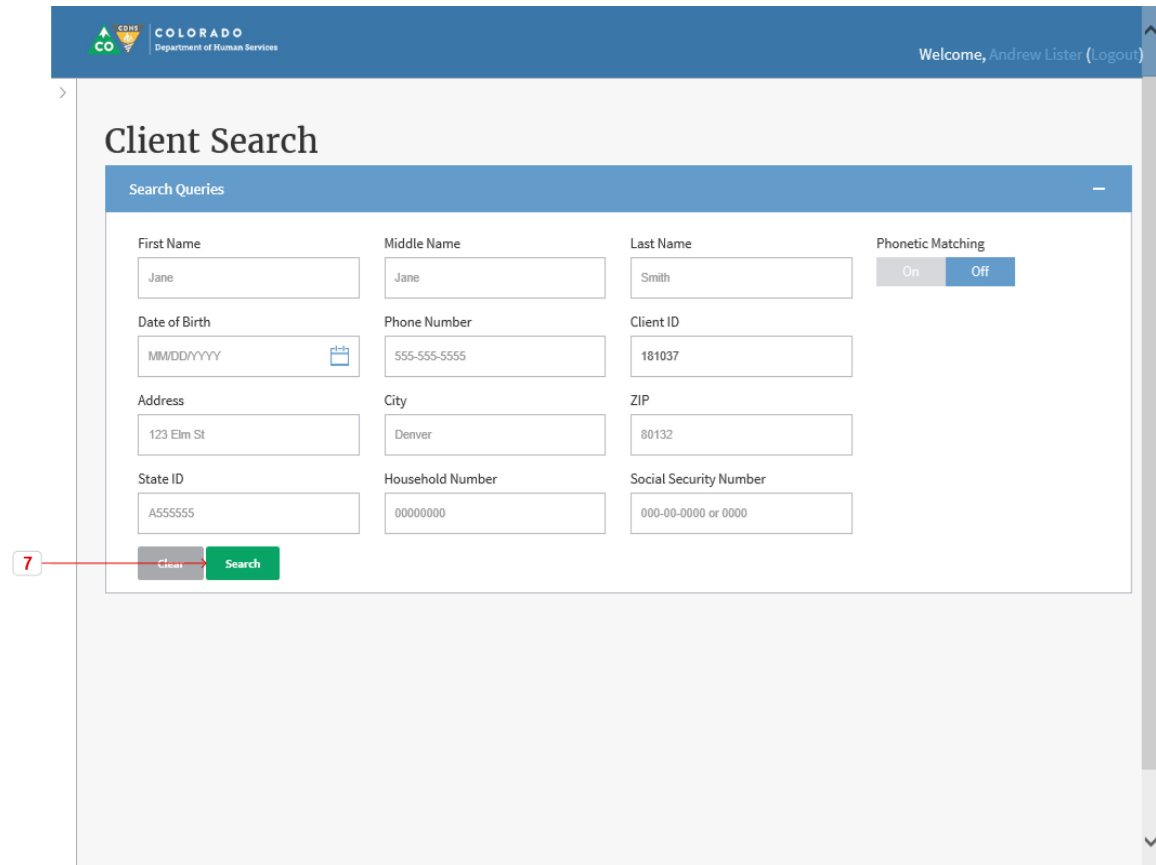
Client Search - Colorado Trails



6. As required, complete/review the following fields:

Field	R/O/C	Description
Client ID	R	Example: 181037

Client Search - Colorado Trails



Search Queries

First Name Jane	Middle Name Jane	Last Name Smith	Phonetic Matching On Off
Date of Birth MM/DD/YYYY	Phone Number 555-555-5555	Client ID 181037	
Address 123 Elm St	City Denver	ZIP 80132	
State ID A555555	Household Number 00000000	Social Security Number 000-00-0000 or 0000	

7.

7. Click the **Search** button.





Client Search - Colorado Trails

CDHS COLORADO Department of Human Services Welcome, Andrew Lister (Logout)


Client Search

Search Queries +

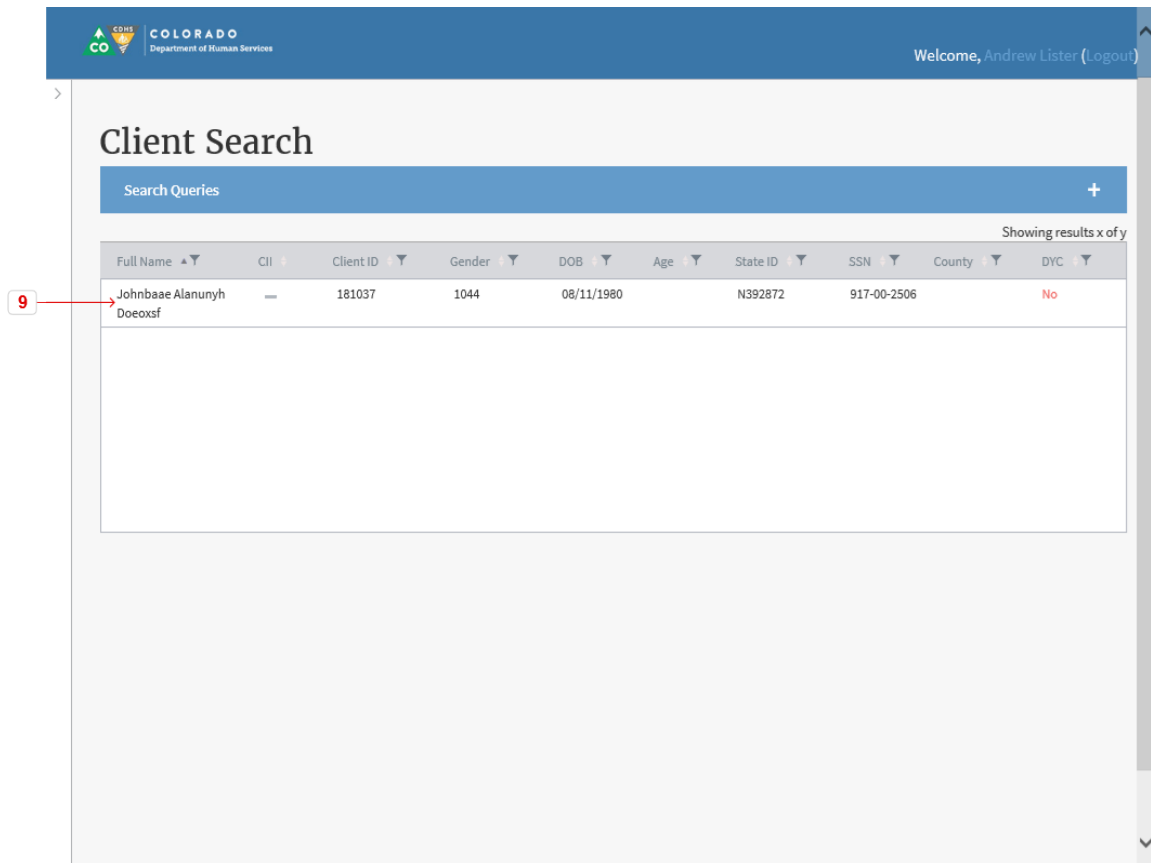
Showing results x of y

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYC
Johnbaae Alanunyh Doeoxsf	—	181037	1044	08/11/1980		N392872	917-00-2506		No

8. Client Search Results

 The client that matches your search criteria displays in the table.

Client Search - Colorado Trails



The screenshot shows the 'Client Search' page in the Colorado Trails system. The header includes the Colorado Department of Human Services logo and the user's name, Andrew Lister. The main content area is titled 'Client Search' and features a search bar and a table of results. The table has columns for Full Name, CII, Client ID, Gender, DOB, Age, State ID, SSN, County, and NYC. The first row contains the following data: Johnbaae Alanunyh Doeoxsf, -, 181037, 1044, 08/11/1980, N392872, 917-00-2506, and No. A red circle with the number 9 is positioned to the left of the full name link in the first row.

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	NYC
Johnbaae Alanunyh Doeoxsf	-	181037	1044	08/11/1980		N392872	917-00-2506		No

9. Click the **Full Name** link. [Johnbaae Alanunyh Doeoxsf](#)



Client Search - Colorado Trails

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Welcome, Andrew Lister (Logout)


Johnbaae Alanunyh Doeoxsf 181037 1044 08/11/1980 N392872 917-00-2506 No

General Relations ¹² Addresses ⁶ Phone ⁶ CW Referral/Assessment ¹⁷ Critical Info ⁰

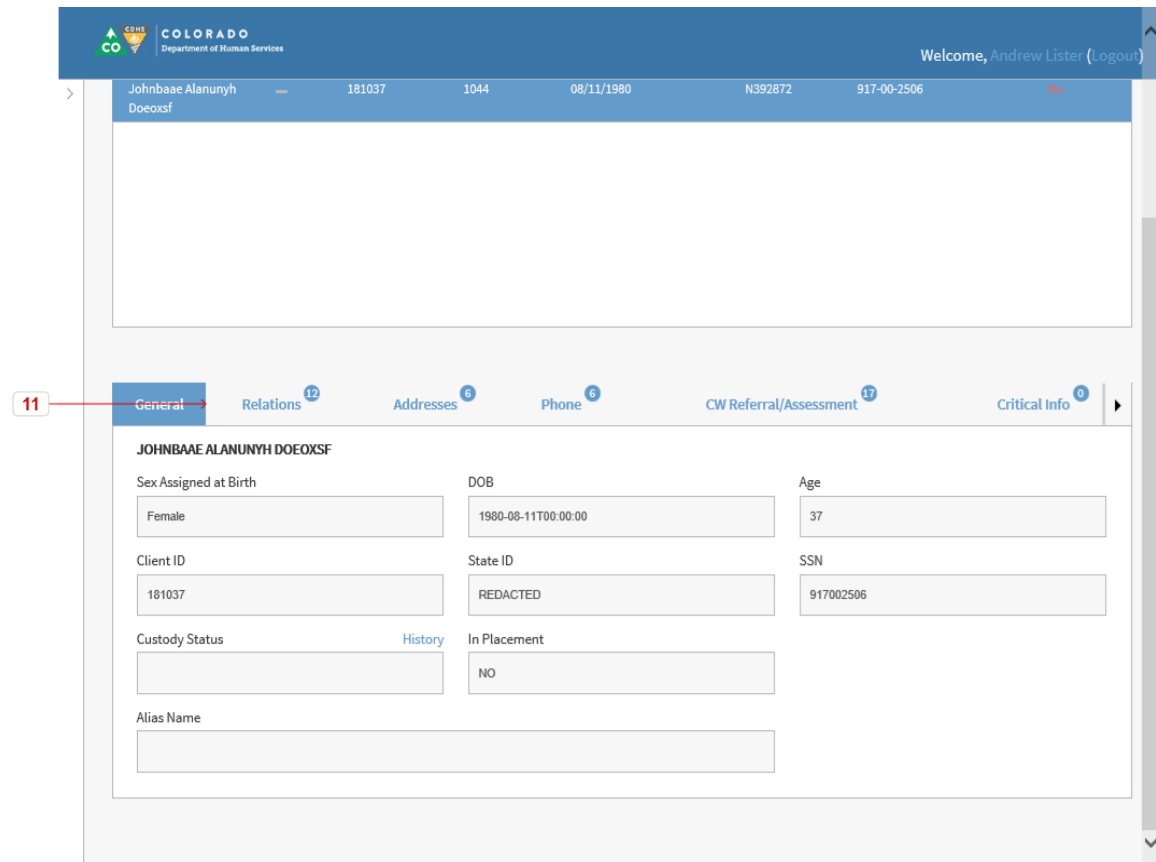
JOHNBAAE ALANUNYH DOEOSF

Sex Assigned at Birth	DOB	Age
Female	1980-08-11T00:00:00	37
Client ID	State ID	SSN
181037	REDACTED	917002506
Custody Status History	In Placement	
	NO	
Alias Name		

10. Client Detail Tabs

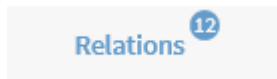
 Client details will display in tabs below the search results table, with the General Tab displaying by default. By selecting a tab you can view further specific client information. For this process, you will be selecting the Relations tab.

Client Search - Colorado Trails



The screenshot shows the Colorado Trails client search interface. At the top, there is a header with the Colorado Department of Human Services logo and the text "Welcome, Andrew Lister (Logout)". Below the header, there is a search results table with one row containing client information: Johnbaae Alanunyh Doeoxsf, 181037, 1044, 08/11/1980, N392872, 917-00-2506. Below the table, there is a tabbed interface with the following tabs: General (selected), Relations (12), Addresses (6), Phone (6), CW Referral/Assessment (13), and Critical Info (3). The General tab is active, displaying client details for JOHNBAAE ALANUNYH DOEOXSF. The details are organized into several sections: Sex Assigned at Birth (Female), DOB (1980-08-11T00:00:00), Age (37), Client ID (181037), State ID (REDACTED), SSN (917002506), Custody Status (with a History link), In Placement (NO), and Alias Name.

11. Click the **Relations** tab.





Client Search - Colorado Trails

COLORADO
Department of Human Services

 Welcome, Andrew Lister (Logout)

Johnbaae Alanunyh Doeoxsf
181037
1044
08/11/1980
N392872
917-00-2506
No

General
Relations ¹²
Addresses ⁶
Phone ⁶
CW Referral/Assessment ¹⁷
Critical Info ⁰

Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnikoe Doeszt	Significant Other	No DOB listed		2060837
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnyznj Doemwxz	Mother (Biological)	04/03/1956	61	1813780
	Johnamrz Doeglcp	No Relation	04/15/1980	37	2447217
	Johnqjmt Doetezq	No Relation	02/15/2005	12	2405089
	Johnwvvt Doecple	No Relation	08/14/1979	38	195999

12. Number of Relations



The Relations tab will display a list of people that have relations with the selected client. Notice the number of relations in the list displays on the tab, in this example the number of relations is 12.

Client Search - Colorado Trails

COLORADO
Department of Human Services

Welcome, Andrew Lister (Logout)

Johnbaae Alanunyh Doeoxsf	181037	1044	08/11/1980	N392872	917-00-2506	No
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General
Relations ¹²
Addresses ³
Phone ³
CW Referral/Assessment ¹⁷
Critical Info ⁰

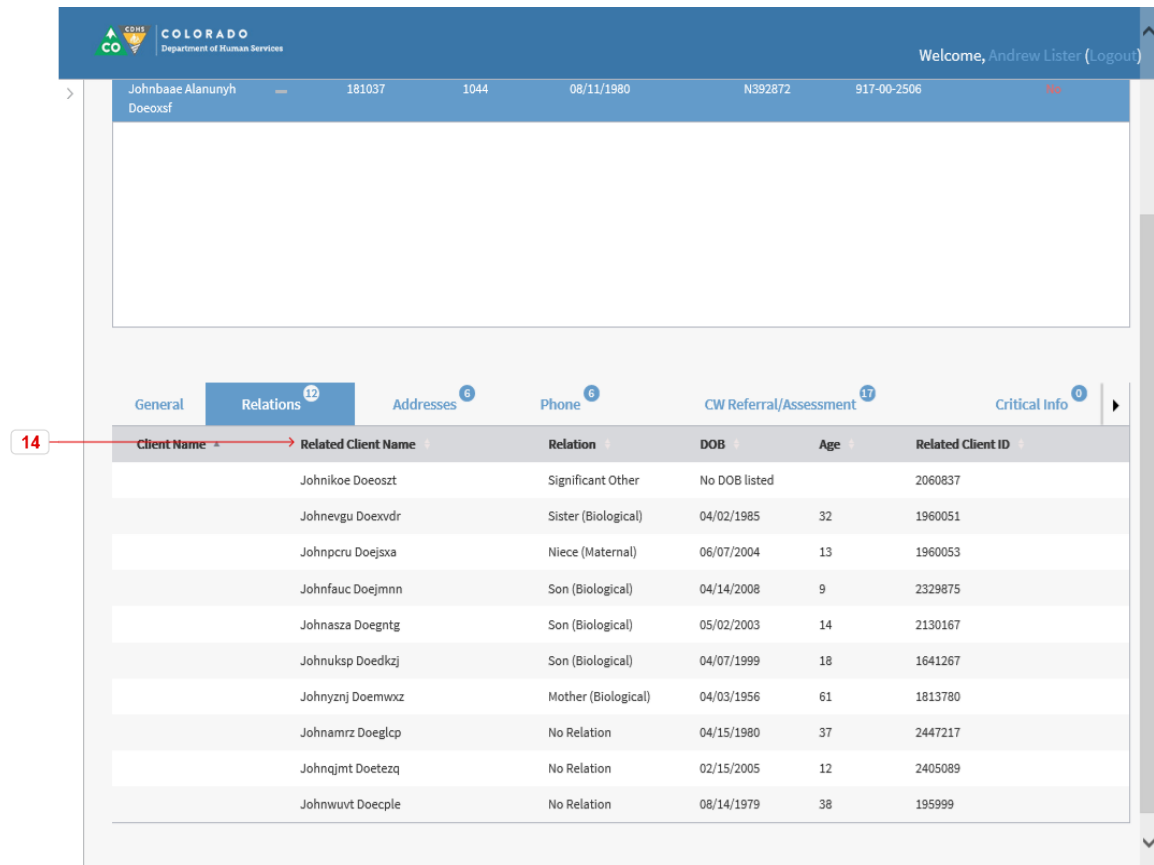
Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnikoe Doeszt	Significant Other	No DOB listed		2060837
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnyznj Doemwz	Mother (Biological)	04/03/1956	61	1813780
	Johnamrz Doeglcp	No Relation	04/15/1980	37	2447217
	Johnqjmt Doetezq	No Relation	02/15/2005	12	2405089
	Johnwvut Doecple	No Relation	08/14/1979	38	195999

13. Column Sort



To help manage the list of relations, you can sort the data using the sort arrows in the column headers. For example, you might want to sort the relations by the related client name.

Client Search - Colorado Trails



The screenshot shows the 'View Client Relations' page for a client named Johnbaae Alanunyh Doeoxsf. The interface includes a header with the Colorado Department of Human Services logo and a user welcome message. Below the header is a client information bar with fields for ID, age, DOB, and phone number. A navigation menu below the header includes tabs for General, Relations (12), Addresses (6), Phone (6), CW Referral/Assessment (13), and Critical Info (3). The 'Relations' tab is active, displaying a table of related clients. A red callout box with the number '14' points to the 'Related Client Name' column header, which has a downward-pointing sort arrow.

Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnikoe Doeoszt	Significant Other	No DOB listed		2060837
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnyznj Doemwxz	Mother (Biological)	04/03/1956	61	1813780
	Johnamrz Doeglcp	No Relation	04/15/1980	37	2447217
	Johnajmt Doetezq	No Relation	02/15/2005	12	2405089
	Johnwuvt Doecple	No Relation	08/14/1979	38	195999

14. Click the **Related Client Name** sort arrow. **Related Client Name**



Client Search - Colorado Trails

CDHS COLORADO Department of Human Services


Welcome, Andrew Lister (Logout)

Johnbaae Alanunyh Doeoxsf 181037 1044 08/11/1980 N392872 917-00-2506 No

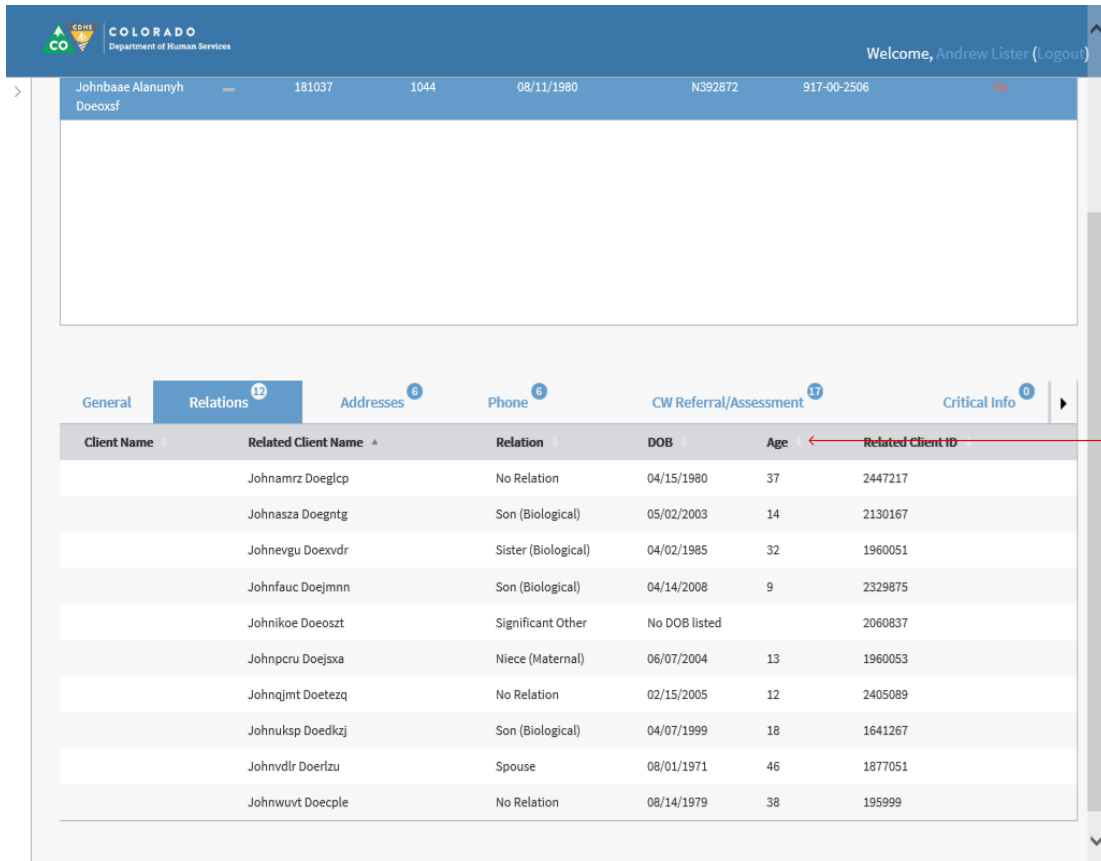
General Relations ¹² Addresses ⁶ Phone ⁶ CW Referral/Assessment ¹⁷ Critical Info ⁰

Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnamrz Doeglcp	No Relation	04/15/1980	37	2447217
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnikoe Doeoszt	Significant Other	No DOB listed		2060837
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnqjmt Doetezq	No Relation	02/15/2005	12	2405089
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnvdlr Doerizu	Spouse	08/01/1971	46	1877051
	Johnwvvt Doeuple	No Relation	08/14/1979	38	195999

15. Columns Sorted

 The relations are sorted by the Related Client Name. If that did not help locate the specific record, you could perform another sort, for example, by age.

Client Search - Colorado Trails



Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnamrz Doeglcp	No Relation	04/15/1980	37	2447217
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnikoe Doeoszt	Significant Other	No DOB listed		2060837
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnqjmt Doetezq	No Relation	02/15/2005	12	2405089
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnvdlr Doerzuz	Spouse	08/01/1971	46	1877051
	Johnwuvt Doeuple	No Relation	08/14/1979	38	195999

16. Click the **Age** sort arrow. 



Client Search - Colorado Trails


CDHS COLORADO Department of Human Services Welcome, Andrew Lister (Logout)

Johnbaae Alanunyh Doeoxsf 181037 1044 08/11/1980 N392872 917-00-2506 No


General **Relations ¹²** Addresses ⁶ Phone ⁶ CW Referral/Assessment ¹⁷ Critical Info ⁰

Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnikoe Doeoszt	Significant Other	No DOB listed		2060837
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnqjmt Doetezq	No Relation	02/15/2005	12	2405089
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnxlpz Doekqje	No Relation	03/04/2004	13	2405087
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnamrz Doeglcp	No Relation	04/15/1980	37	2447217
	Johnwvut Doeuple	No Relation	08/14/1979	38	195999

17. Columns Sorted

 The list of relations re-display, sorted by age.

Client Search - Colorado Trails



COLORADO
Department of Human Services


Welcome, Andrew Lister (Logout)

Johnbaae Alanunyh Doeoxsf	181037	1044	08/11/1980	N392872	917-00-2506	No
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General
Relations ¹²
Addresses ⁶
Phone ⁶
CW Referral/Assessment ¹⁷
Critical Info ⁰

Client Name	Related Client Name	Relation	DOB	Age	Related Client ID
	Johnikoe Doeoszt	Significant Other	No DOB listed		2060837
	Johnfauc Doejmnn	Son (Biological)	04/14/2008	9	2329875
	Johnqjmt Doetzq	No Relation	02/15/2005	12	2405089
	Johnpcru Doejsxa	Niece (Maternal)	06/07/2004	13	1960053
	Johnxlpz Doekqje	No Relation	03/04/2004	13	2405087
	Johnasza Doegntg	Son (Biological)	05/02/2003	14	2130167
	Johnuksp Doedkzj	Son (Biological)	04/07/1999	18	1641267
	Johnevgu Doexvdr	Sister (Biological)	04/02/1985	32	1960051
	Johnamrz Doegjcp	No Relation	04/15/1980	37	2447217
	Johnwvut Doeuple	No Relation	08/14/1979	38	195999

18. Process Complete

 Once you have reviewed the selected client's relations, you can review further information or move on to another task.