

How to Access the Quality Credential Report

Purpose: To provide a step-by-step guide to help state users identify and access the Quality Credential Report to ensure that all credentials have been correctly entered into CBMS.

Description: A Quality Credential is an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State or Federal government (aviation A&P license, etc.), an associate or baccalaureate degree, and any other permit, training certification, or credential that may lead to employment (for example OSHA training, translation certification, etc.).

How to Access the Quality Credential Report

Step 1: Log in to the CBMS home screen. Find the Quick Links box at the bottom right of the screen. Click on **REPORT SUBSCRIPTIONS**.

	Quick Links
	COGNOS AD-HOC (CBMS)
	COGNOS PROD (CBMS)
	CCR CDHS Manual Volume 3
	CCR CDHS Volume 4B
	CCR HCPF Manual Volume 8
_	Report Subscriptions
	HIPAA
	HCPF Website
	Registry Files
	CBMS Community
	ebtEDGE
	TRN
	CDHS Website
	ServiceHub
	SAVE
	Colorado State Web Portal
	UPA





Step 2: Clicking on the report subscription will take you to another screen that lists all the Counties (you may need to log in with your CBMS information before reaching this screen). Click on the **REPORT ARCHIVE** link in the screen's upper left corner.

page Your Report Subscrip ge your CDHS and HCPF report subscriptions usin ersion is available to view for the reports for whic	otions ng the list below. You will receive an email notification at heather.santino@state.co.us when a ch you are subscribed. If this email address is incorrect please follow these instructions to update	
ick here for a description of each report type ick here to browse the report archive		
	CC	DLOR
COUNTY SUBSCRIPTIONS	county specific reports when available. If you would like to continue to receive the statewide versions of the	ese reports, su
COUNTY SUBSCRIPTIONS ubscribe to counties in this section to only receive of the Statewide option	county specific reports when available. If you would like to continue to receive the statewide versions of the	ese reports, sul
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Manage Your Report Subscriptions

Manage your CDHS and HCPF report subscriptions using the list below. new version is available to view for the reports for which you are subscr

- Click here for a description of each report type
- Click here to browse the report archive



✓ Subscribe 🛛 😣 Unsubscribe



Step 3: On this screen, click on EBD REPORTS in the Document Views box on the left side.







COLORADO Office of Economic Security Division of Economic & Workforce Support

Step 4: Here is where your county's EBD reports are housed. The program sorts them Employment First (EF), Colorado Works (CW), county, date created, and statewide (provides data for all counties). You'll want to scroll down to find the relevant report for your search.

	Report Name	Program	Reporting Period	County	Created
	EBD WPR - All Families - Full	WW	05-08-2024	ALL	5/8/2024 10:40 AM
	EBD WW Monthly Summary	WW	ALL	ALL	5/8/2024 10:05 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	YUMA	5/8/2024 9:55 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	WELD	5/8/2024 9:55 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	TELLER	5/8/2024 9:55 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	SUMMIT	5/8/2024 9:55 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	Statewide	5/8/2024 9:55 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	SAGUACHE	5/8/2024 9:55 AM
	EBD EF Quality Credential WIG	EF	2024-05-08	ROUTT	5/8/2024 9:55 AM





• Once you have located your report, click on it, and you will be brought to the document properties screen :



• Click on the download button, which is located at the TOP left of the screen (identified by red arrow).





• Once the document is downloaded, the EBD Quality Credential Report will open in EXCEL

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1 Mo	th County	Case Manager	ТРР	Case ID	Client ID	Client Name	Activity		Activity Begin Date	Activity End Date	Activity Outcome	Industry		
2 202	307 ADAMS	Ū					Vocationa	l Education	5/31/2023	7/7/2023	Earned Certification	Healthcare		
3 202	307 ADAMS						Vocationa	l Education	1/28/2021	10/31/2023	Earned Certification	Healthcare		
4 202	307 ADAMS						Vocationa	l Education	7/1/2021	9/28/2023	Earned Certification			
5 202	307 ADAMS						Vocationa	l Education	2/14/2023	10/13/2023	Earned Certification			
6 202	307 ADAMS						Vocationa	l Education	5/24/2023	3/13/2024	Earned Certification	Healthcare		
7 202	307 ADAMS						Job Skills	Training	7/24/2023	10/24/2023	Earned Certification	Healthcare		
8 202	307 ADAMS						General E	quivalency Diploma (GED)	4/14/2023	8/14/2023	Earned GED			
9 202	307 ADAMS						Vocationa	l Education	12/9/2022	9/17/2023	Earned Certification	Healthcare		
10 202	307 ADAMS						Vocationa	l Education	7/12/2023	9/29/2023	Earned Certification	Healthcare		
11 202	307 ADAMS						Vocationa	l Education	5/1/2023	8/21/2023	Earned Certification	Healthcare		
12 202	307 ADAMS						Vocationa	l Education	6/1/2023	8/9/2023	Earned Certification	Healthcare		
13 202	307 ADAMS						Vocationa	l Education	5/8/2023	2/5/2024	Earned Certification	Healthcare		
14 202	307 ADAMS						Vocationa	l Education	7/24/2023	8/23/2023	Earned Certification	Healthcare		
15 202	308 ADAMS						Vocationa	l Education	7/10/2023	2/26/2024	Earned Certification	Healthcare		
16 202	308 ADAMS						Vocationa	l Education	1/28/2021	10/31/2023	Earned Certification	Healthcare		
17 202	308 ADAMS						Vocationa	l Education	2/14/2023	10/13/2023	Earned Certification			
18 202	308 ADAMS						Vocationa	l Education	5/24/2023	3/13/2024	Earned Certification	Healthcare		
19 202	308 ADAMS						Vocationa	l Education	8/29/2023	8/30/2023	Earned Certification	Healthcare		
20 202	308 ADAMS						Job Skills 1	Training	7/24/2023	10/24/2023	Earned Certification	Healthcare		
21 202	308 ADAMS						Vocationa	I Education	9/27/2022	10/31/2023	Earned Certification	Healthcare		
22 202	308 ADAMS						General E	quivalency Diploma (GED)	4/14/2023	8/14/2023	Earned GED			
23 202	308 ADAMS						Vocationa	I Education	12/9/2022	9/17/2023	Earned Certification	Healthcare		
24 202	308 ADAMS						Vocationa	l Education	6/30/2023	6/17/2024	Earned Associates Deg	ee Veterinary/Anim	al Science	
25 202	308 ADAMS						Vocationa	I Education	7/12/2023	9/29/2023	Earned Certification	Healthcare		
26 202	308 ADAMS						Vocationa	I Education	8/8/2023	12/13/2023	Earned Certification	Healthcare		
27 202	308 ADAMS						Vocationa	I Education	6/1/2023	8/9/2023	Earned Certification	Healthcare		
28 202	308 ADAMS						Vocationa	I Education	5/8/2023	2/5/2024	Earned Certification	Healthcare		
29 202	308 ADAMS						Vocationa	I Education	7/24/2023	8/23/2023	Earned Certification	Healthcare		
30 202	309 ADAMS						Vocationa	I Education	7/10/2023	2/26/2024	Earned Certification	Healthcare		





How to Filter the EBD Quality Credential Report

Step 1: Click on **ROW 1**, which will highlight the row (the row with all the categories, such as month, county case manager, etc.) identified by the red arrow.

[A1		•	$\times \checkmark f_x$	Month				
	2	A	В	с	D	E	F	G	Н
+	1	Month	County	Case Manager	ТРР	Case ID	Client ID	Client Name	Activity
	2	202307	ADAMS						Vocational Education
	3 202307 ADAMS							Vocational Education	

Step 2: Go to the taskbar at the top, click on DATA, and then click on FILTER. This will open drop-down arrows on each column.

Au	AutoSave 💽 🗄 🥍 Y 🖓 Y 👻 EBD+Reports^CW^EBD+CW+Quality+Credential+WIG^2024-05-08^Statewide (1) Y 🔗 Search											
File	Home	Insert Dr	aw Pag	ge Layout 🛛 I	Formulas	Data Revie	w View	Automate	Help A	Acrobat		
Ge Data	t From Text/CSV	From From Table/ Web Range	From Picture Y S	Recent Exist Sources Conne	ting Refr	Propertie	2 Connections s vk Links	Stocks	Currencies	s Geography 🔽	2↓ ZA	Filter Filter
		Get & Transf	form Data			Queries & Con	nections		Data Typ	es		Sort & Filter
A1	•	$\times \checkmark f_x$ M	Month									
	А	В	D	E	F			н		L.		J
1	Month -	County	TPP-	Case ID	Client I	D. Activity	e .		v	Activity Begin	Date .	Activity End Date
2	202307	ADAMS			<u>+</u>	Vocatio	nal Educat	ion		5/31/	2023	7/7/2023
3	3 202307 ADAMS Vocational Education									1/28/	2021	10/31/2023
4	202307	ADAMS				Vocatio	nal Educat	ion		7/1/	2021	9/28/2023





Step 3: Click on the drop-down arrow of the column you want to filter. This will open another box (pictured below) with all the columns listed with a check box next to them. Check the boxes of the components you would like to see information on, uncheck those you don't want, and then click OK. This will filter the Excel spreadsheet to show only the information you selected.

A↓	Sort A to Z	
Z↓	S <u>o</u> rt Z to A	
	Sor <u>t</u> by Color	Þ
	Sheet <u>V</u> iew	ŀ
T×	<u>C</u> lear Filter From "County"	
	F <u>i</u> lter by Color	ŀ
	Text <u>F</u> ilters	Þ
[Search	
	✔ (Select All) ✔ ADAMS ✔ ALAMOSA ✔ ARAPAHOE ✔ BOULDER ✔ BROOMFIELD ✔ DENVER ✔ DOUGLAS ✔ EL PASO	
	OK Cancel	

• To pull information from a specific County with a particular Case Manager, I would choose and check that County, press OK, and then choose and check the Case Manager and press OK to filter the results.

	А	В	С	D	Е	F	Н	1	J	К
1	Month-	County	🛒 Case Manager	,, TPP	Case ID	Client ID	Activity	Activity Begin Date	Activity End Date.	Activity Outcome
4	202307	ADAMS					Vocational Education	7/1/2021	9/28/2023	Earned Certification
9	202307	ADAMS					Vocational Education	12/9/2022	9/17/2023	Earned Certification
21	202308	ADAMS					Vocational Education	9/27/2022	10/31/2023	Earned Certification
23	202308	ADAMS			_		Vocational Education	12/9/2022	9/17/2023	Earned Certification
25	202308	ADAMS					Vocational Education	8/8/2023	12/13/2023	Earned Certification

