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.

H > Report Subscriptions

Manage Your Report Subscriptions

Manage your CDHS and HCPF report subscriptions using the list below. You will receive an email notification at **heather.santino@state.co.us** when a new version is available to view for the reports for which you are subscribed. If this email address is incorrect please follow these instructions to update

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

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▼ COUNTY SUBSCRIPTIONS

Subscribe to counties in this section to only receive county specific reports when available. If you would like to continue to receive the statewide versions of these reports, subscribe to the Statewide option

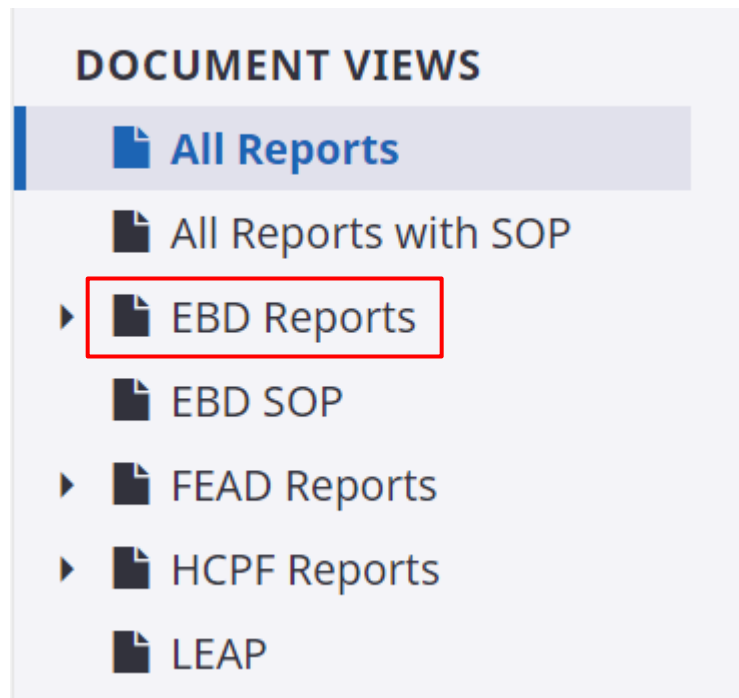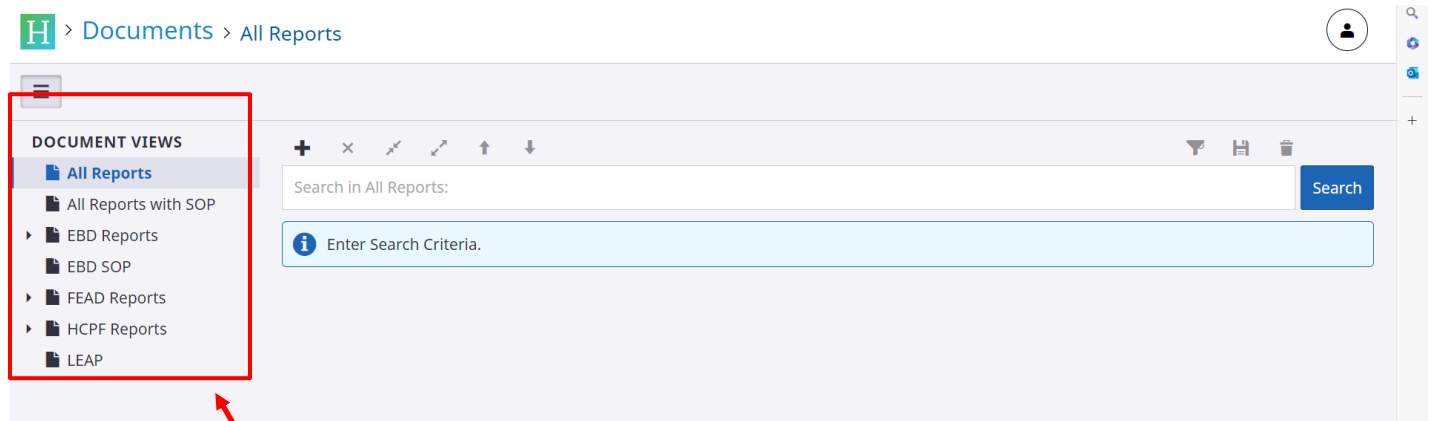| Statewide	✔ Subscribe ✖ Unsubscribe
Adams	✔ Subscribe ✖ Unsubscribe
Alamosa	✔ Subscribe ✖ Unsubscribe
Arapahoe	✔ Subscribe ✖ Unsubscribe

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

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

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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

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- 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).

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

Month	County	Case Manager	TPP	Case ID	Client ID	Client Name	Activity	Activity Begin Date	Activity End Date	Activity Outcome	Industry
202307	ADAMS						Vocational Education	5/31/2023	7/7/2023	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	1/28/2021	10/31/2023	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	7/1/2021	9/28/2023	Earned Certification	
202307	ADAMS						Vocational Education	2/14/2023	10/13/2023	Earned Certification	
202307	ADAMS						Vocational Education	5/24/2023	3/13/2024	Earned Certification	Healthcare
202307	ADAMS						Job Skills Training	7/24/2023	10/24/2023	Earned Certification	Healthcare
202307	ADAMS						General Equivalency Diploma (GED)	4/14/2023	8/14/2023	Earned GED	
202307	ADAMS						Vocational Education	12/9/2022	9/17/2023	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	7/12/2023	9/29/2023	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	5/1/2023	8/21/2023	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	6/1/2023	8/9/2023	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	5/8/2023	2/5/2024	Earned Certification	Healthcare
202307	ADAMS						Vocational Education	7/24/2023	8/23/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	7/10/2023	2/26/2024	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	1/28/2021	10/31/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	2/14/2023	10/13/2023	Earned Certification	
202308	ADAMS						Vocational Education	5/24/2023	3/13/2024	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	8/29/2023	8/30/2023	Earned Certification	Healthcare
202308	ADAMS						Job Skills Training	7/24/2023	10/24/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	9/27/2022	10/31/2023	Earned Certification	Healthcare
202308	ADAMS						General Equivalency Diploma (GED)	4/14/2023	8/14/2023	Earned GED	
202308	ADAMS						Vocational Education	12/9/2022	9/17/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	6/30/2023	6/17/2024	Earned Associates Degree	Veterinary/Animal Science
202308	ADAMS						Vocational Education	7/12/2023	9/29/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	8/8/2023	12/13/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	6/1/2023	8/9/2023	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	5/8/2023	2/5/2024	Earned Certification	Healthcare
202308	ADAMS						Vocational Education	7/24/2023	8/23/2023	Earned Certification	Healthcare
202309	ADAMS						Vocational Education	7/10/2023	2/26/2024	Earned Certification	Healthcare

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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.

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.

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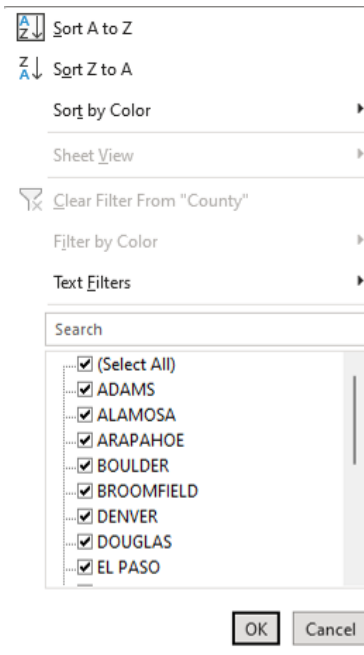
- To pull information from a specific County with a particular Case Manager, I would choose and check that County, press OK, and then choose and check the Case Manager and press OK to filter the results.

	A	B	C	D	E	F	H	I	J	K
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

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