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## NAVIGATOR PRODUCTIVITY REPORT

This document outlines all features and functions available to reviewing a Productivity Report in the Certification Portal.


### PRODUCTIVITY REPORT NOTIFICATION

The Primary or Authorized Contact listed on the Entity is responsible for reviewing a productivity report. An email notification will be sent to the Entity business contacts the same day the Productivity Report file is uploaded.

Email Subject: Productivity Report Available for [YOUR ENTITY NAME]

Email Body:





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Hello,

Your Productivity Report is ready for review and you can access it from [HERE](#).

See all productivity reports following this [Link](#).

Thank you,  
Covered CA.

Link to new report

Link to all reports

NAVIGATOR PRODUCTIVITY REPORT OVERVIEW

ACCESS YOUR PRODUCTIVITY REPORTS

To access the Productivity Report, click the link in the email notification to navigate to the record in the Certification Portal. You can view all your Productivity Reports from the My Entity home page.

**Account**  
Hollywood Medical Center

Program Type: Navigator Organization | Primary Phone Number: (789) 456-3216 | Website Address: | Primary Location Address: 126 Test Ave, Sacramento, CA, 95837

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**Entity Information**

|   |   |
|---|---|
| Account Name: Hollywood Medical Center        | Entity Status: Active                     |
| Parent Account:                               | Program Type: Navigator Organization      |
| Business Legal Name: Hollywood Medical Center | Primary Email Address: u3982975@mvrht.net |
| Website Address:                              | Primary Phone Number: (789) 456-3216      |
| Category: Profit                              | Secondary Phone Number:                   |
| Federal Tax ID: 789456321                     | State Tax ID:                             |
| Organization Type:                            |   |
| Families with mixed immigration status?       | Disabilities Served:                      |
| Does the entity serve the disabled? :         | Other Disabilities Served:                |
| Year entity was established? :                | Projected Counselors:                     |
| Resource for Counselor affiliation? :         | Regions Served:                           |

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**Required Documentation (0)** [New]

**My Files (1)** [New]

| MY FILE N... | FILE TYPE      | STATUS | EXPIRATION ... |
|--------------|----------------|--------|----------------|
| Test         | Productivit... |        |                |

[View All]

**Annual Collateral Allocations (0)**

**Progress Reports (1)**

| PROGRES... | REPORTING ... | STATUS | DAYS UNTIL ... |
|------------|---------------|--------|----------------|
| PR-0080    | 3/10/2018     | Draft  | 32             |

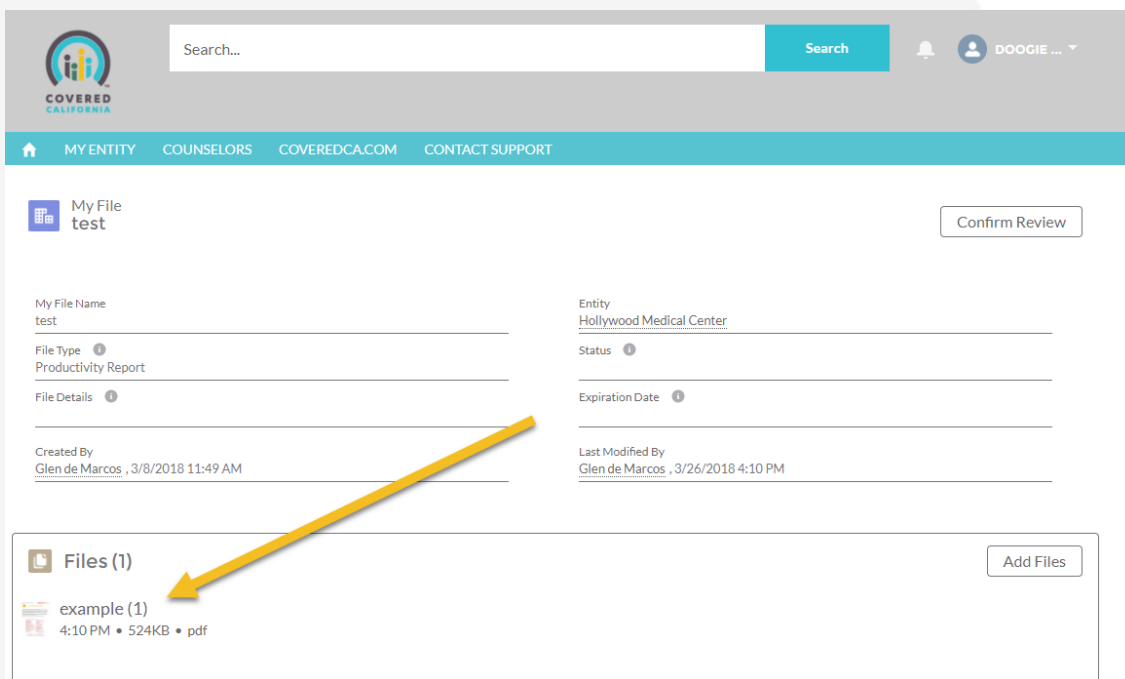
[View All]

**Payment Requests (2)**

| PAYMENT ... | REQUEST PE... | STATUS | DAYS UNTIL ... |
|-------------|---------------|--------|----------------|
|-------------|---------------|--------|----------------|

## REVIEW THE PRODUCTIVITY REPORT

1. Click on the File Name in the Files section at the bottom of the report page to open it.

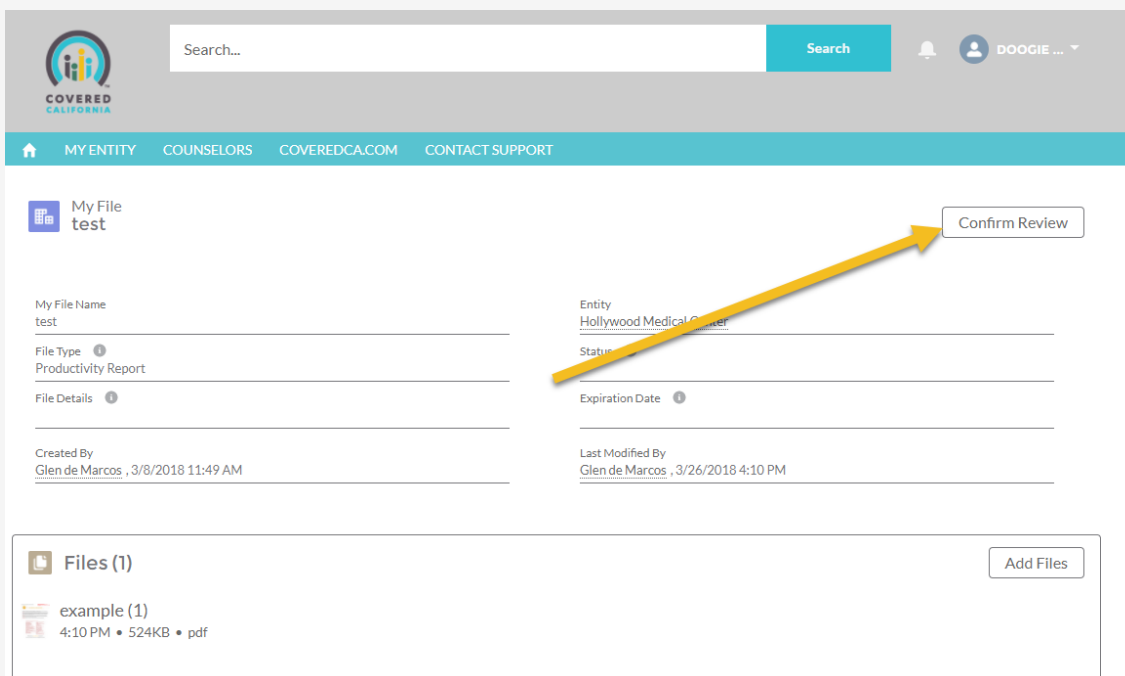


The screenshot shows the 'My File test' page in the Covered California Navigator. The page includes a search bar, navigation links (MY ENTITY, COUNSELORS, COVEREDCA.COM, CONTACT SUPPORT), and a 'Confirm Review' button. The report details are as follows:

|  |  |
|--|--|
| My File Name<br>test                             | Entity<br>Hollywood Medical Center                     |
| File Type<br>Productivity Report                 | Status   |
| File Details                                     | Expiration Date  |
| Created By<br>Glen de Marcos , 3/8/2018 11:49 AM | Last Modified By<br>Glen de Marcos , 3/26/2018 4:10 PM |

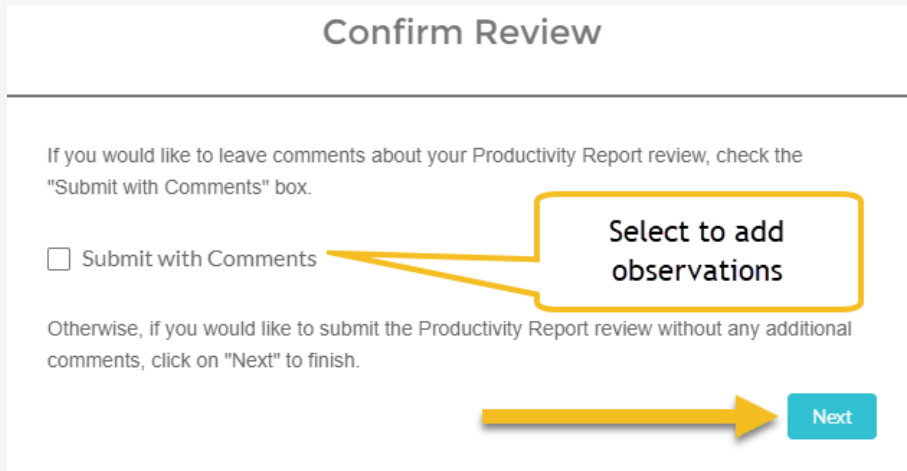
The Files section at the bottom shows one file: 'example (1)' with a size of 524KB and a type of pdf. A yellow arrow points to this file name.

2. Once the attachment has been opened and reviewed, proceed to submit the confirmation of receipt and review by using the "Submit Review" button on the top of the report page.

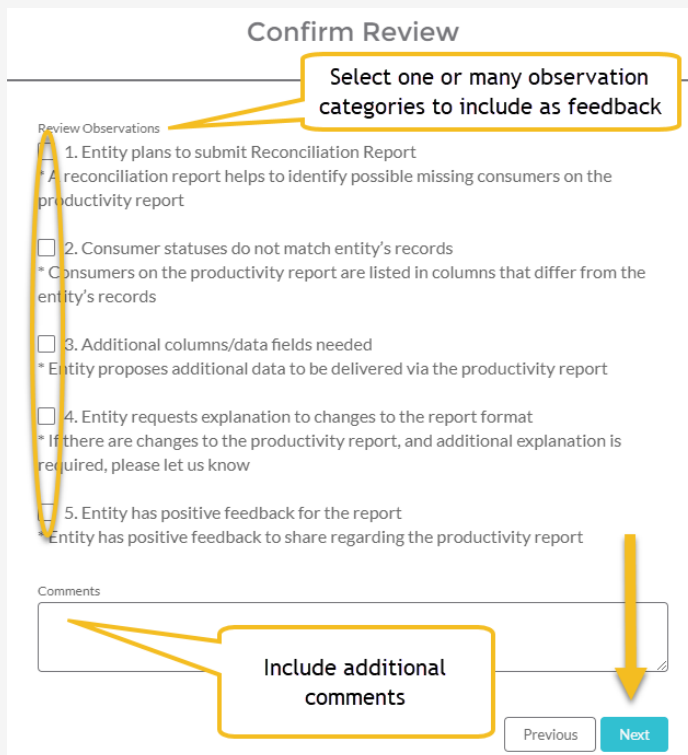


This screenshot is identical to the previous one, but a yellow arrow points to the 'Confirm Review' button located at the top right of the report details section.

- The following screen gives the user the option to directly submit the review acceptance or add comments and observations. By default the submission is without comments; check the box to add comments and observations on the Productivity Report. Click “Next” to finish or continue to the next screen.



If you selected “Submit with Comments” you will have an extra screen to add comments and select different options for Review Feedback. Click “Next” to finish the review confirmation and submit your feedback.



**NAVIGATOR PRODUCTIVITY REPORT OVERVIEW**

- 4. You will be contacted shortly after this to review the document with your Account Manager.

**NOTIFICATION OF PROCESS COMPLETION**

Once the Productivity Report review process is complete, you will receive an email with any comments from the Account Manager with regards to the completion of the review.

