

# Attachment 7

## Smart Forms Desk Aid

Select the desired form below, fill in the required information, and click on the “Submit” button. These actions will forward the completed form to the State Rapid Response team for processing. You will receive an automated confirmation of receipt and you will be notified if additional information is required. For emergency assistance, please contact Karen Hoopes by phone at 303-318-8839 or by email at RRTeam@state.co.us.

Item	Use this Form	To Perform this Action	Click on this Link to Begin (or copy & paste into your browser)
1	Layoff/WARN Report	Submit a layoff or WARN Report	<a href="https://adobeformscentral.com/?f=zl2U1kF5wIHRcEntbyMaxw">https://adobeformscentral.com/?f=zl2U1kF5wIHRcEntbyMaxw</a>
2	Layoff Transition Virtual Workshop Evaluation	Have participants evaluate a virtual workshop experience	<a href="https://adobeformscentral.com/?f=e3MuEpClmAj0Oml6hAsWFw">https://adobeformscentral.com/?f=e3MuEpClmAj0Oml6hAsWFw</a>
3	Business Customer Satisfaction Survey	Have employers evaluate their customer experience	<a href="https://adobeformscentral.com/?f=IO0tLlLyFCogn8wnZcKoVg">https://adobeformscentral.com/?f=IO0tLlLyFCogn8wnZcKoVg</a>
4	Product Order Form	Order workshop packets & materials	<a href="https://adobeformscentral.com/?f=wGLzLNmyjLowpG8R-6i%2ASg">https://adobeformscentral.com/?f=wGLzLNmyjLowpG8R-6i%2ASg</a>
5	Confidentiality Agreement	Acknowledge the confidentiality of RR biweekly & quarterly reports and make a request to be added to the distribution list for RR reports.	<a href="https://adobeformscentral.com/?f=exgTexxxiEBzYArxwNY8kQ">https://adobeformscentral.com/?f=exgTexxxiEBzYArxwNY8kQ</a>
6	Adobe Access Request	Request access to Adobe Connect for the purpose of hosting a virtual workshop.	<a href="https://adobeformscentral.com/?f=d8f-w1HHxo86TiWSoxJPuA">https://adobeformscentral.com/?f=d8f-w1HHxo86TiWSoxJPuA</a>
7	Virtual Workshop Request Form	Schedule one or more virtual workshops	<a href="https://adobeformscentral.com/?f=yXaQipPMgna-NBqA8b8m4g">https://adobeformscentral.com/?f=yXaQipPMgna-NBqA8b8m4g</a>
8	Technical Assistance Request Form	Request technical assistance from the SRRT. This may include requests for training.	<a href="https://adobeformscentral.com/?f=r1GD2mF0wkqdCTwHwDzrXw">https://adobeformscentral.com/?f=r1GD2mF0wkqdCTwHwDzrXw</a>
9	Language Assistance & Disability Accommodation Form	Provide participants with the opportunity to request language assistance and/or disability accommodations for workshops or events.	<a href="https://adobeformscentral.com/?f=y7XtOjx1NFU62s8GAid1eg">https://adobeformscentral.com/?f=y7XtOjx1NFU62s8GAid1eg</a>
10	Contact Information Change Request	Update contact information: add, delete or modify.	<a href="https://adobeformscentral.com/?f=9S0IDMAYfx-FHncyV3FnKA">https://adobeformscentral.com/?f=9S0IDMAYfx-FHncyV3FnKA</a>