



DYS Client Manager – Manage 15 of 22 Job Aid

Users

- DYS Client Manager or DYS Client Manager Supervisor

Process

This Job Aid table describes the actions needed to manage the 15 of 22 information from the Client Manager Detail page.

Related Job Aids

- *TM DYS_CM – Access/View Client Manager*

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Access and View 15 of 22

- The default sort is by Review Date with the most recent on top.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS CM – Access/View Client Manager Job Aid</i> for details on locating the desired Client Manager.</p>	
<p>In the <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none"> Click 15 of 22. <p>This navigates to the <i>15 of 22</i> section.</p>	



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Add 15 of 22

Steps/Output

In the *15 of 22* section:

1. Click the **Actions** drop-down.
2. Select **Add Review**.

The *Add Review* pop-up window displays.

Screenshot

The screenshot shows the '15 of 22' section in the DYS Client Manager. The 'Actions' dropdown menu is open, and 'Add Review' is highlighted with a red box. The interface includes a sidebar with navigation options, a main content area with various data tables, and a top navigation bar with user information.

In the *Add Review* pop-up window:

3. Enter **Review Date***.

Note: **Review Date*** defaults to the current date and can be changed to a previous date.

The screenshot shows the 'Add Review' pop-up window. The 'Review Date*' field is highlighted with a red box, showing the date 3/9/2020. The window includes a 'Questions' section with several checkboxes and a text input field. The 'Add' button is highlighted in blue.



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- Click the check box next to the question to enable options.

Note: If *The Division of Youth Corrections* has determined another compelling reason which is: option is selected, the text box below is enabled and is required.

Add Review

Questions

- Based upon specific facts, there are compelling reasons for not referring this case or the filing of a petition for termination of parental rights. It is determined that this would not be in the best interest of the youth because of one or more of the following
 - The family is involved, cooperative, and achieving significant success on the case plan. Reasonable efforts are being made to return the youth home and it is likely that the reunification will occur as specific in the DCP.
 - The youth has been in case under the responsibility of the Division of Youth Corrections due to mandatory commitment and the parent is following the plan specified for this youth.
 - The youth's family is involved and/or it is in the youth's best interest to retain this permanent, supportive relationship.
 - The youth is in the process of achieving emancipation.
 - The youth is twelve years of age or older, has had counseling, and refused to pursue adoption.
 - The Division of Youth Corrections has determined another compelling reason which is:

[Empty text box]
- The youth, for whom no Dependency and Neglect petition has been filed and who has been in case under the responsibility of the State for fifteen of the last twenty-two months, has been reviewed for the need to make a referral to the County Department of Human Services to file a Dependency and Neglect petition. The findings are:

[Empty text box]

Buttons: Cancel, Add

- Click **Add** to add the review or **Cancel** to cancel without saving.

Add Review

Questions

- Based upon specific facts, there are compelling reasons for not referring this case or the filing of a petition for termination of parental rights. It is determined that this would not be in the best interest of the youth because of one or more of the following
 - The family is involved, cooperative, and achieving significant success on the case plan. Reasonable efforts are being made to return the youth home and it is likely that the reunification will occur as specific in the DCP.
 - The youth has been in case under the responsibility of the Division of Youth Corrections due to mandatory commitment and the parent is following the plan specified for this youth.
 - The youth's family is involved and/or it is in the youth's best interest to retain this permanent, supportive relationship.
 - The youth is in the process of achieving emancipation.
 - The youth is twelve years of age or older, has had counseling, and refused to pursue adoption.
 - The Division of Youth Corrections has determined another compelling reason which is:

kjhghjtrdscvghjkl
- The youth, for whom no Dependency and Neglect petition has been filed and who has been in case under the responsibility of the State for fifteen of the last twenty-two months, has been reviewed for the need to make a referral to the County Department of Human Services to file a Dependency and Neglect petition. The findings are:
 - There are no conditions warranting referral to the County Department of Human Services for filing of a D&N petition.
 - A referral to the County Department of Human Services will be made requesting that a petition for Dependency and Neglect be filed within 60 days.

Buttons: Cancel, Add



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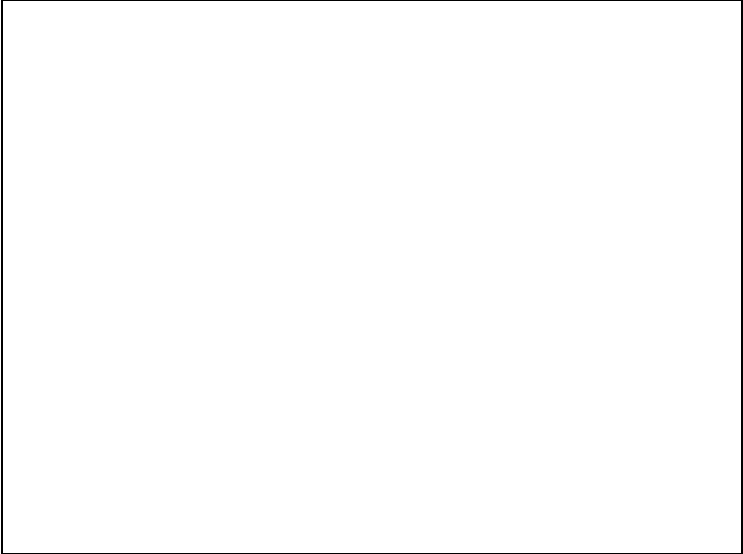
This saves the update and returns you to the *DYS Client Manager Detail Screen*.





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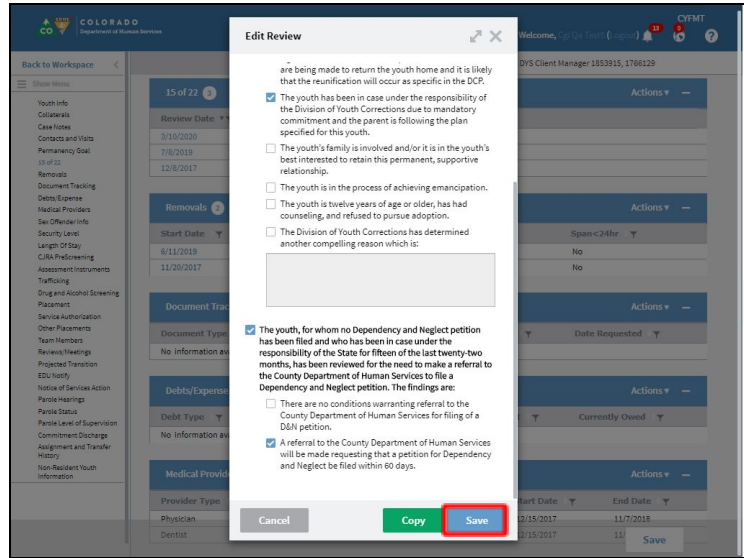
Edit 15 of 22

Steps/Output	Screenshot
<p>In the <i>15 of 22</i> section:</p> <ol style="list-style-type: none">1. Click the desired date link in the Review Date column. <p>This opens the <i>Edit Review</i> pop-up window.</p>	
<p>In the <i>Edit Review</i> pop-up window:</p> <ol style="list-style-type: none">2. Update required fields and change additional information as needed.	

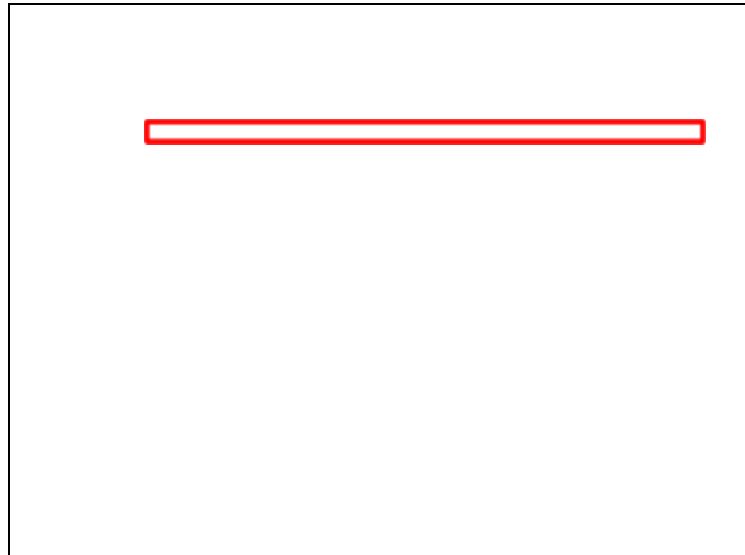


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3. Click **Save** to save the changes or **Cancel** to close without saving.



This saves the changes and returns you to the *DYS Client Manager Detail Screen*.



Copy 15 of 22

Steps/Output

Screenshot

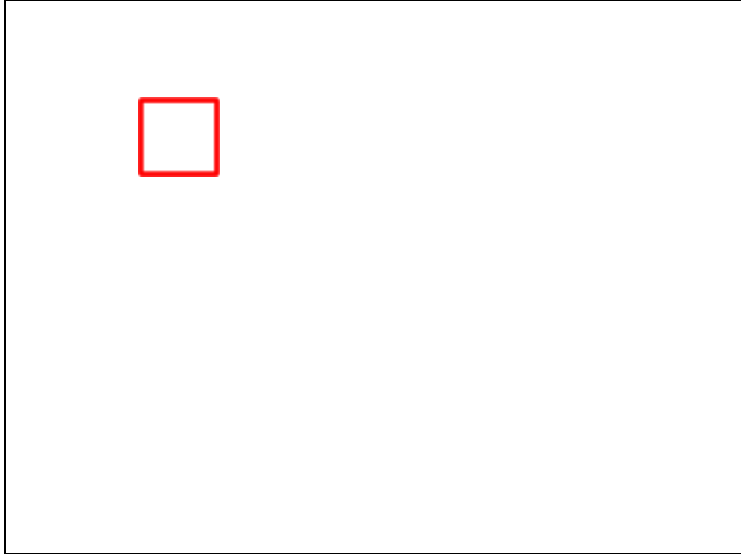


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In the *15 of 22* section:

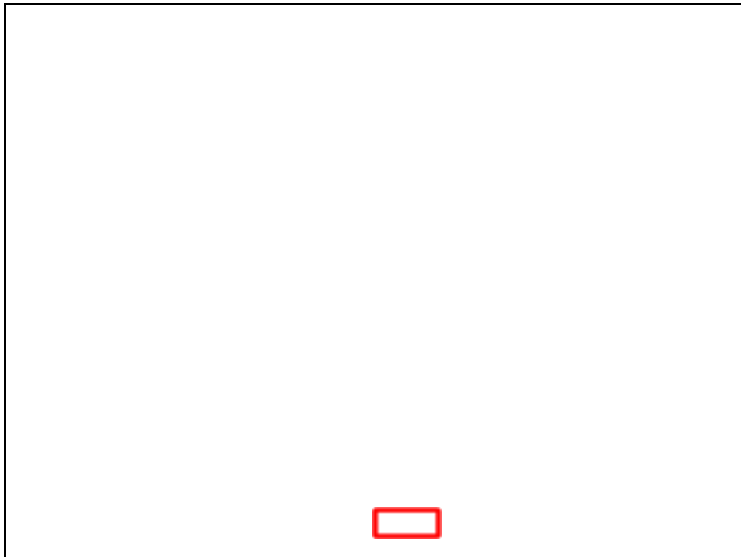
1. Click the desired date link in the **Review Date** column.

This opens the *Edit Review* pop-up window.



In the *Edit Review* pop-up window:

2. Click **Copy**.





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This copies the review, returns you to the *DYS Client Manager Detail* Screen, and pastes the copy into the *Review Date* list.

It can then be edited as needed.

The screenshot shows the 'Workspace - Client Search' interface for 'DYS Client Manager:1853915, 1766129'. The left sidebar contains a navigation menu with categories like 'Youth Info', 'Medical Providers', and 'Document Tracking'. The main content area displays several data sections:

- Review Date:** A table with one entry: 3/10/2020. This entry is highlighted with a red rectangular box.
- Removals:** A table with columns: Start Date, End Date, Removal Manner, Span<24hr. It contains two rows of data.
- Document Tracking:** A section with columns: Document Type, Location of Document, Request Source, Date Requested. It shows 'No information available'.
- Debts/Expense:** A section with columns: Debt Type, Date, Court Case Number, Original Amount, Currently Owed. It shows 'No information available'.
- Medical Providers:** A table with columns: Provider Type, Provider Name, Agency Name, Start Date, End Date. It lists two providers: Libacme Yvor and Libacme Zolj.