



# DYS ARD – Manage DYS ARD Findings-Findings Job Aid

## User

### **Manage DYS ARD Findings-Findings** (Complete and Update)

- DYS ARD Reviewer

### **Manage DYS ARD Findings-Findings County/Region Response** (Add and Edit)

- DYS Director/Assist Director
- DYS Client Manager Supervisor

### **Access and View the DYS ARD Findings-Findings** (Read-only)

- DYS Director/Assist Director
- DYS Client Manager Supervisor
- DYS Client Manager
- DYS Review Coordinator

## Process

This Job Aid table describes the actions needed to access and view, complete and update the ARD Findings panel of a Findings for a DYS Case.

Refer to the Job Aids listed below for details on completing the other individual sections contained in the ARD Findings page:

- *DYS\_ARD – Manage DYS ARD Findings Summary*
- *DYS\_ARD – Manage DYS ARD Child / Youth Findings & ARD Reviews*

## **Related Job Aids:**

- Refer to *DYS\_ARD - Manage DYS ARD Findings* for information on locating a specific DYS ARD Findings.

## Introduction

- ARD is the Administrative Review Division

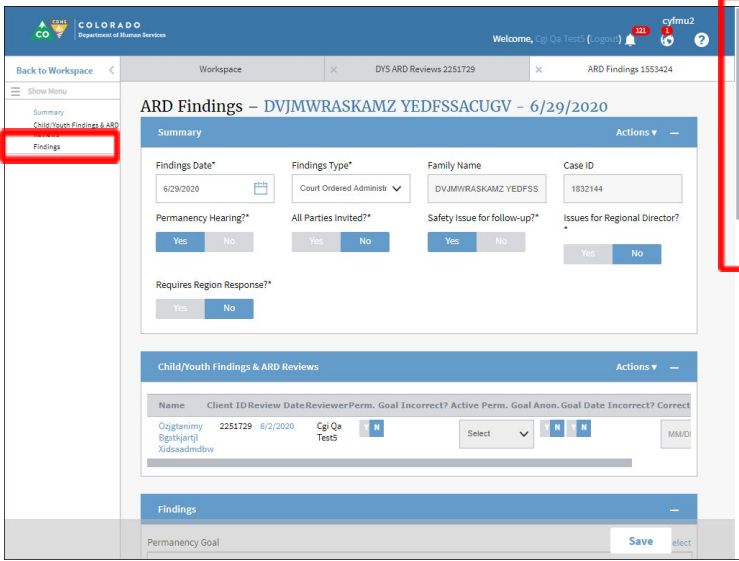
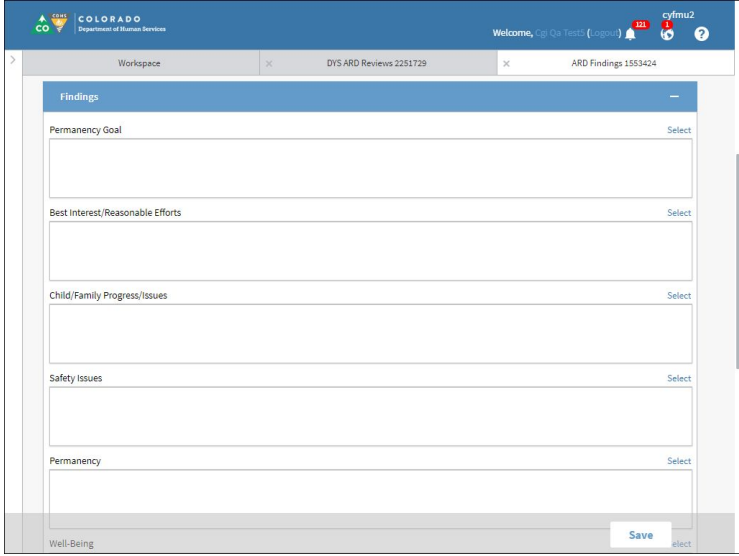
## **Table of Contents**

Access and View the ARD Findings-Findings	2
Complete and Update the ARD Findings-Findings	3



# DYS ARD – Manage DYS ARD Findings-Findings Job Aid

## Access and View the ARD Findings-Findings

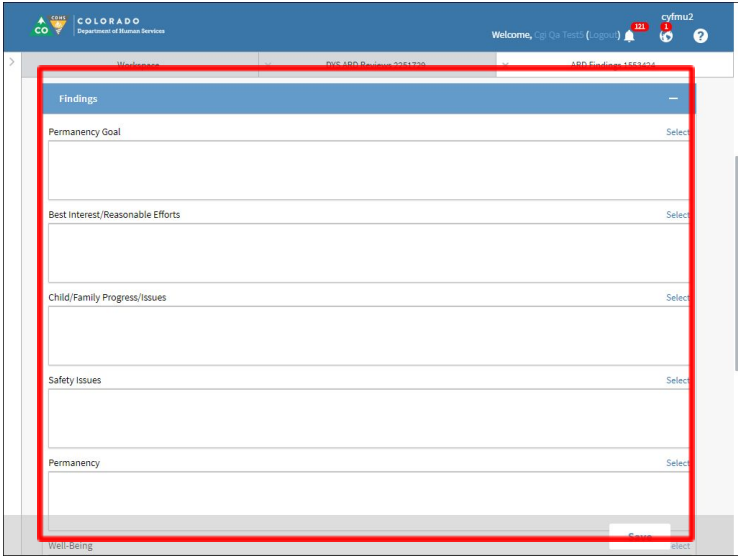
Steps/Output	Screenshot
<p>Refer to the <i>DYS_ARD – Manage DYS ARD Findings</i> Job Aid for details on locating the desired ARD Findings.</p> <p>On the <i>ARD Findings</i> page:</p> <ol style="list-style-type: none"> <li>1. Navigate to the <i>Findings</i> section by clicking the links in the <i>left navigation</i> panel or using the scroll bar at the right of the page.</li> </ol>	
<p>The <i>Findings</i> section displays.</p>	



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## Complete and Update the ARD Findings-Findings

- Comments can be entered in each text box.
- The Issues for Administration/Regional Director field is required if the “Issues for County Administration” toggle in the Summary panel is Yes.
- Only workers with the DYS Director/Assist Director or DYS Client Manager Supervisor profile are able to update the County/Region Response field.

Steps/Output	Screenshot
<p>In the <i>Findings</i> section:</p> <p>Comments can be entered manually or chosen from a list of standardized phrases for each topic.</p>	

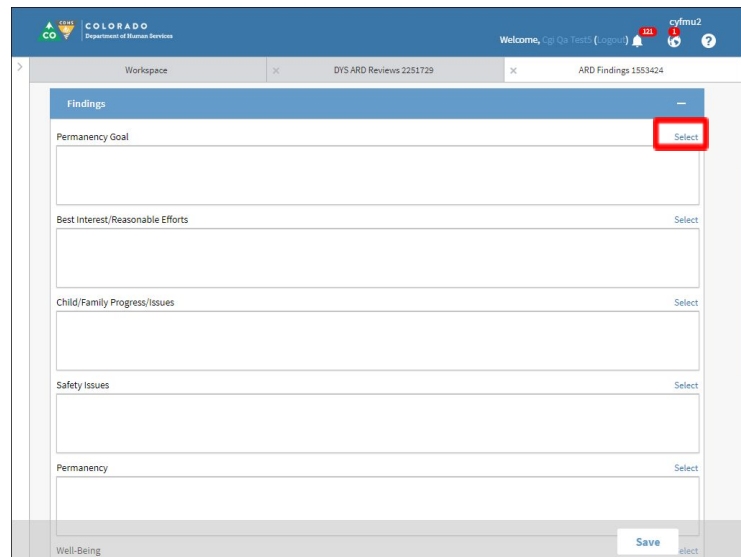


# DYS ARD – Manage DYS ARD Findings-Findings Job Aid

To select standardized phrases:

1. Click **Select**.

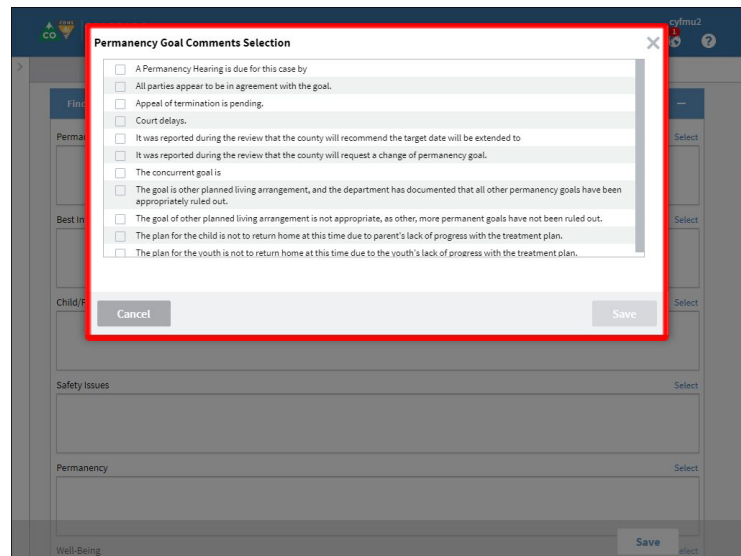
This opens the *Comments Section* pop-up window for the selected topic.



In the *Comments Section* pop-up window for the selected topic:

2. Select the box to the left of the appropriate phrase.

**Note:** Multiple phrases can be selected at once.



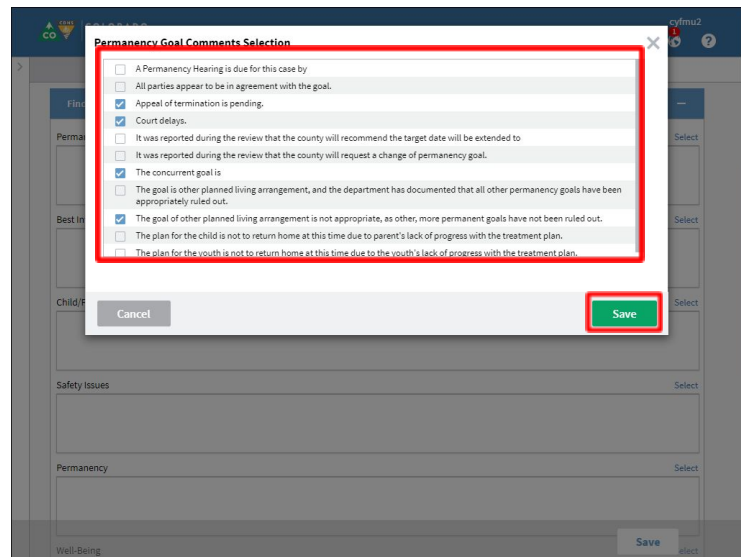


# DYS ARD – Manage DYS ARD Findings-Findings Job Aid

When all the appropriate phrases are selected:

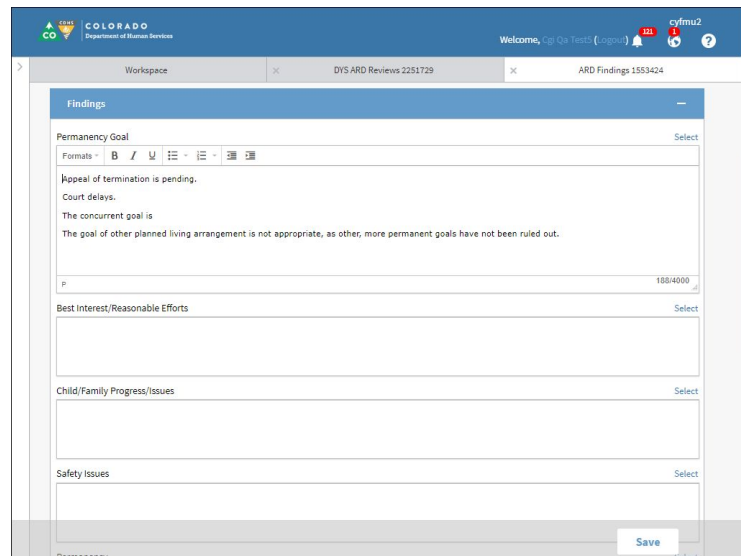
3. Click **Save**.

The selected phrases are added to the text box and are editable.



In the *Findings* section:

4. Enter or select comments for any other relevant topic.

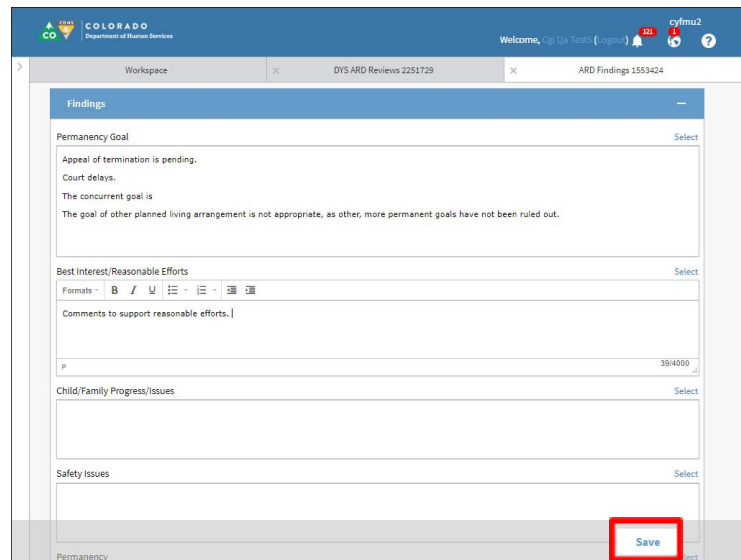




# DYS ARD – Manage DYS ARD Findings-Findings Job Aid

5. Click **Save** to save the updates to the *ARD Findings* section.

This opens a *Save Successful* pop-up window.



In the *Save Successful* pop-up window:

6. Click **Ok** to continue.

