



DYS ARD – Manage DYS ARD Findings Summary Job Aid

User

Manage the ARD Findings Summary (Add, Edit, Delete)

- DYS ARD Reviewer

Access and View the ARD Findings Summary (Read-Only)

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

Process

These Job Aid tables describe the actions needed to:

- View and update information in the Summary section of an ARD Findings for a DYS Case.
- Delete an ARD Findings from a DYS Case.
- Generate the ARD Findings Reports from 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 Child / Youth Findings & ARD Reviews*
- *DYS_ARD – Manage DYS ARD Findings – Findings*

Related Job Aids:

- *DYS_ARD – Manage DYS ARD Findings* on locating an existing client’s DYS ARD Findings or adding a new ARD Findings to a DYS Case.

Introduction

- ARD is the Administrative Review Division.

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Access and View ARD Findings Summary

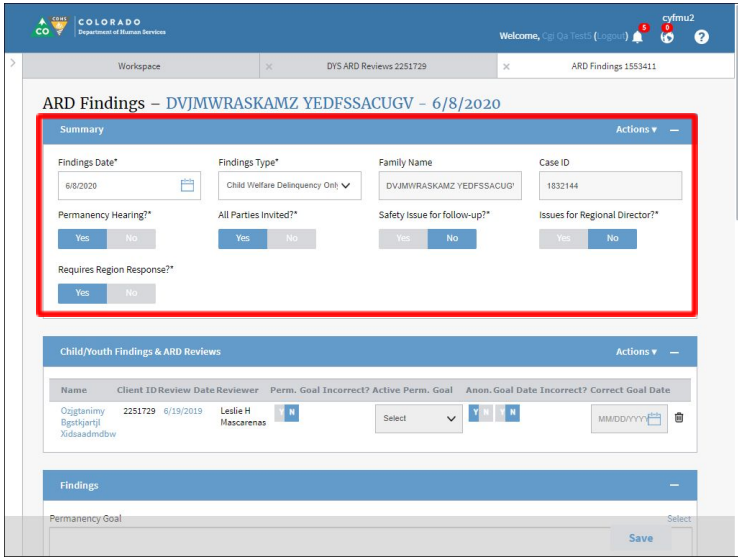
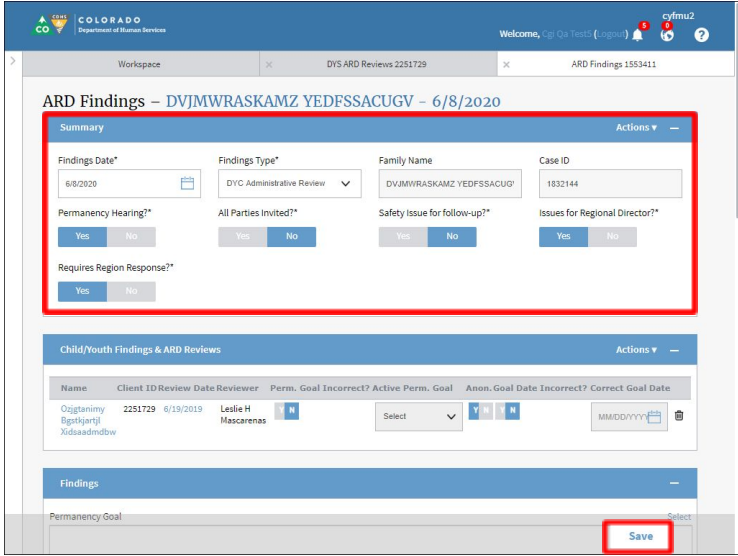
Steps/Output	Screenshot
<p>Refer to the <i>DYS_ARD – Manage DYS ARD Findings</i> Job Aid for details on locating the desired ARD Findings.</p> <p>On the <i>ARD Findings</i> page:</p> <ol style="list-style-type: none"> 1. Navigate to the <i>Summary</i> section by clicking the links in the <i>left navigation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



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Edit ARD Finding Summary

- The **Family Name** is the Family Name from the associated DYS Case.
- The **Case ID** is the Case ID from the associated DYS Case.

Steps/Output	Screenshot
<p>In the <i>Summary</i> section:</p> <ol style="list-style-type: none">1. Revise information as needed in any editable field.	 <p>The screenshot shows the 'ARD Findings – DVJMWRSKAMZ YEDFSSACUGV – 6/8/2020' page. A red box highlights the 'Summary' section, which includes fields for Findings Date (6/8/2020), Findings Type (Child Welfare Delinquency On), Family Name (DVJMWRSKAMZ YEDFSSACUGV), Case ID (1832144), and several Yes/No buttons for hearing and response requirements.</p>
<p>After completing all changes to the <i>Summary</i> section of the ARD Findings:</p> <ol style="list-style-type: none">2. Click the page Save button to save the changes. <p>This opens a <i>Save Successful</i> pop-up window confirming the ARD Findings saved.</p>	 <p>The screenshot shows the same 'ARD Findings' page, but the 'Save' button at the bottom right is highlighted with a red box. The 'Summary' section is also highlighted with a red box, showing that the 'Findings Type' has been updated to 'DYC Administrative Review'.</p>



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In the *Save Successful* pop-up window:

3. Click **Ok** to continue.

This returns you to the *ARD Findings* page.

The screenshot shows the 'ARD Findings - Summary' page in the Colorado Department of Human Services system. A 'Save Successful' pop-up window is displayed at the top, with the message 'ARD Findings saved successfully.' and an 'Ok' button highlighted with a red box. The main page contains the following information:

Summary

Findings Date*	Findings Type*	Family Name	Case ID
6/8/2020	DYC Administrative Review	DVJMWRAKAMZ YEDPSSACUJ	1832144
Permanency Hearing?*	All Parties Invited?*	Safety Issue for follow-up?*	Issues for Regional Director?*
Yes No	Yes No	Yes No	Yes No
Requires Region Response?*			
Yes No			

Child/Youth Findings & ARD Reviews

Name	Client ID	Review Date	Reviewer	Perm. Goal Incorrect?	Active Perm. Goal	Anon. Goal Date Incorrect?	Correct Goal Date
Ogiglanmy Bgtsjartijl Xidsaadndbv	2251729	6/19/2019	Leslie H Mascarenas	<input checked="" type="checkbox"/>	Select	<input checked="" type="checkbox"/>	MM/DD/YYYY

Findings

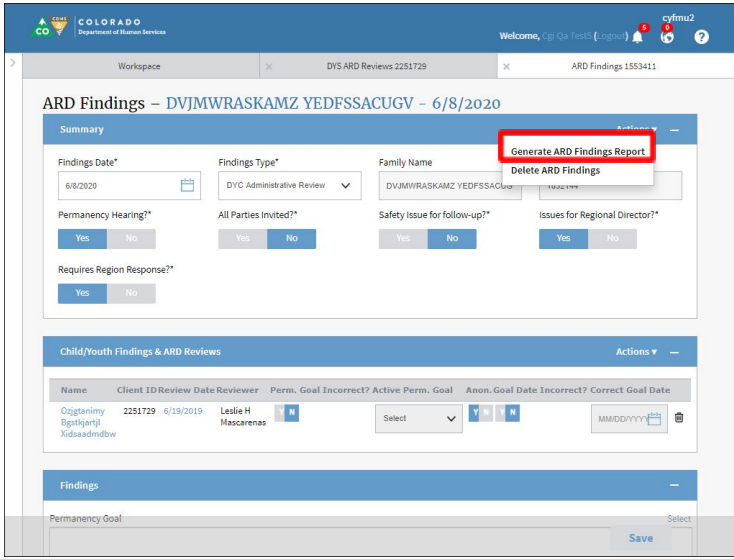
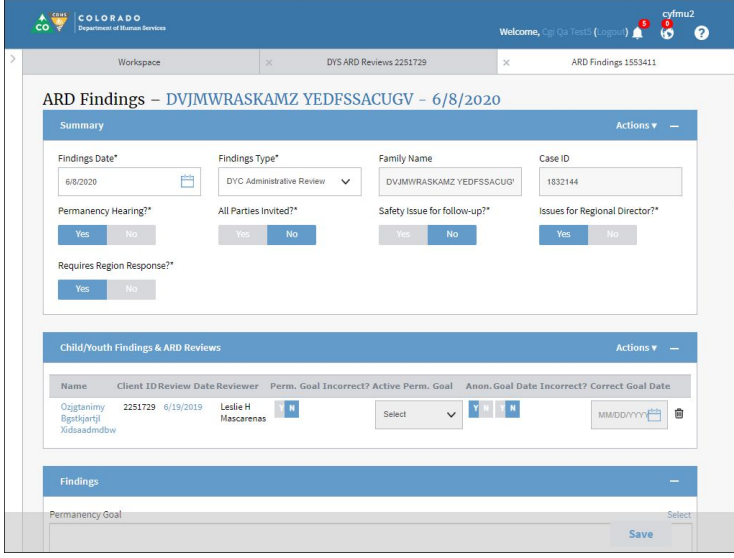
Permanency Goal:



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Generate ARD Findings Report

- A DYS ARD Reviewer is able to create the ARD Findings Report using the drop-down menu on the Summary banner.

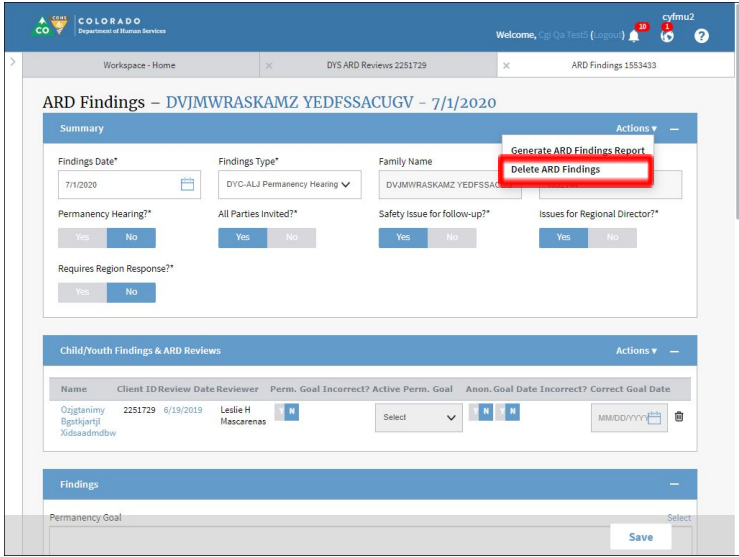
Steps/Output	Screenshot
<p>In the <i>Summary</i> section:</p> <ol style="list-style-type: none">1. Click the Actions drop-down arrow in the <i>Summary</i> banner.2. Select Generate ARD Findings Report. <p>The selected report opens in a new browser window.</p>	 <p>The screenshot shows the 'ARD Findings – DVJMWRSKAMZ YEDFSSACUGV – 6/8/2020' page. The 'Summary' banner has an 'Actions' dropdown menu open, with 'Generate ARD Findings Report' highlighted in red. Other options include 'Delete ARD Findings'. The page includes fields for Findings Date (6/8/2020), Findings Type (DYS Administrative Review), Family Name (DVJMWRSKAMZ YEDFSSACUGV), and various checkboxes for hearing and response requirements. Below the summary is a table for 'Child/Youth Findings & ARD Reviews' with columns for Name, Client ID, Review Date, Reviewer, Perm. Goal Incorrect?, Active Perm. Goal, Anon. Goal Date Incorrect?, and Correct Goal Date. The table contains one entry for Oigstanimy Bgtskjarjil Xidsaadmdob. A 'Findings' section at the bottom has a 'Permanency Goal' field and a 'Save' button.</p>
<p>After reviewing or downloading the selected report:</p> <ol style="list-style-type: none">3. Close the browser window and return to the <i>ARD Findings</i> page.	 <p>This screenshot is identical to the previous one, but the 'Actions' dropdown menu is closed. The 'Generate ARD Findings Report' option is no longer visible. The rest of the page content, including the summary fields and the review table, remains the same.</p>



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Delete ARD Findings

- Once the ARD Findings is deleted, all tables associated to the ARD Findings and the association between the ARD Findings and the ARD Reviews are deleted.

Steps/Output	Screenshot
<p>In the <i>Summary</i> section:</p> <ol style="list-style-type: none">1. Click the Actions drop-down arrow in the <i>Summary</i> banner.2. Select Delete ARD Findings. <p>This opens a <i>Confirm Delete</i> pop-up window.</p>	 <p>The screenshot shows the 'ARD Findings – DVJMW RASKAMZ YEDFSSACUGV – 7/1/2020' page. The 'Summary' section includes fields for Findings Date (7/1/2020), Findings Type (DYS-ALJ Permanency Hearing), Family Name (DVJMW RASKAMZ YEDFSSACUGV), and various checkboxes for hearing and safety issues. The 'Actions' dropdown menu is open, showing options like 'Generate ARD Findings Report' and 'Delete ARD Findings', with the latter highlighted in red. Below the summary is a table for 'Child/Youth Findings & ARD Reviews' with columns for Name, Client ID, Review Date, Reviewer, Perm. Goal, and Anon. Goal. The 'Findings' section at the bottom shows a 'Permanency Goal' field with a 'Save' button.</p>



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In the *Confirm Delete* pop-up window:

3. Click **Yes, Delete** to delete the ARD Findings or **No** to return to the *ARD Findings* page.

The screenshot shows the 'ARD Findings – DVJ' summary page with a 'Confirm Delete' modal open. The modal asks 'Are you sure you want to delete Findings?' and has two buttons: 'No' and 'Yes, Delete'. The 'Yes, Delete' button is highlighted with a red box. Below the modal, the summary form includes fields for Findings Date (7/1/2020), Findings Type (DYC-ALL Permanency Hearing), Family Name (DVJMWRSKAMZ YEDPSSACUO), Case ID (1832144), and various status checkboxes for permanency, parties, safety, and regional director issues.

Upon deletion the *ARD Findings* page closes and you are returned to the Youth's *DYS ARD Reviews* detail page.

The screenshot shows the 'DYS ARD Reviews for Ozjgtanimy Xidsaadmbw - 2251729' detail page. It features a 'Youth Info' section and an 'ARD Reviews' table. The table has columns for '# Created' and 'Date Last Created'. The data in the table is as follows:

	# Created	Date Last Created
> ARD Scheduled Review	11	6/12/2020
> ARD Review	12	6/11/2020