



DYS_ARD – Access and View DYS ARD Pending Region Response Queue Job Aid

User

- DYS Review Coordinator
- DYS ARD Reviewer

Process

These Job Aid tables describe the actions needed to access and view the DYS ARD Pending Region Response Queue.

Introduction

- The *DYS Pending Region Response* page displays a list of DYS ARD Findings where the Region is unknown.

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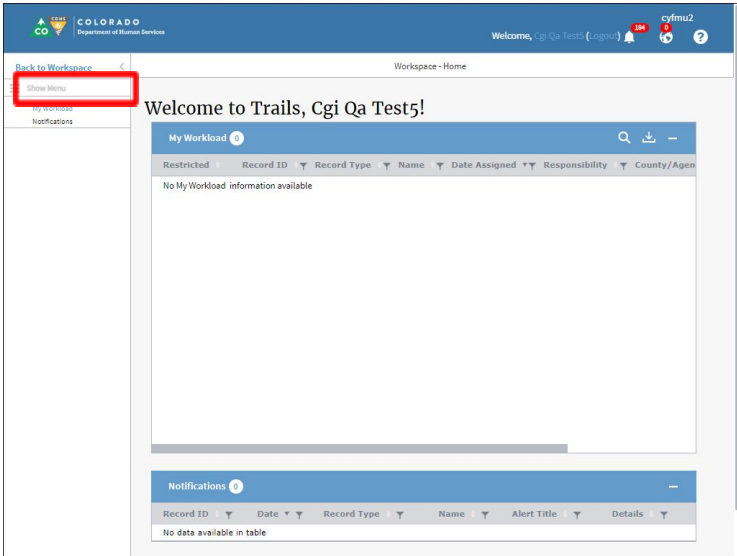
2



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Access and View DYS Pending Region Response

- The list displays all DYS ARD Findings where the Pending Region Response toggle has been set to *Yes* but the County/Region Response textbox is blank.
- **Review Type** displays *Initial* if the Child/Youth has not had an ARD Review or *Re-Review* if the Child/Youth has had a previous ARD Review.

Steps/Output	Screenshot
<p>In the <i>Left Navigation</i> panel.</p> <p>1. Click Show Menu.</p> <p>This expands the <i>Left Navigation</i> panel.</p> <p>Note: The menu items displayed in the <i>Left Navigation</i> panel are dependent upon your security profile.</p>	

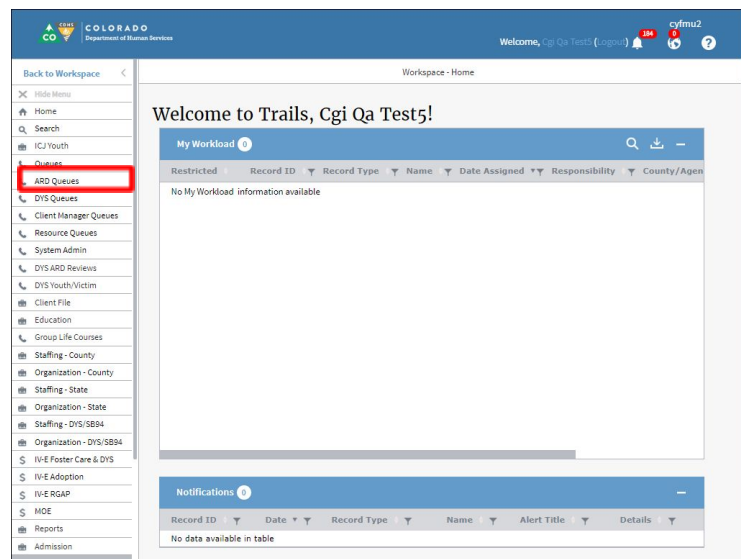


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In the *Left Navigation* panel:

2. Click **ARD Queues**.

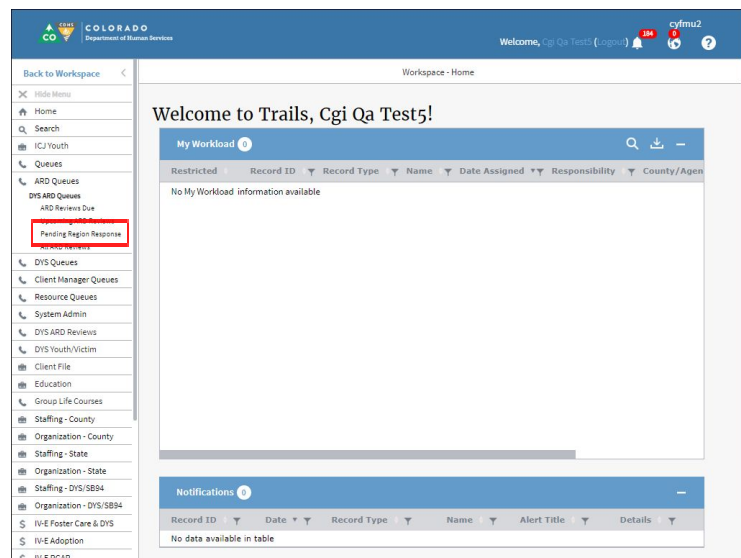
This expands the *DYS ARD Queues* list.



In the *Left Navigation* panel, under *DYS ARD Queues*:

3. Click **Pending Region Response**.

This opens the *DYS Pending Region Response* list.





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In the *DYS Pending Region Response* list:

- The default sort is by *Findings Date* (earliest to latest).
- The columns in the table can be sorted or filtered using the icons to the right of each column heading to aid in locating the desired entry.

Workspace - *DYS Pending Region Response*

DYS Pending Region Response

Region: All

Findings Date	Findings Type	Child/Youth	Case ID	Reviewer	Region
10/25/2010	DYC Administrative Review	Bcigtaybcb Onstkjahpjh Yidsaadflhu	1691169	Lynette Overmeyer	Northeast
3/23/2011	DYC Administrative Review	Qjygtaqgg Saastkjalif Eydsaadypq	1696264	Lynette Overmeyer	Northeast
9/12/2011	DYC Administrative Review	Rjgtavpdd Ggstkjayfrf Nmdsaadtjcz	1642095	Lynette Overmeyer	Northeast
11/21/2011	DYC Administrative Review	Yjgtajcl Dlstkjagtdg Nedsaadbvuu	1688001	Sara Peterson	Central
9/17/2012	DYC-ALJ Permanency Hearing	Wjgtaxaw Onstjagqdiv Rdsaadlqpu	1719267	Lynette Overmeyer	Northeast
1/31/2014	DYC Administrative Review	Fwjtavbkh Sustkjaphrq Nkdsaadgkln	1745024	Lynette Overmeyer	Northeast
6/9/2015	DYC Administrative Review	Jjgtavzd Fhstjasiqk Nkdsaadccop	1756516	Leslie Mascarenas	Central

The *DYS ARD Reviews Due* list can be filtered by **Region**.

- The **Region** filter contains all Regions to which the worker is affiliated and is sorted alphabetically.
- **Region** defaults to the primary Region of the worker.

Workspace - *DYS Pending Region Response*

DYS Pending Region Response

Region: All

Findings Date	Findings Type	Child/Youth	Case ID	Reviewer	Region
10/25/2010	DYC Administrative Review	Bcigtaybcb Onstkjahpjh Yidsaadflhu	1691169	Lynette Overmeyer	Northeast
3/23/2011	DYC Administrative Review	Qjygtaqgg Saastkjalif Eydsaadypq	1696264	Lynette Overmeyer	Northeast
9/12/2011	DYC Administrative Review	Rjgtavpdd Ggstkjayfrf Nmdsaadtjcz	1642095	Lynette Overmeyer	Northeast
11/21/2011	DYC Administrative Review	Yjgtajcl Dlstkjagtdg Nedsaadbvuu	1688001	Sara Peterson	Central
9/17/2012	DYC-ALJ Permanency Hearing	Wjgtaxaw Onstjagqdiv Rdsaadlqpu	1719267	Lynette Overmeyer	Northeast
1/31/2014	DYC Administrative Review	Fwjtavbkh Sustkjaphrq Nkdsaadgkln	1745024	Lynette Overmeyer	Northeast
6/9/2015	DYC Administrative Review	Jjgtavzd Fhstjasiqk Nkdsaadccop	1756516	Leslie Mascarenas	Central



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To Filter by **Region**:

4. As needed, click the **Region** drop-down arrow.
5. Select the appropriate option.

Note: Use the *All* option to select all Regions on the list.

The screenshot shows the 'DYS Pending Region Response' interface. A red box highlights the 'Region' dropdown menu, which is currently open and showing the following options: All, Central, LMS Region, Northeast, Southern, and Western. The table below shows a list of pending responses with columns for Date, Type, Child/Youth, Case ID, Reviewer, and Region.

Date	Type	Child/Youth	Case ID	Reviewer	Region
11/21/2011	DYC Administrative Review	Yjgtaqjz Dlstkjagtdg Nedsaadbfwu	1688001	Sara Peterson	Central
6/9/2015	DYC Administrative Review	Jjgtagzvd Fhstjasiqk Nhdsaadccop	1756516	Leslie Mascarenas	Central

This displays the entries for the selected **Region**.

The screenshot shows the 'DYS Pending Region Response' interface with the 'Region' dropdown set to 'Central'. A red box highlights the table entries for the 'Central' region.

Findings Date	Findings Type	Child/Youth	Case ID	Reviewer	Region
11/21/2011	DYC Administrative Review	Yjgtaqjz Dlstkjagtdg Nedsaadbfwu	1688001	Sara Peterson	Central
6/9/2015	DYC Administrative Review	Jjgtagzvd Fhstjasiqk Nhdsaadccop	1756516	Leslie Mascarenas	Central



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In the *DYS Pending Region Response* list:

- (Optional) Click the date link in the **Findings Date** column to open the *ARD Findings* in a new tab.

Workspace - *DYS Pending Region Response*

DYS Pending Region Response

Region: All

Findings Date	Findings Type	Child/Youth	Case ID	Reviewer	Region
10/25/2010	DYC Administrative Review	Bcigtaydxc Onstskjahpth Yidsaadflnu	1691169	Lynette Overmeyer	Northeast
3/23/2011	DYC Administrative Review	Qyjgtaqgg Saastkjalif Eydsaadyqpp	1696264	Lynette Overmeyer	Northeast
9/12/2011	DYC Administrative Review	Rjgtavpdd Ggstkjayfrf Nmdsaadtjcz	1642095	Lynette Overmeyer	Northeast
11/21/2011	DYC Administrative Review	Yjgtaqzj Distkjbgtg Nedsaadbvnu	1686001	Sara Peterson	Central
9/17/2012	DYC-ALJ Permanency Hearing	Wjgtaaxaw Onstskjagdiv Rdsaadlqpu	1719267	Lynette Overmeyer	Northeast
1/31/2014	DYC Administrative Review	Fwjtavbkh Sustkjaphrq Nkdsaadgkgn	1745024	Lynette Overmeyer	Northeast
6/9/2015	DYC Administrative Review	Jjgtagzvd Fhstksjqk Nkdsaadccop	1756516	Leslie Mascarenas	Central

- (Optional) Click the name link in the **Child/Youth** column to open the *Client Record* page in a new tab.

Workspace - *DYS Pending Region Response*

DYS Pending Region Response

Region: All

Findings Date	Findings Type	Child/Youth	Case ID	Reviewer	Region
10/25/2010	DYC Administrative Review	Bcigtaydxc Onstskjahpth Yidsaadflnu	1691169	Lynette Overmeyer	Northeast
3/23/2011	DYC Administrative Review	Qyjgtaqgg Saastkjalif Eydsaadyqpp	1696264	Lynette Overmeyer	Northeast
9/12/2011	DYC Administrative Review	Rjgtavpdd Ggstkjayfrf Nmdsaadtjcz	1642095	Lynette Overmeyer	Northeast
11/21/2011	DYC Administrative Review	Yjgtaqzj Distkjbgtg Nedsaadbvnu	1686001	Sara Peterson	Central
9/17/2012	DYC-ALJ Permanency Hearing	Wjgtaaxaw Onstskjagdiv Rdsaadlqpu	1719267	Lynette Overmeyer	Northeast
1/31/2014	DYC Administrative Review	Fwjtavbkh Sustkjaphrq Nkdsaadgkgn	1745024	Lynette Overmeyer	Northeast
6/9/2015	DYC Administrative Review	Jjgtagzvd Fhstksjqk Nkdsaadccop	1756516	Leslie Mascarenas	Central



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- (Optional) Click the ID link in the **Case ID** column to open the *DYS ARD Reviews* page in a new tab.

Workspace - DYS Pending Region Response

DYS Pending Region Response

Region: All

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10/25/2010	DYC Administrative Review	Bcigtaybvc Onstkjahpth Yidsaadfn	1691169	Lynette Overmeyer	Northeast
3/23/2011	DYC Administrative Review	Qyjgtaqgg Saastkjalif Eydsaadyp	1696264	Lynette Overmeyer	Northeast
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9/17/2012	DYC-ALJ Permanency Hearing	Wjgtaaxav Onstkjagdiv Rdsaadlp	1719267	Lynette Overmeyer	Northeast
1/31/2014	DYC Administrative Review	Fwjgtabvkh Sustkjaphrq Ndsaadg	1745024	Lynette Overmeyer	Northeast
6/9/2015	DYC Administrative Review	Jjgtagvzd Fhstksajqk Ndsaadco	1756516	Leslie Mascarenas	Central