



# DYS ARD –Manage the DYS ARD Findings Child / Youth Findings & ARD Reviews Job Aid

## User

**Manage DYS ARD Child / Youth Findings and ARD Reviews** (Edit Child / Youth Findings, Add ARD Review, Delete ARD Review)

- DYS ARD Reviewer

**Access and View the DYS ARD Child / Youth Findings and ARD Reviews** (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 view, add and delete an ARD Review linked to the ARD Findings and update the Child / Youth Findings for a DYS Case.

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

- *DYS\_ARD – Manage DYS ARD Findings Summary*
- *DYS\_ARD – Manage DYS ARD Findings- Findings*

## **Related Job Aids:**

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

## Introduction

- ARD is the Administrative Review Division

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# DYS ARD –Manage the **DYS ARD Findings Child / Youth Findings & ARD Reviews** Job Aid

## Access and View the ARD Review Child / Youth Findings and ARD Review

The panel displays the Child / Youth Findings and the ARD Review associated to the ARD Findings.

- If there is not an ARD Review linked to the ARD Findings no information displays in the panel.

Steps/Output	Screenshot
<p>Refer to the <i>DYS_ARD – Manage</i> <i>DYS ARD Findings</i> Job Aid for details on locating the desired ARD Findings.</p> <p>On the <i>ARD Findings</i> page:</p> <p>Navigate to the <i>Child/Youth Findings &amp; ARD Reviews</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>	



# DYS ARD –Manage the DYS ARD Findings Child / Youth Findings & ARD Reviews Job Aid

In the *Child / Youth Findings & ARD Reviews* section:

The Child / Youth Findings for the DYS ARD Findings display.

1. (Optional) Click the name in the **Name** column to open the *Client Record* for the Child / Youth.





# DYS ARD –Manage the DYS ARD Findings Child / Youth Findings & ARD Reviews Job Aid

The *Client Record* for the Child / Youth opens in a new Record tab.

2. Click the **ARD Findings** record tab to return to the ARD Findings.

Client Record: Ozjgtanimy Xidsaadmdbw

Client ID: 2251729 | Created Date: 3/14/2008

Client Demographics

State ID: Y408748 | Expunge:  | Prefix:

First Name\*: Ozjgtanimy | Middle Name: Bqstjartij | Last Name\*: Xidsaadmdbw

Suffix:  | Trans-Gender Identity: Male | Gender Identity\*: Male

Sexual Orientation: Do Not Know/Questioning | Preferred Gender Pronoun\*: He/Him | Marital or Domestic Partnership Status: Single

SSN: 161-00-7582 | Date of Birth\*: 6/17/2000 | Date of Birth estimated?: Yes No

Date of Death:  | Religion: None | Hair Color: Brown

Eye Color:  | Height:  | Weight:  | Save

3. (Optional) Click the date in the **Review Date** column to open the *ARD Review* for the Child / Youth.





# DYS ARD –Manage the **DYS ARD Findings Child / Youth Findings & ARD Reviews** Job Aid

The **ARD Review** for the **Child / Youth** opens in a new record tab.

4. Click the **ARD Findings** record tab to return to the **ARD Findings**.

ARD Review – Ozjgtanimy Bgstkjartjl Xidsaadmbw – 6/19/2019

**Summary**

Review Type*	County/Region*	Family Name	Case ID
Initial	Central	DVJMWVRASKAMZ YEDFSS	1832144
Instrument*	ARD Scheduled Review		
DYS Review Instrument - eff_10_17	6/19/2019 at by Leslie Mascarenas		
Review Date*	Review Period From*	Review Period To*	Reviewer*
6/19/2019	12/21/2018	6/19/2019	Leslie Mascarenas
Next Review Date*			
12/31/2019			

**Child/Youth**

Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
Ozjgtanimy Bgstkjartjl Xidsaadmbw	2251729	06/17/2000	Male	Y408748	12/2/2016	

**Attendees**

Name	Type	ID	Relationship	Invited	Attended	Anon	Mailing Add	Save	ints
Leslie Navarro Conger	Other			Yes	Yes		..		



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## Update the ARD Review Child / Youth Findings

- The Child / Youth from the ARD Review displays Client’s First Name, Middle Name, Last Name, and Suffix.
- The **Review Date** displays the Review Date from the ARD Review.
- The **Reviewer** displays the Reviewer from the ARD Review.

Steps/Output	Screenshot
<p>In the <i>Child / Youth Findings &amp; ARD Reviews</i> section:</p> <ol style="list-style-type: none"> <li>1. Make updates as necessary.</li> </ol>	
<p>If the <b>Perm Goal Incorrect?</b> toggle is set to <i>Yes</i>, the <b>Active Perm Goal</b> field is enabled and required.</p> <ol style="list-style-type: none"> <li>2. Select the appropriate option from the drop-down list.</li> </ol> <p><b>Note:</b> If the <b>Perm Goal Incorrect?</b> toggle is set to <i>No</i>, the <b>Active Perm Goal</b> field remains blank and disabled.</p>	



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If the **Goal Date Incorrect?** toggle is set to **Yes**, the **Correct Goal Date** field is enabled and required.

3. Enter or select the appropriate date using the calendar function.

**Note:** If the **Goal Date Incorrect?** toggle is set to **No**, the **Correct Goal Date** is remains blank and disabled.

Name	Client ID	Review Date	Reviewer	Perm. Goal Incorrect?	Active Perm. Goal	Anon. Goal Date Incorrect?	Correct Goal Date
Ogltaniny Bgtskjartjl Xidaadmdbw	2251729	6/19/2019	Leslie H Mascarenas	<input checked="" type="checkbox"/>	Other Pnd Perr	<input checked="" type="checkbox"/>	<input type="text" value="MMDDYYYY"/>

Once all updates are complete:

4. Click **Save**.

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

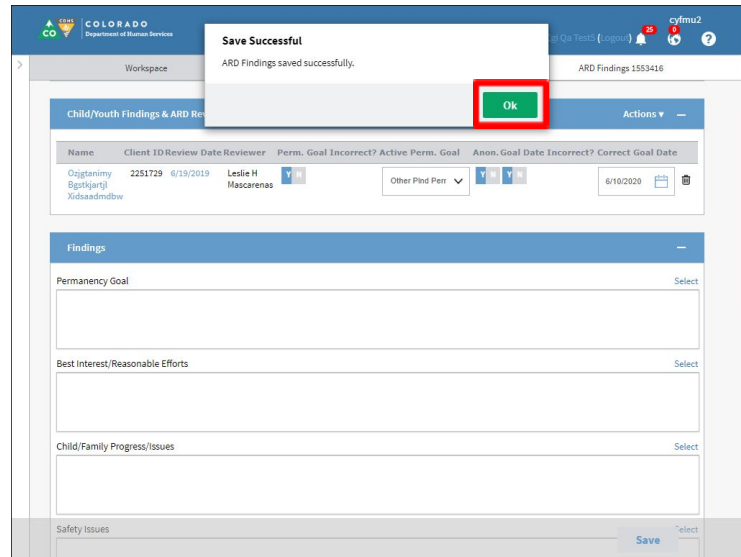
Name	Client ID	Review Date	Reviewer	Perm. Goal Incorrect?	Active Perm. Goal	Anon. Goal Date Incorrect?	Correct Goal Date
Ogltaniny Bgtskjartjl Xidaadmdbw	2251729	6/19/2019	Leslie H Mascarenas	<input type="checkbox"/>	Other Pnd Perr	<input type="checkbox"/>	6/10/2020



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In the *Save Successful* pop-up window:

5. Click **Ok** to continue.

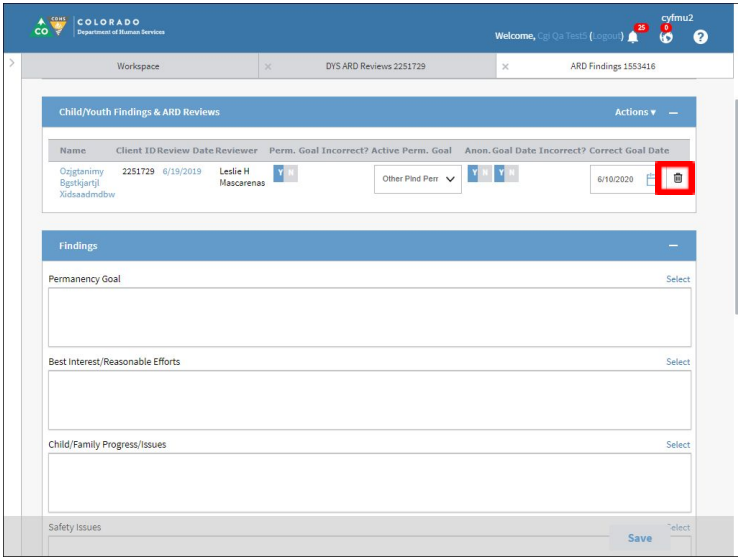
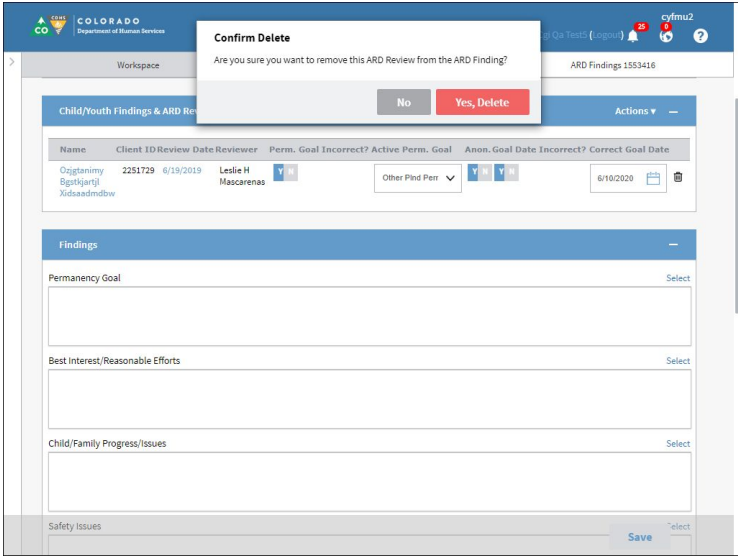






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## Delete ARD Review

Steps/Output	Screenshot
<p>In the <i>Child / Youth Findings &amp; ARD Reviews</i> section:</p> <ol style="list-style-type: none"><li>1. Confirm this is appropriate ARD Review to delete.</li><li>2. Click the <b>Trash Can</b> icon to the far right of the record.</li></ol> <p>This opens a <i>Confirm Delete</i> pop-up window.</p>	
<p>In the <i>Confirm Delete</i> pop-up window:</p> <ol style="list-style-type: none"><li>3. Select <b>Yes, Delete</b> to delete the ARD Review from this ARD Findings or <b>Cancel</b> to return to the <i>ARD Findings</i> page.</li></ol>	



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Once the ARD Review is deleted and the *Child / Youth Findings & ARD Reviews* section displays blank.

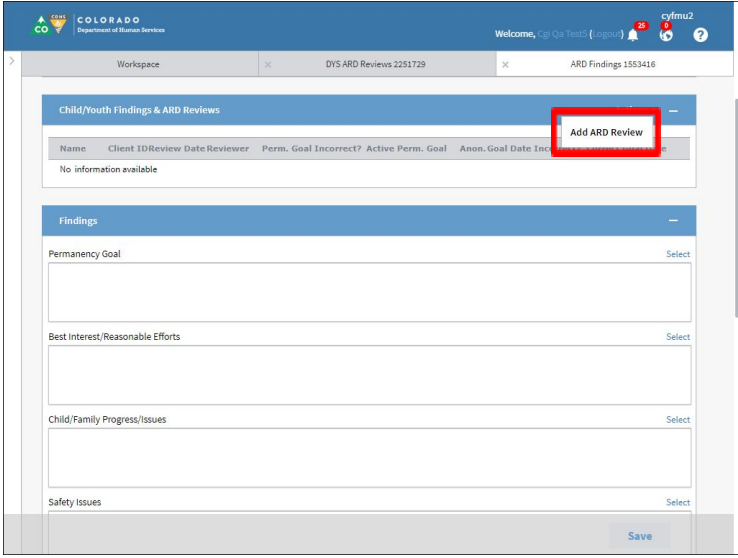

The screenshot shows the CDHS web application interface. At the top, there is a header with the Colorado logo and the text 'COLORADO Department of Human Services'. The user is logged in as 'cyfmu2' and is in a workspace with two tabs: 'DYS ARD Reviews 2251729' and 'ARD Findings 1553416'. The main content area is titled 'Child/Youth Findings & ARD Reviews' and contains a table with columns: 'Name', 'Client ID', 'Review Date', 'Reviewer', 'Perm. Goal Incorrect?', 'Active Perm. Goal', 'Anon. Goal Date Incorrect?', and 'Correct Goal Date'. Below the table, there is a 'Findings' section with four dropdown menus: 'Permanency Goal', 'Best Interest/Reasonable Efforts', 'Child/Family Progress/Issues', and 'Safety Issues'. A 'Save' button is located at the bottom right of the form.



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## Add ARD Review

- Only one ARD Review can be associated to an ARD Findings on a DYS Case.

Steps/Output	Screenshot
<p>In the <i>Child / Youth Findings &amp; ARD Reviews</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Actions</b> drop-down arrow.</li> <li>2. Select <b>Add ARD Review</b>.</li> </ol> <p>This opens the <i>Add ARD Reviews</i> pop-up window.</p>	
<p>In the <i>Add ARD Reviews</i> pop-up window:</p> <ol style="list-style-type: none"> <li>3. Select the radio button of the appropriate ARD Review.</li> </ol> <p><b>Note:</b> The ARD Reviews that display are not connected to any ARD Findings and are linked to an ARD Scheduled Review.</p>	



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4. Click **Add** to add the ARD Review to the ARD Findings.

**Note:** Once the ARD Review is added, the Child / Youth of the ARD Review is added to the ARD Findings.



The updated *Child / Youth Findings & ARD Reviews* section displays.

Name	Client ID	Review Date	Reviewer	Perm. Goal	Incorrect?	Active	Perm. Goal	Anon.Goal	Date	Incorrect?	Correct	Goal Date
Oggsanimy Bgskjartjl Xibwadmldw	2251729	6/2/2020	Cgi Qe Tests				Select					MMDDYYYY

The screenshot also shows a 'Findings' section with dropdown menus for 'Permanency Goal', 'Best Interest/Reasonable Efforts', 'Child/Family Progress/Issues', and 'Safety Issues'. A 'Save' button is visible at the bottom right of the findings section.