



# DYS CM – Manage Commitment Discharge Job Aid

## Users

- DYS Client Manager
- DYS Client Manager Supervisor

## Process

These Job Aid tables describe the actions needed to manage the commitment discharge of a Youth from the Client Manager page.

## Related Job Aids

- *DYS\_CM – Access/View Client Manager*
- *DYS\_CM – Manage Assessment Instruments*
- *DYS\_CM – Manage Removals*
- *DYS\_CM – Manage Service Authorizations*
- *DYS\_CM – Manage Parole Level of Supervision*
- *DYS\_CF – Access/View SB94/MTR Case*
- *DYS\_Adm – Manage Admissions*
- *DYS\_ICJ – Manage ICJ Youth Details*

## Introduction

- **Discharge Date** defaults to the current date but can be changed to be in the past. The Discharge Date must be equal to or after the **Start Date** of the open Level of Supervision.
- Once Discharged, Trails automatically updates the end date (with the Discharge Date) or if the Discharge Date is changed, Trails automatically changes the end date (from the old end date to the new end date) to the following:
  - Eligibility (set Status to 'CLOSED' and set End Date)
  - Parole Status
  - Other Placements
  - Commitments and Recommitments (Close Date)
  - CM and Parole Officer (Assignments)
  - Level of Supervision
  - Security Level
  - YDP/Case Plan/Domains (DCP)
  - Client Involvement in Case
  - Case History (Close Date)
  - Client Safety Notices associated to the Youth
  - Once discharged, the CICJIS record is sent to the court system.
- Once discharged, Trails automatically removes any alerts or notifications that have not been actioned yet for the DYS case, or records associated to the DYS case.



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## Access/View Commitment Discharge

Steps/Output	Screenshot
<p>Refer to the <i>DYS Client Manager – Access and View Client Manager Detail Job Aid</i> for details on locating the desired Client Manager Detail page.</p> <p>In the <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none"> <li>1. Click <b>Commitment Discharge</b>.</li> </ol> <p>This navigates to the <i>Commitment Discharge</i> section.</p>	



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## Add Commitment Discharge

- Once a discharge has been added, a new discharge cannot be created.
- A Commitment Discharge cannot be added if any of the following sections are open/active:
  - SB94 or MTR Cases
  - Admissions
  - Detention Sentences
  - Level of Supervision
  - ICJ Statuses
  - Service Authorizations
  - Removals

Steps/Output	Screenshot
<p>In the <i>Commitment Discharge</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Actions</b> drop-down arrow in the <i>Commitment Discharge</i> section header.</li> <li>2. Select <b>Add Commitment Discharge</b> from the drop-down.</li> </ol>	<p>The screenshot shows the 'Commitment Discharge' section of the DYS CM system. The 'Actions' dropdown menu is open, and the 'Add Commitment Discharge' option is highlighted with a red rectangular box. The interface includes a sidebar with navigation options, a main content area with various sections like 'Parole Status', 'Parole Level of Supervision', and 'Commitment Discharge', and a 'Save' button at the bottom right.</p>

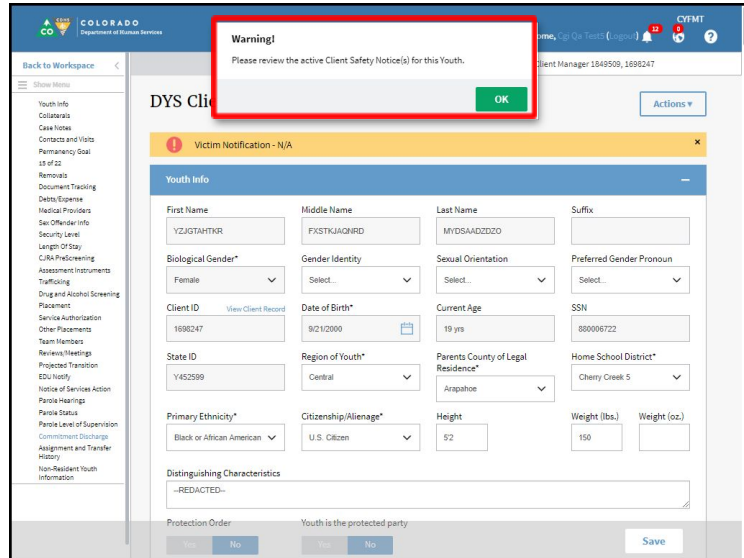


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A *Warning!* Please review the active Client Safety Notice(s) for this Youth message appears.

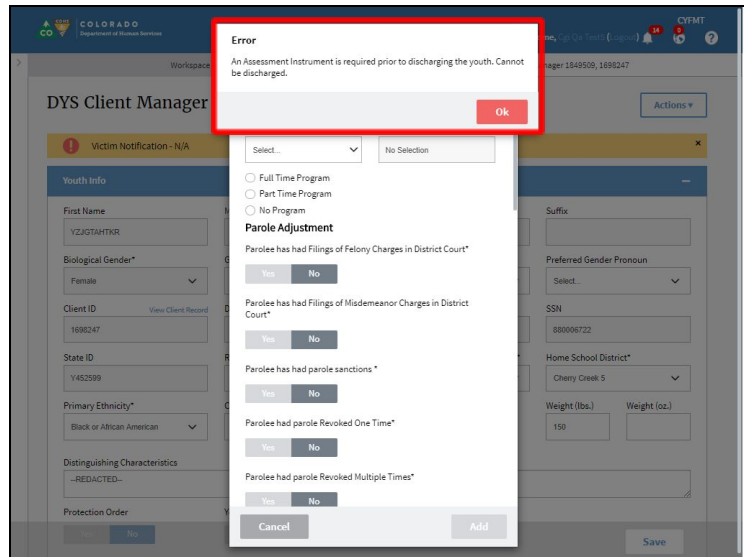
3. Click **OK**.

The *Add Commitment Discharge* pop-up window displays.



**Note:** An *Error* message displays when a specific area has not been updated/closed prior to adding the discharge.

- Click **Ok** and make the required update/closure before returning to *Commitment Discharge*.





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In the *Add Commitment Discharge* pop-up window:

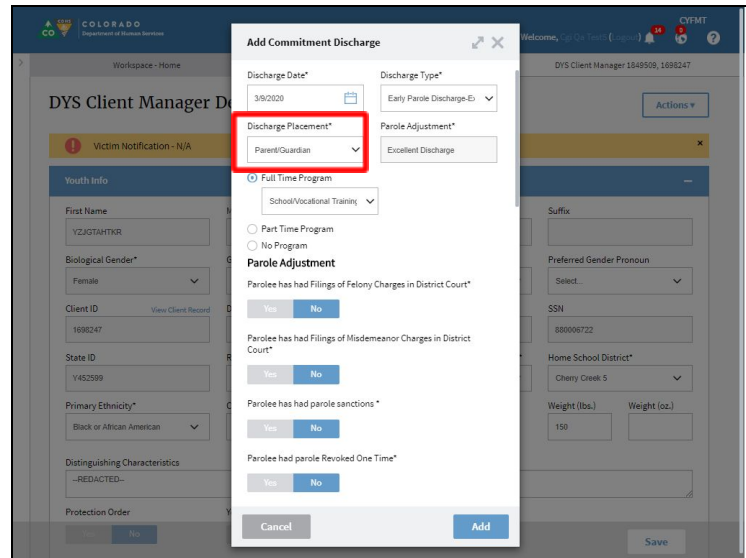
4. Click the **Discharge Date\*** calendar function
5. Select the appropriate date.

6. Click the **Discharge Type\*** drop-down arrow.
7. Select the appropriate option.



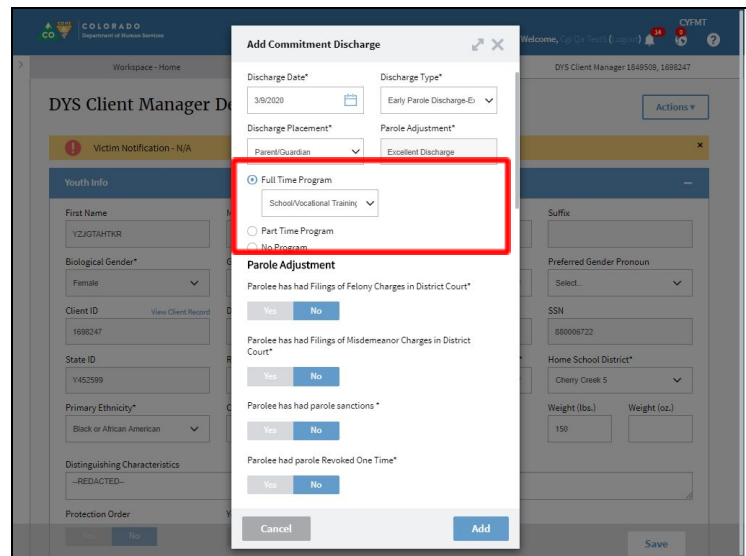
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- Click the **Discharge Placement\*** drop-down arrow.
- Select the appropriate option.



- Select the appropriate **Program** radio button.

**Note:** If the **No Program** radio button is selected, comments are required.

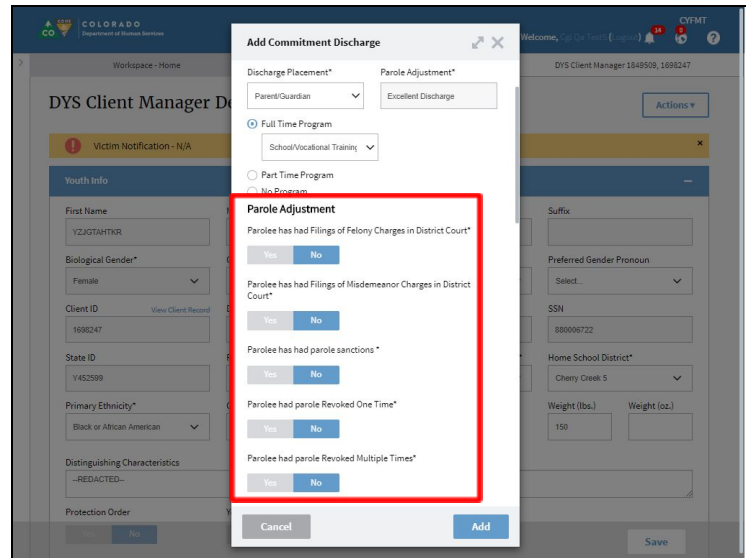




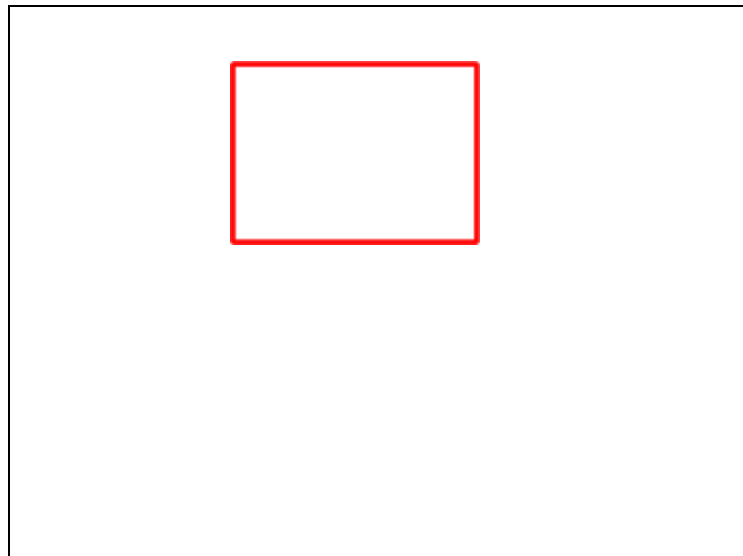
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In the *Parole Adjustment* section:

11. Click **Yes/No** toggle switches to respond to the questions.
12. Use the left scroll bar to continue through the list of questions.



13. Click **Yes/No** toggle switches to respond to the remaining questions.



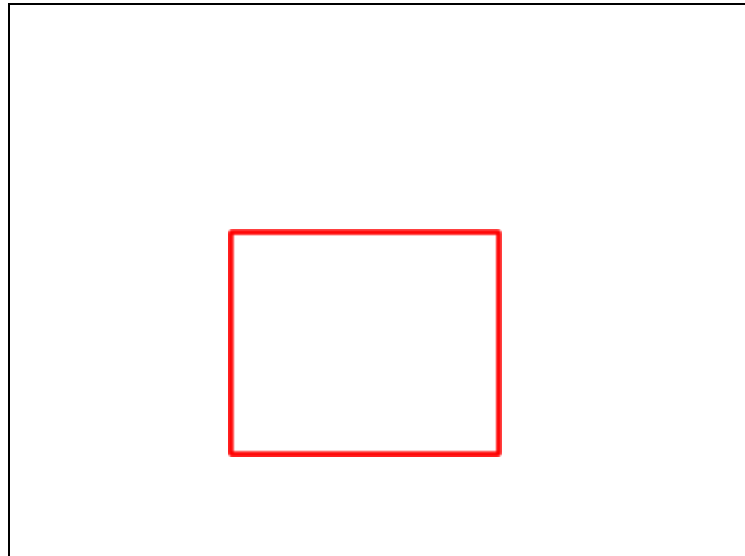




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14. Use arrows or manually enter a percentage amounts.

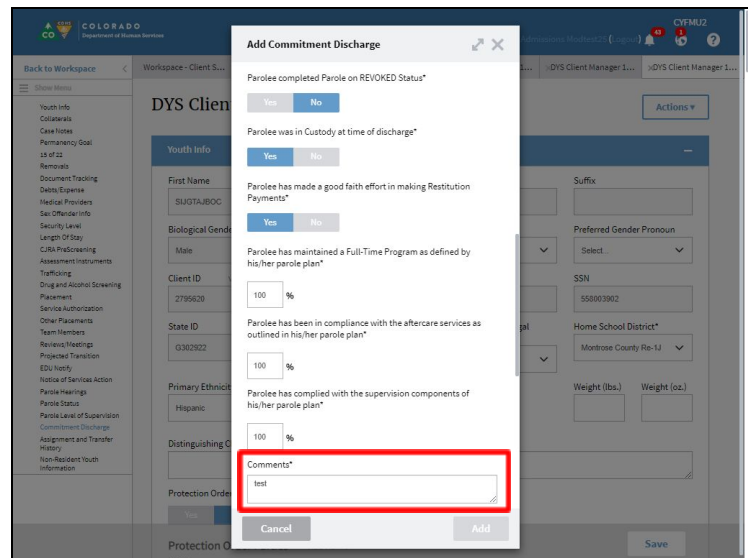
**Note:** Percentages must be between 0%-100%.



15. Click in the **Comments\*** text field.

16. Enter the desired comments.

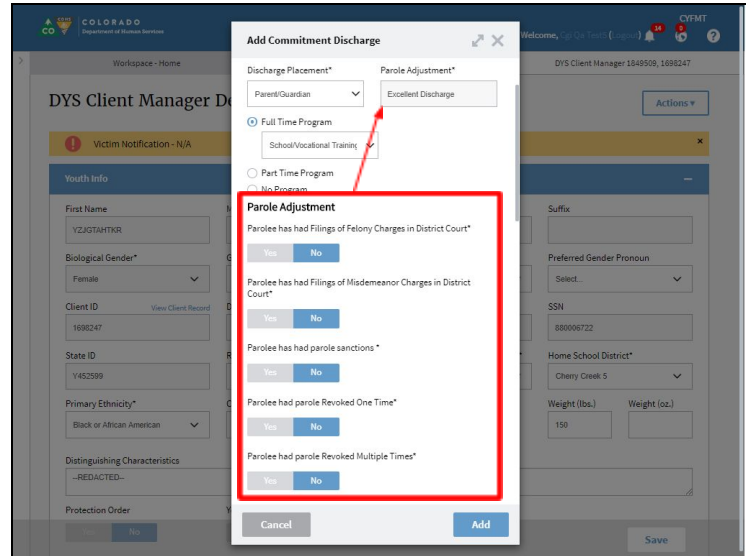
**Note:** **Comments\*** text field is required if the **Parole Adjustment\*** field populates with either *Unsuccessful Discharge* or *Excellent Discharge*.





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The **Parole Adjustment\*** field auto-populates once all the information is entered in the *Parole Adjustment* section.



In the *Have at Discharge* section:

17. Click **Yes/No** toggle switches to respond to the questions.

**Note:** If **No** is selected for both **GED\*** and **Diploma\***, Comments are required.



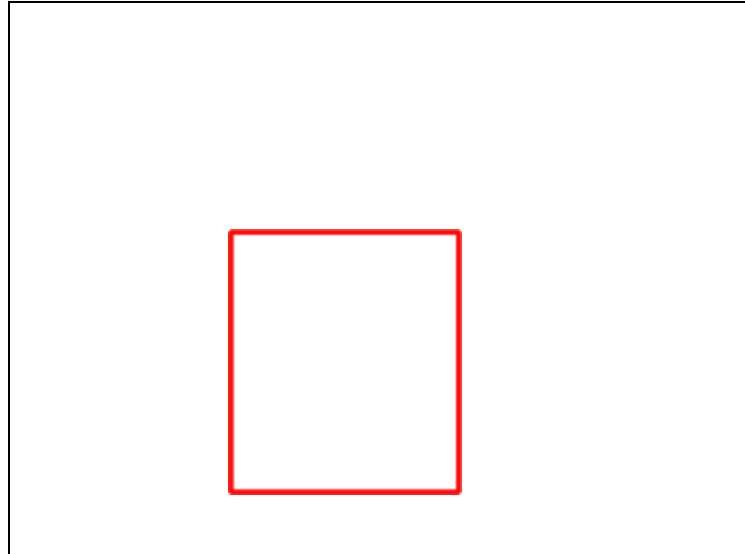


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In the *Sustainable Community Support* section:

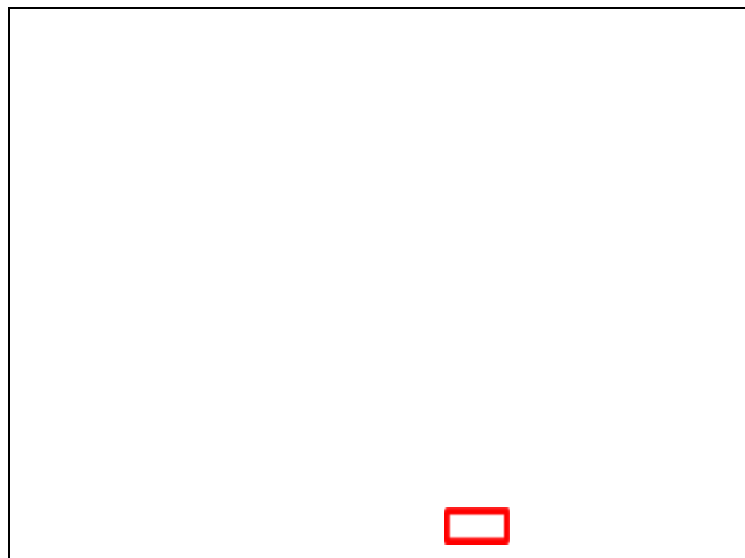
- 18. Click **Yes/No** toggle switch for **Is Youth accessing sustainable community support?\***.
- 19. Select the appropriate check boxes under **Categories**.

**Note:** If *Other* is selected, a text field populates and Comments are required.



- 20. Click **Add** to add the commitment discharge or **Cancel** to close pop-up window without saving.

The *Warning!* pop-up window displays.

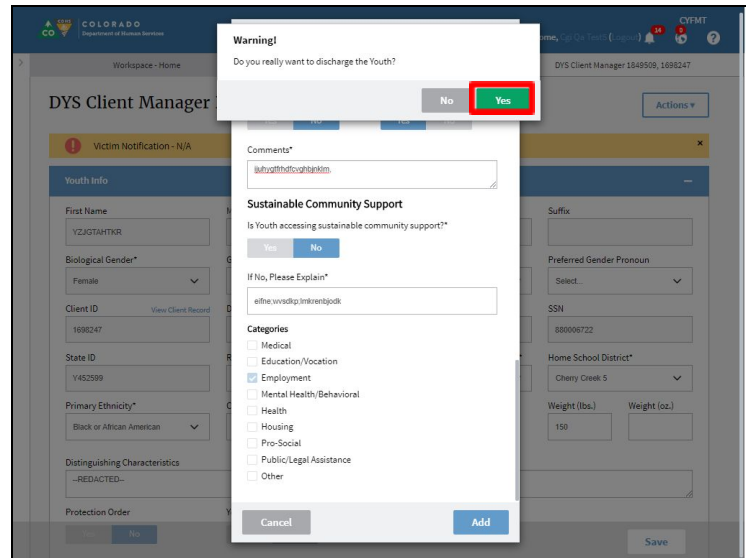




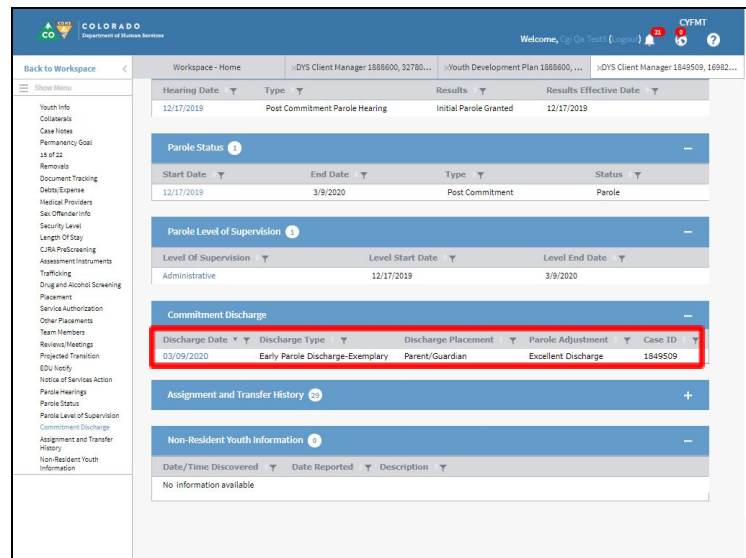
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In the *Warning!* pop-up window:

21. Click **Yes** to discharge the Youth.



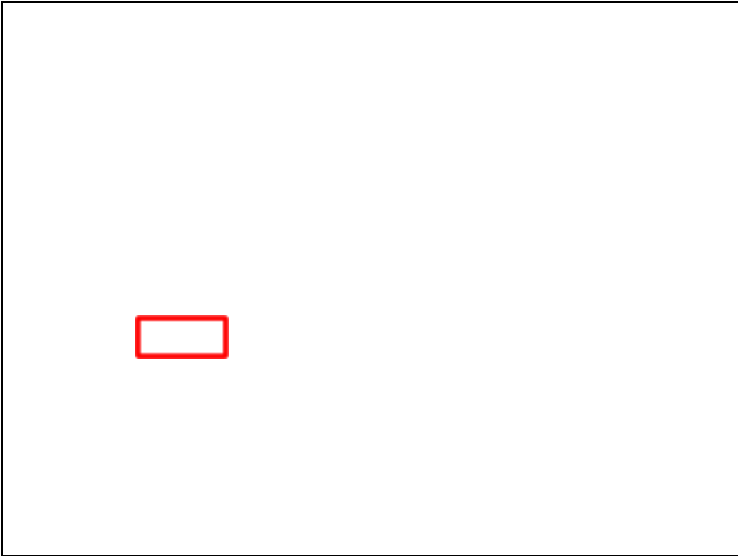
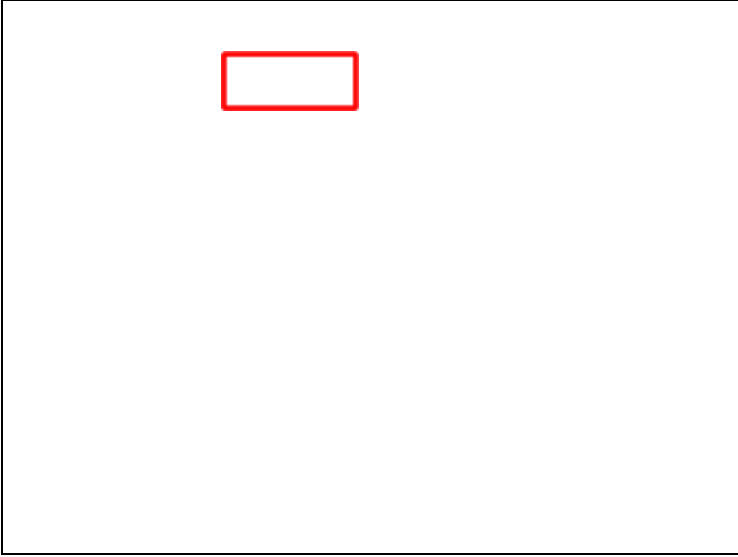
This saves the update and returns you to the *DYS Client Manager Detail Screen*.





# DYS CM – Manage Commitment Discharge Job Aid

## Edit Commitment Discharge

Steps/Output	Screenshot
<p>In the <i>Commitment Discharge</i> section:</p> <ol style="list-style-type: none"><li>1. Click the date link in the <b>Discharge Date</b> column.</li></ol> <p>This opens the <i>Edit Commitment Discharge</i> pop-up window.</p>	
<p>In the <i>Edit Commitment Discharge</i> pop-up window:</p> <ol style="list-style-type: none"><li>2. Click the calendar function and change the <b>Discharge Date*</b>.</li></ol>	



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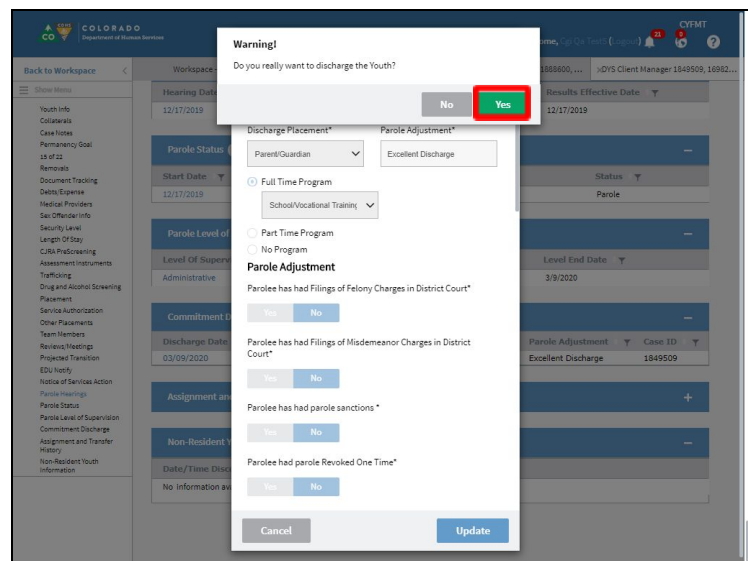
3. Click **Update** to update the date change or **Cancel** to close without saving.

The *Warning!* pop-up window displays.



In the *Warning!* pop-up window:

4. Click **Yes** to save the commitment discharge.





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

