



# TM DYS ADM – Manage Release Job Aid

## Users

- DYS Admission Worker
- DYS Admission Supervisor
- DYS Director/Assistant Director

## Process

These Job Aid tables describe the actions needed to view and manage a Release from the Admissions page.

Refer to the *TM DYS Admissions – Manage Admissions* Job Aid for details on locating the desired Admissions Page.

## Introduction

- There can be only one Release per Admission.
- A Release can be added or edited, if:
  - The underlying DYS case is open.
  - There is not an active existing Temporary Release.
  - The worker is associated with the facility selected in the admissions.
  - A release for the admission is not complete.
- The DYS Admission Supervisor and DYS Director/Assistant Director can add and edit a Release until a case is closed.
- Once a release is added, Admissions Detail is fully read-only to all workers except DYS Admissions Supervisors and DYS Director/Assistant Director.

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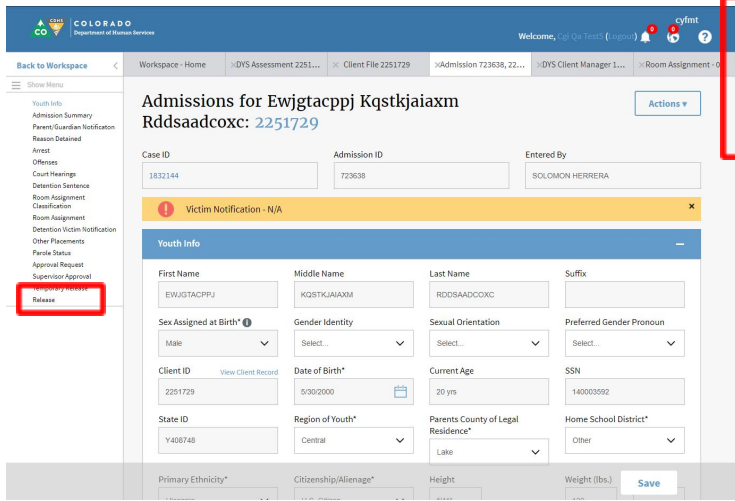
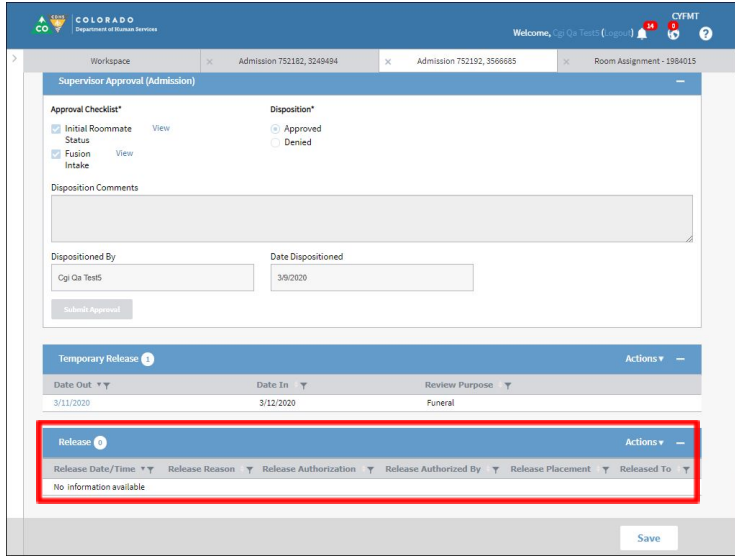
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## Release

### Access and View a Release

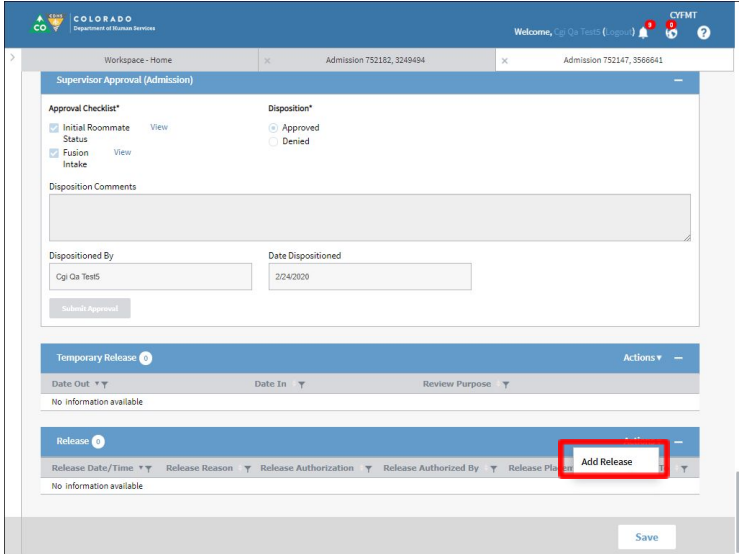
Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Release</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>In the <i>Release</i> section:</p> <ul style="list-style-type: none"><li>• If a release has been completed, it will display. If a release has not yet been completed, the list will be empty.</li></ul>	



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## Add a Release

- Once a Release is added, Trails automatically end-dates related Admission sections.
- The “**Does Youth have Medication to be Released?**” field will display as ‘Yes’ if an active Client Safety Notice with a Type of ‘Medications’ is associated to the Youth on the Admission otherwise it is not editable.

Steps/Output	Screenshot
<p>In the <i>Release</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 Release</b>.</li></ol> <p>This opens the <i>Add Release</i> pop-up window.</p>	 <p>The screenshot shows the 'Supervisor Approval (Admission)' form in the CDHS system. The form includes an 'Approval Checklist' with checkboxes for 'Initial Roommate Status' and 'Fusion Intake'. There is a 'Disposition' section with radio buttons for 'Approved' and 'Denied'. Below this is a 'Disposition Comments' text area and a 'Dispositioned By' field with a dropdown menu. The 'Date Dispositioned' field is set to 2/24/2020. At the bottom of the form, there is a 'Save' button. Below the form, there are two sections: 'Temporary Release' and 'Release'. The 'Release' section has a table with columns for 'Release Date/Time', 'Release Reason', 'Release Authorization', 'Release Authorized By', and 'Release Plan'. The 'Add Release' button is highlighted with a red box in the 'Release' section.</p>



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3. Complete the required fields and enter as much information as is available.

**Note:** If **Release Reason** is set as *'Escape'* **Release Authorization**, **Release Authorized By**, **Release Placement**, and **Released To** fields are disabled.

**Note:** If *'Discharged'* is selected for **Release Reason**, the open DYS case will **close out for the youth**.

- If the Youth does not have medication to be released, proceed to step 6.

If the **“Does Youth have Medication to be Released?”** toggle is set to **‘Yes’**:

4. Set the **“Were Medication(s) Sent with Release of Youth?”** toggle to **‘Yes’** or **‘No’**.



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If the “Were Medication(s) Sent with Release of Youth?” toggle is set to ‘No’:

5. Answer the “Why Not?” textbox.

The screenshot shows the 'Add Release' form in the Colorado Department of Human Services system. The form includes fields for Release Reason, Release Date, Release Time, Release Authorization, Release Authorized By, Release Placement, Released To, Contact Name, Property Receipt Number, Contact Address, and Contact Phone. There are two toggle buttons: 'Does Youth have Medication to be Released?' (set to 'No') and 'Were Medication(s) Sent with Release of Youth?' (set to 'No'). The 'Why Not?' text box is highlighted with a red border. The 'Add' button is also highlighted with a red border.

When all required fields are complete:

6. Click **Add** to add the Release or **Cancel** to close without saving.

The screenshot shows the 'Add Release' form in the Colorado Department of Human Services system. The form includes fields for Release Reason, Release Date, Release Time, Release Authorization, Release Authorized By, Release Placement, Released To, Contact Name, Property Receipt Number, Contact Address, and Contact Phone. There are two toggle buttons: 'Does Youth have Medication to be Released?' (set to 'No') and 'Were Medication(s) Sent with Release of Youth?' (set to 'No'). The 'Add' button is highlighted with a red border.



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This adds the Release and returns you to the updated *Release* section.

**Supervisor Approval (Admission)**

Approval Checklist\*  
 Initial Roommate Status View  
 Fusion Intake

Disposition\*  
 Approved  
 Denied

Disposition Comments  
test

Dispositioned By: Dys-Admissions Sup. ModestDS  
Date Dispositioned: 2/27/2020

Submit Approval

**Temporary Release**

Date Out	Date In	Review Purpose
No information available		

**Release**

Release Date/Time	Release Reason	Release Authorization	Release Authorized By	Release Placement	Released To
4/23/2020 8:45 am	Charges Dismissed	Court	Builder Bob	DYC Community Program - DYC	Uncle

Save



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## Edit a Release

Steps/Output	Screenshot												
<p>In the <i>Release</i> section:</p> <ol style="list-style-type: none"><li>1. Click the date link in the <b>Release Date/Time</b> column.</li></ol> <p>This opens the <i>Edit Release</i> pop-up window.</p>	<table border="1"><thead><tr><th>Release Date/Time</th><th>Release Reason</th><th>Release Authorization</th><th>Release Authorized By</th><th>Release Placement</th><th>Released To</th></tr></thead><tbody><tr><td>4/23/2020 8:43 am</td><td>Charges Dismissed</td><td>Court</td><td>Builder Bob</td><td>D/C Community Program - D/C</td><td>Uncle</td></tr></tbody></table>	Release Date/Time	Release Reason	Release Authorization	Release Authorized By	Release Placement	Released To	4/23/2020 8:43 am	Charges Dismissed	Court	Builder Bob	D/C Community Program - D/C	Uncle
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4/23/2020 8:43 am	Charges Dismissed	Court	Builder Bob	D/C Community Program - D/C	Uncle								



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In the *Edit Release* pop-up window:

2. Use the drop-down arrows and text fields to update the required fields and add additional information as needed.

When changes are complete:

3. Click **Save** to save the changes or **Cancel** to close without saving.





# TM DYS ADM – Manage Release Job Aid

This saves the changes and returns you to the updated *Release* section.

Release Date/Time	Release Reason	Release Authorization	Release Authorized By	Release Placement	Released To
4/23/2020 8:45 am	Charges Dismissed	Court	Builder Bob	DVC Community Program - DVC	Uncle