



TM DYS – Manage Security Level for a Youth Job Aid

Users

Manage the Security Level for the Youth (Add, Edit)

- **DYS Assessment Information** (Commitment) – DYS Commitment Specialist, DYS Assessment Specialist, or DYS Clinical Director
- **DYS Client Manager Detail** – DYS Client Manager or DYS Client Manager Supervisor

Process

These Job Aid tables describe the actions needed to view, add or edit a Security Level for the Youth. Different Trails pages have been used to demonstrate the functions referred to in this Job Aid, however, the actions apply to each of the related functions.

Introduction

- There will be a list of Security Levels for the Detail screen, Trails will display the total number of Security Levels. The default sort will be by State Date with the most recent on top.
- The worker with an appropriate profile will be able to add or edit the Security Level if the underlying DYS case for that page is active.
- From the DYS Assessment Information page, the DYS Clinical Director will be able to add or edit the Security Level for an active or inactive case.
- For any inactive DYS cases, the Security Level will be read only.
- Once the Youth is discharged, the *End Date* of an open Security Level will automatically populate with the discharge date.

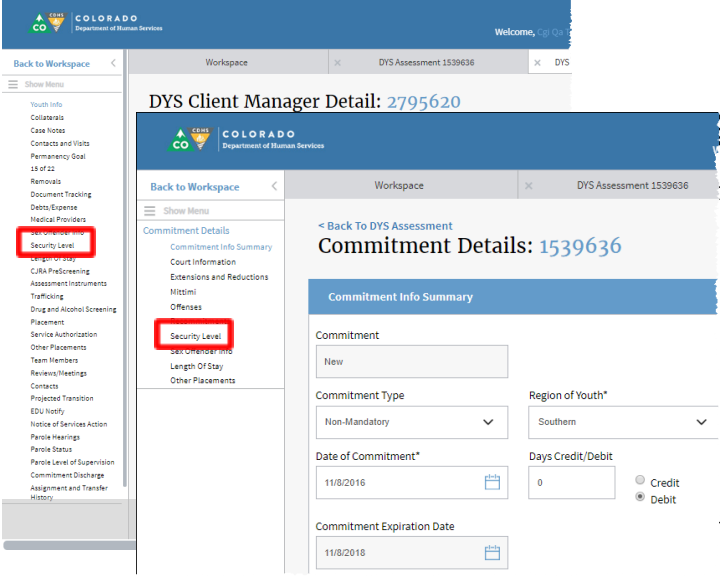
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TM DYS – Manage Security Level for a Youth Job Aid

Access and View Security Level

| Steps/Output | Screenshot |
|---|---|
| <p>From the left navigation panel in the main page:</p> <ol style="list-style-type: none">1. Click Security Level. <p>This navigates to the <i>Security Level</i> section within the page.</p> <p>Note: The Security Level link may be located in different areas of the left navigation panel, based on the page linked from.</p> |  |



TM DYS – Manage Security Level for a Youth Job Aid

Add a Security Level

- The worker with an appropriate profile will be able to add a Security Level:
 - From the *Commitment Info Details* page, the most severe offenses will be selected by default and the worker can change these and alter the Determined By List.
 - From the *DYS Client Manager* page the Most Severe Offenses and Determined By Lists will be hidden.
- Adding a new Security Level will automatically end date any open Security Level.
- If *Extenuating Circumstances* is selected, the **'Provide Details'** text box is required.
- **Start Date** defaults to the current date and can be changed to a date in the past.
- **Created Date** defaults to the current date and cannot be changed.
- If **Reason for Assessing Security Level** is set to *'Extenuating Circumstances'*, it will become enabled and required.
- If **Extenuating Circumstances** is set to *'Other'*, the *'If Other, provide details'* text field is enabled and required.
- If any of the *Automatic Placement in Secure Facility* options are selected, then **Initial Security Level** will be set to *'Secure'*.

| Steps/Output | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------|------------------|-----------|----------------|--------------|--------------------|------------|------------|---------|-----------|---------|-----------|---------|--------|-------|-------------|---------|-----------|---------|-----------|---------|------|-------|----------------|---------|-----------|---------|-----------|---------|------|-------|---------------|---------|-----------|---------|-----------|---------|------|-------|------------------|---------|-----------|---------|-----------|---------|------|-------|------------------|---------|-----------|---------|-----------|---------|------|-------|--------------------|---------|-----------|---------|-----------|---------|------|-------|------------------|--------------------|----------------------|-----------------|-----------|---------|------------|------------|------------|--------|-----------|-----------|---------|---------|-------|--------------|--------|
| <p>In the <i>Security Level</i> section:</p> <ol style="list-style-type: none"> 1. Click the Actions drop-down arrow in the <i>Security Level</i> section header. 2. Select Add Security Level from the drop-down list. <p>This opens the <i>Add Security Level</i> pop-up window.</p> | <p>The screenshot shows the 'Security Level' section of the 'DYS Client Manager' interface. The 'Add Security Level' button is highlighted with a red box. Below it, there are sections for 'Length of Stay', 'CJRA Prescreening', and 'Assessment Instruments'. The 'CJRA Prescreening' table contains the following data:</p> <table border="1"> <thead> <tr> <th>CJRA ID</th> <th>Calculation Date</th> <th>Client ID</th> <th>Prescreen Date</th> <th>Case ID</th> <th>Risk Level</th> <th>Created By</th> <th>Entered By</th> </tr> </thead> <tbody> <tr> <td>1212710</td> <td>2/21/2020</td> <td>2795456</td> <td>2/21/2020</td> <td>1895111</td> <td>Medium</td> <td>SB-94</td> <td>Cg Qa Tests</td> </tr> <tr> <td>1221448</td> <td>11/6/2019</td> <td>2795456</td> <td>11/6/2019</td> <td>1895111</td> <td>High</td> <td>SB-94</td> <td>Garrett Hander</td> </tr> <tr> <td>1208755</td> <td>8/29/2019</td> <td>2795456</td> <td>8/29/2019</td> <td>1895111</td> <td>High</td> <td>SB-94</td> <td>Natly Sichash</td> </tr> <tr> <td>1204270</td> <td>7/17/2019</td> <td>2795456</td> <td>7/17/2019</td> <td>1895111</td> <td>High</td> <td>SB-94</td> <td>Brittany Herrera</td> </tr> <tr> <td>1201108</td> <td>6/17/2019</td> <td>2795456</td> <td>6/17/2019</td> <td>1895111</td> <td>High</td> <td>SB-94</td> <td>Brittany Herrera</td> </tr> <tr> <td>1198328</td> <td>5/22/2019</td> <td>2795456</td> <td>5/22/2019</td> <td>1895111</td> <td>High</td> <td>SB-94</td> <td>Nicholas Barteldes</td> </tr> <tr> <td>1194609</td> <td>4/17/2019</td> <td>2795456</td> <td>4/17/2019</td> <td>1895111</td> <td>High</td> <td>SB-94</td> <td>Brittany Herrera</td> </tr> </tbody> </table> <p>The 'Assessment Instruments' table contains the following data:</p> <table border="1"> <thead> <tr> <th>Full Assessment ID</th> <th>Full Assessment Date</th> <th>Assessment Type</th> <th>Client ID</th> <th>Case ID</th> <th>Created By</th> <th>Entered By</th> <th>Risk Level</th> </tr> </thead> <tbody> <tr> <td>886301</td> <td>8/26/2019</td> <td>Full CJRA</td> <td>2795456</td> <td>1895111</td> <td>SB-94</td> <td>Octavio Beal</td> <td>Medium</td> </tr> </tbody> </table> | CJRA ID | Calculation Date | Client ID | Prescreen Date | Case ID | Risk Level | Created By | Entered By | 1212710 | 2/21/2020 | 2795456 | 2/21/2020 | 1895111 | Medium | SB-94 | Cg Qa Tests | 1221448 | 11/6/2019 | 2795456 | 11/6/2019 | 1895111 | High | SB-94 | Garrett Hander | 1208755 | 8/29/2019 | 2795456 | 8/29/2019 | 1895111 | High | SB-94 | Natly Sichash | 1204270 | 7/17/2019 | 2795456 | 7/17/2019 | 1895111 | High | SB-94 | Brittany Herrera | 1201108 | 6/17/2019 | 2795456 | 6/17/2019 | 1895111 | High | SB-94 | Brittany Herrera | 1198328 | 5/22/2019 | 2795456 | 5/22/2019 | 1895111 | High | SB-94 | Nicholas Barteldes | 1194609 | 4/17/2019 | 2795456 | 4/17/2019 | 1895111 | High | SB-94 | Brittany Herrera | Full Assessment ID | Full Assessment Date | Assessment Type | Client ID | Case ID | Created By | Entered By | Risk Level | 886301 | 8/26/2019 | Full CJRA | 2795456 | 1895111 | SB-94 | Octavio Beal | Medium |
| CJRA ID | Calculation Date | Client ID | Prescreen Date | Case ID | Risk Level | Created By | Entered By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1212710 | 2/21/2020 | 2795456 | 2/21/2020 | 1895111 | Medium | SB-94 | Cg Qa Tests | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1221448 | 11/6/2019 | 2795456 | 11/6/2019 | 1895111 | High | SB-94 | Garrett Hander | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1208755 | 8/29/2019 | 2795456 | 8/29/2019 | 1895111 | High | SB-94 | Natly Sichash | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1204270 | 7/17/2019 | 2795456 | 7/17/2019 | 1895111 | High | SB-94 | Brittany Herrera | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1201108 | 6/17/2019 | 2795456 | 6/17/2019 | 1895111 | High | SB-94 | Brittany Herrera | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1198328 | 5/22/2019 | 2795456 | 5/22/2019 | 1895111 | High | SB-94 | Nicholas Barteldes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1194609 | 4/17/2019 | 2795456 | 4/17/2019 | 1895111 | High | SB-94 | Brittany Herrera | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Assessment ID | Full Assessment Date | Assessment Type | Client ID | Case ID | Created By | Entered By | Risk Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 886301 | 8/26/2019 | Full CJRA | 2795456 | 1895111 | SB-94 | Octavio Beal | Medium | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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In the *Add Security Level* pop-up window:

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

Note: Use the right scroll bar on the *Add Security Level* window to view **Reason for Security Level**.

In the **Reason for Security Level** sub-section:

- Click the check boxes to select one or more **Reason for Security Level**.

| Category | Secure Level | Staff Supervised Level | Community Level |
|---------------|--|---|---|
| Aggression | <input type="checkbox"/> Expressed intent and/or plan to cause harm to an identified person (including self) | <input type="checkbox"/> Moderate or identified pattern of physical aggression and/or assaultive behavior with no active behaviors. | <input type="checkbox"/> Minimal or historical evidence of physical aggression and/or assaultive behaviors with no current behaviors or concerns. |
| | <input type="checkbox"/> Extensive history of physical aggression, and/or assaultive behavior. | <input type="checkbox"/> Historical evidence of physical aggression and/or follow through of threats. | <input type="checkbox"/> Minimal or historical evidence of physical aggression or threats without evidence of physical aggression or follow through of threats. |
| | <input type="checkbox"/> Active (within the past 3 months) physical aggression and/or assaultive behavior with a historical pattern of moderate physical aggression. | <input type="checkbox"/> Brandishing or verbal threat to use a weapon during a criminal act (charged or not) or during an act of physical aggression. | <input type="checkbox"/> No history of using or threatening use of a weapon during a criminal or aggressive act. |
| Substance Use | <input type="checkbox"/> Documented pattern of attempts to gain or gaining access to substances within an RCCF level of care | <input type="checkbox"/> Moderate to severe substance use history but no attempts to gain substances within placements | <input type="checkbox"/> No or minimal history with substances |
| | <input type="checkbox"/> Identified substance abuse and repeated negative discharge from treatment due to pattern of offenses. | <input type="checkbox"/> Previous involvement in substance use treatment with limited progress | <input type="checkbox"/> Previous involvement in substance use treatment with successful discharge |
| | | | <input type="checkbox"/> No known history of |



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When all information is completed:

- Click **Add** to add the Security Level or **Cancel** to close without adding.

Add Security Level

To determine Security Level review the factors listed below and check all that apply.

| Category | Secure Level | Staff Supervised Level | Community Level |
|---------------|--|---|---|
| Aggression | <input type="checkbox"/> Expressed intent and/or plan to cause harm to an identified person (including self) | <input type="checkbox"/> Moderate or identified pattern of physical aggression and/or assaultive behavior with no active behaviors. | <input type="checkbox"/> Minimal or historical evidence of physical aggression and/or assaultive behaviors with no current behaviors or concerns. |
| | <input type="checkbox"/> Extensive history of physical aggression, and/or assaultive behavior. | <input type="checkbox"/> Historical evidence of verbal threats with evidence of physical aggression and/or follow through of threats. | <input type="checkbox"/> Minimal or historical evidence of verbal aggression or threats without evidence of physical aggression or follow through of threats. |
| | <input type="checkbox"/> Active (within the past 3 months) physical aggression and/or assaultive behavior with a historical pattern of moderate physical aggression. | <input type="checkbox"/> Brandishing or verbal threat to use a weapon during a criminal act (charged or not) or during an act of physical aggression. | <input type="checkbox"/> No history of using or threatening use of a weapon during a criminal or aggressive act. |
| Substance Use | <input type="checkbox"/> Documented pattern of attempts to gain or gaining access to substances within an RCCS level of care. | <input type="checkbox"/> Moderate to severe substance use history but no attempts to gain substances within placements. | <input type="checkbox"/> No or minimal history with substances |
| | <input type="checkbox"/> Identified substance abuse and repeated negative discharge from treatment due to pattern of relapse. | <input type="checkbox"/> Previous involvement in substance use treatment with limited progress | <input type="checkbox"/> Previous involvement in substance use treatment with successful discharge |
| | | <input type="checkbox"/> No known history of | |

Buttons: Cancel, Add

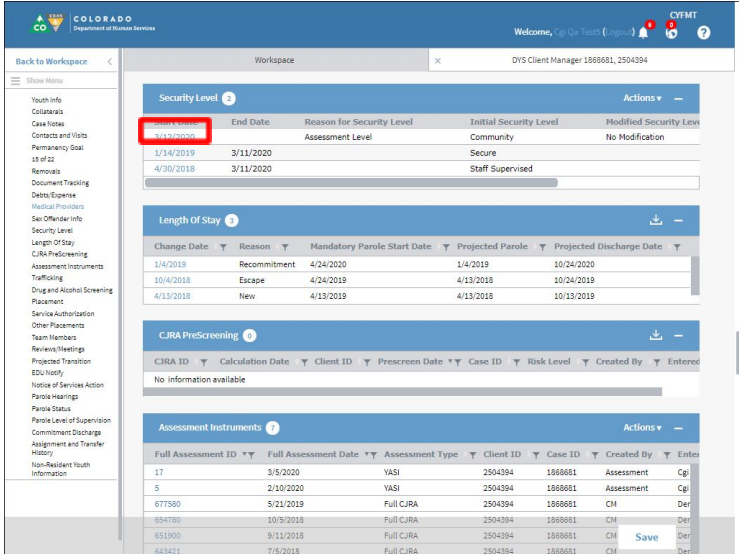
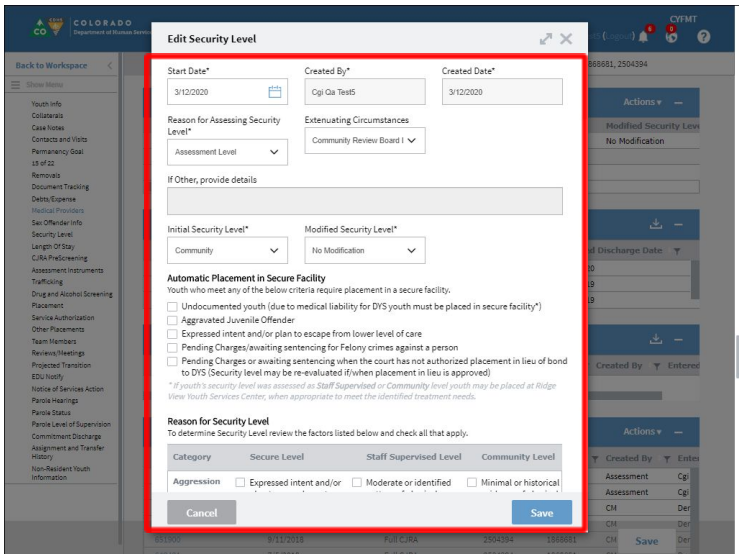
You return to the *Security Level* section with the new Security Level added.

| Start Date | End Date | Reason for Security Level | Initial Security Level | Modified Security Level |
|------------|-----------|---------------------------|------------------------|-------------------------|
| 3/12/2020 | | Assessment Level | Community | No Modification |
| 1/14/2019 | 3/11/2020 | | Secure | |
| 4/30/2018 | 3/11/2020 | | Staff Supervised | |



TM DYS – Manage Security Level for a Youth Job Aid

Edit a Security Level

| Steps/Output | Screenshot | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------------|--------------------------|---------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------------|-------------------------|--------------------------|--------------------------|--------------------------|------------------------|--------------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|--------------------------|
| <p>In the <i>Security Level</i> section:</p> <ol style="list-style-type: none">Click the date/time link in the Created Date/Time column. <p>This opens the <i>Edit Security Level</i> pop-up window.</p> |  <table border="1"><thead><tr><th>Created Date/Time</th><th>End Date</th><th>Reason for Security Level</th><th>Initial Security Level</th><th>Modified Security Level</th></tr></thead><tbody><tr><td>3/12/2020</td><td></td><td>Assessment Level</td><td>Community</td><td>No Modification</td></tr><tr><td>1/14/2019</td><td>3/11/2020</td><td></td><td>Secure</td><td></td></tr><tr><td>4/30/2018</td><td>3/11/2020</td><td></td><td>Staff Supervised</td><td></td></tr></tbody></table> | Created Date/Time | End Date | Reason for Security Level | Initial Security Level | Modified Security Level | 3/12/2020 | | Assessment Level | Community | No Modification | 1/14/2019 | 3/11/2020 | | Secure | | 4/30/2018 | 3/11/2020 | | Staff Supervised | |
| Created Date/Time | End Date | Reason for Security Level | Initial Security Level | Modified Security Level | | | | | | | | | | | | | | | | | |
| 3/12/2020 | | Assessment Level | Community | No Modification | | | | | | | | | | | | | | | | | |
| 1/14/2019 | 3/11/2020 | | Secure | | | | | | | | | | | | | | | | | | |
| 4/30/2018 | 3/11/2020 | | Staff Supervised | | | | | | | | | | | | | | | | | | |
| <p>In the <i>Edit Security Level</i> pop-up window:</p> <ol style="list-style-type: none">Make changes as needed and enter as much additional information as is available. |  <p>Start Date* 3/12/2020 Created By* Cqi Qa Tests Created Date* 3/12/2020</p> <p>Reason for Assessing Security Level* Assessment Level Extenuating Circumstances Community Review Board I</p> <p>If Other, provide details</p> <p>Initial Security Level* Community Modified Security Level* No Modification</p> <p>Automatic Placement in Secure Facility</p> <p>Youth who meet any of the below criteria require placement in a secure facility.</p> <p><input type="checkbox"/> Undocumented youth (due to medical liability for DYS youth must be placed in secure facility)</p> <p><input type="checkbox"/> Aggravated Juvenile Offender</p> <p><input type="checkbox"/> Expressed intent and/or plan to escape from lower level of care</p> <p><input type="checkbox"/> Pending Charges/awaiting sentencing for Felony crimes against a person</p> <p><input type="checkbox"/> Pending Charges or awaiting sentencing when the court has not authorized placement in lieu of bond to DYS (Security level may be re-evaluated if when placement in lieu is approved)</p> <p>* If youth's security level was assessed as Staff Supervised or Community level youth may be placed at Ridge View Youth Services Center, when appropriate to meet the identified treatment needs.</p> <p>Reason for Security Level</p> <p>To determine Security Level review the factors listed below and check all that apply.</p> <table border="1"><thead><tr><th>Category</th><th>Secure Level</th><th>Staff Supervised Level</th><th>Community Level</th></tr></thead><tbody><tr><td>Aggression</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Expressed intent and/or</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Moderate or identified</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Minimal or historical</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>Cancel Save</p> | Category | Secure Level | Staff Supervised Level | Community Level | Aggression | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Expressed intent and/or | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Moderate or identified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minimal or historical | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Category | Secure Level | Staff Supervised Level | Community Level | | | | | | | | | | | | | | | | | | |
| Aggression | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Expressed intent and/or | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Moderate or identified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Minimal or historical | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |



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When the *Edit Security Level* pop-up window is complete:

- Click **Save** to save the Security Level or **Cancel** to close without saving.

This saves the Security Level and returns you to the updated *Security Level* section.

| Start Date | End Date | Reason for Security Level | Initial Security Level | Modified Security Level |
|------------|-----------|---------------------------|------------------------|-------------------------|
| 3/12/2020 | | Assessment Level | Secure | No Modification |
| 3/12/2020 | 3/11/2020 | Assessment Level | Community | No Modification |
| 3/14/2019 | 3/11/2020 | | Secure | |
| 4/30/2018 | 3/11/2020 | | Staff Supervised | |