



TM DYS ADM – Manage Supervisor Approval

User

- DYS Admission Supervisor
- DYS Director/Assistant Director

Process

This Job Aid table describes the actions needed to manage the Supervisor Approval section from the Admissions page.

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

Introduction

- The *DYS Admission Supervisor* can add and edit a *Supervisor Approval* if:
 - The underlying DYS case is open.
 - The worker is affiliated with the facility selected in the admissions.
 - If there is a pending approval request.
 - The admission is not released.
- Once the admission is approved, Trails will send an email to the SB94 Supervisor after 7 days, if a CJRA prescreen has not been associated.
- Once the Admission is approved, the system will automatically end-date any other open placements associated to the underlying DYS case.

Table of Contents

View and Add a Supervisor Approval

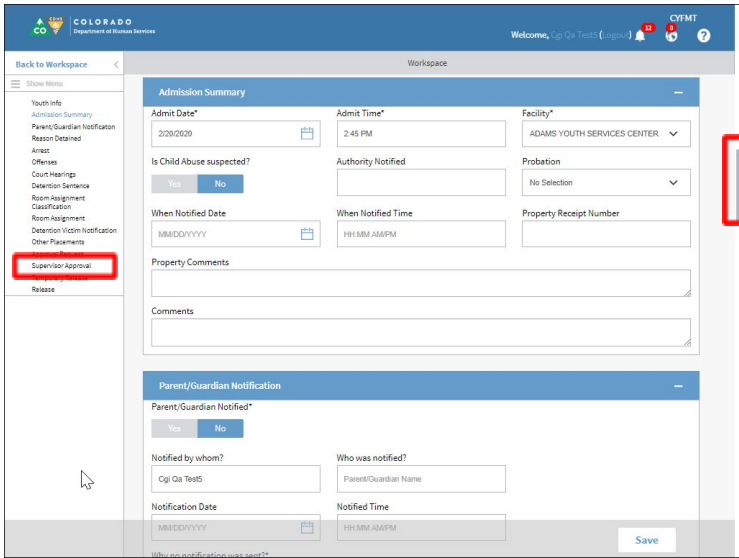
2



TM DYS ADM – Manage Supervisor Approval

View and Add a Supervisor Approval

- The worker must indicate that they reviewed each item before they can select **Disposition**.
- If the **Disposition** is set to 'Denied' the *Approval Request* panel will be cleared and editable.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions: Manage DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Supervisor Approval</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	 <p>The screenshot shows the 'Supervisor Approval' form in the TM DYS ADM system. The left navigation panel has 'Supervisor Approval' highlighted in red. The main form contains the following sections:</p> <ul style="list-style-type: none">Admission Summary: Includes fields for Admit Date (2/20/2020), Admit Time (2:45 PM), Facility (ADAMS YOUTH SERVICES CENTER), Is Child Abuse suspected? (Yes/No), Authority Notified, When Notified Date (MM/DD/YYYY), When Notified Time (HH:MM:AM/PM), Property Comments, and Comments.Parent/Guardian Notification: Includes a Parent/Guardian Notified? (Yes/No) button, Notified by whom? (Cji Qa Test5), Who was notified? (Parent/Guardian Name), Notification Date (MM/DD/YYYY), and Notified Time (HH:MM:AM/PM). <p>A red box highlights the 'Supervisor Approval' link in the left navigation panel. Another red box highlights the right edge of the form area.</p>



TM DYS ADM – Manage Supervisor Approval

In the *Supervisor Approval* section:

1. Click the check box(es) for the desired **Approval Checklist***.

Note:

- Approval checklist requires review of both *Initial Roommate Status* and *Fusion Intake*.
- Click the *View* link to the right of the checklist to view checklist in a new window.

2. Use the radio button under **Disposition*** to select '*Approved*' or '*Denied*'.

Note:

- If **Disposition*** is set to '*Denied*' the **Disposition Comments** field is required.
- An alert is sent to the worker who requested the approval, if the Disposition is set to '*Denied*'.



TM DYS ADM – Manage Supervisor Approval

3. Once all the required fields have been answered, select **Submit Approval**.

Note:

- Once the approval has been submitted, the *Supervisor Approval* section cannot be edited.
- **Dispositioned By** and **Date Dispositioned** are auto-populated by Tails when the section is saved.

The screenshot shows the 'Supervisor Approval (Admission)' form. The 'Approval Checklist*' section includes 'Initial Roommate Status' (checked) and 'Fusion Intake' (checked). The 'Disposition*' section has 'Approved' selected. Below the checklist is a 'Disposition Comments' text area. The 'Dispositioned By' field is empty, and the 'Date Dispositioned' field is also empty. A red box highlights the 'Submit Approval' button. Below the form are sections for 'Temporary Release' and 'Release', both showing 'No information available'. A 'Save' button is at the bottom right.

The page will automatically refresh and return to the Admissions page.

This screenshot shows the same 'Supervisor Approval (Admission)' form after submission. The 'Dispositioned By' field is now populated with 'Cgr Qa Tests' and the 'Date Dispositioned' field is populated with '3/6/2020'. The 'Submit Approval' button is now disabled (greyed out). The rest of the form and the 'Temporary Release' and 'Release' sections remain the same as in the previous screenshot.