



# DYS ARD – Access and View Dys ARD Review Child / Youth Job Aid

## User

- ARD Reviewer
- Dys Review Coordinator
- Dys Client Manager
- Client Manager Supervisor
- Dys Director
- Dys Assistant Director

## Process

This Job Aid table describes the actions needed to view information for the Child/Youth of an ARD Review 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 Review Summary*
- *DYS\_ARD – Manage Dys ARD Review Attendees*
- *DYS\_ARD – Manage Dys ARD Review Results*

## **Related Job Aids:**

- *DYS\_ARD - Manage Dys ARD Reviews* for information on locating a specific Dys ARD Review.

## Introduction

- The *Child/Youth* section can be collapsed and expanded. By default, it is expanded.
- There are no *Actions* associated with Child/Youth panel.

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- The Youth specified on the DYS ARD Reviews Detail screen is automatically set by Trails as the Client for the ARD Review.
- The *Name* displays the client’s First Name, Middle Name, Last Name, and Suffix.
- The *Involvement Start Date* displays the client’s Case Involvement Start Date.
- The *Involvement End Date* displays the client’s Case Involvement End Date.

Steps/Output	Screenshot
<p>Refer to the <i>DYS_ARD – Manage DYS ARD Reviews</i> Job Aid for details on locating the desired ARD Review.</p> <p>On the <i>ARD Reviews</i> page:</p> <p>Navigate to the <i>Child/Youth</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	



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In the *Child/Youth* section of the ARD Review details page:

1. Click the link in the **Name** column to open the *Client Record* for the Child/Youth for this ARD Review.

The screenshot shows the 'Child/Youth' section of the ARD Review details page. It features a table with columns: Client ID, DOB, Gender, State ID, Involvement Start Date, and Involvement End Date. The first row contains the name 'Ozjgtanimy Bgskjar Xidsaadmbw' in the Name column, which is highlighted with a red box. Below the table are sections for 'Attendees' (No data available) and 'Review Results' (Court - CW eff. 07\_10). The 'Review Results' section includes a dropdown menu for '1701 - Is this a court ordered review?' and a 'Comments' field.

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

2. Click the **ARD Review** record tab to return to the ARD Review for this Child/Youth.

The screenshot shows the 'Client Record' page for 'Ozjgtanimy Xidsaadmbw'. The 'ARD Review 1697384' tab is highlighted with a red box. The page displays client demographics, including State ID (Y408748), First Name (Ozjgtanimy), Middle Name (Bgskjarj), Last Name (Xidsaadmbw), Gender Identity (Male), and Date of Birth (6/17/2000). There are also fields for SSN, Date of Death, Religion, and Hair Color. A 'Save' button is visible at the bottom right.



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3. Close the *Client Record* tab by clicking the **X** in the left margin of the record tab.

ARD Review – Ozigtanimy Bgstkjartjl Xidsaadmbw – 4/16/2020

Summary

Review Type*	County/Region*	Family Name	Case ID
Initial	Northeast	DVJMWRSKAMZ YEDFSSACUGV	1832144
Instrument*	Child Welfare Administrative Review eff. 07_10	ARD Scheduled Review	
Review Date*	Review Period From*	Review Period To*	Reviewer*
4/16/2020	4/1/2020	4/4/2020	Cgi Qa Test5
Next Review Date*			
MM/YYYY			

Child/Youth

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

Attendees

Name	Type	ID	Relationship	Invited	Attended	Anon.	Mailing Address	Save
No data available in table								