



Case – ARD Scheduled Review – Manage an ARD Scheduled Review Job Aid

User

- CW ARD Review Coordinator.
- ARD Reviewer.

Process

This Job Aid table describes the actions needed to access and view all information about an ARD Scheduled Review for a DCW Case.

Refer to the Job Aids listed below for details on completing the individual sections contained in the ARD Scheduled Review page:

- *TM Case: ARD Scheduled Review – Manage ARD Scheduled Review Summary*
- *TM Case: ARD Scheduled Review – Manage ARD Scheduled Review Child /Youth*
- *TM Case: ARD Scheduled Review – Manage ARD Scheduled Review Invitees*

Related Job Aids:

- *TM Case: Access and View Cases* for information on locating a Case Details record.

Introduction

- ARD is the Administrative Review Division.

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Access and View an ARD Scheduled Review

- The title of the page is *ARD Scheduled Review – [Child/Youth First Name, Middle Name, Last Name, Suffix] – [Scheduled Date]*.

Steps/Output	Screenshot
<p>Refer to the <i>TM Case: Access and View Cases Job Aid</i> for details on locating the desired Case.</p> <p>Navigate to the <i>Assessment, Forms, and ARD</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>An <i>ARD Scheduled Reviews</i> table displays if reviews have been scheduled on a given case.</p> <ol style="list-style-type: none"> Click the Expansion (>) icon to view the ARD Scheduled Reviews. <p>Note: Click the <i>Expansion</i> icon again to collapse the ARD Scheduled Reviews.</p>	



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In the *ARD Scheduled Review* Table:

2. Select the date in the **Scheduled Date** column to open a specific ARD Scheduled Review.

Scheduled Date	Client Name	Client ID	Reviewer	Cancel Review Type
5/13/2019 2:00 PM	Xrjgtatvfy Npdsaadftkb	2262983	Mod Test16	
4/30/2019 1:45 PM	Xrjgtatvfy Npdsaadftkb	2262983	Mod Test16	
4/30/2019 10:45 AM	Nsjgtacbf Mhdsaadwfl	2262982	Mod Test16	
4/29/2019 1:45 PM	Nsjgtacbf Mhdsaadwfl	2262982	Mod Test16	
4/26/2019 2:15 PM	Xrjgtatvfy Npdsaadftkb	2262983	Mod Test16	
4/26/2019 2:45 PM	Nsjgtacbf Mhdsaadwfl	2262982	Cqi Qa Test1	
4/24/2019 1:30 PM	Nsjgtacbf Mhdsaadwfl	2262982	Mod Test16	

This opens the *ARD Scheduled Review* in a new window.

3. Navigate to each section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.

The ARD Scheduled Review includes the *Summary*, *Child/Youth*, and *Invitees* for the specific child/youth for a specific scheduled date.

ARD Scheduled Review – Xrjgtatvfy Npdsaadftkb – 5/13/2019

Summary

County/Region*	Caseworker/Client Manager*	Family Name	Case ID
Adams	Marie Avery	Ajmaracsex Hvdssaabk	1655826
Scheduled Date	Scheduled Time	Reviewer*	Date Invitation Sent
5/13/2019	2:00 PM	Mod Test16	4/29/2019
Review Location*	Modified By		
Adams County Blog	Mod Test16 on 4/29/2019		

Cancel Review*

Child/Youth

Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
Xrjgtatvfy Npdsaadftkb	2262983	04/06/2004	Male		1/10/2018	

Invitees

Name	Type	ID	Relationship	Ann.	Mailing Address	Case



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- Continue and update each of the sections within the ARD Scheduled Review as needed based on your security profile.

Note: Refer to the Job Aids listed in the **Process** section on Page 1, for details on completing the individual sections contained in the *ARD Scheduled Review*.

ARD Scheduled Review – Xrjgtatvfy Npdsaadftkb – 5/13/2019							
Summary							
County/Region*	Caseworker/Client Manager*	Family Name	Case ID				
Adams	Marie Avery	Aajmarascex Hdfssaibnk	165826				
Scheduled Date	Scheduled Time	Reviewer*	Date Invitation Sent				
5/13/2019	2:00 PM	Mod Test16	4/29/2019				
Review Location*	Modified By						
Adams County Bldg	Mod Test16 on 4/29/2019						
Cancel Review*							
<input type="button" value="Yes"/>	<input type="button" value="No"/>						
Child/Youth							
Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date	
Xrjgtatvfy Npdsaadftkb	2282983	04/08/2004	Male		1/10/2018		
Invites							
Name	Type	ID	Relationship	Assn	Mailing Address	Comment	Save



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Add ARD Scheduled Review

- The **County/Region** will default to blank. The dropdown will contain those counties for which the worker is affiliated.
- The **Caseworker/Client Manager** will default to the Primary Worker assigned to the DCW Case but can be changed to any Caseworker assigned to the case.
- The **Scheduled Date** defaults to blank and must be the same as or after today's date.
- The **Date Invitation Sent** must be the same as or after today's date and before or the same as the Scheduled Date.
- If you have an ARD Reviewer security profile, the **Reviewer** defaults to the logged on worker. You will be able to change the Reviewer to any active worker with an ARD Reviewer profile. The dropdown menu is sorted alphabetically.

Steps/Output	Screenshot
<p>In the Assessments, Forms, and ARD header:</p> <ol style="list-style-type: none"> 1. Click Actions. 	<p>The screenshot shows the CDHS system interface. At the top, there is a navigation bar with the Colorado Department of Human Services logo and user information. Below the navigation bar, there is a section titled 'Assessments, Forms, and ARD' with a red box around the 'Actions' dropdown menu. Below this section, there is a table with columns for 'Type', '# Created', and 'Date Last Created'. The table contains three rows: 'ARD Scheduled Review' (5), 'Imminent Risk' (1), and 'Risk Assessment' (1). Below the table, there is a section titled 'Eligibility Determination' with a table for 'Determination Type', '# Created', and 'Date Last Created'. The table contains two rows: 'IV-E' (0) and 'MOE' (0). Below the table, there is a section titled 'Case Closure' with a form for 'Requested By' (Marie Avery on 7/08/2008 12:58 PM) and 'Closure Approved By' (Christine Schebele on 7/08/2008 2:32 PM). There are also fields for 'Close Date' (06/25/2008) and 'Close Reason' (Services not Available). At the bottom, there is a 'Save' button.</p>



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2. Select **Add ARD Scheduled Review**.

This opens the *Add ARD Scheduled Review* pop-up window.

The screenshot shows the CDHS workspace interface. The top navigation bar includes the Colorado Department of Human Services logo and the user's name, 'Welcome, Mod Test16'. The main content area is titled 'Assessments, Forms, and ARD'. There are three main sections: 'Show items from connected assessments', 'Eligibility Determination', and 'Case Closure'. The 'Show items from connected assessments' section contains a table with columns 'Type' and '# Created'. The 'Eligibility Determination' section contains a table with columns 'Determination Type', '# Created', and 'Date Last'. The 'Case Closure' section contains fields for 'Requested By', 'Closure Approved By', 'Close Date', 'Close Reason', and 'Closure Summary'. The 'Actions' menu is open, and the 'Add ARD Scheduled Review' option is highlighted in a red box.

Type	# Created
> ARD Scheduled Review	5
> Imminent Risk	1
> Risk Assessment	1

Determination Type	# Created	Date Last
> IV-E	0	
> MOE	0	

In the *Add ARD Scheduled Review* pop-up window:

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

The screenshot shows the 'Add ARD Scheduled Review' pop-up window. The required fields are highlighted in a red box. The fields include 'County/Region*', 'Caseworker*', 'Scheduled Date*', 'Scheduled Time*', 'Date Invitation Sent*', 'Reviewer*', and 'Review Location*'. Below the fields is a 'Filter' section with radio buttons for 'All Active PAC Clients' and 'All PAC Clients'. A table of clients is displayed below the filter, with columns for 'Name', 'Client ID', 'DOB', 'Gender', 'State ID', 'Involvement Start Date', and 'Involvement End Date'. The 'Add' button is highlighted in a red box.

Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
> Njggtacbrft Mhdsaadfwll	2262982	4/6/2011	Female		1/24/2018	
> Xjggtatfyf Npdsaadftkb	2262983	4/6/2004	Male		1/10/2018	



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The filter on the *Child/Youth* list will default to *All Active PAC Clients*.

- If the *All Active PAC Clients* filter is selected, the list will display PAC clients for the current Case Span with a Case Involvement that does not have an end date.
- If the *All PAC Clients* filter is selected, the list will display all PAC clients for the current Case Span regardless of their Involvement status.

	Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
<input type="checkbox"/>	> Nsjgtacbf Mhdsaadwifl	2262982	4/6/2011	Female		1/24/2018	
<input type="checkbox"/>	> Xrjgtatvfy Npdsaadtkb	2262983	4/6/2004	Male		1/10/2018	

Select the *Child/Youth* for the ARD Scheduled Review.

4. Select the client of the ARD Scheduled Review using the *Child/Youth* list.

Note:

- The **Child/Youth** list will be sorted based on Date of Birth, youngest child to oldest.
- For each row in the **Child/Youth** list there will be a sub-list that will display ARD Scheduled Reviews for the client. By default, the sub-list will be collapsed.





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- When all fields are completed, click **Add**.

A *Confirm Add ARD Scheduled Review* pop-up message displays.



In the *Confirm Add ARD Scheduled Review* pop-up window:

- Click **Add** to create the ARD Scheduled Review record associated to the Case or **Cancel** to close the window without saving.



