



# DYS ADM-Manage Detention Victim Notification for a Youth

## User

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

## Process

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

## **Related Job Aids**

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

## Introduction

- The Detention Victim Notification section displays all Detention Victim Notifications for an Admission.
- A Detention Victim Notification can be added, edited and copied if:
  - the underlying DYS case is open
  - the worker is associated with the facility selected in the admissions
  - a release for the admission is not completed
- When the last Detention Victim Notification for the Youth is end-dated, then any Client Safety Notices with a Category of 'Alert' and Type of 'Victim Notification' is automatically end dated.

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# DYS ADM-Manage Detention Victim Notification for a Youth

## Access and View Detention Victim Notifications

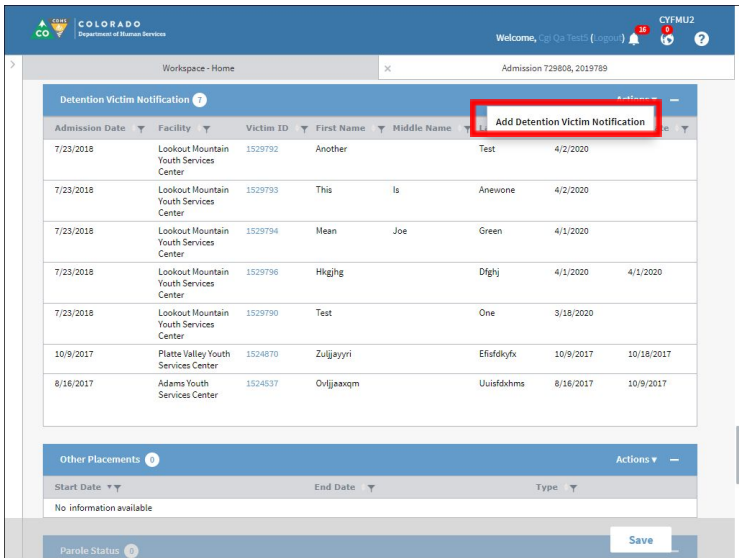
Steps/Output	Screenshot																																																								
<p>Refer to the <i>TM DYS Manage Admissions</i> Job Aid for details on locating the desired Admissions.</p> <p>Navigate to the <i>Detention Victim Notification</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>																																																									
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# DYS ADM-Manage Detention Victim Notification for a Youth

## Add a Detention Victim Notification

- When a Detention Victim Notification is created that doesn't have an End Date set, a Client Safety Notice will automatically be created with a Category of 'Alert' and a Type of 'Victim Notification' if one does not already exist.

Steps/Output	Screenshot																																																																
<p>From the <i>Detention Victim Notification s Header section</i>:</p> <ol style="list-style-type: none"> <li>Click <b>Actions</b>.</li> <li>Select <b>Add Detention Victim Notification</b>.</li> </ol> <p>This opens the <i>Add Detention Victim Notification</i> pop-up window.</p>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Admission Date</th> <th>Facility</th> <th>Victim ID</th> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>7/23/2018</td> <td>Lookout Mountain Youth Services Center</td> <td>1529792</td> <td>Another</td> <td>Test</td> <td></td> <td>4/2/2020</td> <td></td> </tr> <tr> <td>7/23/2018</td> <td>Lookout Mountain Youth Services Center</td> <td>1529793</td> <td>This</td> <td>Is</td> <td>Anewone</td> <td>4/2/2020</td> <td></td> </tr> <tr> <td>7/23/2018</td> <td>Lookout Mountain Youth Services Center</td> <td>1529794</td> <td>Mean</td> <td>Joe</td> <td>Green</td> <td>4/1/2020</td> <td></td> </tr> <tr> <td>7/23/2018</td> <td>Lookout Mountain Youth Services Center</td> <td>1529796</td> <td>Higjhg</td> <td>Dfghj</td> <td></td> <td>4/1/2020</td> <td>4/1/2020</td> </tr> <tr> <td>7/23/2018</td> <td>Lookout Mountain Youth Services Center</td> <td>1529790</td> <td>Test</td> <td>One</td> <td></td> <td>3/18/2020</td> <td></td> </tr> <tr> <td>10/9/2017</td> <td>Platte Valley Youth Services Center</td> <td>1524870</td> <td>Zuljajyri</td> <td>Efufdkyfx</td> <td></td> <td>10/9/2017</td> <td>10/18/2017</td> </tr> <tr> <td>8/16/2017</td> <td>Adams Youth Services Center</td> <td>1524837</td> <td>Ovljjaqxq</td> <td>Uuisföhms</td> <td></td> <td>8/16/2017</td> <td>10/9/2017</td> </tr> </tbody> </table> <p>Below the table is an 'Other Placements' section with a 'Save' button.</p>	Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date	7/23/2018	Lookout Mountain Youth Services Center	1529792	Another	Test		4/2/2020		7/23/2018	Lookout Mountain Youth Services Center	1529793	This	Is	Anewone	4/2/2020		7/23/2018	Lookout Mountain Youth Services Center	1529794	Mean	Joe	Green	4/1/2020		7/23/2018	Lookout Mountain Youth Services Center	1529796	Higjhg	Dfghj		4/1/2020	4/1/2020	7/23/2018	Lookout Mountain Youth Services Center	1529790	Test	One		3/18/2020		10/9/2017	Platte Valley Youth Services Center	1524870	Zuljajyri	Efufdkyfx		10/9/2017	10/18/2017	8/16/2017	Adams Youth Services Center	1524837	Ovljjaqxq	Uuisföhms		8/16/2017	10/9/2017
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# DYS ADM-Manage Detention Victim Notification for a Youth

In the *Add Detention Victim Notification* pop-up window:

3. Enter the appropriate **Start Date\***. You can either type the date or use the calendar option to choose a date.
4. Set the **'Victim under 18 and not an Emancipated minor?'** toggle to *Yes* or *No*.

**Note:** The **Start Date** can not be in the future.

If the **'Victim under 18 and not an Emancipated minor?'** toggle is set to *yes*:

The *Guardian/Parent Information* section displays and is required.



# DYS ADM-Manage Detention Victim Notification for a Youth

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

The screenshot shows a web application interface with a modal window titled "Add Detention Victim Notification". The modal contains the following fields:

- Name: jimmy
- Date: MM/DD/YYYY
- Home Phone Number: 555-555-5555
- Cell Phone Number: 555-555-5555
- Work Phone Number: 555-555-5555
- Exit: [Empty field]
- Guardian/Parent Information:
  - First Name\*: Hi
  - Middle Name: [Empty field]
  - Last Name\*: Low
  - Home Phone Number\*: 674-214-0778
  - Cell Phone Number: 555-555-5555
  - Work Phone Number: 555-555-5555
  - Exit: [Empty field]
- Comments: [Empty text area]

Buttons: Cancel, Add



# DYS ADM-Manage Detention Victim Notification for a Youth

When all fields are complete:

6. Click **Add** or **Cancel** to close without saving.

This adds the Detention Victim Notification and Returns to the *Detention Victim Notification* section.

**Add Detention Victim Notification**

Home Phone Number: 555-555-5555  
Cell Phone Number: 555-555-5555  
Work Phone Number: 555-555-5555  
Ext.:  
Guardian/Parent Information  
First Name: Hi  
Middle Name:  
Last Name: Low  
Home Phone Number\*: 674-214-0778  
Cell Phone Number: 555-555-5555  
Work Phone Number: 555-555-5555  
Ext.:  
Comments:  
Cancel Add

In the *Detention Victim Notification* section, the new entry displays.

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
7/23/2018	Lookout Mountain Youth Services Center	1529792	Another		Test	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529793	This	Is	Anewone	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529794	Mean	Joe	Green	4/1/2020	
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7/23/2018	Lookout Mountain Youth Services Center	1529797	Iohafnl		Timmy	4/1/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529790	Test		One	3/18/2020	
10/9/2017	Platte Valley Youth Services Center	1524870	Zuljeyyri		Efistdlyfx	10/9/2017	10/18/2017
8/16/2017	Adams Youth Services Center	1524537	Ovljjaaxqm		Uuisfdohms	8/16/2017	10/9/2017

Other Placements

Start Date: End Date: Type: Save



# DYS ADM-Manage Detention Victim Notification for a Youth

7. Click **Save** to save the page.

A *Save Success* pop-up window displays.

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
7/23/2018	Lookout Mountain Youth Services Center	1529792	Another		Test	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529793	This	Is	Anewone	4/2/2020	
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7/23/2018	Lookout Mountain Youth Services Center	1529790	Test		One	3/18/2020	
10/9/2017	Platte Valley Youth Services Center	1524870	Zuljajyri		Efatdkyfx	10/9/2017	10/18/2017
8/16/2017	Adams Youth Services Center	1524537	Ovljjaqxq		Uuistohms	8/16/2017	10/9/2017

In the *Save Success* pop-up window:

8. Click **Ok** to return back to the *Admissions* page.





# DYS ADM-Manage Detention Victim Notification for a Youth

## Edit a Detention Victim Notification

### Steps/Output

In the *Detention Victim Notification* section:

1. Click the ID link under **Victim ID** column.

This opens the *Edit Detention Victim Notification* pop-up window.

### Screenshot

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
7/23/2018	Lookout Mountain Youth Services Center	1529792	Another		Test		4/2/2020
7/23/2018	Lookout Mountain Youth Services Center	1529793	This	Is	Anewone	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529794	Mean	Joe	Green	4/1/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529796	Hkijgh		Dlghj	4/1/2020	4/1/2020
7/23/2018	Lookout Mountain Youth Services Center	1529797	lchafnl		Timmy	4/1/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529790	Test		One	3/18/2020	
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8/16/2017	Adams Youth Services Center	1524537	Ovljiaaxqm		Uuisfdkhms	8/16/2017	10/9/2017





# DYS ADM-Manage Detention Victim Notification for a Youth

In the *Edit Detention Victim Notification* pop-up window:

2. Make edits as necessary.

When changes are complete:

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

This returns you to the *Detention Victim Notification* section.



# DYS ADM-Manage Detention Victim Notification for a Youth

In the *Detention Victim Notification* section, the updated entry displays.

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
7/23/2018	Lookout Mountain Youth Services Center	1529792	Another		Test	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529793	This	Is	Anewone	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529794	Mean	Joe	Green	4/1/2020	
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8/16/2017	Adams Youth Services Center	1524537	Ovljjaaxqm		Uuisfdohms	8/16/2017	10/9/2017

Other Placements

Start Date: End Date: Type: **Save**



# DYS ADM-Manage Detention Victim Notification for a Youth

## Copy a Detention Victim Notification

### Steps/Output

In the *Detention Victim Notification* section:

1. Click the ID link under the **Victim ID** column.

This opens the *Edit Detention Victim Notification* pop-up window.

### Screenshot

The screenshot shows the 'Detention Victim Notification' section of the CDHS web application. The table below is a representation of the data shown in the screenshot:

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
7/23/2018	Lookout Mountain Youth Services Center	1529792	Another		Test	4/2/2020	
7/23/2018	Lookout Mountain Youth Services Center	1529793	This	Is	Anewone	4/2/2020	
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# DYS ADM-Manage Detention Victim Notification for a Youth

In the *Edit Detention Victim Notification* pop-up window:

2. Click the **Copy** button.

This copies the Detention Victim Notification information.

**Note:** All data will copy over from the original Detention Victim Notification except the **Start Date\*** and **End Date**.

In the *Copy Detention Victim Notification* pop-up window:

3. Enter the appropriate **Start Date\***. You can either type the date or use the calendar option to choose a date.
4. Make any alterations as necessary.

**Note:** The **Start Date** can not be in the future.



# DYS ADM-Manage Detention Victim Notification for a Youth

When changes are complete:

5. Click **Add** or **Cancel** to close without saving.

This adds the Detention Victim Notification and Returns to the *Detention Victim Notification* section.

6. Click **Save** to save the page.

A *Save Success* pop-up window displays.

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
7/23/2018	Lookout Mountain Youth Services Center	1529792	Another		Test	4/2/2020	
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## DYS ADM-Manage Detention Victim Notification for a Youth

In the *Save Success* pop-up window:

7. Click **Ok** to return back to the *Admissions* page.

