



# DYS – Access and View Query Youth History Job Aid

## User

- DYS Admission Worker or DYS Admission Supervisor
- DYS Assessment Specialist
- DYS Client Manager or DYS Client Manager Supervisor
- DYS Clinical Director
- DYS Commitment Specialist
- DYS Education Worker
- DYS Facility Ops Worker or DYS Facility Ops Supervisor
- DYS Victim Services Worker or DYS Victim Services Supervisor
- DYS Director/Assistant Director

## Process

These Job Aid tables describe the actions needed to access and view the Placements/Services History, Assignment History: DYC, and Assignment History: CW for a Youth.

The **Query Youth History** page can be accessed from the following Trails DYS pages:

- *DYS Assessment Detail*
- *DYS Client Manager Detail*
- *DYS Facility Operations Detail*
- *DYS Victim Services Detail*
- *DYS Education Detail*

## Introduction

- The *Placements/Services History* list can be filtered, then downloaded as a CSV [MS Excel] file and printed or saved to your computer. The filter options will be retained for the download.

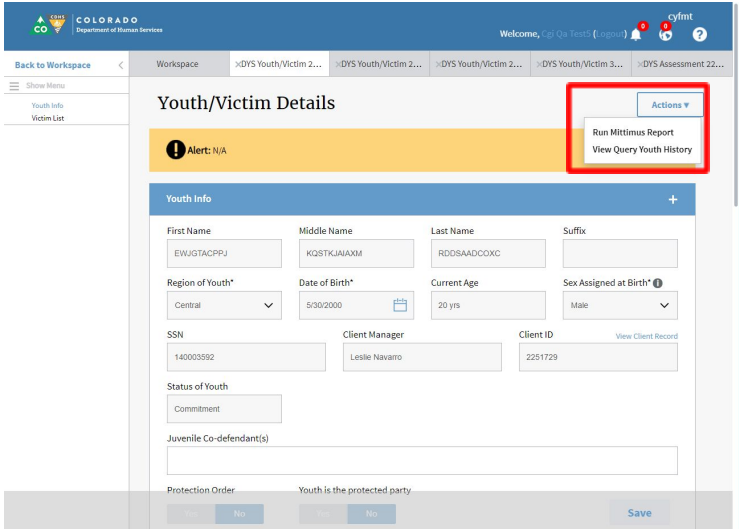
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# DYS – Access and View Query Youth History Job Aid

## Access Query Youth History

Steps/Output	Screenshot
<p>The <b>Query Youth History</b> page can be accessed from several Trails DYS pages.</p> <p>From an open <i>DYS</i> page:</p> <ol style="list-style-type: none"><li>1. Click the <b>Actions</b> drop-down arrow.</li><li>2. Select <b>View Query Youth History</b>.</li></ol> <p>This opens the <i>Query Youth History</i> page in a new tab.</p>	 <p>The screenshot shows the 'Youth/Victim Details' page. At the top right, there is an 'Actions' dropdown menu. A red box highlights this menu, which contains the option 'View Query Youth History'. Below the menu, there is a 'Run Mitimus Report' button. The main content area displays 'Youth Info' with fields for First Name (EWJGTACPPJ), Middle Name (KQSTKJAIAXM), Last Name (RDDSAADCOXC), Suffix, Region of Youth (Central), Date of Birth (5/30/2000), Current Age (20 yrs), Sex Assigned at Birth (Male), SSN (140003592), Client Manager (Leslie Navaro), and Client ID (2251729). There is also a 'Status of Youth' section with a 'Commitment' field and a 'Juvenile Co-defendant(s)' field. At the bottom, there is a 'Protection Order' section with 'Youth is the protected party' and 'No' buttons, and a 'Save' button.</p>



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In the *Query Youth History* page:

As needed, navigate through the *Query Youth History* page by using the right scroll bar or the menu items in the left navigation panel.

The screenshot displays the 'Query Youth History' page. The left navigation panel contains the following items: Home, Placements/Services History, DYC Assignment History, and CW Assignment History. The main content area shows a table of placements/services history with columns for Start Date, End Date, Facility/Resource, Service Category, Service Type, and Duration. Below this is a section for 'Assignment History: DYC' and another for 'Assignment History: CW'. The right side of the page features a vertical scroll bar.

Start Date	End Date	Facility/Resource	Service Category	Service Type	Duration
7/3/2019	1/1/2001	SVTXYFSJMWX	Out of Home	Residential Child Care Facility	0 days
6/24/2019	7/3/2019	PLATTE VALLEY YOUTH SERVICES CENTER	Out of Home	DYC Facility	9 days
5/23/2019	6/24/2019	CNJLYFSBHUI	Out of Home	Residential Child Care Facility	32 days
2/7/2019	5/23/2019	CNJLYFSBHUI	Out of Home	Residential Child Care Facility	105 days
12/19/2018	2/7/2019	MOUNT VIEW YOUTH SERVICES CENTER	Out of Home	DYC Facility	50 days
12/17/2018	12/19/2018	PLATTE VALLEY YOUTH SERVICES CENTER	Out of Home	DYC Facility	2 days
10/24/2018	11/1/2018	PLATTE VALLEY YOUTH SERVICES CENTER	Out of Home	DYC Facility	8 days
10/18/2018	10/26/2018	FLJTYFSMLYS	SB-94 Non-Residential	Direct Support	8 days
10/18/2018	10/24/2018	GGUWYFSOYIB	SB-94 Non-Residential	Client Assessment/Evaluation	6 days
10/16/2018	10/24/2018	RYTDYFSLTDS	SB-94 Non-Residential	Direct Support	8 days

Region	Judicial District	Worker	Responsibility	Start Date	End Date
Northeast		ULJMWASLQG ADFSSAMDTQ	DYS Client Manager	12/17/2018	

County	Admin Group/Office	Unit	Worker	Responsibility	Start Date	End Date
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# DYS – Access and View Query Youth History Job Aid

## Placement/Services History

- The *Placement/Services History* displays a list of all placements for the Youth across DYS and CW.

Steps/Output	Screenshot
<p>In the <i>Placements/Services History</i> section:</p> <ol style="list-style-type: none"> <li>A tally (badge count) of the total number of Placements is displayed.</li> <li>Click the <b>Download</b> icon to download the list of placements as a CSV [MS Excel] file. This file can then be printed or saved to your computer.</li> <li>Use the right scroll bar to view additional rows of Placements.</li> </ol>	
<p>The <i>Placements/Services History</i> list can be filtered by either <b>Agency</b> and/or <b>Process Type</b>.</p>	



# DYS – Access and View Query Youth History Job Aid

To filter by **Agency**:

The **Agency** filter lists all placements by *DYS*, *CW*, or *Select All*. *Select All* is selected by default.

**Agency** is a multi-select field, so more than one option can be selected.

4. As needed, click the **Agency** drop-down arrow.
5. Select the appropriate option(s).

**Note:** Use the *Select All* option to select or de-select all options.

Start Date	End Date	Service Category	Service Type	Duration
7/3/2019	11/2/2019	Out of Home	Residential Child Care Facility	0 days
6/24/2019	7/2/2019	Out of Home	DYC Facility	9 days
5/23/2019	6/24/2019	Out of Home	Residential Child Care Facility	32 days
2/7/2019	5/23/2019	Out of Home	Residential Child Care Facility	105 days
12/19/2018	2/7/2019	Out of Home	DYC Facility	50 days
12/17/2018	12/19/2018	Out of Home	DYC Facility	2 days
10/24/2018	11/1/2018	Out of Home	DYC Facility	8 days
10/18/2018	10/26/2018	SB-94 Non-Residential	Direct Support	8 days
10/18/2018	10/24/2018	SB-94 Non-Residential	Client Assessment/Evaluation	6 days
10/16/2018	10/24/2018	SB-94 Non-Residential	Direct Support	8 days

Region	Judicial District	Worker	Responsibility	Start Date	End Date
Northeast		UJMWIRASLIQG ADFFSSAMDTQ	DYS Client Manager	12/17/2018	

County	Admin Group/Office	Unit	Worker	Responsibility	Start Date	End Date
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# DYS – Access and View Query Youth History Job Aid

To filter by **Process Type**:

The **Process Type** filter lists all placements by process type. *Select All* is selected by default.

- *Admission* displays all Placements/Services that are considered an Admission.
- *Placements* displays all Placements/Services that are considered an 'Other' Placement.
- *Service Auth* displays all Placements/Services that are considered a Service.

**Process Type** is a multi-select field, so more than one option can be selected.

6. As needed, click the **Process Type** drop-down arrow.
7. Select the appropriate option(s).

**Note:** Use the *Select All* option to select or de-select all options.

Start Date	End Date	Facility/Resource	Service Category
7/3/2019	1/1/2001	SVTXTFYSJMVX	Out of Home
6/24/2019	7/3/2019	PLATTE VALLEY YOUTH SERVICES CENTER	Out of Home
5/23/2019	6/24/2019	CNJLTYFSBHIU	Out of Home
2/7/2019	5/23/2019	CNJLTYFSBHIU	Out of Home
12/19/2018	2/7/2019	MOUNT VIEW YOUTH SERVICES CENTER	Out of Home
12/17/2018	12/19/2018	PLATTE VALLEY YOUTH SERVICES CENTER	Out of Home
10/24/2018	11/1/2018	PLATTE VALLEY YOUTH SERVICES CENTER	Out of Home
10/18/2018	10/26/2018	FLJXTYFSMLYS	SB-94 Non-Residential
10/18/2018	10/24/2018	GGUWTFYSOVVB	SB-94 Non-Residential
10/16/2018	10/24/2018	RYTDYFSLTDS	SB-94 Non-Residential



# DYS – Access and View Query Youth History Job Aid

## Assignment History: DYS

- The *Assignment History: DYS* displays a list of all Assignments (past and present) for the Youth associated to DYS Cases.

Steps/Output	Screenshot																																																																																														
<p>Use the right scroll bar or the menu items in the left navigation panel to move to the <i>Assignment History: DYS</i> section:</p> <p>In the <i>Assignment History: DYS</i> section:</p> <ol style="list-style-type: none"> <li>A tally (badge count) of the total number of Assignments displays.</li> <li>If needed, use the right scroll bar to view additional rows of Placements.</li> </ol> <p>There are no filters or sorts available for <i>Assignment History: DYS</i>.</p>	<p>The screenshot shows the 'Assignment History: DYS' section in the CDHS system. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Location</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>6/24/2019</td> <td>7/3/2019</td> <td>PLATTE VALLEY YOUTH SERVICES CENTER</td> <td>9 days</td> </tr> <tr> <td>5/23/2019</td> <td>6/24/2019</td> <td>CNJLTYFSBHIU</td> <td>32 days</td> </tr> <tr> <td>2/7/2019</td> <td>5/23/2019</td> <td>CNJLTYFSBHIU</td> <td>105 days</td> </tr> <tr> <td>12/19/2018</td> <td>2/7/2019</td> <td>MOUNT VIEW YOUTH SERVICES CENTER</td> <td>50 days</td> </tr> <tr> <td>12/17/2018</td> <td>12/19/2018</td> <td>PLATTE VALLEY YOUTH SERVICES CENTER</td> <td>2 days</td> </tr> <tr> <td>10/24/2018</td> <td>11/1/2018</td> <td>PLATTE VALLEY YOUTH SERVICES CENTER</td> <td>8 days</td> </tr> <tr> <td>10/18/2018</td> <td>10/26/2018</td> <td>FLJXTYFSMYS</td> <td>8 days</td> </tr> <tr> <td>10/18/2018</td> <td>10/24/2018</td> <td>GGJWTFYSCYIB</td> <td>6 days</td> </tr> <tr> <td>10/16/2018</td> <td>10/24/2018</td> <td>RYTDTYFSLTDS</td> <td>8 days</td> </tr> </tbody> </table> <p>Below this table, there are two sub-sections:</p> <p><b>Assignment History: DYC 1</b></p> <table border="1"> <thead> <tr> <th>Region</th> <th>Judicial District</th> <th>Worker</th> <th>Responsibility</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Northeast</td> <td></td> <td>UJMWRSJLQGGADDFSSAMDTQ</td> <td>DYS Client Manager</td> <td>12/17/2018</td> <td></td> </tr> </tbody> </table> <p><b>Assignment History: CW 7</b></p> <table border="1"> <thead> <tr> <th>County</th> <th>Admin Group/Office</th> <th>Unit</th> <th>Worker</th> <th>Responsibility</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Weld</td> <td>CW Services I</td> <td>Ashleigh's T Team</td> <td>YDJMWRASYHGD XVDFFSAEEVA</td> <td>Primary</td> <td>9/10/2018</td> <td>9/10/2018</td> </tr> <tr> <td>Weld</td> <td>CW Services I</td> <td>Kelly's Team</td> <td>NLJMWRAKRRX ZDFSSAGVHH</td> <td>Primary</td> <td>7/23/2018</td> <td>10/31/2018</td> </tr> <tr> <td>Weld</td> <td>CW Services I</td> <td>John's Team</td> <td>NXJMWRAKXVGT BDFSSACGIG</td> <td>Primary</td> <td>7/5/2018</td> <td>7/23/2018</td> </tr> <tr> <td>Weld</td> <td>CW Services I</td> <td>John's Team</td> <td>WTJMWRAKXVGT BDFSSACGIG</td> <td>Primary</td> <td>7/5/2018</td> <td>7/5/2018</td> </tr> <tr> <td>Weld</td> <td>CW Services I</td> <td>John's Team</td> <td>XNJMWRAKXVGT BDFSSACGIG</td> <td>Primary</td> <td>6/15/2018</td> <td>7/17/2018</td> </tr> </tbody> </table>	Start Date	End Date	Location	Duration	6/24/2019	7/3/2019	PLATTE VALLEY YOUTH SERVICES CENTER	9 days	5/23/2019	6/24/2019	CNJLTYFSBHIU	32 days	2/7/2019	5/23/2019	CNJLTYFSBHIU	105 days	12/19/2018	2/7/2019	MOUNT VIEW YOUTH SERVICES CENTER	50 days	12/17/2018	12/19/2018	PLATTE VALLEY YOUTH SERVICES CENTER	2 days	10/24/2018	11/1/2018	PLATTE VALLEY YOUTH SERVICES CENTER	8 days	10/18/2018	10/26/2018	FLJXTYFSMYS	8 days	10/18/2018	10/24/2018	GGJWTFYSCYIB	6 days	10/16/2018	10/24/2018	RYTDTYFSLTDS	8 days	Region	Judicial District	Worker	Responsibility	Start Date	End Date	Northeast		UJMWRSJLQGGADDFSSAMDTQ	DYS Client Manager	12/17/2018		County	Admin Group/Office	Unit	Worker	Responsibility	Start Date	End Date	Weld	CW Services I	Ashleigh's T Team	YDJMWRASYHGD XVDFFSAEEVA	Primary	9/10/2018	9/10/2018	Weld	CW Services I	Kelly's Team	NLJMWRAKRRX ZDFSSAGVHH	Primary	7/23/2018	10/31/2018	Weld	CW Services I	John's Team	NXJMWRAKXVGT BDFSSACGIG	Primary	7/5/2018	7/23/2018	Weld	CW Services I	John's Team	WTJMWRAKXVGT BDFSSACGIG	Primary	7/5/2018	7/5/2018	Weld	CW Services I	John's Team	XNJMWRAKXVGT BDFSSACGIG	Primary	6/15/2018	7/17/2018
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## Assignment History: CW

- The *Assignment History: CW* displays a list of all Assignments (past and present) for the Youth associated to CW Cases.

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