



TM DYS – Manage Sex Offender Info Job Aid

Users

- From the *DYS Assessment Detail: Commitment Info Detail* page: DYS Commitment Specialist, DYS Assessment Specialist, or DYS Clinical Director
- From the *DYS Assessment Detail: Recommitment Info Detail* page: DYS Commitment Specialist, DYS Assessment Specialist, or DYS Clinical Director
- From the *Client Manager Detail* page: DYS Client Manager or DYS Client Manager Supervisor

Process

These Job Aid tables describe the actions needed to register a Youth as a Sex Offender.

Introduction

- The Sex Offender Info panel will be enabled only if the Youth has an associated sex offender record.
- When appropriate, the Sex Offender Info panel will be displayed:
 - On the Commitment Info Detail screen, accessible from the DYS Assessment Detail page,
 - On the Recommitment Info Detail screen, accessible from the Commitment Info Detail page.
 - On the DYS Client Manager Detail page.
- The worker will be able to upload a new photo or replace an existing photo of the Youth.

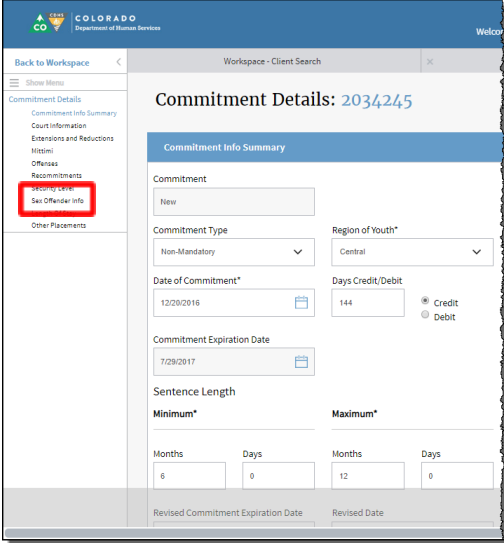
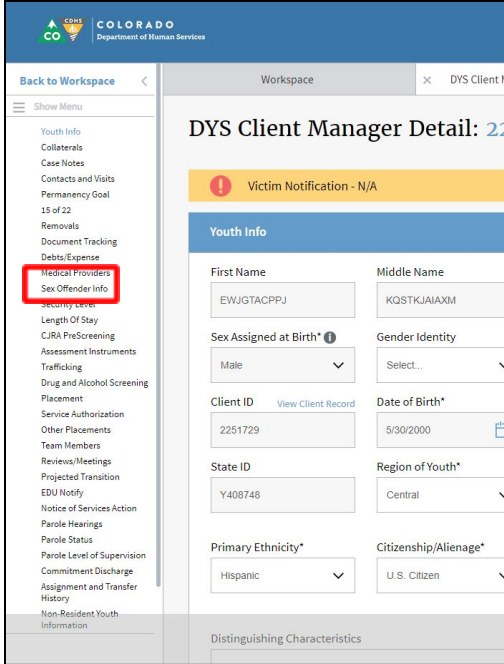
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Access and View Sex Offender Info

Steps/Output	Screenshot
<p>From the left navigation panel in the main page:</p> <ol style="list-style-type: none">1. Click Sex Offender Info. <p>This navigates to the <i>Sex Offender Info</i> section within the page.</p> <p>Note: The Sex Offender Info link may be located in different areas of the left navigation panel, based on the page linked from.</p>	 

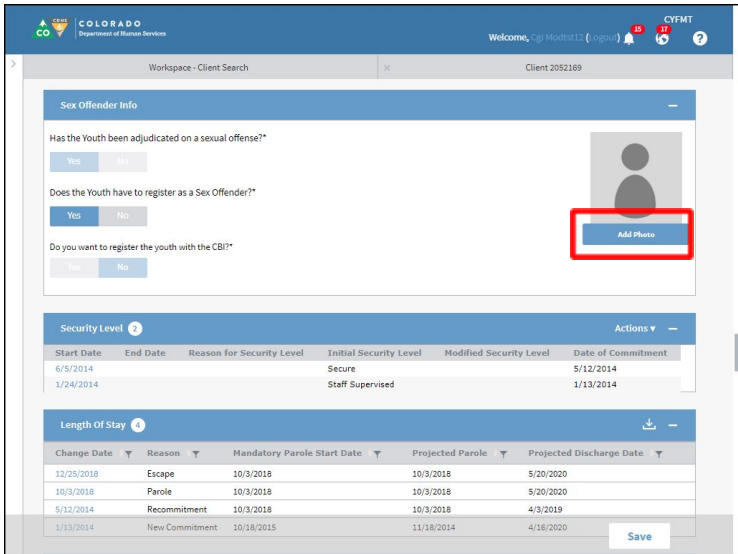
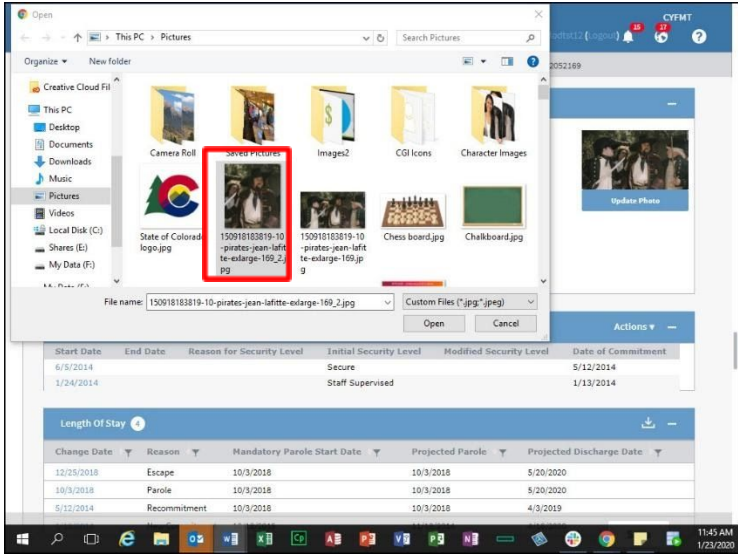


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Sex Offender Info

Upload a Photo

- A new photo or a replacement photo can be uploaded to the *Sex Offender Info* section.
- Photo size limit is set at 2MB.

Steps/Output	Screenshot
<p>In the <i>Sex Offender Info</i> section:</p> <ol style="list-style-type: none">1. Click Add Photo below the image. <p>This opens the Pictures directory on the computer.</p>	 <p>The screenshot shows the 'Sex Offender Info' page for Client 2052169. It includes a form with three questions: 'Has the Youth been adjudicated on a sexual offense?', 'Does the Youth have to register as a Sex Offender?', and 'Do you want to register the youth with the CBI?'. Below the form is a table for 'Security Level' and another for 'Length Of Stay'. The 'Add Photo' button is highlighted with a red box.</p>
<p>In the Pictures directory:</p> <ol style="list-style-type: none">2. Navigate to the desired location in the picture directory.3. Select the desired photo.4. Click Open. <p>This adds the photo and opens the <i>Success</i> pop-up window.</p>	 <p>The screenshot shows a Windows File Explorer window open to the 'Pictures' directory. A photo file named '150918183819-10-pirates-jean-lafitte-exlarge-169_2.jpg' is selected and highlighted with a red box. The background shows the 'Sex Offender Info' application interface.</p>



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In the *Success* pop-up window:

5. Click **Ok** to respond to the *Success* message.

The screenshot shows the 'Manage Sex Offender Info' interface. A 'Success' pop-up window is displayed in the center, with the message 'Photo Successfully saved' and an 'Ok' button highlighted with a red box. The background interface includes a 'Sex Offender Info' section with three questions and radio button options, a 'Security Level' table, and a 'Length Of Stay' table. The 'Security Level' table has the following data:

Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment
6/5/2014			Secure		5/12/2014
1/24/2014			Staff Supervised		1/13/2014

The 'Length Of Stay' table has the following data:

Change Date	Reason	Mandatory Parole Start Date	Projected Parole	Projected Discharge Date
12/25/2016	Escape	10/3/2016	10/3/2016	5/20/2020
10/3/2018	Parole	10/3/2018	10/3/2018	5/20/2020
5/12/2014	Recommitment	10/3/2018	10/3/2018	4/3/2019
1/13/2014	New Commitment	10/16/2015	11/18/2014	4/16/2020



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Register a Youth

- Questions 1 and 2 are automatically populated based on the Sex Offender Info that has been saved for the Youth from prior DYS Assessment/New Commitment, DYS Assessment/ Recommitment, and/or DYS Client Manager Detail pages.
- If 'Yes' is selected for Question 1 and 'No' is selected for Question 2, the system will automatically generate a *Client Safety Notice* with a **Category** of 'System Advisement', a **Type** of 'Sex Offender', and the **Detail** of 'Youth does not have to register as a sex offender' when the Sex Offender Info is saved. Any existing *Client Safety Notices* for the Youth with the same **Category** and **Type** will be end-dated.
- If 'Yes' is selected for Question 2 (regardless of how Question 1 is set), the system will automatically generate a *Client Safety Notice* with a **Category** of 'System Advisement', a **Type** of 'Sex Offender', and the **Detail** of 'Youth is required to register as a sex offender' when the Sex Offender Info is saved. Any existing *Client Safety Notices* for the Youth with the same **Category** and **Type** will be end-dated.
- If the answer to Question 3 is "Yes", a photo of the Youth is required.

Steps/Output	Screenshot																																											
<p>In the <i>Sex Offender Info</i> section:</p> <ol style="list-style-type: none"> 1. Click the Yes/No toggles to answer the questions. 	<p>The screenshot shows the 'Sex Offender Info' form with the following data:</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Reason for Security Level</th> <th>Initial Security Level</th> <th>Modified Security Level</th> <th>Date of Commitment</th> </tr> </thead> <tbody> <tr> <td>6/5/2014</td> <td></td> <td></td> <td>Secure</td> <td></td> <td>5/12/2014</td> </tr> <tr> <td>1/24/2014</td> <td></td> <td></td> <td>Staff Supervised</td> <td></td> <td>1/13/2014</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Change Date</th> <th>Reason</th> <th>Mandatory Parole Start Date</th> <th>Projected Parole</th> <th>Projected Discharge Date</th> </tr> </thead> <tbody> <tr> <td>12/25/2018</td> <td>Escape</td> <td>10/3/2018</td> <td>10/3/2018</td> <td>5/20/2020</td> </tr> <tr> <td>10/3/2018</td> <td>Parole</td> <td>10/3/2018</td> <td>10/3/2018</td> <td>5/20/2020</td> </tr> <tr> <td>5/13/2014</td> <td>Recommitment</td> <td>10/3/2018</td> <td>10/3/2018</td> <td>4/9/2019</td> </tr> <tr> <td>1/13/2014</td> <td>New Commitment</td> <td>10/18/2015</td> <td>11/19/2014</td> <td>4/16/2020</td> </tr> </tbody> </table>	Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment	6/5/2014			Secure		5/12/2014	1/24/2014			Staff Supervised		1/13/2014	Change Date	Reason	Mandatory Parole Start Date	Projected Parole	Projected Discharge Date	12/25/2018	Escape	10/3/2018	10/3/2018	5/20/2020	10/3/2018	Parole	10/3/2018	10/3/2018	5/20/2020	5/13/2014	Recommitment	10/3/2018	10/3/2018	4/9/2019	1/13/2014	New Commitment	10/18/2015	11/19/2014	4/16/2020
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Question 1:

If Question 1 is set to 'Yes', it will be displayed as read-only.

If it has **not** been answered as 'Yes' or 'No' or if it is set to 'No', it is editable.

2. If the toggle is editable, click the **Yes/No** toggle to respond to the question.

Colorado Department of Human Services

Welcome, Cap Modestica (Logout)

Workspace - Client Search Client 2052169

Sex Offender Info

Has the Youth been adjudicated on a sexual offense?*

Yes No

Does the Youth have to register as a Sex Offender?*

Yes No

Do you want to register the youth with the CBI?*

Yes No

Update Photo

Security Level

Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment
6/5/2014			Secure		5/12/2014
1/24/2014			Staff Supervised		1/13/2014

Length Of Stay

Change Date	Reason	Mandatory Parole Start Date	Projected Parole	Projected Discharge Date
12/25/2018	Escape	10/3/2018	10/3/2018	5/20/2020
10/3/2018	Parole	10/3/2018	10/3/2018	5/20/2020
6/13/2014	Recommitment	10/3/2018	10/3/2018	4/9/2019
1/13/2014	New Commitment	10/18/2015	11/18/2014	4/18/2020

Save

Question 2:

If Question 2 had been answered previously, it will be displayed with whichever answer was last saved, but will be editable.

3. Click the **Yes/No** toggle to respond to the question.

Colorado Department of Human Services

Welcome, Cap Modestica (Logout)

Workspace - Client Search Client 2052169

Sex Offender Info

Has the Youth been adjudicated on a sexual offense?*

Yes No

Does the Youth have to register as a Sex Offender?*

Yes No

Do you want to register the youth with the CBI?*

Yes No

Update Photo

Security Level

Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment
6/5/2014			Secure		5/12/2014
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Length Of Stay

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1/13/2014	New Commitment	10/18/2015	11/18/2014	4/18/2020

Save



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Question 3:

Question 3 populates from the underlying DYS case. It will only be enabled if Question 2 has been set to 'Yes' or the worker selects 'Yes' for Question 2. If Question 3 is set to 'Yes' from the underlying DYS case, it will be read-only.

4. If the toggle is editable, click the **Yes/No** toggle to respond to the question.

Note: If Question 3 is set to 'Yes' and a photo for the Youth does not exist, the system will display a warning message that a photo is required and Question 3 will default back to 'No'.

Sex Offender Info

Has the Youth been adjudicated on a sexual offense?*

Yes No

Does the Youth have to register as a Sex Offender?*

Yes No

Do you want to register the youth with the CBI?*

Yes No

Security Level ?

Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment
6/5/2014			Secure		5/12/2014
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Length Of Stay ?

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1/13/2014	New Commitment	10/18/2015	11/18/2014	4/18/2020

Save

If Question 3 is set to 'Yes', a confirmation pop-up window will display.

5. Click **Yes** to continue to register the Youth or **No** to cancel without registering the Youth.

If **No** is selected, Question 3 will default back to 'No'.

Warning!

Are you sure you want to register the Youth as a sex offender?

No Yes

Sex Offender Info

Has the Youth been adjudicated on a sexual offense?*

Yes No

Does the Youth have to register as a Sex Offender?*

Yes No

Do you want to register the youth with the CBI?*

Yes No

Security Level ?

Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment
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1/13/2014	New Commitment	10/18/2015	11/18/2014	4/18/2020

Save



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This completes the registration and sets all toggles to read-only.

Sex Offender Info

Has the Youth been adjudicated on a sexual offense?*

Yes No

Does the Youth have to register as a Sex Offender?*

Yes No

Do you want to register the youth with the CBI?*

Yes No

Security Level

Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment
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Save