



DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

Users

- DYS Commitment Specialist
- DYS Assessment Specialist
- DYS Clinical Director
- DYS Admissions Worker
- DYS Admissions Supervisor

Process

These Job Aid tables describe the actions needed to view and associate an unmatched mittimus record to a youth from the DYS Queue page.

Introduction

- There is a list of Unmatched Mittimi records in the DYS Queues.
- The default sort is by Offense Date with the newest Offense first.
- The worker is able to associate an Unmatched Mittimi record to a specific Youth.
- If any of the DYS Cases for the Youth associated are restricted:
 - The *Ban* icon will display beside the name of the Youth in the results list.
 - When selecting the Youth from the results list, the tabs at the bottom of Client Search will be disabled.
 - The worker will be able to click on the *Select* button to associate the client to the Mittimus record.

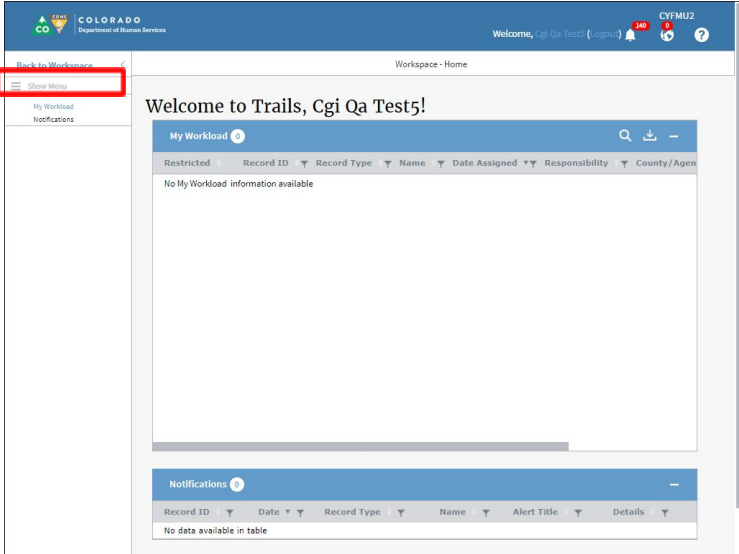
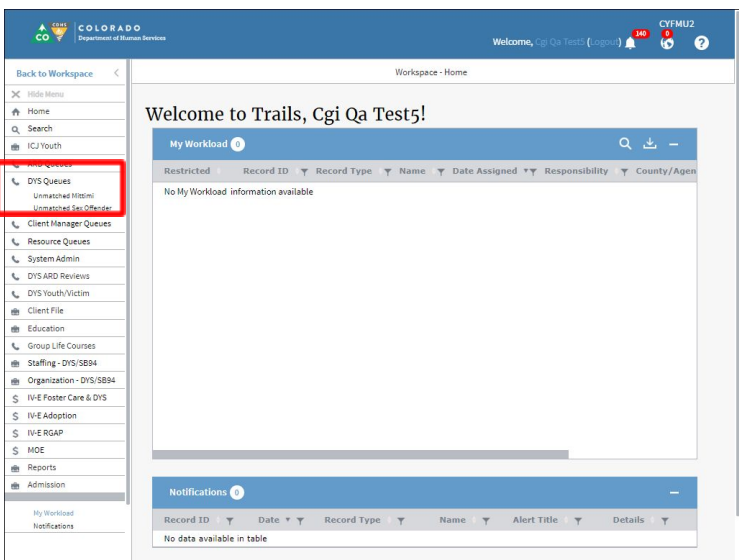
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DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

Access and View Unmatched Mittimi Queue

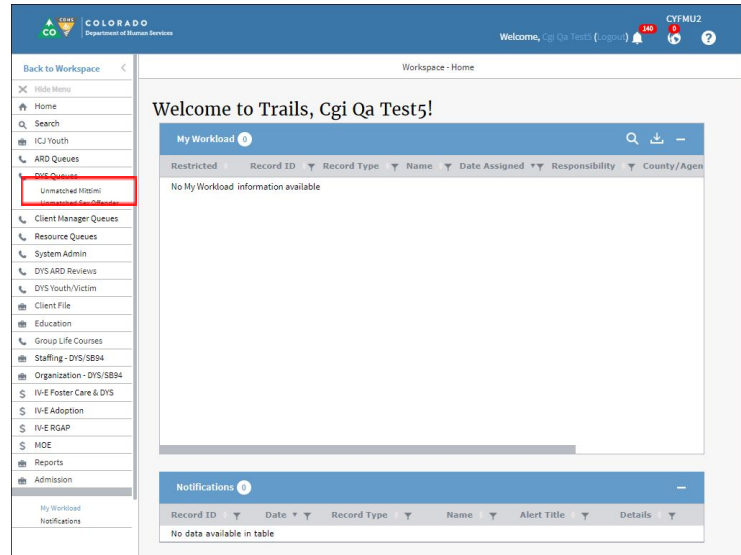
| Steps/Output | Screenshot |
|--|---|
| <p>In the <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none">1. Click Show Menu. |  <p>The screenshot shows the workspace interface. The left navigation panel is visible, and the 'Show Menu' button is highlighted with a red box. The main content area displays a 'Welcome to Trails, Cgi Qa Test5!' message and a 'My Workload' section with a table header: 'Restricted Record ID Record Type Name Date Assigned Responsibility County/Agent'. Below the header, it states 'No My Workload information available'. There is also a 'Notifications' section at the bottom with a table header: 'Record ID Date Record Type Name Alert Title Details' and 'No data available in table'.</p> |
| <ol style="list-style-type: none">2. Click DYS Queues. <p>This expands the <i>DYS Queues</i> to show all <i>DYS Queues</i> available.</p> |  <p>The screenshot shows the workspace interface with the left navigation panel expanded. The 'DYS Queues' option is highlighted with a red box. The main content area remains the same as in the previous screenshot, displaying the 'Welcome to Trails, Cgi Qa Test5!' message and the 'My Workload' and 'Notifications' sections.</p> |



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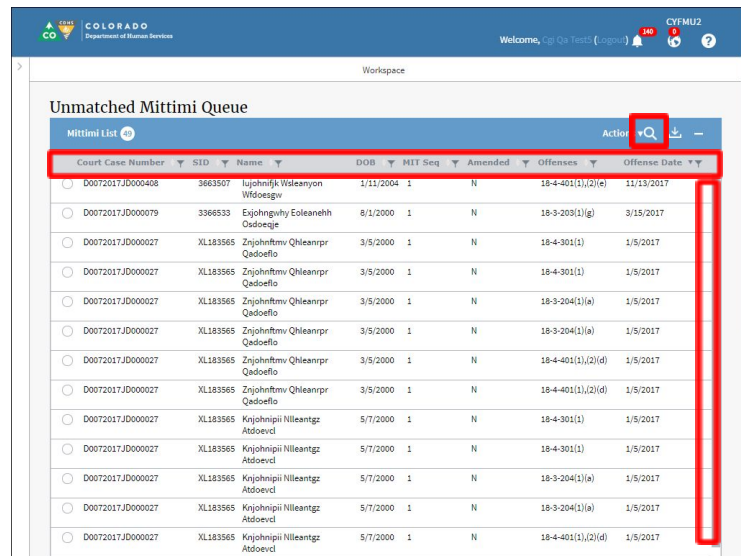
3. Click **Unmatched Mittimi**.

This opens the *Unmatched Mittimi Queue*.



In the *Unmatched Mittimi Queue*:

- Use the **Search** icon in the top right corner to search for a Mittimus Record.
- Use the **Sort** and **Filter** icons to the right of the column headings to sort and filter data in the Queue.
- Use the **Scroll Bars** to the right and bottom to see all rows of data in the Queue.





DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

In the *Mittimi List* banner:

- A tally (badge count) of the total number of entries is displayed.
- Click the **download** icon to download the list of Unmatched Mittimi as a CSV [MS Excel] file to your computer.

The screenshot shows the 'Unmatched Mittimi Queue' interface. At the top, there is a 'Mittimi List' banner with a badge count of 49. To the right of the banner is an 'Actions' menu containing a download icon (a square with a downward arrow) and a minus sign. Below the banner is a table with the following columns: Court Case Number, SID, Name, DOB, MIT Seq, Amended, Offenses, and Offense Date. The table contains 15 rows of data, each representing a case with a radio button in the first column.

| Court Case Number | SID | Name | DOB | MIT Seq | Amended | Offenses | Offense Date |
|--|----------|-------------------------------|-----------|---------|---------|--------------------|--------------|
| <input type="radio"/> D0072017JD000408 | 3663507 | Iujohnifk Wlearyon Wfdoesgw | 1/11/2004 | 1 | N | 18-4-401(1),(2)(e) | 11/13/2017 |
| <input type="radio"/> D0072017JD000079 | 3366533 | Exjohngvhy Eoleanehh Osdoenaj | 8/1/2000 | 1 | N | 18-3-203(1)(g) | 3/15/2017 |
| <input type="radio"/> D0072017JD000027 | XL183565 | Zzjohntfmv Qhleanrpr Qadoello | 3/5/2000 | 1 | N | 18-4-301(1) | 1/5/2017 |
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DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

Associate an Unmatched Mittimus Record to a Youth

- Once a Mittimi is associated, all other subsequent Mittimi will become associated to the Youth.
- An alert will be sent to all DYS Commitment Specialists every time a subsequent Mittimus gets automatically associated.

| Steps/Output | Screenshot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------------------------|-----------|---------|---------|--------------------|--------------|----------|--------------|------------------|---------|-----------------------------|-----------|---|---|--------------------|------------|------------------|---------|-----------------------------|----------|---|---|----------------|-----------|------------------|----------|------------------------------|----------|---|---|-------------|----------|------------------|----------|------------------------------|----------|---|---|-------------|----------|------------------|----------|------------------------------|----------|---|---|----------------|----------|------------------|----------|------------------------------|----------|---|---|----------------|----------|------------------|----------|------------------------------|----------|---|---|--------------------|----------|------------------|----------|------------------------------|----------|---|---|--------------------|----------|------------------|----------|------------------------------|----------|---|---|-------------|----------|------------------|----------|------------------------------|----------|---|---|-------------|----------|------------------|----------|------------------------------|----------|---|---|----------------|----------|------------------|----------|------------------------------|----------|---|---|----------------|----------|------------------|----------|------------------------------|----------|---|---|--------------------|----------|
| <p>In the <i>Unmatched Mittimi Queue</i>:</p> <ol style="list-style-type: none"> 1. Locate the appropriate Unmatched Mittimus from the Queue using the navigation tools shown above. | <p>The screenshot shows the 'Unmatched Mittimi Queue' interface. A table lists records with columns: Court Case Number, SID, Name, DOB, MIT Seq, Amended, Offenses, and Offense Date. The first row is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Court Case Number</th> <th>SID</th> <th>Name</th> <th>DOB</th> <th>MIT Seq</th> <th>Amended</th> <th>Offenses</th> <th>Offense Date</th> </tr> </thead> <tbody> <tr> <td>D0072017JD000408</td> <td>3663507</td> <td>Iujohnifk Wleamyon Wldoesgr</td> <td>1/11/2004</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(e)</td> <td>11/13/2017</td> </tr> <tr> <td>D0072017JD000079</td> <td>3366533</td> <td>Eujohnifk Eoleaneeh Osdoeje</td> <td>8/1/2000</td> <td>1</td> <td>N</td> <td>18-3-203(1)(g)</td> <td>3/15/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-301(s)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-301(l)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(d)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(d)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-4-301(s)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-4-301(l)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(d)</td> <td>1/5/2017</td> </tr> </tbody> </table> | Court Case Number | SID | Name | DOB | MIT Seq | Amended | Offenses | Offense Date | D0072017JD000408 | 3663507 | Iujohnifk Wleamyon Wldoesgr | 1/11/2004 | 1 | N | 18-4-401(1),(2)(e) | 11/13/2017 | D0072017JD000079 | 3366533 | Eujohnifk Eoleaneeh Osdoeje | 8/1/2000 | 1 | N | 18-3-203(1)(g) | 3/15/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-301(s) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-301(l) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-301(s) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-301(l) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 |
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| D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Once the appropriate <i>Unmatched Mittimus</i> record is found:</p> <ol style="list-style-type: none"> 2. Click the Radio button to the left of the <i>Court Case Number</i>. <p>This selects the Unmatched Mittimus to associate to a specific Youth.</p> | <p>The screenshot shows the same 'Unmatched Mittimi Queue' interface. A red box highlights the radio button next to the first row's Court Case Number.</p> <table border="1"> <thead> <tr> <th>Court Case Number</th> <th>SID</th> <th>Name</th> <th>DOB</th> <th>MIT Seq</th> <th>Amended</th> <th>Offenses</th> <th>Offense Date</th> </tr> </thead> <tbody> <tr> <td>D0072017JD000408</td> <td>3663507</td> <td>Iujohnifk Wleamyon Wldoesgr</td> <td>1/11/2004</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(e)</td> <td>11/13/2017</td> </tr> <tr> <td>D0072017JD000079</td> <td>3366533</td> <td>Eujohnifk Eoleaneeh Osdoeje</td> <td>8/1/2000</td> <td>1</td> <td>N</td> <td>18-3-203(1)(g)</td> <td>3/15/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-301(s)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-301(l)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(d)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Zujohnifk Qhleanrpr Qadoeflo</td> <td>3/5/2000</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(d)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-4-301(s)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-4-301(l)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-3-204(1)(a)</td> <td>1/5/2017</td> </tr> <tr> <td>D0072017JD000027</td> <td>XL183565</td> <td>Kujohnipil Nleantgz Atdoevcl</td> <td>5/7/2000</td> <td>1</td> <td>N</td> <td>18-4-401(1),(2)(d)</td> <td>1/5/2017</td> </tr> </tbody> </table> | Court Case Number | SID | Name | DOB | MIT Seq | Amended | Offenses | Offense Date | D0072017JD000408 | 3663507 | Iujohnifk Wleamyon Wldoesgr | 1/11/2004 | 1 | N | 18-4-401(1),(2)(e) | 11/13/2017 | D0072017JD000079 | 3366533 | Eujohnifk Eoleaneeh Osdoeje | 8/1/2000 | 1 | N | 18-3-203(1)(g) | 3/15/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-301(s) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-301(l) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-301(s) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-301(l) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 |
| Court Case Number | SID | Name | DOB | MIT Seq | Amended | Offenses | Offense Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000408 | 3663507 | Iujohnifk Wleamyon Wldoesgr | 1/11/2004 | 1 | N | 18-4-401(1),(2)(e) | 11/13/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000079 | 3366533 | Eujohnifk Eoleaneeh Osdoeje | 8/1/2000 | 1 | N | 18-3-203(1)(g) | 3/15/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-301(s) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-301(l) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Zujohnifk Qhleanrpr Qadoeflo | 3/5/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-301(s) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-301(l) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-3-204(1)(a) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D0072017JD000027 | XL183565 | Kujohnipil Nleantgz Atdoevcl | 5/7/2000 | 1 | N | 18-4-401(1),(2)(d) | 1/5/2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

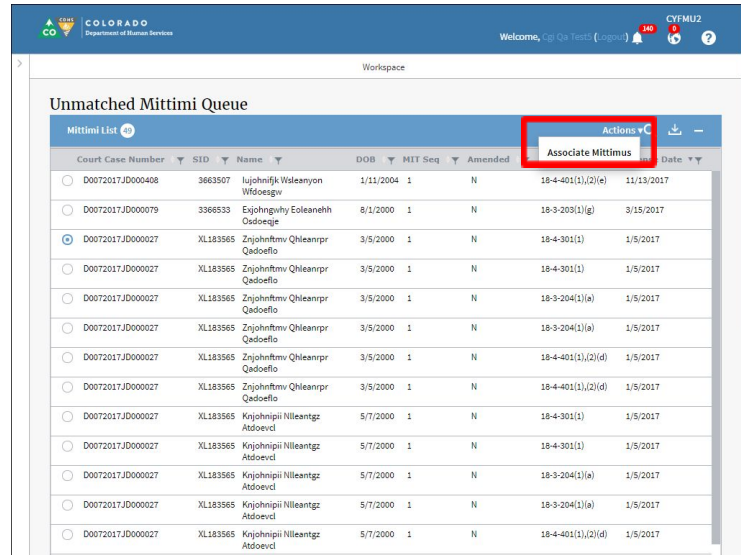


DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

In the *Mittimi List* banner:

3. Click the **Actions** drop-down arrow.
4. Select **Associate Mittimus**.

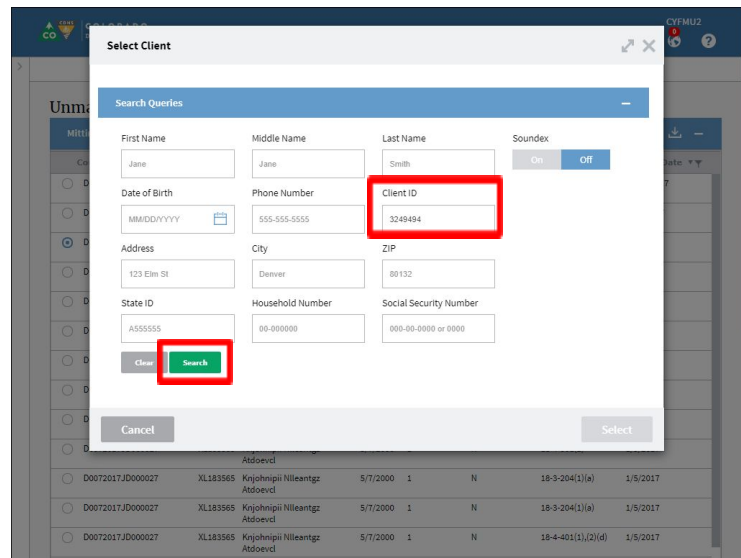
This opens the *Client Search* pop-up window.



In the *Search Queries* section of the *Client Search* pop-up window:

5. Enter the **Client ID** or any other identifying information.
6. Click **Search**.

This opens the *Search Queries* results.





DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

In the *Search Queries* results:

7. Click the appropriate **Client Name**.

The *Client Details* display below the *Search Queries* list.

Phonetic Search: false, Client ID: 3249494 1 result

| Full Name | CII | Client ID | Gender | DOB | Age | State ID | SSN | County | DYS |
|------------------------------------|-----|-----------|--------|----------|-----|----------|-------------|--------|-----|
| Hjgtalnmh Qjdstjamvsvx Qjdsaaaoebq | | 3249494 | Male | 5/7/2001 | 19 | P019872 | 758-00-6906 | Weld | Yes |

General | Relations | Addresses | Phone | SB94 Cases | Admissions | CW Referral/Assessment

Hjgtalnmh Qjdstjamvsvx Qjdsaaaoebq

Sex Assigned at Birth: Male, DOB: 5/7/2001, Age: 19, Custody Status: [blank], History: [blank], In Placement: YES

Client ID: 3249494, State ID: P019872, SSN: 758006906, County/Agency: PYFRTYFSVG8, Alias Name: [blank]

Cancel | Select

After confirming this is the correct Youth:

8. Click **Select**.

The *Unmatched Mittimus* record and all subsequent Mittimi are associated to the Youth.

Phonetic Search: false, Client ID: 3249494 1 result

| Full Name | CII | Client ID | Gender | DOB | Age | State ID | SSN | County | DYS |
|------------------------------------|-----|-----------|--------|----------|-----|----------|-------------|--------|-----|
| Hjgtalnmh Qjdstjamvsvx Qjdsaaaoebq | | 3249494 | Male | 5/7/2001 | 19 | P019872 | 758-00-6906 | Weld | Yes |

General | Relations | Addresses | Phone | SB94 Cases | Admissions | CW Referral/Assessment

Hjgtalnmh Qjdstjamvsvx Qjdsaaaoebq

Sex Assigned at Birth: Male, DOB: 5/7/2001, Age: 19, Custody Status: [blank], History: [blank], In Placement: YES

Client ID: 3249494, State ID: P019872, SSN: 758006906, County/Agency: PYFRTYFSVG8, Alias Name: [blank]

Cancel | **Select**



DYS_Assess – Manage Unmatched Mittimi Queue Job Aid

The record is removed from the *Unmatched Mittimi Queue* List and you return to the updated *Unmatched Mittimi Queue*.

| Court Case Number | SID | Name | DOB | MIT Seq | Amended | Offenses | Offense Date |
|-------------------|----------|-------------------------------|-----------|---------|---------|----------------------|--------------|
| D0072017JD000408 | 3663507 | Iujohnfik Wleanyon Wlsoegm | 1/11/2004 | 1 | N | 18-4-401(1),(2)(e) | 11/13/2017 |
| D0072017JD000079 | 3366533 | Ejohngwthy Eoleanehh Osdoenge | 8/1/2000 | 1 | N | 18-3-203(1)(g) | 3/15/2017 |
| D0072016JD000407 | XL146079 | Nijohnjgid Utleangyr Qdoeouwp | 8/17/2001 | 1 | N | 18-4-503(1)(a) | 10/31/2016 |
| D0072016JD000407 | XL146079 | Nijohnjgid Utleangyr Qdoeouwp | 8/17/2001 | 1 | N | 18-13-122(3)(b),4(a) | 10/31/2016 |
| D0072016JD000408 | XL146060 | Ojohnoyoo Kdleannccw Pldoeurz | 7/11/2000 | 1 | N | 18-4-503(1)(a) | 10/31/2016 |
| D0072016JD000408 | XL146060 | Ojohnoyoo Kdleannccw Pldoeurz | 7/11/2000 | 1 | N | 18-13-122(3)(b),4(a) | 10/31/2016 |
| D0072016JD000412 | XL146993 | Hmjohnnph Ngleanvwq Lgdoemw | 1/12/2000 | 1 | N | 18-3-204(1)(a) | 10/28/2016 |
| D0072016JD000412 | XL146993 | Pjohngmgi Wmleanglg Jdoeouj | 4/3/2000 | 1 | N | 18-3-204(1)(a) | 10/28/2016 |
| D0262016JD000006 | XL037321 | Sjohnczo Wleandag Idoeoj | 4/16/2000 | 1 | N | 18-13-122(3)(a),4(a) | 5/5/2016 |
| D0262016JD000006 | XL037321 | Zjohnwvve Otleanwbv Rmdoednk | 8/11/2000 | 1 | N | 18-13-122(3)(a),4(a) | 5/5/2016 |
| D0692015JD000938 | XU936584 | Tjohncawo Ooleanygq Umdoeccc | 5/6/1998 | 1 | N | 18-4-302(1)(d) | 11/5/2015 |
| D0692015JD000938 | XU936584 | Tjohncawo Ooleanygq Umdoeccc | 5/6/1998 | 1 | N | 18-4-301(1) | 11/5/2015 |
| D0692015JD000938 | XU936584 | Tjohncawo Ooleanygq Umdoeccc | 5/6/1998 | 1 | N | 18-3-208(1)(a),(b) | 11/5/2015 |