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.
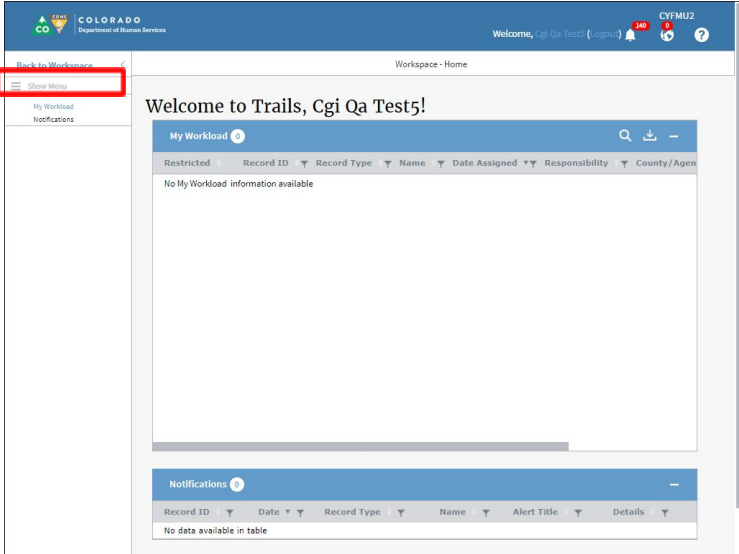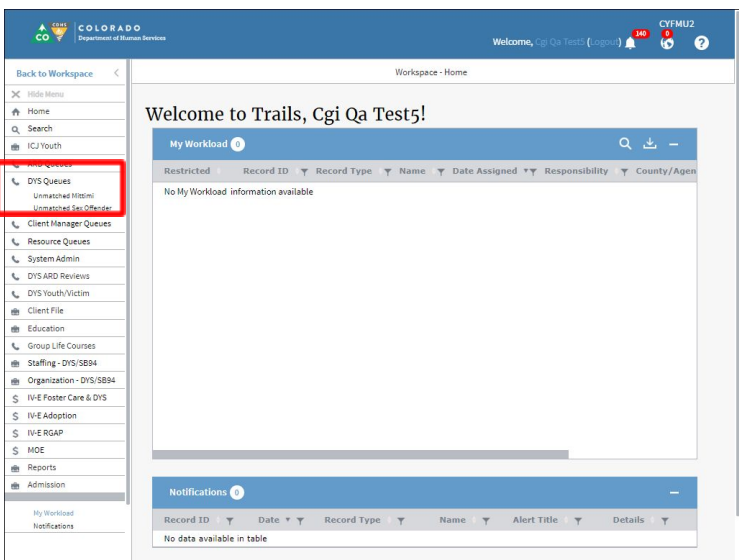
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Access and View Unmatched Mittimi Queue

Steps/Output	Screenshot
In the *Left Navigation Panel:* 1. Click **Show Menu**.	
2. Click **DYS Queues**. This expands the *DYS Queues* to show all DYS Queues available.	

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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.	
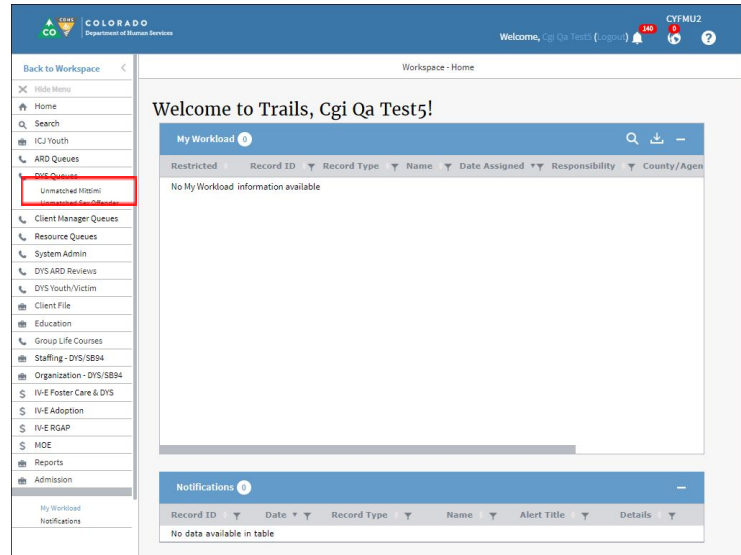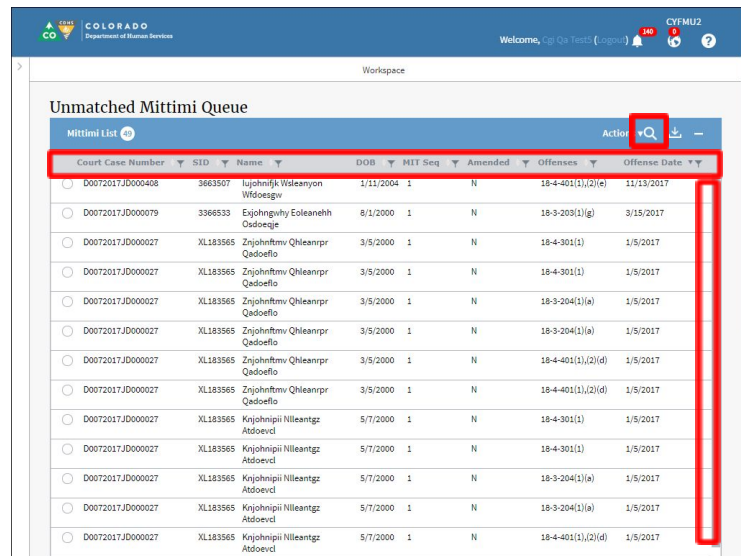
In the *Mittimi List* banner:

- 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.

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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
In the *Unmatched Mittimi Queue*: 1. Locate the appropriate **Unmatched Mittimus** from the Queue using the navigation tools shown above.	
Once the appropriate *Unmatched Mittimus* record is found: 2. Click the **Radio** button to the left of the *Court Case Number*. This selects the Unmatched Mittimus to associate to a specific Youth.	

In the *Mittimi List* banner:

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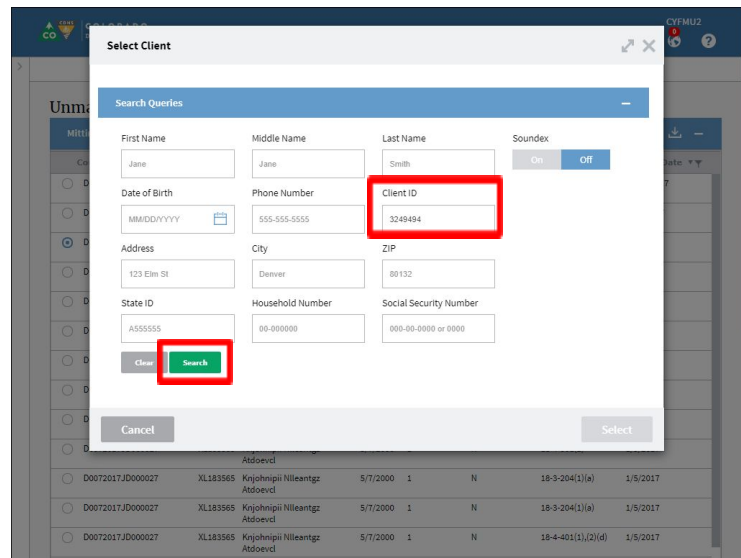4. Select **Associate Mittimus**.

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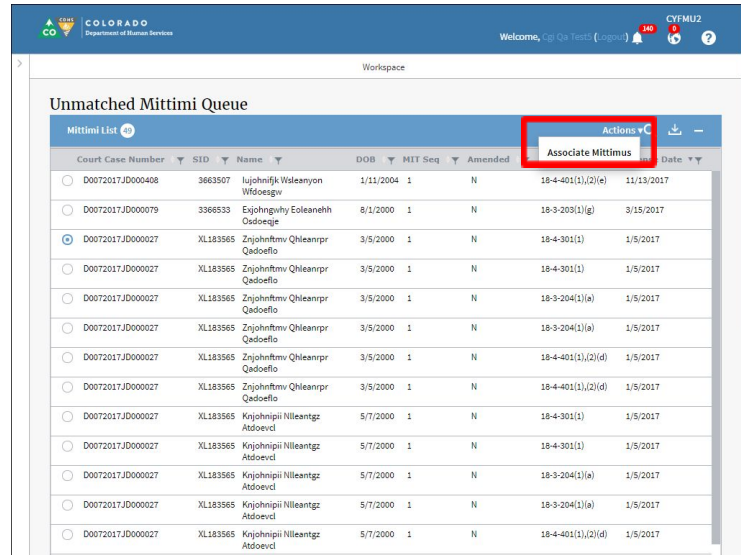
In the *Search Queries* section of the *Client Search* pop-up window:

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

This opens the *Search Queries* results.

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In the *Search Queries* results: 7. Click the appropriate **Client Name**. The *Client Details* display below the *Search Queries* list.	
After confirming this is the correct Youth: 8. Click **Select.** The *Unmatched Mittimus* record and all subsequent Mittimi are associated to the Youth.	

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