



DYS ARD – Manage DYS ARD Findings Job Aid

User

Add DYS ARD Findings (Add, Edit)

- DYS ARD Reviewer

Access and View the DYS ARD Findings (Read-Only)

- DYS Review Coordinator
- DYS Director/Assist Director
- DYS Client Manager Supervisor
- DYS Client Manager

Process

This Job Aid table describes the actions needed to access and view, add, and edit ARD Findings for a DYS Case.

Refer to the Job Aids listed below for details on completing the individual sections contained in the ARD Review page:

- *DYS_ARD – Manage DYS ARD Findings Summary*
- *DYS_ARD – Manage DYS ARD Findings Child/Youth and ARD Review*
- *DYS_ARD – Manage DYS ARD Findings- Findings*

Related Job Aids:

- Refer to *DYS_ARD – Manage DYS ARD Reviews Details* for information on locating a client’s DYS ARD Review page.

Introduction

- ARD is the Administrative Review Division.

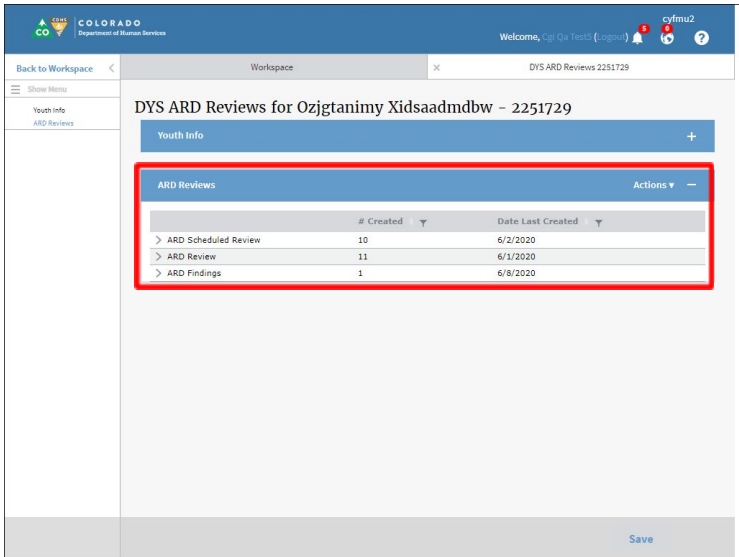
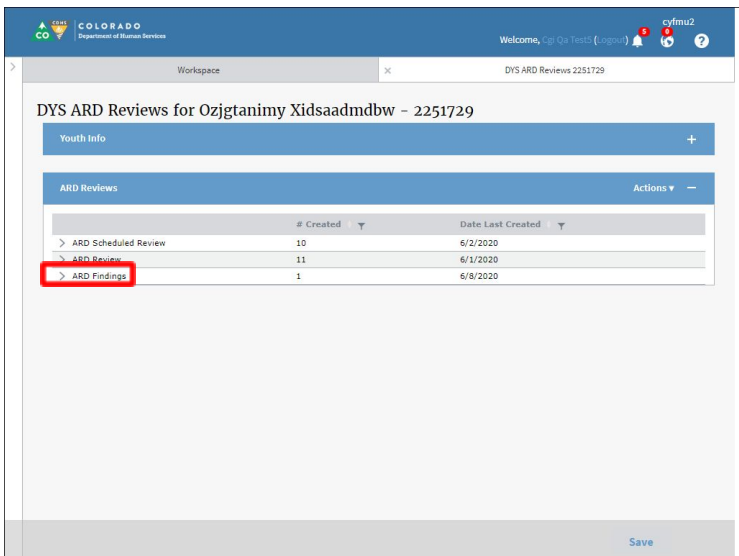
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DYS ARD – Manage Dys ARD Findings Job Aid

Access and View Dys ARD Findings

Steps/Output	Screenshot												
<p>Refer to the <i>DYS_ARD – Manage Dys ARD Reviews Details Job Aid</i> for details on locating the desired Client.</p> <p>On the <i>DYS ARD Reviews Details</i> page:</p> <p>The ARD Reviews section displays.</p>	 <p>DYS ARD Reviews for Ozjgtanimy Xidsaadmdbw – 2251729</p> <table border="1"><thead><tr><th></th><th># Created</th><th>Date Last Created</th></tr></thead><tbody><tr><td>> ARD Scheduled Review</td><td>10</td><td>6/2/2020</td></tr><tr><td>> ARD Review</td><td>11</td><td>6/1/2020</td></tr><tr><td>> ARD Findings</td><td>1</td><td>6/8/2020</td></tr></tbody></table>		# Created	Date Last Created	> ARD Scheduled Review	10	6/2/2020	> ARD Review	11	6/1/2020	> ARD Findings	1	6/8/2020
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> ARD Scheduled Review	10	6/2/2020											
> ARD Review	11	6/1/2020											
> ARD Findings	1	6/8/2020											
<p>In the <i>ARD Reviews</i> section:</p> <p>An <i>ARD Findings</i> table displays if findings have been created on a given Dys Case.</p> <ol style="list-style-type: none">1. Click the Expansion (>) icon to view the ARD Findings. <p>Note: Click the Expansion icon again to collapse the ARD Findings.</p>	 <p>DYS ARD Reviews for Ozjgtanimy Xidsaadmdbw – 2251729</p> <table border="1"><thead><tr><th></th><th># Created</th><th>Date Last Created</th></tr></thead><tbody><tr><td>> ARD Scheduled Review</td><td>10</td><td>6/2/2020</td></tr><tr><td>> ARD Review</td><td>11</td><td>6/1/2020</td></tr><tr><td>> ARD Findings</td><td>1</td><td>6/8/2020</td></tr></tbody></table>		# Created	Date Last Created	> ARD Scheduled Review	10	6/2/2020	> ARD Review	11	6/1/2020	> ARD Findings	1	6/8/2020
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DYS ARD – Manage DYS ARD Findings Job Aid

In the *ARD Findings* table:

2. Select the date link in the **Finding Date** column to open the ARD Findings.

Colorado Department of Human Services

Workspace | DYS ARD Reviews 2251729

DYS ARD Reviews for Ozjgtanimy Xidsaadmbw – 2251729

Youth Info +

ARD Reviews Actions -

	# Created	Date Last Created
> ARD Scheduled Review	10	6/2/2020
> ARD Review	11	6/1/2020
▼ ARD Findings	1	6/8/2020

Finding Date	Finding Type	Perm Hearing?	All Parties?	Safety Issue?	Issues Cnty Admin/Reg Dir?	Req Cnty/Reg Resp?
6/8/2020	Administrative Review	Yes	No	Yes	No	Yes

Save

This opens the *ARD Findings* in a new tab.

3. Navigate to each section by clicking the links in the *left navigation* panel or using the scroll bar at the right of the page.

Colorado Department of Human Services

Workspace | DYS ARD Reviews 2251729 | ARD Findings 1553411

ARD Findings – DVJMWVRASKAMZ YEDFSSACUGV – 6/8/2020

Summary Actions -

Findings Date* 6/8/2020 Findings Type* Administrative Review Family Name DVJMWVRASKAMZ YEDFS Case ID 1332144

Permanency Hearing?* All Parties Invited?* Safety Issue for follow-up?* Issues for Regional Director?

Requires Region Response?

Child/Youth Findings & ARD Reviews Actions -

Name	Client ID	Review Date	Reviewer	Perm. Goal	Incorrect?	Active	Perm. Goal Anon.	Goal Date	Incorrect?	Co
Ozjgtanimy Bgskjartj Xidsaadmbw	2251729	6/19/2019	Leslie H Mascarenas	N	Select	Y	N			

Findings

Permanency Goal

Save



DYS ARD – Manage DYS ARD Findings Job Aid

When viewing is finished:

4. Select the **DYS ARD Reviews** tab to return to the *DYS ARD Reviews Details* page.

Summary

ARD Findings – DVJMW RASKAMZ YEDFSSACUGV – 6/8/2020

Name	Client ID	Review Date	Reviewer	Perm. Goal	Incorrect?	Active Perm.	Goal Anon.	Goal Date	Incorrect? Co
Ozigtanmy Bgittjartj Xidsaadmdbw	2251729	6/19/2019	Leslie H Mascarenas	N					

Findings

Permanency Goal

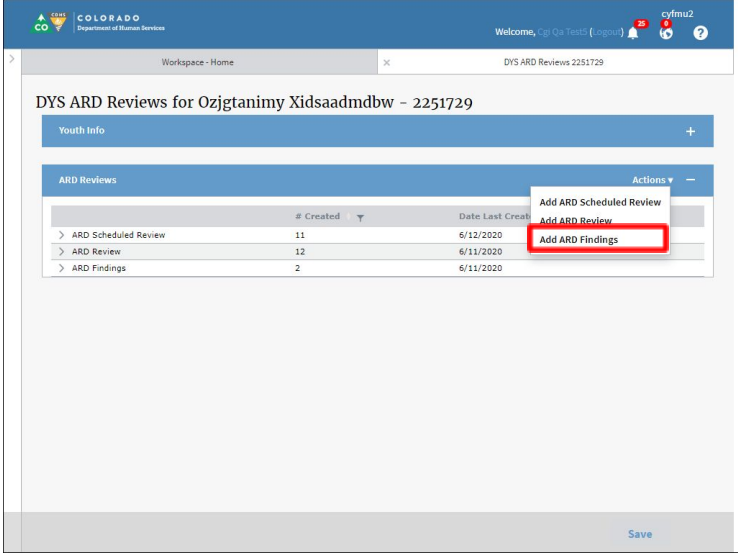
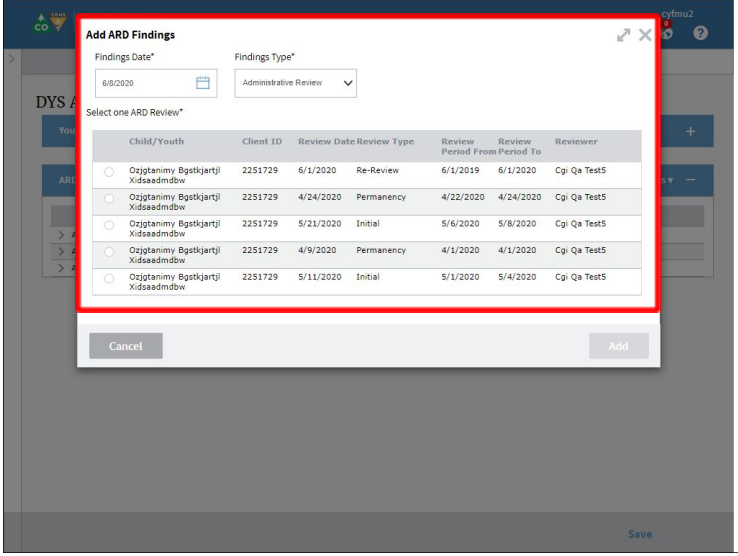
Save



DYS ARD – Manage Dys ARD Findings Job Aid

Add Dys ARD Findings

- Only one ARD Review can be linked to the ARD Findings

Steps/Output	Screenshot																																										
<p>In the <i>ARD Reviews</i> section:</p> <ol style="list-style-type: none">1. Click the Actions drop-down arrow.2. Select Add ARD Findings. <p>This opens the <i>Add ARD Findings</i> pop-up window.</p>	 <table border="1"><thead><tr><th></th><th># Created</th><th>Date Last Created</th><th>Actions</th></tr></thead><tbody><tr><td>> ARD Scheduled Review</td><td>11</td><td>6/12/2020</td><td>Add ARD Scheduled Review Add ARD Review Add ARD Findings</td></tr><tr><td>> ARD Review</td><td>12</td><td>6/11/2020</td><td></td></tr><tr><td>> ARD Findings</td><td>2</td><td>6/11/2020</td><td></td></tr></tbody></table>		# Created	Date Last Created	Actions	> ARD Scheduled Review	11	6/12/2020	Add ARD Scheduled Review Add ARD Review Add ARD Findings	> ARD Review	12	6/11/2020		> ARD Findings	2	6/11/2020																											
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<p>In the <i>Add ARD Findings</i> pop-up window:</p> <ol style="list-style-type: none">3. Enter or select a Findings Date* using the calendar icon.4. Select a Findings Type* using the drop-down arrow.	 <table border="1"><thead><tr><th>Child/Youth</th><th>Client ID</th><th>Review Date</th><th>Review Type</th><th>Review Period From</th><th>Review Period To</th><th>Reviewer</th></tr></thead><tbody><tr><td><input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw</td><td>2251729</td><td>6/1/2020</td><td>Re-Review</td><td>6/1/2019</td><td>6/1/2020</td><td>Cgi Qa Test5</td></tr><tr><td><input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw</td><td>2251729</td><td>4/24/2020</td><td>Permanency</td><td>4/22/2020</td><td>4/24/2020</td><td>Cgi Qa Test5</td></tr><tr><td><input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw</td><td>2251729</td><td>5/21/2020</td><td>Initial</td><td>5/6/2020</td><td>5/8/2020</td><td>Cgi Qa Test5</td></tr><tr><td><input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw</td><td>2251729</td><td>4/9/2020</td><td>Permanency</td><td>4/1/2020</td><td>4/1/2020</td><td>Cgi Qa Test5</td></tr><tr><td><input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw</td><td>2251729</td><td>5/11/2020</td><td>Initial</td><td>5/1/2020</td><td>5/4/2020</td><td>Cgi Qa Test5</td></tr></tbody></table>	Child/Youth	Client ID	Review Date	Review Type	Review Period From	Review Period To	Reviewer	<input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw	2251729	6/1/2020	Re-Review	6/1/2019	6/1/2020	Cgi Qa Test5	<input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw	2251729	4/24/2020	Permanency	4/22/2020	4/24/2020	Cgi Qa Test5	<input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw	2251729	5/21/2020	Initial	5/6/2020	5/8/2020	Cgi Qa Test5	<input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw	2251729	4/9/2020	Permanency	4/1/2020	4/1/2020	Cgi Qa Test5	<input type="radio"/> Ozigtanimy Bgstkjartji Xidsaadmbw	2251729	5/11/2020	Initial	5/1/2020	5/4/2020	Cgi Qa Test5
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DYS ARD – Manage DYS ARD Findings Job Aid

In the **Select one ARD Review*** table:

5. Click the radio button to the left of the appropriate ARD Review.

Note: The list of ARD Reviews that display are not connected to an ARD Finding and are not linked to an ARD Scheduled Review.

Child/Youth	Client ID	Review Date	Review Type	Review Period From	Review Period To	Reviewer
<input checked="" type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	6/1/2020	Re-Review	6/1/2019	6/1/2020	Cgi Qa Test5
<input type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	4/24/2020	Permanency	4/22/2020	4/24/2020	Cgi Qa Test5
<input type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	5/21/2020	Initial	5/6/2020	5/8/2020	Cgi Qa Test5
<input type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	4/9/2020	Permanency	4/1/2020	4/1/2020	Cgi Qa Test5
<input type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	5/11/2020	Initial	5/1/2020	5/4/2020	Cgi Qa Test5

When all fields are completed and an ARD Review is selected:

6. Click **Add** to add the ARD Findings or **Cancel** to return to the *DYS ARD Reviews Details* page.

The new *ARD Findings* page displays in a new record tab.

Child/Youth	Client ID	Review Date	Review Type	Review Period From	Review Period To	Reviewer
<input type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	6/1/2020	Re-Review	6/1/2019	6/1/2020	Cgi Qa Test5
<input checked="" type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	4/24/2020	Permanency	4/22/2020	4/24/2020	Cgi Qa Test5
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<input type="radio"/> Ozigtanimy Bgstkcartji Xidaadmbw	2251729	4/9/2020	Permanency	4/1/2020	4/1/2020	Cgi Qa Test5
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DYS ARD – Manage DYS ARD Findings Job Aid

On the *ARD Findings* page:

7. Continue and complete each of the sections within the *ARD Findings* page.

Note: Refer to the Job Aids listed in the **Process** section on Page 1 for details on completing the individual sections contained in the *ARD Findings* page.

Summary

ARD Findings – DVJMW RASKAMZ YEDFSSACUGV – 6/8/2020

Findings Date* 6/8/2020 Findings Type* Administrative Review Family Name DVJMW RASKAMZ YEDFS Case ID 1832144

Permanency Hearing?* All Parties Invited?* Safety Issue for follow-up?* Issues for Regional Director?

Requires Region Response?

Child/Youth Findings & ARD Reviews

Name	Client ID	Review Date	Reviewer	Perm. Goal	Incorrect?	Active Perm.	Goal Anon.	Goal Date	Incorrect? Corr.
Ozigtanmy Bgutsjarj Xidsaadmdbw	2251729	4/24/2020	Cgi Qa Test5	N					

Findings

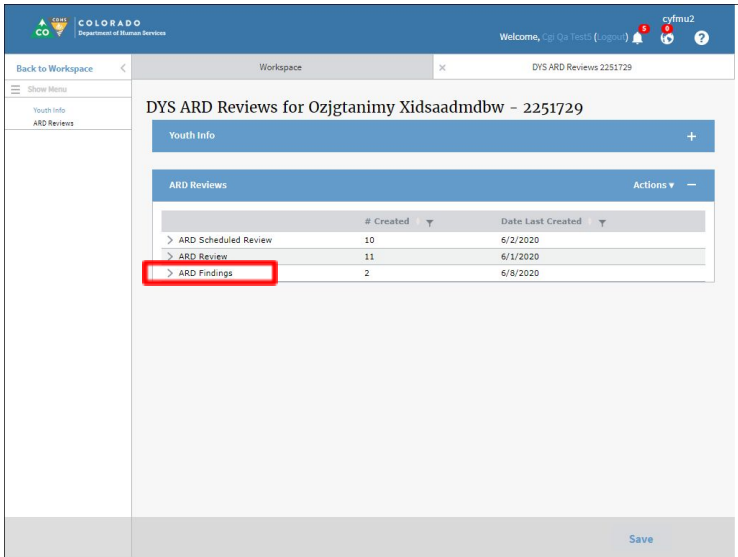
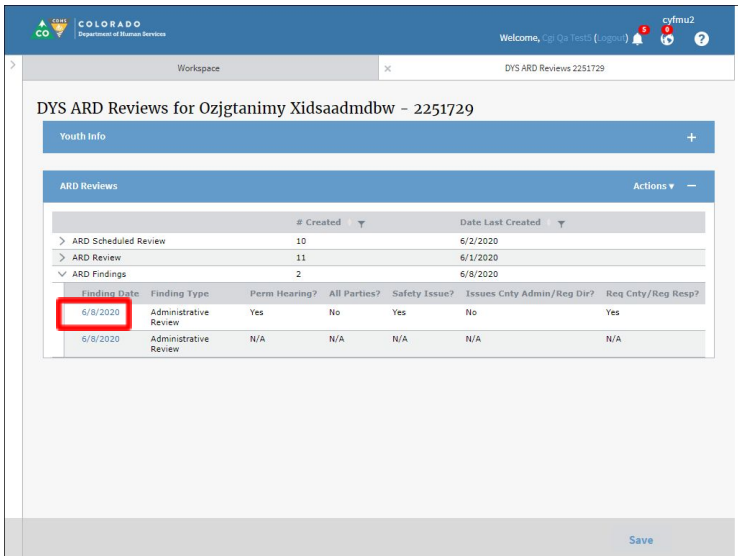
Permanency Goal

Save



DYS ARD – Manage Dys ARD Findings Job Aid

Edit Dys ARD Findings

Steps/Output	Screenshot																					
<p>In the <i>ARD Reviews</i> section:</p> <ol style="list-style-type: none"> Click the Expansion (>) icon to view the ARD Findings. <p>Note: Click the Expansion icon again to collapse the ARD Findings.</p>	 <p>The screenshot shows the 'DYS ARD Reviews for Ozjgtanimy Xidsaadmbw - 2251729' page. Under the 'ARD Reviews' section, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th># Created</th> <th>Date Last Created</th> </tr> </thead> <tbody> <tr> <td>> ARD Scheduled Review</td> <td>10</td> <td>6/2/2020</td> </tr> <tr> <td>> ARD Review</td> <td>11</td> <td>6/1/2020</td> </tr> <tr> <td>> ARD Findings</td> <td>2</td> <td>6/8/2020</td> </tr> </tbody> </table>		# Created	Date Last Created	> ARD Scheduled Review	10	6/2/2020	> ARD Review	11	6/1/2020	> ARD Findings	2	6/8/2020									
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<p>In the <i>ARD Findings</i> table:</p> <ol style="list-style-type: none"> Select the appropriate date in the Finding Date column to open a specific ARD Findings. 	 <p>The screenshot shows the 'DYS ARD Reviews for Ozjgtanimy Xidsaadmbw - 2251729' page with the 'ARD Findings' section expanded. The table below shows the details of the findings:</p> <table border="1"> <thead> <tr> <th>Finding Date</th> <th>Finding Type</th> <th>Perm Hearing?</th> <th>All Parties?</th> <th>Safety Issue?</th> <th>Issues Cnty Admin/Reg Dir?</th> <th>Req Cnty/Reg Resp?</th> </tr> </thead> <tbody> <tr> <td>6/8/2020</td> <td>Administrative Review</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> </tr> <tr> <td>6/8/2020</td> <td>Administrative Review</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	Finding Date	Finding Type	Perm Hearing?	All Parties?	Safety Issue?	Issues Cnty Admin/Reg Dir?	Req Cnty/Reg Resp?	6/8/2020	Administrative Review	Yes	No	Yes	No	Yes	6/8/2020	Administrative Review	N/A	N/A	N/A	N/A	N/A
Finding Date	Finding Type	Perm Hearing?	All Parties?	Safety Issue?	Issues Cnty Admin/Reg Dir?	Req Cnty/Reg Resp?																
6/8/2020	Administrative Review	Yes	No	Yes	No	Yes																
6/8/2020	Administrative Review	N/A	N/A	N/A	N/A	N/A																



DYS ARD – Manage DYS ARD Findings Job Aid

This opens the *ARD Findings* in a new record tab.

3. Navigate to each section by clicking the links in the *left navigation* panel, or using the scroll bar at the right of the page, and update each section as needed.

Note: Refer to the Job Aids listed in the **Process** section on Page 1 for more information on each section.

The screenshot shows the 'ARD Findings' web application interface. The left navigation panel has a red box around the 'Summary' link. The main content area shows the 'ARD Findings - DVJMW RASKAMZ YEDFSSACUGV - 6/8/2020' form. The form includes a 'Summary' section with fields for 'Findings Date*' (6/8/2020), 'Findings Type*' (Administrative Review), 'Family Name' (DVJMW RASKAMZ YEDFS), and 'Case ID' (1832144). There are also buttons for 'Permanency Hearing?', 'All Parties Invited?', 'Safety Issue for follow-up?', and 'Issues for Regional Director?'. Below this is a 'Child/Youth Findings & ARD Reviews' table with columns for Name, Client ID, Review Date, Reviewer, Perm. Goal, Incomplete?, Active Perm., Goal Anon., Goal Date, and Incomplete?. The table contains one row with data for 'Orjtanimy Bgutsjarj Xidsaadmdbw'. At the bottom of the form is a 'Findings' section with a 'Save' button.

When the updates are complete:

4. Click **Save** to save the changes to the ARD Findings.

This opens the *Save Successful* pop-up window.

This screenshot is identical to the previous one, showing the 'ARD Findings' web application interface. The 'Save' button at the bottom right of the 'Findings' section is highlighted with a red box.



DYS ARD – Manage DYS ARD Findings Job Aid

In the *Save Successful* pop-up window:

5. Click **Ok** to return to the saved *ARD Findings* page.

Save Successful
ARD Findings saved successfully.

Ok

ARD Findings 1553411

6/8/2020

Summary

Findings Date* 6/8/2020 Findings Type* Child Welfare Delinquent Family Name DIVJIMVIRASKAMZ YEDFS Case ID 1832144

Permanency Hearing?* All Parties Invited?* Safety Issue for follow-up?* Issues for Regional Director?

Requires Region Response?

Child/Youth Findings & ARD Reviews

Name	Client ID	Review Date	Reviewer	Perm. Goal	Incorrect?	Active	Perm. Goal Anon.	Goal Date	Incorrect?
Ozgtanmy Bgittjartj Xidsadmdbw	2251729	6/19/2019	Leslie H Mascarenas	N					

Findings

Permanency Goal

Save