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.

Table of Contents

Access and View DYS ARD Findings 2

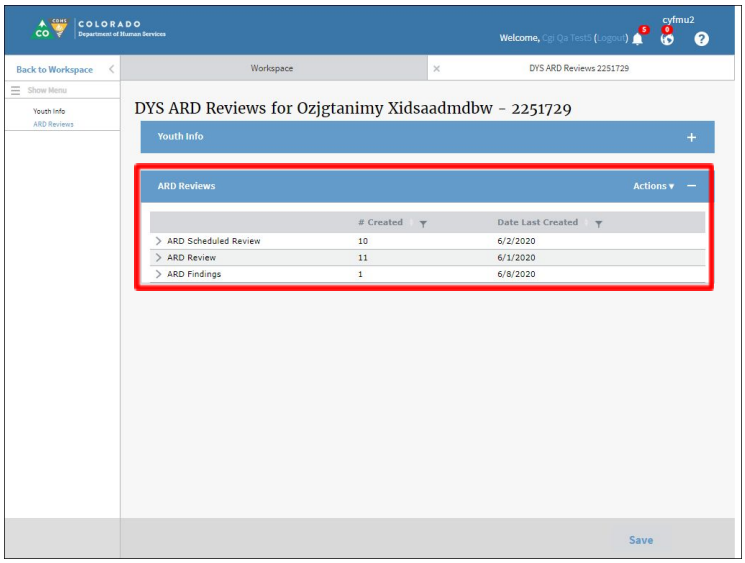
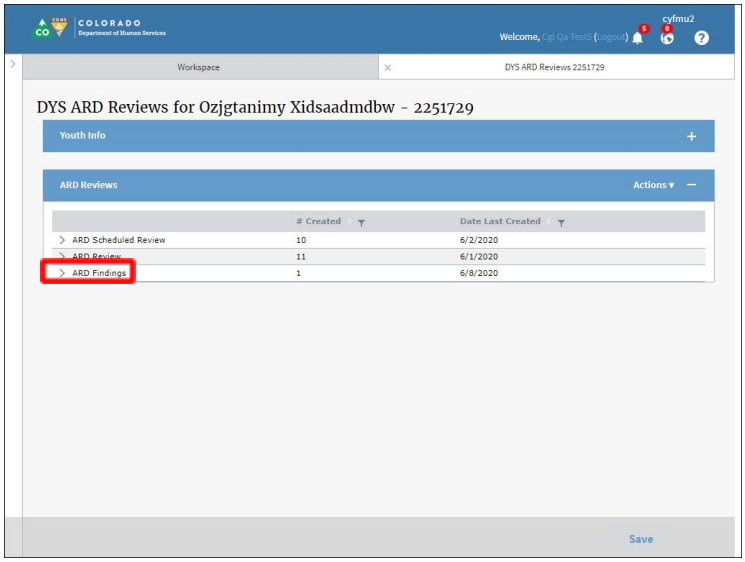
Add DYS ARD Findings 5

Edit DYS ARD Findings 8

© 2020 Proprietary and Confidential

DYS ARD – Manage DYS ARD Findings
Job Aid

Access and View DYS ARD Findings

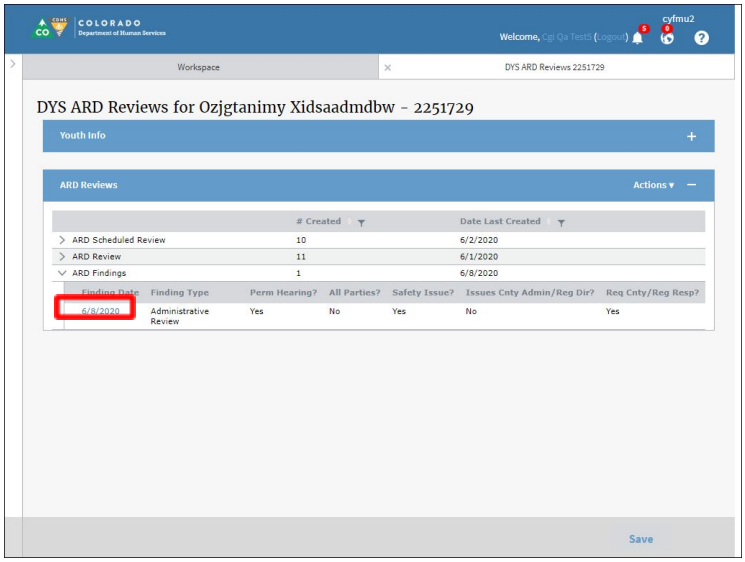
Steps/Output	Screenshot
Refer to the *DYS_ARD – Manage DYS ARD Reviews Details* Job Aid for details on locating the desired Client. On the *DYS ARD Reviews* Details page: The ARD Reviews section displays.	
In the *ARD Reviews* section: An *ARD Findings* table displays if findings have been created on a given DYS Case. 1. Click the **Expansion (>)** icon to view the ARD Findings. **Note:** Click the **Expansion** icon again to collapse the ARD Findings.	

© 2020 Proprietary and Confidential

DYS ARD – Manage DYS ARD Findings
Job Aid

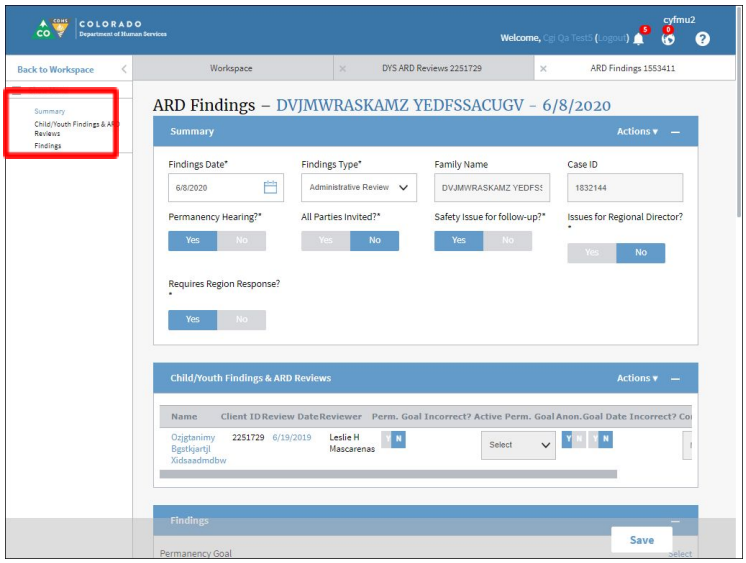
In the *ARD Findings* table:

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



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.

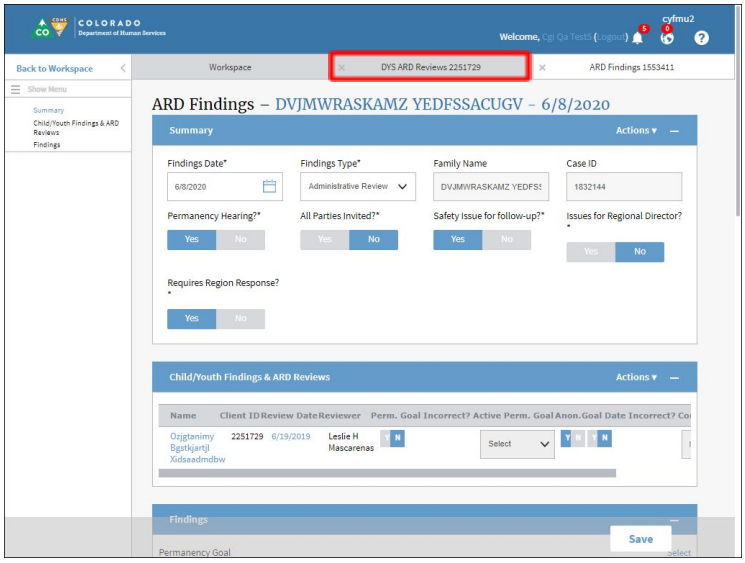


© 2020 Proprietary and Confidential

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.

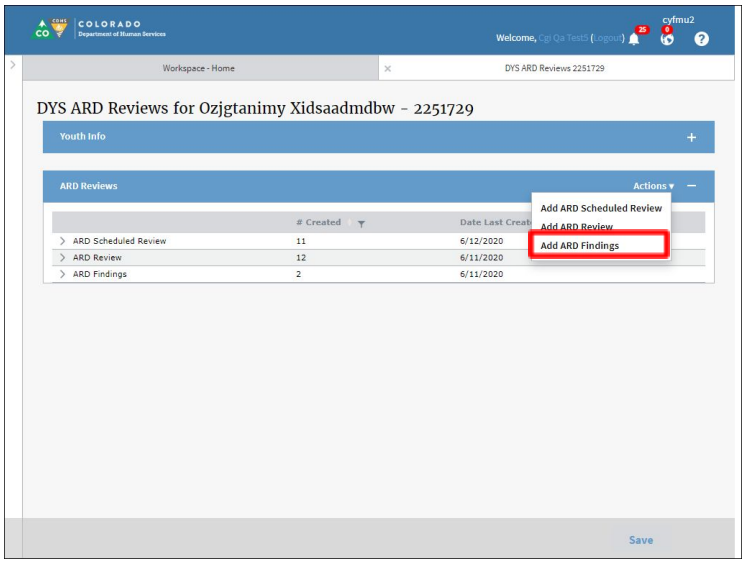
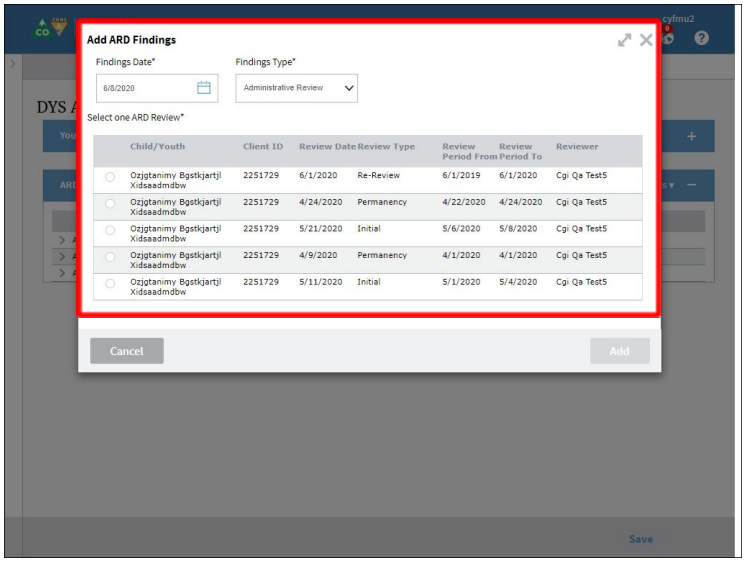


© 2020 Proprietary and Confidential

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
In the *ARD Reviews* section: 1. Click the **Actions** drop-down arrow. 2. Select **Add ARD Findings.** This opens the *Add ARD Findings* pop-up window.	
In the *Add ARD Findings* pop-up window: 3. Enter or select a **Findings Date*** using the calendar icon. 4. Select a **Findings Type*** using the drop-down arrow.	

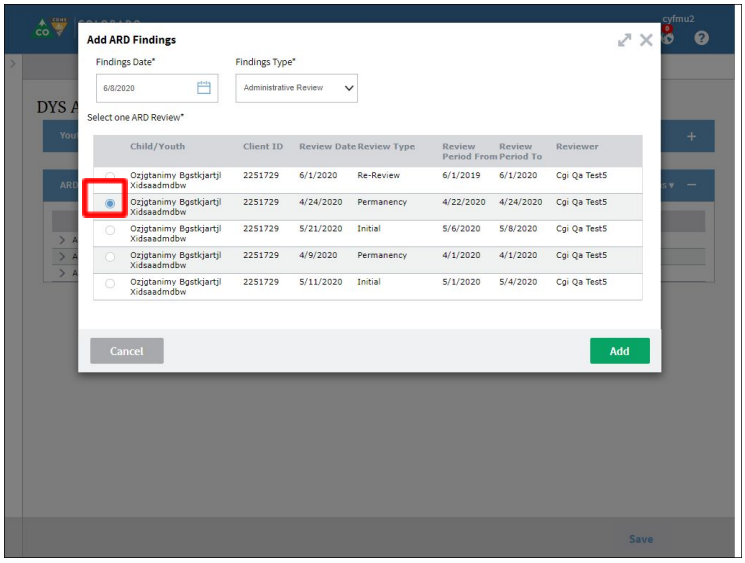
© 2020 Proprietary and Confidential

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.

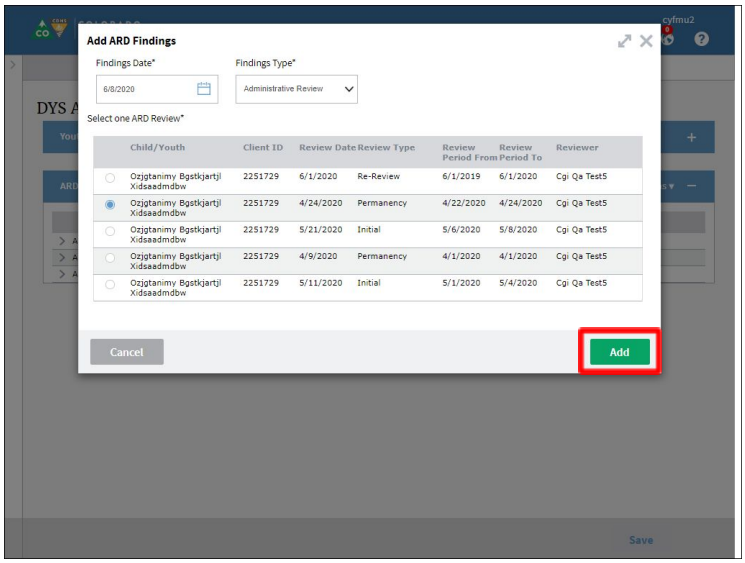
Note: The list of ARD Reviews that display are not connected to an ARD Finding and are not linked to an ARD Scheduled Review.



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.



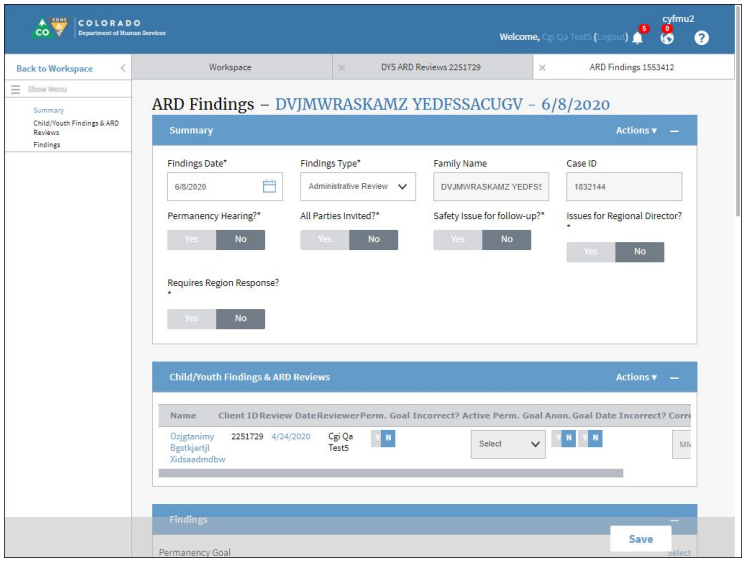
© 2020 Proprietary and Confidential

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.

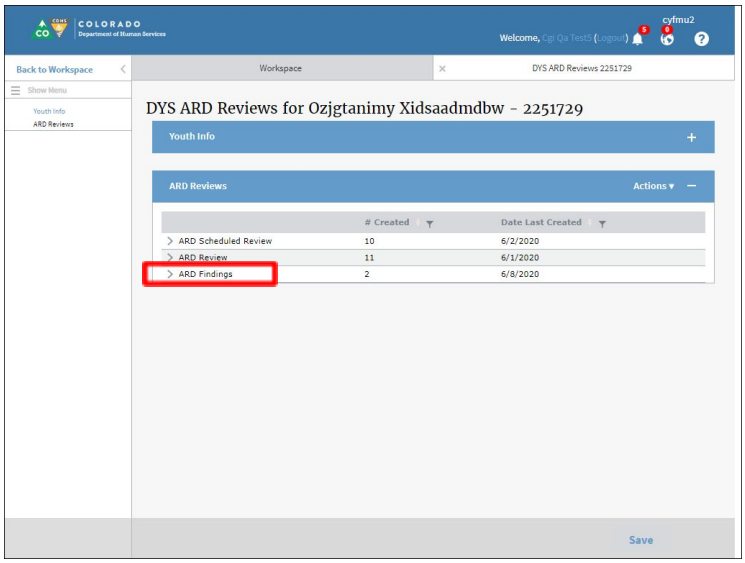
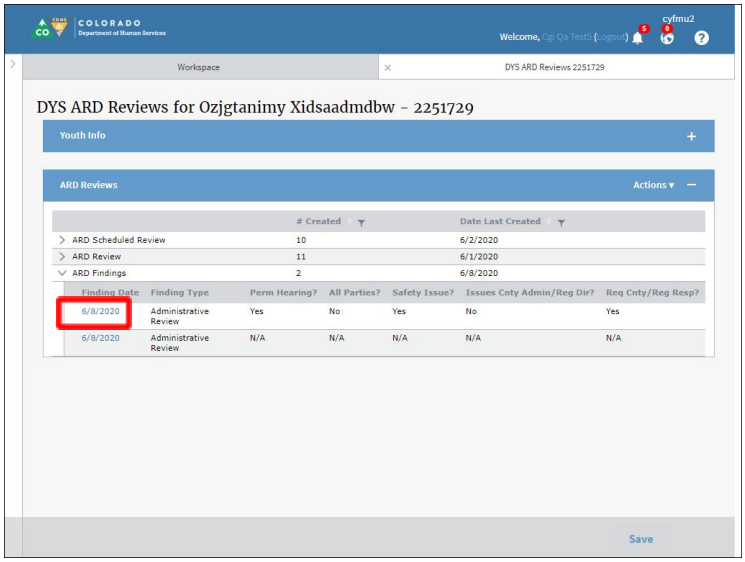
Note: Refer to the Job Aids listed in the **Process** section on Page 1 for details on completing the individual sections contained in the *ARD Findings* page.



© 2020 Proprietary and Confidential

DYS ARD – Manage DYS ARD Findings
Job Aid

Edit DYS ARD Findings

Steps/Output	Screenshot
In the *ARD Reviews* section: 1. Click the **Expansion (>)** icon to view the ARD Findings. **Note:** Click the **Expansion** icon again to collapse the ARD Findings.	
In the *ARD Findings* table: 2. Select the appropriate date in the **Finding Date** column to open a specific ARD Findings.	

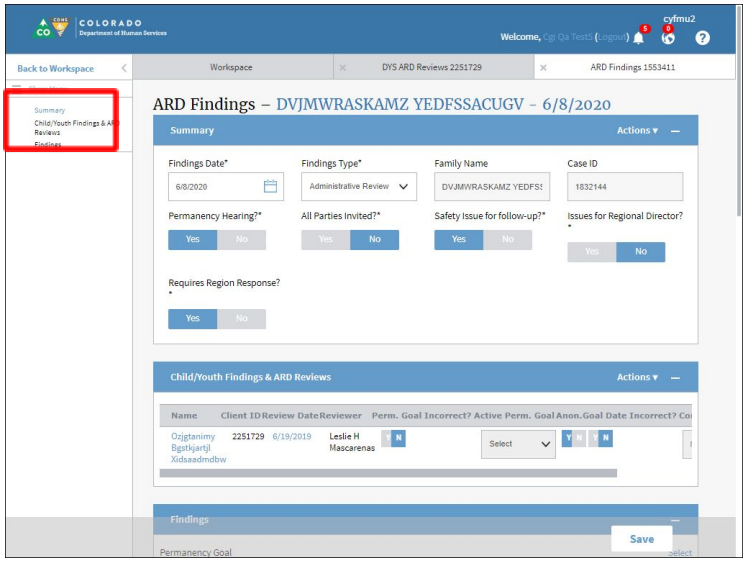
© 2020 Proprietary and Confidential

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.

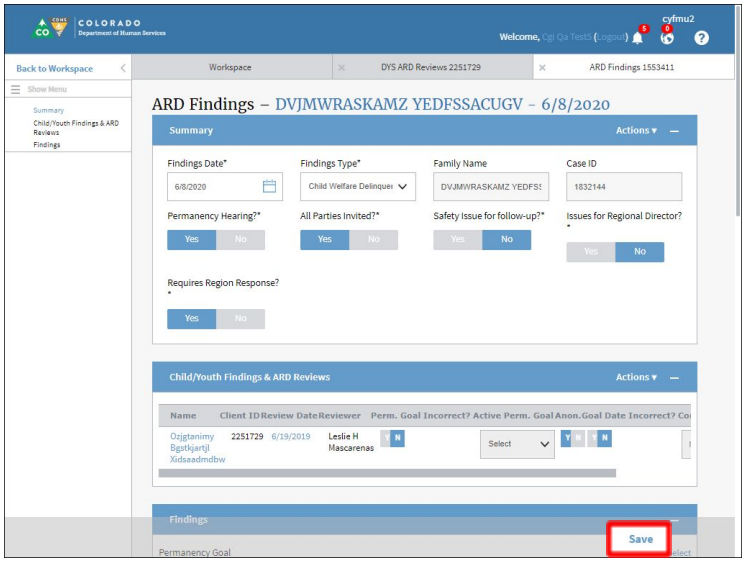
Note: Refer to the Job Aids listed in the **Process** section on Page 1 for more information on each section.



When the updates are complete:

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

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

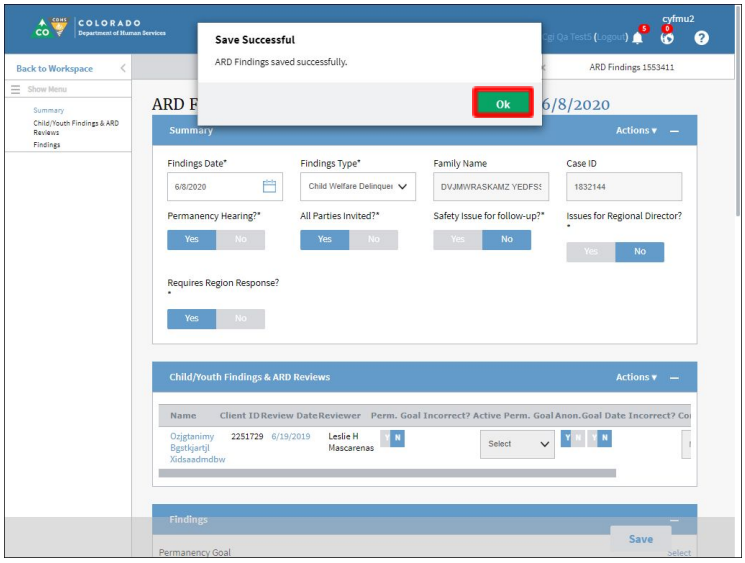


© 2020 Proprietary and Confidential

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.



© 2020 Proprietary and Confidential