



DYS ARD – Manage ARD Review Results Job Aid

User

Manage ARD Review Results (View, Add, Edit, Save)

- DYS ARD Reviewer

Access and View ARD Review Results (Read only)

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

Process

These Job Aid tables describe the actions needed to view and update information in the Review Results section of an ARD Review for a DYS Case.

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

- *DYS_ARD – Manage DYS ARD Review Summary*
- *DYS_ARD – Access and View DYS ARD Review Child / Youth*
- *DYS_ARD – Manage DYS ARD Review Attendees*

Related Job Aids:

- *DYS_ARD – Manage DYS ARD Reviews* for information on locating a specific DYS ARD Review.

Introduction

- An ARD Instrument is created via the ARD maintenance pages within Trails. An Instrument has Headings. Headings have Questions. Questions have potential Responses.
- Headings, Questions and potential Responses are associated to each Instrument.
- For the Instrument selected in the Summary section, the Review Results section displays associated Headings, Questions, and potential Responses and *Comments*.

Table of Contents

Access and View the ARD Review Results	2
Complete and Update ARD Review Responses	6



DYS ARD – Manage ARD Review Results Job Aid

Access and View the ARD Review Results

- A **Heading sub-panel** is created for each associated Heading for the Instrument selected.
- The **Questions** associated to the Heading are listed under each *Heading* sub-panel.
- If **Responses** exist for the ARD Review, by default all Headings are collapsed.
- The Action menu on the Review Results banner has the following actions:
 - **Collapse All** – when clicked will collapse all Headings.
 - **Expand All** – when clicked will expand all Headings.
- If no Responses exist for the ARD Review, by default:
 - The first Heading will be expanded, and
 - The remaining Headings will be collapsed.
- *Headings* are ordered by ascending Heading ID.
- The complete/incomplete icon displays a green checkmark if all the Questions within the Heading have at least one Response.
- The complete/incomplete icon displays a red exclamation point if at least one Question within the Heading does not have a Response.
- The *Number of Questions Answered* for a heading displays.

Steps/Output	Screenshot
<p>Refer to the <i>DYS ARD – Manage DYS ARD Reviews Job Aid</i> for details on locating the desired ARD Review.</p> <p>On the <i>ARD Review</i> page:</p> <p>Navigate to the <i>Review Results</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	

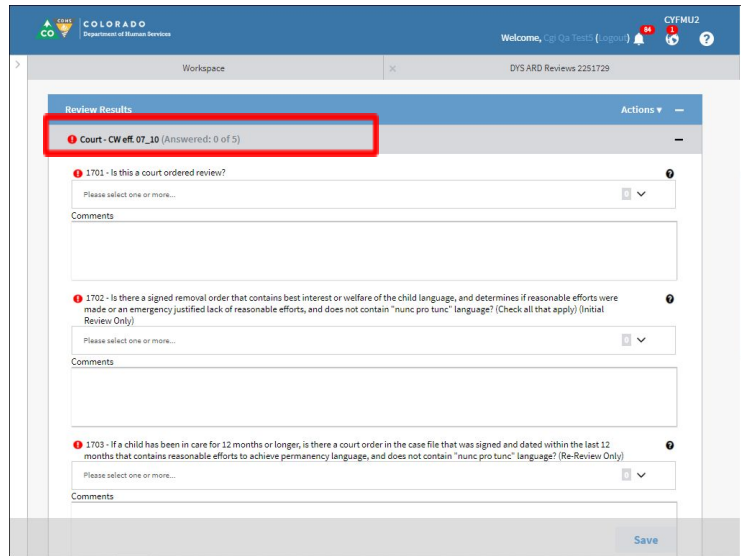


DYS ARD – Manage ARD Review Results Job Aid

In the *Review Results* section:

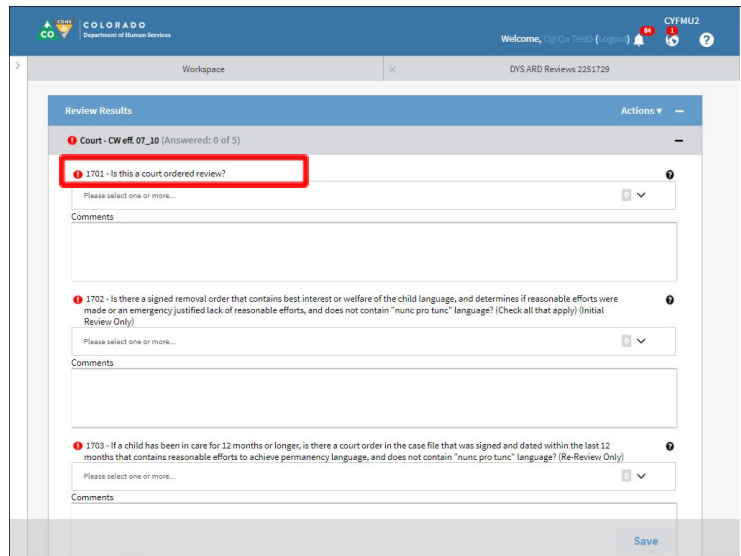
The *Headings* associated to an Instrument display as panels.

- The *Complete/Incomplete* icon for the Heading displays.
- The *Number of Questions Answered* for a heading displays.
- *Headings* are ordered by ascending Heading ID.



The *Questions* are listed under each *Heading*.

- The *Complete / Incomplete* icon for the Question displays.
- The *Question Number* and *Question* display.
- A Help icon to open the *Instructions and Citations* modal displays.
- Questions are sorted by ascending *Question Number*.

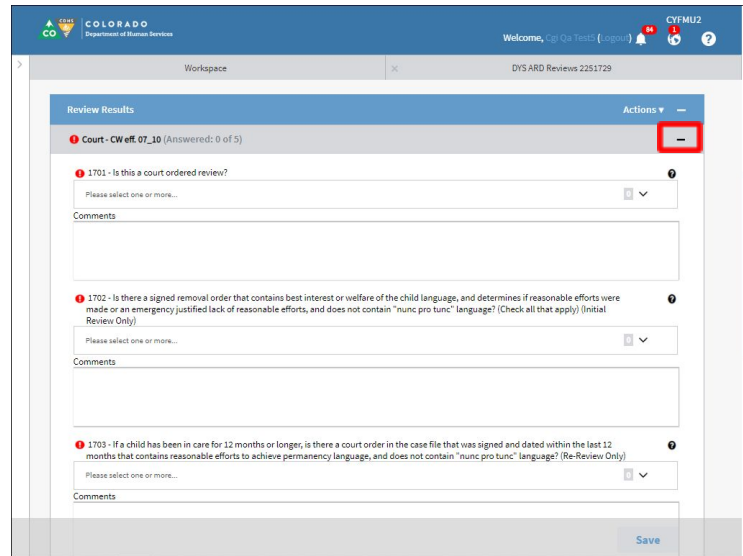




DYS ARD – Manage ARD Review Results Job Aid

To collapse the *Questions* under a *Heading*:

1. Click the **Minus (-)** icon on the right margin of the header banner.



To expand the *Questions* under a *Heading*:

2. Click the **Plus (+)** icon on the right margin of the header banner.





DYS ARD – Manage ARD Review Results Job Aid

To view *Instructions and Citations* for a Question:

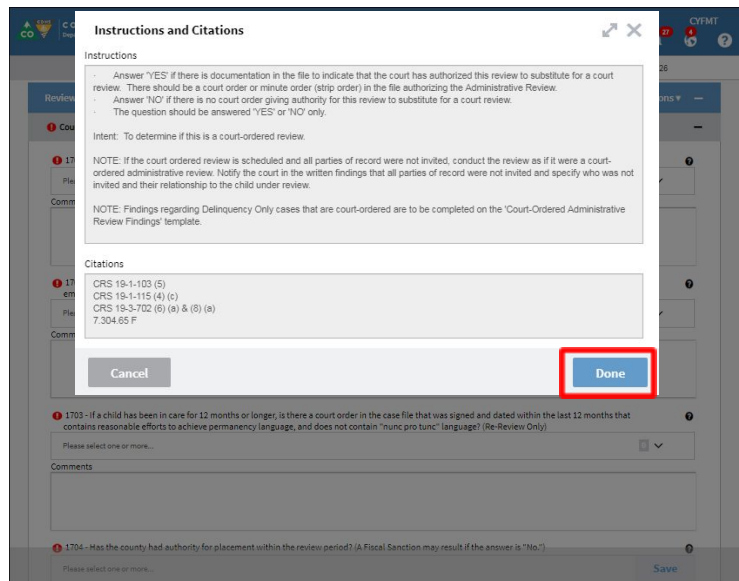
3. Click the **Help (?)** icon to the right of the Question.

This opens the *Instructions and Citations* pop-up window:



In the *Instructions and Citations* pop-up window:

4. Review the information.
5. Click **Done** once viewing is complete to close the window.

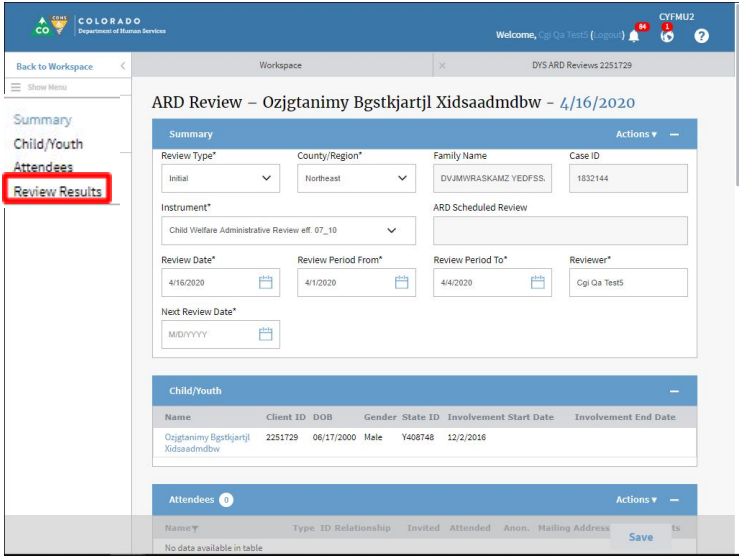





DYS ARD – Manage ARD Review Results Job Aid

Complete and Update ARD Review Responses

- **Comments** can be entered for each Question.

Steps/Output	Screenshot
<p>On the <i>ARD Review</i> page:</p> <p>Navigate to the <i>Review Results</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>In the <i>Review Results</i> section:</p> <ol style="list-style-type: none"> 1. Find the desired <i>Heading</i>. 2. Click the Plus (+) icon to expand all <i>Questions</i> under a <i>Heading</i>. <p>Note: Refer to the Access and View ARD Review Results section of this Job Aid for more information on navigating the <i>Review Results</i> section.</p>	



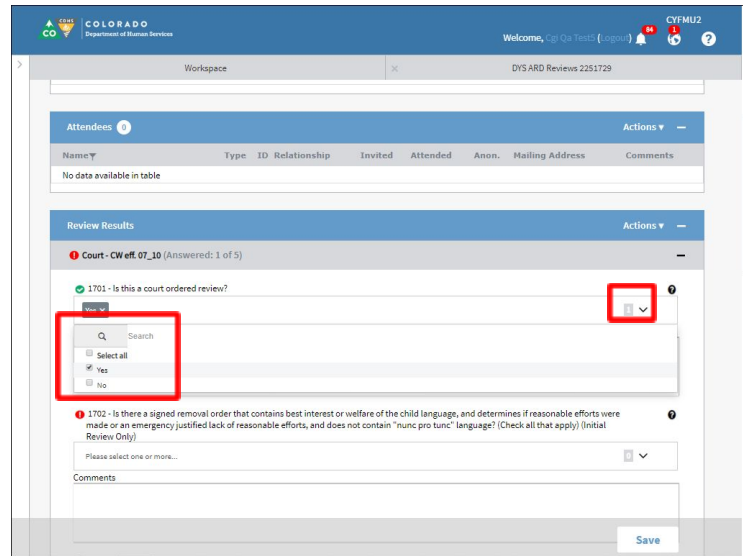
DYS ARD – Manage ARD Review Results Job Aid

To answer a *Question* under a *Heading*:

3. Click the **Response** drop-down arrow for the applicable responses.
4. Click the **Check Box** to select the appropriate Response(s).

Note:

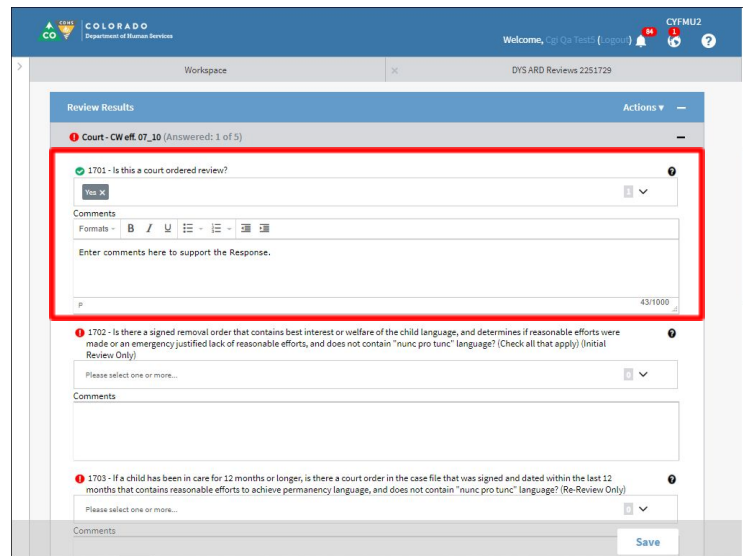
- You will be able to select multiple *Responses* to a *Question*.
- Click **Select All** to select all Answers. Click **Select All** again to deselect all answers.



5. Enter **Comments** as needed to support the Response(s).

Note:

- The *Complete/Incomplete* icon will display a *green checkmark* if at least one Response has been selected for the *Question*.
- The *Complete/Incomplete* icon will display a *red exclamation point* if no Response has been selected for the *Question*.





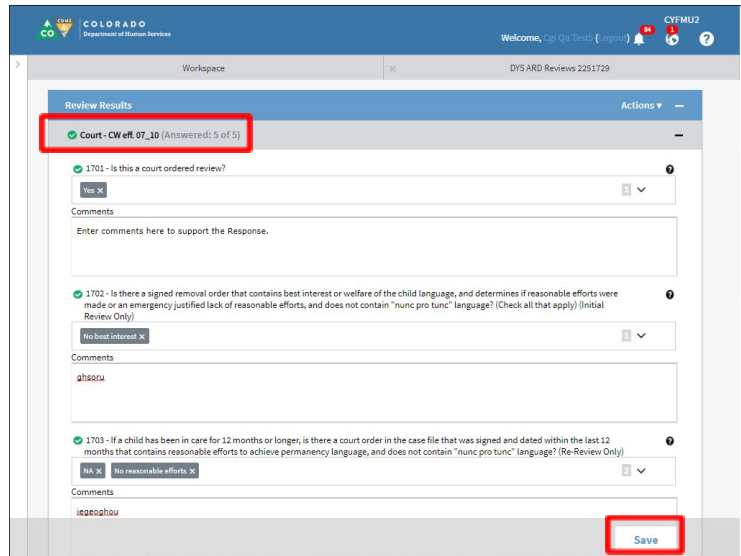
DYS ARD – Manage ARD Review Results Job Aid

After completing the Responses to the Questions for a Heading:

6. Click the **Save** button to save the ARD Review page.

Note:

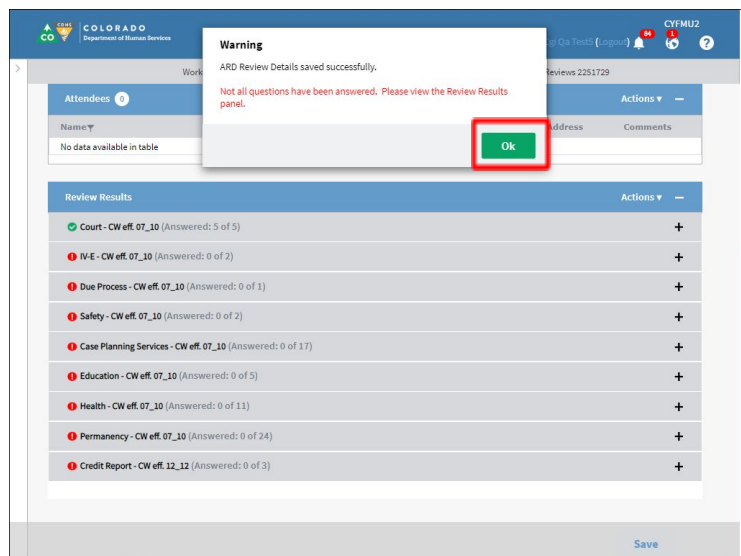
- The *Complete/Incomplete* icon will display a *green checkmark* if all Questions within the Heading have at least one Response.
- The *Complete/Incomplete* icon will display a *red exclamation point* if at least one Question within the Heading does not have a Response.



If all Questions do not have at least one response, a *Warning* message displays.

7. Click **Ok** to continue.

Note: The updates are successfully saved and the worker is notified all responses have not been entered.

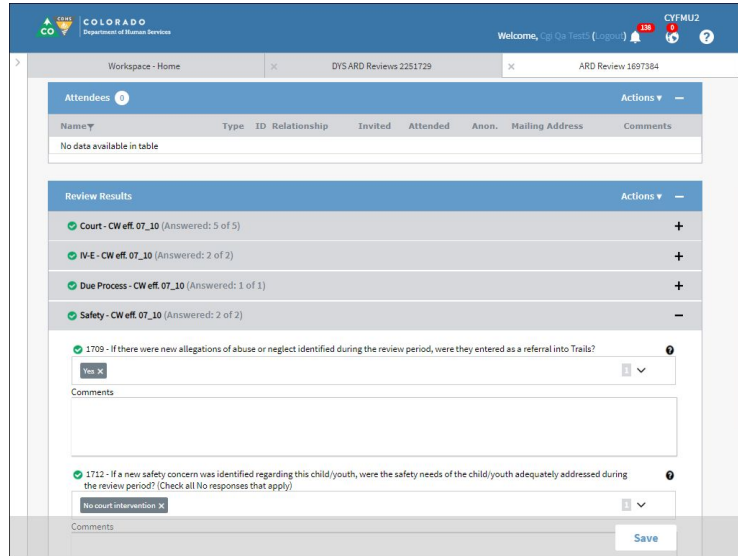




DYS ARD – Manage ARD Review Results Job Aid

8. Continue to answer *Questions* until all Questions under each *Heading* have *Responses*.

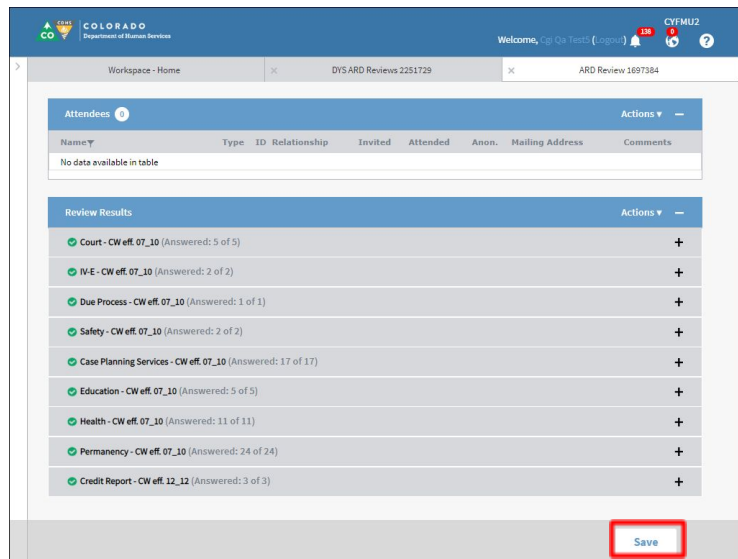
Note: All *Questions* require responses for the *ARD Review Results* to be complete.



When all *Questions* have a *Response*:

9. Click **Save** to save the *ARD Review* page.

A *Save Successful* pop-up window displays.

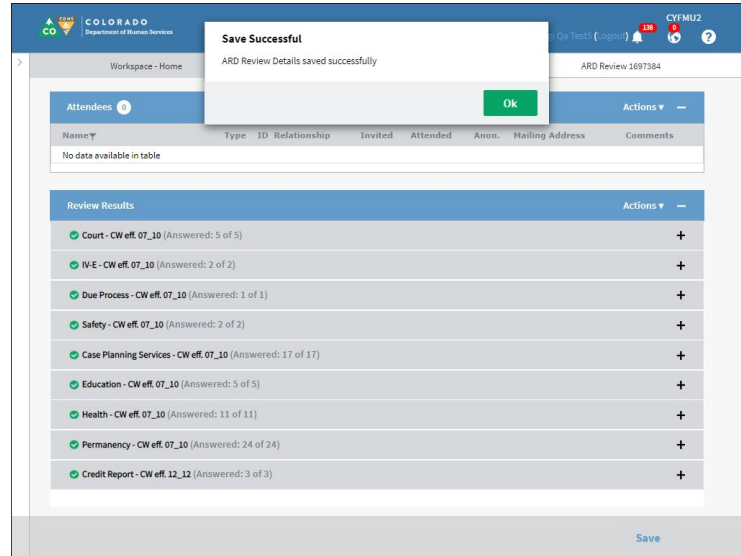




DYS ARD – Manage ARD Review Results Job Aid

In the *Save Successful* pop-up window:

10. Click **Ok** to continue.



You are returned to the *ARD Review* page.

- If *Responses* have been entered in the *Review Results* section, the *Headings* are collapsed.
- The *Number of Answered Questions* is updated in each Header.
- The *Instrument* field is disabled.

Note: To change the **Instrument** used for this review, remove the Responses and Comments from the *Review Results* section and the **Instrument** menu becomes enabled.

