



# DYS ARD – Manage DYS ARD Reviews Job Aid

## User

### **Add DYS ARD Review** (Add, Edit)

- DYS ARD Reviewer

### **Access and View the DYS ARD Review** (Read-only)

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

## Process

This Job Aid table describes the actions needed to view, add and edit ARD Reviews 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 Review Summary*
- *DYS\_ARD – Manage DYS ARD Review Child/Youth*
- *DYS\_ARD – Manage DYS ARD Review Attendees*
- *DYS\_ARD – Manage DYS ARD Review Results*

### **Related Job Aids:**

- *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.

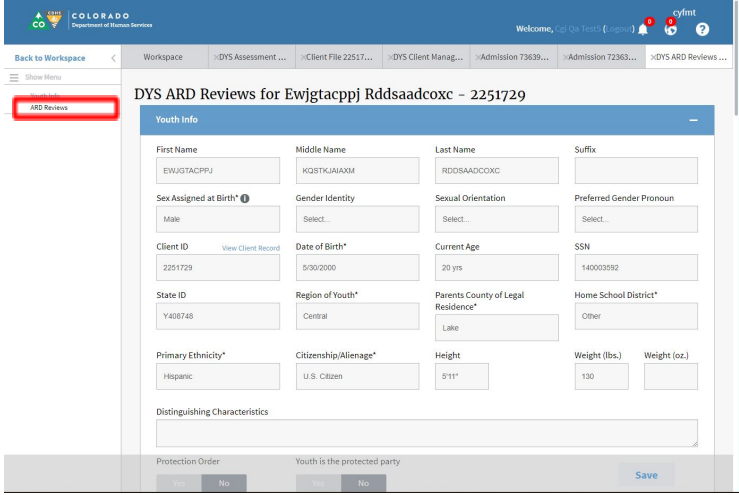
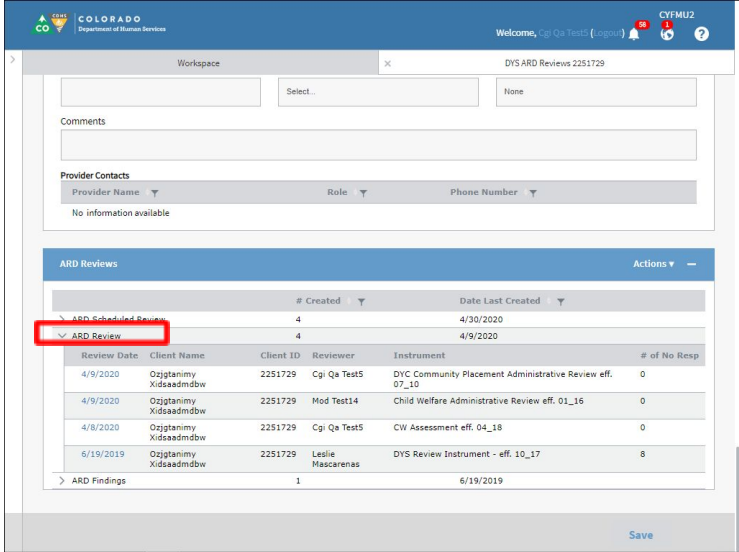
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# DYS ARD – Manage DYS ARD Reviews Job Aid

## Access and View a DYS ARD Review

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

In the *ARD Review* table:

2. Select the date link in the **Review Date** column to open a specific ARD Review.

ARD Reviews						Actions
		# Created		Date Last Created		
>	ARD Scheduled Review	4		4/30/2020		
>	ARD Review	4		4/9/2020		
Review Date	Client Name	Client ID	Reviewer	Instrument		# of No Resp
4/9/2020	Ozjgtanimy Xidaadmbw	2251729	Cgi Qa Test5	DYC Community Placement Administrative Review eff. 07_19		0
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6/19/2019	Ozjgtanimy Xidaadmbw	2251729	Leslie Mascarenas	DYS Review Instrument - eff. 10_17		8
>	ARD Findings	1		6/19/2019		

This opens the *ARD Review* 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.





# DYS ARD – Manage DYS ARD Reviews Job Aid

When viewing is finished:

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





# DYS ARD – Manage DYS ARD Reviews Job Aid

## Add a DYS ARD Review

- The **Review Type\*** defaults to blank.
- The **County/Region\*** defaults to blank. The dropdown contains those regions for which the worker is affiliated.
- The **Instrument\*** will default to blank and the drop-down menu will contain a list of all Active Instruments.
- The **Review Date\*** defaults to today's date and cannot be in the future.
- The **Review Period From\*** date defaults to blank and must be before or the same as the *Review Period To* date.
- The **Review Period To\*** date defaults to today's date and cannot be in the future.

Steps/Output	Screenshot
<p>On the <i>DYS ARD Reviews Detail</i> page:</p> <p>Navigate to the <i>ARD Reviews</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 DYS ARD Reviews Job Aid

In the *ARD Reviews* banner:

1. Click the **Actions** drop down arrow.
2. Select **Add ARD Review**.

This opens the *Add ARD Review* pop-up window.

Review Type	# Created	Date Last Created
> ARD Scheduled Review	1	6/19/2019
> ARD Review	1	6/19/2019
> ARD Findings	1	6/19/2019

In the *Add ARD Review* pop-up window:

3. Complete the required fields and enter as much additional information as is available.

**Add ARD Review**

Review Type\* [Select...]  
County/Region\* [Select...]  
Instrument\* [Select...]  
Review Date\* [MMDDYYYY] [Calendar]  
Review Period From\* [MMDDYYYY] [Calendar]  
Review Period To\* [MMDDYYYY] [Calendar]  
Reviewer\* [Cgi Qa Test5]

Cancel [Add]



# DYS ARD – Manage DYS ARD Reviews Job Aid

When all fields are completed:

4. Click **Add**.

ARD Reviews	# Created	Date Last Created
> ARD Scheduled Review	4	4/30/2020
> ARD Review	4	4/9/2020
> ARD Findings	1	6/19/2019

The new *ARD Review* page displays in a new Record tab.

5. Continue and complete each of the sections within the *ARD Review* page.

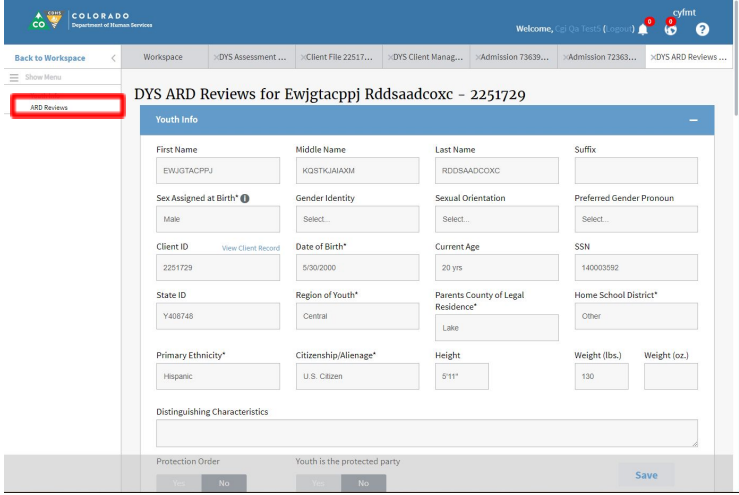
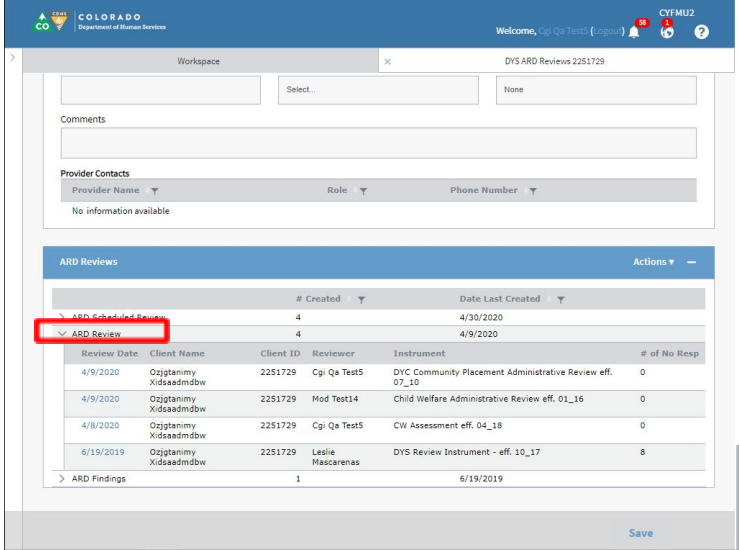
**Note:** Refer to the Job Aids listed in the **Process** section on Page 1, for details on completing the individual sections contained in *ARD Review* page.

Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
Ozjgtanimy Bgstkjartjl Xidsaadmbw	2251729	06/17/2000	Male	Y408748	12/2/2016	



# DYS ARD – Manage DYS ARD Reviews Job Aid

## Edit a DYS ARD Review

Steps/Output	Screenshot																																																
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> ARD Findings	1			6/19/2019			

This opens the *ARD Review* 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 under **Process** in page 1 for more information on each section. .





# DYS ARD – Manage DYS ARD Reviews Job Aid

When the updates are complete:

4. Click **Save** in the bottom corner to save the changes to the ARD Review.

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

The screenshot shows the 'ARD Review – Ozjgtanimy Bgstkjartjl Xidsaadmbw – 4/9/2020' form. The 'Summary' section includes fields for Review Type (Permanency), County/Region (Central), Family Name (DVJMWRSKAMZ YEDF), Case ID (1832144), Instrument (Child Welfare Administrative Review eff. 01\_16), ARD Scheduled Review (4/30/2020 at 2:45 PM by Cgl Qa Test5), Review Date (4/9/2020), Review Period From (4/1/2020), Review Period To (4/1/2020), Reviewer (Mod Test14), and Next Review Date (4/29/2020). A 'Save' button is highlighted with a red box in the bottom right corner of the form.

In the *Save Successful* pop-up window:

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

The screenshot shows the 'Save Successful' pop-up window with the message 'ARD Review Details saved successfully'. A green 'Ok' button is highlighted with a red box. The background shows the 'Child/Youth' table with the following data:

Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
Ozjgtanimy Bgstkjartjl Xidsaadmbw	2251729	06/17/2000	Male	Y408748	12/2/2016	

Below the table is an 'Attendees' section with a 'Save' button highlighted in blue.