



DYS ARD – Access and View Dys ARD Scheduled Review Child/Youth Job Aid

Users

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

Process

This Job Aid table describes the actions needed to view information for the Child/Youth of an ARD Scheduled Review for a DYS Case.

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

- *DYS_ARD – Manage DYS ARD Scheduled Review Summary*
- *DYS_ARD – Manage DYS ARD Scheduled Review Invitees*

Related Job Aids:

- *DYS_ARD – Manage DYS ARD Scheduled Reviews* on locating and adding a specific scheduled review.

Introduction

- The *Child/Youth* section can be collapsed and expanded. By default, it is expanded.
- There are no *Actions* associated with Child/Youth panel.

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- The Youth specified on the DYS ARD Reviews Detail screen is automatically be set by Trails as the one Client for the Scheduled Review.
- The *Name* displays the client’s First Name, Middle Name, Last Name, and Suffix.
- The *Involvement Start Date* displays the client’s Case Involvement Start Date.
- The *Involvement End Date* displays the client’s Case Involvement End Date.

Steps/Output	Screenshot														
<p>Refer to the <i>DYS ARD – Manage DYS ARD Scheduled Reviews</i> for details on locating the desired ARD Scheduled Review.</p> <p>On the <i>ARD Scheduled Review</i> page.</p> <p>Navigate to the <i>Child/Youth</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	<p>The screenshot shows the 'ARD Scheduled Review' page for 'Ozjgtanimy Bgstkjtartjl Xidsaadmbw' on 4/23/2020. The left navigation panel has 'Child/Youth' highlighted. The main content area shows a 'Summary' section with fields for County/Region (Northeast), Caseworker/Client Manager (Leslie Navarro), Family Name (Djmuraskanz Yedfssacup), Case ID (1832144), Scheduled Date (4/23/2020), Scheduled Time (12:45 PM), Reviewer* (Cjg Oa Test5), Date Invitation Sent (4/13/2020), Review Location* (test), and Modified By (Cjg Oa Test5 on 4/13/2020). Below the summary is a 'Child/Youth' table with one entry:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Client ID</th> <th>DOB</th> <th>Gender</th> <th>State ID</th> <th>Involvement Start Date</th> <th>Involvement End Date</th> </tr> </thead> <tbody> <tr> <td>Ozjgtanimy Bgstkjtartjl Xidsaadmbw</td> <td>2251729</td> <td>06/17/2000</td> <td>Male</td> <td>Y408748</td> <td>10/1/2012</td> <td>4/19/2013</td> </tr> </tbody> </table>	Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date	Ozjgtanimy Bgstkjtartjl Xidsaadmbw	2251729	06/17/2000	Male	Y408748	10/1/2012	4/19/2013
Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date									
Ozjgtanimy Bgstkjtartjl Xidsaadmbw	2251729	06/17/2000	Male	Y408748	10/1/2012	4/19/2013									



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In the *Child/Youth* section of the *ARD Scheduled Review* details page:

1. Click the link in the **Name** column to open the Client record for the Child/Youth for this ARD Scheduled Review.

Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date
Ozjtanimy Bgtsjartjil Xidsaadmbw	2251729	06/17/2000	Male	Y408748	10/1/2012	4/19/2013

Name	Type	ID	Relationship	Anon.	Mailing Address	Comments
No data available in table						

The *Client Record* for the Child/Youth opens in a new Record tab.

2. Click the **ARD Scheduled Review** record tab to return to the ARD Scheduled Review for this Child/Youth.

Client Record: Ozjtanimy Xidsaadmbw

Client ID: 2251729 | Created Date: 3/14/2008

Client Demographics		
State ID: Y408748	Expunge: <input type="checkbox"/>	Prefix:
First Name: OZJGTANIMY	Middle Name: BGSTJARTJL	Last Name: XIDSAADMDBW
Suffix:	Trans-Gender Identity: Male	Gender Identity: Male
Sexual Orientation: Do Not Know/Questioning	Preferred Gender Pronoun: He/Him	Marital or Domestic Partnership Status: Single
SSN: 181007582	Date of Birth: 6/17/2000	Date of Birth estimated?: <input type="checkbox"/>
Date of Death: MM/DD/YYYY	Religion: None	Hair Color: Brown
Eye Color:	Height:	Weight:



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3. Close the *Client Record* tab by clicking the **X** in the left margin of the record tab.

The screenshot displays the 'Client Record' interface for 'Ozjgtanimy Xidsaadmdbw'. The top navigation bar includes 'Back to Workspace', 'Workspace', and tabs for 'DYS ARD Reviews 2251729' and 'ARD Scheduled Review: 170239...'. A red box highlights the 'X' icon in the top right corner of the record tab. The main content area shows the client's demographic information, including State ID (Y400745), First Name (OZJGTANIMY), Middle Name (BGSTKJARTJL), Last Name (XIDSAADMDBW), SSN (181007502), Date of Birth (6/17/2000), and a 'Save' button at the bottom right.