



DYS ARD – Manage DYS ARD Scheduled Reviews Job Aid

User

Manage DYS ARD Scheduled Review (Add, Edit)

- DYS Review Coordinator
- DYS ARD Reviewer

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

- 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 Scheduled Reviews 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 Child /Youth*
- *DYS_ARD – Manage DYS ARD Scheduled Review Invitees*

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.

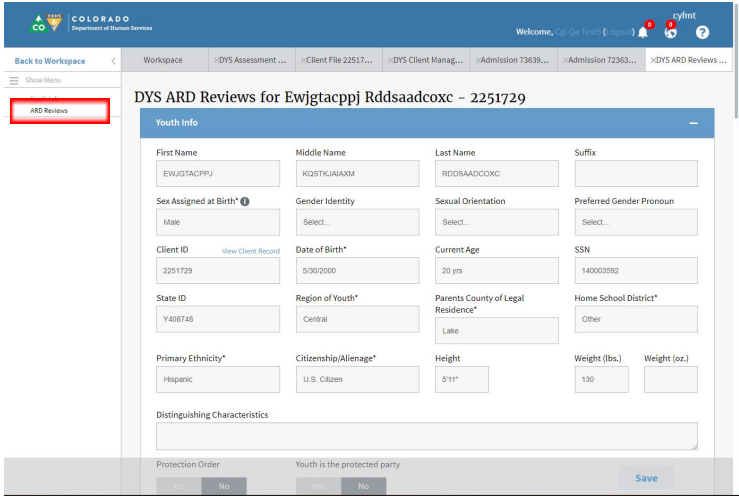
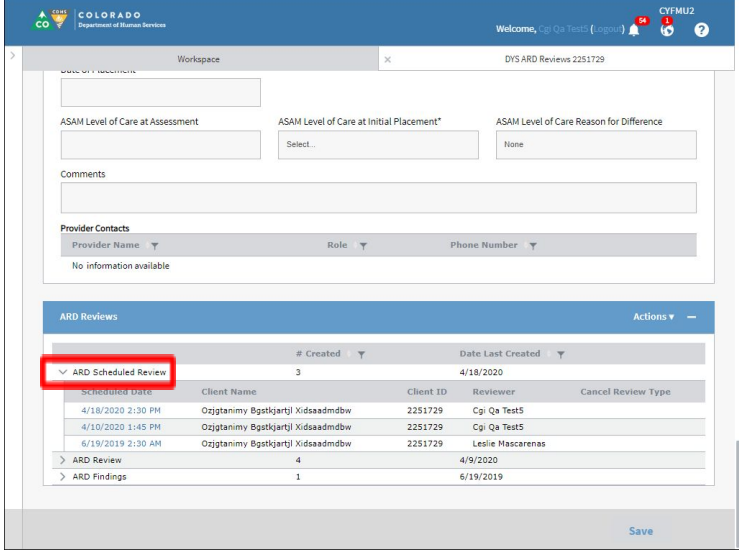
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Access and View an ARD Scheduled Review

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 Details</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>																																									
<p>An <i>ARD Scheduled Reviews</i> table displays if reviews have been scheduled on a given DYS Case.</p> <ol style="list-style-type: none"> 1. Click the Expansion (>) icon to view the ARD Scheduled Reviews. <p>Note: Click the <i>Expansion</i> icon again to collapse the ARD Scheduled Reviews.</p>	 <table border="1" data-bbox="711 1350 1377 1528"> <thead> <tr> <th colspan="2">ARD Reviews</th> <th># Created</th> <th>Date Last Created</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="2">ARD Scheduled Review</td> <td>3</td> <td>4/18/2020</td> <td></td> </tr> <tr> <td>Scheduled Date</td> <td>Client Name</td> <td>Client ID</td> <td>Reviewer</td> <td>Cancel Review Type</td> </tr> <tr> <td>4/18/2020 2:30 PM</td> <td>Ozjtanimy Bgatsjartji Xidsaadmbw</td> <td>2251729</td> <td>Cgi Qa Test5</td> <td></td> </tr> <tr> <td>4/10/2020 1:45 PM</td> <td>Ozjtanimy Bgatsjartji Xidsaadmbw</td> <td>2251729</td> <td>Cgi Qa Test5</td> <td></td> </tr> <tr> <td>6/19/2019 2:30 AM</td> <td>Ozjtanimy Bgatsjartji Xidsaadmbw</td> <td>2251729</td> <td>Leslie Mascarenas</td> <td></td> </tr> <tr> <td colspan="2">ARD Review</td> <td>4</td> <td>4/9/2020</td> <td></td> </tr> <tr> <td colspan="2">ARD Findings</td> <td>1</td> <td>6/19/2019</td> <td></td> </tr> </tbody> </table>	ARD Reviews		# Created	Date Last Created	Actions	ARD Scheduled Review		3	4/18/2020		Scheduled Date	Client Name	Client ID	Reviewer	Cancel Review Type	4/18/2020 2:30 PM	Ozjtanimy Bgatsjartji Xidsaadmbw	2251729	Cgi Qa Test5		4/10/2020 1:45 PM	Ozjtanimy Bgatsjartji Xidsaadmbw	2251729	Cgi Qa Test5		6/19/2019 2:30 AM	Ozjtanimy Bgatsjartji Xidsaadmbw	2251729	Leslie Mascarenas		ARD Review		4	4/9/2020		ARD Findings		1	6/19/2019	
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In the *ARD Scheduled Review* table:

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

The screenshot shows the 'DYS ARD Reviews' workspace. At the top, there are fields for 'ASAM Level of Care at Assessment', 'ASAM Level of Care at Initial Placement*', and 'ASAM Level of Care Reason for Difference'. Below these are 'Comments' and 'Provider Contacts' sections. The main part of the interface is a table titled 'ARD Reviews' with columns for '# Created', 'Date Last Created', 'Scheduled Date', 'Client Name', 'Client ID', 'Reviewer', and 'Cancel Review Type'. The table contains three rows of data, with the second row's 'Scheduled Date' column value, '4/10/2020 1:45 PM', highlighted by a red rectangular box.

# Created	Date Last Created
3	4/18/2020
4	4/9/2020
1	6/19/2019

This opens the *ARD Scheduled 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.





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When viewing is finished:

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

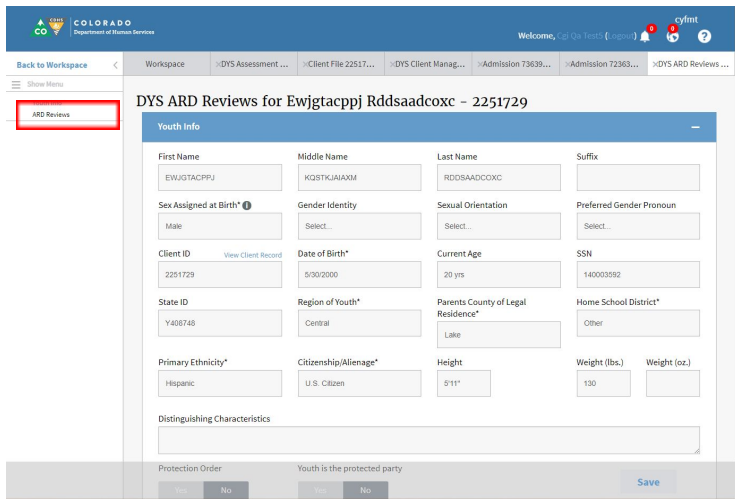




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Add an ARD Scheduled Review

- The ARD Scheduled Review is added for the client specified on the DYS ARD Reviews Details page.
- The **County/Region** will default to blank. The dropdown will contain those regions for which the worker is affiliated.
- The **Caseworker/Client Manager** will default to the Client Manager assigned to the case.
- The **Scheduled Date** defaults to blank and must be the same as or after today's date.
- The **Date Invitation Sent** must be the same as or after today's date and before or the same as the Scheduled Date.
- If you have a DYS ARD Reviewer security profile, the **Reviewer** defaults to the logged on worker. You will be able to change the Reviewer to any active worker with any DYS ARD Reviewer profile. The dropdown menu is sorted alphabetically.

Steps/Output	Screenshot
<p data-bbox="186 940 594 1016">On the <i>DYS ARD Reviews Detail</i> page:</p> <p data-bbox="186 1060 623 1209">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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In the *ARD Reviews* banner:

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

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

ARD Reviews	# 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 Scheduled Review* pop-up window:

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

ARD Reviews	# Created	Date Last Created
> ARD Scheduled Review	3	4/18/2020
> ARD Review	4	4/9/2020
> ARD Findings	1	6/19/2019



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When all fields are completed:

4. Click **Add**.

A *Confirm Add ARD Scheduled Review* pop-up message displays.

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

5. Click **Add** to create the ARD Scheduled Review record or **Cancel** to close the window without saving.



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The new *ARD Scheduled Review* page displays.

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

Summary				Actions	
County/Region*	Caseworker/Client Manager*	Family Name	Case ID		
Adams	Marie Avery	Ajmarasces Hufsaabtk	1658626		
Scheduled Date	Scheduled Time	Reviewer*	Date Invitation Sent		
5/13/2019	2:00 PM	Mod Test16	4/29/2019		
Review Location*	Modified By				
Adams County Bldg	Mod Test16 on 4/29/2019				
Cancel Review*					
<input type="button" value="Yes"/>	<input type="button" value="No"/>				

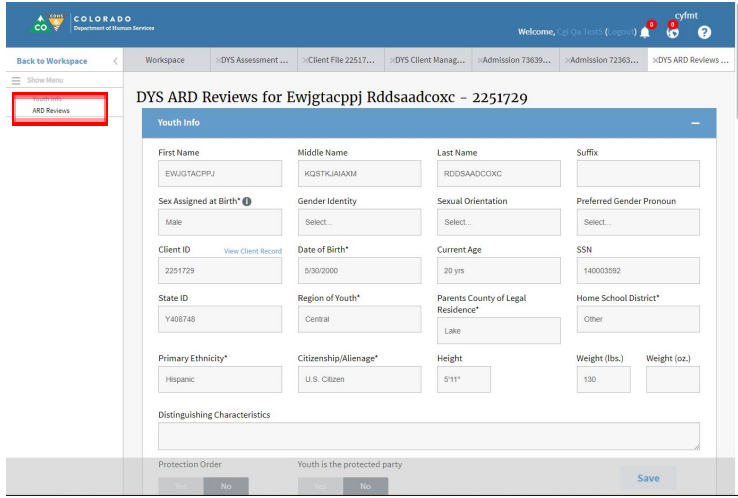
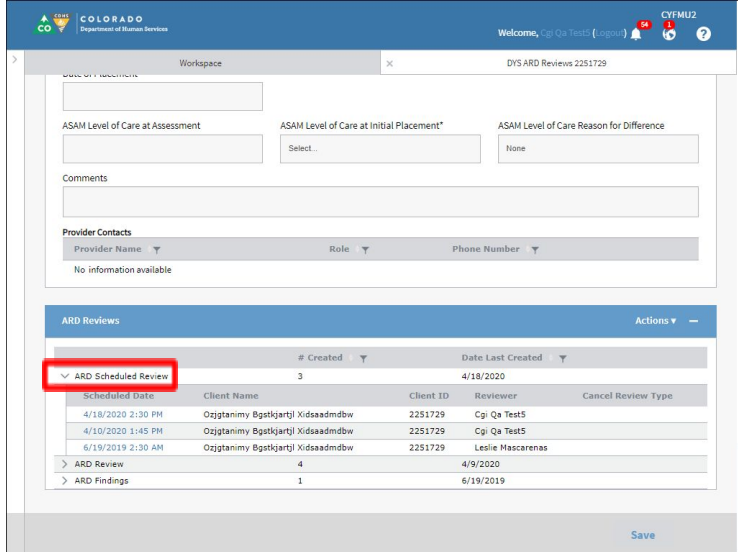
Child/Youth							Actions	
Name	Client ID	DOB	Gender	State ID	Involvement Start Date	Involvement End Date		
Xrjgtatvfy Npdsadftkb	2262983	04/06/2004	Male		1/10/2018			

Invites							Actions		
Name	Type	ID	Relationship	Anon	Mailing Address	Com			
							<input type="button" value="Save"/>		



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Edit an ARD Scheduled Review

Steps/Output	Screenshot
<p>On the <i>DYS ARD Reviews Details</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>	
<p>An <i>ARD Scheduled Reviews</i> table displays if reviews have been scheduled on a given case.</p> <ol style="list-style-type: none"> 1. Click the Expansion (>) icon to view the ARD Scheduled Reviews. <p>Note: Click the <i>Expansion</i> icon again to collapse the ARD Scheduled Reviews.</p>	



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In the *ARD Scheduled Review* table:

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

This opens the *ARD Scheduled 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.





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When the updates are complete:

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

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

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

In the Save Successful pop-up window:

5. Click **Ok** to return to the saved ARD Scheduled Review page.

Save Successful
ARD Scheduled Review Details saved successfully.

Ok