



TM DYS ADM – Manage Admissions Summary

User

- DYS Admission Worker
- DYS Admission Supervisor
- DYS Director/Assistant Director

Process

This Job Aid table describes the actions needed to manage the Admissions Summary from the Admissions page.

Refer to the *TM DYS Adm – Manage Admissions* Job Aid for details on locating the desired Admissions Page.

Introduction

- When the *Admission* is created, a *Service Authorization* is added referencing the Provider/Service for the Facility.
- An Admission Summary is required to create an admission.
- The associated Case ID and Admission ID are at the top of the screen and are read only.
- The DYS Admission Worker can add or edit an *Admissions Summary* if:
 - The underlying DYS case is open,
 - The worker is associated with the facility selected in the admissions, and
 - The admission is not released.
- The DYS Admission Supervisor and DYS Director/Assistant Director can add or edit an Admissions Summary if the underlying DYS Case is open.

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View and Edit the Admission Summary

- **Admit Date** defaults to current date, but is editable and must be within 14 days of current date.
- The **Facility** list is based on the affiliations of the worker.
- The **Facility** field is read-only once the Admission is created.
- If the **Is Child Abuse Suspected?** toggle is set to 'Yes' then the **Authority Notified, When Notified Date** and **When Notified Time** fields are enabled and required.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions: Manage DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Admission Summary</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 *Admission Summary* section:

1. Complete all required fields and revise information as needed in any editable field.

Once all the information is completed or updated:

2. Click **Save** in the bottom right corner.

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



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In the *Save Success* pop-up window.

3. Click **Ok**.

The screenshot shows the 'Admission Summary' form in the Colorado Department of Human Services system. A 'Save Success' pop-up window is displayed over the form, indicating that the admission has been successfully saved. The 'Ok' button in the pop-up is highlighted with a red box. The form contains the following fields:

- Admit Date*: 2/20/2020
- Admit Time*: 2:45 PM
- Facility*: ADAMS YOUTH SERVICES CENTER
- Is Child Abuse suspected?: Yes No
- Authority Notified: [Empty]
- Probation: Adult court
- When Notified Date: 3/2/2020
- When Notified Time: 10:30 AM
- Property Receipt Number: [Empty]
- Property Comments: [Empty]
- Comments: [Empty]
- Parent/Guardian Notification: Parent/Guardian Notified* Yes No
- Notified by whom?: Cgi Qa Test5
- Who was notified?: Parent/Guardian Name
- Notification Date: MM/DD/YYYY
- Notified Time: HH:MM AM/PM
- Save button

This saves the changes and returns you to the *Admissions Summary* section.

The screenshot shows the 'Admission Summary' form in the Colorado Department of Human Services system, now in the 'Workspace' view. The form contains the following fields:

- Admit Date*: 2/20/2020
- Admit Time*: 2:45 PM
- Facility*: ADAMS YOUTH SERVICES CENTER
- Is Child Abuse suspected?: Yes No
- Authority Notified: [Empty]
- Probation: Adult court
- When Notified Date: 3/2/2020
- When Notified Time: 10:30 AM
- Property Receipt Number: [Empty]
- Property Comments: [Empty]
- Comments: [Empty]
- Parent/Guardian Notification: Parent/Guardian Notified* Yes No
- Notified by whom?: Cgi Qa Test5
- Who was notified?: Parent/Guardian Name
- Notification Date: MM/DD/YYYY
- Notified Time: HH:MM AM/PM
- Save button