



DYS_ARD – Access and View All DYS ARD Reviews Queue Job Aid

User

- DYS Review Coordinator
- DYS ARD Reviewer

Process

These Job Aid tables describe the actions needed to access and view the All DYS ARD Reviews Queue.

Introduction

- The *All DYS ARD Reviews* page displays a list of All DYS ARD Reviews.

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Access and View All DYS ARD Reviews

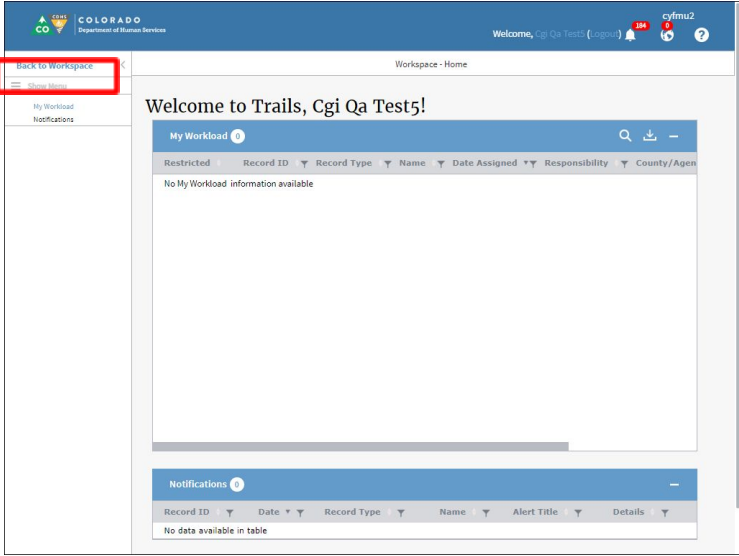
2



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Access and View All DYS ARD Reviews

- The list displays all DYS ARD Reviews.

Steps/Output	Screenshot
<p>In the <i>Left Navigation</i> panel.</p> <p>1. Click Show Menu.</p> <p>This expands the <i>Left Navigation</i> panel.</p> <p>Note: The menu items displayed in the <i>Left Navigation</i> panel are dependent upon your security profile.</p>	

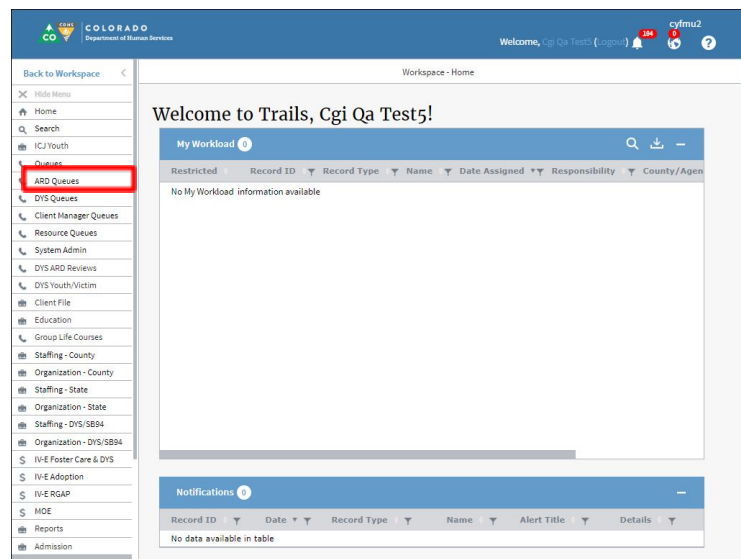


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In the *Left Navigation* panel:

2. Click **ARD Queues**.

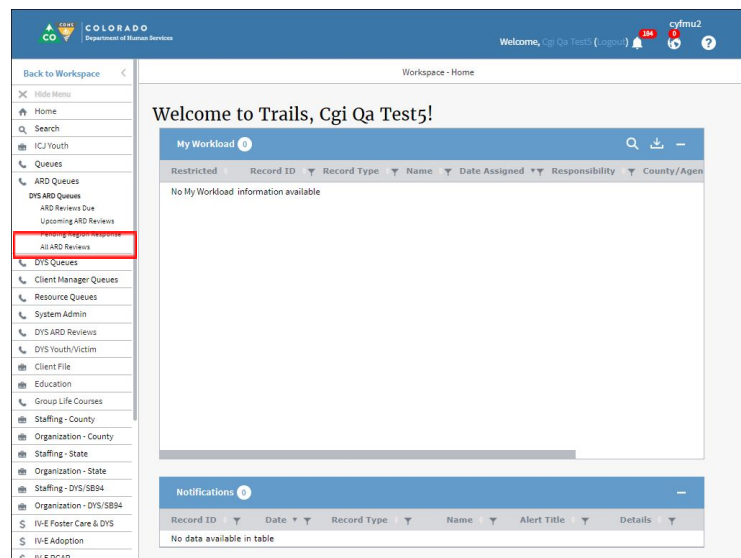
This expands the *DYS ARD Queues* list.



In the *Left Navigation* panel, under *DYS ARD Queues*:

3. Click **All ARD Reviews**.

This opens the *All ARD Reviews* list.





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In the *All DYS ARD Reviews* list:

- The default sort is by *Review Date* (earliest to latest).
- The columns in the table can be sorted or filtered using the icons to the right of each column heading to aid in locating the desired entry.
- Use the scroll bar at the bottom of the table to view additional information about the ARD Review.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
5/6/2019	May	Qjigtakmyz Xdsitjaquqv Qidsaadhtx	2690958	Matt Medina	Jonathan Scharf	Initial
5/6/2019	May	Fujgtatnlw Jrstkjalglj Klidsaadhtx	1816875	Sally Webb	Jonathan Scharf	Initial
5/7/2019	May	Fujgtatnmj Vwdsaadbnm	2348912	Kimberly Woolfolk	Nicole Parvey	Re-Review
5/7/2019	May	Izjtampof Wwstjajhvb Grdsaadddom	3064284	Jan Mokissack	Nicole Parvey	Initial
5/7/2019	May	Sijgtazxi Yotkjacqpx Yadsadpccm	2351773	Susan Cleary	Nicole Parvey	Initial
5/14/2019	May	Vujgtatnfd Lrdsaadghy	2179645	John Lobato	Leslie Mascarenas	Re-Review

The *DYS ARD Reviews Due* list can be filtered by **Regions**, **Reviewers**, **Months** and **Years**.

- The **Regions** filter contains all Regions to which the worker is affiliated and defaults to their primary Region.
- The **Reviewers** filter contains all active workers with the DYS ARD Reviewer profile, defaults to *blan*, and is sorted alphabetically.
- The **Months** filter displays all months of the year and defaults to the current month.
- The **Years** filter displays all years after 1990 and defaults to the current year.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
5/6/2019	May	Qjigtakmyz Xdsitjaquqv Qidsaadhtx	2690958	Matt Medina	Jonathan Scharf	Initial
5/6/2019	May	Fujgtatnlw Jrstkjalglj Klidsaadhtx	1816875	Sally Webb	Jonathan Scharf	Initial
5/7/2019	May	Fujgtatnmj Vwdsaadbnm	2348912	Kimberly Woolfolk	Nicole Parvey	Re-Review
5/7/2019	May	Izjtampof Wwstjajhvb Grdsaadddom	3064284	Jan Mokissack	Nicole Parvey	Initial
5/7/2019	May	Sijgtazxi Yotkjacqpx Yadsadpccm	2351773	Susan Cleary	Nicole Parvey	Initial
5/14/2019	May	Vujgtatnfd Lrdsaadghy	2179645	John Lobato	Leslie Mascarenas	Re-Review



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To Filter by **Region**:

- As needed, click the **Regions** drop-down arrow.
- Select the appropriate option.

Note: Use the *All* option to select all **Regions** on the list.

The screenshot shows the 'All DYS ARD Reviews' page. The 'Regions' dropdown menu is open, showing options: All, Central, **Northwest**, LMS Region, Western, and Southern. The 'All' option is highlighted. The table below shows a list of reviews with columns for Review Date, Review Month, Child/Youth, Client ID, Caseworker/Client Manager, Reviewer, and Review Type.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
5/6/2019	May	Fujgtatnlw Jrstkjalglj Kltsaadwvzl	1816575	Sally Webb	Jonathan Scharf	Initial
5/7/2019	May	Fujgtatnlw Wvdsaadbnm	2348912	Kimberly Woolfolk	Nicole Parvey	Re-Review
5/7/2019	May	Izjtampof Wvstjajhvb Grdsaadddom	3064284	Jan Mokissack	Nicole Parvey	Initial
5/7/2019	May	Sijgtazxi Yotkjacqpx Yvdsadpccm	2351773	Susan Cleary	Nicole Parvey	Initial
5/14/2019	May	Vujgtatnlw Lrdsaadghy	2179645	John Lobato	Leslie Mascarenes	Re-Review

This displays the entries for the selected **Regions**.

The screenshot shows the 'All DYS ARD Reviews' page with the 'Regions' dropdown menu set to 'Central'. The table below shows a list of reviews for the Central region.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
5/7/2019	May	Fujgtatnlw Wvdsaadbnm	2348912	Kimberly Woolfolk	Nicole Parvey	Re-Review
5/7/2019	May	Izjtampof Wvstjajhvb Grdsaadddom	3064284	Jan Mokissack	Nicole Parvey	Initial
5/7/2019	May	Sijgtazxi Yotkjacqpx Yvdsadpccm	2351773	Susan Cleary	Nicole Parvey	Initial
5/22/2019	May	Mujgtayke Rltsajahobn Lmrsaadcvyk	2073150	Mark Smalley	Nicole Parvey	Permanency
5/22/2019	May	Izjttafra Qsstkjamppc Andsaadfha	2398654	Kimberly Woolfolk	Nicole Parvey	Permanency
5/22/2019	May	Kujgtajjap Etdsaadvocm	1620987	Mark Smalley	Nicole Parvey	Re-Review



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To Filter by **Reviewers**:

6. As needed, click the **Reviewers** drop-down arrow.
7. Select the appropriate option.

The screenshot shows the 'All DYS ARD Reviews' page with the 'Reviewers' dropdown menu open. The menu lists the following reviewers: Allison Churchill, Andrew Bolton, Cgi Qa Tests, Don Pacheco, Gayle Slack, Heather Neumann, J. David Tyner, Jonathan Scharf, Kathleen Maresky, Kathy Doris, Kaitlin Malison, Kristy Bennett, Leslie Mascarenes, Lynette Overmeyer, Marina Blake, Nicole Parvey, Roy Reed, Russ Carson, and Sara Peterson. The 'Reviewers' dropdown is highlighted with a red box.

This displays the entries for the selected **Reviewers**.

The screenshot shows the 'All DYS ARD Reviews' page with the 'Reviewers' dropdown set to 'Nicole Parvey'. The table below shows the filtered entries, with the entire table highlighted by a red box.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
5/7/2019	May	Fojgtavmj Vvdsadbrnn	2348012	Kimberly Woolfolk	Nicole Parvey	Re-Review
5/7/2019	May	Izjtampof Wwstjgphvb Grdsaadddkm	3064284	Jan Mckissack	Nicole Parvey	Initial
5/7/2019	May	Sjgtazzi Ywtkjagox Yadsaadpzm	2351773	Susan Cleary	Nicole Parvey	Initial
5/22/2019	May	Mjgtjykie Ristkjahobn Lmdsaadcvyk	2073150	Mark Smalley	Nicole Parvey	Permanency
5/22/2019	May	Izjtaufra Qstktampoc Andsaadthe	2398054	Kimberly Woolfolk	Nicole Parvey	Permanency
5/22/2019	May	Kjgttjgjp Eddsadvocm	1620987	Mark Smalley	Nicole Parvey	Re-Review



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To Filter by **Months**:

8. As needed, click the **Months** drop-down arrow.
9. Select the appropriate option.

The screenshot shows the 'All DYS ARD Reviews' page. The 'Months' dropdown menu is open, displaying a list of months from January to December. The 'All' option is highlighted in blue. The table below shows review entries for May 2019.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
5/7/2019	May	Fojgturmj Vwdsadxbnn	2348912		Nicole Parvey	Re-Review
5/7/2019	May	Izjtampof Wvwtjajhvb Grdsaadddkm	3064284		Nicole Parvey	Initial
5/7/2019	May	Sjgtazji Ylqjkeogpl Ydsaadpccm	2351773		Nicole Parvey	Initial
5/22/2019	May	Mjgtajkoe Rkstkjahobn Lmdsaadcvyk	2073150	Mark Smalley	Nicole Parvey	Permanency
5/22/2019	May	Izjttaufra Qsdtkjamppc Andsaadflha	2398654	Kimberly Woolfolk	Nicole Parvey	Permanency
5/22/2019	May	Kojgtajp Edsaaadvocm	1620987	Mark Smalley	Nicole Parvey	Re-Review

This displays the entries for the selected **Months**.

The screenshot shows the 'All DYS ARD Reviews' page with the 'Months' dropdown menu set to 'February'. The table below shows review entries for February 2019.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
2/19/2019	February	Njgtahion Mpsjtgdhtg Oidsaadglb	2629222	Leslie Navarro	Nicole Parvey	Initial
2/19/2019	February	Wjgtatimz Hbstjgeofjz Ydsaadpccm	1700704	Anika Phason	Nicole Parvey	Initial
2/19/2019	February	Hwjgtajtmr Dstktjacycc Edsaaadvzv	2198720	Stephanie Fumia	Nicole Parvey	Initial
2/19/2019	February	Aojgtajyzz Mvstjkaowiy Tdsaadbmewj	2000344	Tom Huffman	Nicole Parvey	Initial



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To Filter by **Years**:

10. As needed, click the **Years** drop-down arrow.
11. Select the appropriate option.

Note: Use the *All* option to select all **Years** on the list.

The screenshot shows the 'All DYS ARD Reviews' page with filters for Regions (All), Reviewers (Nicole Parvey), and Months (February). A dropdown menu for 'Years' is open, showing a list of years from 2000 to 2019. The year 2019 is highlighted in blue, and the entire dropdown menu is enclosed in a red rectangular box.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager
2/19/2019	February	Njgtahign Mpsktjadhtg Oidsaadgib	2629222	Leslie Navarro
2/19/2019	February	Wjgtatimz Hbstkjadfjs Xidsaadciwl	1700704	Anika Phason
2/19/2019	February	Hwjgtaytner Dastkjaccc Etdsaadyzrv	2196720	Stephanie Fumia
2/19/2019	February	Aojgtayzrz Mstktjauwiy Tidsaadomwv	2000344	Tom Huffman

This displays the entries for the selected **Years**.

The screenshot shows the 'All DYS ARD Reviews' page with filters for Regions (All), Reviewers (Nicole Parvey), Months (February), and Years (2018). The 'Years' dropdown is now set to 2018. A red rectangular box highlights a list of review entries for February 2018.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
2/5/2018	February	Tujgtacche Qvstktjavaj Hvdtsaadckz	1966379	Nicole Lator	Nicole Parvey	Initial
2/5/2018	February	Trjgtagors Yjgtkjavim Tidsaadlrv	2498690	Stephen Scipio	Nicole Parvey	Re-Review
2/5/2018	February	Njgtamhrs Bvstktjavuuf Fidsaadvijo	2279279	Kristen Brooks	Nicole Parvey	Initial
2/6/2018	February	Tujgtatnjk Avstktjabwgl Xidsaadgikt	2359041	Patti Graham	Nicole Parvey	Initial
2/6/2018	February	Fjgttauop Dvstktjarkk Szdsaadvwna	2185950	Sheree Joseph	Nicole Parvey	Initial
2/6/2018	February	Vjgttaeph Ezstktjaecct	1756205	Roger Powell	Nicole Parvey	Initial



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12. (Optional) Click the date link in the **Review Date** column to open the *DYS ARD Review* in a new tab.

Workspace - All DYS ARD Reviews

All DYS ARD Reviews

Regions: All | Reviewers: Nicole Parvey | Months: February | Years: 2018

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
2/5/2018	February	Trijtjacfhe Qvestkjavaj Hvdsaadckz	1966379	Nicole Lator	Nicole Parvey	Initial
2/5/2018	February	Trijtagurs Ygstkjavim Tidsaadshv	2498890	Stephen Scipio	Nicole Parvey	Re-Review
2/5/2018	February	Nijtamhns Bvstkvavuf Ffdaadvijo	2279279	Kristen Brooks	Nicole Parvey	Initial
2/6/2018	February	Tvijtatrjk Avstkvabvrgl Xvdsaadjkt	2359041	Patti Graham	Nicole Parvey	Initial
2/6/2018	February	Pijtaavup Qvstkvavrk Szdsadvvna	2185950	Sheree Joseph	Nicole Parvey	Initial
2/6/2018	February	Vvijtaevph Eestkveect	1756205	Roger Powell	Nicole Parvey	Initial



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13. (Optional) Click the name link in the **Child/Youth** column to open the *Client Details* page in a new tab.

The screenshot shows the 'All DYS ARD Reviews' workspace. At the top, there are filters for Regions (All), Reviewers (Nicole Parvey), Months (February), and Years (2018). Below the filters is a table with the following columns: Review Date, Review Month, Child/Youth, Client ID, Caseworker/Client Manager, Reviewer, and Review Type. The 'Child/Youth' column is highlighted with a red box, and the names listed are: Trigtacche Quostjaviaj Hvdsaadckuz, Trigtaprs Ygrtjagim Tidsaadhv, Nvjtembrs Bvstjgvauf Ffdaadhjo, Trigtatryk Austjgavngl Xvdsaadijkt, Pjgtaaup Dvstjgavrk Svdsadovma, and Vjgtaeph Eavtjgacit.

Review Date	Review Month	Child/Youth	Client ID	Caseworker/Client Manager	Reviewer	Review Type
2/5/2018	February	Trigtacche Quostjaviaj Hvdsaadckuz	1966379	Nicole Lator	Nicole Parvey	Initial
2/5/2018	February	Trigtaprs Ygrtjagim Tidsaadhv	2498890	Stephen Scipio	Nicole Parvey	Re-Review
2/5/2018	February	Nvjtembrs Bvstjgvauf Ffdaadhjo	2279279	Kristen Brooks	Nicole Parvey	Initial
2/6/2018	February	Trigtatryk Austjgavngl Xvdsaadijkt	2359041	Patti Graham	Nicole Parvey	Initial
2/6/2018	February	Pjgtaaup Dvstjgavrk Svdsadovma	2185950	Sheree Joseph	Nicole Parvey	Initial
2/6/2018	February	Vjgtaeph Eavtjgacit	1756205	Roger Powell	Nicole Parvey	Initial