



# TM DYS ADM – Manage Approval Request

## User

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

## Process

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

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

## Introduction

- The *DYS Admission Worker* can request an *Approval Request* if:
  - The underlying DYS case is open.
  - The worker is associated with the facility selected in the admissions.
  - The request has not already been completed.
- When the approval request is submitted, a notification will be sent to the selected supervisor.

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## View and Add an Approval Request

- Once an Approval Request has been submitted, the fields cannot be edited.
- If an Approval Request is denied, the *Approval Request* Panel will become editable again.

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>Approval Request</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>In the <i>Approval Request</i> section:</p> <ol style="list-style-type: none"> <li>1. Use the drop down arrow under <b>Send to*</b> to find the desired supervisor.</li> </ol>	



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## 2. Select Request Approval.

**Note: Requested By and Requested Date** are auto-populated by Trails after the approval is requested.

Once the Approval Request is submitted, a *“Please complete the Fusion Intake forms if not already completed.”* pop-up window displays.

## 3. Click Ok.



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This saves the changes and returns you to the *Approval Request* section.

**Approval Request (Admission)**

Approval History

Requested By	Requested Date	Requested Of	Request Comments	Disposition	Dispositioned By	Date Dispositioned
Cgi Qa Test5	1/31/2020			Approved	Cgi Qa Test5	1/31/2020
Cgi Qa Test5	3/12/2020					

Send To\*  
Cgi Qa Test5

Requested By: Cgi Qa Test5  
Requested Date: 3/12/2020

Comments

Approval Requested

**Supervisor Approval (Admission)**

Approval Checklist\*

Initial Roommate Status  Fusion Intake  View

Disposition\*

Approved  Denied

Disposition Comments

Save