



# DYS SB94 Client File – Manage Arrests Job Aid

## User

- SB94 Intake Worker or SB94 Intake Supervisor
- **Read-only** access for: DYS Admission Worker, DYS Admission Supervisor, DYS Director/Assistant Director, DYS Commitment Specialist, DYS Assessment Specialist, DYS Clinical Director, DYS Client Manager, DYS Client Manager Supervisor, DYS Facility Ops Worker, DYS Facility Ops Supervisor, or DYS Victim Services Supervisor

## Process

These Job Aid tables describe the actions needed to manage the Arrest Records for a Youth on the SB94 Client File page.

Refer to the *TM DYS Client File – Manage SB94 Client File Detail* Job Aid for assistance on locating the desired Client File.

## Introduction

- There is a list of all arrests associated to all DYS cases for the Youth on the Client File Detail.
- Arrest Records on closed DYS Cases are read-only.

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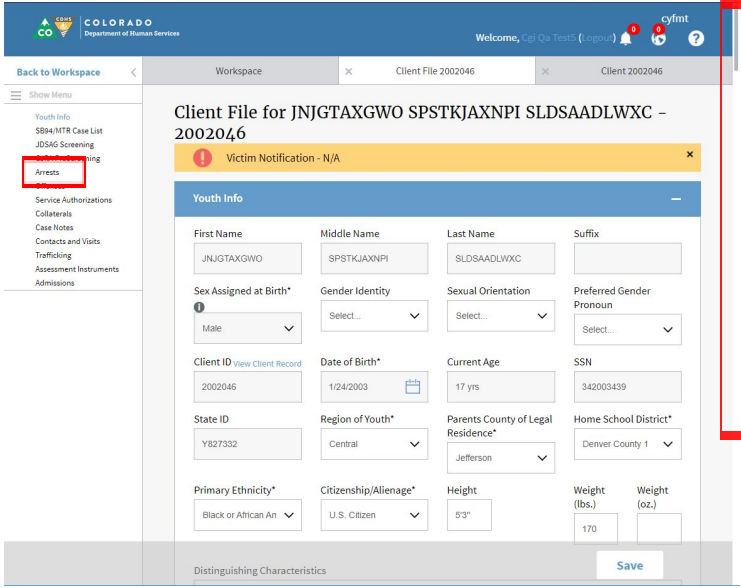
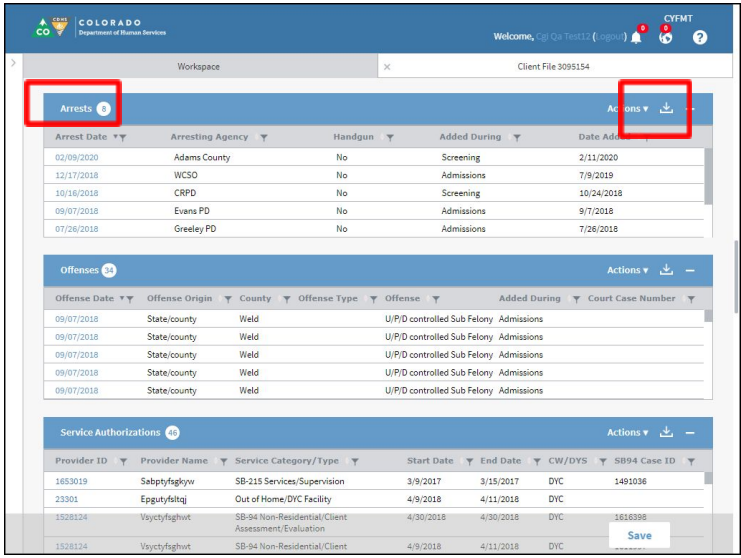
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## Arrest Records

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Steps/Output	Screenshot																														
<p>Refer to the <i>TM DYS Client File – Manage SB94 Client File Detail Job Aid</i> for details on locating the desired Client File.</p> <p>Navigate to the <i>Arrests</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	 <p>The screenshot shows the 'Client File for JNJGTAXGWO SPSTKJAXNPI SLDSAADLWXC - 2002046'. The left navigation menu has 'Arrests' highlighted with a red box. The main content area shows a form for 'Youth Info' with fields for First Name, Middle Name, Last Name, Suffix, Sex Assigned at Birth, Gender Identity, Sexual Orientation, Preferred Gender Pronoun, Client ID, Date of Birth, Current Age, SSN, State ID, Region of Youth, Parents County of Legal Residence, Home School District, Primary Ethnicity, Citizenship/Alienage, Height, Weight (lbs.), and Weight (oz.). A 'Save' button is at the bottom right.</p>																														
<p>In the <i>Arrests</i> section:</p> <ul style="list-style-type: none"> <li>• A tally (badge count) of the total number of entries is displayed.</li> <li>• Click the <b>Download</b> icon to download the list of arrests as a CSV [MS Excel] file. This file can then be printed or saved to your computer.</li> </ul>	 <p>The screenshot shows the 'Arrests' section with a table of records. The 'Arrests' link in the left navigation menu and the 'Download' icon in the top right of the section are highlighted with red boxes. The table has columns for Arrest Date, Arresting Agency, Handgun, Added During, and Date Added. Below the table are sections for 'Offenses' and 'Service Authorizations', each with their own tables and 'Download' icons.</p> <table border="1"> <thead> <tr> <th>Arrest Date</th> <th>Arresting Agency</th> <th>Handgun</th> <th>Added During</th> <th>Date Added</th> </tr> </thead> <tbody> <tr> <td>02/09/2020</td> <td>Adams County</td> <td>No</td> <td>Screening</td> <td>2/11/2020</td> </tr> <tr> <td>12/17/2018</td> <td>WCSO</td> <td>No</td> <td>Admissions</td> <td>7/9/2019</td> </tr> <tr> <td>10/16/2018</td> <td>CRPD</td> <td>No</td> <td>Screening</td> <td>10/24/2018</td> </tr> <tr> <td>09/07/2018</td> <td>Evans PD</td> <td>No</td> <td>Admissions</td> <td>9/7/2018</td> </tr> <tr> <td>07/26/2018</td> <td>Greeley PD</td> <td>No</td> <td>Admissions</td> <td>7/26/2018</td> </tr> </tbody> </table>	Arrest Date	Arresting Agency	Handgun	Added During	Date Added	02/09/2020	Adams County	No	Screening	2/11/2020	12/17/2018	WCSO	No	Admissions	7/9/2019	10/16/2018	CRPD	No	Screening	10/24/2018	09/07/2018	Evans PD	No	Admissions	9/7/2018	07/26/2018	Greeley PD	No	Admissions	7/26/2018
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# DYS SB94 Client File – Manage Arrests Job Aid

The list of Arrests that have been associated to the Client File can be sorted or filtered using the icons to the right of the column headings.

The screenshot shows the 'Arrests' section of the client file interface. The table is highlighted with a red box, and its column headers are shown with sorting icons. The data is as follows:

Arrest Date	Arresting Agency	Handgun	Added During	Date Added
02/09/2020	Adams County	No	Screening	2/11/2020
12/17/2018	WCSO	No	Admissions	7/9/2019
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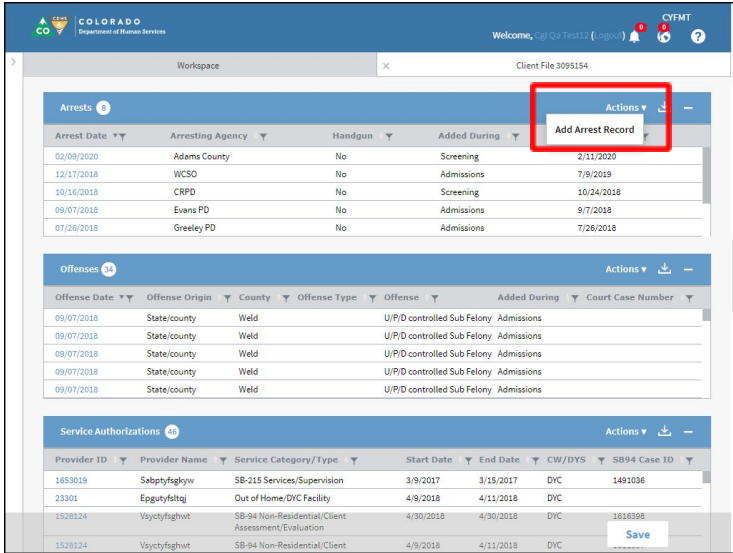
Below the 'Arrests' table, there are sections for 'Offenses' and 'Service Authorizations', each with their own tables and sorting options.



# DYS SB94 Client File – Manage Arrests Job Aid

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- The worker will be able to create an Arrest record if there is an active DYS case for the Youth.

Steps/Output	Screenshot																																																																																																											
<p>In the <i>Arrests</i> section:</p> <ol style="list-style-type: none"><li>1. Click the <b>Actions</b> drop-down arrow.</li><li>2. Select <b>Add Arrest Record</b>.</li></ol> <p>This opens the <i>Add Arrest</i> pop-up window.</p>	 <p>The screenshot shows the 'Arrests' section of the CDHS Client File interface. The 'Actions' dropdown menu is open, and 'Add Arrest Record' is highlighted with a red box. Below the 'Arrests' table, there are sections for 'Offenses' and 'Service Authorizations'.</p> <table border="1"><thead><tr><th>Arrest Date</th><th>Arresting Agency</th><th>Handgun</th><th>Added During</th><th></th></tr></thead><tbody><tr><td>02/09/2020</td><td>Adams County</td><td>No</td><td>Screening</td><td>2/11/2020</td></tr><tr><td>12/17/2018</td><td>WCSO</td><td>No</td><td>Admissions</td><td>7/9/2019</td></tr><tr><td>10/16/2018</td><td>CRPD</td><td>No</td><td>Screening</td><td>10/24/2018</td></tr><tr><td>09/07/2018</td><td>Evans PD</td><td>No</td><td>Admissions</td><td>9/7/2018</td></tr><tr><td>07/26/2018</td><td>Greeley PD</td><td>No</td><td>Admissions</td><td>7/26/2018</td></tr></tbody></table> <table border="1"><thead><tr><th>Offense Date</th><th>Offense Origin</th><th>County</th><th>Offense Type</th><th>Offense</th><th>Added During</th><th>Court Case Number</th></tr></thead><tbody><tr><td>09/07/2018</td><td>State/county</td><td>Weld</td><td>U/P/D controlled Sub Felony</td><td>Admissions</td><td></td><td></td></tr><tr><td>09/07/2018</td><td>State/county</td><td>Weld</td><td>U/P/D controlled Sub Felony</td><td>Admissions</td><td></td><td></td></tr><tr><td>09/07/2018</td><td>State/county</td><td>Weld</td><td>U/P/D controlled Sub Felony</td><td>Admissions</td><td></td><td></td></tr><tr><td>09/07/2018</td><td>State/county</td><td>Weld</td><td>U/P/D controlled Sub Felony</td><td>Admissions</td><td></td><td></td></tr><tr><td>09/07/2018</td><td>State/county</td><td>Weld</td><td>U/P/D controlled Sub Felony</td><td>Admissions</td><td></td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Provider ID</th><th>Provider Name</th><th>Service Category/Type</th><th>Start Date</th><th>End Date</th><th>CW/DYS</th><th>SB94 Case ID</th></tr></thead><tbody><tr><td>1653019</td><td>Sabptyfsglyw</td><td>SB-215 Services/Supervision</td><td>3/9/2017</td><td>3/15/2017</td><td>DYC</td><td>1491036</td></tr><tr><td>23301</td><td>Epgtyfsltaj</td><td>Out of Home/DYC Facility</td><td>4/9/2018</td><td>4/11/2018</td><td>DYC</td><td></td></tr><tr><td>1528124</td><td>Vyctyfsghwt</td><td>SB-94 Non-Residential/Client Assessment/Evaluation</td><td>4/30/2018</td><td>4/30/2018</td><td>DYC</td><td>1616398</td></tr><tr><td>1528124</td><td>Vyctyfsghwt</td><td>SB-94 Non-Residential/Client</td><td>4/9/2018</td><td>4/11/2018</td><td>DYC</td><td></td></tr></tbody></table>	Arrest Date	Arresting Agency	Handgun	Added During		02/09/2020	Adams County	No	Screening	2/11/2020	12/17/2018	WCSO	No	Admissions	7/9/2019	10/16/2018	CRPD	No	Screening	10/24/2018	09/07/2018	Evans PD	No	Admissions	9/7/2018	07/26/2018	Greeley PD	No	Admissions	7/26/2018	Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number	09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			Provider ID	Provider Name	Service Category/Type	Start Date	End Date	CW/DYS	SB94 Case ID	1653019	Sabptyfsglyw	SB-215 Services/Supervision	3/9/2017	3/15/2017	DYC	1491036	23301	Epgtyfsltaj	Out of Home/DYC Facility	4/9/2018	4/11/2018	DYC		1528124	Vyctyfsghwt	SB-94 Non-Residential/Client Assessment/Evaluation	4/30/2018	4/30/2018	DYC	1616398	1528124	Vyctyfsghwt	SB-94 Non-Residential/Client	4/9/2018	4/11/2018	DYC	
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In the *Add Arrest* pop-up window:

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

**Note:** Arrest Date/Time cannot be in the future.

The screenshot shows the 'Add Arrest' pop-up window in the Colorado Department of Human Services (CDHS) system. The window is titled 'Add Arrest' and contains several input fields. A red box highlights the following fields: 'Arrest Date/Time\*' (with a calendar icon and '2/11/2020' and '2:00 AM' entered), 'Handgun\*' (with 'Yes' and 'No' radio buttons), 'Arrest Agency (ORI)\*' (with 'Adams County Sheriff' entered), 'Arrest Type' (empty), 'Arrest Case Number (ARN)\*' (with '1587-9989' entered), and 'Court Case Number' (empty). Below these fields are 'Cancel' and 'Add' buttons. The background shows a blurred view of the client file interface with tables for Arrests, Offenses, and Service Authorizations.

When all required fields are completed:

4. Click **Add** to add the Arrest Record or **Cancel** to close without saving.

This screenshot is identical to the one above, showing the 'Add Arrest' pop-up window. In this view, the 'Add' button at the bottom right of the window is highlighted with a red box, indicating the next step in the process.



# DYS SB94 Client File – Manage Arrests Job Aid

This adds the Arrest Record and returns you to the *Arrests* sections.

The screenshot displays the 'Arrests' section of a client file. The table below shows the data for the highlighted row:

Arrest Date	Arresting Agency	Handgun	Added During	Date Added
02/17/2020	Adams County Sheriff	No	Screening	2/18/2020

Below the Arrests section, the 'Offenses' and 'Service Authorizations' sections are visible. The 'Offenses' table shows multiple entries for 'U/P/D controlled Sub Felony' with 'Admissions' status. The 'Service Authorizations' table shows entries for 'SB-215 Services/Supervision' and 'SB-94 Non-Residential Client Assessment/Evaluation'.



# DYS SB94 Client File – Manage Arrests Job Aid

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- An existing Arrest Record can be edited on an active DYS Case.

Steps/Output	Screenshot																														
<p>In the <i>Arrests</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the date link in the <b>Arrest Date</b> columns.</li> </ol> <p>This opens the <i>Edit Arrest</i> pop-up window.</p>	<p>The screenshot shows the 'Arrests' section of the CDHS interface. A table lists arrest records with columns for Arrest Date, Arresting Agency, Handgun, Added During, and Date Added. A red box highlights the 'Arrest Date' column. Below the table are sections for 'Offenses' and 'Service Authorizations'.</p> <table border="1"> <thead> <tr> <th>Arrest Date</th> <th>Arresting Agency</th> <th>Handgun</th> <th>Added During</th> <th>Date Added</th> </tr> </thead> <tbody> <tr> <td>02/17/2020</td> <td>Adams County Sheriff</td> <td>No</td> <td>Screening</td> <td>2/18/2020</td> </tr> <tr> <td>02/09/2020</td> <td>Adams County</td> <td>No</td> <td>Screening</td> <td>2/11/2020</td> </tr> <tr> <td>12/17/2018</td> <td>WCSO</td> <td>No</td> <td>Admissions</td> <td>7/9/2019</td> </tr> <tr> <td>10/16/2018</td> <td>CRPD</td> <td>No</td> <td>Screening</td> <td>10/24/2018</td> </tr> <tr> <td>09/07/2018</td> <td>Evans PD</td> <td>No</td> <td>Admissions</td> <td>9/7/2018</td> </tr> </tbody> </table>	Arrest Date	Arresting Agency	Handgun	Added During	Date Added	02/17/2020	Adams County Sheriff	No	Screening	2/18/2020	02/09/2020	Adams County	No	Screening	2/11/2020	12/17/2018	WCSO	No	Admissions	7/9/2019	10/16/2018	CRPD	No	Screening	10/24/2018	09/07/2018	Evans PD	No	Admissions	9/7/2018
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## DYS SB94 Client File – Manage Arrests Job Aid

In the *Edit Arrest* pop-up window:

2. Use the drop-down arrows and text fields to update the required fields and add additional information as needed.



When changes are complete:

3. Click **Save** to save the changes or **Cancel** to close without saving.







# DYS SB94 Client File – Manage Arrests Job Aid

This saves the changes and returns you to the *Arrests* section.

The screenshot shows the 'Arrests' section of the CDHS system. The 'Arrests' table is highlighted with a red box. Below it are 'Offenses' and 'Service Authorizations' tables.

Arrest Date	Arresting Agency	Handgun	Added During	Date Added
02/17/2020	Adams County Sheriff	No	Screening	2/18/2020
02/09/2020	Adams County	No	Screening	2/11/2020
12/17/2018	WCSD	No	Admissions	7/9/2019
10/16/2018	CRPD	No	Screening	10/24/2018
09/07/2018	Evans PD	No	Admissions	9/7/2018

Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number
09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions		
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Provider ID	Provider Name	Service Category/Type	Start Date	End Date	CW/DYS	SB94 Case ID
1653019	Sabtyfsglyw	SB-215 Services/Supervision	3/9/2017	3/15/2017	DYC	1491036
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# DYS SB94 Client File – Manage Arrests Job Aid

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- An existing arrest can be deleted if it is associated to an active DYS case and it has not been associated to an Admission.

Steps/Output	Screenshot																																																																																																											
<p>In the <i>Arrests</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the date link in the <b>Arrest Date</b> columns.</li> </ol> <p>This opens the <i>Edit Arrest</i> pop-up window.</p>	<p>The screenshot shows the 'Arrests' section of a client file. The 'Arrests' table is highlighted with a red box. The table has the following data:</p> <table border="1"> <thead> <tr> <th>Arrest Date</th> <th>Arresting Agency</th> <th>Handgun</th> <th>Added During</th> <th>Date Added</th> </tr> </thead> <tbody> <tr> <td>02/17/2020</td> <td>Adams County Sheriff</td> <td>No</td> <td>Screening</td> <td>2/18/2020</td> </tr> <tr> <td>02/09/2020</td> <td>Adams County</td> <td>No</td> <td>Screening</td> <td>2/11/2020</td> </tr> <tr> <td>12/17/2018</td> <td>WCSD</td> <td>No</td> <td>Admissions</td> <td>7/9/2019</td> </tr> <tr> <td>10/16/2018</td> <td>CRPD</td> <td>No</td> <td>Screening</td> <td>10/24/2018</td> </tr> <tr> <td>09/07/2018</td> <td>Evans PD</td> <td>No</td> <td>Admissions</td> <td>9/7/2018</td> </tr> </tbody> </table> <p>Below the 'Arrests' table are sections for 'Offenses' and 'Service Authorizations'.</p> <p><b>Offenses</b></p> <table border="1"> <thead> <tr> <th>Offense Date</th> <th>Offense Origin</th> <th>County</th> <th>Offense Type</th> <th>Offense</th> <th>Added During</th> <th>Court Case Number</th> </tr> </thead> <tbody> <tr> <td>09/07/2018</td> <td>State/county</td> <td>Weld</td> <td>U/P/D controlled Sub Felony</td> <td>Admissions</td> <td></td> <td></td> </tr> <tr> <td>09/07/2018</td> <td>State/county</td> <td>Weld</td> <td>U/P/D controlled Sub Felony</td> <td>Admissions</td> <td></td> <td></td> </tr> <tr> <td>09/07/2018</td> <td>State/county</td> <td>Weld</td> <td>U/P/D controlled Sub Felony</td> <td>Admissions</td> <td></td> <td></td> </tr> <tr> <td>09/07/2018</td> <td>State/county</td> <td>Weld</td> <td>U/P/D controlled Sub Felony</td> <td>Admissions</td> <td></td> <td></td> </tr> <tr> <td>09/07/2018</td> <td>State/county</td> <td>Weld</td> <td>U/P/D controlled Sub Felony</td> <td>Admissions</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Service Authorizations</b></p> <table border="1"> <thead> <tr> <th>Provider ID</th> <th>Provider Name</th> <th>Service Category/Type</th> <th>Start Date</th> <th>End Date</th> <th>CW/DYS</th> <th>SB94 Case ID</th> </tr> </thead> <tbody> <tr> <td>1653019</td> <td>Sabptyfsglyw</td> <td>SB-215 Services/Supervision</td> <td>3/9/2017</td> <td>3/15/2017</td> <td>DYC</td> <td>1481038</td> </tr> <tr> <td>23301</td> <td>Eggtyfhtj</td> <td>Out of Home/DYC Facility</td> <td>4/9/2018</td> <td>4/11/2018</td> <td>DYC</td> <td></td> </tr> <tr> <td>1528124</td> <td>Vsycyfgshwt</td> <td>SB-94 Non-Residential Client Assessment/Evaluation</td> <td>4/30/2018</td> <td>4/30/2018</td> <td>DYC</td> <td>1616398</td> </tr> <tr> <td>1528124</td> <td>Vsycyfgshwt</td> <td>SB-94 Non-Residential Client Assessment/Evaluation</td> <td>4/9/2018</td> <td>4/11/2018</td> <td>DYC</td> <td></td> </tr> </tbody> </table>	Arrest Date	Arresting Agency	Handgun	Added During	Date Added	02/17/2020	Adams County Sheriff	No	Screening	2/18/2020	02/09/2020	Adams County	No	Screening	2/11/2020	12/17/2018	WCSD	No	Admissions	7/9/2019	10/16/2018	CRPD	No	Screening	10/24/2018	09/07/2018	Evans PD	No	Admissions	9/7/2018	Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number	09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			09/07/2018	State/county	Weld	U/P/D controlled Sub Felony	Admissions			Provider ID	Provider Name	Service Category/Type	Start Date	End Date	CW/DYS	SB94 Case ID	1653019	Sabptyfsglyw	SB-215 Services/Supervision	3/9/2017	3/15/2017	DYC	1481038	23301	Eggtyfhtj	Out of Home/DYC Facility	4/9/2018	4/11/2018	DYC		1528124	Vsycyfgshwt	SB-94 Non-Residential Client Assessment/Evaluation	4/30/2018	4/30/2018	DYC	1616398	1528124	Vsycyfgshwt	SB-94 Non-Residential Client Assessment/Evaluation	4/9/2018	4/11/2018	DYC	
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# DYS SB94 Client File – Manage Arrests Job Aid

Review the information carefully to confirm this is the correct entry to delete.

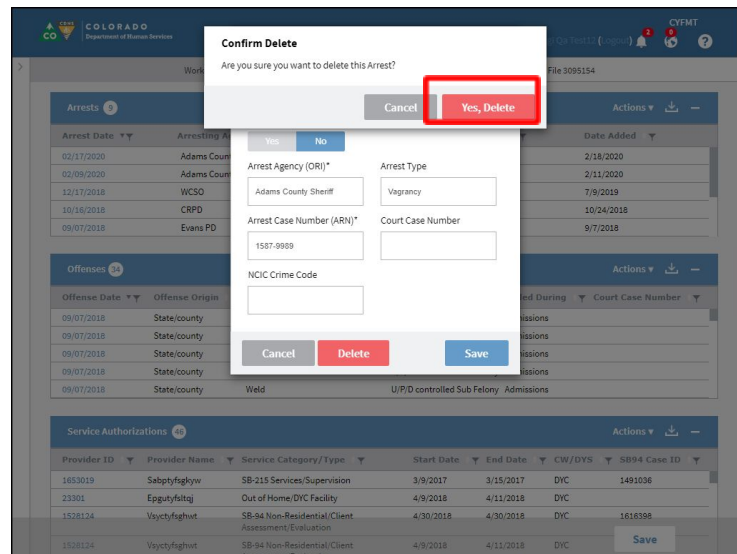
2. Click **Delete**.

This opens the *Confirm Delete* pop-up window.



In the *Confirm Delete* pop-up window:

3. Click **Yes, Delete** to delete the entry or **Cancel** to close without deleting.





# DYS SB94 Client File – Manage Arrests Job Aid

This deletes the Arrest record and returns you to the *Arrests* section.

The screenshot shows the 'Arrests' section of the CDHS web application. A red box highlights the 'Arrests' table, which contains the following data:

Arrest Date	Arresting Agency	Handgun	Added During	Date Added
02/09/2020	Adams County	No	Screening	2/11/2020
12/17/2018	WCSO	No	Admissions	7/9/2019
10/16/2018	CRPD	No	Screening	10/24/2018
09/07/2018	Evans PD	No	Admissions	9/7/2018
07/26/2018	Greeley PD	No	Admissions	7/26/2018

Below the 'Arrests' table, there are sections for 'Offenses' and 'Service Authorizations'. The 'Offenses' table has columns for Offense Date, Offense Origin, County, Offense Type, Offense, Added During, and Court Case Number. The 'Service Authorizations' table has columns for Provider ID, Provider Name, Service Category/Type, Start Date, End Date, CW/DYS, and SB94 Case ID. A 'Save' button is visible at the bottom right of the 'Service Authorizations' table.