



# TM DYS – Manage Case Notes for a Youth Job Aid

## Users

### **Manage the Case Notes for the Youth** (Add, Edit)

- **SB94 (Client) File Detail** – SB94 Intake Worker or SB94 Intake Supervisor
- **DYS Assessment Information** – DYS Commitment Specialist, DYS Assessment Specialist, or DYS Clinical Supervisor
- **DYS Client Manager Detail** – DYS Client Manager or DYS Client Manager Supervisor
- **DYS Facility Operations Detail** – DYS Facility Ops Worker, DYS Facility Ops Supervisor, DYS Admission Worker, DYS Admission Supervisor, or DYS Director/Assist Director

### **Access and View the Youth Info** (Read-only)

- **SB94 (Client) File Detail** - DYS Admission Worker, DYS Admission Supervisor, DYS Director/Assist 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
- **DYS Facility Operations Detail** – DYS Client Manager, DYS Client Manager Supervisor, or DYS Victim Services Supervisor

## Process

These Job Aid tables describe the actions needed to manage the Case Notes for a Youth for various DYS pages. Different Trails pages have been used to demonstrate the functions referred to in this Job Aid, however, the actions apply to each of the related functions.

## Introduction

- There will be a list of Case Notes for the Detail screen. The default sort will be by Created Date/Time with newest on top.
  - For the *Client File Detail (SB94)* and the *DYS Assessment Information* pages – all Case Notes for the Youth across all DYS cases display.
  - For the *Client Manager Detail (SB94)* and the *DYS Facility Operations Detail* pages – the Case Notes specific to the underlying DYS Case and detail screen display.
- A tally (badge count) of the total number of Case Notes is displayed.

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# TM DYS – Manage Case Notes for a Youth Job Aid

## Access and View Case Notes

- The worker with an appropriate profile will be able to view a *Case Note* (read-only) if:
  - o The *Case Note* is associated to an inactive DYS case, or
  - o The *Case Note* is associated to an active case where the *Addendum* field has been populated if it is accessible from the Case Notes list on the Detail page.

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| Steps/Output | Screenshot |
|--------------|------------|
|--------------|------------|

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# TM DYS – Manage Case Notes for a Youth Job Aid

From the left navigation panel in the main page:

1. Click **Case Notes**.

This navigates to the *Case Notes* section within the page.

**Note:** The **Case Notes** link may be located in different areas of the left navigation panel, based on the page linked from.

Back to Workspace < Workspace - Client Search

YOUTH INFO

DYS Client Manager Detail: 2126280

YOUTH INFO

|  |                       |
|--|-----------------------|
| First Name                                   | Middle Name           |
| FKJGTAOZAP                                   | MMSTKJAPPJN           |
| Sex Assigned at Birth*                       | Gender Identity       |
| Male   | Select...             |
| Client ID <a href="#">View Client Record</a> | Date of Birth*        |
| 2126280                                      | 2/5/2002              |
| State ID                                     | Region of Youth*      |
| Y668511                                      | Western               |
| Primary Ethnicity*                           | Citizenship/Alienage* |
| White  | U.S. Citizen          |

Distinguishing Characteristics  
--REDACTED--

Protection Order Youth is the protected party

Back to Workspace < Workspace x Adm

YOUTH INFO

Client File for FKJGTAOZAP MMSTKJAPPJN

YOUTH INFO

|  |                       |
|--|-----------------------|
| First Name                                   | Middle Name           |
| FKJGTAOZAP                                   | MMSTKJAPPJN           |
| Sex Assigned at Birth*                       | Gender Identity       |
| Male   | Select...             |
| Client ID <a href="#">View Client Record</a> | Date of Birth*        |
| 2126280                                      | 2/5/2002              |
| State ID                                     | Region of Youth*      |
| Y668511                                      | Western               |
| Primary Ethnicity*                           | Citizenship/Alienage* |
| White  | U.S. Citizen          |

Distinguishing Characteristics  
--REDACTED--

Protection Order Youth is the protected party

|     |    |     |    |
|-----|----|-----|----|
| Yes | No | Yes | No |
|-----|----|-----|----|



# TM DYS – Manage Case Notes for a Youth Job Aid

## Add a Case Note

- The worker with an appropriate profile will be able to add a Case Note:
  - From a *DYS Client Manager Detail* or a *DYS Facility Operations Detail* page, if the underlying DYS Case is active.
  - From the *Client File Detail (SB94)* or the *DYS Assessment Detail* page, if there is at least one active DYS Case.
- If All DYS Cases are inactive and it is within 60 days of the Case Closure for the most recent DYS case, the worker will have the option to add a Case Note to the most recent DYS Case.
- The *Addendum* text area field will be disabled when adding the Case Note.

| Steps/Output   | Screenshot  |                    |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
|--|---|--------------------|--|----------------|---------------------|--|--------------------|-----------------------|--|-------------|------------------------|--|--------------------|------------------------|--|--------------------|-----------------------|--|--------------------|------------------------|--|--------------------|------------------------|--|--------------------|------------------------|--|--------------------|------------------------|--|--------------------|-----------------------|--|--------------------|-----------------------|--|--------------------|-----------------------|--|--------------------|-----------------------|--|--------------------|-----------------------|--|------------|-----------------------|--|------------|--------------------|--------------|--------|---------|--------|-----------------|--------------|-------------------|--|--|--|----------------|--|--|-------------------|--|--|--------------------------------------|----------------|--|--|
| <p>In the <i>Case Notes</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Actions</b> drop-down arrow in the <i>Case Notes</i> section header.</li> <li>2. Select <b>Add Case Note</b> from the drop-down list.</li> </ol> <p>This opens the <i>Add Case Note</i> pop-up window.</p> | <table border="1"> <caption>Case Notes</caption> <thead> <tr> <th>Created Date/Time</th> <th>Created By</th> <th>Type</th> </tr> </thead> <tbody> <tr><td>2/4/2020 3:38:00 PM</td><td>Cgi Qa Test5</td><td>Roster Information</td></tr> <tr><td>1/17/2020 12:00:00 AM</td><td></td><td>Intake Note</td></tr> <tr><td>11/21/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>11/15/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>11/7/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>10/31/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>10/24/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>10/17/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>10/10/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>10/3/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>9/26/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>9/20/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>9/13/2019 12:00:00 AM</td><td></td><td>Team Meeting Notes</td></tr> <tr><td>9/12/2019 12:00:00 AM</td><td></td><td>One on One</td></tr> <tr><td>9/12/2019 12:00:00 AM</td><td></td><td>One on One</td></tr> </tbody> </table><br><table border="1"> <caption>Contacts and Visits</caption> <thead> <tr> <th>Date/Time Occurred</th> <th>Completed By</th> <th>Method</th> <th>Purpose</th> <th>Status</th> <th>Visitation Type</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td>1/21/2020 4:58 PM</td> <td></td> <td></td> <td>Case Plan Update, Case Consultation, ...More</td> <td>Completed/Held</td> <td></td> <td>Jjigtagdtt, Modsaadwbdq, Ingtajey...More</td> </tr> <tr> <td>1/21/2020 3:51 PM</td> <td></td> <td></td> <td>Family Involvement and Relationships</td> <td>Completed/Held</td> <td></td> <td></td> </tr> </tbody> </table> | Created Date/Time  | Created By                                   | Type           | 2/4/2020 3:38:00 PM | Cgi Qa Test5                             | Roster Information | 1/17/2020 12:00:00 AM |  | Intake Note | 11/21/2019 12:00:00 AM |  | Team Meeting Notes | 11/15/2019 12:00:00 AM |  | Team Meeting Notes | 11/7/2019 12:00:00 AM |  | Team Meeting Notes | 10/31/2019 12:00:00 AM |  | Team Meeting Notes | 10/24/2019 12:00:00 AM |  | Team Meeting Notes | 10/17/2019 12:00:00 AM |  | Team Meeting Notes | 10/10/2019 12:00:00 AM |  | Team Meeting Notes | 10/3/2019 12:00:00 AM |  | Team Meeting Notes | 9/26/2019 12:00:00 AM |  | Team Meeting Notes | 9/20/2019 12:00:00 AM |  | Team Meeting Notes | 9/13/2019 12:00:00 AM |  | Team Meeting Notes | 9/12/2019 12:00:00 AM |  | One on One | 9/12/2019 12:00:00 AM |  | One on One | Date/Time Occurred | Completed By | Method | Purpose | Status | Visitation Type | Participants | 1/21/2020 4:58 PM |  |  | Case Plan Update, Case Consultation, ...More | Completed/Held |  | Jjigtagdtt, Modsaadwbdq, Ingtajey...More | 1/21/2020 3:51 PM |  |  | Family Involvement and Relationships | Completed/Held |  |  |
| Created Date/Time  | Created By  | Type               |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 2/4/2020 3:38:00 PM  | Cgi Qa Test5  | Roster Information |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 1/17/2020 12:00:00 AM  |   | Intake Note        |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 11/21/2019 12:00:00 AM   |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 11/15/2019 12:00:00 AM   |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 11/7/2019 12:00:00 AM  |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 10/31/2019 12:00:00 AM   |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 10/24/2019 12:00:00 AM   |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 10/17/2019 12:00:00 AM   |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 10/10/2019 12:00:00 AM   |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 10/3/2019 12:00:00 AM  |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 9/26/2019 12:00:00 AM  |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 9/20/2019 12:00:00 AM  |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 9/13/2019 12:00:00 AM  |   | Team Meeting Notes |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 9/12/2019 12:00:00 AM  |   | One on One         |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 9/12/2019 12:00:00 AM  |   | One on One         |  |                |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| Date/Time Occurred   | Completed By  | Method             | Purpose                                      | Status         | Visitation Type     | Participants                             |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 1/21/2020 4:58 PM  |   |                    | Case Plan Update, Case Consultation, ...More | Completed/Held |                     | Jjigtagdtt, Modsaadwbdq, Ingtajey...More |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |
| 1/21/2020 3:51 PM  |   |                    | Family Involvement and Relationships         | Completed/Held |                     |  |                    |                       |  |             |                        |  |                    |                        |  |                    |                       |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                        |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |                    |                       |  |            |                       |  |            |                    |              |        |         |        |                 |              |                   |  |  |  |                |  |  |                   |  |  |                                      |                |  |  |



# TM DYS – Manage Case Notes for a Youth Job Aid

In the *Add Case Note* pop-up window:

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

**Note:**

- *Created By* defaults to the logged in worker and can be changed to another worker with the appropriate profile using autocomplete.
- *Created Date* and *Created Time* default to the current date and time and can be changed.

If the Type is set to *Roster Information* and prior Case Notes exist on any of the cases for the Youth:

- The *Copy from most recent Roster Information Note* check box field displays.
- If checked, the *Comments/Summary* from the most recent Case Note record with a Type of Roster Information will be copied to the new Case Note.



# TM DYS – Manage Case Notes for a Youth Job Aid

When all information is complete:

- Click **Add** to save the Case Note or **Cancel** to close without adding.

**Note:** Once a *Case Note* has been saved, only the *Addendum* field is editable.

You return to the *Case Notes* section with the Case Note added.

| Created Date/Time      | Created By   | Type               |
|------------------------|--------------|--------------------|
| 2/4/2020 4:37:00 PM    | Cgi Qa Test5 | Roster Information |
| 2/4/2020 3:38:00 PM    | Cgi Qa Test5 | Roster Information |
| 1/17/2020 12:00:00 AM  | Cgi Qa Test5 | Intake Note        |
| 11/21/2019 12:00:00 AM |              | Team Meeting Notes |
| 11/15/2019 12:00:00 AM |              | Team Meeting Notes |
| 11/7/2019 12:00:00 AM  |              | Team Meeting Notes |
| 10/31/2019 12:00:00 AM |              | Team Meeting Notes |
| 10/24/2019 12:00:00 AM |              | Team Meeting Notes |
| 10/17/2019 12:00:00 AM |              | Team Meeting Notes |
| 10/10/2019 12:00:00 AM |              | Team Meeting Notes |
| 10/3/2019 12:00:00 AM  |              | Team Meeting Notes |
| 9/26/2019 12:00:00 AM  |              | Team Meeting Notes |
| 9/20/2019 12:00:00 AM  |              | Team Meeting Notes |
| 9/13/2019 12:00:00 AM  |              | Team Meeting Notes |
| 9/12/2019 12:00:00 AM  |              | One on One         |



# TM DYS – Manage Case Notes for a Youth Job Aid

## Edit a Case Note

- Workers will be able to edit an existing Case Note if:
  - They have a profile that allows editing the specific Detail screen,
  - The associated *DYS Case* is active, and
  - The *Addendum* field has not been populated.
  - Otherwise, the *Case Note* will be read-only.

| Steps/Output  | Screenshot   |
|---|--|
| <p>In the <i>Case Notes</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the date/time link in the <b>Created Date/Time</b> column.</li> </ol> <p>This opens the <i>Edit Case Note</i> pop-up window.</p> | <p>The screenshot shows the 'Case Notes' section of the application. A table lists various case notes with columns for 'Created Date/Time', 'Created By', and 'Type'. The first row in the table has the date and time '2/10/2020 2:14:00 PM' highlighted with a red rectangular box. Other rows include dates from 8/18/2018 to 3/7/2018 and various case note types like 'Caseload Supervision', 'ITP(DCP)MDT Review', and 'Summary Prog Rpt Restorative Justice'.</p> |



# TM DYS – Manage Case Notes for a Youth Job Aid

In the *Edit Case Note* pop-up window:

2. Update the **Addendum** field as needed.

**Note:** The *Addendum* field is a rich text field allowing up to 4000 characters.

The screenshot shows the 'Edit Case Note' pop-up window in the Colorado Department of Human Services system. The window contains several fields: 'Created By\*' (Cgi Qa Test5), 'Created Date\*' (2/10/2020), 'Created Time\*' (2:14 PM), 'Duration' (00:00), 'Type' (Caseload Supervision), 'Comments/Summary\*' (Comments/Summary are required.), and 'Addendum'. The 'Addendum' field is a rich text area and is highlighted with a red rectangular box. At the bottom, there are 'Cancel' and 'Save' buttons.

3. When the Addendum is complete, click **Save** to save the Case Note or **Cancel** to close without saving.

**Note:** Once a Case Note is saved with the *Addendum* populated, all fields in the Case Note become read-only.

This screenshot is identical to the one above, showing the 'Edit Case Note' pop-up window. In this view, the 'Addendum' field is populated with the text 'Add Addendum information.' The 'Save' button at the bottom right of the pop-up window is highlighted with a red rectangular box.





# TM DYS – Manage Case Notes for a Youth Job Aid

This saves the *Case Note* and returns you to the *Case Notes* section.

The screenshot displays the 'Credible Report List' and 'Case Notes' sections of the TM DYS web application. The 'Credible Report List' is currently empty, showing 'No information available'. Below it, the 'Case Notes' section shows a list of 233 entries. The first entry is highlighted with a red box:

| Created Date (Time)   | Created By        | Type                                 |
|-----------------------|-------------------|--------------------------------------|
| 2/10/2020 2:14:00 PM  | Cgi Qa Test5      | Caseload Supervision                 |
| 6/16/2018 12:00:00 AM | Chad Pedigo       | Caseload Supervision                 |
| 7/3/2018 12:00:00 AM  | Nichole Schreiner | ITP/DCP/MDT Review                   |
| 6/18/2018 12:00:00 AM | Nichole Schreiner | ITP/DCP/MDT Review                   |
| 6/11/2018 12:00:00 AM | Nichole Schreiner | ITP/DCP/MDT Review                   |
| 5/25/2018 12:00:00 AM | Chad Pedigo       | Caseload Supervision                 |
| 5/2/2018 12:00:00 AM  | Nichole Schreiner | ITP/DCP/MDT Review                   |
| 5/1/2018 12:00:00 AM  | Gary Mills        | Summary Prog Rpt Restorative Justice |
| 5/1/2018 12:00:00 AM  | Gary Mills        | Summary Prog Rpt Restorative Justice |
| 4/29/2018 12:00:00 AM | Rodney Tyma       | Summary Prog Rpt Restorative Justice |
| 4/29/2018 12:00:00 AM | Rodney Tyma       | Summary Prog Rpt Public Safety       |
| 4/5/2018 12:00:00 AM  | Rodney Tyma       | Summary Prog Rpt Restorative Justice |
| 4/4/2018 12:00:00 AM  | Nichole Schreiner | ITP/DCP/MDT Review                   |
| 3/22/2018 12:00:00 AM | Rodney Tyma       | Summary Prog Rpt Restorative Justice |
| 3/7/2018 12:00:00 AM  | Nichole Schreiner | ITP/DCP/MDT Review                   |