



DYS Assess – Manage Commitment Info Summary Job Aid

User

- DYS Commitment Specialist
- DYS Assessment Specialist
- DYS Clinical Director

Process

This Job Aid table describes the actions needed to manage the Commitment Info Summary on the Commitment page.

Refer to the *DYS Assess – Manage Commitment Details* Job Aid for details on locating the desired Commitment page.

Introduction

- When a change is made to the New Commitment, the dates for the Recommitments will need to be recalculated.

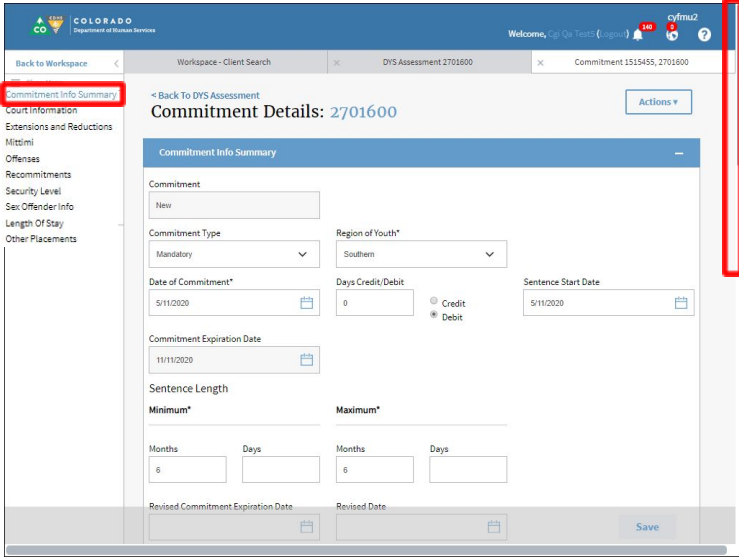
Table of Contents

Access and View DYS Commitment Info Summary	2
Complete or Edit the Commitment Info Summary	3



DYS Assess – Manage Commitment Info Summary Job Aid

Access and View DYS Commitment Info Summary

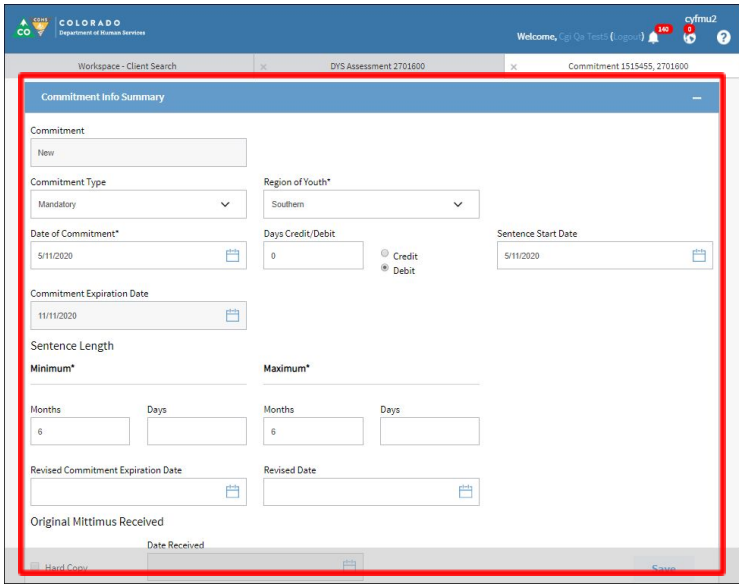
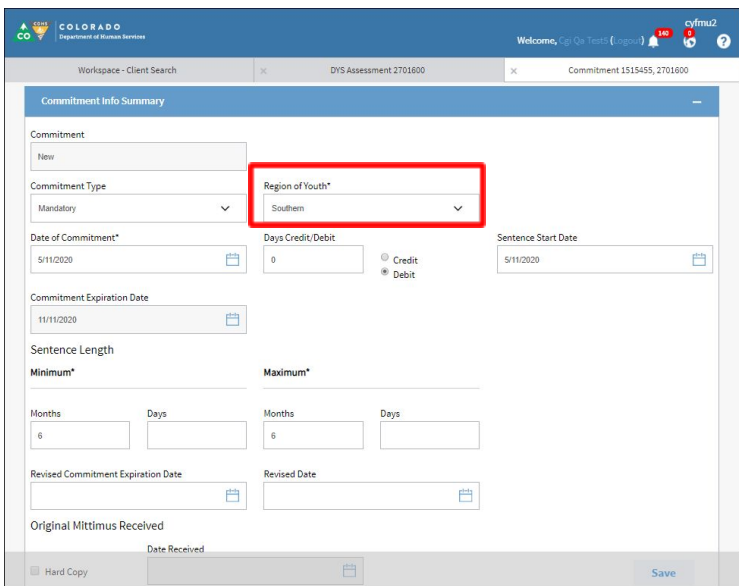
Steps/Output	Screenshot
<p>Refer to the <i>DYS Assess – Manage Commitment Details Job Aid</i> for details on locating the desired Commitment.</p> <p>Navigate to the <i>Commitment Info Summary</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	 <p>The screenshot displays the 'Commitment Info Summary' page in the DYS Assess system. The page title is 'Commitment Details: 2701600'. The left navigation menu includes links for 'Commitment Info Summary', 'Court Information', 'Extensions and Reductions', 'Mittimi', 'Offenses', 'Rec commitments', 'Security Level', 'Sex Offender Info', 'Length Of Stay', and 'Other Placements'. The main content area contains a form with the following fields: 'Commitment' (New), 'Commitment Type' (Mandatory), 'Region of Youth*' (Southern), 'Date of Commitment*' (5/11/2020), 'Days Credit/Debit' (0), 'Sentence Start Date' (5/11/2020), 'Commitment Expiration Date' (11/11/2020), 'Sentence Length' (Minimum: 6 Months, Maximum: 6 Months), and 'Revised Commitment Expiration Date' and 'Revised Date'. A 'Save' button is located at the bottom right of the form. A red box highlights the 'Commitment Info Summary' link in the left navigation menu, and another red box highlights the scroll bar on the right side of the page.</p>



DYS Assess – Manage Commitment Info Summary Job Aid

Complete or Edit the Commitment Info Summary

- *Hard Copy Date Received* is enabled and required when the *Hard Copy* radio button is selected.
- *Electronic Mittimus Date Received* is enabled and required when the *Electronic Mittimus* radio button is selected.

Steps/Output	Screenshot
<p>In the <i>Commitment Info Summary</i>.</p> <ol style="list-style-type: none"> 1. Complete or change information in any editable field as needed. <p>Note: Values are calculated and set based on entries in other fields within the <i>Commitment Info Summary</i>. See the sections below for further details on specific fields.</p>	 <p>The screenshot shows the 'Commitment Info Summary' form in the Colorado Department of Human Services system. A red rectangular box highlights the entire form area, including fields for Commitment Type, Region of Youth, Date of Commitment, Days Credit/Debit, Sentence Start Date, Commitment Expiration Date, Sentence Length (Minimum and Maximum), Revised Commitment Expiration Date, Revised Date, and Original Mittimus Received.</p>
<p>Setting the <i>Region</i>:</p> <ul style="list-style-type: none"> • The <i>Region</i> defaults to the Region set on the Client Record, but can be changed. • When the <i>Region</i> is changed on the <i>Commitment Info Summary</i>, it is also changed on the Client Record. 	 <p>The screenshot shows the 'Commitment Info Summary' form. A red rectangular box highlights the 'Region of Youth*' dropdown menu, which is currently set to 'Southern'.</p>



DYS Assess – Manage Commitment Info Summary Job Aid

Setting the *Sentence Start Date*:

- The **Sentence Start Date** is set as the *Date of Commitment* plus or minus *Days Credit /Debit* entered.
- The **Sentence Start Date** can be changed to a future or past date.
- If changed, the **Days Credit/Debit** are adjusted to the *Sentence Start Date* minus the *Date of Commitment*.

The screenshot shows the 'Commitment Info Summary' form. The fields 'Date of Commitment*', 'Days Credit/Debit', and 'Sentence Start Date' are highlighted with a red rectangular box. The 'Date of Commitment*' is set to 5/11/2020, 'Days Credit/Debit' is 3, and 'Sentence Start Date' is 5/8/2020. The 'Credit' radio button is selected.

Setting the *Sentence Length* (Maximum and Minimum):

- The **Minimum Sentence Length** must be greater than the *Days Credit*.
- The **Maximum Sentence Length** must be greater than the *Days Credit*.

Notes:

- *Months* or *Days* are required for the *Minimum and Maximum Sentence Lengths*.
- An entry in both *Months* and *Days* is not required.

The screenshot shows the 'Commitment Info Summary' form. The 'Days Credit/Debit' field is highlighted with a red box, and a red arrow points from it to the 'Minimum' field of the 'Sentence Length' section. The 'Minimum' field is also highlighted with a red box and contains the value '5' in the 'Months' sub-field. The 'Maximum' field is also highlighted with a red box and contains the value '5' in the 'Months' sub-field.



DYS Assess – Manage Commitment Info Summary Job Aid

Setting the *Commitment Expiration Date*:

- The **Commitment Expiration Date** is set as the *Sentence Start Date* plus the *Maximum Sentence Length* or the *Youth's 21st birth date* whichever is earlier.
- The *Commitment Expiration Date* is read-only.

The screenshot shows the 'Commitment Info Summary' form. The 'Commitment Expiration Date' field is highlighted with a red box. Red arrows point from the 'Sentence Start Date' field (5/8/2020) and the 'Maximum' sentence length field (5 months) to the 'Commitment Expiration Date' field, which is set to 10/8/2020. Other visible fields include 'Commitment Type' (Mandatory), 'Region of Youth' (Southern), 'Date of Commitment' (5/11/2020), and 'Days Credit/Debit' (3).

Setting the *Mandatory Parole Start Date*:

- The **Mandatory Parole Start Date** is set as the *Sentence Start Date* plus the *Maximum Sentence Length* or the *Youth's 21st birth date* whichever is earlier.
- The *Mandatory Parole Start Date* is read-only.

The screenshot shows the 'Commitment Info Summary' form, specifically the 'Sentence Length' section. The 'Mandatory Parole Start Date' field is highlighted with a red box and is set to 10/8/2020. Other visible fields include 'Minimum' sentence length (5 months), 'Maximum' sentence length (5 months), 'Revised Commitment Expiration Date', 'Revised Date', 'Original Mittimus Received', 'Date Received', 'Projected Parole Date' (4/8/2021), 'Projected Discharge Date' (4/8/2021), and 'Parole Eligibility Date' (10/8/2020).



DYS Assess – Manage Commitment Info Summary Job Aid

Setting the *Projected Discharge Date*:

- The **Projected Discharge Date** is set as the *Sentence Start Date* plus the *Maximum Sentence Length* plus 6 months or the *Youth's 21st birth date* whichever is earlier.
- The *Projected Discharge Date* is read-only.

The screenshot shows the 'DYS Assessment 2701600' form. The 'Projected Discharge Date' field is highlighted with a red box and contains the date 4/8/2021. Other visible fields include 'Mandatory Parole Start Date' (10/8/2020), 'Projected Parole Date' (4/8/2021), and 'Parole Eligibility Date' (10/8/2020).

Setting the *Projected Eligibility Date* Date:

- The **Projected Eligibility Date** is set as the *Sentence Start Date* plus the *Minimum Sentence Length* plus 6 months or the *Youth's 21st birth date* whichever is earlier.
- The *Projected Eligibility Date* is read-only.

The screenshot shows the same 'DYS Assessment 2701600' form. The 'Parole Eligibility Date' field is highlighted with a red box and contains the date 10/8/2020. Other visible fields include 'Mandatory Parole Start Date' (10/8/2020), 'Projected Parole Date' (4/8/2021), and 'Projected Discharge Date' (4/8/2021).



DYS Assess – Manage Commitment Info Summary Job Aid

After completing or changing the *Commitment Info Summary*:

2. Click the page **Save** at the bottom of the page.

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

The screenshot shows the 'Commitment Info Summary' form in the Colorado Department of Human Services system. The form includes fields for Commitment Type (Mandatory), Region of Youth* (Southern), Date of Commitment* (5/11/2020), Days Credit/Debit (3), Sentence Start Date (5/8/2020), Commitment Expiration Date (10/8/2020), Sentence Length (Minimum: 5 Months, Maximum: 5 Months), Revised Commitment Expiration Date, and Revised Date. A 'Save' button is highlighted with a red box at the bottom right of the form.

In the *Save Successful* pop-up window:

3. Click **Ok**.

The screenshot shows the 'Save Successful' pop-up window. The message reads 'Commitment Details saved successfully.' A green 'Ok' button is highlighted with a red box. The background shows the same 'Commitment Info Summary' form as in the previous screenshot.



DYS Assess – Manage Commitment Info Summary Job Aid

You return to the *Commitment Info Summary* section of the Commitment.

The screenshot shows the 'Commitment Info Summary' form in the Colorado Department of Human Services system. The form is titled 'Commitment Info Summary' and contains various fields for managing commitment information. A red box highlights the 'Commitment Info' section in the left-hand navigation menu.

Commitment Info Summary

Commitment: New

Commitment Type: Mandatory (dropdown)

Region of Youth*: Southern (dropdown)

Date of Commitment*: 5/11/2020 (calendar icon)

Days Credit/Debit: 3 (radio buttons for Credit/Debit)

Sentence Start Date: 5/8/2020 (calendar icon)

Commitment Expiration Date: 10/8/2020 (calendar icon)

Sentence Length:

Minimum*: 5 Months, 0 Days

Maximum*: 5 Months, 0 Days

Revised Commitment Expiration Date: (calendar icon)

Revised Date: (calendar icon)

Original Mitimus Received: (calendar icon)

Date Received: (calendar icon)

Buttons: Hard Copy, Save