



# TM DYS – CM – Youth Info – Manage Commitment/Parole Information Job Aid

## Users

- DYS Client Manager or DYS Client Manager Supervisor

## Process

This Job Aid table describes the actions needed to manage the Commitment/Parole Information on the Youth Info Panel from the Client Manager Detail screen.

## Related Job Aids

- *TM DYS\_CM – Access/View Client Manager*
- *TM DYS – Manage Youth Info Panel*
- *TM DYS\_CM - Manage Placement for a Youth*
- *TM DYS – Manage Commitment Info*

## Introduction

- The Commitment Overview and Current Placement only associate those specific to the DYS Case.
- The Projected Discharge Date only displays a date if the Youth has started their parole.
- Victim Notification Program indicates if the Youth has any active victims associated to them (Client – Victim).
- ASAM Level of Care at Assessment is from the most recent evaluation of Substance Abuse from the EHR System.
- Provider Contacts are Team Members with the Provider Contact indicator selected.

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## Access and View Commitment/Parole Information

- All fields are read-only except **ASAM Level of Care at Initial Placement\***, **ASAM Level of Care Reason for Difference\***, and **Comments\***.

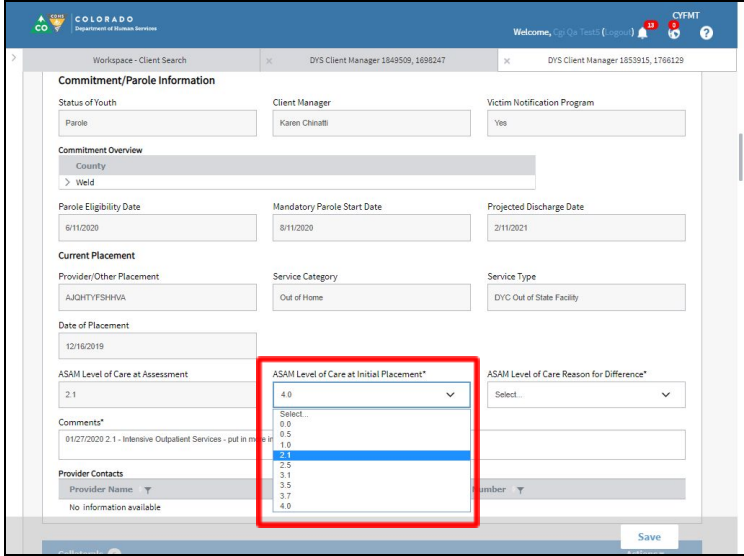
| Steps/Output  | Screenshot |
|---|------------|
| <p>Refer to the <i>TM DYS Client Manager – Access and View Client Manager Detail Job Aid</i> for details on locating the desired Client Manager Detail page.</p> <p>Navigate to the <i>Youth Info</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p> |            |
| <p>In the <i>Youth Info</i> section:</p> <ol style="list-style-type: none"> <li>Use the right scroll bar to navigate to the <i>Commitment/Parole Information</i>.</li> </ol>  |            |



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## Edit Commitment/Parole Information

- If the two **ASAM Level of Care** values are the same, (ASAM Level of Care at Assessment and ASAM Level of Care at Initial Placement), the ASAM Level of Care Reason for Difference is set as 'None' and is read-only.
- If the two **ASAM Level of Care** values differ, the ASAM Level of Care Reason for Difference is required.
- **Comments** are enabled and required when the ASAM Level of Care Reason for Difference is set to anything other than 'None'.

| Steps/Output   | Screenshot  |
|--|---|
| <p>In the <i>Commitment/Parole Information</i> section:</p> <ol style="list-style-type: none"><li>1. Click the <b>ASAM Level of Care at Initial Placement*</b> drop-down arrow and select an option.</li></ol> |  |



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2. Click the **ASAM Level of Care Reason for Difference\*** drop-down arrow
3. Select the appropriate option.

The screenshot shows the 'Commitment/Parole Information' form in the Colorado Department of Human Services system. The form includes fields for Status of Youth (Parole), Client Manager (Karen Chinatti), Victim Notification Program (Yes), Commitment Overview (Weld), Parole Eligibility Date (6/11/2020), Mandatory Parole Start Date (8/11/2020), Projected Discharge Date (2/11/2021), Current Placement (AJQHTYFSHVA, Out of Home, DYC Out of State Facility), Date of Placement (12/16/2019), ASAM Level of Care at Assessment (2.1), ASAM Level of Care at Initial Placement\* (2.5), and ASAM Level of Care Reason for Difference\* (dropdown menu). The dropdown menu is open, showing options: Select..., Select..., None, Service unavailable for security level, Service postponed, No bed available to match ASAM care needs, Rejected by program, CRB denial, and Other. The dropdown menu is highlighted with a red box.

4. Enter **Comments\***, if required.

The screenshot shows the 'Commitment/Parole Information' form in the Colorado Department of Human Services system. The form includes fields for Status of Youth (Parole), Client Manager (Karen Chinatti), Victim Notification Program (Yes), Commitment Overview (Weld), Parole Eligibility Date (6/11/2020), Mandatory Parole Start Date (8/11/2020), Projected Discharge Date (2/11/2021), Current Placement (AJQHTYFSHVA, Out of Home, DYC Out of State Facility), Date of Placement (12/16/2019), ASAM Level of Care at Assessment (2.1), ASAM Level of Care at Initial Placement\* (2.5), and ASAM Level of Care Reason for Difference\* (dropdown menu). The 'Comments\*' field is highlighted with a red box and contains the text: '01/27/2020 2.1 - Intensive Outpatient Services - put in more info here.'



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When all changes have been made:

5. Click **Save**.

The *Save Successful* pop-up window displays.

Colorado Department of Human Services  
Workspace - Client Search  
DYS Client Manager 1849509, 1698247  
DYS Client Manager 1853915, 1766129  
Welcome, Csp Ok Track! (Logout) 24 5 2  
CYFMT

### Commitment/Parole Information

Status of Youth: Parole  
Client Manager: Karen Chinatti  
Victim Notification Program: Yes

Commitment Overview  
County: Weld

Parole Eligibility Date: 8/11/2020  
Mandatory Parole Start Date: 8/11/2020  
Projected Discharge Date: 2/11/2021

Current Placement  
Provider/Other Placement: AJQHTYF5HHVA  
Service Category: Out of Home  
Service Type: DYC Out of State Facility

Date of Placement: 12/16/2019

ASAM Level of Care at Assessment: 2.1  
ASAM Level of Care at Initial Placement\*: 2.5  
ASAM Level of Care Reason for Difference\*: Select...

Comments\*  
01/27/2020 2.1 - Intensive Outpatient Services - put in more info here.

Provider Contacts  
Provider Name: Role: Phone Number:  
No information available

Save

In the *Save Successful* pop-up window:

6. Click **Ok**.

Colorado Department of Human Services  
Workspace - Client Search  
DYS Client Manager details saved successfully.  
DYS Client Manager 1853915, 1766129  
Welcome, Csp Ok Track! (Logout) 24 5 2  
CYFMT

### Commitment/Parole Information

Status of Youth: Parole  
Client Manager: Karen Chinatti  
Victim Notification Program: Yes

Commitment Overview  
County: Weld

Parole Eligibility Date: 8/11/2020  
Mandatory Parole Start Date: 8/11/2020  
Projected Discharge Date: 2/11/2021

Current Placement  
Provider/Other Placement: AJQHTYF5HHVA  
Service Category: Out of Home  
Service Type: DYC Out of State Facility

Date of Placement: 12/16/2019

ASAM Level of Care at Assessment: 2.1  
ASAM Level of Care at Initial Placement\*: 3.5  
ASAM Level of Care Reason for Difference\*: Service postponed

Comments\*  
01/27/2020 2.1 - Intensive Outpatient Services.

Provider Contacts  
Provider Name: Role: Phone Number:  
No information available

Save

Save Successful  
DYS Client Manager details saved successfully.  
Ok



# TM DYS – CM – Youth Info – Manage Commitment/Parole Information Job Aid

This saves the update and returns to the *DYS Client Manager Detail* screen.

**Colorado Department of Human Services** | Welcome, [User] | English | [Notifications] | [Help]

Back to Workspace | Workspace | x DYS Assessment 2251729 | x Client File 2251729 | x Admission 723636, 2251729 | xDYS Client Manager 183214...

### DYS Client Manager Detail: 2251729

Victim Notification - N/A

#### Youth Info

|                        |                       |                                    |                          |
|------------------------|-----------------------|------------------------------------|--------------------------|
| First Name             | Middle Name           | Last Name                          | Suffix                   |
| EWJGTACPPJ             | KQSTKJAJAXM           | RDDSAADCCXC                        |                          |
| Sex Assigned at Birth* | Gender Identity       | Sexual Orientation                 | Preferred Gender Pronoun |
| Male                   | Select...             | Select...                          | Select...                |
| Client ID              | Date of Birth*        | Current Age                        | SSN                      |
| 2251729                | 5/30/2000             | 20 yrs                             | 140003592                |
| State ID               | Region of Youth*      | Parents County of Legal Residence* | Home School District*    |
| Y40B746                | Central               | Lake                               | Other                    |
| Primary Ethnicity*     | Citizenship/Alienage* | Height                             | Weight (lbs.)            |
| Hispanic               | U.S. Citizen          | 5'11"                              | 130                      |
|                        |                       |                                    | Weight (oz.)             |
|                        |                       |                                    |                          |

Distinguishing Characteristics

Waiting for track: 501.016.04662.com... Save