



ADM - Manage Court Hearings for a Youth

User

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

Process

These Job Aid tables describe the actions needed to view and manage a Court Hearings record from the Admissions page.

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

Introduction

- The Court Hearing section displays all Court Hearings for an Admission.
- To add, edit, copy or delete a Court Hearing:
 - The underlying DYS case is open.
 - The worker is associated with the facility selected in the admissions.
 - A release for the admission is not completed.
- DYS Admission Supervisor and DYS Director/Assistant Director can add, edit, copy and delete a Court Hearing until a case is closed.

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ADM - Manage Court Hearings for a Youth

Manage Court Hearings

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Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Court Hearings</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	



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Steps/Output	Screenshot
<p>From the <i>Court Hearings</i> Header section:</p> <ol style="list-style-type: none"> 1. Click Actions. 2. Select Add Court Hearing. <p>This opens the <i>Add Court Hearing</i> pop-up window.</p>	<p>The screenshot shows the 'Court Hearings' section of the ADM interface. The 'Add Court Hearing' button is highlighted with a red box. The interface includes a sidebar with navigation options, a main content area with tables for 'Court Hearings', 'Detention Sentence', 'Room Assignment Classification', 'Room Assignment', and 'Detention Victim Notification', and a top navigation bar with user information and system status.</p>



ADM - Manage Court Hearings for a Youth

In the *Add Court Hearing* pop-up window:

3. Complete the required fields and fill in as much additional information as possible.

Note: **Hearing Date** and **Hearing Time** can be back-dated, set to current date, or set to a date in the future.

Admission Date	Facility	Start Date	End Date	Vul to Vic	Sexually Agg	Violently Agg
2/13/2020	Lookout Mountain Youth Services	2/13/2020	2/13/2020			



ADM - Manage Court Hearings for a Youth

When all fields are completed:

- Click **Save** to save the *Court Hearing* or **Cancel** to close without saving.

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

The screenshot shows the 'Add Court Hearing' form with the following fields filled out:

- Hearing Date*: 2/29/2020
- Hearing Time*: 1:15 PM
- Hearing Type*: Appearance on Arrest Warrant
- Court Type*: State
- Court Name*: asdfghj
- Court Division: asdfghn
- County: Boulder
- Court Case #*: 3456789
- Court Date: [empty]
- Comments: [empty]
- Created By: Cpl Oa Tests
- Created Date: 02/26/2020

The 'Save' button is highlighted with a red box.

In the *Save Successful* pop-up window:

- Click **Ok** to return back to the *Admissions* page.

The screenshot shows the 'Save Successful' pop-up window with the message: "Court Hearing has been successfully saved." The 'Ok' button is highlighted with a red box.

The background shows a table of court hearings:

Hearing Date	Time	Hearing Type	County	County Name	Court Case #
2/26/2020	8:30 AM	Appearance of Counsel	fghj	Weld	34567
6/20/2019	11:00 AM	Advisement	Weld	Weld	D0622019J0999999
6/17/2019	9:45 AM	Advisement	Weld	Weld	D0622019J0999999
1/7/2019	10:00 AM	Plea Hearing	Weld	Weld	D0622018J0000606
12/28/2018	1:30 PM	Plea Hearing	Weld	Weld	D0622018J0000538
12/14/2018	8:15 AM	Advisement	Weld	Weld	D0622018J0000606
12/14/2018	8:15 AM	Advisement	Weld	Weld	D0622018J0000606
12/10/2018	10:30 AM	Advisement	Larimer	Larimer	D0352017J000591
11/26/2018	10:45 AM	Detention	Weld	weld	D0622018J0999999
11/19/2018	8:15 AM	Plea Hearing	Weld	Weld	D0622018J0000538
10/24/2018	10:45 AM	Detention	Weld	Weld	D0622018J0999999

Below the table is a 'Room Assignment Classification' table:

Admission Date	Facility	Start Date	End Date	Val to Vic	Sexually Agg	Violently Agg	NDR/D
2/1/2020	Lookout Mountain Youth Services Center	2/13/2020	2/13/2020				
2/1/2020	Lookout Mountain Youth Services Center	2/13/2020	2/13/2020				

The 'Save' button is highlighted with a red box.



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In the *Edit Court Hearing* pop-up window:

2. Make edits as necessary.



When changes are complete:

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

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





ADM - Manage Court Hearings for a Youth

In the *Save Successful* pop-up window:

- Click **Ok** to return to the *Admissions* page.

The screenshot displays the ADM system interface. A 'Save Successful' pop-up window is centered on the screen, displaying the message 'Court Hearing has been successfully saved.' and an 'Ok' button. The background shows a 'Court Hearing' table with columns for Hearing Date, Time, Hearing Type, Location, Status, and Court Case #. Below the table are sections for 'Detention Sentence' and 'Room Assignment Classification'.

Hearing Date	Time	Hearing Type	Location	Status	Court Case #
2/26/2020	8:30 AM	Appearance of Counsel	fghj		34567
6/20/2019	11:00 AM	Advisement	Weld	Weld	DO622019JD000276
6/17/2019	9:45 AM	Advisement	Weld	Weld	0622019JD999999
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10/24/2018	10:45 AM	Detention	Weld	Weld	DO622018JD999999

Detention Sentence

Actual Start Date	Actual End Date	Interval Start Date	Interval End Date	Sentence Type	Court Name
No Detention Sentence information available					

Room Assignment Classification

Admission Date	Facility	Start Date	End Date	Val to Vic	Sexually Agg	Violently Agg	NDR/D
2/1/2020	Lookout Mountain Youth Services Center	2/13/2020	2/13/2020				
2/1/2020	Lookout Mountain	2/13/2020	2/13/2020				



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In the *Edit Court Hearing* pop-up window:

2. Click the **Copy** button.

This copies the Court Hearing information to a new *Add Court Hearing* pop-up window.



In the *Add Court Hearing* pop-up window:

3. Select a **Hearing Date** and **Hearing Time**.
4. Make any alterations as necessary.

Back to Workspace

Colorado Department of Human Services

mission 752166, 3249494

Actions

Case #

2018./D000276

2018./D999999

2018./D000908

2018./D000538

2018./D000908

2017./D000591

2018./D999999

2018./D000538

2018./D999999

Actions

Court Name

Actions

Volently Agg

NDR/D

Save

2/1/2020 Lookout Mountain 2/13/2020 2/13/2020

2/1/2020 Lookout Mountain 2/13/2020 2/13/2020

2/1/2020 Lookout Mountain 2/13/2020 2/13/2020

Save

Cancel Save

Created By: Shawn Sullivan

Created Date: 6/17/2019

Comments:

Court Date: 6/20/2019

County: Weld

Court Case #: D0622010.D000276

Court Division: Enter Division

Court Name: Weld

Hearing Type: Adversment

Hearing Time:

Hearing Date:

This field is required.

This field is required.

Court Type: State



ADM - Manage Court Hearings for a Youth

When changes are complete:

5. Click **Save** to save or **Cancel** to close without saving.

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

Colorado Department of Human Services
Add Court Hearing

Hearing Date* 2/29/2020 Hearing Time* 1:15 PM
Hearing Type* Appearance on Arrest Warrant Court Type* State
Court Name* asdghj Court Division sdghb
County Boulder Court Case #* 3456789
Court Date
Comments
Created By Cji Qa Test5 Created Date 02/29/2020

Cancel Save

No Detention Sentence information available

Room Assignment Classification

Admission Date	Facility	Start Date	End Date	Val to Vic	Sexually Agg	Violent
2/1/2020	Lookout Mountain Youth Services Center	2/13/2020	2/13/2020			

In the *Save Successful* pop-up window:

6. Click **Ok** to return back to the *Admissions* page.

Save Successful
Court Hearing has been successfully saved.

Ok

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12/10/2018	10:30 AM	Advisement	Larimer	Larimer	DO352017JD000591																																																																				
11/28/2018	10:45 AM	Detention	Weld	weld	DO622018JD999999																																																																				
11/19/2018	8:15 AM	Plea Hearing	Weld	Weld	DO622018JD000538																																																																				
10/24/2018	10:45 AM	Detention	Weld	Weld	DO622018JD999999																																																																				



ADM - Manage Court Hearings for a Youth

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

2. Click the **Delete**.

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



In the *Confirm Delete Court Hearing* pop-up window:

Select **Yes** to delete or **No** to cancel the deletion.

This opens a *Delete Successful* pop-up window.



ADM - Manage Court Hearings for a Youth

In the *Delete Successful* pop-up window.

4. Click **Ok** to return back to the *Admissions* page.

The screenshot displays the ADM system interface. A 'Delete Successful' pop-up window is centered on the screen, containing the text 'Court Hearing has been successfully deleted.' and a green 'Ok' button. The background shows a 'Court' table with columns for Hearing Date, Time, Reason, Agency, and Court Case #. Below the table are sections for 'Detention Sentence' and 'Room Assignment Classification'.

Hearing Date	Time	Reason	Agency	Court Case #
6/20/2019	11:00 AM	Advisement	Weld	D0622019JD000276
6/17/2019	9:45 AM	Advisement	Weld	0622019JD999999
3/7/2019	10:00 AM	Plea Hearing	Weld	D0622018JD000608
12/28/2018	1:30 PM	Plea Hearing	Weld	D0622018JD000538
12/14/2018	8:15 AM	Advisement	Weld	D0622018JD000608
12/14/2018	8:15 AM	Advisement	Weld	D0622018JD000608
12/10/2018	10:30 AM	Advisement	Larimer	D0352017JD000591
11/26/2018	10:45 AM	Detention	Weld	D0622018JD999999
11/19/2018	8:15 AM	Plea Hearing	Weld	D0622018JD000538
10/24/2018	10:45 AM	Detention	Weld	D0622018JD999999

Admission Date	Facility	Start Date	End Date	Vul to Vic	Sexually Agg	Violently Agg
2/1/2020	Lookout Mountain Youth Services Center	2/13/2020	2/13/2020			