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:
    - o   The underlying DYS case is open.
    - o   The worker is associated with the facility selected in the admissions.
    - o   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.

Table of Contents

Manage Court Hearings

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

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ADM - Manage Court Hearings for a Youth

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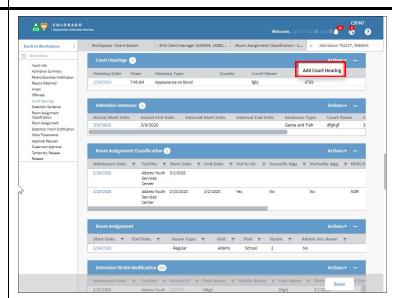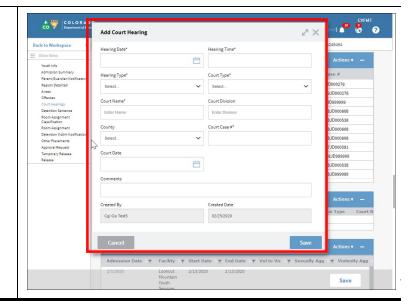| Steps/Output	Screenshot
From the *Court Hearings Header section*: 1. Click **Actions**. 2. Select **Add Court Hearing.** This opens the *Add Court Hearing* pop-up window.	

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.

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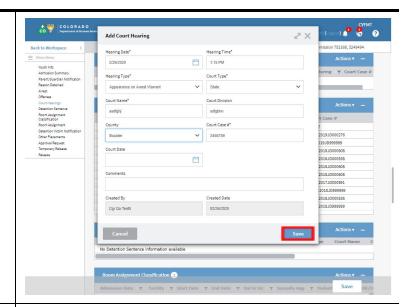
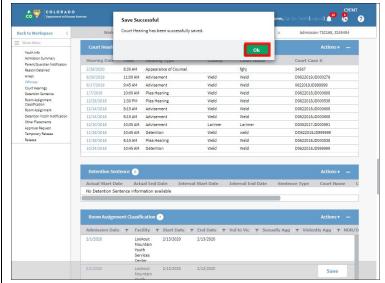|	
When all fields are completed: 4. Click **Save** to save the *Court Hearing* or **Cancel** to close without saving. This opens a *Save Successful* pop-up window.	
In the *Save Successful* pop-up window: 5. Click **Ok** to return back to the *Admissions* page.	

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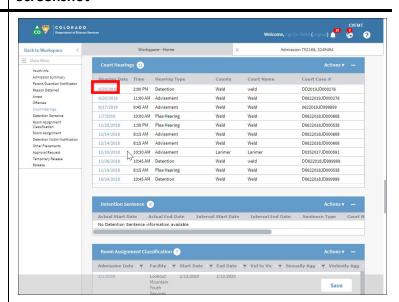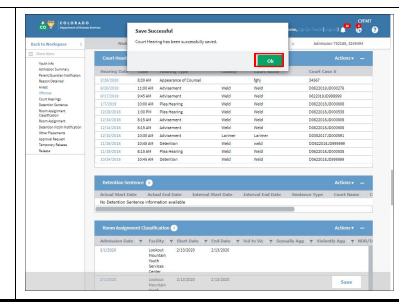| Steps/Output	Screenshot
In the *Court Hearings* section: 1. Click the date link under **Hearing Date** column. This opens the *Edit Court Hearing* pop-up window.	

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.

In the *Save Successful* pop-up window:

4. Click **Ok** to return to the *Admissions* page.
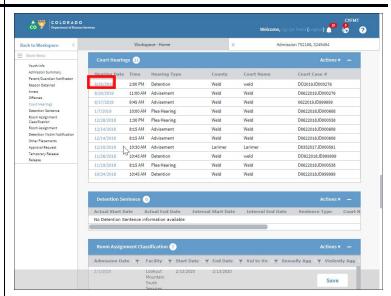
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Steps/Output	Screenshot
In the *Court Hearings* section: 1. Click the date link under the **Hearing Date** column. This opens the *Edit Court Hearing* pop-up window.	

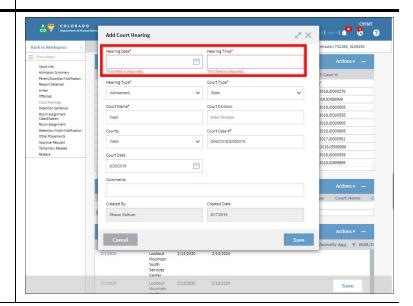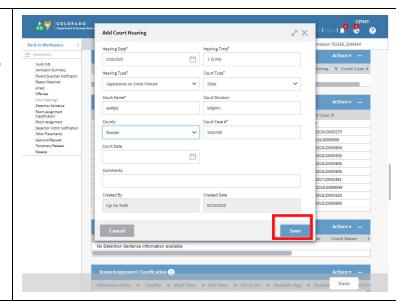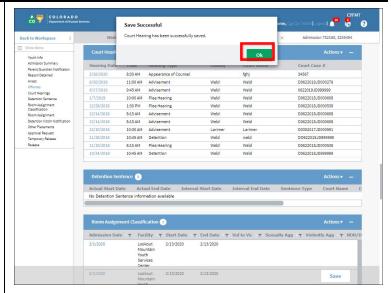|	
In the *Edit Court Hearing* pop-up window: 2. Click the **Copy** button. This copies the Court Hearing information to a new *Add Court Hearing* pop-up window.	
In the *Add Court Hearing* pop-up window: 3. Select a **Hearing Date** and **Hearing Time**. 4. Make any alterations as necessary.	

When changes are complete:

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

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

In the *Save Successful* pop-up window:

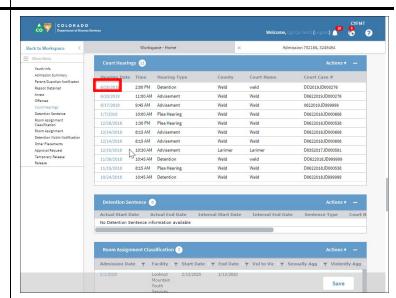6. Click **Ok** to return back to the *Admissions* page.

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Steps/Output	Screenshot
In the *Court Hearings* section: 1. Click the date link under **Hearing Date** column. This opens the *Edit Court Hearing* pop-up window.	

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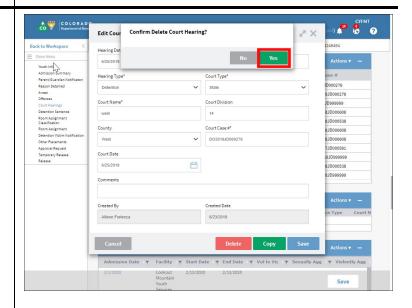|	
Review the information carefully to confirm this is the correct entry to delete. 2. Click the **Delete**. This opens the *Confirm Delete Court Hearing* pop-up window.	
In the *Confirm Delete Court Hearing* pop-up window: ' " Select **Yes** to delete or **No** to cancel the deletion. ' This opens a *Delete Successful* pop-up window.	

In the *Delete Successful* pop-up window. **4.** Click **Ok** to return back to the *Admissions* page.	