



# DYS Assess – Manage Court Information Job Aid

## User

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

## Process

This Job Aid table describes the actions needed to view and edit the Court Information from the Commitments and Recommitment pages.

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

## Introduction

- By default the Court Information panel is expanded.
- The *Commitment Court Case Number* must be entered to save a new Commitment or Recommitment.
- The *Court Case Number* must be 16 digits with a format of *DLLLYYYYTT999999* where:
  - *D* – Court Type (D or C)
  - *LLL* – 3 digit court location (#)
  - *YYYY* – 4 digit case year
  - *TT* – Case Type
  - *999999* – 6 digit Case Sequence Number.

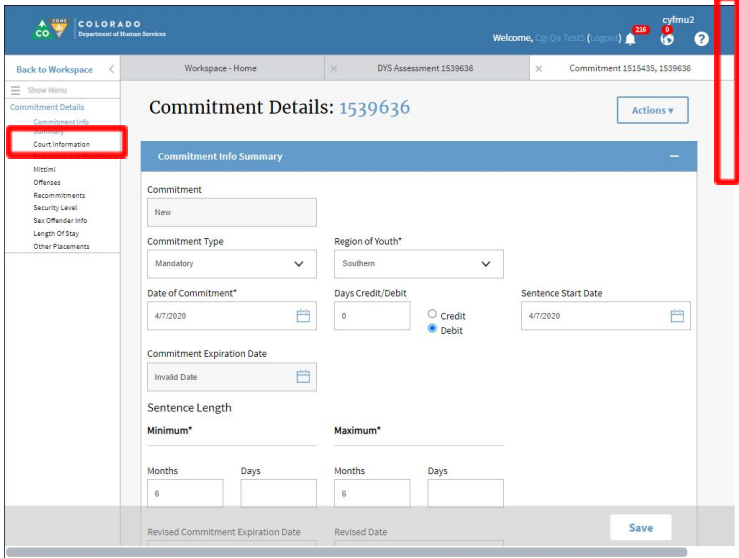
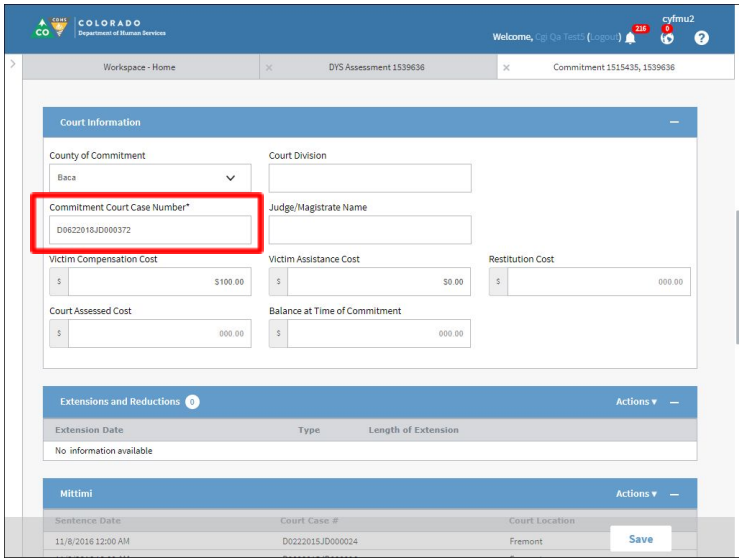
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# DYS Assess – Manage Court Information Job Aid

## Manage Court Information for Commitment Details

Steps/Output	Screenshot
<p>Refer to the <i>DYS Assess – Manage Commitments Details Job Aid</i> for details on locating the desired Commitment.</p> <p>Navigate to the <i>Court Information</i> section by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>In the <i>Court Information</i> section:</p> <ol style="list-style-type: none"><li>1. Enter the <b>Commitment Court Case Number</b>.</li></ol> <p><b>Note:</b> The <i>Commitment Court Case Number</i> must be 16 digits and have a format of <i>DLLEYYYTT999999</i>.</p>	



# DYS Assess – Manage Court Information Job Aid

2. Use the drop down arrow, text fields, and number fields to add any additional information.

**Note:** The Cost fields are numeric monetary fields. Enter dollars and cents amounts separated with a decimal point.

The screenshot shows the 'Manage Court Information' form in the 'DYS Assess' application. A red rectangular box highlights the 'Court Information' section, which includes the following fields:

- County of Commitment: Select A County (dropdown)
- Commitment Court Case Number\*: D0222015JD000024
- Victim Compensation Cost: \$ 100.00
- Court Assessed Cost: \$ 982.65
- Court Division: (text field)
- Judge/Magistrate Name: GROOME, STEPHEN A
- Victim Assistance Cost: \$ 252.00
- Balance at Time of Commitment: \$ 225.00
- Restitution Cost: \$ 982.65

Below the highlighted section are two tables: 'Extensions and Reductions' (currently empty) and 'Mittimi' (containing two rows of data).

Sentence Date	Court Case #	Court Location
3/22/2018 12:00 AM	D0212017JD000887	El Paso
4/26/2017 12:00 AM	D0302017JD000152	Jefferson

A 'Save' button is located in the bottom right corner of the form.

Once the changes are complete:

3. Click **Save** in the bottom right corner.

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

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Save' button in the bottom right corner of the form.



# DYS Assess – Manage Court Information Job Aid

In the *Save Successful* pop-up window:

4. Click **Ok** to continue.

The screenshot shows a 'Save Successful' pop-up window with the text 'Commitment Details saved successfully.' and a green 'Ok' button highlighted with a red box. The background shows the 'Court Information' form with the following data:

County of Commitment		Court Division	
Select A County			
Commitment Court Case Number*		Judge/Magistrate Name	
D0222015JD000024		GROOME, STEPHEN A	
Victim Compensation Cost	Victim Assistance Cost	Restitution Cost	
\$ 100.00	\$ 252.00	\$ 982.65	
Court Assessed Cost	Balance at Time of Commitment		
\$ 982.65	\$ 325.00		

Below the form are sections for 'Extensions and Reductions' (No information available) and 'Mittimi' (Table with 3 columns: Sentence Date, Court Case #, Court Location).

The updated *Court Information* section displays.

The screenshot shows the 'Court Information' form with the following data:

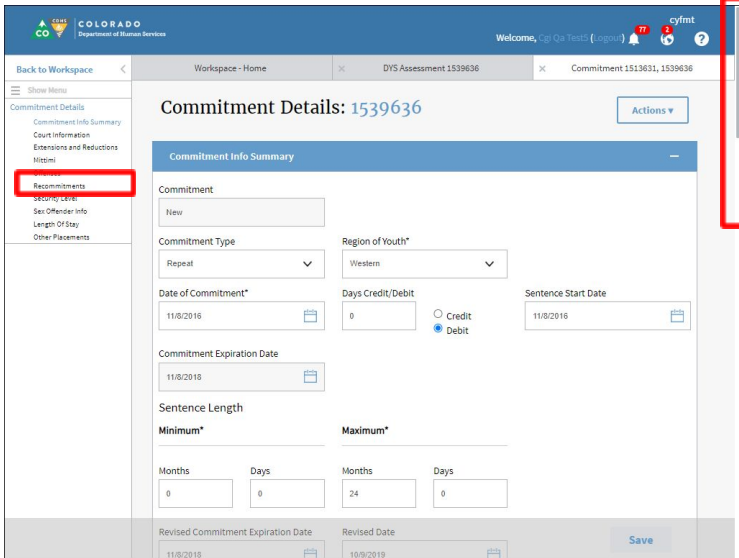
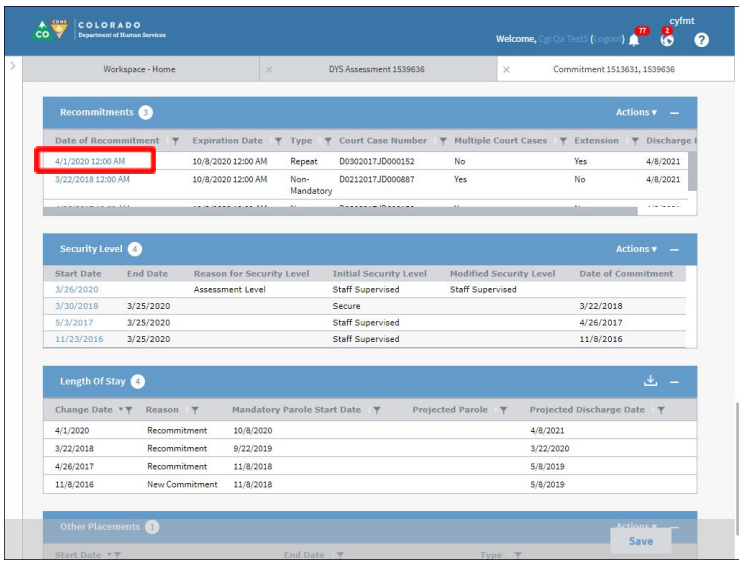
County of Commitment		Court Division	
Select A County			
Commitment Court Case Number*		Judge/Magistrate Name	
D0222015JD000024		GROOME, STEPHEN A	
Victim Compensation Cost	Victim Assistance Cost	Restitution Cost	
\$ 100.00	\$ 252.00	\$ 982.65	
Court Assessed Cost	Balance at Time of Commitment		
\$ 982.65	\$ 325.00		

Below the form are sections for 'Extensions and Reductions' (No information available) and 'Mittimi' (Table with 3 columns: Sentence Date, Court Case #, Court Location).



# DYS Assess – Manage Court Information Job Aid

## Manage Court Information for Recommitments

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>Recommitments section</i> by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>																																																																													
<p>In the <i>Recommitments</i> section:</p> <ol style="list-style-type: none"><li>1. Click the appropriate link in the <b>Date of Recommitment</b> column.</li></ol> <p>This opens the <i>Recommitment Info</i> page.</p>	 <table border="1"><thead><tr><th>Date of Recommitment</th><th>Expiration Date</th><th>Type</th><th>Court Case Number</th><th>Multiple Court Cases</th><th>Extension</th><th>Discharge</th></tr></thead><tbody><tr><td>4/1/2020 12:00 AM</td><td>10/8/2020 12:00 AM</td><td>Repeat</td><td>D0302017JD000152</td><td>No</td><td>Yes</td><td>4/8/2021</td></tr><tr><td>3/22/2018 12:00 AM</td><td>10/8/2020 12:00 AM</td><td>Non-Mandatory</td><td>D0212017JD000887</td><td>Yes</td><td>No</td><td>4/8/2021</td></tr></tbody></table> <table border="1"><thead><tr><th>Start Date</th><th>End Date</th><th>Reason for Security Level</th><th>Initial Security Level</th><th>Modified Security Level</th><th>Date of Commitment</th></tr></thead><tbody><tr><td>3/26/2020</td><td></td><td>Assessment Level</td><td>Staff Supervised</td><td>Staff Supervised</td><td></td></tr><tr><td>3/30/2018</td><td>3/25/2020</td><td></td><td>Secure</td><td></td><td>3/22/2018</td></tr><tr><td>5/3/2017</td><td>3/25/2020</td><td></td><td>Staff Supervised</td><td></td><td>4/26/2017</td></tr><tr><td>11/23/2016</td><td>3/25/2020</td><td></td><td>Staff Supervised</td><td></td><td>11/8/2016</td></tr></tbody></table> <table border="1"><thead><tr><th>Change Date</th><th>Reason</th><th>Mandatory Parole Start Date</th><th>Projected Parole</th><th>Projected Discharge Date</th></tr></thead><tbody><tr><td>4/1/2020</td><td>Recommitment</td><td>10/8/2020</td><td></td><td>4/8/2021</td></tr><tr><td>3/22/2018</td><td>Recommitment</td><td>9/22/2019</td><td></td><td>3/22/2020</td></tr><tr><td>4/26/2017</td><td>Recommitment</td><td>11/8/2018</td><td></td><td>5/8/2019</td></tr><tr><td>11/8/2016</td><td>New Commitment</td><td>11/8/2018</td><td></td><td>5/8/2019</td></tr></tbody></table>	Date of Recommitment	Expiration Date	Type	Court Case Number	Multiple Court Cases	Extension	Discharge	4/1/2020 12:00 AM	10/8/2020 12:00 AM	Repeat	D0302017JD000152	No	Yes	4/8/2021	3/22/2018 12:00 AM	10/8/2020 12:00 AM	Non-Mandatory	D0212017JD000887	Yes	No	4/8/2021	Start Date	End Date	Reason for Security Level	Initial Security Level	Modified Security Level	Date of Commitment	3/26/2020		Assessment Level	Staff Supervised	Staff Supervised		3/30/2018	3/25/2020		Secure		3/22/2018	5/3/2017	3/25/2020		Staff Supervised		4/26/2017	11/23/2016	3/25/2020		Staff Supervised		11/8/2016	Change Date	Reason	Mandatory Parole Start Date	Projected Parole	Projected Discharge Date	4/1/2020	Recommitment	10/8/2020		4/8/2021	3/22/2018	Recommitment	9/22/2019		3/22/2020	4/26/2017	Recommitment	11/8/2018		5/8/2019	11/8/2016	New Commitment	11/8/2018		5/8/2019
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# DYS Assess – Manage Court Information Job Aid

In the *Recommitment Info* page:

Navigate to the *Court Information* section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.

In the *Court Information* section:

2. Enter the **Commitment Court Case Number**.

**Note:** The *Commitment Court Case Number* must be 16 digits and have a format of *DLLLYYYYTT999999*.



# DYS Assess – Manage Court Information Job Aid

3. Use the drop down arrow, text fields and number fields to add any additional information.

**Note:** The *Cost* fields are numeric monetary fields. Enter dollars and cents amounts separated with a decimal point.

The screenshot shows the 'Court Information' form in the Colorado Department of Human Services system. The form is titled 'Court Information' and contains several fields: 'County of Commitment' (Archuleta), 'Court Division', 'Commitment Court Case Number\*' (D0302017JD000152), 'Judge/Magistrate Name', 'Victim Compensation Cost' (\$000.00), 'Victim Assistance Cost' (\$100.00), 'Restitution Cost' (\$000.00), 'Court Assessed Cost' (\$000.00), and 'Balance at Time of Commitment' (\$20.00). Below the form are sections for 'Extensions and Reductions' and 'Mittimi'. A red box highlights the form fields.

Once the changes are complete:

4. Click **Save** in the bottom right corner.

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

The screenshot shows the 'Court Information' form in the Colorado Department of Human Services system, identical to the previous one. A red box highlights the 'Save' button in the bottom right corner.



# DYS Assess – Manage Court Information Job Aid

In the *Save Success* pop-up window:

5. Click **Ok** to continue.

The screenshot shows a 'Save Success' pop-up window with the text 'Successfully saved the Reccommitment' and a green 'Ok' button highlighted with a red box. The background shows the 'Court Information' form with the following data:

Court Information		
County of Commitment	Archuleta	
Commitment Court Case Number*	D0302017JD000152	
Victim Compensation Cost	Victim Assistance Cost	Restitution Cost
\$ 000.00	\$ 100.00	\$ 000.00
Court Assessed Cost	Balance at Time of Commitment	
\$ 000.00	\$ 20.00	

Below the form are sections for 'Extensions and Reductions' (No information available) and 'Mittimi'.

The updated *Court Information* section displays.

The screenshot shows the updated 'Court Information' form with the following data:

Court Information		
County of Commitment	Archuleta	
Commitment Court Case Number*	D0302017JD000152	
Victim Compensation Cost	Victim Assistance Cost	Restitution Cost
\$ 000.00	\$ 100.00	\$ 000.00
Court Assessed Cost	Balance at Time of Commitment	
\$ 000.00	\$ 20.00	

Below the form are sections for 'Extensions and Reductions' (No information available) and 'Mittimi'.