



# TM DYS ADM-Manage Detention Sentence for a Youth

## Users

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

## Process

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

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

## Introduction

- The Detention Sentence section displays all Detention Sentence records for an Admission.
- The Associated column displays 'Yes' for detention sentences that are associated to the admission.
- A Detention Sentence can be added, edited or deleted if:
  - 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 Supervisors and DYS Director/Assistant Directors can add, edit, or delete a Detention Sentence until a case is closed.
- If the Reason Detained for the Admissions has a Detaining Authority set as 'Court' and a Reason Detained set as 'Detention Sentence', a Detaining Sentence is required to submit the Admissions.

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# TM DYS ADM-Manage Detention Sentence for a Youth

## Detention Sentence

### Access and View Detention Sentence

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>Detention Sentence</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 shows the 'Admissions for Ewjtacppj Kqstkjaixm Rddsadcoxc: 2251729' page. In the left navigation menu, the 'Detention Sentence' link is highlighted with a red box. A yellow banner at the top of the main content area displays a message: 'Victim Notification - N/A'. The page also shows fields for Case ID (1832144), Admission ID (723638), and Entered By (SOLOMON HERRERA). Below this is a 'Youth Info' section with various dropdown menus and text input fields for personal and identification information.</p>



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## Add a Detention Sentence

- **Interrupted Sentence** defaults to 'No' but is editable.
- **Actual Sentence End Date** and **Actual Sentence End Time** auto-populates based on the formula: Actual Sentence Start Date/Time plus Actual Sentence Length minus Time Served, and is not editable.
- If the **Actual Sentence Start Date/Time** is earlier than the **Admission's Admit Date/Time**, the **Comments** field is required.
- If **Court Type** is set to '*Municipal*' the **City** field is enabled and required.
- **Court Type** must be selected before **Sentence Type**.
- **Offense Type** must be selected before **Offense**.
- If **Court Type** is set to '*County*' the **County** field is enabled and required.

Steps/Output	Screenshot
<p>From the <i>Detention Sentence Header</i>:</p> <ol style="list-style-type: none"> <li>1. Click <b>Actions</b>.</li> <li>2. Select <b>Add Detention Sentence</b>.</li> </ol> <p>This opens the <i>Add Detention Sentence</i> pop-up window.</p>	<p>The screenshot shows the CDHS workspace interface. The 'Detention Sentence' section is active, and the 'Add Detention Sentence' button is highlighted with a red box. Below it, there are sections for 'Room Assignment Classification' and 'Room Assignment' with data tables. The 'Detention Victim Notification' section is also visible at the bottom.</p>



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In the *Add Detention Sentence* pop-up window:

- Complete the required fields and enter as much additional information as possible.

If **Interrupted Sentence** is changed to 'Yes,' the following fields are enabled and required:

- **Current Interval Start Date**
- **Current Interval Start Time**
- **Current Interval End Date**
- **Current Interval End Time**

**Note:** Time Served is disabled.



# TM DYS ADM-Manage Detention Sentence for a Youth

When all fields are completed:

4. Click **Save**.

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

**Add Detention Sentence**

County: [Dropdown] Sentence Type: [Dropdown] County: [Dropdown]  
City: [Text] Court Name: [Text] Court Division: [Text]  
Court Case Number: [Text] Court Date: [Date] Judge/Magistrate: [Text]  
Offense Type: [Dropdown] Offense: [Dropdown] Interrupted Sentence?: [Yes/No]  
Actual Sentence Start Date: [Date] Actual Sentence Start Time: [Time] Actual Sentence Length: [Text]  
Time Served (in days): [Text] Actual Sentence End Date: [Date] Actual Sentence End Time: [Time]  
Comments: [Text Area]  
[Cancel] [Save]

In the *Save Success* pop-up window:

5. Click **Ok**.

This returns you to the Admissions page.

**Save Success**  
Successfully saved the Detention Sentence.  
[Ok]

Admission Date	Facility	Start Date	End Date	Viol to Vic	Sexually Agg	Violently Agg	NDR/D
2/20/2020	Adams Youth Services Center	3/2/2020					
2/20/2020	Adams Youth Services Center	2/24/2020	3/2/2020	Yes	No	No	NDR

Start Date	End Date	Room Type	Unit	Pod	Room	Admin Sec Room
2/24/2020		Regular	Adams	School	2	No

Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	End Date
2/20/2020	Adams Youth Services Center	1529774	Sdfgh		Dfghj	3/1/2020	
2/20/2020	Adams Youth Services Center	1529778	Sdfgh		Dfghj	3/1/2020	
2/20/2020	Adams Youth Services Center	1529772	Sdfgh		Dfghj	3/1/20	

[Save]



# TM DYS ADM-Manage Detention Sentence for a Youth

## Edit a Detention Sentence

Steps/Output	Screenshot												
<p>In the <i>Detention Sentence</i> section:</p> <ol style="list-style-type: none"> <li>Click the date link under <b>Actual Start Date</b> column.</li> </ol> <p>This opens the <i>Edit Detention Sentence</i> pop-up window.</p>	<p>The screenshot shows the 'Detention Sentence' section of the system. The table below is a representation of the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Actual End Date</th> <th>Interval Start Date</th> <th>Interval End Date</th> <th>Sentence Type</th> <th>Court N</th> </tr> </thead> <tbody> <tr> <td>2/29/2020</td> <td>2/29/2020</td> <td></td> <td></td> <td>Contempt of Court</td> <td>hvjh</td> </tr> </tbody> </table> <p>Below this table are sections for 'Room Assignment Classification', 'Room Assignment', and 'Detention Victim Notification', each with their respective data tables.</p>	Date	Actual End Date	Interval Start Date	Interval End Date	Sentence Type	Court N	2/29/2020	2/29/2020			Contempt of Court	hvjh
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# TM DYS ADM-Manage Detention Sentence for a Youth

In the *Edit Detention Sentence* 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 Success* pop-up window.



# TM DYS ADM-Manage Detention Sentence for a Youth

In the *Save Success* pop-up window:

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

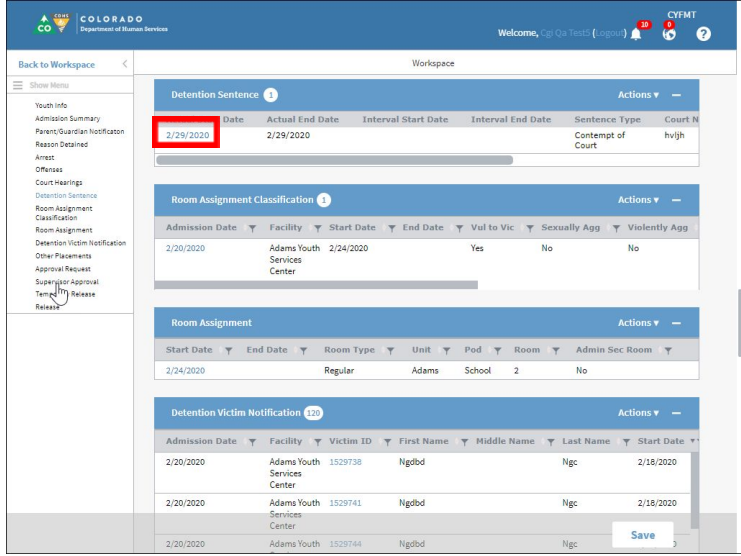
The screenshot displays the TM DYS ADM interface. A 'Save Success' pop-up window is centered on the screen, displaying the message 'Successfully saved the Detention Sentence.' and a green 'Ok' button. The background shows the 'Detention Sentence' section of the system, which includes a table with columns for 'Actual Start Date', 'Actual End Date', 'Interval Start Date', 'Interval End Date', 'Sentence Type', and 'Court Name'. The table contains one row of data: '2/29/2020', '2/29/2020', blank, blank, 'Contempt of Court', and 'high'. Below the table, there are sections for 'Room Assignment Classification' and 'Room Assignment' with various filters and a 'Save' button.





# TM DYS ADM-Manage Detention Sentence for a Youth

## Delete a Detention Sentence

Steps/Output	Screenshot																																																																				
<p>In the <i>Detention Sentence</i> section:</p> <ol style="list-style-type: none"> <li>Click the actual start date link under <b>Actual Start Date</b> column.</li> </ol> <p>This opens the <i>Edit Detention Sentence</i> pop-up window.</p>	 <p>The screenshot shows the 'Detention Sentence' section of the system. The 'Actual Start Date' link '2/29/2020' is highlighted with a red box. Below it, the 'Room Assignment Classification' and 'Room Assignment' sections are visible, along with a 'Detention Victim Notification' table.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Actual End Date</th> <th>Interval Start Date</th> <th>Interval End Date</th> <th>Sentence Type</th> <th>Court N</th> </tr> </thead> <tbody> <tr> <td>2/29/2020</td> <td>2/29/2020</td> <td></td> <td></td> <td>Contempt of Court</td> <td>hvjh</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Admission Date</th> <th>Facility</th> <th>Start Date</th> <th>End Date</th> <th>Val to Vic</th> <th>Sexually Agg</th> <th>Violently Agg</th> </tr> </thead> <tbody> <tr> <td>2/20/2020</td> <td>Adams Youth Services Center</td> <td>2/24/2020</td> <td></td> <td>Yes</td> <td>No</td> <td>No</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Room Type</th> <th>Unit</th> <th>Pod</th> <th>Room</th> <th>Admin Sec Room</th> </tr> </thead> <tbody> <tr> <td>2/24/2020</td> <td></td> <td>Regular</td> <td>Adams</td> <td>School</td> <td>2</td> <td>No</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Admission Date</th> <th>Facility</th> <th>Victim ID</th> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>2/20/2020</td> <td>Adams Youth Services Center</td> <td>1529738</td> <td>Ngbd</td> <td></td> <td>Ngc</td> <td>2/18/2020</td> </tr> <tr> <td>2/20/2020</td> <td>Adams Youth Services Center</td> <td>1529741</td> <td>Ngbd</td> <td></td> <td>Ngc</td> <td>2/18/2020</td> </tr> <tr> <td>2/20/2020</td> <td>Adams Youth</td> <td>1529744</td> <td>Ngbd</td> <td></td> <td>Ngc</td> <td></td> </tr> </tbody> </table>	Date	Actual End Date	Interval Start Date	Interval End Date	Sentence Type	Court N	2/29/2020	2/29/2020			Contempt of Court	hvjh	Admission Date	Facility	Start Date	End Date	Val to Vic	Sexually Agg	Violently Agg	2/20/2020	Adams Youth Services Center	2/24/2020		Yes	No	No	Start Date	End Date	Room Type	Unit	Pod	Room	Admin Sec Room	2/24/2020		Regular	Adams	School	2	No	Admission Date	Facility	Victim ID	First Name	Middle Name	Last Name	Start Date	2/20/2020	Adams Youth Services Center	1529738	Ngbd		Ngc	2/18/2020	2/20/2020	Adams Youth Services Center	1529741	Ngbd		Ngc	2/18/2020	2/20/2020	Adams Youth	1529744	Ngbd		Ngc	
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Review the information carefully to confirm this is the correct entry to delete.

2. Click **Delete**.

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

In the *Confirm Delete* pop-up window:

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

This saves the changes and returns you to the Admissions page.