



# DYS\_CM – Manage EDU Notifications

## **Users**

- DYS Client Manager
- DYS Client Manager Supervisor

## **Process**

This Job Aid table describes the actions needed to manage the EDU Notifications from the Client Manager Detail page.

## **Related Job Aids**

- *TM DYS\_CM – Access/View Client Manager*
- *TM DYS\_CM – Manage Youth Info Details*

## **Table of Contents**

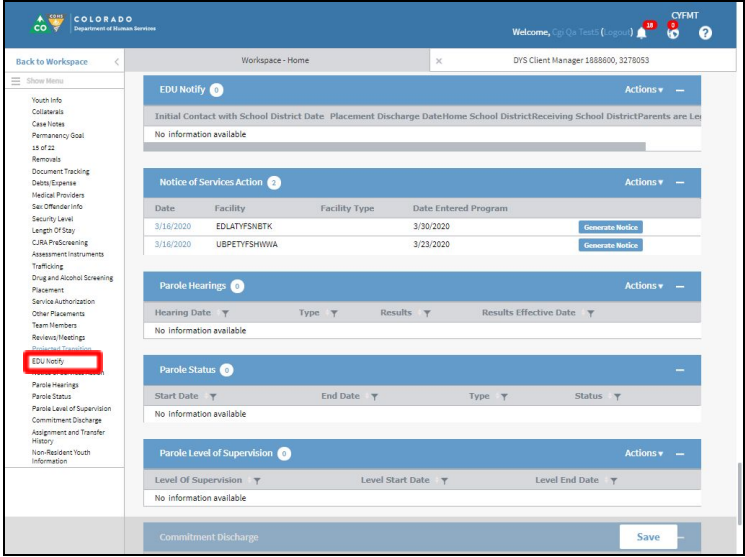
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# DYS\_CM – Manage EDU Notifications

## Access and View EDU Notifications

- The default sort is by Initial Contact w/ School District Date, with the most recent on top.

Steps/Output	Screenshot												
<p>Refer to the <i>DYS Client Manager – Access and View Client Manager Detail Job Aid</i> for details on locating the desired Client Manager Detail page.</p> <p>In the <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none"><li>1. Click <b>EDU Notify</b>.</li></ol> <p>This navigates to the <i>EDU Notify</i> section.</p>	 <p>The screenshot displays the 'EDU Notify' section of the DYS Client Manager interface. The left navigation panel has 'EDU Notify' highlighted in red. The main content area shows a table with columns for Date, Facility, Facility Type, and Date Entered Program. There are also sections for Notice of Services Action, Parole Hearings, Parole Status, and Parole Level of Supervision.</p> <table border="1"><thead><tr><th>Date</th><th>Facility</th><th>Facility Type</th><th>Date Entered Program</th></tr></thead><tbody><tr><td>3/16/2020</td><td>EDLATYFSNETK</td><td></td><td>3/30/2020</td></tr><tr><td>3/16/2020</td><td>UBPETYFSHWWA</td><td></td><td>3/23/2020</td></tr></tbody></table>	Date	Facility	Facility Type	Date Entered Program	3/16/2020	EDLATYFSNETK		3/30/2020	3/16/2020	UBPETYFSHWWA		3/23/2020
Date	Facility	Facility Type	Date Entered Program										
3/16/2020	EDLATYFSNETK		3/30/2020										
3/16/2020	UBPETYFSHWWA		3/23/2020										



# DYS\_CM – Manage EDU Notifications

## Add EDU Notification

Steps/Output	Screenshot
<p>In the <i>EDU Notify</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Actions</b> drop-down.</li> <li>2. Select <b>Add EDU Notification</b>.</li> </ol> <p>The <i>Add EDU Notification</i> page displays.</p>	
<p>In the <i>General Information</i> section:</p> <ol style="list-style-type: none"> <li>3. Use the calendar function for <b>Initial Contact Date*</b> and enter the date.</li> </ol>	



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4. Use the calendar function for **Date Sent\*** and enter the date.

Workspace - Home | Add Edu Notify 1888600, 3278053

Back to Client Manager

### Add EDU Notification

**General Information**

Initial Contact Date*	Date Sent*	Placement Discharge Date*
2/24/2020	2/24/2020	3/9/2020

10-Day Notice Sent\*

2/10/2020

**Identifying Information**

SASID: 6068564085 | Date of Birth: | Grade: 11th

School Youth is Exiting: Sand Creek High School

Youth's Address After Discharge: 1234 Pony Tracks Dr

Client Manager Name\*: Todd Kloosterman | Client Manager Phone Number: |

Special Needs:  Yes  No

Save

5. Use the calendar function for **Placement Discharge Date\*** and enter the date.

**Note: Placement Discharge Date\*** auto-populates from the most recent Placement record but can be edited.

Workspace - Home | Add Edu Notify 1888600, 3278053

Back to Client Manager

### Add EDU Notification

**General Information**

Initial Contact Date*	Date Sent*	Placement Discharge Date*
2/24/2020	2/24/2020	3/9/2020

10-Day Notice Sent\*

2/10/2020

**Identifying Information**

SASID: 6068564085 | Date of Birth: | Grade: 11th

School Youth is Exiting: Sand Creek High School

Youth's Address After Discharge: 1234 Pony Tracks Dr

Client Manager Name\*: Todd Kloosterman | Client Manager Phone Number: |

Special Needs:  Yes  No

Save



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6. Use the calendar function for **10-Day Notice Sent\*** and enter the date.

The screenshot shows the 'Add EDU Notification' form in the 'General Information' section. The '10-Day Notice Sent\*' field is highlighted with a red box and contains the date 2/10/2020. Other fields include 'Initial Contact Date\*' (2/24/2020), 'Date Sent\*' (2/24/2020), and 'Placement Discharge Date\*' (3/9/2020). The 'Identifying Information' section below contains fields for SASID (606854085), Date of Birth, Grade (11th), School Youth is Exiting (Sand Creek High School), Youth's Address After Discharge (1234 Pony Tracks Dr), Client Manager Name\* (Todd Kloosterman), and Client Manager Phone Number.

*In the Identifying Information section:*

7. Click the **Grade** drop-down arrow and select the appropriate information.
8. Click in the text fields to complete the fields.
9. Click in the **Client Manager Name\*** field and enter the appropriate information.

The screenshot shows the 'Add EDU Notification' form in the 'Identifying Information' section. The 'Grade' field is highlighted with a red box and set to 11th. Other fields include SASID (606854085), Date of Birth, School Youth is Exiting (Sand Creek High School), Youth's Address After Discharge (1234 Pony Tracks Dr), Client Manager Name\* (Todd Kloosterman), and Client Manager Phone Number. There are also sections for Special Needs, Language Needs, and Cultural Needs, each with 'Yes' and 'No' radio buttons.



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10. Use the toggle switches to respond to the questions.

**Note:** If the **Special Needs, Language Needs, and/or Cultural Needs** toggle switches are set to 'Yes', the Comment field become required.

Use the scroll bar to continue through the *Identifying Information* section.

11. Click on the **Home School District\*** dropdown arrow.
12. Select the appropriate district.

**Note:** **Home School District\*** is auto-populated from the *Client Record*. If the district is updated here, it also updates the *Client Record*.



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13. Click on the **Receiving School District\*** dropdown arrow.
14. Select the appropriate district.

The screenshot shows the 'Manage EDU Notifications' form in the Colorado Department of Human Services (CDHS) system. The form includes fields for Client Manager Name (Todd Kloosterman), Client Manager Phone Number, and various needs sections (Special, Language, Cultural) with Yes/No toggles. The 'Home School District\*' is set to Falcon 49, and the 'Receiving School District\*' is highlighted with a red box, showing Colorado Springs 11. The 'Parents are Legal Guardians?\*' toggle is set to Yes. A red vertical bar is on the right side of the form.

15. Click **Yes/No** toggle for **Parents are Legal Guardians?\***

The screenshot shows the same 'Manage EDU Notifications' form. The 'Receiving School District\*' is now set to Colorado Springs 11. The 'Parents are Legal Guardians?\*' toggle is highlighted with a red box, showing the 'Yes' button selected and the 'No' button unselected.



# DYS\_CM – Manage EDU Notifications

Refer to the *TM DYS Client Manager – Manage Youth Info Details Job Aid* for details on how to add a legal guardian to or edit the *Legal Guardians* list.

The screenshot shows the 'Edit Edu Notify' form for a client with ID 1888600, 3278053. The form includes fields for Client Manager Name (Todd Kloosterman), Client Manager Phone Number, and sections for Special Needs, Language Needs, and Cultural Needs, each with 'Yes' and 'No' buttons. It also features dropdown menus for Home School District (Falcon 49) and Receiving School District (Colorado Springs 11), along with a 'Parents are Legal Guardians?' checkbox (Yes/No). At the bottom, a table for 'Legal Guardians' is highlighted with a red border. The table has columns for First Name, Middle Name, Last Name, and Address, and currently displays 'No data available in table'. A 'Save' button is located at the bottom right of the form.

When all fields are completed:

16. Click **Save** to save changes.

This opens the *Success* pop-up window.

This screenshot is identical to the one above, showing the 'Edit Edu Notify' form. The 'Legal Guardians' table remains empty. The 'Save' button at the bottom right of the form is highlighted with a red border, indicating the next step in the process.





# DYS\_CM – Manage EDU Notifications

In the *Success* pop-up window:

17. Click **Ok**.

Success  
Save EDU Notification successfully.

Ok

Client Manager Name\*  
Todd Kloosterman

Special Needs  
Yes No

Language Needs  
Yes No

Cultural Needs  
Yes No

Home School District\*  
Falcon 49

Receiving School District\*  
Colorado Springs 11

Parents are Legal Guardians\*  
Yes No

Legal Guardians  
First Name Middle Name Last Name Address  
No data available in table

Save

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

EDU Notify

Initial Contact with School District Date	Placement Discharge Date	Home School District	Receiving School District	Parents are Legal Guardians
3/7/2020	3/17/2020	Falcon 49	Colorado Springs 11	No
2/24/2020	3/9/2020	Falcon 49	Colorado Springs 11	Yes

Notice of Services Action

Date	Facility	Facility Type	Date Entered Program
3/16/2020	EDLATYFSNETK		3/30/2020
3/16/2020	UBPETYFSHWIA		3/23/2020

Parole Hearings

Hearing Date	Type	Results	Results Effective Date
No information available			

Parole Status

Start Date	End Date	Type	Status
No information available			

Parole Level of Supervision

Level Of Supervision	Level Start Date	Level End Date
No information available		

Save



# DYS\_CM – Manage EDU Notifications

## Edit EDU Notification

Steps/Output	Screenshot
<p>In the <i>EDU Notify</i> section:</p> <ol style="list-style-type: none"> <li>Click the desired date link in the <b>Initial Contact with School District Date</b> column.</li> </ol> <p>This opens the <i>Edit EDU Notification</i> page.</p>	
<p>In the <i>General Information</i> section of the <i>Edit EDU Notification</i> page:</p> <ol style="list-style-type: none"> <li>Use the calendar functions to make changes to the fields, if needed.</li> </ol>	



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3. Use the scroll bar to move through the page and make changes as needed.

**Note:** If the **Special Needs**, **Language Needs**, and/or **Cultural Needs** toggle switches are set to **Yes**, Comments are required.

The screenshot shows the 'Edit Edu Notify' form in the Colorado Department of Human Services system. The form includes fields for Client Manager Name (Todd Kloosterman) and Client Manager Phone Number. It has three sections for Special Needs, Language Needs, and Cultural Needs, each with a 'Yes' or 'No' toggle switch. Below these are dropdown menus for Home School District (Falcon 49) and Receiving School District (Cheyenne Mountain 12), and a 'Parents are Legal Guardians?' toggle switch. At the bottom, there is a 'Legal Guardians' table with columns for First Name, Middle Name, Last Name, and Address, and a 'Save' button.

If changes are needed to the Legal Guardian section, refer to the *TM DYS Client Manager – Manage Youth Info Details Job Aid* for details.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Legal Guardians' table area at the bottom of the form.



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When all changes are completed:

4. Click the page **Save** to save the changes.

This opens the *Success* pop-up window.

In the *Success* pop-up window:

5. Click **Ok**.



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

The screenshot displays the 'DYS Client Manager' interface for user 1888600, 3278053. The 'EDU Notify' section is highlighted with a red box, showing the following data:

Initial Contact with School District Date	Placement Discharge Date	Home School District	Receiving School District	Parents are...
3/2/2020	3/17/2020	Falcon 49	Colorado Springs 11	No
2/24/2020	3/9/2020	Falcon 49	Colorado Springs 11	Yes

Below the 'EDU Notify' section, there are several other sections:

- Notice of Services Action:** A table with columns for Date, Facility, Facility Type, and Date Entered Program. Two entries are shown: 3/16/2020 at EDLATYFSNBTK and 3/16/2020 at USBPETYFSHWIA.
- Parole Hearings:** A section with filters for Hearing Date, Type, Results, and Results Effective Date. It currently shows 'No information available'.
- Parole Status:** A section with filters for Start Date, End Date, Type, and Status. It currently shows 'No information available'.
- Parole Level of Supervision:** A section with filters for Level Of Supervision, Level Start Date, and Level End Date. It currently shows 'No information available'.

A 'Save' button is located at the bottom right of the interface.



# DYS\_CM – Manage EDU Notifications

## Generate House Bill 10-1274 Notification Form

Steps/Output	Screenshot
<p>In the <i>EDU Notify</i> section:</p> <ol style="list-style-type: none"> <li>Slide the scroll bar to the far right of the list.</li> <li>Click <b>Generate Notice</b> for the desired date.</li> </ol> <p>This opens the <i>Division of Youth Corrections House Bill 10-1274 Notification Form</i> in a separate browser tab.</p>	<p>The screenshot shows the 'EDU Notify' section of the DYS Client Manager. A table lists EDU notifications with columns for School District Date, Placement Discharge Date, Home School District, Receiving School District, and Parents are Legal Guardians?. The row for 3/3/2020 is highlighted, and the 'Generate Notice' button is circled in red. Below the table are sections for 'Notice of Services Action', 'Parole Hearings', 'Parole Status', and 'Parole Level of Supervision'.</p>
<p>The <i>Notification Form</i> can be downloaded or printed as needed from the browser tab.</p> <p>When review of the Form is complete:</p> <ol style="list-style-type: none"> <li>Click the <b>X</b> in the browser tab to close the report and return to the <i>DYS Client Manager Detail</i> page.</li> </ol>	<p>The screenshot shows the 'Division of Youth Corrections House Bill 10-1274, Notification Form'. The form contains fields for Initial Contact Date, Discharge Date, 10-day Notice Sent, and identifying information. At the top right of the form, the download and print icons are highlighted with a red box.</p>