



# DYS Assessment – Manage Extensions and Reductions

## User

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

## Process

These Job Aid tables describe the actions needed to manage the Extensions and Reductions from the Commitment and Recommitment pages.

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

## Introduction

- The worker with an appropriate profile can add or edit an Extension or Reduction if there is an active DYS Case and Commitment for the Youth.
- The Projected Discharge Date is automatically set as the Projected Discharge Date from the Commitment Info plus/minus the Extension/Reduction and is read only.
- The Mandatory Parole Start Date is automatically set as the Mandatory Parole Start Date from the Commitment Info plus/minus the Extension/Reduction and is read only.
- When the Extension/Reduction is added or saved, the Revised Date found in Commitment Info will be set to the Date of Extension/Reduction.

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# DYS Assessment – Manage Extensions and Reductions

## Access and View Extensions and Reductions

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Steps/Output	Screenshot																																																																						
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# DYS Assessment – Manage Extensions and Reductions

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Steps/Output	Screenshot																		
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<p>In the <i>Recommitments</i> section:</p> <ol style="list-style-type: none"> <li>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> </tr> </thead> <tbody> <tr> <td>3/22/2018 12:00 AM</td> <td>9/22/2019 12:00 AM</td> <td>Non-Mandatory</td> <td>D0212017J0000887</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>4/26/2017 12:00 AM</td> <td>10/26/2018 12:00 AM</td> <td>Non-Mandatory</td> <td>D0302017J0000152</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table>	Date of Recommitment	Expiration Date	Type	Court Case Number	Multiple Court Cases	Extension	3/22/2018 12:00 AM	9/22/2019 12:00 AM	Non-Mandatory	D0212017J0000887	Yes	No	4/26/2017 12:00 AM	10/26/2018 12:00 AM	Non-Mandatory	D0302017J0000152	Yes	No
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# DYS Assessment – Manage Extensions and Reductions

In the *Recommitment Info* page:

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

The *Extensions and Reductions* section displays.





# DYS Assessment – Manage Extensions and Reductions

## Add an Extension and Reduction

### Steps/Output

From the *Extensions and Reductions* section header:

1. Click **Actions**.
2. Select **Add Extension**.

This opens the *Add* pop-up window.

### Screenshot

The screenshot displays the CDHS web application interface. At the top, there is a navigation bar with the Colorado Department of Human Services logo and the text 'Colorado Department of Human Services'. Below the navigation bar, there is a 'Workspace' section with a 'DYS Assessment 3273557' header. The main content area is divided into several sections: 'Victim Compensation Cost', 'Victim Assistance Cost', 'Restitution Cost', 'Court Assessed Cost', and 'Balance at Time of Commitment'. Below these sections, there are three tables: 'Extensions and Reductions', 'Mittim', and 'Offenses'. The 'Extensions and Reductions' table has a column for 'Actions' with a red box around the 'Add Extension' button. The 'Mittim' table has columns for 'Sentence Date', 'Court Case #', and 'Court Location'. The 'Offenses' table has columns for 'Mark Severe (Required)', 'Court Case #', 'C.R.S.#', 'Offense', 'Class', and 'Weight'. A 'Save' button is located at the bottom right of the page.



# DYS Assessment – Manage Extensions and Reductions

In the *Add* pop-up window:

3. Set the **Type** toggle to *Extension* or *Reduction*.
4. Click the Radio button to the left of the appropriate **Length of Extension/Reduction\***.



# DYS Assessment – Manage Extensions and Reductions

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

The screenshot shows the 'Add' form for Extensions and Reductions. The form is highlighted with a red border. The fields are as follows:

Field	Value
Date of Extension/Reduction*	3/27/2020
Type	Extension
Length of Extension/Reduction*	5
Mandatory Parole Start Date	06/30/2021
Projected Discharge Date	12/30/2021
Court Division	
Judge/Magistrate	
Comments	

Buttons: Cancel, Save

When all fields are completed:

6. Click **Save** to save the *Extension/Reduction* or **Cancel** to close without saving.

The screenshot shows the 'Add' form for Extensions and Reductions, identical to the previous one. The 'Save' button is highlighted with a red border.



## DYS Assessment – Manage Extensions and Reductions

This saves the new Extension/Reduction and returns you to the *Extensions and Reductions* section.








# DYS Assessment – Manage Extensions and Reductions

## Edit an Extension and Reduction

Steps/Output	Screenshot
<p>In the <i>Extensions and Reductions</i> section:</p> <ol style="list-style-type: none"><li>1. Click the date link in the <b>Extension Date</b> column.</li></ol> <p>This opens the <i>Edit</i> pop-up window.</p>	



# DYS Assessment – Manage Extensions and Reductions

In the *Edit* pop-up window:

2. Make edits as necessary in any editable field.

The screenshot shows the 'Edit' pop-up window in the system interface. The window is highlighted with a red border. It contains the following fields and options:

- Date of Extension/Reduction\*: 03/27/2020
- Type: Extension (selected), Reduction
- Length of Extension/Reduction\*: 5 (with radio buttons for Days, Months, and Years)
- Mandatory Parole Start Date: 06/30/2021
- Projected Discharge Date: 12/30/2021
- Court Division: (empty)
- Judge/Magistrate: (empty)
- Comments: (text area)

Buttons: Cancel, Save

When changes are complete:

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

The screenshot shows the 'Edit' pop-up window in the system interface. The 'Save' button is highlighted with a red border. The window contains the same fields as the previous screenshot:

- Date of Extension/Reduction\*: 03/27/2020
- Type: Extension (selected), Reduction
- Length of Extension/Reduction\*: 5 (with radio buttons for Days, Months, and Years)
- Mandatory Parole Start Date: 06/30/2021
- Projected Discharge Date: 12/30/2021
- Court Division: (empty)
- Judge/Magistrate: (empty)
- Comments: (text area)

Buttons: Cancel, Save



# DYS Assessment – Manage Extensions and Reductions

This saves the updated Extension/Reduction and returns you to the *Extensions and Reductions* section.

The screenshot shows the 'DYS Assessment 3273557' page. At the top, there are input fields for 'Victim Compensation Cost', 'Victim Assistance Cost', 'Restitution Cost', 'Court Assessed Cost', and 'Balance at Time of Commitment', all set to '\$ 000.00'. Below these is the 'Extensions and Reductions' section, which is highlighted with a red box. It contains a table with the following data:

Extension Date	Type	Length of Extension	Actions
03/27/2020	Extension	8 Days	[Trash icon]

Below the 'Extensions and Reductions' table is the 'Mittimi' section with a table:

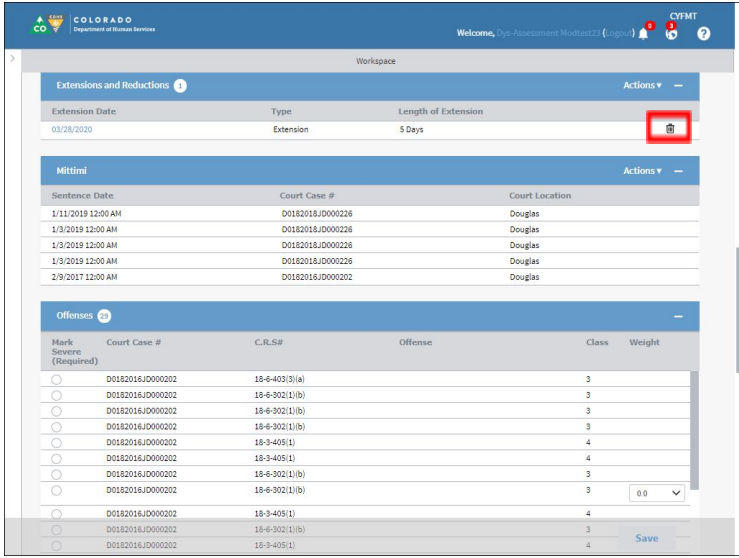
Sentence Date	Court Case #	Court Location	Actions
6/20/2019 12:00 AM	DH4S2019JD000001	Otero	[Trash icon]
6/12/2019 12:00 AM	DH4S2019JD000001	Otero	[Trash icon]

At the bottom of the page is a 'Save' button.



# DYS Assessment – Manage Extensions and Reductions

## Delete an Extension and Reduction

Steps/Output	Screenshot
<p>In the <i>Extensions and Reductions</i> section:</p> <ol style="list-style-type: none"> <li>1. Review the information carefully to confirm this is the correct entry to delete.</li> <li>2. Click the <b>Trash Can</b> icon to the right of the appropriate Extension/Reduction.</li> </ol> <p>This deletes the Extension/Reduction.</p>	 <p>The screenshot shows the 'Extensions and Reductions' section of the system. It features a table with columns for 'Extension Date', 'Type', and 'Length of Extension'. A red box highlights the trash can icon in the 'Actions' column of the first row. Below this are sections for 'Mittimi' and 'Offenses', each with their respective tables and 'Actions' columns.</p>



# DYS Assessment – Manage Extensions and Reductions

The updated *Extensions and Reductions* section displays.

The screenshot shows the 'Extensions and Reductions' section of the CDHS system. The section is highlighted with a red box. Below it are sections for 'Mittimi' and 'Offenses'.

Extension Date	Type	Length of Extension
No information available		

Sentence Date	Court Case #	Court Location
1/11/2019 12:00 AM	D0182016JD000220	Douglas
1/3/2019 12:00 AM	D0182016JD000220	Douglas
1/3/2019 12:00 AM	D0182016JD000220	Douglas
1/3/2019 12:00 AM	D0182016JD000220	Douglas
2/9/2017 12:00 AM	D0182016JD000202	Douglas

Mark Severe (Required)	Court Case #	C.R.S#	Offense	Class	Weight
<input type="radio"/>	D0182016JD000202	18-6-403(3)(a)		3	
<input type="radio"/>	D0182016JD000202	18-6-302(1)(b)		3	
<input type="radio"/>	D0182016JD000202	18-6-302(1)(b)		3	
<input type="radio"/>	D0182016JD000202	18-6-302(1)(b)		3	
<input type="radio"/>	D0182016JD000202	18-3-405(1)		4	
<input type="radio"/>	D0182016JD000202	18-3-405(1)		4	
<input type="radio"/>	D0182016JD000202	18-6-302(1)(b)		3	
<input type="radio"/>	D0182016JD000202	18-6-302(1)(b)		3	
<input type="radio"/>	D0182016JD000202	18-3-405(1)		4	
<input type="radio"/>	D0182016JD000202	18-6-302(1)(b)		3	