



DYS Client Manager – Manage Length Of Stay Job Aid

User

- Client Manager
- Client Manager Supervisor
- **Read-only** access for: DYS Commitment Specialist, DYS Assessment Specialist, and DYS Clinical Director

Process

These Job Aid tables describe the actions needed to view the Length Of Stay updates for a Youth on the Client Manager, and Assessment pages.

Related job Aids:

Refer to the *TM DYS CM AccessView Client Manager* Job Aid for assistance on locating the desired Case for a Youth.

Introduction

- The ability to manually add LOS entries is disabled since they are tracked with the Projected Parole Date.
- The LOS dates will recalculate automatically in the back-end of Modernized Trails.
- There is a list of all updates to Length of Stay associated to a DYS Case for a Youth.
 - New Commitment Created – Change Date = Date of Commitment.
 - Recommitment Created – Change Date = Date of Commitment.
 - Parole Hearing updates the LOS.
 - Client Manager Detail Other Placement – Escape from Other Placement.
- Length Of Stay information is read-only at this time and is updatable only through Modernized Trails processes.

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Manage Length Of Stay

Access and View Length Of Stay

- The default sort will be by Change Date with newest on top.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS – AccessView Client Manager Job Aid</i> for details on locating the desired <i>Client Manager Detail</i> page.</p> <p>Navigate to the <i>Length Of Stay</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	
<p>In the <i>Length of Stay</i> section:</p> <ul style="list-style-type: none"> A tally (badge count) of the total number of entries is displayed. <ol style="list-style-type: none"> Click the Download icon to download the list of <i>Length Of Stay</i> entries as a CSV [MS Excel] file. This file can then be printed or saved to your computer. 	



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Length Of Stay entries for the Client Case can be sorted or filtered using the icons to the right of the column headings.

The screenshot shows the 'Length Of Stay' table in the DYS Client Manager. The table has columns: Change Date, Reason, Mandatory Parole Start Date, Projected Parole, and Projected Discharge Date. Red boxes highlight the sorting icons (up and down arrows) on the 'Change Date' and 'Projected Discharge Date' headers.

Change Date	Reason	Mandatory Parole Start Date	Projected Parole	Projected Discharge Date
3/18/2020	Escape	2/5/2022		2/5/2022
3/18/2020	Escape	2/5/2022		2/5/2022
2/11/2019	Recommitment	2/25/2022		2/25/2022
7/19/2018	New	3/6/2019		9/6/2019

2. Click the date link under **Change Date** column to open the *Length Of Stay* entry to see the detail.

The *Length Of Stay* Detail pop-up window displays.

The screenshot shows the 'Length Of Stay' table with the 'Change Date' column highlighted. A red box highlights the date '3/18/2020' in the first row, indicating it is a clickable link.

Change Date	Reason	Mandatory Parole Start Date	Projected Parole	Projected Discharge Date
3/18/2020	Escape	2/5/2022		2/5/2022
3/18/2020	Escape	2/5/2022		2/5/2022
2/11/2019	Recommitment	2/25/2022		2/25/2022
7/19/2018	New	3/6/2019		9/6/2019



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In the *Length Of Stay* detail pop-up window:

View the entry detail information. This information is read-only.

3. Click **Cancel** to exit the *Length Of Stay* detail pop-up window.

The *Client Manager Detail* page displays.

The screenshot shows the 'Length Of Stay' detail pop-up window in the DYS Client Manager interface. The window contains the following information:

Field	Value
LOS Change	29
Change Reason	Escape
Changed By	Mod Test14
Date of Change	3/18/2020
Court Case Number	D0692017J0000913
Mandatory Parole Start Date	2/5/2022
Projected Discharge Date	2/5/2022
Orig. Sentence Start Date	2/11/2019
Parole Eligibility Date	3/12/2022

A 'Cancel' button is located at the bottom of the pop-up window.