



TM DYS – CM – Manage Notice of Services Action Job Aid

Users

- DYS Client Manager or DYS Client Manager Supervisor

Process

This Job Aid table describes the actions needed to manage the Notice of Services Action from the Client Manager Detail page.

Related Job Aids

- *TM DYS_CM – Access/View Client Manager*

Introduction

- The worker is able to view an existing Notice of Services Action that was created in Legacy Trails as a report.
- The worker can change to any active Client Manager or Client Manager Supervisor within the same Region of the Youth through autocomplete.
- Client Manager Phone automatically sets with the Desk Number of the selected Client Manager.
- The worker is able to generate the *DYS Notification of Public Placement* report for each Notice of Services Action created in Modernized Trails.
- **Facility** opens Provider Search with *Service Category* set as 'Out of Home' and County/Agency set as 'DYS'.

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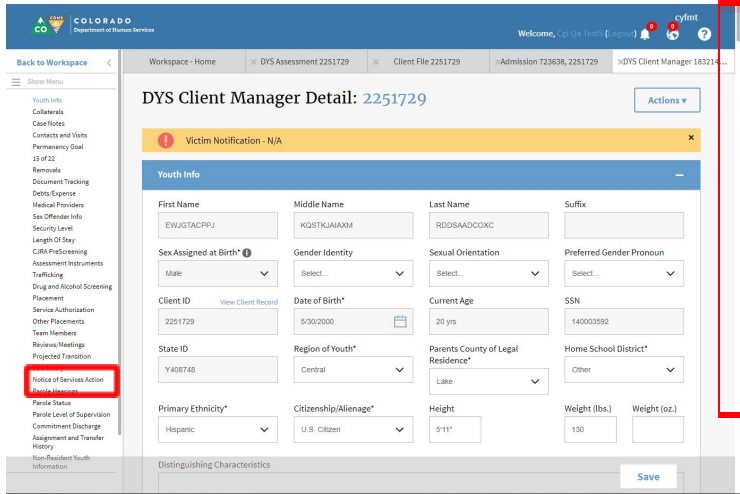
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Access and View Notice of Services Action

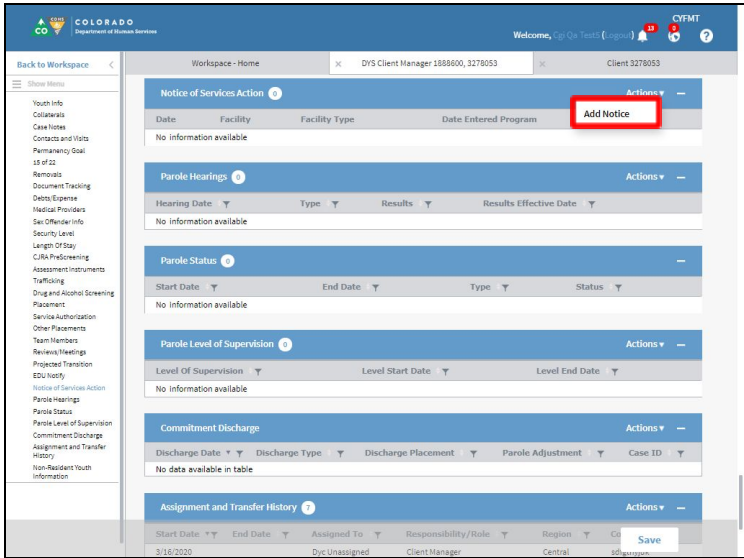
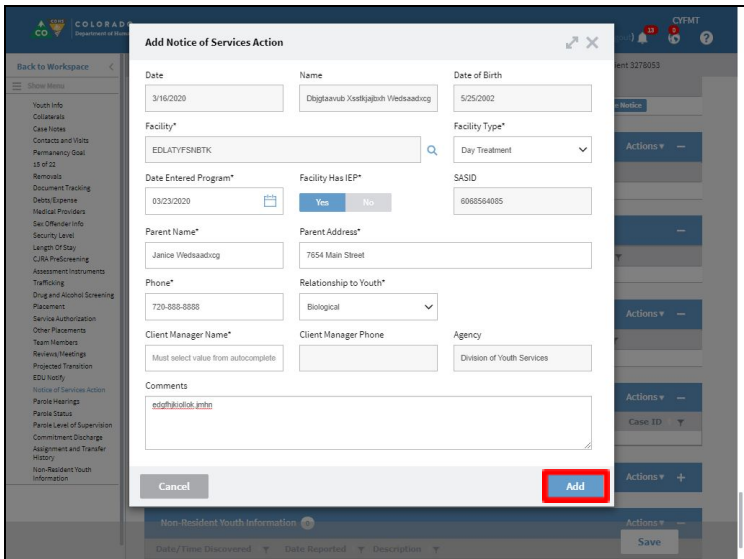
- The default sort is by **Date** with the most recent on top.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Client Manager – Access and View Client Manager Detail Job Aid</i> for details on locating the desired Client Manager Detail page.</p> <p>Navigate to the <i>Notice of Services Action</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	



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Add Notice of Services Action

Steps/Output	Screenshot
<p>In the <i>Notice of Services Action</i> section:</p> <ol style="list-style-type: none">1. Click the Actions drop-down.2. Select Add Notice. <p>The <i>Add Notice of Services Action</i> pop-up window displays.</p>	
<p>In the <i>Add Notice of Services Action</i> pop-up window:</p> <ol style="list-style-type: none">3. Complete the required fields and enter as much information as available.	



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When all information is entered:

4. Click **Add** to save the notice or **Cancel** to close without saving.

The *Success* pop-up window displays.

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 'Notice of Services Action' section of the CDHS Client Manager interface. The interface includes a navigation menu on the left and a main content area with several sections: 'Notice of Services Action', 'Parole Hearings', 'Parole Status', 'Parole Level of Supervision', and 'Commitment Discharge'. The 'Notice of Services Action' section contains a table with the following data:

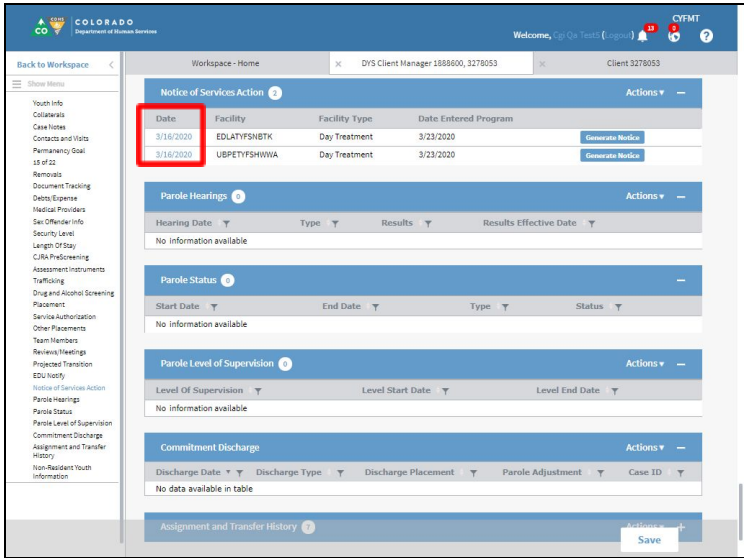
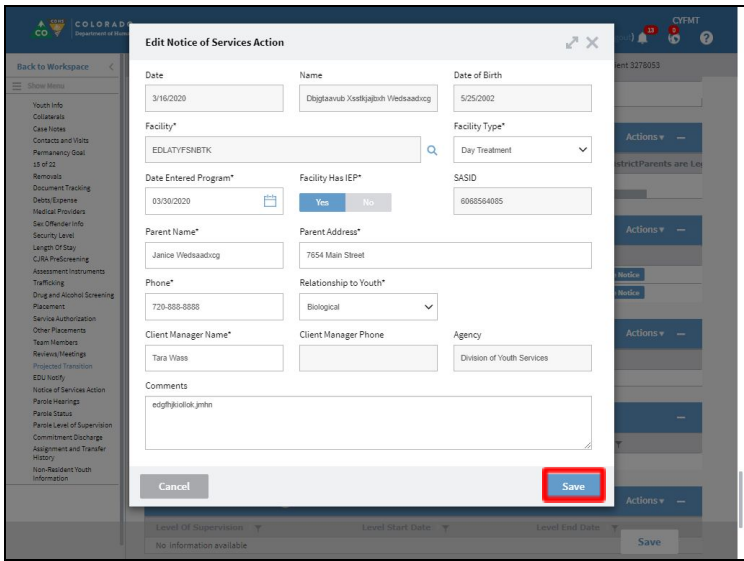
Date	Facility	Facility Type	Date Entered Program	Actions
3/16/2020	EDLATYFSNBTK	Day Treatment	3/23/2020	Generate Notice
3/16/2020	UBPETYFSHWIWA	Day Treatment	3/23/2020	

The 'Generate Notice' button is highlighted with a red box. Below the table, there are sections for 'Parole Hearings', 'Parole Status', 'Parole Level of Supervision', and 'Commitment Discharge', each with a 'No information available' or 'No data available in table' message. The interface also includes a 'Save' button at the bottom right.



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Edit Notice of Services Action

Steps/Output	Screenshot
<p>In the <i>Notice of Services Action</i> section:</p> <ol style="list-style-type: none">1. Click the date link under the Date column for the desired entry. <p>This opens the <i>Edit Notice of Services Action</i> pop-up window.</p>	
<p>In the <i>Edit Notice of Services Action</i> pop-up window:</p> <ol style="list-style-type: none">2. Update the required fields and enter as much information as available.	



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When all changes have been completed:

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

The *Success* pop-up window displays.

The screenshot shows the 'Edit Notice of Services Action' form in a web application. The form contains various fields for entering information about a services action, including Date, Name, Date of Birth, Facility, Facility Type, Date Entered Program, Facility Has IEP, SASID, Parent Name, Parent Address, Phone, Relationship to Youth, Client Manager Name, Client Manager Phone, Agency, and Comments. The 'Save' button at the bottom right of the form is highlighted with a red rectangle.

In the *Success* pop-up window:

4. Click **Ok**.

The screenshot shows the same 'Edit Notice of Services Action' form as above, but with a 'Success' pop-up window overlaid on top. The pop-up window contains the message 'Save Notice of Services Action successfully.' and an 'Ok' button. The 'Ok' button is highlighted with a red rectangle.



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

The screenshot displays the 'Notice of Services Action' section within the CDHS Client Manager interface. The interface includes a navigation menu on the left and a main content area with several sections:

- Notice of Services Action:** A table with columns for Date, Facility, Facility Type, and Date Entered Program. It contains two rows of data:

Date	Facility	Facility Type	Date Entered Program	Actions
3/16/2020	EDLATYFSNBTK	Day Treatment	3/30/2020	Generate Notice
3/16/2020	UBPETYFSHWWA	Day Treatment	3/23/2020	Generate Notice
- Parole Hearings:** A section with columns for Hearing Date, Type, Results, and Results Effective Date. It currently shows 'No information available'.
- Parole Status:** A section with columns for Start Date, End Date, Type, and Status. It currently shows 'No information available'.
- Parole Level of Supervision:** A section with columns for Level Of Supervision, Level Start Date, and Level End Date. It currently shows 'No information available'.
- Commitment Discharge:** A section with columns for Discharge Date, Discharge Type, Discharge Placement, Parole Adjustment, and Case ID. It currently shows 'No data available in table'.
- Assignment and Transfer History:** A section at the bottom with a 'Save' button.



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Generate Notice

Steps/Output

In the *Notice of Services Action* section:

1. Click **Generate Notice**.

This opens the *Notice* in a new browser window.

Screenshot

The screenshot shows the 'Notice of Services Action' interface. The 'Generate Notice' buttons are highlighted with a red box. The interface includes a table with columns for Date, Facility, Facility Type, and Date Entered Program. Below the table are sections for Parole Hearings, Parole Status, Parole Level of Supervision, and Commitment Discharge, each with a 'Generate Notice' button.

Date	Facility	Facility Type	Date Entered Program	Actions
3/16/2020	EDLATYFSNBTK	Day Treatment	3/23/2020	Generate Notice
3/16/2020	USBPETYFSHWWA	Day Treatment	3/23/2020	Generate Notice

When you have finished viewing the *Notice*, close the window and return to the *DYS Client Manager Detail* screen.

This screenshot is identical to the one above, showing the 'Notice of Services Action' interface with the 'Generate Notice' buttons visible.