



DYS SB94 Client File – Manage Offenses Job Aid

User

- SB94 Intake Worker or SB94 Intake Supervisor
- **Read-only** access for: DYS Admission Worker, DYS Admission Supervisor, DYS Director/Assistant Director, DYS Commitment Specialist, DYS Assessment Specialist, DYS Clinical Director, DYS Client Manager, DYS Client Manager Supervisor, DYS Facility Ops Worker, DYS Facility Ops Supervisor, or DYS Victim Services Supervisor

Process

These Job Aid tables describe the actions needed to manage the Offenses for a Youth.

Refer to the *TM DYS Client File – Manage SB94 Client File Detail* Job Aid for details on locating the desired Client File.

Introduction

- The *Offenses* section displays a list of all offenses associated to all DYS cases for the Youth.

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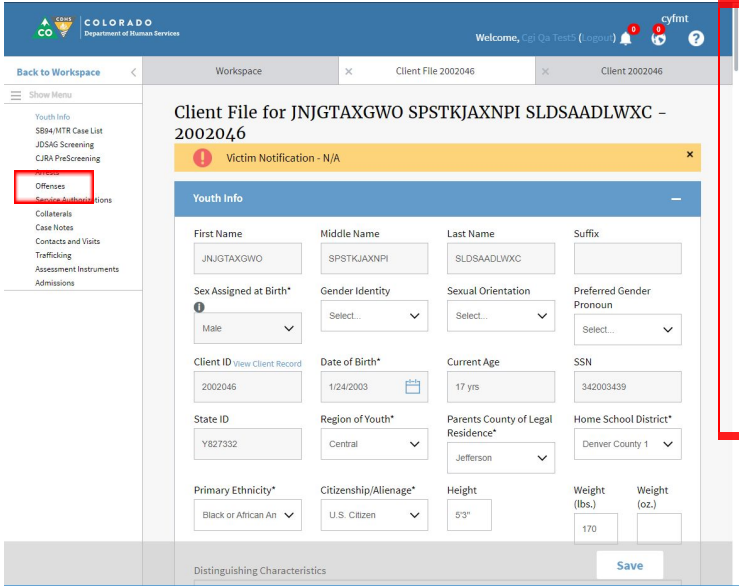
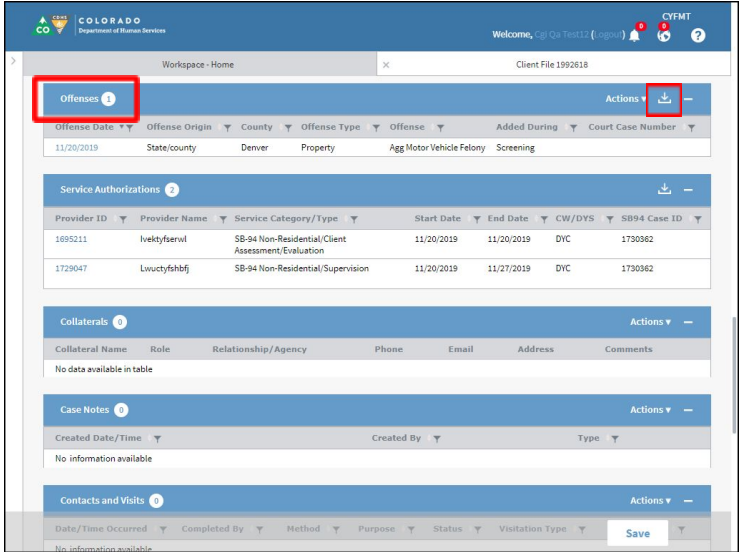
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Offenses

Access and View Offenses

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Client File – Manage SB94 Client File Detail Job Aid</i> for details on locating the desired Client File.</p> <p>Navigate to the <i>Offenses</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 'Client File for JNJGTAXGWO SPSTKJAXNPI SLDSAADLWXC - 2002046' page. The left navigation menu has 'Offenses' highlighted with a red box. A red box on the right side of the page indicates the scroll bar area.</p>
<p>In the <i>Offenses</i> section:</p> <ul style="list-style-type: none"> • A tally (badge count) of the total number of entries is displayed. • Click the Download icon to download the list of offenses as a CSV [MS Excel] file. This file can then be printed or saved to your computer. 	 <p>The screenshot shows the 'Offenses' section with a badge count of 1. A red box highlights the 'Offenses 1' badge. Another red box highlights the 'Download' icon in the 'Actions' menu. Below the offenses table, there are sections for 'Service Authorizations', 'Collaterals', 'Case Notes', and 'Contacts and Visits', each with its own 'Actions' menu.</p>



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The list of Offenses can be sorted or filtered, using the icons to the right of the column headings.

The screenshot displays the 'Offenses' section of the CDHS web application. The 'Offenses' table is highlighted with a red box and contains the following data:

Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number
11/20/2019	State/county	Denver	Property	Agg Motor/Vehicle Felony	Screening	

Below the 'Offenses' table, there are four other sections:

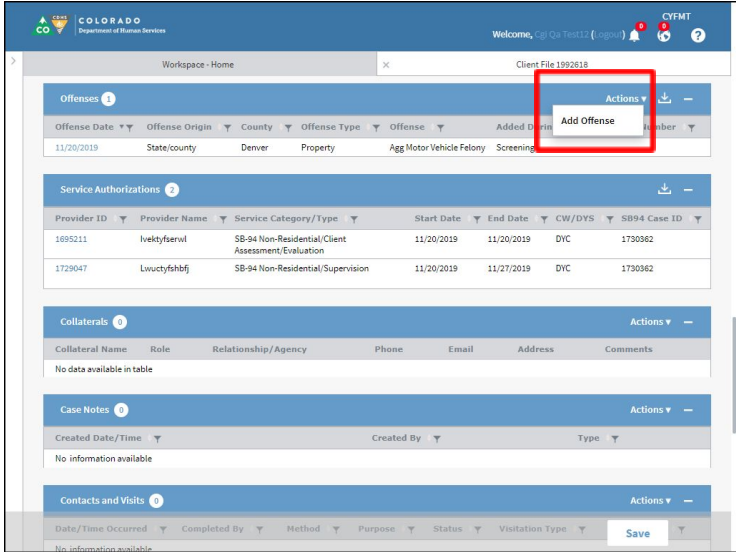
- Service Authorizations:** A table with columns: Provider ID, Provider Name, Service Category/Type, Start Date, End Date, CW/DYS, SB94 Case ID. It contains two rows of data.
- Collaterals:** A table with columns: Collateral Name, Role, Relationship/Agency, Phone, Email, Address, Comments. It shows 'No data available in table'.
- Case Notes:** A table with columns: Created Date/Time, Created By, Type. It shows 'No information available'.
- Contacts and Visits:** A table with columns: Date/Time Occurred, Completed By, Method, Purpose, Status, Visitation Type, Save. It shows 'No information available'.



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Add an Offense

- An Offense can be added if there is an active DYS case for the Youth.
- When adding an Offense, **Offense Date*** and **County of Offense*** are always required.
- **Offense Date*** cannot be in the future.

Steps/Output	Screenshot
<p>In the <i>Offenses</i> section:</p> <ol style="list-style-type: none">1. Click the Actions drop-down arrow.2. Select Add Offense. <p>This opens the <i>Add Offense</i> pop-up window.</p>	 <p>The screenshot shows the 'Client File 1992618' interface. The 'Offenses' section is active, displaying a table with columns: Offense Date, Offense Origin, County, Offense Type, Offense, Added Date, and Number. A red box highlights the 'Actions' dropdown menu, which includes the 'Add Offense' option. Below the Offenses section, there are sections for Service Authorizations, Collaterals, Case Notes, and Contacts and Visits, each with its own table and actions.</p>



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In the *Add Offense* pop-up window:

3. Complete the required fields and enter as much additional information as is available.

Notes:

- When **Offense Origin*** is set to 'Municipal' or 'Game & Fish', then **Other Type** and **Comments** will be enabled and required, and **Offense Type**, **Offense Class**, and **CRS Number** will be disabled. **Offense** will be enabled and is optional.
- When **Offense Origin*** is set to 'State/county', then **Offense Type**, **Offense**, **Offense Class**, and **CRS Number** will be enabled and required. **Other Type** will be disabled.

The screenshot shows the 'Add Offense' pop-up window. The fields are as follows:

Field Name	Value / Status
Offense Origin*	State/county
Offense Date*	2/9/2020
Court Case Number	
County Of Offense*	Adams
Arrest Document ID	
Offense Type*	Property
Offense*	Agg Motor Vehicle Felony Attempted
Offense Class*	3
CRS Number*	99-999-9999
Other Type	Disabled
Warrant Number	
Comments	--REDACTED--



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When all required fields are completed:

4. Click **Add** to add the Offense entry or **Cancel** to close without saving.

The screenshot shows the 'Add Offense' modal form. The 'Add' button is highlighted with a red box.

This adds the entry and returns you to the *Offenses* section.

Offense Date	Offense Origin	County	Offense Type	Offense	Added/Doing	Court Case Number
02/09/2020	State/county	Adams	Property	Agg Motor Vehicle Felony Attempted	Screening	

The screenshot shows the 'Offenses' section with a table containing one entry. The entry is highlighted with a red box.



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Edit an Offense

- An existing Offense can be edited if there is an active DYS case for the Youth.

Steps/Output	Screenshot																																										
<p>In the <i>Offenses</i> section:</p> <ol style="list-style-type: none"> Click the date link in the Offense Date column. <p>This opens the <i>Edit Offense</i> pop-up window.</p>	<table border="1"> <thead> <tr> <th>Offense Date</th> <th>Offense Origin</th> <th>County</th> <th>Offense Type</th> <th>Offense</th> <th>Added During</th> <th>Court Case Number</th> </tr> </thead> <tbody> <tr> <td>02/09/2020</td> <td>State/county</td> <td>Adams</td> <td>Property</td> <td>Agg Motor Vehicle Felony Attempted</td> <td>Screening</td> <td></td> </tr> <tr> <td>11/20/2019</td> <td>State/county</td> <td>Denver</td> <td>Property</td> <td>Agg Motor Vehicle Felony</td> <td>Screening</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Provider ID</th> <th>Provider Name</th> <th>Service Category/Type</th> <th>Start Date</th> <th>End Date</th> <th>CW/DYS</th> <th>SB94 Case ID</th> </tr> </thead> <tbody> <tr> <td>1695211</td> <td>Ivektyfservi</td> <td>SB-94 Non-Residential/Client Assessment/Evaluation</td> <td>11/20/2019</td> <td>11/20/2019</td> <td>DYC</td> <td>1730362</td> </tr> <tr> <td>1729047</td> <td>Lwucyfsbdf</td> <td>SB-94 Non-Residential/Supervision</td> <td>11/20/2019</td> <td>11/27/2019</td> <td>DYC</td> <td>1730362</td> </tr> </tbody> </table>	Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number	02/09/2020	State/county	Adams	Property	Agg Motor Vehicle Felony Attempted	Screening		11/20/2019	State/county	Denver	Property	Agg Motor Vehicle Felony	Screening		Provider ID	Provider Name	Service Category/Type	Start Date	End Date	CW/DYS	SB94 Case ID	1695211	Ivektyfservi	SB-94 Non-Residential/Client Assessment/Evaluation	11/20/2019	11/20/2019	DYC	1730362	1729047	Lwucyfsbdf	SB-94 Non-Residential/Supervision	11/20/2019	11/27/2019	DYC	1730362
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In the *Edit Offense* pop-up window:

2. Use the drop-down arrows and text fields to update the required fields and add additional information as needed.

When changes are complete:

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



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This saves the changes and returns you to the *Offenses* section.

The screenshot shows the 'Offenses' section of a client file. The table below is a representation of the data shown in the interface.

Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number
02/09/2020	State/county	Adams	Property	Agg Motor Vehicle Felony Attempted	Screening	

Below the 'Offenses' section, there are other sections: 'Service Authorizations' with two rows of data, 'Collaterals' with 'No data available in table', and 'Case Notes' with 'No information available'. A 'Save' button is visible at the bottom right of the interface.



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Delete an Offense

- An existing Offense can be deleted if it has not been associated to an Admission and if it is associated to an active DYS case.

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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. Click **Yes** to delete the entry or **No** to close without deleting.



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This deletes the Offenses entry and returns you to the *Offenses* section.

The screenshot shows the CDHS client file interface for Client File 1992618. The Offenses section is highlighted with a red box and contains the following data:

Offense Date	Offense Origin	County	Offense Type	Offense	Added During	Court Case Number
02/09/2020	State/county	Adams	Property	Agg Motor Vehicle Felony Attempted	Screening	
11/20/2019	State/county	Denver	Property	Agg Motor Vehicle Felony	Screening	

Below the Offenses section, there are sections for Service Authorizations, Collaterals, and Case Notes. The Service Authorizations section shows two entries:

Provider ID	Provider Name	Service Category/Type	Start Date	End Date	CW/DYS	SB94 Case ID
1695211	lvekyfservl	SB-94 Non-Residential/Client Assessment/Evaluation	11/20/2019	11/20/2019	DYC	1730362
1729047	Lwuctyfsbbfj	SB-94 Non-Residential/Supervision	11/20/2019	11/27/2019	DYC	1730362

The Collaterals section shows no data available in the table. The Case Notes section shows no information available. A Save button is located at the bottom right of the interface.