



DYS ADM – Manage Offenses Job Aid

Users

- DYS Admission Worker
- DYS Admission Supervisor
- DYS Director/Assistant Director

Process

These Job Aid tables describe the actions needed to view and manage an Offense record from the Admissions page.

Refer to the *DYS Adm – Manage Admissions* Job Aid for details on locating the desired Admissions page.

Introduction

- The Offenses section displays all Offenses for an Admission.
- An Offense can be added, edited, or deleted if:
 - The underlying DYS case is open.
 - The worker is associated with the facility selected in the admissions.
 - A release for the admission has not been completed.
- A DYS Admission Supervisor and a DYS Director/Assistant Director can add, edit, and delete a Court Hearing until a case is closed.

Table of Contents

Offenses	2
Access and View Offenses	2
Add an Offense	3
Edit an Offense	6
Delete an Offense	8
Run Mittimus Report	10



DYS ADM – Manage Offenses Job Aid

Offenses

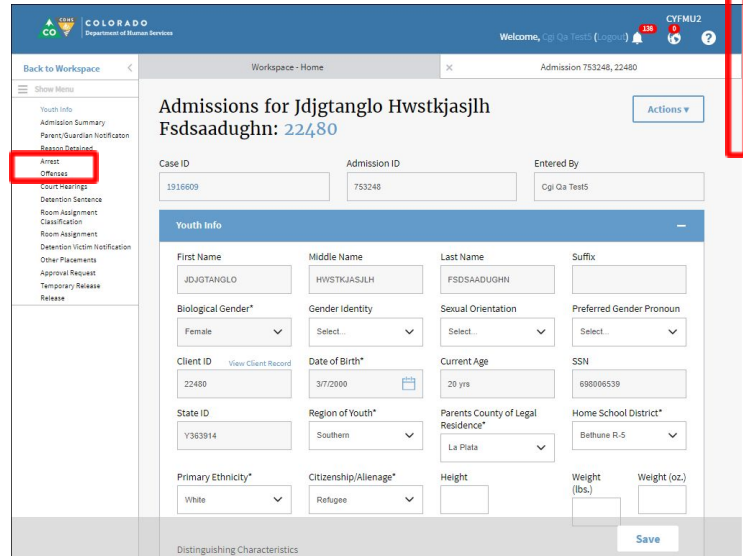
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Steps/Output

Refer to the *DYS ADM – Manage Admissions* Job Aid for details on locating the desired Admissions.

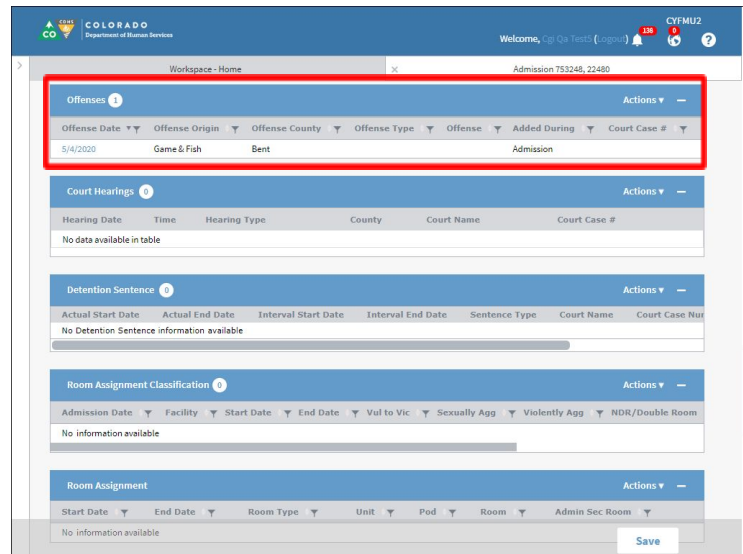
Navigate to the *Offenses* section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.

Screenshot



In the *Offenses* section:

- A tally (badge count) of the total number of entries is displayed.
- The list of Offenses can be sorted or filtered, using the icons to the right of the column headings.

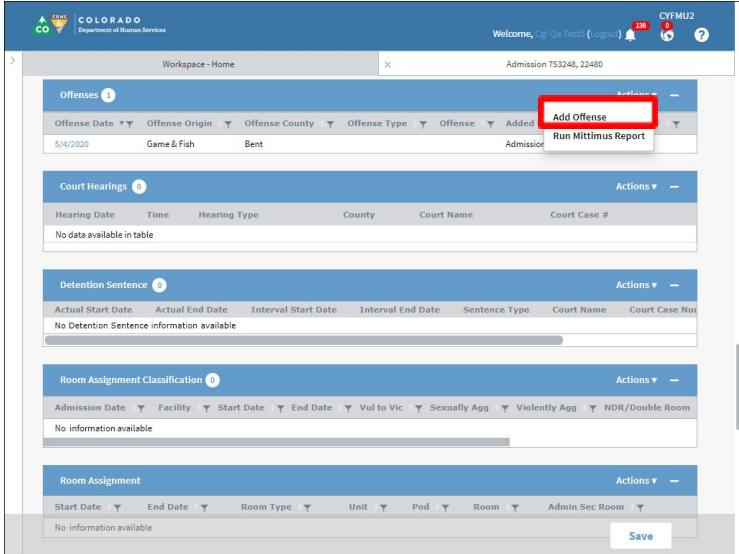




DYS ADM – Manage Offenses Job Aid

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- 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.

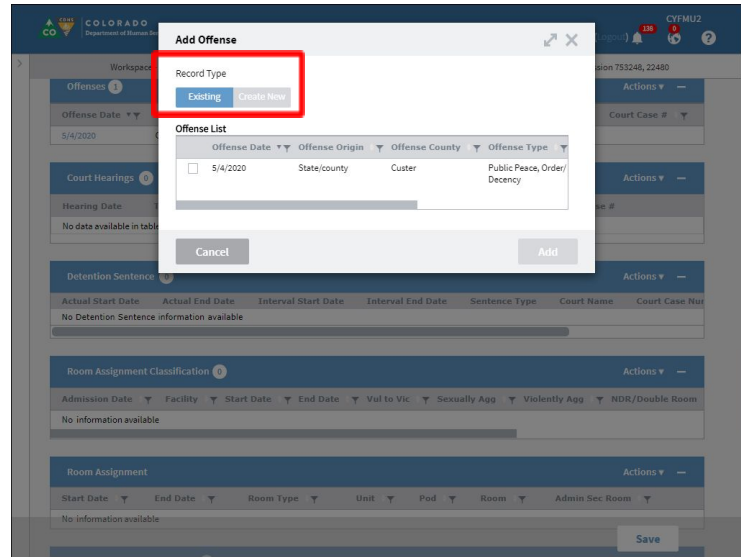
Steps/Output	Screenshot
<p>From the <i>Offenses</i> section header:</p> <ol style="list-style-type: none"> 1. Click the Actions drop-down arrow. 2. Select Add Offense. <p>This opens the <i>Add Offense</i> pop-up window.</p>	



DYS ADM – Manage Offenses Job Aid

The *Add Offense* pop-up window displays.

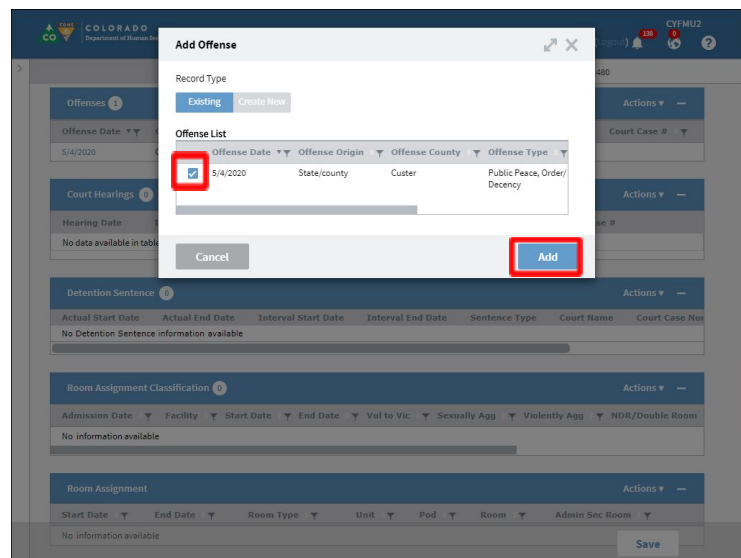
3. Select the toggle to choose the **Record Type**.



If *Existing* is selected as **Record Type**:

4. Click the box to the left of the desired offense.
5. Select **Add** to add the offense.

Note: The Offense List displays all offenses associated to the Youth's active DYS case.





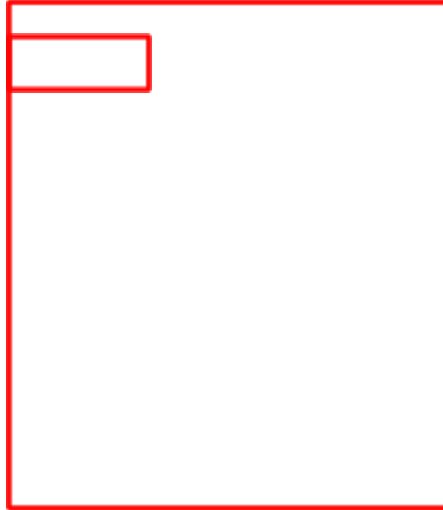
DYS ADM – Manage Offenses Job Aid

If *Create New* is selected as **Record Type**:

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

Notes:

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





DYS ADM – Manage Offenses Job Aid

When all required fields are completed:

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



The *Offense* section displays the new Offense.






DYS ADM – Manage Offenses Job Aid

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- 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">1. Click the date link in the Offense Date column. <p>This opens the <i>Edit Offense</i> pop-up window.</p>	



DYS ADM – Manage Offenses Job Aid

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.





DYS ADM – Manage Offenses Job Aid

The *Offense* section displays the updated Offense.






DYS ADM – Manage Offenses Job Aid

Deleting 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.

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



DYS ADM – Manage Offenses Job Aid

In the *Edit Offense* pop-up window:

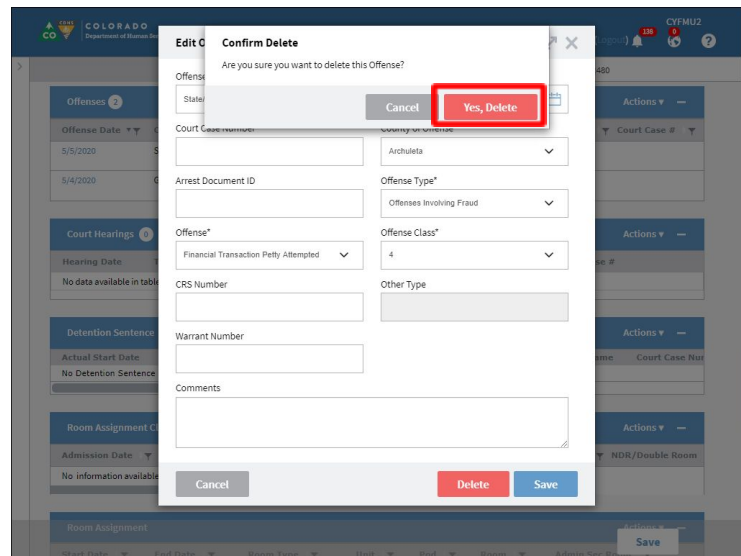
2. Review the information carefully to confirm this is the correct entry to delete.
3. Click **Delete**.

This opens the *Confirm Delete* pop-up window.



In the *Confirm Delete* pop-up window:

4. Click **Yes, Delete** to delete the entry or **Cancel** to close without deleting.





DYS ADM – Manage Offenses Job Aid

This deletes the offense and returns you to the updated *Offenses* section.

The screenshot shows the 'Manage Offenses' interface. The 'Offenses' section is highlighted with a red box, showing a table with one row of data:

Offense Date	Offense Origin	Offense County	Offense Type	Offense	Added During	Court Case #
5/4/2020	Game & Fish	Bent	Admission			

Below the offenses table, there are sections for 'Court Hearings', 'Detention Sentence', 'Room Assignment Classification', and 'Room Assignment', all showing 'No data available' or 'No information available'.

Run Mittimus Report

Steps/Output

In the *Offenses* section:

1. Click the **Actions** drop-down arrow.
2. Select **Run Mittimus Report**.

This opens the *Mittimus Report* pop-up window.

Screenshot

The screenshot shows the 'Manage Offenses' interface with the 'Run Mittimus Report' option highlighted in the 'Actions' dropdown menu. Below the offenses section, the 'Court Hearings' table is visible:

Hearing Date	Time	Hearing Type	County	Court Name	Court Case #
4/11/2018	8:30 AM	Hearing	Arapahoe	District	17JD540
4/9/2018	8:30 AM	Hearing	Arapahoe	district	17d540
4/2/2018	8:30 AM	Hearing	Adams	District	17JD
3/19/2018	3:00 PM	Hearing	Adams	district	15JD525
3/5/2018	8:30 AM	Status Conference	Adams	17th Judicial C	15JD525
2/26/2018	9:00 AM	Hearing	Arapahoe	District	17JD540
1/11/2018	8:30 AM	Hearing	Arapahoe	District	17JD540
12/29/2017	8:30 AM	Detention	Arapahoe	18th Judicial	17JD540
8/23/2017	10:00 AM	Hearing	Arapahoe	District	17JD
7/18/2017	10:00 AM	Hearing	Arapahoe	District	17JD540
7/13/2017	8:30 AM	Hearing	Arapahoe	District	17JD
8/8/2016	8:30 AM	Pre-Trial Conference	Adams	17th Judicial C	15JD525
7/20/2016	1:30 PM	Detention	Adams	17th Judicial	15JD525
2/5/2016	8:30 AM	Hearing	Adams	17th Judicial	15JD525

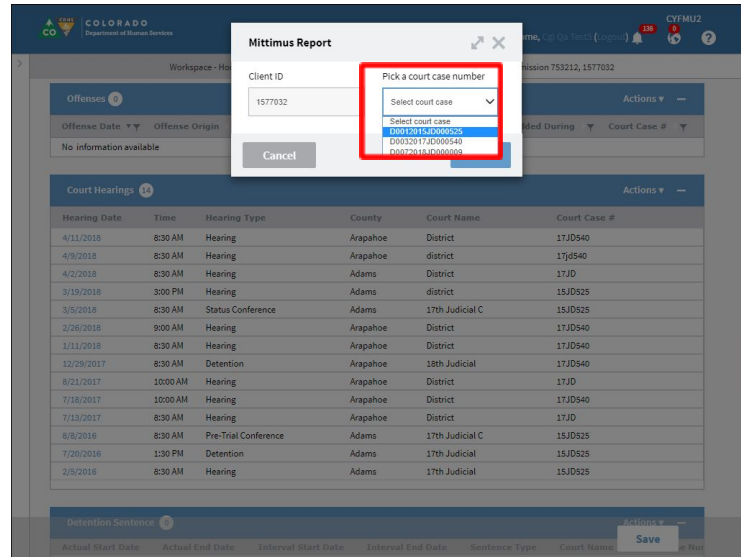


DYS ADM – Manage Offenses Job Aid

In the *Mittimus Report* pop-up window:

3. Click the **Pick Court Case Number** drop-down arrow.
4. Select the appropriate court case.

Note: The **Client ID** auto populates and is not editable.



5. Click **Run** to run the Mittimus Report or **Cancel** to return to the *Offenses* section.

The Mittimus Report opens in a new window.

