



# TM DYS – Manage Other Placements for a Youth Job Aid

## Users

### ***Manage Other Placements for the Youth*** (Add, Edit, Remove)

- **DYS Admission Detail** – DYS Admission Worker, DYS Admission Supervisor, or DYS Director/Assistant Director
- **DYS Assessment Information** – DYS Commitment Specialist, DYS Assessment Specialist, or DYS Clinical Director
- **DYS Client Manager Detail** – DYS Client Manager or DYS Client Manager Supervisor

### ***Access and View Other Placements for the Youth*** (Read-only)

- **DYS Admission Detail** - SB94 Intake Worker, SB94 Intake Supervisor, 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 Other Placements for a Youth for various DYS pages. Different Trails pages have been used to demonstrate the functions referred to in this Job Aid, however, the actions apply to each of the related functions.

## Introduction

- The **Other Placements** panel will only be displayed on the selected Admission Detail screen if:
  - the Youth has an Admission associated to the underlying DYS case with a Reason Detained record that has an Admission Type of 'Commitment'.
  - the Admission is not restricted to the selected Admission, and the Reason Detained can be open or closed.
- The **Other Placements** panel will always be displayed for the DYS Assessment Information and DYS Client Manager Detail.
- The list of **Other Placements** for Client Manager Detail will be specific to the underlying DYS case that the Detail screen is for.
- A tally (badge count) of the total number of Other Placement entries is displayed.
- When **Category** is set to 'Other Placement', **Type** is 'Other', and **Placement Reason Type** is set as 'Negative', the **Placement Reason** dropdown field will be set as 'In Custody After Escape' and read-only.
- When **Category** is 'Custody' and **Type** is 'Jail', the worker will be required to complete the **Reason Detained** information (fields will be hidden otherwise).
- When an Other Placement with a **Category** of 'Custody' and **Type** of 'Jail' is end-dated, the **Reason Detained** Information will be end-dated as well (with the same End Date and Time).



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- When **Category** is 'Other Placement' and **Type** is 'Escape', the NCMEC and Law Enforcement information will be displayed and required.
- A *Client Safety Notice* will automatically be created for the Youth with a **Category** of 'DYS Safety Notice' and a **Type** of 'Escaped'.
- When an Other Placement record with a **Category** of 'Other Placement' and **Type** of 'Escape' is end-dated, a new **Length of Stay** (LOS) record will be created.
- When ending an Other Placement with a **Category** of 'Other Placement' and **Type** of 'Escape', the "**Revised Commitment Exp. Date**" and "**Revised Date**" will automatically be updated for the New Commitment and all concurrent Recommitments of the active Case.

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## Access and View Other Placements

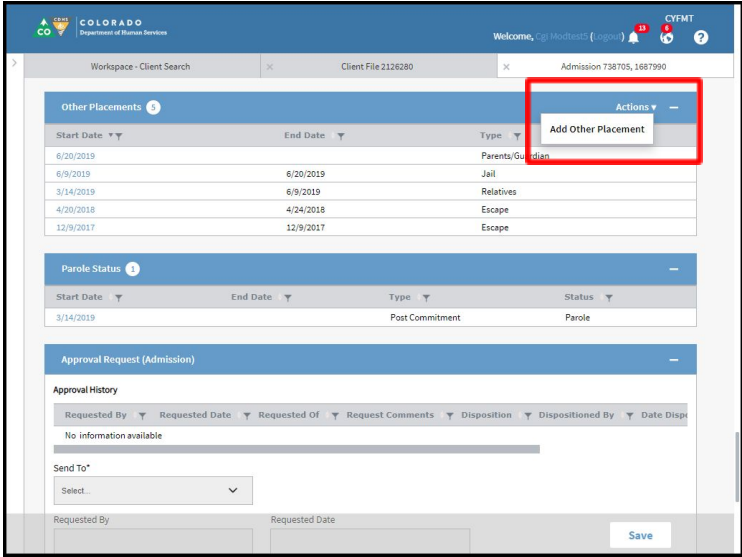
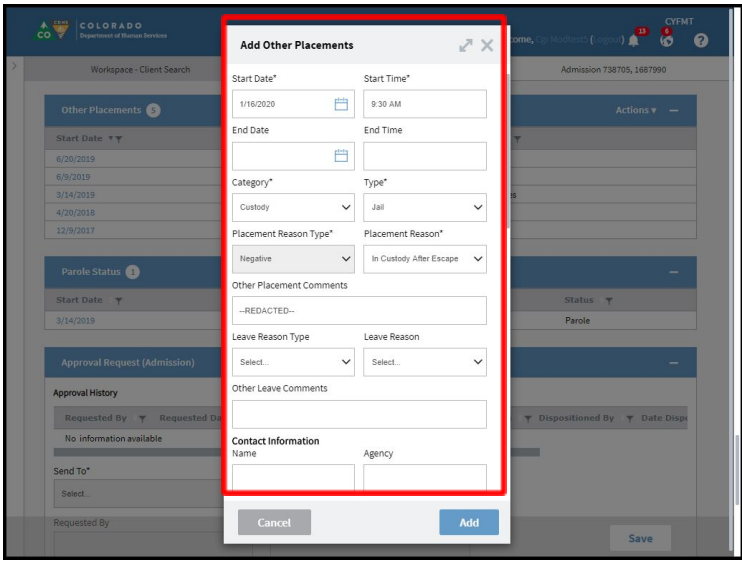
Steps/Output	Screenshot
<p>From the left navigation panel in the main page:</p> <ol style="list-style-type: none"> <li>1. Click <b>Other Placements</b>.</li> </ol> <p>This navigates to the <i>Other Placements</i> section within the page.</p> <p><b>Note:</b> The <b>Other Placements</b> link may be located in different areas of the left navigation panel, based on the page linked from.</p>	<p>The top screenshot displays the 'Admissions for Ewjgtacppj Kqs Rddsaadcoxc: 2251729' page. The left navigation menu includes 'Other Placements' which is highlighted with a red box. The main content area shows case details for Case ID 1832144 and Admission ID 723638, along with a 'Victim Notification - N/A' warning and 'Youth Info' fields.</p> <p>The bottom screenshot displays the 'DYS Client Manager Detail: 2251729' page. The left navigation menu includes 'Other Placements' which is highlighted with a red box. The main content area shows a 'Victim Notification - N/A' warning and 'Youth Info' fields including First Name (Ewjgtacppj), Middle Name (Kqstkjiaaxm), Last Name (Rddsa), Sex Assigned at Birth (Male), Gender Identity (Select...), Client ID (2251729), Date of Birth (5/30/2000), State ID (Y408748), Region of Youth (Central), Primary Ethnicity (Hispanic), and Citizenship/Alienage (U.S. Citizen).</p>



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## Add Other Placements

- There can be only one *Other Placement* open at a time. If there is an open Other Placement for the DYS case, it must be End-Dated before creating the new one.
- A new Other Placement can be added if there is an active DYS case (DYS Assessment Information) or the underlying DYS case for that Detail screen is active (Admission Detail or Client Manager Detail).

Steps/Output	Screenshot
<p>In the <i>Other Placements</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Actions</b> drop-down arrow in the <i>Other Placements</i> section header.</li> <li>2. Select <b>Add Other Placement</b> from the drop-down list.</li> </ol> <p>This opens the <i>Add Other Placements</i> pop-up window.</p>	
<p>In the <i>Add Other Placements</i> pop-up window:</p> <ol style="list-style-type: none"> <li>3. Use the drop-down arrows, calendars, and text fields to complete the required fields and add additional information as is available.</li> </ol>	



# TM DYS – Manage Other Placements for a Youth Job Aid

- Continue completing the form, using the right scroll bar to move through the form.

**Note: Entered By** and **Date Entered** are completed by Trails and are read-only.

The screenshot shows the 'Add Other Placements' form in the Colorado Department of Human Services system. The form is partially filled out, showing contact information and reason detained fields. A red box highlights the right-side scroll bar of the form.

- When all fields have been completed, scroll to the bottom of the form.
- Click **Add** to save the changes or **Cancel** to close without saving.

The screenshot shows the 'Add Other Placements' form in the Colorado Department of Human Services system. The form is fully filled out, showing the bottom section with 'Add' and 'Cancel' buttons. A red box highlights the 'Add' button.



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This adds the new *Other Placement* record and returns you to the *Other Placements* section.

The screenshot shows the 'Other Placements' section of the TM DYS system. The page header includes 'COLORADO Department of Human Services' and 'CYFIT'. The main content area is titled 'Other Placements' and contains a table with the following data:

Start Date	End Date	Type
1/18/2020		Jail
6/9/2019	6/20/2019	Jail
3/14/2019	6/9/2019	Relatives
4/20/2018	4/24/2018	Escape

Below the table is the 'Parole Status' section, which includes a table with the following data:

Start Date	End Date	Type	Status
3/14/2019		Post Commitment	Parole

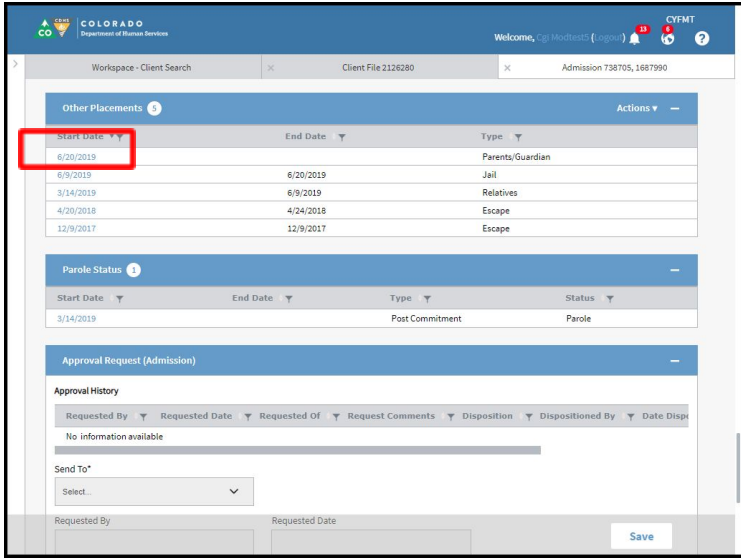
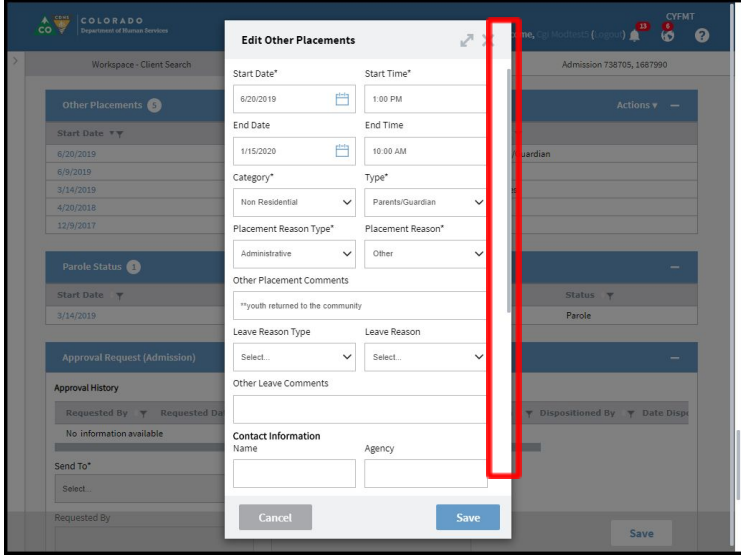
The 'Approval Request (Admission)' section is also visible, but it is currently empty. A red box highlights the 'Add New' button in the 'Other Placements' table.



# TM DYS – Manage Other Placements for a Youth Job Aid

## Edit Other Placements

- An Other Placement can be edited if there is an active DYS case (DYS Assessment Information) or the underlying DYS case for that Detail screen is active (Admission Detail or Client Manager Detail).

Steps/Output	Screenshot
<p>In the <i>Other Placements</i> list:</p> <ol style="list-style-type: none"> <li>1. Click the date link in the <b>Start Date</b> column for the desired entry.</li> </ol> <p>This opens the <i>Edit Other Placements</i> pop-up window.</p>	
<p>In the <i>Edit Other Placements</i> pop-up window:</p> <ol style="list-style-type: none"> <li>2. Use the right scroll bar to move through the form.</li> <li>3. Use the drop-down arrows, calendars, and text fields to update required fields and add additional information as needed.</li> </ol>	



# TM DYS – Manage Other Placements for a Youth Job Aid

- Continue through the form and make changes as needed.

**Note: Entered By** and **Date Entered** are completed by Trails and are read-only.

- When changes are complete, scroll to the bottom of the form.
- Click **Save** to save the changes or **Cancel** to close without saving.





# TM DYS – Manage Other Placements for a Youth Job Aid

This saves the changes and returns you to the *Other Placements Section*.

Start Date	End Date	Type
6/20/2019	1/15/2020	Jail
6/20/2019	6/30/2019	Jail
3/14/2019	6/9/2019	Relatives
4/20/2018	4/24/2018	Escape
12/9/2017	12/9/2017	Escape

Start Date	End Date	Type	Status
3/14/2019		Post Commitment	Parole

Approval Request (Admission)

Approval History

Requested By	Requested Date	Requested Of	Request Comments	Disposition	Dispositioned By	Date Dispositioned
No information available						

Send To\*

Select...

Requested By: [ ] Requested Date: [ ] Save