



# ADM - Manage Parent/Guardian Notification for a Youth

## User

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

## Process

These Job Aid tables describe the actions needed to manage the Parent/Guardian Notifications records from the Admissions page.

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

## Introduction

- The *Parent/Guardian Notification* section displays the Notifications associated to all DYS cases for the Youth.
- If there is no active DYS case for the Youth, a DYS case cannot be created without Parent/Guardian Notification information.
- When the Admission is created, Trails automatically adds a Service Authorization referencing the Provider/Service for the Facility identified for the Admission.
- If the Admission is already created, the associated Case ID and Admission ID at the top of the screen is read only.

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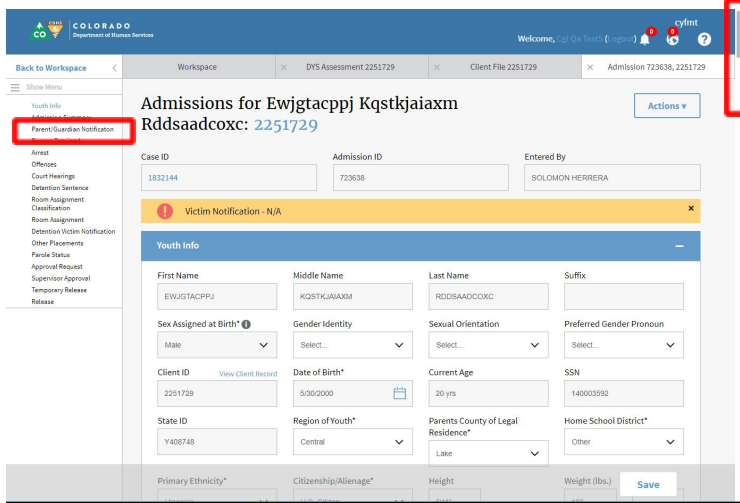
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# ADM - Manage Parent/Guardian Notification for a Youth

## Parent/Guardian Notification

### Access and View Parent/Guardian Notification

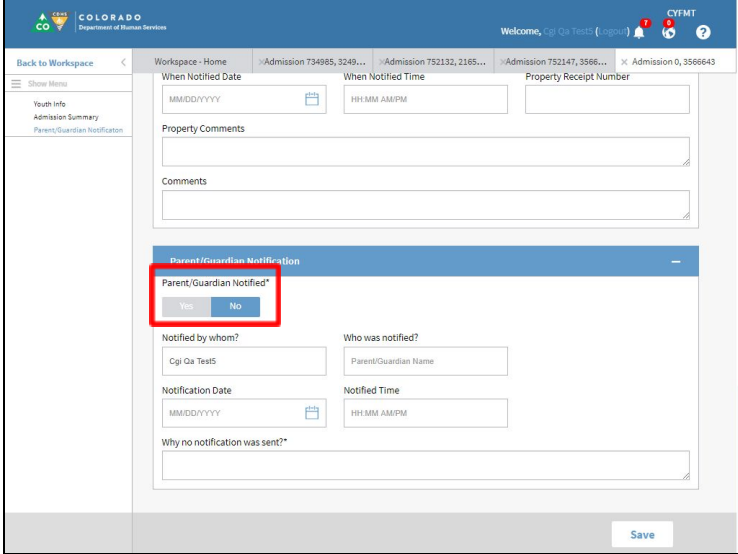
Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Parent/Guardian Notification</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	



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## Add a Parent/Guardian Notification

- A Parent/Guardian Notification can be added during an admission.

Steps/Output	Screenshot
<p>In the <i>Parent/Guardian Notification</i> section:</p> <ol style="list-style-type: none"><li>1. Click the <b>Yes</b> or <b>No</b> toggle to answer the first statement: <b>'Parent/Guardian Notified'</b>.</li></ol>	



# ADM - Manage Parent/Guardian Notification for a Youth

If the toggle is set to 'Yes':

2. Complete the **Notified by Whom**, **Who was Notified**, and **Notification Date** and **Time** fields.

**Note:** The **Notified by Whom** field is populated with the current worker but is editable using the auto-complete list.

Colorado Department of Human Services (CDHS) interface showing the 'Parent/Guardian Notification' form. The 'Parent/Guardian Notified\*' toggle is set to 'Yes'. The 'Notified by whom?' field is populated with 'Cgi Oa Text5'. The 'Who was notified?' field is populated with 'spugba'. The 'Notification Date' is '2/14/2020' and the 'Notified Time' is '4:45 PM'. A red box highlights the 'Yes' toggle and the input fields.

If the toggle is set to 'No':

3. Complete the **'Why No Notification was Sent'** field.

Colorado Department of Human Services (CDHS) interface showing the 'Parent/Guardian Notification' form. The 'Parent/Guardian Notified\*' toggle is set to 'No'. The 'Why no notification was sent?' field is populated with 'htogahd'. A red box highlights the 'No' toggle and the 'Why no notification was sent?' field.



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4. When all information is complete, click the page **Save**.

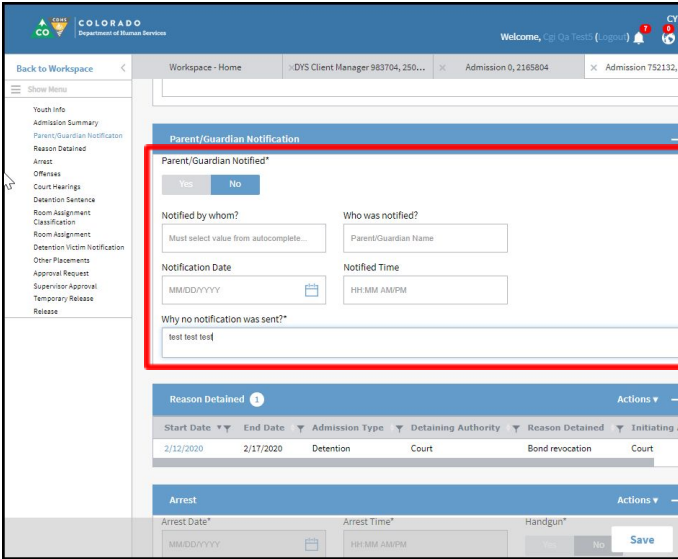
The screenshot shows a web application interface for managing parent/guardian notifications. The top navigation bar includes the Colorado Department of Human Services logo and user information. The main content area is titled 'Parent/Guardian Notification' and contains several input fields and a form section. The 'Parent/Guardian Notified?' section has 'Yes' and 'No' buttons. The 'Save' button is highlighted with a red box at the bottom right of the form.



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## Edit a Parent/Guardian Notification

- The Parent/Guardian Notification section can be edited if the underlying DYS case is open and the Admission is not approved.

Steps/Output	Screenshot
<p>In the <i>Parent/Guardian Notification</i> section:</p> <ol style="list-style-type: none"><li>Use the text fields and calendar function to update the required fields and add additional information as needed.</li></ol>	



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2. When all information is updated, click the page **Save**.

This opens the **Save Success** pop-up window.

In the **Save Success** pop-up window:

3. Click **Ok**.



# ADM - Manage Parent/Guardian Notification for a Youth

The information is saved returning you to the *Parent/Guardian Notification* section.

The screenshot shows a web application interface for managing parent/guardian notifications. The top navigation bar includes the CDHS logo, the text 'COLORADO Department of Human Services', and a user welcome message 'Welcome, Cpl Qa Test (Logout)'. The main content area is titled 'Parent/Guardian Notification' and contains the following fields:

- Parent/Guardian Notified\***: Radio buttons for 'Yes' and 'No'.
- Notified by whom?\***: Text input field containing 'Dys-Admissions Sup. Modlex26'.
- Who was notified?\***: Text input field containing 'Sally'.
- Notification Date\***: Date input field containing '2/18/2020'.
- Notified Time\***: Time input field containing '2:00 PM'.
- Why no notification was sent?\***: Text input field.

Below the form, there are two summary sections:

- Reason Detained**: A table with columns for Start Date, End Date, Admission Type, Detaining Authority, Reason Detained, and Initiating Authority. The row shows: 2/12/2020, 2/17/2020, Detention, Court, Bond revocation, Court.
- Arrest**: A table with columns for Arrest Date, Arrest Time, and Handgun. The row shows: 2/18/2020, 2:00 PM, No.

A 'Save' button is located at the bottom right of the form.