



TM DYS – Manage Placement for a Youth Job Aid

Users

- DYS Client Manager or DYS Client Manager Supervisor

Process

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

Related Job Aids

Refer to the Job Aids listed below for details on processes shared across multiple functions.

- *TM DYS_CM – Access/View Client Manager*

Introduction

- There will be a list of Placements for the case. The default sort will be by Date Entered with most recent on top.
- When adding a new Placement, the worker will be required to select a Placement associated to the Youth.
- When the Proximity of Youth’s School/Home is set to ‘More than an hour’, then Justification of Placement will be enabled and required.
- The worker will be able to view Placements on closed DYS Cases.

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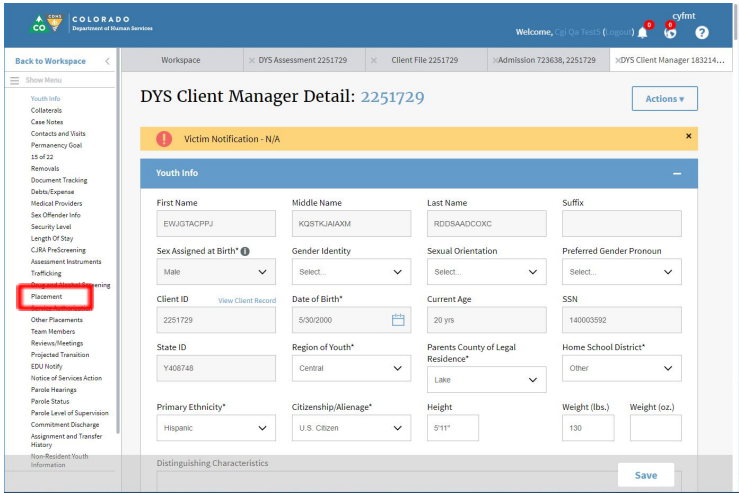
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Access and View Placements

- The default sort will be by Date Entered with 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 Details.</p> <p>Navigate to the <i>Placement</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 Placement

- A new 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 (Client Manager Detail).

Steps/Output	Screenshot
<p>In the <i>Placement</i> section:</p> <ol style="list-style-type: none"> Click Actions. Select Add Placement. <p>The <i>Add Placement</i> page displays.</p>	<p>The screenshot shows the 'Placement' section of the system interface. It includes a table of existing placements with columns for Provider, Date Entered, and Date Left. Below this is a table for 'Service Authorization' with columns for Provider ID, Provider, Service Category Type, Start Date, End Date, CW/DYC, and Trails Case ID. There are also sections for 'Other Placements' and 'Team Members'. The 'Add Placement' button is highlighted with a red box.</p>
<p>In the <i>Add Placement</i> page:</p> <ol style="list-style-type: none"> Click Select. <p>A <i>Select Provider/Facility</i> pop-up window displays.</p>	<p>The screenshot shows the 'Add Placement' page. It includes a 'Provider/Facility' field with a 'Select' button highlighted in red. Below this are fields for 'Service Category/Type Admission', 'Date Entered', and 'Date Left'. There is a 'Details' section with a text area for describing factors assessed. A 'Security Level' dropdown menu is also visible. At the bottom, there is a section for 'Services' with several checkboxes for different types of services.</p>



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In the *Select Provider/Facility* pop-up window:

4. Select the **Radio Button** next to the desired provider under the *Provider* category.
5. Click **Select** to choose the provider or **Cancel** to close without selecting.

Provider	Service Category/Type	Date Entered	Date Left
<input checked="" type="radio"/> Ajghty/fshva	Out of Home / DYC Out of State Facility	12/16/2019	
<input type="radio"/> Epguty/fstoj	Out of Home / DYC Facility	12/28/2018	6/12/2019
<input type="radio"/>	Other Placement / Escape	12/21/2018	12/28/2018
<input type="radio"/>	Non Residential / Parents/Guardian	11/7/2018	12/21/2018

Once a provider is selected, **Provider/Facility, Service Category/Type Admission, Date Entered, and Date Left** fields are populated.

Workspace - Client Search | Placement for 1849509 1898247

< Back to DYS Client Manager Details

Add Placement

Provider/Facility:

Service Category/Type Admission: Date Entered: Date Left:



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6. Continue completing the section, using the right scroll bar to move through the form.
7. When all fields are completed, scroll to the bottom of the page.

If the **'More than an hour'** option is selected under the *Proximity of Youth's School/Home* section, a **Justification of Placement*** box will populate and requires a comment.

The screenshot shows the 'Placement for 1853915 1766129' form. The 'Security Level' is set to 'Secure'. Under the 'Services' section, 'Treatment Group' is selected. The 'Proximity of Youth's School/Home' section has 'More than an hour' selected. A text area labeled 'Justification of Placement*' is highlighted with a red box. The 'Save' button is visible at the bottom right.

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

This screenshot is identical to the one above, but the 'Save' button at the bottom right is highlighted with a red box.



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Edit Placement

- A 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 (Client Manager Detail).

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



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4. Continue through the form and make changes as needed.

Notes:

- Grayed out fields are not editable.
- If the **More than an hour** option is selected under the *Proximity of Youth’s School/Home* section, a **Justification of Placement*** box will populate and requires a comment.

The screenshot shows the 'Placement Details' form in the Colorado Department of Human Services system. The 'Proximity of Youth's School/Home' section has the radio button for 'Within an hour' selected. The 'Justification of Placement*' text area is currently empty. The 'Save' button is visible at the bottom right.

5. When changes are complete, scroll to the bottom of the form.

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

This screenshot is identical to the one above, but the 'Save' button at the bottom right is highlighted with a red rectangular box, indicating the final step of the process.



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

Colorado Department of Human Services | Welcome, Col Qa Team (Logout) | cyfms

Back to Workspace | Workspace | DYS Assessment 2251729 | Client File 2251729 | Admission 723630, 2251729 | >DYS Client Manager 183214...

DYS Client Manager Detail: 2251729

Victim Notification - N/A

Youth Info

First Name EWJGTACPPJ	Middle Name KQSTKJAJAXM	Last Name RDDSAADCCXC	Suffix	
Sex Assigned at Birth* Male	Gender Identity Select...	Sexual Orientation Select...	Preferred Gender Pronoun Select...	
Client ID 2251729	Date of Birth* 5/30/2000	Current Age 20 yrs	SSN 140000592	
State ID Y408748	Region of Youth* Central	Parents County of Legal Residence* Lake	Home School District* Other	
Primary Ethnicity* Hispanic	Citizenship/Alienage* U.S. Citizen	Height 5'11"	Weight (lbs.) 130	Weight (oz.)

Distinguishing Characteristics

Save