



# DYS Client Manger – Manage Projected Transition Job Aid

## Users

- DYS Client Manager or DYS Client Manager Supervisor

## Process

These Job Aid tables describe the actions needed to manage the Projected Transition of a Youth from the Client Manager page.

## Related Job Aids

- *TM DYS\_CM – Access/View Client Manager*

## Introduction

- **Date of Change** field is set as the current date and is read-only.
- **Changed By** field defaults to the worker, but can be changed to a different Client Manager or Client Manager Supervisor of the Region.
- **Projected Step Down Date** field is enabled and required when **Change Reason** is “Placement in Step Down Program”.
- **Projected Transition Date** field is enabled and required for all other Change Reasons.
- **Mandatory Parole Start Date, Parole Eligibility Date, and Orig. Sentence Start Date** fields will auto-populate based on the most recent LOS (Level of Supervision).

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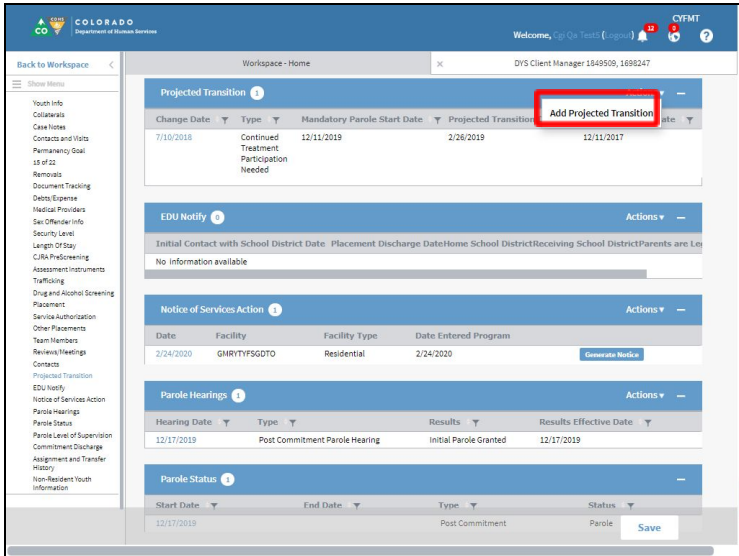
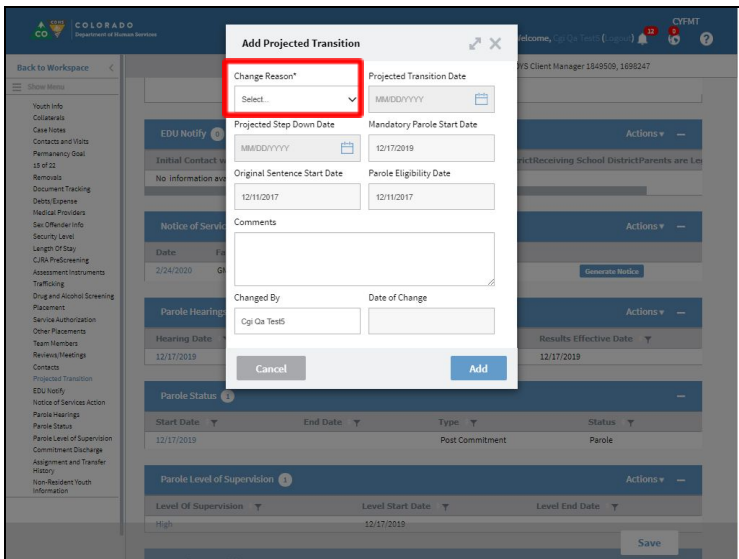
## Access and View Projected Transition

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS CM – Access/View Client Manager Job Aid</i> for details on locating the desired Client Manager.</p>	
<p>In the Left Navigation Panel:</p> <ol style="list-style-type: none"> <li>Click <b>Projected Transition</b>.</li> </ol> <p>This navigates to the <i>Projected Transition</i> section.</p>	



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## Add Projected Transition

Steps/Output	Screenshot
<p>In the <i>Projected Transition</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Actions</b> drop-down arrow in the <i>Projected Transition</i> section header.</li> <li>2. Select <b>Add Projected Transition</b>.</li> </ol> <p>The <i>Add Projected Transition</i> pop-up window displays.</p>	
<p>In the <i>Add Projected Transition</i> pop-up window:</p> <ol style="list-style-type: none"> <li>3. Click the <b>Change Reason*</b> drop-down arrow.</li> <li>4. Select the appropriate option.</li> </ol>	



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5. Complete the remaining fields and enter as much information as is available.

When all information is completed:

6. Click **Add** to save the update or **Cancel** to close without saving.



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

The screenshot displays the 'Projected Transition' section of the DYS Client Manager interface. The interface includes a header with the Colorado Department of Human Services logo and user information. The main content area is divided into several sections: 'Projected Transition', 'EDU Notify', 'Notice of Services Action', 'Parole Hearings', and 'Parole Status'. The 'Projected Transition' section contains a table with the following data:

Date	Transition Type	Start Date	End Date	Transition Date
3/3/2020	Pending Community Placement (LOS)	12/17/2019	3/23/2020	12/11/2017
7/10/2018	Continued Treatment Participation Needed	12/11/2019	2/26/2019	12/11/2017

A red box highlights the date '3/3/2020' in the first row of the table. Below the table, there are sections for 'EDU Notify', 'Notice of Services Action', 'Parole Hearings', and 'Parole Status', each with its own data table and a 'Save' button at the bottom right.



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## Edit Projected Transition

Steps/Output	Screenshot
<p>In the <i>Projected Transition</i> section:</p> <ol style="list-style-type: none"> <li>1. Click the date link in the <b>Change Date</b> column for the desired entry.</li> </ol> <p>This opens the <i>Edit Projected Transition</i> pop-up window.</p>	
<p>In the <i>Edit Projected Transition</i> pop-up window:</p> <ol style="list-style-type: none"> <li>2. Update required fields and change additional information as needed.</li> </ol>	



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When all changes are complete:

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

Change Reason*	Projected Transition Date*
Continued Treatment Partici	09/12/2020

Projected Step Down Date	Mandatory Parole Start Date
MMDD/YYYY	12/11/2019

Original Sentence Start Date	Parole Eligibility Date
12/11/2017	12/11/2017

Comments

Changed By: Shana Cunnane | Date of Change: 7/10/2018

Buttons: Cancel, Save

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

Change Date	Type	Mandatory Parole Start Date	Projected Transition Date	Parole Eligibility Date
3/3/2020	Continued Treatment Participation Needed	12/11/2019	9/12/2020	12/11/2017
3/3/2020	Pending Community Placement (LOS Extension)	12/17/2019	3/23/2020	12/11/2017

Buttons: Save