



TM DYS ADM - Manage Reason Detained for a Youth

User

- DYS Admission Worker
- DYS Admission Supervisor
- DYS Director/Assist Director

Process

These Job Aid tables describe the actions needed to view and manage a Reason Detained entry from the Admissions page.

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

Introduction

- The Reason Detained section displays all Reason Detained record associated to an Admission.
- If the Admission type is changed, a new Reason Detained record must be created.
- The Reason Detained values are dependent on the Detaining Authority.
- When the Admission is created, Trails automatically adds a Service Authorization referencing the Provider/Service for the Facility identified for the Admission.
- A Reason Detained record can be added or edited if:
 - The underlying DYS case is open.
 - The worker is associated with the facility selected in the admissions.
 - A release for the admission has is not completed.
- DYS Admission Supervisors and DYS Director/Assistant Directors can add a Reason Detained until a case is closed.
- 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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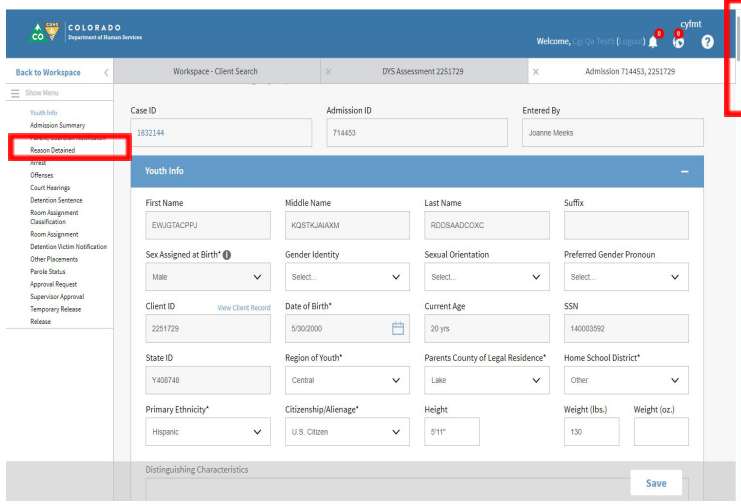
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Reason Detained

Access and View Reason Detained

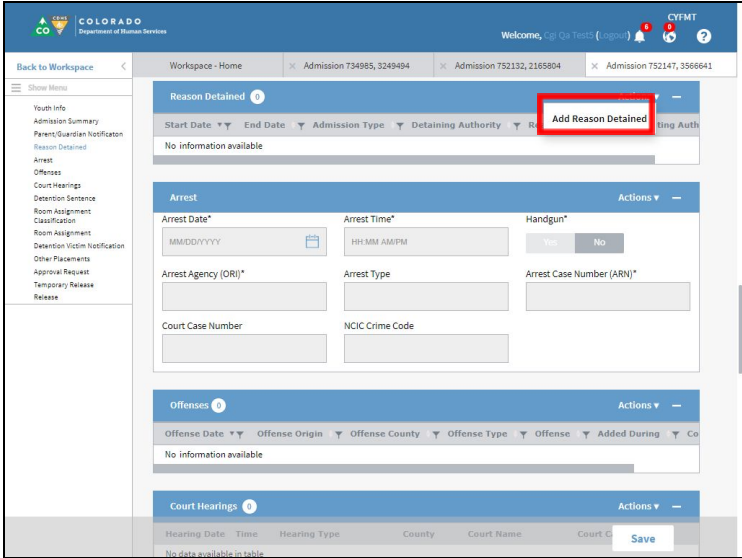
Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Admissions Job Aid</i> for details on locating the desired Admissions.</p> <p>Navigate to the <i>Reason Detained</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	 <p>The screenshot displays the 'Reason Detained' section in the left navigation panel, which is highlighted with a red box. The main content area shows the 'Youth Info' form, which includes fields for First Name, Middle Name, Last Name, Suffix, Sex Assigned at Birth, Gender Identity, Sexual Orientation, Preferred Gender Pronoun, Client ID, Date of Birth, Current Age, SSN, State ID, Region of Youth, Parents County of Legal Residence, Home School District, Primary Ethnicity, Citizenship/Alienage, Height, Weight (lbs.), and Weight (oz.). A 'Save' button is visible at the bottom right of the form.</p>



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Add a Reason Detained

- There can be only one active Reason Detained record for the admission.
- Adding a Reason Detained record automatically end dates any already existing Reason Detained record.

Steps/Output	Screenshot
<p>From the <i>Reason Detained</i> Header section:</p> <ol style="list-style-type: none">1. Click Actions.2. Select Add Reason Detained. <p>This opens the <i>Reason Detained</i> pop-up window.</p>	



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In the *Reason Detained* pop-up window:

3. Select the toggle to *Commitment* or *Detention* for **Admission Type**.

Notes:

- The **Start Date** and **Start Time** auto populates with the current Date and Time but is editable.
- Grayed out fields are non-editable.

The screenshot shows the 'Reason Detained' pop-up window. The 'Admission Type*' field has two radio buttons: 'Commitment' (which is selected and highlighted with a red box) and 'Detention'. Other fields include Start Date (2/20/2020), Start Time (2:45 PM), End Date, End Time, Bond Amount (\$0.00), Detaining Authority, Reason Detained, Type of Warrant, Initiating Authority, Notes, SB94 Judicial District, and SB94 County. There are 'Cancel' and 'Add' buttons at the bottom.

If *Detention* is selected as **Admission Type**:

4. Complete the required fields and fill out as much additional information as is available.

Notes:

- If **Detaining Authority** is set to 'Court' or 'Law Enforcement', the **SB94 Judicial District** and **SB94 County** are required.
- If **Defining Authority** is set to 'Court' and **Reason Detained** is set to 'Warrant' the **Type of Warrant** field becomes enabled and required.
- When **Type of Warrant** is selected, **Initiating Authority** auto populates.

The screenshot shows the 'Reason Detained' pop-up window with 'Admission Type*' set to 'Detention' (highlighted with a red box). The 'Bond Type' is set to 'Cash, Property, Surety (an amount must be set)'. The 'Detaining Authority' is 'Court', and the 'Type of Warrant' is 'Court'. The 'Reason Detained' is 'Bond revocation'. The 'Initiating Authority' is 'Court'. The 'SB94 Judicial District' is '13th Judicial District' and the 'SB94 County' is 'Costilla'. There are 'Cancel' and 'Add' buttons at the bottom.



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If *Commitment* is selected as Admission Type:

5. Complete the required fields and fill out as much additional information as is available.

The screenshot shows the 'Reason Detained' form in the TM DYS ADM system. The 'Admission Type*' dropdown menu is open, and 'Commitment' is selected and highlighted with a red box. Other fields include Start Date (2/19/2020), Start Time (2:45 PM), End Date (5/14/2020), End Time, Bond Type (Cash, Property, Surety), Bond Amount (\$0.00), Detaining Authority (DYS), Reason Detained (Parole violation/Hold), Type of Warrant (Initiating Authority), Notes, SB94 Judicial District (13th Judicial District), and SB94 County (Costilla). The 'Add' button is visible at the bottom right.

When all fields are completed:

6. Click **Add** to add the *Reason Detained* or **Cancel** to close without saving.

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

The screenshot shows the 'Reason Detained' form with the 'Add' button highlighted with a red box. The 'Admission Type*' dropdown menu is still open, and 'Commitment' is selected. The 'Add' button is located at the bottom right of the form.



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In the *Save Success* pop-up window:

7. Click **Ok** to return back to the *Admissions* page.

The screenshot displays the Colorado Department of Human Services (CDHS) web application interface. A 'Save Success' pop-up window is centered on the screen, displaying the message 'Reason Detained successfully saved.' and a green 'Ok' button, which is highlighted with a red rectangular box. The background shows the 'Reason Detained' section of the application, including a table with columns for Start Date, End Date, Admission Type, Detaining Authority, Reason Detained, and Initiating Authority. Below this, there are sections for 'Arrest' and 'Offenses' with various input fields and dropdown menus.



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Edit a Reason Detained

- When the Reason Detained record is changed, the **Type of Warrant** and **Initiating Authority** fields are reevaluated.

Steps/Output	Screenshot												
<p>In the <i>Reason Detained</i> section:</p> <ol style="list-style-type: none"> Click the date link under Start Date Column. <p>This opens the <i>Reason Detained</i> pop-up window.</p>	<p>The screenshot shows the 'Reason Detained' pop-up window. The 'Start Date' field is highlighted with a red box. The window displays the following information:</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Admission Type</th> <th>Detaining Authority</th> <th>Reason Detained</th> <th>Initiating Authority</th> </tr> </thead> <tbody> <tr> <td>2/20/2020</td> <td>2/29/2020</td> <td>Commitment</td> <td>DYC</td> <td>Parole violation/Hold</td> <td>Parole</td> </tr> </tbody> </table> <p>Below the table, there are sections for 'Arrest' and 'Offenses'. The 'Arrest' section includes fields for Arrest Date, Arrest Time, Handgun, Arrest Agency (ORI), Arrest Type, Arrest Case Number (ARN), Court Case Number, and NCIC Crime Code. The 'Offenses' section shows a table with columns for Offense Date, Offense Origin, Offense County, Offense Type, Offense, and Added During. The 'Court Hearings' section shows a table with columns for Hearing Date, Time, Hearing Type, County, Court Name, and Court Case Number.</p>	Start Date	End Date	Admission Type	Detaining Authority	Reason Detained	Initiating Authority	2/20/2020	2/29/2020	Commitment	DYC	Parole violation/Hold	Parole
Start Date	End Date	Admission Type	Detaining Authority	Reason Detained	Initiating Authority								
2/20/2020	2/29/2020	Commitment	DYC	Parole violation/Hold	Parole								



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In the *Reason Detained* pop-up window:

2. Make edits as necessary.

The screenshot shows the 'Reason Detained' pop-up window in the TM DYS ADM system. The window is titled 'Reason Detained' and contains the following fields and options:

- Start Date***: 2/20/2020
- Start Time***: 2:45 PM
- End Date**: 2/20/2020
- End Time**: 4:00 PM
- Admission Type***: Commitment (selected), Detention
- Bond Type**: No Bond
- Bond Amount**: \$0.00
- Detaining Authority***: DYS
- Reason Detained***: Parole violation/Hold
- Type of Warrant**: Select...
- Initiating Authority**: Parole
- Notes**: (Empty text area)
- SB94 Judicial District**: 14th Judicial District
- SB94 County**: Boulder

At the bottom of the window are three buttons: **Cancel**, **Delete**, and **Save**. The **Save** button is highlighted with a red border.

When changes are complete:

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

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

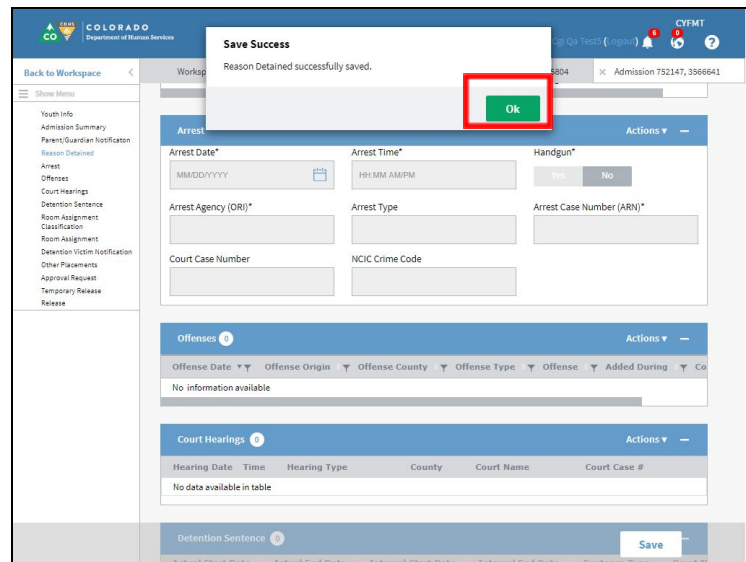
This screenshot is identical to the one above, showing the 'Reason Detained' pop-up window. In this view, the **Save** button at the bottom right is highlighted with a red border, indicating the next step in the process.



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In the *Save Success* pop-up window:

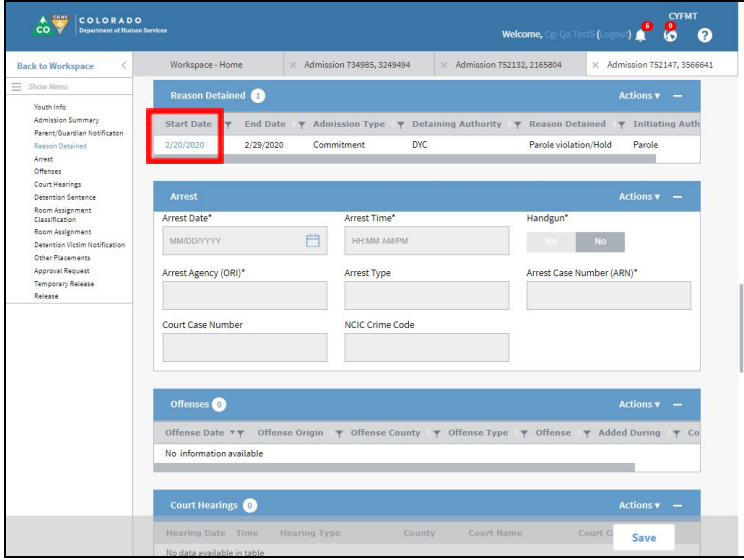
4. Click **Ok** to return to the *Admissions* page.





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Delete a Reason Detained Record

Steps/Output	Screenshot
<p>In the <i>Reason Detained</i> section:</p> <ol style="list-style-type: none">1. Click the date link under Start Date column. <p>This opens the <i>Reason Detained</i> pop-up window.</p>	 <p>The screenshot shows the 'Reason Detained' section of the system. A table lists records with columns for Start Date, End Date, Admission Type, Detaining Authority, Reason Detained, and Initiating Authority. The 'Start Date' column is highlighted with a red box. Below the table, the 'Reason Detained' pop-up window is open, showing fields for Arrest Date, Arrest Time, Handgun, Arrest Agency (ORI), Arrest Type, Arrest Case Number (ARNI), Court Case Number, and NCIC Crime Code.</p>



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Review the information carefully to confirm this is the correct record to delete.

2. Click **Delete**.

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

In the *Confirm Delete* pop-up window:

3. Select **Yes, Delete** to delete the record or **Cancel** to cancel the deletion.

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



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In the *Delete Successful* pop-up window.

4. Click **Ok** to return to the *Admissions* page.

