



# DYS Assess – Manage Recommitment Info Summary Job Aid

## User

- DYS Commitment Specialist
- DYS Assessment Specialist
- DYS Clinical Director

## Process

These Job Aid tables describe the actions needed to manage the Recommitment Info Summary on the Commitment page.

Refer to the *DYS Assess – Manage Recommitments* Job Aid for details on locating the desired Commitment page.

## Introduction

- The Recommitment can be set to run concurrently or consecutively with the associated Commitment or Recommitment.
- When a change is made to a New Commitment, the dates for the Recommitments will need to be recalculated.
- When a change is made to a Recommitment that is not the newest Recommitment, all dates for the Recommitments up to the update will need to be recalculated.

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# DYS Assess – Manage Reccommitment Info Summary Job Aid

## Access and View DYS Reccommitment Info Summary

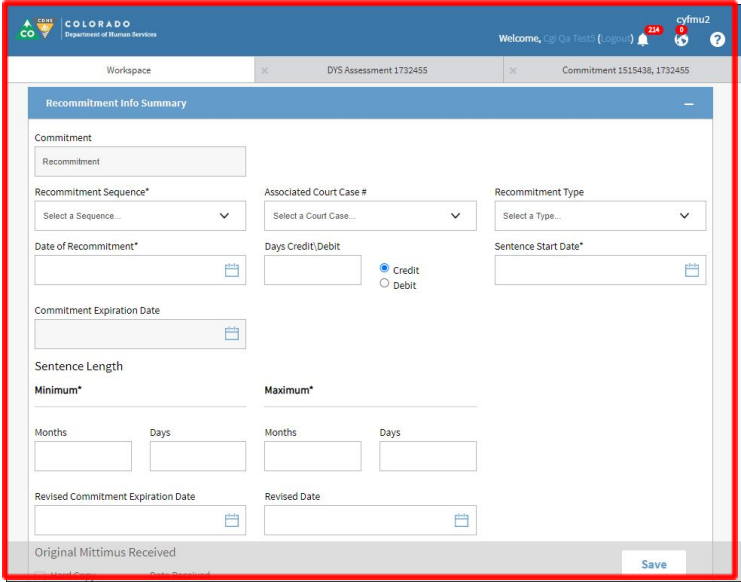
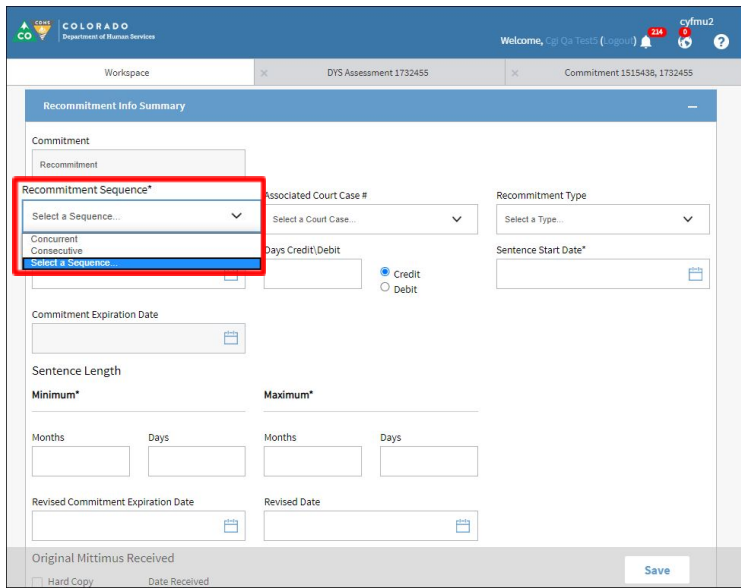
Steps/Output	Screenshot
<p>Refer to the <i>DYS Assess – Manage Reccommitments</i> Job Aid for details on locating the desired Reccommitment.</p> <p>Navigate to the <i>Reccommitment Info Summary</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	



# DYS Assess – Manage Recommitment Info Summary Job Aid

## Complete or Edit the Recommitment Info Summary

- *Hard Copy Date Received* is enabled and required when the *Hard Copy* radio button is selected.
- *Electronic Mittimus Date Received* is enabled and required when the *Electronic Mittimus* radio button is selected.

Steps/Output	Screenshot
<p>In the <i>Recommitment Info Summary</i>.</p> <ol style="list-style-type: none"> <li>1. Complete or change information in any editable field as needed.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Values are calculated and set based on entries in other fields within the Commitment and Recommitment.</li> <li>• See the steps below for details regarding how fields are set.</li> </ul>	
<p>Setting the <i>Recommitment Sequence</i>:</p> <ol style="list-style-type: none"> <li>2. Click the <b>Recommitment Sequence</b> drop-down arrow.</li> <li>3. Select <b>Concurrent</b> or <b>Consecutive</b> from the menu.</li> </ol>	



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If the *Recommitment Sequence* is *Concurrent*:

- The **Sentence Start Date** is set as the *Date of Recommitment* plus or minus *Days Credit/Debit* entered.
- The **Sentence Start Date** can be changed to a future or past date.
- If changed, the **Days Credit/Debit** are adjusted to the *Sentence Start Date* minus the *Date of Recommitment*.

Workspace | x | DYS Assessment.1732455 | x | Commitment.1515436, 1732455

Welcome, Cpl. Qa. TestB (Logout) | 214 | cyfmu2

Back to Commitment

### Recommitment info for VKJGTAFQKT NQDSAADTRPW - 1732455

Recommitment Info Summary

Commitment  
Recommitment

Recommitment Sequence\*  
Concurrent

Associated Court Case #  
Select a Court Case...

Recommitment Type  
Mandatory

Date of Recommitment\*  
5/8/2020

Days Credit/Debit  
7

Sentence Start Date\*  
5/1/2020

Commitment Expiration Date  
6/1/2020

Sentence Length  
Minimum\* Maximum\*

Months Days Months Days  
1 1

Revised Commitment Expiration Date Revised Date

Save

If the *Recommitment Sequence* is set to *Consecutive*, an Associated Court Case is required.

4. Click **Ok** to continue.

**Note:** The Recommitment can be associated to the Commitment or another Recommitment on the selected Commitment.

Associate Court Case

Please Choose an Associated Court Case.

Ok

Back to Commitment

### Recommitment Info Summary

Commitment  
Recommitment

Recommitment Sequence\*  
Consecutive

Associated Court Case #  
Select a Court Case...

Recommitment Type  
Mandatory

Date of Recommitment\*  
5/8/2020

Days Credit/Debit  
7

Sentence Start Date\*  
5/1/2020

Commitment Expiration Date  
6/1/2020

Sentence Length  
Minimum\* Maximum\*

Months Days Months Days  
1 1

Revised Commitment Expiration Date Revised Date

Save



# DYS Assess – Manage Recommitment Info Summary Job Aid

To associate the appropriate *Commitment* or *Recommitment Court Case*:

5. Click the **Associated Court Case #** drop-down arrow.
6. Select the appropriate **Court Case #** from the list.

The screenshot shows the 'Recommitment Info Summary' form in the Colorado Department of Human Services system. The 'Associated Court Case #' dropdown menu is open, showing two options: 'D0212017JD000645' and 'D0212017JD000345'. The 'D0212017JD000345' option is highlighted in blue. Other fields include 'Commitment', 'Recommitment Sequence\*' (Consecutive), 'Date of Recommitment\*' (5/8/2020), 'Commitment Expiration Date' (6/1/2020), 'Sentence Length' (Minimum: 1 month, Maximum: 1 month), and 'Revised Commitment Expiration Date'.

If the *Recommitment Sequence* is *Consecutive*:

- The **Sentence Start Date** is set as the *Revised Commitment Expiration Date* (if entered) or the *Commitment Expiration Date* of the associated Commitment/Recommitment, minus/plus *Days Credit/Debit*.
- The **Sentence Start Date** can be changed to a future or past date.
- If changed, the **Days Credit/Debit** are adjusted to the *Sentence Start Date* minus the *Date of Recommitment*.

The screenshot shows the 'Recommitment Info Summary' form with the 'Sentence Start Date\*' field highlighted in red. A red arrow points from the 'Revised Commitment Expiration Date' field (9/14/2020) to the 'Sentence Start Date\*' field (12/28/2020). Other fields include 'Commitment', 'Recommitment Sequence\*' (Consecutive), 'Associated Court Case #' (D0212017JD000645), 'Date of Recommitment\*' (5/1/2020), 'Days Credit/Debit' (105), 'Commitment Expiration Date' (8/14/2020), and 'Sentence Length' (Minimum: 6 months, Maximum: 6 months).



# DYS Assess – Manage Recommitment Info Summary Job Aid

## Setting the *Sentence Length* (Maximum and Minimum):

- The **Minimum Sentence Length** must be greater than the *Days Credit*.
- The **Maximum Sentence Length** must be greater than the *Days Credit*.

**Note:** *Months* or *Days* are required for the *Minimum* and *Maximum Sentence Lengths*. An entry in both *Months* and *Days* is not required.

The screenshot shows the 'Recommitment Info Summary' form. The 'Days Credit/Debit' field is set to 105. The 'Sentence Length' section has 'Minimum\*' and 'Maximum\*' fields, each with 'Months' and 'Days' sub-fields. The 'Minimum\*' 'Months' field contains the value 6. A red box highlights the 'Days Credit/Debit' field and the 'Sentence Length' section. A red arrow points from the 'Days Credit/Debit' field to the 'Maximum\*' 'Months' field.

## Setting the *Commitment Expiration Date*:

- The **Commitment Expiration Date** is set as the *Sentence Start Date* plus the *Maximum Sentence Length* or the Youth's 21st birth date, whichever is earlier.
- The *Commitment Expiration Date* is read-only.

The screenshot shows the 'Recommitment Info Summary' form. The 'Sentence Start Date\*' field is set to 11/27/2020. The 'Commitment Expiration Date' field is set to 8/14/2020. The 'Maximum\*' 'Months' field contains the value 6. Red boxes highlight the 'Sentence Start Date\*', 'Commitment Expiration Date', and 'Maximum\*' 'Months' fields. Red arrows point from the 'Sentence Start Date\*' and 'Maximum\*' 'Months' fields to the 'Commitment Expiration Date' field.



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## Setting the *Mandatory Parole Start Date*:

- The **Mandatory Parole Start Date** is set as the *Sentence Start Date* plus the *Maximum Sentence Length* or the Youth's 21st birth date, whichever is earlier.
- The *Mandatory Parole Start Date* is read-only.

The screenshot shows the 'DYS Assess' web application interface. The 'Mandatory Parole Start Date' field is highlighted with a red box and contains the date 8/14/2020. Other visible fields include 'Sentence Length' (Minimum: 6 months, Maximum: 6 months), 'Revised Commitment Expiration Date', 'Original Mitimus Received' (Hard Copy and Electronic Copy), 'Projected Discharge Date' (8/14/2020), 'Parole Eligibility Date' (2/14/2021), and 'Projected Parole Date'. A 'Save' button is located at the bottom right.

## Setting the *Projected Discharge Date*:

- The **Projected Discharge Date** is set as the *Sentence Start Date* plus the *Maximum Sentence Length* plus 6 months or the Youth's 21st birth date, whichever is earlier.
- The *Projected Discharge Date* is read-only.

The screenshot shows the 'DYS Assess' web application interface. The 'Projected Discharge Date' field is highlighted with a red box and contains the date 8/14/2020. Other visible fields include 'Sentence Length' (Minimum: 6 months, Maximum: 6 months), 'Revised Commitment Expiration Date', 'Original Mitimus Received' (Hard Copy and Electronic Copy), 'Mandatory Parole Start Date' (8/14/2020), 'Parole Eligibility Date' (2/14/2021), and 'Projected Parole Date'. A 'Save' button is located at the bottom right.



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Setting the *Projected Eligibility Date*:

- The **Projected Eligibility Date** is set as the *Sentence Start Date* plus the *Minimum Sentence Length* plus 6 months or the Youth's 21st birth date, whichever is earlier.
- The *Projected Eligibility Date* is read-only.

The screenshot shows the 'Sentence Length' configuration page. Fields include:
 

- Minimum\***: Months (6), Days (empty)
- Maximum\***: Months (6), Days (empty)
- Revised Commitment Expiration Date**: (empty)
- Revised Date**: (empty)
- Original Mittimus Received**:
  - Hard Copy: Date Received (empty)
  - Electronic Copy: Date Received (empty)
- Mandatory Parole Start Date**: 8/14/2020
- Projected Parole Date**: (empty)
- Projected Discharge Date**: 8/14/2020
- Parole Eligibility Date**: 2/14/2021 (highlighted in red)
- Comments**: (empty)

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

After completing or changing the *Recommitment Info Summary*:

7. Click the page **Save** at the bottom of the page.

**Note:** The *Commitment Court Case Number* in the *Court Information* section is required to save the *Recommitment Info Summary*.

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

The screenshot shows the 'Commitment Info Summary' page. Fields include:
 

- Commitment**: New
- Commitment Type**: Mandatory
- Region of Youth\***: Southern
- Date of Commitment\***: 5/11/2020
- Days Credit/Debit**: 3 (Credit selected)
- Sentence Start Date**: 5/6/2020
- Commitment Expiration Date**: 10/6/2020
- Sentence Length**:
  - Minimum\***: Months (5), Days (empty)
  - Maximum\***: Months (5), Days (empty)
- Revised Commitment Expiration Date**: (empty)
- Revised Date**: (empty)
- Original Mittimus Received**:
  - Hard Copy: Date Received (empty)

 A 'Save' button is highlighted in red at the bottom right.





# DYS Assess – Manage Reccommitment Info Summary Job Aid

In the *Save Successful* pop-up window:

8. Click **Ok**.

You return to the *Reccommitment Info Summary* section of the Reccommitment.