



DYS_Assess – Manage DYS Reccommitments Job Aid

User

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

Process

These Job Aid tables describe the actions needed to access, view and manage the Reccommitments associated to the Youth on the Commitment page.

Refer to the Job Aids listed below for details on the individual sections contained in the *Recommitment Info* page:

- *DYS_Assess – Manage Reccommitment Info Summary*
- *DYS_Assess – Manage Court Information*
- *DYS_Assess – Manage Extensions and Reductions*
- *DYS_Assess – Manage Mittimi*
- *DYS_Assess – Manage Offenses*
- *DYS – Manage Sex Offender Information*

Related Job Aids

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

Introduction

- There will be a list of *Recommitments* for the selected New Commitments. The default sort is by *Date of Commitment* with newest on top.
- There is a tally of the total number of *Recommitments* associated to the selected New Commitment.
- When a change is made to the *New Commitment*, all dates for the Reccommitments will need to be recalculated.
- When a change is made to a *Recommitment* that is not the newest Reccommitment, all dates for the Reccommitments up to the update will need to be recalculated.

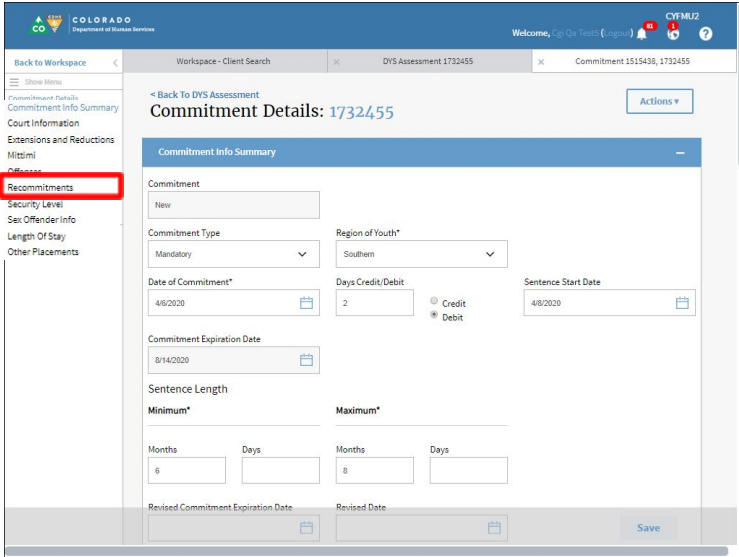
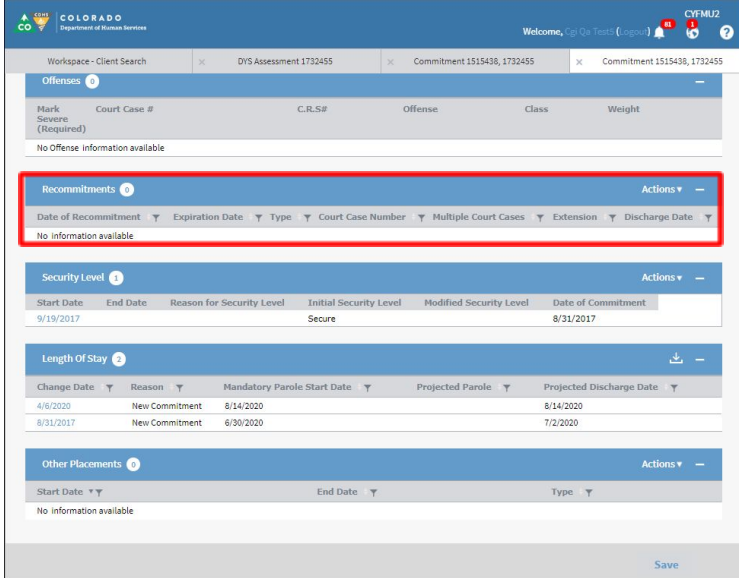
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DYS_Assess – Manage DYS Reccommitments Job Aid

Access and View DYS Reccommitments

| Steps/Output | Screenshot |
|--|--|
| <p>Refer to the <i>DYS_Assess – Manage Commitment Details</i> Job Aid for details on locating the desired Commitment.</p> <p>Navigate to the <i>Reccommitments</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 <i>Reccommitments</i> section displays a list of all <i>Reccommitments</i> for the selected <i>New Commitment</i> for this Youth.</p> |  |



DYS_Assess – Manage DYS Reccommitments Job Aid

Add a New Reccommitment

- A worker with the appropriate profile can add a Reccommitment for the selected New Commitment if there is an active DYS Case and New Commitment for the Youth.

| Steps/Output | Screenshot |
|--|--|
| <p>In the <i>Reccommitments</i> section of the Commitment page.</p> <ol style="list-style-type: none"> Click the Actions drop-down arrow in the <i>Reccommitments</i> section header. Select Add Reccommitment from the drop-down list. <p>This opens the <i>Reccommitment Info</i> page.</p> | <p>The screenshot shows the 'Reccommitments' section of the system interface. The 'Add Reccommitment' button is highlighted with a red box. The interface includes sections for Offenses, Reccommitments, Security Level, Length of Stay, and Other Placements.</p> |
| <p>In the <i>Reccommitment Info</i> page:</p> <ol style="list-style-type: none"> Navigate to the sections of the <i>Reccommitment Info</i> page by clicking the links in the left navigation panel or using the scroll bar at the right of the page. <p>Note: Refer to the Job Aids listed in the Process section on Page 1, for information on completing the individual sections contained in the <i>Reccommitment Info</i> page.</p> | <p>The screenshot shows the 'Reccommitment Info Summary' page. The left navigation panel and the right scroll bar are highlighted with red boxes. The page contains various fields for entering reccommitment information, such as Reccommitment Sequence, Associated Court Case, Reccommitment Type, Date of Reccommitment, Days Credit/Debit, Commitment Expiration Date, Sentence Length, and Revised Commitment Expiration Date.</p> |



DYS_Assess – Manage DYS Reccommitments Job Aid

For the added *Reccommitment*:

4. Complete the required information and enter as much information as is available.

Note: The required fields in the *Reccommitment Info Summary* and the *Commitment Court Case Number* in the *Court Information* section must be completed to save the Reccommitment.

Back to Workspace | Workspace | < Back to Commitment | Reccommitment info for VKJGTAFQKT NQDSAADTRPW - 1732455

Reccommitment Info Summary

Commitment: Reccommitment

Reccommitment Sequence*: Consecutive | Associated Court Case #: D0212017JD000645 | Reccommitment Type: Selected a Type...

Date of Reccommitment*: 4/20/2020 | Days Credit/Debit: 10 | Sentence Start Date*: 4/30/2020

Commitment Expiration Date: 5/30/2020

Sentence Length: Minimum* 1 Months 1 Days | Maximum* 1 Months 1 Days

Revised Commitment Expiration Date: | Revised Date: |

Original Mittimus Received | Save

After completing the known Reccommitment Information:

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

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

Back to Workspace | Workspace | < Back to Commitment | Reccommitment info for VKJGTAFQKT NQDSAADTRPW - 1732455

Reccommitment Info Summary

Commitment: Reccommitment

Reccommitment Sequence*: Consecutive | Associated Court Case #: D0212017JD000645 | Reccommitment Type: Selected a Type...

Date of Reccommitment*: 4/20/2020 | Days Credit/Debit: 10 | Sentence Start Date*: 4/30/2020

Commitment Expiration Date: 5/30/2020

Sentence Length: Minimum* 1 Months 1 Days | Maximum* 1 Months 1 Days

Revised Commitment Expiration Date: | Revised Date: |

Original Mittimus Received | Save



DYS_Assess – Manage DYS Reccommitments Job Aid

In the *Save Successful* pop-up window:

6. Click **Ok**.

Save Success
Successfully saved the Reccommitment

Ok

Reccommitment Info Summary
Court Information
Extensions and Reductions
History
Offenses
See Offender Info

Commitment
Reccommitment

Reccommitment Sequence*
Consecutive

Associated Court Case #
D0212017JD0000645

Reccommitment Type
Select a Type...

Date of Reccommitment*
4/20/2020

Days Credit/Debit
10
Credit
Debit

Sentence Start Date*
4/30/2020

Commitment Expiration Date
5/30/2020

Sentence Length
Minimum* Maximum*

Months Days Months Days
1 1

Revised Commitment Expiration Date
Revised Date

Original Mittimus Received

Save

The *Reccommitment* is added and you return to the Reccommitment Info page.

7. Click **Back to Commitment** to return to the *Commitment Details* page.

Reccommitment info for VKJGTAFQKT NQDSAADTRPW - 1732455

Reccommitment Info Summary

Commitment
Reccommitment

Reccommitment Sequence*
Consecutive

Associated Court Case #
D0212017JD0000645

Reccommitment Type
Select a Type...

Date of Reccommitment*
4/20/2020

Days Credit/Debit
10
Credit
Debit

Sentence Start Date*
4/30/2020

Commitment Expiration Date
5/30/2020

Sentence Length
Minimum* Maximum*

Months Days Months Days
1 1

Revised Commitment Expiration Date
Revised Date

Original Mittimus Received

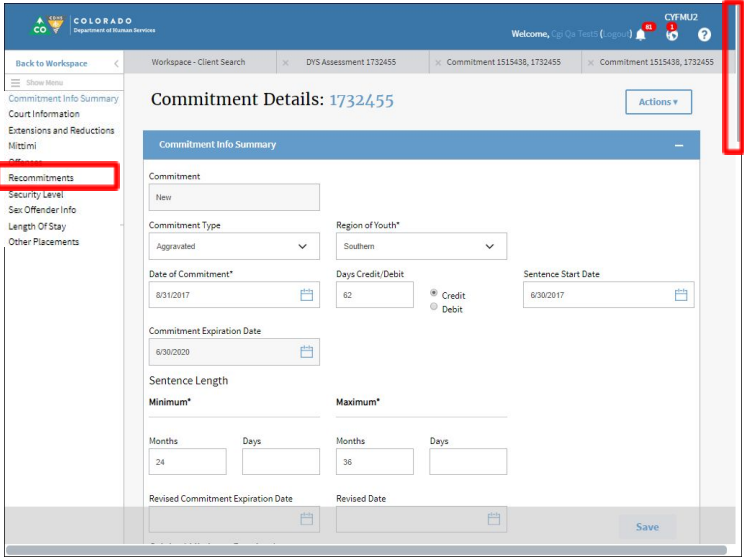
Save



DYS_Assess – Manage DYS Recommitments Job Aid

Edit a Recommitment

- A worker with the appropriate profile can edit a Recommitment if there is an active DYS Case and New Commitment for the Youth.
- If the selected Recommitment is for a closed DYS Case, everything related to the Recommitment will be read-only.

| Steps/Output | Screenshot |
|---|---|
| <p>On the <i>Commitment Details</i> page:</p> <ol style="list-style-type: none">1. Navigate to the Recommitments section by clicking the link in the left navigation panel or using the scroll bar at the right of the page. |  |



DYS_Assess – Manage DYS Reccommitments Job Aid

In the *Reccommitments* section:

2. Click the appropriate link in the **Date of Reccommitment** column.

This opens the *Reccommitment Info* page.

| Date of Reccommitment | Expiration Date | Type | Court Case Number | Multiple Court Cases | Extension | Discharge Date |
|-----------------------|--------------------|------------|-------------------|----------------------|-----------|----------------|
| 4/20/2020 12:00 AM | 5/30/2020 12:00 AM | Aggravated | D0622018JD000372 | No | No | 8/14/2020 |

| Start Date | End Date | Reason for Security Level | Initial Security Level | Modified Security Level | Date of Commitment |
|------------|----------|---------------------------|------------------------|-------------------------|--------------------|
| 9/19/2017 | | | Secure | | 8/31/2017 |

| Change Date | Reason | Mandatory Parole Start Date | Projected Parole | Projected Discharge Date |
|-------------|----------------|-----------------------------|------------------|--------------------------|
| 4/6/2020 | New Commitment | 8/14/2020 | | 8/14/2020 |
| 4/20/2020 | Reccommitment | 8/14/2020 | | 8/14/2020 |
| 4/20/2020 | Reccommitment | 8/14/2020 | | 8/14/2020 |
| 8/31/2017 | New Commitment | 6/30/2020 | | 7/2/2020 |

In the *Reccommitment Info* page:

3. Navigate to the individual sections of the *Reccommitment Info* page by clicking the links in the left navigation panel or using the scroll bar at the right of the page.

Reccommitment info for VKJGTAFQKT NQDSAADTRPW - 1732455

Reccommitment Info Summary

Commitment

Reccommitment Sequence* Consecutive

Associated Court Case # D0212017JD0000645

Reccommitment Type Aggravated

Date of Reccommitment* 4/20/2020

Days Credit/Debit 10

Sentence Start Date* 4/30/2020

Commitment Expiration Date 5/30/2020

Sentence Length

Minimum* 1 Months 0 Days

Maximum* 1 Months 0 Days

Revised Commitment Expiration Date

Revised Date

Original Mittimus Received

Save



DYS_Assess – Manage DYS Recommitments Job Aid

4. Enter updates as needed in any editable field.

Colorado Department of Human Services
Welcome, Cpr Qpr Test (Logout) CVFMUJ
Workspace | x | DYS Assessment 1732455 | x | Commitment 1515436, 1732455 | x | Assessment Instrument - 693520

Back to Commitment
Recommitment info for VKIGTAFQKT NODSAADTRPW - 1732455

Recommitment Info Summary

Commitment
Recommendation

Recommendation Sequence*
Consecutive

Associated Court Case #
D0212017JD000645

Recommendation Type
Aggravated

Date of Recommendation*
4/20/2020

Days Credit/Debit
10

Sentence Start Date*
4/30/2020

Commitment Expiration Date
5/30/2020

Sentence Length
Minimum* Maximum*

Months Days Months Days
1 0 1 0

Revised Commitment Expiration Date
Revised Date

Original Mittimus Received

Save

When finished updating the
Recommitment Info:

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

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

Colorado Department of Human Services
Welcome, Cpr Qpr Test (Logout) CVFMUJ
Workspace | x | DYS Assessment 1732455 | x | Commitment 1515436, 1732455 | x | Assessment Instrument - 693520

Back to Commitment
Recommitment info for VKJGTAFQKT NQDSAADTRPW - 1732455

Recommitment Info Summary

Commitment
Recommendation

Recommendation Sequence*
Consecutive

Associated Court Case #
D0212017JD000645

Recommendation Type
Aggravated

Date of Recommendation*
4/21/2020

Days Credit/Debit
8

Sentence Start Date*
4/29/2020

Commitment Expiration Date
6/3/2020

Sentence Length
Minimum* Maximum*

Months Days Months Days
1 5 1 5

Revised Commitment Expiration Date
Revised Date

Original Mittimus Received

Save

