



DYS CM – Manage Removals Job Aid

Users

- DYS Client Manager
- DYS Client Manager Supervisor

Process

These Job Aid tables describe the actions needed to manage Removals for the Youth from the Client Manager Detail page.

Related Job Aids

- *DYS CM – Access/View Client Manager*

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Access and View Removals

- The default sort is by Date with the most recent on top.

| Steps/Output | Screenshot |
|--|------------|
| <p>Refer to the <i>DYS Client Manager – Access and View Client Manager Detail Job Aid</i> for details on locating the desired Client Manager Detail page.</p> <p>In the <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none"> Click Removals. <p>This navigates to the <i>Removals</i> section.</p> | |



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Add Removal

- When attempting to add a new Removal while one is open, an error message appears:
 - “There is an open Removal. Please End Date prior to adding a new Removal.”
- When attempting to add a new Removal, Trails validates there are no open Service Authorizations for the case. If there is, an error message appears:
 - “There is an open Service Authorization. Please End Date Service Authorization before creating a Removal.”

| Steps/Output | Screenshot |
|---|---|
| <p>In the <i>Removals</i> section:</p> <ol style="list-style-type: none"> 1. Click the Actions drop-down. 2. Select Add Removal. <p>The <i>Add Removal</i> page displays.</p> | <p>The screenshot shows the 'Removals' section of the system interface. It includes a table with columns for Start Date, End Date, Removal Manner, and a red box around the 'Add Removal' button. Below the table are sections for Document Tracking, Debts/Expense, and Medical Providers.</p> |
| <p>On the <i>Add Removal</i> page:</p> <p>Note: Case ID and Child’s Age at First Removal are pre-populated and cannot be edited.</p> <ol style="list-style-type: none"> 3. Click the Start Date* calendar function. 4. Select the appropriate date. | <p>The screenshot shows the 'Add Removal' form. The 'Start Date*' field is highlighted with a red box. The form includes fields for Case ID, End Date, VPA Signed Date, Year Adopted, Removal Reason, Child Diagnosed with Disability, and Legal Custody Status History.</p> |



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5. Click the **Removal Manner*** dropdown menu.
6. Select the appropriate option.

The screenshot shows the 'Add Removal' form in the Colorado Department of Human Services system. The form is titled 'Add Removal' and is part of the 'DYS Client Manager' workspace. The 'General' section contains the following fields:

- Case ID: 1826816
- Child's Age at First Removal: 20 yrs.
- Start Date*: 5/18/2020
- End Date: MMDDYYYY
- Removal End Reason: Select Reason
- Removal Manner*: Voluntary
- VPA Signed Date: MMDDYYYY
- Family Structure*: Single Male
- Ever Previously Adopted*: No
- Year Adopted: MMDDYYYY
- Mother Married at Child's Birth**: No
- Span less than 24 hr: Yes No
- Removal Reason: Please select one or more...
- Child Diagnosed with Disability: Condition, Start Date, End Date
- Legal Custody Status History: Legal Status, Legal Status Date, County/State, Tribe, Updated By, Updated Date

7. Click the **Family Structure*** dropdown menu.
8. Select the appropriate option.

The screenshot shows the 'Add Removal' form in the Colorado Department of Human Services system. The form is titled 'Add Removal' and is part of the 'DYS Client Manager' workspace. The 'General' section contains the following fields:

- Case ID: 1826816
- Child's Age at First Removal: 20 yrs.
- Start Date*: 5/18/2020
- End Date: MMDDYYYY
- Removal End Reason: Select Reason
- Removal Manner*: Voluntary
- VPA Signed Date: MMDDYYYY
- Family Structure*: Single Male
- Ever Previously Adopted*: No
- Year Adopted: MMDDYYYY
- Mother Married at Child's Birth**: No
- Span less than 24 hr: Yes No
- Removal Reason: Please select one or more...
- Child Diagnosed with Disability: Condition, Start Date, End Date
- Legal Custody Status History: Legal Status, Legal Status Date, County/State, Tribe, Updated By, Updated Date



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9. Click the **Ever Previously Adopted*** dropdown menu.
10. Select the appropriate option.

The screenshot shows the 'Add Removal' form in the 'DYS Client Manager' system. The form is titled 'Add Removal' and is part of the 'General' section. The 'Ever Previously Adopted*' dropdown menu is highlighted with a red box, showing 'No' as the selected option. Other fields include Case ID (1826810), Child's Age at First Removal (20 yrs), Start Date* (5/18/2020), End Date, VPA Signed Date, Year Adopted, Removal End Reason (Selected Reason), Family Structure* (Single Male), Mother Married at Child's Birth?*, and Removal Manner* (Voluntary). There are also sections for 'Child Diagnosed with Disability' and 'Legal Custody Status History'.

11. Click the **Mother Married at Child's Birth?*** dropdown menu.
12. Select the appropriate option.

The screenshot shows the 'Add Removal' form in the 'DYS Client Manager' system. The form is titled 'Add Removal' and is part of the 'General' section. The 'Mother Married at Child's Birth?*' dropdown menu is highlighted with a red box, showing 'No' as the selected option. Other fields include Case ID (1826810), Child's Age at First Removal (20 yrs), Start Date* (5/18/2020), End Date, VPA Signed Date, Year Adopted, Removal End Reason (Selected Reason), Family Structure* (Single Male), Ever Previously Adopted* (No), and Removal Manner* (Voluntary). There are also sections for 'Child Diagnosed with Disability' and 'Legal Custody Status History'.



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13. Enter any additional information as necessary.
14. Using the scroll bar, continue down the page.

Note: Child Diagnosed with Disability and Legal Custody Status History are read-only.

The screenshot shows the 'Child Diagnosed with Disability' section of the system. It includes a table for 'Child Diagnosed with Disability' with columns for Condition, Start Date, and End Date. Below it is a table for 'Legal Custody Status History' with columns for Legal Status, Legal Status Date, County/State, Tribe, Updated By, and Updated Date. The 'Caretaker A' section is also visible, with fields for Name, Relationship to Child, Birth Date, Ethnicity, and Address.

In the *Caretaker A* section:

15. Click the **Name*** dropdown.
16. Select the appropriate name.

Note: Relationship to Child, Birth Date, and Address fields auto-populate when the **Name*** selection is made.

The screenshot shows the 'Caretaker A' section of the system. The 'Name*' dropdown menu is open, showing a list of names including 'Kigtamjbi Zndisaadogf'. The 'Relationship to Child' field is 'No Relationship Defined', the 'Birth Date' is '5/4/1979', and the 'Address' is '7124 MAIRRN, Westminster, CO 80030'. The 'Race*' dropdown menu is also open, showing a list of races including 'White'.



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17. Click the **Ethnicity - Hispanic Origin*** dropdown menu.
18. Select the appropriate option.

19. Click the appropriate **Race*** radio button.
20. If the **Select from the List Below** radio button is selected, click the dropdown menu below.
21. Select the appropriate race.



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If 'married couple' or 'unmarried couple' is selected for **Family Structure***, the *Caretaker B* section is enabled and required.

- Complete the section as required.

Colorado Department of Human Services
Workspace - Client Search
Removal - 2886038

Caretaker A

Name* Kiglambl Zndisaatogf Relationship to Child Sister (Half) Birth Date
Ethnicity Hispanic Origin* No Address 7124 MAINRN, Westminster, CO 80030
Race* Select from the List Below Abandoned Declined to Disclose
White x

Caretaker B

Name Select Name Relationship to Child No Relationship Defined Birth Date
Ethnicity Hispanic Origin Select Origin Address
Race Select from the List Below Abandoned Declined to Disclose
Please select one or more...

Save

22. Click **Save** to save the removal information.

This saves the removal and returns you to the *DYS Client Manager Detail* page.

Colorado Department of Human Services
Workspace - Client Search
Removal - 2886038

Caretaker A

Name* Kiglambl Zndisaatogf Relationship to Child Sister (Half) Birth Date
Ethnicity Hispanic Origin* No Address 7124 MAINRN, Westminster, CO 80030
Race* Select from the List Below Abandoned Declined to Disclose
White x

Caretaker B

Name Select Name Relationship to Child No Relationship Defined Birth Date
Ethnicity Hispanic Origin Select Origin Address
Race Select from the List Below Abandoned Declined to Disclose
Please select one or more...

Save



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Non-Trails Adoption

- Non-Trails Adoption only expands if **Ever Previously Adopted*** is set to 'Yes Non-Trails Adoption'. Otherwise, the section is disabled.

| Steps/Output | Screenshot |
|---|------------|
| <p>In the <i>Non-Trails Adoption</i> section:</p> <ol style="list-style-type: none"> 1. Select Adopt Type* radio button. <p>Note: If 'Domestic' is selected for Adopt Type*, Domestic Type is enabled and required.</p> | |
| <ol style="list-style-type: none"> 2. Select Adoption Finalized from the drop-down. <p>Notes: If Adoption Finalized selection is:</p> <ul style="list-style-type: none"> • 'Yes' – Date Finalized* and <i>Adoption Finalized</i> section are enabled and required. • 'No' – <i>Adoption Not Finalized</i> section is enabled and required. | |



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3. Complete the required fields and enter as much information as available.
4. Using the scroll bar, continue to the *Caretaker A* section of the *Removals* page.

Refer to the information above on completing the *Caretaker* sections.

The screenshot displays the 'Adoption Not Finalized' section of the DYS CM system. The form is titled 'Workspace - Client Search' and shows the client's name as 'Durango' and 'La Plata'. The form includes several sections: 'Adoption Not Finalized' with a 'Select Adoption Finalized' dropdown; 'Custody of Child' with fields for Agency Name, City, County, and State; 'Adoption Validation Information' with a 'Future Finalization Date' field (format MM/DD/YYYY) and a 'Select State' dropdown; 'Adoption Subsidy' with a 'Select Option' dropdown; 'Maintenance Amount' with a text input field showing '\$ 0.00'; and 'ICAMA State Agreement' with a 'Select Option' dropdown and a 'Select State' dropdown. There are also checkboxes for 'R-E', 'Medicaid', 'Case Services', and 'Maintenance'. A 'Save' button is located at the bottom right of the form. A red vertical bar highlights the scroll bar on the right side of the form.



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Edit Removal

- When the End Date is:
 - The same as the Start Date, 'Span less than 24 hr' is set to 'Yes' and read-only.
 - The day after the Start Date, 'Span less than 24 hr' is enabled and required.
 - More than one day after the Start Date, 'Span less than 24 hr' is set to 'No' and read-only.

| Steps/Output | Screenshot |
|---|------------|
| <p>In the <i>Removals</i> section:</p> <ol style="list-style-type: none"> Click the date link under the Start Date column for the desired entry. <p>This opens the <i>Edit Removal</i> page.</p> | |
| <p>On the <i>Edit Removal</i> page:</p> <ol style="list-style-type: none"> If an End Date is entered, click the Removal End Reason* dropdown menu. Select the appropriate reason. <p>Note: The End Date cannot be future-dated.</p> | |



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- Using the scroll bar, continue down the form to update the required fields and enter as much information as available.

Note: If *Ethnicity* changes are made, the Client Record is automatically updated to reflect the change.



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5. Click **Save** to save the updated information.

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

The screenshot displays the 'Caretaker A' and 'Caretaker B' sections of the CDHS Client Manager interface. The 'Caretaker A' section includes fields for Name (Kiglambei Zndisaatogf), Relationship to Child (Sister (Half)), Birth Date, Ethnicity (Hispanic Origin: No), Address (7124 MAINRN, Westminster, CO 80030), and Race (White). The 'Caretaker B' section includes fields for Name (Select Name), Relationship to Child (No Relationship Defined), Birth Date, Ethnicity (Hispanic Origin: Select Origin), and Race (Please select one or more...). The 'Save' button is highlighted with a red box.



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Delete Removal

Steps/Output

Screenshot

In the *Removals* section:

1. Click the date link under the **Start Date** column for the desired entry.

This opens the *Edit Removal* page.

| Start Date | End Date | Removal Manner | Span<24hr |
|------------|----------|----------------|-----------|
| 5/18/2020 | | VOLUNTARY | No |
| 10/24/2018 | 1/7/2020 | COURT | No |

On the *Edit Removal* page, review the record carefully to confirm this is the Removal record that needs to be deleted.

2. Click the **Actions** dropdown menu.
3. Select **Delete Removal**.

The *Warning!* pop-up window is displayed.

Actions
Delete Removal



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In the *Warning!* pop-up window:

4. Click **Yes** to delete the removal or **Cancel** to return to the *Edit Removal* page.

If **Yes** is selected, this deletes the removal and returns to the *DYS Client Manager Detail* page.

The screenshot shows the 'Edit Removal' page in the Colorado Department of Human Services system. A red box highlights a 'Warning!' pop-up window that asks, 'Are you sure you want to delete the Removal Details?'. The pop-up has 'Cancel' and 'Yes' buttons. The background shows the 'Edit Removal' form with the following fields:

- Case ID: 1826818
- Child's Age at First Removal: 20 yrs
- Start Date*: 5/18/2020
- End Date: MMDDYYYY
- Removal End Reason: Select Reason
- Removal Manner*: Voluntary
- VPA Signed Date: MMDDYYYY
- Family Structure*: Single Male
- Ever Previously Adopted*: No
- Year Adopted: MMDDYYYY
- Mother Married at Child's Birth?: No
- Span less than 24 hr: Yes/No
- Removal Reason: Please select one or more...
- Child Diagnosed with Disability: No Results
- Legal Custody Status History: No Results