



DYS System Adm – Manage DYS Restrictions and Un-restrictions Job Aid

User

- DYS System Admin

Process

These Job Aid tables describe the actions needed to manage the restrictions and un-restrictions of Cases related to a DYS Youth.

Introduction

- The worker with the appropriate security profile is able to restrict all DYS Cases associated to a Youth.
- The worker with the appropriate security profile is able to un-restrict all DYS Cases associated to a Youth.
- DYS Restrictions do not have any impact on Child Welfare Cases.

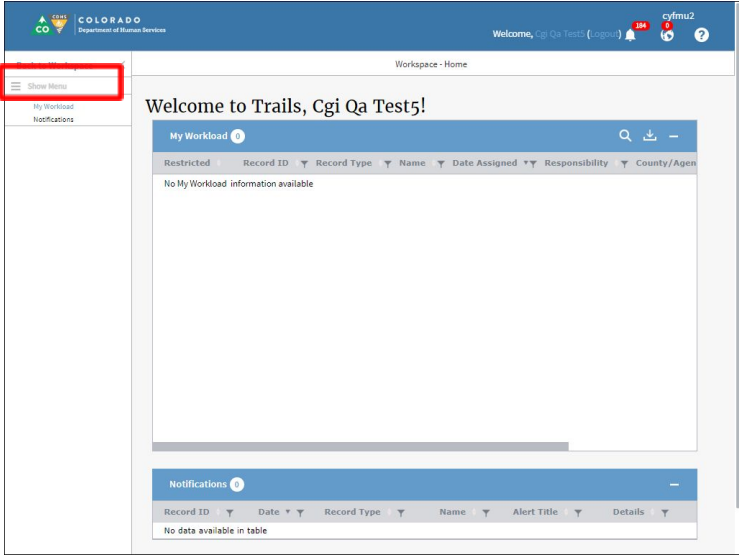
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Access and View DYS Restrict/Unrestrict

Steps/Output	Screenshot
<p>In the <i>Left Navigation</i> panel:</p> <ol style="list-style-type: none">1. Click Show Menu. <p>This expands the <i>Left Navigation</i> panel.</p> <p>Note: The menu items displayed in the left navigation panel are dependent upon your security profile.</p>	

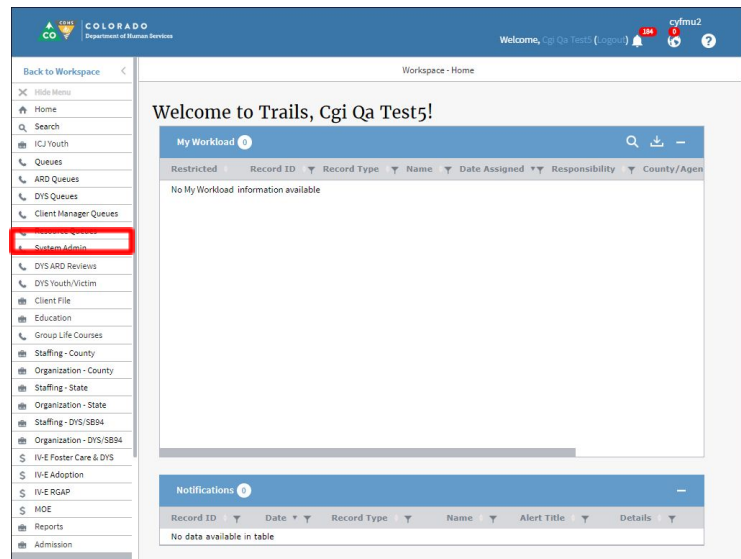


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In the *Left Navigation* panel:

2. Click **System Admin.**

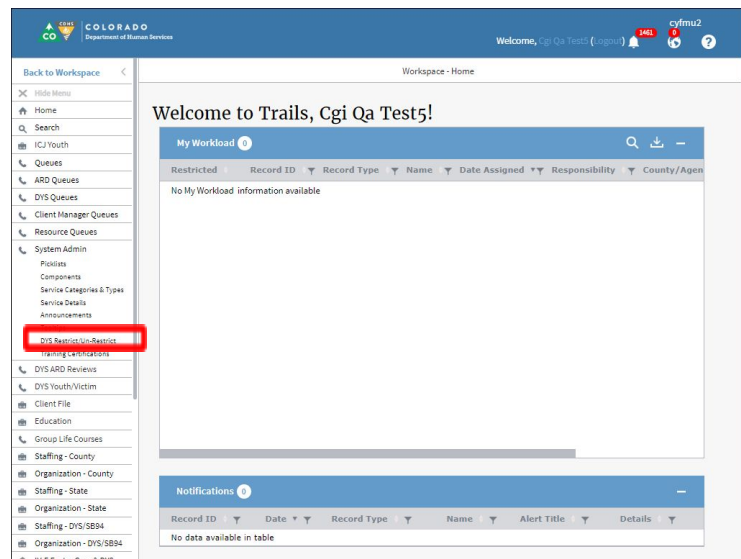
This expands the *System Admin* list.



In the *Left Navigation* panel, under *System Admin*:

3. Click **DYS Restrict/Un-Restrict.**

This opens the *DYS Restrict/Un-restrict* page.





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The *DYS Restrict/Un-restrict* page opens with the *Restrict/Un-restrict Client* panel displaying.

Workspace

DYS Restrict/Un-restrict

Restrict/Un-restrict Client Actions ▾

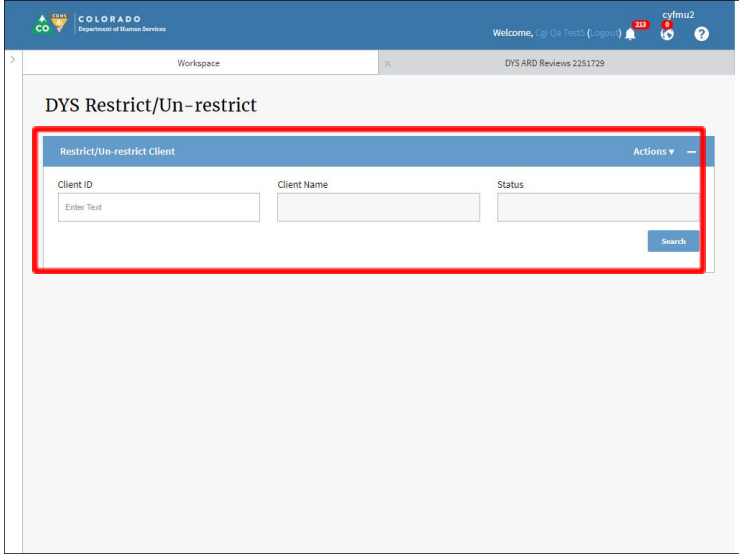
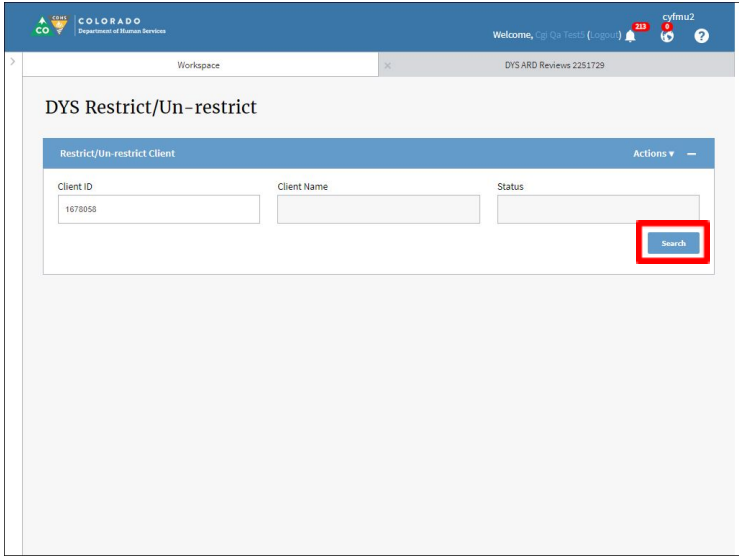
Client ID	Client Name	Status
<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>



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Restrict a DYS Case

- When attempting to restrict a Youth that is currently restricted:
 - The 'Restrict Client' Action menu item will be disabled.
 - The 'Un-restrict Client' Action menu item will be enabled.
 - Status field will indicate 'Restricted'.

Steps/Output	Screenshot
<p>In the <i>DYS Restrict/Un-restrict</i> page:</p> <p>The <i>Restrict/Un-restrict Client</i> panel displays.</p>	
<p>In the <i>Restrict/Un-restrict Client</i> panel:</p> <ol style="list-style-type: none">1. Enter the appropriate Client ID in the <i>Client ID</i> field.2. Click Search. <p>Note: The Client Name and Status fields auto populate with information associated to the Client ID and are uneditable.</p>	

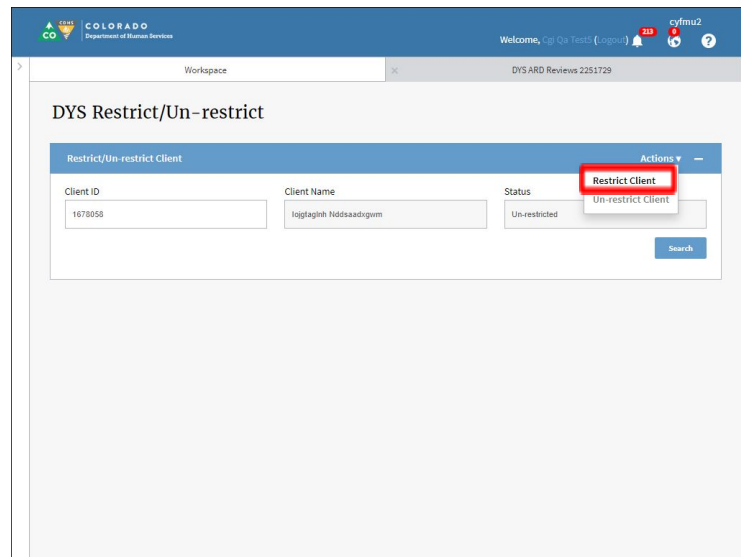


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3. Click **Actions** drop down arrow.

4. Select **Restrict Client**.

This opens the *Restrict* pop-up window.

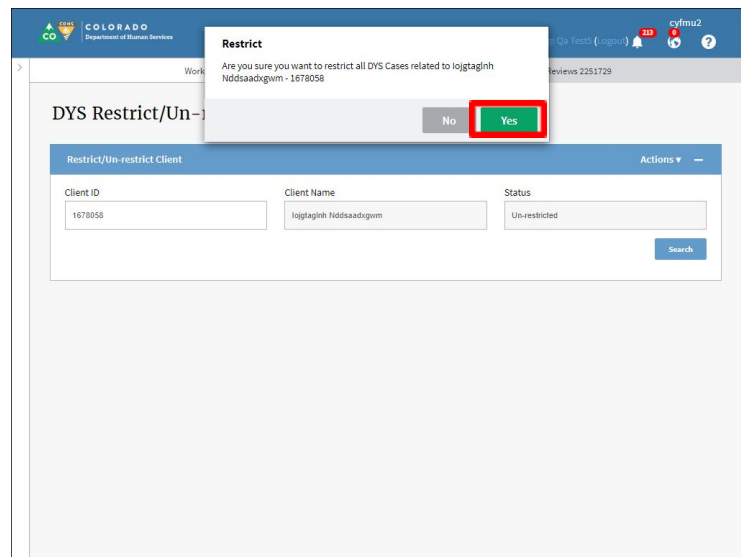


In the *Restrict* pop-up window:

5. Confirm this is the appropriate Client to restrict.

6. Click **Yes** to restrict the Client or **No** to cancel.

A *Success* pop-up window displays.

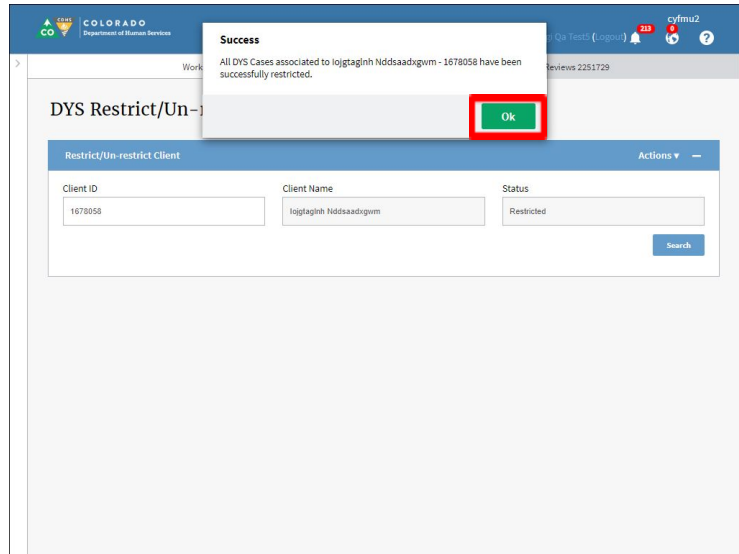




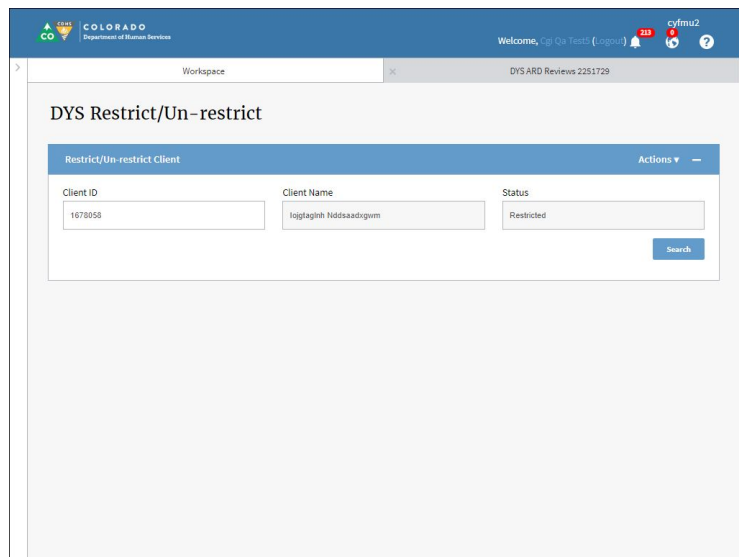
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In the *Success* pop-up window:

7. Click **Ok** to continue.



You are returned to the *DYS Restrict/Un-restrict* page with the **Status** field displaying the updated status.

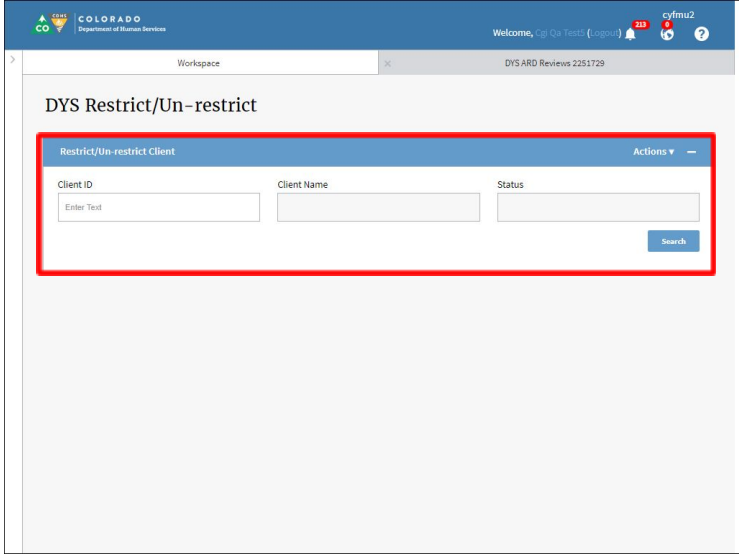
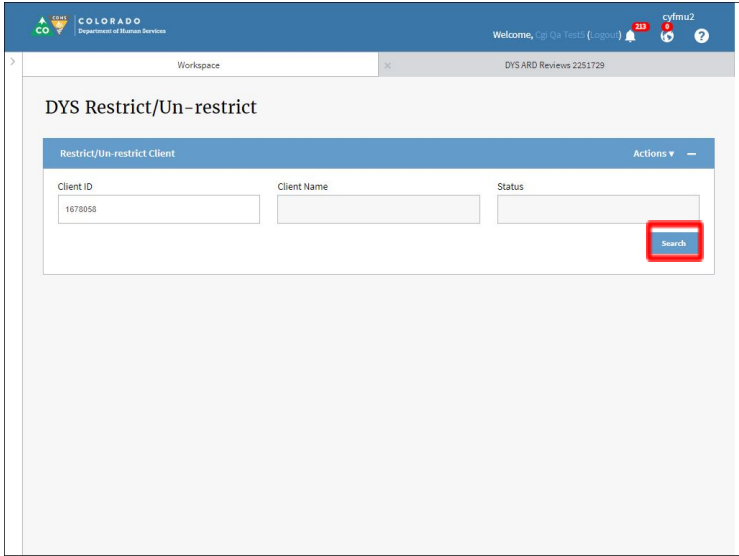




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Un-restrict a DYS Case

- When attempting to restrict a Youth that is currently restricted:
 - The 'Restrict Client' Action menu item will be disabled.
 - The 'Un-restrict Client' Action menu item will be enabled.
 - The Status field will indicate 'Restricted'.

Steps/Output	Screenshot
<p>In the <i>DYS Restrict/Un-restrict</i> page:</p> <p>The <i>Restrict/Un-restrict Client</i> panel displays.</p>	
<p>In the <i>Restrict/Un-restrict Client</i> panel:</p> <ol style="list-style-type: none">1. Enter the appropriate Client ID in the <i>Client ID</i> field.2. Click Search. <p>Note: The Client Name and Status fields auto populate with information associated to the Client ID and are uneditable.</p>	

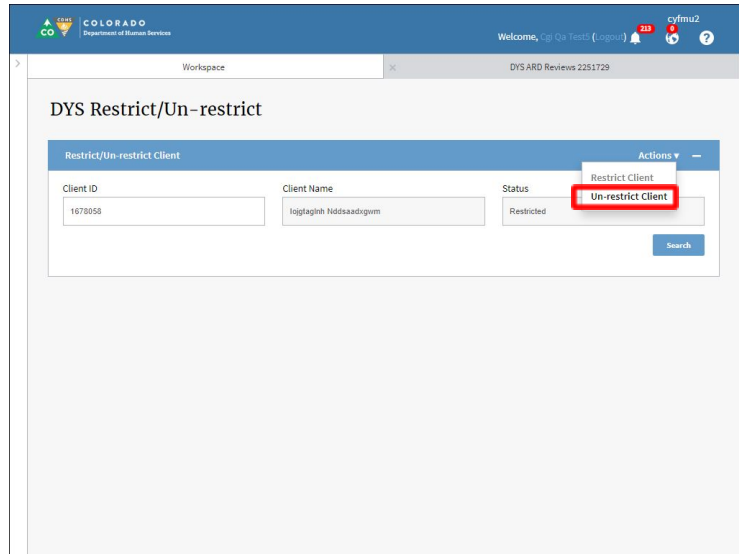


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3. Click **Actions** drop down arrow.

4. Select **Un-restrict Client**.

This opens the *Un-restrict* pop-up window.

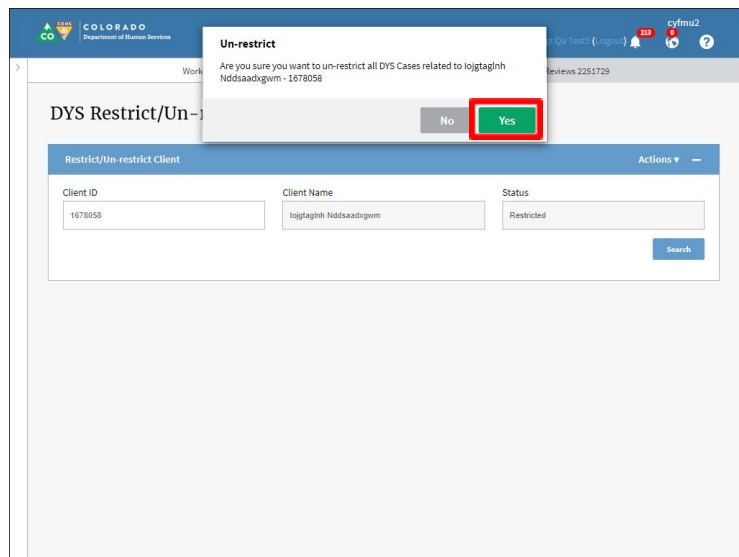


In the *Un-restrict* pop-up window:

5. Confirm this is the appropriate Client to un-restrict.

6. Click **Yes** to un-restrict the Client or **No** to cancel.

A *Success* pop-up window displays.

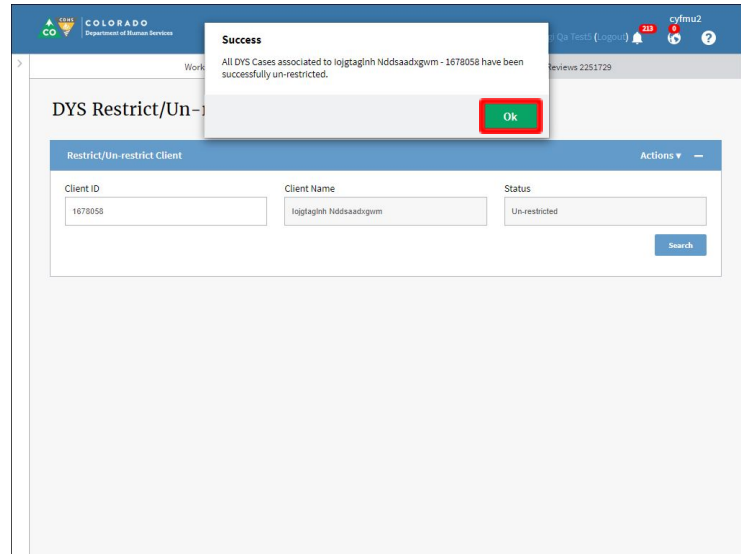




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In the *Success* pop-up window:

7. Click **Ok** to continue.



You are returned to the *DYS Restrict/Un-restrict* page with the **Status** field displaying the updated status.

