



DYS Assessment – Manage SIDMOD Information Job Aid

User

- DYS Commitment Specialist, DYS Assessment Specialist, or DYS Clinical Director with a DYS SIDMOD Maintenance profile.

Process

This Job Aid table describes the actions needed to request assignment of a State ID, change the demographics, and view the SIDMOD history for the Youth on the DYS Assessment Information page.

Refer to the *TM DYS Assessment – Manage DYS Assessment Information* job aid for instructions on how to navigate to the required Assessment Information page.

Introduction

- The *Request/Assign State ID* Action is enabled when:
 - The Youth does not have an assigned State ID,
 - The First Name, Last Name, Date of Birth, and Biological Gender are populated,
 - The worker has the DYS SIDMOD Maintenance profile.
- The *Change Demographics* Action for the Youth can be requested by a worker with a DYS SIDMOD Maintenance profile.
- The *SIDMOD History* Action can be viewed by a worker with a DYS SIDMOD Maintenance profile for a Youth from the DYS Assessment Information page.

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Request/Assign State ID

- When requesting a State ID, Trails will return potential person matches, if any, from the SIDMOD database.
 - If the worker selects a client from the SIDMOD results, the Youth is assigned the State ID provided by SIDMOD.
 - If the SIDMOD results do not return any clients, the worker will be able to request a new State ID via an Override option.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS Assessment: Manage Assessment Information</i> Job Aid for details on locating the desired Assessment.</p> <p>Navigate to the sections of an <i>Assessment Information</i> page by clicking the links in the left navigation panel or using the scroll bar at the right of the page.</p>	



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In the *Assessment Information* page (above the Youth Info section banner):

1. Click the **Actions** drop-down arrow.
2. Select **Request/Assign State ID**.

This opens the *Request/Assign State ID* pop-up window.

Assessment Details for - Ewjgtacppj Rddsadcoxc 2251729

View Query Youth History
Request/Assign State ID
 Change Demographics
 SIDMOD History
 View Facesheet Report

First Name: EWJGTACPPJ Middle Name: KOSTKJAA04 Last Name: RDDSADCOXC
 Sex Assigned at Birth: Male Gender Identity: Select Sexual Orientation: Select
 Client ID: 2251729 Date of Birth: 5/30/2000 Current Age: 20 yrs
 State ID: Y-0874B Region of Youth: Central Parents County of Legal Residence: Lake Home School District: Other
 Primary Ethnicity: Hispanic Citizenship/Alienage: U.S. Citizen Height: 5'11" Weight (lbs.): 130 Weight (oz.):
 Distinguishing Characteristics:
 Protection Order: Youth is the protected party

If the SIDMOD Results return a client that matches the Youth:

3. Click the **Assign** button for the appropriate Youth.

The Youth is assigned the State ID provided for that Client by SIDMOD.

This opens a *Success* pop-up window.

Request/Assign State ID

Select Client

Score	State ID	Last Name	First Name	Middle Name	Suffix	SSN	Birth Date	Gender	ALN
100	Z064976	JNDSAADUQPZ	OFJGTALPPC			640004837	1/7/2002	Female	

Assign

Cancel Done

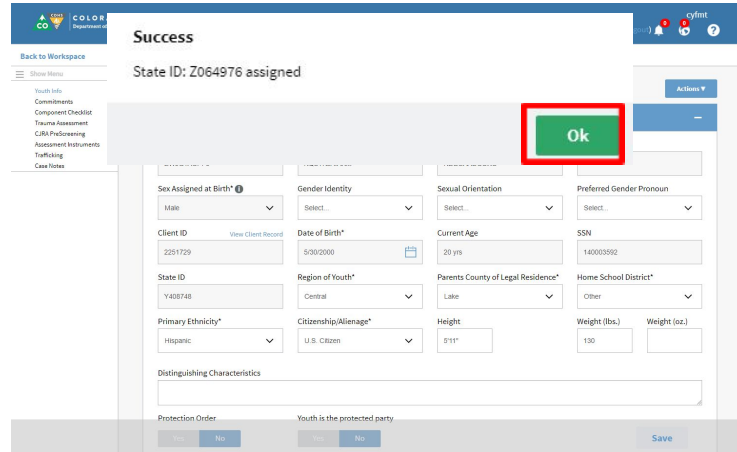


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In the *Success* pop-up window:

4. Click **Ok**.

This returns you to the *Assessment Information* page.



If the SIDMOD Results do not return a client that matches the Youth:

5. Click **New** to request a New State ID.

This opens the *Request New State ID* sub-section of the pop-up window.





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In the *Request New State ID* sub-section of the pop-up window:

6. Click the appropriate **Override** radio button.
7. Click **Request**.

If the SIDMOD does not return any clients, the Youth will be assigned a new State ID and you return to the *Assessment Information* page.

The screenshot shows a web application window titled "Request/Assign State ID". At the top, there is a "Select Client" section with a search bar and filters for Score, State ID, Last Name, First Name, Middle Name, Suffix, SSN, Birth Date, Gender, and ALN. Below this, a "Request New State ID" section is highlighted with a red box, containing three radio buttons: "None" (selected), "Twin", and "Adoption". To the right of this section, a green "Request" button is highlighted with a green box. Below the "Request New State ID" section, there are several input fields: "State ID" (2588955), "Region of Youth*" (Northeast), "Parents County of Legal Residence*" (Adams), "Home School District*" (Greeley 6), "Primary Ethnicity*" (Hispanic), "Citizenship/Alienage*" (U.S. Citizen), "Height" (5'2"), "Weight (lbs.)" (132), and "Weight (oz.)". There is also a "Distinguishing Characteristics" text area. Below that, there are "Protection Order" sections with "No" buttons. At the bottom, there is a "Protection Order Parties" section with an "Add Name" button and a "Save" button.



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Change Demographics

- If the worker changes the Youth’s First Name, Middle Name, or Last Name, the previous name will be added as an alias. The worker will be required to provide the Alias Type.
- Submitting the update to the Youth’s demographic will send a request through the interface to the Help Desk.

Steps/Output	Screenshot
<p>In the <i>Assessment Information</i> page (above the Youth Info section banner):</p> <ol style="list-style-type: none"> 1. Click the Actions drop-down arrow. 2. Select Change Demographics. <p>The <i>Change Demographics</i> pop-up window displays.</p>	



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In the *Change Demographics* pop-up window:

3. Make changes as necessary in any editable field.

When finished making changes to the Demographics:

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

This returns you to the *Assessment Information* page.



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In the *Assessment Information* page:

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

Note: The *Save* button is enabled when changes have been made on the page.

The *Save Successful* message displays when the updates are saved.

Assessment Details for – Ewjgtacppj Rddsadcoxc 2251729

Save

In the *Save Successful* pop-up window:

6. Click **Ok**.

Your changes are saved and you are returned to the *Assessment Information* page.

Save Successful

DYS Assessment saved successfully.

Ok

