



TM DYS ADM – Manage Temporary Release Job Aid

Users

- DYS Admission Worker
- DYS Admission Supervisor
- DYS Director/Assistant Director

Process

These Job Aid tables describe the actions needed to view and manage a Temporary Release from the Admissions page.

Refer to the *TM DYS Admissions – Manage Admissions* Job Aid for details on locating the desired Admissions Page.

Introduction

- The Temporary Release section displays all Temporary Releases for an Admission with the most recent on top.
- A Temporary Release can be added or edited, if:
 - The underlying DYS case is open.
 - There is not an active existing Temporary Release.
 - The worker is associated with the facility selected in the admissions.
 - A release for the admission is not complete.
- The DYS Admission Supervisor and DYS Director/Assistant Director can add and edit a Temporary Release until a case is closed.

Table of Contents

| | |
|-------------------------------------|---|
| Temporary Release | 2 |
| Access and View a Temporary Release | 2 |
| Add a Temporary Release | 3 |
| Edit a Temporary Release | 7 |



TM DYS ADM – Manage Temporary Release Job Aid

Temporary Release

Access and View a Temporary Release

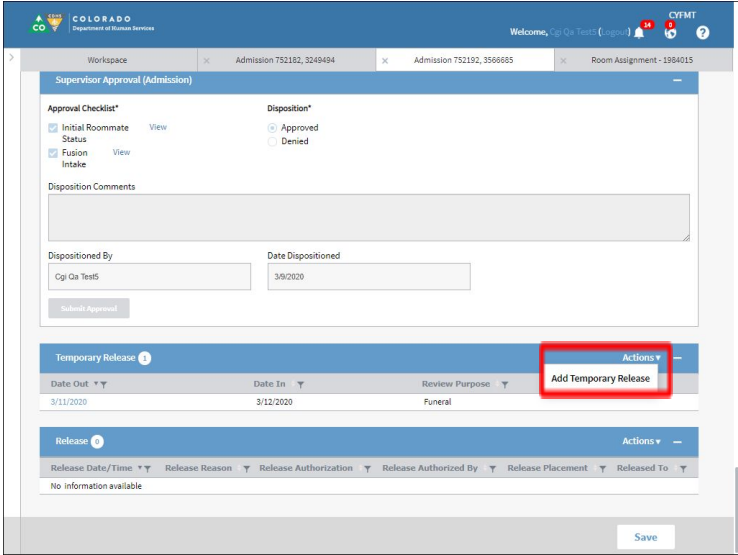
| Steps/Output | Screenshot |
|---|------------|
| <p>Refer to the <i>TM DYS Admissions</i> Job Aid for details on locating the desired Admissions.</p> <p>Navigate to the <i>Temporary Release</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p> | |
| <p>In the <i>Temporary Release</i> section:</p> <ul style="list-style-type: none"> • A tally (badge count) of the total number of entries is displayed. • The list of Temporary Release can be sorted or filtered, using the icons to the right of the column headings. | |



TM DYS ADM – Manage Temporary Release Job Aid

Add a Temporary Release

- Once a Temporary Release is added, Trails automatically end-dates the active Reason Detained and Room Assignment associated.
- **Release Authorized By, Release Responsible Party, and Return Responsible Party** autocomplete.
- The “**Does Youth have Medication to be Released?**” field will display as ‘Yes’ if an active Client Safety Notice with a Type of ‘Medications’ is associated to the Youth on the Admission.
- When the **Return Date** and **Return Time** are saved on a Temporary Release, the **End Date** and **Time** are removed from the most recent Reason Detained and Room Assignment record associated to the same Admission.

| Steps/Output | Screenshot |
|--|---|
| <p>In the <i>Temporary Release</i> section:</p> <ol style="list-style-type: none">1. Click the Actions drop-down arrow.2. Select Add Temporary Release. <p>This opens the <i>Add Temporary Release</i> pop-up window.</p> |  |



TM DYS ADM – Manage Temporary Release Job Aid

In the *Add Temporary Release* pop-up window:

3. Complete the required fields and enter as much information as is available.
 - If the Youth does not have medication to be released, proceed to step 6.

If the “**Does Youth have Medication to be Released?**” toggle is set to ‘Yes’:

4. Set the “**Were Medication(s) Sent with Release of Youth?**” toggle to ‘Yes’ or ‘No’.



TM DYS ADM – Manage Temporary Release Job Aid

If the “Were Medication(s) Sent with Release of Youth?” toggle is set to ‘No’:

5. Answer the “Why Not?” textbox.

The screenshot shows the 'Add Temporary Release' form in the Colorado Department of Human Services system. The form includes fields for 'Release Authorized By', 'Transporting Party*', 'Planned Return Date', 'Planned Return Time', 'Release Information', 'Release Date*', 'Release Time*', 'Responsible Party', 'Return Information', 'Return Date', 'Return Time', and 'Responsible Party'. There are also two toggle buttons: 'Does Youth have Medication to be Released?' (Yes/No) and 'Were Medication(s) Sent with Release of Youth?' (Yes/No). The 'No' button for the second toggle is highlighted in red. Below the toggles is a 'Why Not?' text input field, which is also highlighted with a red border. At the bottom of the form are 'Cancel' and 'Add' buttons.

When all required fields are complete:

6. Click **Add** to add the Temporary Release or **Cancel** to close without saving.

This screenshot is identical to the one above, showing the 'Add Temporary Release' form. In this view, the 'Add' button at the bottom right of the form is highlighted with a red border, indicating the next step in the process.



TM DYS ADM – Manage Temporary Release Job Aid

This adds the Temporary Release and returns you to the *Temporary Release* section.

The screenshot shows the 'Offenses' section of the application. A red box highlights the following data:

| Offense Date | Offense Origin | Offense County | Offense Type | Offense | Added During | Court Case # |
|--------------|----------------|----------------|-------------------------|--------------------------------|--------------|--------------|
| 3/5/2020 | Municipal | Boulder | | Admission | | |
| 3/5/2020 | State/county | Broomfield | Governmental Operations | Bribery/Misdemeanor/Conspiracy | Admission | |

Other sections visible in the screenshot include:

- Court Hearings:**

| Hearing Date | Time | Hearing Type | County | Court Name | Court Case # |
|--------------|---------|--------------|--------|------------|--------------|
| 3/12/2020 | 4:30 PM | Advisement | | asdfgh | 3456789 |
- Detention Sentence:**

| Actual Start Date | Actual End Date | Interval Start Date | Interval End Date | Sentence Type | Court Name | Court Case Number |
|-------------------|-----------------|---------------------|-------------------|---------------|------------|-------------------|
| 3/20/2020 | 3/20/2020 | | | Handgun | asdfgh | 34567 |
| 3/20/2020 | 3/20/2020 | | | Handgun | asdfgh | 34567 |
- Room Assignment Classification:**

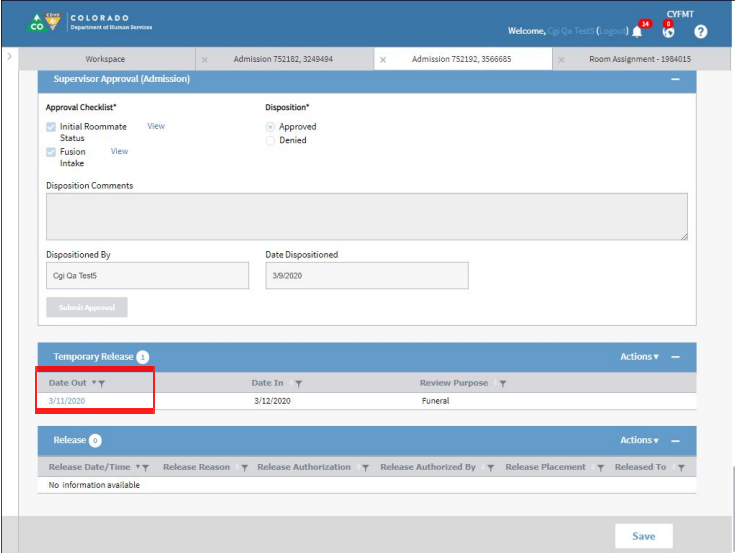
| Admission Date | Facility | Start Date | End Date | Vul to Vic | Sexually Agg | Violently Agg | NDR/Double Room | Overr |
|----------------|-------------------------------------|------------|----------|------------|--------------|---------------|-----------------|-------|
| 1/30/2020 | Platte Valley Youth Services Center | 3/4/2020 | | | | | | |
| 1/30/2020 | Platte Valley Youth Services Center | 1/31/2020 | 3/4/2020 | Yes | No | No | NDR | |

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



TM DYS ADM – Manage Temporary Release Job Aid

Edit a Temporary Release

| Steps/Output | Screenshot |
|--|---|
| <p>In the <i>Temporary Release</i> section:</p> <ol style="list-style-type: none">1. Click the date link in the Date Out column. <p>This opens the <i>Edit Temporary Release</i> pop-up window.</p> |  <p>The screenshot displays the CYFMT interface for managing temporary releases. It shows a 'Supervisor Approval (Admission)' form with fields for 'Initial Roommate Status', 'Fusion Intake', and 'Disposition' (Approved/Denied). Below the form is a 'Disposition Comments' text area and a 'Dispositioned By' field with the value 'Cgi Qa Test5' and a 'Date Dispositioned' field with the value '3/6/2020'. A 'Submit Approval' button is present. Below the form is a 'Temporary Release' table with columns: 'Date Out', 'Date In', and 'Review Purpose'. The 'Date Out' column contains the value '3/11/2020' and is highlighted with a red box. Below the table is a 'Release' section with columns: 'Release Date/Time', 'Release Reason', 'Release Authorization', 'Release Authorized By', 'Release Placement', and 'Released To'. The 'Release' section currently shows 'No information available'. A 'Save' button is located at the bottom right of the interface.</p> |



TM DYS ADM – Manage Temporary Release Job Aid

In the *Edit Temporary Release* pop-up window:

2. Use the drop-down arrows and text fields to update the required fields and add additional information as needed.

The screenshot shows the 'Edit Temporary Release' pop-up window. The form contains the following fields and sections:

- Release Purpose***: A dropdown menu with 'Funeral' selected.
- Contact Name***: A text field containing 'kjhg'.
- Contact Phone**: An empty text field.
- Contact Address**: An empty text field.
- Release Authorized By**: A text field with 'Start typing...' placeholder.
- Transporting Party***: A text field containing 'kjhgf'.
- Planned Return Date**: A date picker showing 'MM/DD/YYYY'.
- Planned Return Time**: A time picker showing 'HH:MM AM/PM'.
- Release Information**:
 - Release Date***: A date picker showing '3/11/2020'.
 - Release Time***: A time picker showing '1:45 PM'.
 - Responsible Party**: A text field with 'Start typing...' placeholder.
- Return Information**:
 - Return Date***: A date picker showing '3/12/2020'.
 - Return Time***: A time picker showing '1:45 PM'.
 - Responsible Party**: A text field with 'Start typing...' placeholder.
- Does Youth have Medication to be Released?**: Radio buttons for 'Yes' and 'No'.
- Were Medication(s) Sent with Release of Youth?**: Radio buttons for 'Yes' and 'No'.
- Why Not?**: A text field.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom.

When changes are complete:

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

This screenshot is identical to the one above, showing the 'Edit Temporary Release' pop-up window. The only difference is that the 'Save' button at the bottom right of the form is highlighted with a red border, indicating the final step in the process.



TM DYS ADM – Manage Temporary Release Job Aid

This saves the changes and returns you to the updated *Temporary Release* section.

The screenshot shows the 'Supervisor Approval (Admission)' form in the CDHS system. The form includes an 'Approval Checklist' with items like 'Initial Roommate Status' and 'Fusion Intake'. There are 'Disposition' options for 'Approved' and 'Denied'. A 'Disposition Comments' field is present. Below this, there are fields for 'Dispositioned By' (Cgi Qa Test5) and 'Date Dispositioned' (3/8/2020). A 'Submit Approval' button is at the bottom of the form.

Below the form is a 'Temporary Release' section with a table. The table has columns for 'Date Out', 'Date In', and 'Review Purpose'. A red box highlights the first row of data:

| Date Out | Date In | Review Purpose |
|-----------|-----------|----------------|
| 3/11/2020 | 3/12/2020 | Funeral |

Below the table is a 'Release' section with a table. The table has columns for 'Release Date/Time', 'Release Reason', 'Release Authorization', 'Release Authorized By', 'Release Placement', and 'Released To'. The table is currently empty, showing 'No information available'.

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