



DYS CM: YDP – Manage Transition Plan Job Aid

Users

- DYS Client Manager
- DYS Client Manager Supervisor

Process

These Job Aid tables describe the actions needed to access and manage the Transition Plan section of the Youth Development Plan from the Client Manager page.

Related Job Aids:

- *DYS_CM – Access and View Client Manager*
- *DYS_CM – Manage Youth Development Plan*
- *DYS_CM – Manage Document Tracking*
- *DYS_CM – Manage Medical Providers*

Introduction

- The Transition Plan must be done 90 days prior to Mandatory Parole Start Date.
- The following sections are found in the Transition Plan: Independent Living Plan, Current State of Youth, Community Reintegration Plan, Full Time Program, OS MDT School Info, Vital Documents, and Medical Providers.

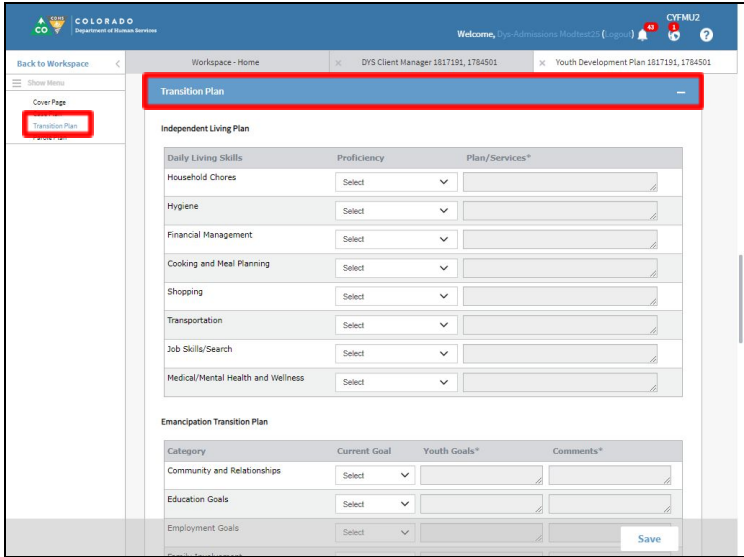
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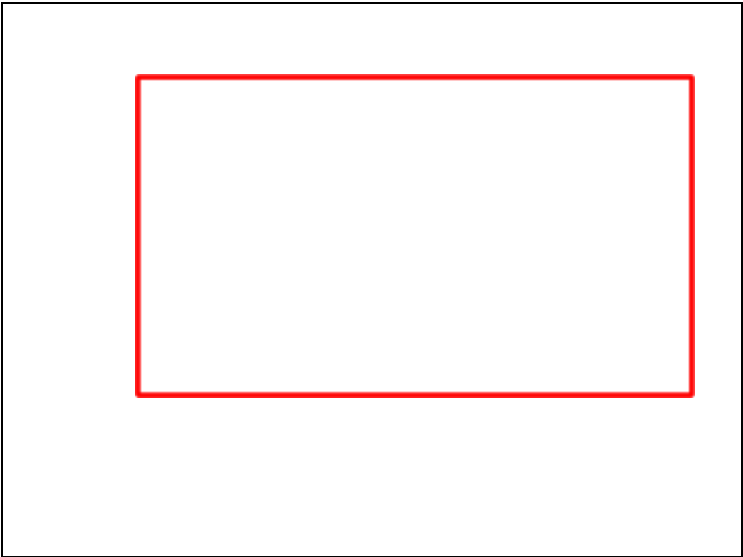
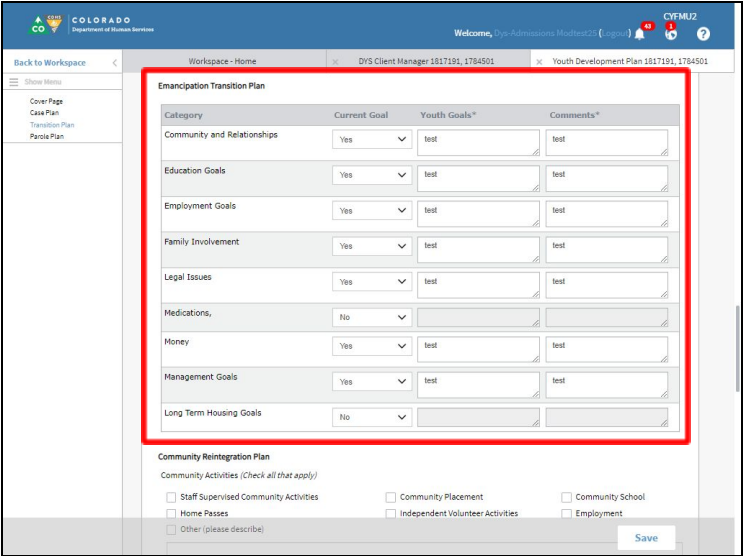
Access and View Transition Plan

Steps/Output	Screenshot
<p>Refer to the <i>DYS Client Manager – Access and View Client Manager Detail</i> and <i>DYS CM – Manage Youth Development Plan Job Aids</i> for details on locating the desired Client Manager Detail page and YDP.</p> <p>Within the Youth Development Plan’s <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none"> 1. Click Transition Plan. <p>The <i>Transition Plan</i> section displays.</p>	 <p>The screenshot displays the CDHS Client Manager interface. In the left navigation panel, the 'Transition Plan' link is highlighted with a red box. The main content area shows the 'Transition Plan' section, which includes the 'Independent Living Plan' and 'Emancipation Transition Plan' sections. The 'Independent Living Plan' section contains a table with columns for 'Daily Living Skills', 'Proficiency', and 'Plan/Services*'. The 'Emancipation Transition Plan' section contains a table with columns for 'Category', 'Current Goal', 'Youth Goals*', and 'Comments*'. A 'Save' button is visible at the bottom right of the 'Emancipation Transition Plan' section.</p>



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Add Transition Plan

Steps/Output	Screenshot																																								
<p>In the <i>Independent Living Plan</i> section of the <i>Transition Plan</i>:</p> <ol style="list-style-type: none"> 1. Click the Proficiency dropdown arrow and select the appropriate level for each Daily Living Skills. <p>Note: If a selected Proficiency level is either <i>Partially Proficient</i> or <i>Area of Need</i>, the Plans/Services* text field is enabled and comments are required.</p>																																									
<p>In the <i>Emancipation Transition Plan</i> section of the <i>Transition Plan</i>:</p> <ol style="list-style-type: none"> 2. Click the Current Goal dropdown arrow and select <i>Yes</i> or <i>No</i> for each Category. <p>Note: If the Current Goal selection is <i>Yes</i>, Youth Goals* and Comments* are enabled and required.</p>	 <table border="1" data-bbox="813 1178 1354 1541"> <thead> <tr> <th>Category</th> <th>Current Goal</th> <th>Youth Goals*</th> <th>Comments*</th> </tr> </thead> <tbody> <tr> <td>Community and Relationships</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Education Goals</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Employment Goals</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Family Involvement</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Legal Issues</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Medications</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Money</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Management Goals</td> <td>Yes</td> <td>test</td> <td>test</td> </tr> <tr> <td>Long Term Housing Goals</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>	Category	Current Goal	Youth Goals*	Comments*	Community and Relationships	Yes	test	test	Education Goals	Yes	test	test	Employment Goals	Yes	test	test	Family Involvement	Yes	test	test	Legal Issues	Yes	test	test	Medications	No			Money	Yes	test	test	Management Goals	Yes	test	test	Long Term Housing Goals	No		
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In the *Community Reintegration Plan* section of the *Transition Plan*:

3. Check all of the **Community Activities** that apply.

Note: If *Other* is checked, a description is required in the text field.

4. Enter **Comments***.

In the *Full Time Program* section of the *Transition Plan*:

5. Click **Yes** or **No** toggle for **IEP**.
6. Use the calendar function to enter the **Date of HS Diploma**, if applicable.
7. Use the calendar function to enter the **Date of GED**, if applicable.

Element	Name	Hours Per Week	Transportation Plan	Confirmed/Pending	Comments
GED Prep Program	GED Prep Program	10	Supervised Bus Route	Pending	Youth will take the bus under the supervision of an authorized individual. The youth will attend class two hours a day, five days a week.



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In the *Education/Vocation Plan* section:

8. Click the **Actions** dropdown arrow.
9. Select **Add Education/Vocation Element**.

The *Add Education/Vocation Element* pop-up window displays.

The screenshot shows the 'Education/Vocation Plan' section of the DYS CM: YDP interface. The 'Add Education/Vocation Element' button is highlighted with a red box. The interface includes fields for 'Date of HS Diploma' and 'Date of GED', a table for 'Education/Vocation Plan' with columns for 'Element', 'Name', 'Hours Per Week', 'Transportation Plan', and 'Confirmed/Planned', and a 'Save' button at the bottom right.

In the *Add Education/Vocation Element* pop-up window:

10. Click the **Element*** dropdown arrow.
11. Select the appropriate option.

The screenshot shows the 'Add Education/Vocation Element' pop-up window. A red box highlights the 'Element*' dropdown menu. The window is otherwise blank, with a white background and a thin border.



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12. Enter the **Name*** of the selected element in the text field.

A red rectangular box representing a text input field, centered within a larger black-bordered area.

13. Click in the **Hours Per Week*** text field.
14. Enter the appropriate number.

A red rectangular box representing a text input field, centered within a larger black-bordered area.



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15. Click in the **Transportation Plan***.

16. Enter the appropriate information.

A large white rectangular area with a black border. In the center of this area is a smaller red-outlined rectangle, indicating a text input field.

17. Select the appropriate radio button for **Confirmed/Pending***.

A large white rectangular area with a black border. In the center of this area is a smaller red-outlined rectangle, indicating a text input field.



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- 18. Click in the **Comments** text field.
- 19. Enter the desired comments.

A large rectangular text field with a black border. In the center of the field, there is a smaller, horizontally-oriented rectangle with a red border, indicating the area where comments should be entered.

- 20. Click **Add** to add the element or **Cancel** to close without adding.

A large rectangular area with a black border. In the bottom right corner of this area, there is a small, horizontally-oriented rectangle with a red border, representing the 'Add' or 'Cancel' button.



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This adds the update and returns you to the *Education/Vocation Plan* section of the *Transition Plan*.



Note: The **OS MDT School Info** section is only completed for *offense-specific youth*.

21. Click in the **MDT School Representative** text field.
22. Enter the appropriate information.





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23. Use the calendar function to select the **School Safety Plan Approved On** date.



24. Click in the **School Safety Plan Approved By** text field.
25. Enter the appropriate name.





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26. Click the **Yes** or **No** toggle for **Victim is enrolled in the same school.**

A small, empty red rectangular box, likely representing a Yes/No toggle control.

In the Requirements section:

27. Click the check box(es) for the **Requirements** that apply.

Requirements are multi-select, so more than one option can be chosen.

A larger, empty red rectangular box, likely representing a multi-select checkbox area for requirements.



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Refer to the *DYS Client Manager – Manage Medical Providers Job Aid* for details on accessing, adding, or editing a medical provider for the Youth.

In the *Medical Providers* section:

28. Use the scroll bars to view the **Medical Providers** information.

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasr	Cuewme Gevik	207 MAIN/2W ST Aurora, CO	0960101797	9/19/2018	
OPTHM	Libacme Gujp	Cuewme Tzcc	5515 MAIN/NO ST Aurora, CO	0360196955	9/19/2018	
PSYCHATR	Libacme Xacc	Cuewme Twiwg	1358 MAIN/CH ST Denver, CO	0940353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdol			1/30/2018	9/19/2018
OPTHM	Libacme Brve	Cuewme Goyq			1/30/2018	9/19/2018

Refer to the *DYS Client Manager – Manage Document Tracking Job Aid* for details on accessing, adding, or editing a document for the Youth.

In the *Vital Documents* section:

29. View the document information.



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30. Click in the **Plan for Obtaining Missing Documents** text field.
31. Enter comments.

Note: Click the **N/A** checkbox if no documents are missing.

A screenshot of a software interface showing a large, empty rectangular text field. A red rectangular border is drawn around the text field, indicating the area to be clicked or interacted with.

32. Click **Save** to save the Transition Plan.

The *Save Successful* pop-up window appears.

A screenshot of a software interface showing a large, empty rectangular area. A small red rectangular border is drawn in the bottom right corner of this area, indicating the location of a 'Save' button.



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In the *Save Successful* pop-up window:

33. Click **Ok**.

Save Successful
Youth Development Plan saved successfully.

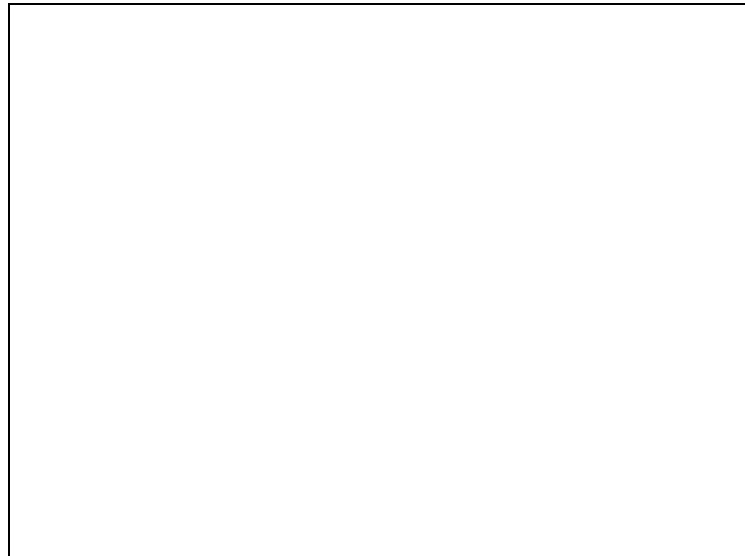
Medical Providers

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasn	Cuewme Gevki	207 MAIN/ZN ST Aurora, CO	0960101797	9/19/2018	
OPTHM	Libacme Gujp	Cuewme Tzcc	5515 MAIN/NO ST Aurora, CO	0360196955	9/19/2018	
PSYCHATR	Libacme Xacc	Cuewme Twiwg	1358 MAIN/CH ST Denver, CO	0840353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdol			1/30/2018	9/19/2018
OPTHM	Libacme Brve	Cuewme Goyq			1/30/2018	9/19/2018
PHYSICIAN	Libacme KTRq	Cuewme Lxas			1/30/2018	9/19/2018

Vital Documents

Document Type	Document Location	Date Confirmed
Conditions of Parole	Location of the document	2/6/2020
Plan for Obtaining Missing Documents		
<input checked="" type="checkbox"/> N/A		


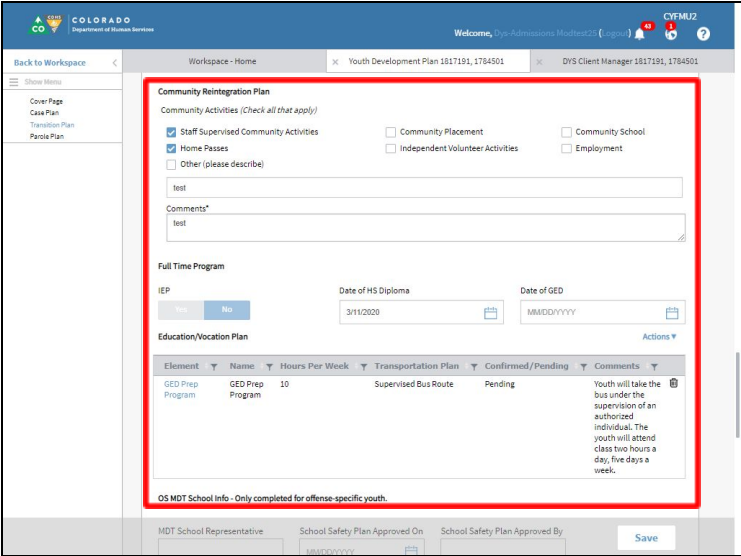
This saves the update and returns to the *Transition Plan* section of the *Youth Development Plan*.





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Edit Transition Plan

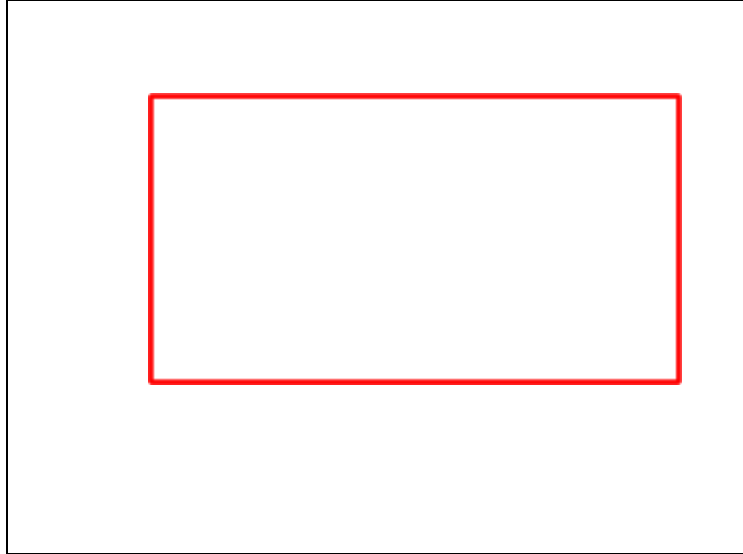
Steps/Output	Screenshot
<p>Within the Youth Development Plan’s <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none"> 1. Click Transition Plan. <p>The <i>Transition Plan</i> section displays.</p>	
<ol style="list-style-type: none"> 2. Use the scroll bars, dropdown arrows, calendars, toggles, and text fields to complete the required fields and add additional information as available to applicable sections. 	



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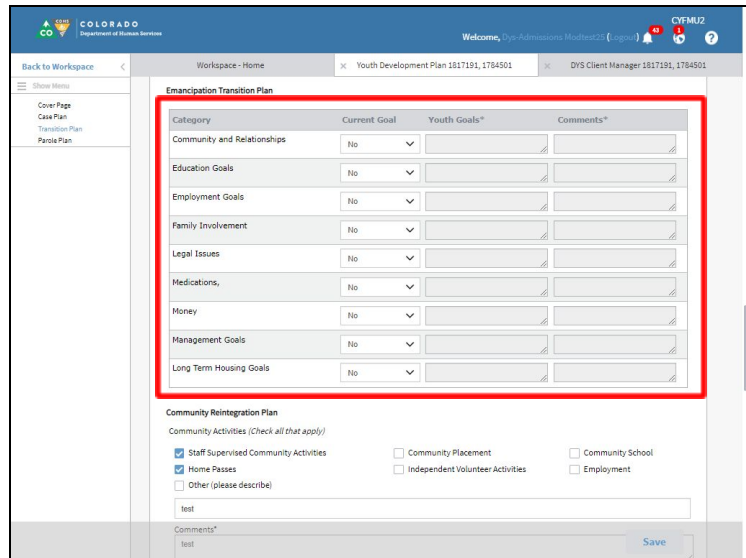
In the *Independent Living Plan* section of the *Transition Plan*:

Note: If a selected **Proficiency** level is either *Partially Proficient* or *Area of Need*, the **Plans/Services*** text field is enabled and comments are required.



In the *Emancipation Transition Plan* section of the *Transition Plan*:

Note: If the **Current Goal** selection is *Yes*, **Youth Goals*** and **Comments*** are enabled and required.





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In the *Community Reintegration Plan* section of the *Transition Plan*:

Note: If *Other* is checked, a description is required in the text field.

Colorado Department of Human Services | Welcome, Dys-Admissions Modtest31 (Logout) | CYFMUJ

Workspace - Home | Youth Development Plan 1817191, 1784501 | Dys Client Manager 1817191, 1784501

Long Term Housing Goals: No

Community Reintegration Plan

Community Activities (Check all that apply)

Staff Supervised Community Activities Community Placement Community School

Home Passes Independent Volunteer Activities Employment

Other (please describe)

test

Comments*

test

Full Time Program

IEP: Yes No Date of HS Diploma: 3/11/2020 Date of GED: MM/DD/YYYY

Education/Vocational Plan

Element	Name	Hours Per Week	Transportation Plan	Confirmed/Pending	Comments
GED Prep Program	GED Prep Program	10	Supervised Bus Route	Pending	Youth will take the bus under the supervision of an authorized individual. The youth will attend class two hours a day, five days a week.

OS MDT School Info - Only completed for offense-specific youth. Save

3. Click **Save** to save the changes.

The *Save Successful* pop-up window appears.

Colorado Department of Human Services | Welcome, Dys-Admissions Modtest31 (Logout) | CYFMUJ

Workspace - Home | Youth Development Plan 1817191, 1784501 | Dys Client Manager 1817191, 1784501

Long Term Housing Goals: No

Community Reintegration Plan

Community Activities (Check all that apply)

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Home Passes Independent Volunteer Activities Employment

Other (please describe)

test

Comments*

test

Full Time Program

IEP: Yes No Date of HS Diploma: 3/11/2020 Date of GED: MM/DD/YYYY

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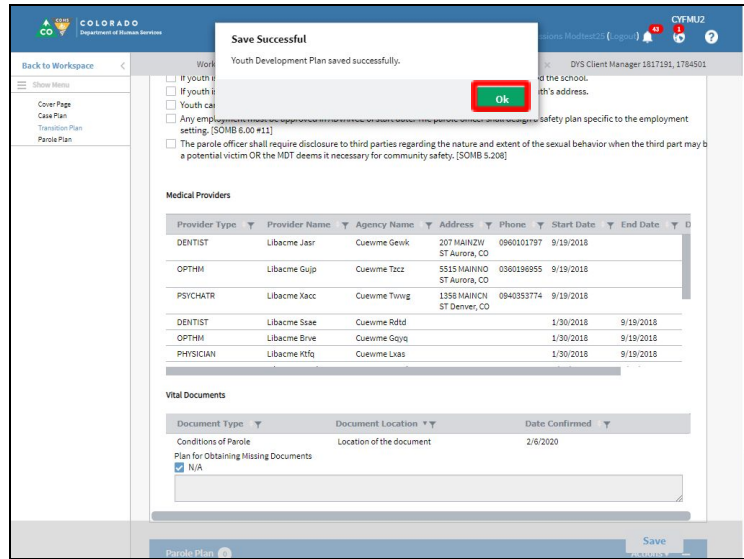
OS MDT School Info - Only completed for offense-specific youth. Save



DYS CM: YDP – Manage Transition Plan Job Aid

In the *Save Successful* pop-up window:

4. Click **Ok**.



This saves the changes and returns to the *Transition Plan* section of the *Youth Development Plan*.

