



DYS_Assess – Manage Unmatched Sex Offender Queue Job Aid

Users

- DYS Commitment Specialist
- DYS Assessment Specialist
- DYS Clinical Director

Process

These Job Aid tables describe the actions needed to view and associate an unmatched sex offender record to a youth from the DYS Queue page.

Refer to the *DYS – Manage Sex Offender Info* Job Aid for more information on the Sex Offender Info panel.

Introduction

- There is a list of Unmatched Sex Offender Information in the DYS Queues.
- The default sort is alphabetical by last then first name.
- The worker is able to associate an Unmatched Sex Offender record to a specific Youth.
- If any of the DYS Cases for the Youth are restricted:
 - The *Ban* icon will display beside the name of the Youth in the results list.
 - When selecting the Youth from the results list, the tabs at the bottom of Client Search will be disabled.
 - The worker will be able to click on the *Select* button to associate the client to the Sex Offender record.

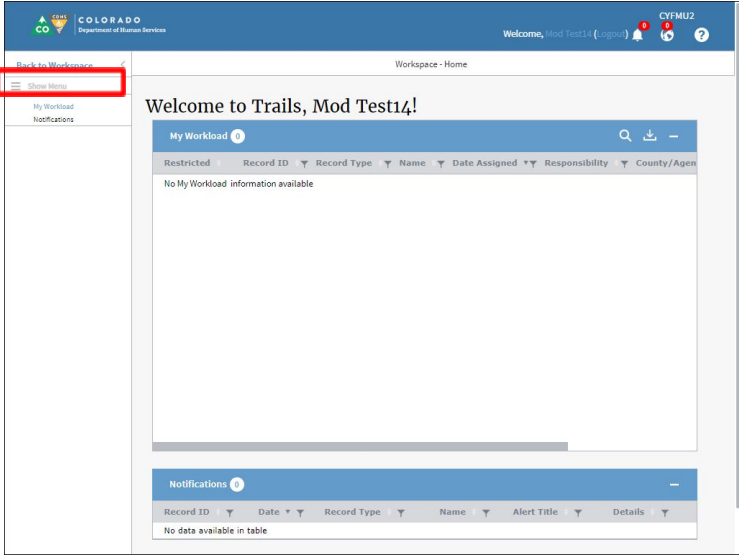
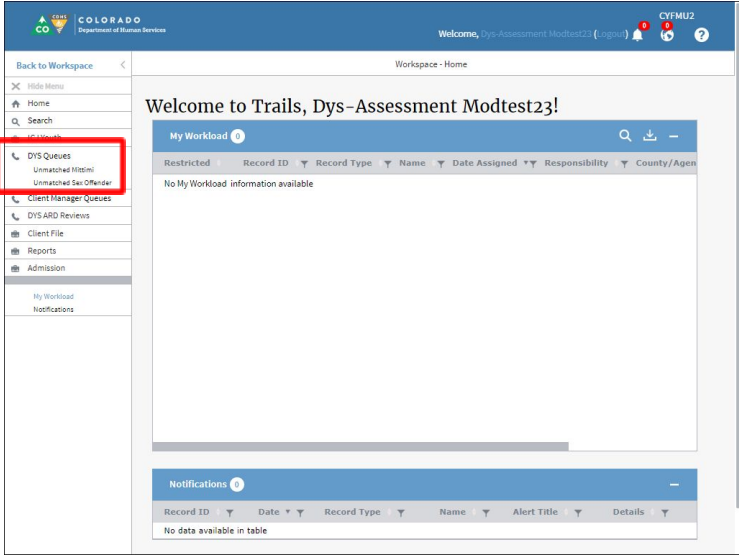
Table of Contents

Access and View Unmatched Sex Offender Queue	2
Associate an Unmatched Sex Offender Record to a Youth	5



DYS_Assess – Manage Unmatched Sex Offender Queue Job Aid

Access and View Unmatched Sex Offender Queue

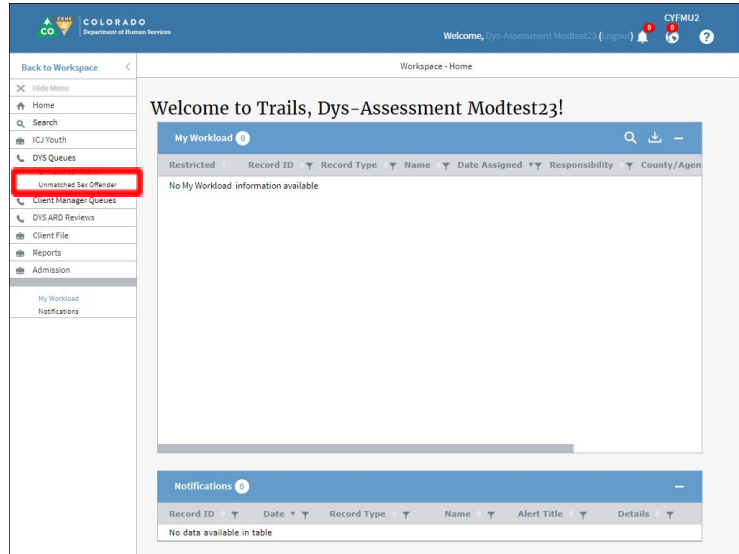
Steps/Output	Screenshot
<p>In the <i>Left Navigation Panel</i>:</p> <ol style="list-style-type: none">1. Click Show Menu.	 <p>The screenshot shows the application's home page. The left navigation panel is visible, and the 'Show Menu' button is highlighted with a red box. The main content area displays a 'Welcome to Trails, Mod Test14!' message and a 'My Workload' section with a table header: 'Restricted', 'Record ID', 'Record Type', 'Name', 'Date Assigned', 'Responsibility', and 'County/Agent'. Below the header, it states 'No My Workload information available'. There is also a 'Notifications' section at the bottom with a table header: 'Record ID', 'Date', 'Record Type', 'Name', 'Alert Title', and 'Details', and it also states 'No data available in table'.</p>
<ol style="list-style-type: none">2. Click DYS Queues. <p>This expands the <i>DYS Queues</i> to show all <i>DYS Queues</i> available.</p>	 <p>The screenshot shows the application's home page with the left navigation panel expanded. The 'DYS Queues' menu item is highlighted with a red box. The main content area displays a 'Welcome to Trails, Dys-Assessment Modtest23!' message and a 'My Workload' section with a table header: 'Restricted', 'Record ID', 'Record Type', 'Name', 'Date Assigned', 'Responsibility', and 'County/Agent'. Below the header, it states 'No My Workload information available'. There is also a 'Notifications' section at the bottom with a table header: 'Record ID', 'Date', 'Record Type', 'Name', 'Alert Title', and 'Details', and it also states 'No data available in table'.</p>



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3. Click **Unmatched Sex Offender Queue**.

This opens the *Unmatched Sex Offender Queue*.



In the *Unmatched Sex Offender Queue*:

- Use the **Search** icon in the top right corner to search for a specific Sex Offender record.
- Use the **Sort** and **Filter** icons to the right of the column headings to sort and filter data in the Queue.
- Use the **Scroll Bars** to the right and bottom to see all rows and columns of data in the Queue.





DYS_Assess – Manage Unmatched Sex Offender Queue Job Aid

In the *Sex Offender List* banner:

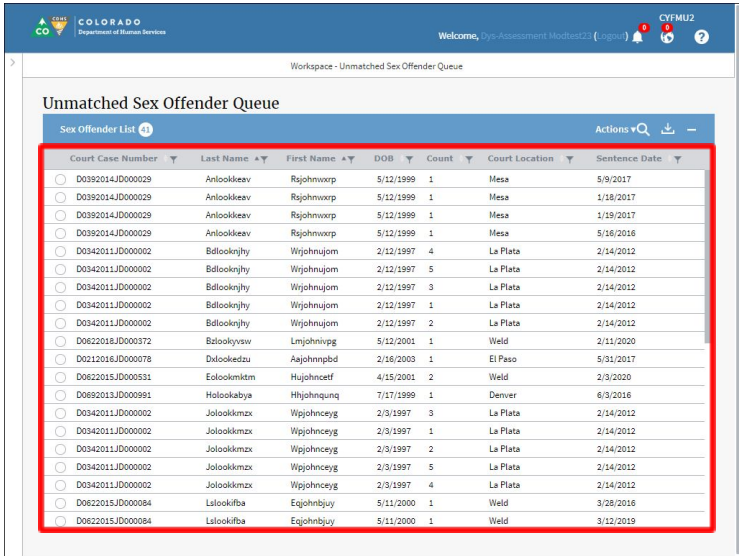
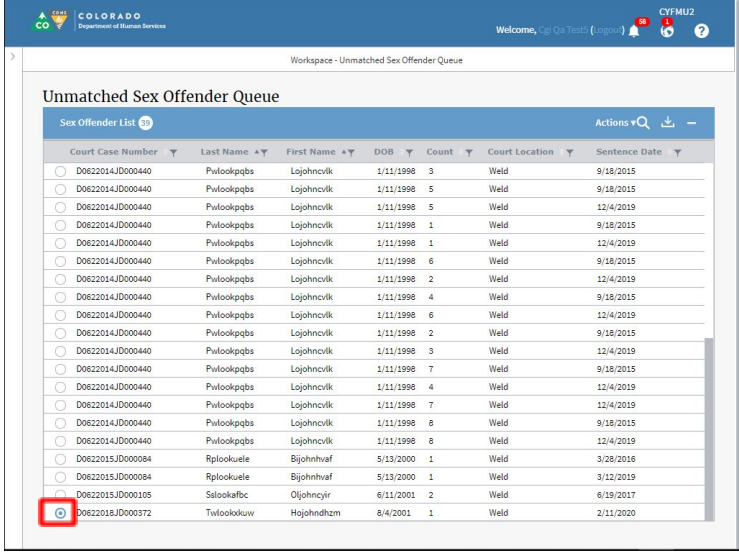
- A tally (badge count) of the total number of entries is displayed.
- Click the **Download** icon to download the list of Sex Offenders as a CSV [MS Excel] file to your computer.





DYS_Assess – Manage Unmatched Sex Offender Queue Job Aid

Associate an Unmatched Sex Offender Record to a Youth

Steps/Output	Screenshot																																																																																																																																																			
<p>In the <i>Unmatched Sex Offender Queue</i>:</p> <ol style="list-style-type: none"> 1. Locate the appropriate Unmatched Sex Offender from the Queue using the navigation tools shown above. 	 <p>The screenshot shows the 'Unmatched Sex Offender Queue' interface. A table lists offenders with columns for Court Case Number, Last Name, First Name, DOB, Count, Court Location, and Sentence Date. A red box highlights the first 10 rows of the table.</p> <table border="1"> <thead> <tr> <th>Court Case Number</th> <th>Last Name</th> <th>First Name</th> <th>DOB</th> <th>Count</th> <th>Court Location</th> <th>Sentence Date</th> </tr> </thead> <tbody> <tr><td>D0392014J000029</td><td>Anlookkeav</td><td>Rjohmwxrp</td><td>5/12/1999</td><td>1</td><td>Mesa</td><td>5/9/2017</td></tr> <tr><td>D0392014J000029</td><td>Anlookkeav</td><td>Rjohmwxrp</td><td>5/12/1999</td><td>1</td><td>Mesa</td><td>1/18/2017</td></tr> <tr><td>D0392014J000029</td><td>Anlookkeav</td><td>Rjohmwxrp</td><td>5/12/1999</td><td>1</td><td>Mesa</td><td>1/18/2017</td></tr> <tr><td>D0392014J000029</td><td>Anlookkeav</td><td>Rjohmwxrp</td><td>5/12/1999</td><td>1</td><td>Mesa</td><td>5/16/2016</td></tr> <tr><td>D0342011J000002</td><td>Bdlookngjy</td><td>Wjohnujom</td><td>2/12/1997</td><td>4</td><td>La Plata</td><td>2/14/2012</td></tr> <tr><td>D0342011J000002</td><td>Bdlookngjy</td><td>Wjohnujom</td><td>2/12/1997</td><td>5</td><td>La Plata</td><td>2/14/2012</td></tr> <tr><td>D0342011J000002</td><td>Bdlookngjy</td><td>Wjohnujom</td><td>2/12/1997</td><td>3</td><td>La Plata</td><td>2/14/2012</td></tr> <tr><td>D0342011J000002</td><td>Bdlookngjy</td><td>Wjohnujom</td><td>2/12/1997</td><td>1</td><td>La Plata</td><td>2/14/2012</td></tr> <tr><td>D0342011J000002</td><td>Bdlookngjy</td><td>Wjohnujom</td><td>2/12/1997</td><td>2</td><td>La Plata</td><td>2/14/2012</td></tr> <tr><td>D0622018J0000372</td><td>Bslookyvsr</td><td>Lmjohnvpg</td><td>5/12/2001</td><td>1</td><td>Weld</td><td>2/11/2020</td></tr> </tbody> </table>	Court Case Number	Last Name	First Name	DOB	Count	Court Location	Sentence Date	D0392014J000029	Anlookkeav	Rjohmwxrp	5/12/1999	1	Mesa	5/9/2017	D0392014J000029	Anlookkeav	Rjohmwxrp	5/12/1999	1	Mesa	1/18/2017	D0392014J000029	Anlookkeav	Rjohmwxrp	5/12/1999	1	Mesa	1/18/2017	D0392014J000029	Anlookkeav	Rjohmwxrp	5/12/1999	1	Mesa	5/16/2016	D0342011J000002	Bdlookngjy	Wjohnujom	2/12/1997	4	La Plata	2/14/2012	D0342011J000002	Bdlookngjy	Wjohnujom	2/12/1997	5	La Plata	2/14/2012	D0342011J000002	Bdlookngjy	Wjohnujom	2/12/1997	3	La Plata	2/14/2012	D0342011J000002	Bdlookngjy	Wjohnujom	2/12/1997	1	La Plata	2/14/2012	D0342011J000002	Bdlookngjy	Wjohnujom	2/12/1997	2	La Plata	2/14/2012	D0622018J0000372	Bslookyvsr	Lmjohnvpg	5/12/2001	1	Weld	2/11/2020																																																																						
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<p>Once the appropriate <i>Unmatched Sex Offender</i> record is found:</p> <ol style="list-style-type: none"> 2. Click the Radio button to the left of the <i>Court Case Number</i>. <p>This selects the Unmatched Sex Offender to associate to a specific Youth.</p>	 <p>The screenshot shows the 'Unmatched Sex Offender Queue' interface. A table lists offenders with columns for Court Case Number, Last Name, First Name, DOB, Count, Court Location, and Sentence Date. The radio button next to the first row (D0622014J0000440) is selected.</p> <table border="1"> <thead> <tr> <th>Court Case Number</th> <th>Last Name</th> <th>First Name</th> <th>DOB</th> <th>Count</th> <th>Court Location</th> <th>Sentence Date</th> </tr> </thead> <tbody> <tr><td><input checked="" type="radio"/> D0622014J0000440</td><td>Pwlookpqbs</td><td>Lojohncvfk</td><td>1/11/1998</td><td>3</td><td>Weld</td><td>9/18/2015</td></tr> <tr><td><input type="radio"/> D0622014J0000440</td><td>Pwlookpqbs</td><td>Lojohncvfk</td><td>1/11/1998</td><td>5</td><td>Weld</td><td>9/18/2015</td></tr> <tr><td><input type="radio"/> D0622014J0000440</td><td>Pwlookpqbs</td><td>Lojohncvfk</td><td>1/11/1998</td><td>5</td><td>Weld</td><td>12/4/2019</td></tr> <tr><td><input type="radio"/> D0622014J0000440</td><td>Pwlookpqbs</td><td>Lojohncvfk</td><td>1/11/1998</td><td>1</td><td>Weld</td><td>9/18/2015</td></tr> <tr><td><input type="radio"/> 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In the *Sex Offender List* banner:

3. Click the **Actions** drop-down arrow.
4. Select **Associate Sex Offender Record**.

The *Client Search* pop-up window displays.

Workspace - Unmatched Sex Offender Queue

Unmatched Sex Offender Queue

Sex Offender List

Court Case Number	Last Name	First Name	DOB	Count	Associate Sex Offender Record	Date
D0622014J0000440	Pwlookqgbs	Lojohncvrik	1/11/1998	3	Weld	9/18/2015
D0622014J0000440	Pwlookqgbs	Lojohncvrik	1/11/1998	5	Weld	9/18/2015
D0622014J0000440	Pwlookqgbs	Lojohncvrik	1/11/1998	5	Weld	12/4/2019
D0622014J0000440	Pwlookqgbs	Lojohncvrik	1/11/1998	1	Weld	9/18/2015
D0622014J0000440	Pwlookqgbs	Lojohncvrik	1/11/1998	1	Weld	12/4/2019
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D0622015J0000084	Rplookuele	Bijohnhvaf	5/13/2000	1	Weld	3/12/2019
D0622015J0000105	Selookafbc	Dljohncyir	6/11/2001	2	Weld	6/18/2017
D0622018J0000372	Twlookokuw	Hojohndhzm	8/4/2001	1	Weld	2/11/2020

In the *Search Queries* section of the *Client Search* pop-up window:

5. Enter the **Client ID** or any other identifying information.
6. Click **Search**.

This opens the *Search Queries* results.

Select Client

Search Queries

First Name: Jane, Middle Name: Jane, Last Name: Smith, Soundex: On/Off

Date of Birth: MM/DD/YYYY, Phone Number: 555-555-5555, Client ID: 2447130

Address: 123 Elm St, City: Denver, ZIP: 80132

State ID: A555555, Household Number: 00-000000, Social Security Number: 000-00-0000 or 0000

Clear Search

Phonetic Search: false, Client ID: 2447130, 1 result

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	DYS
Kijgtqlos Gestkjaepgt Gpdsawdtrrk		2447130	Male	4/15/2001	19	Y639058	315-00-2597	Weld	Yes

Cancel Select

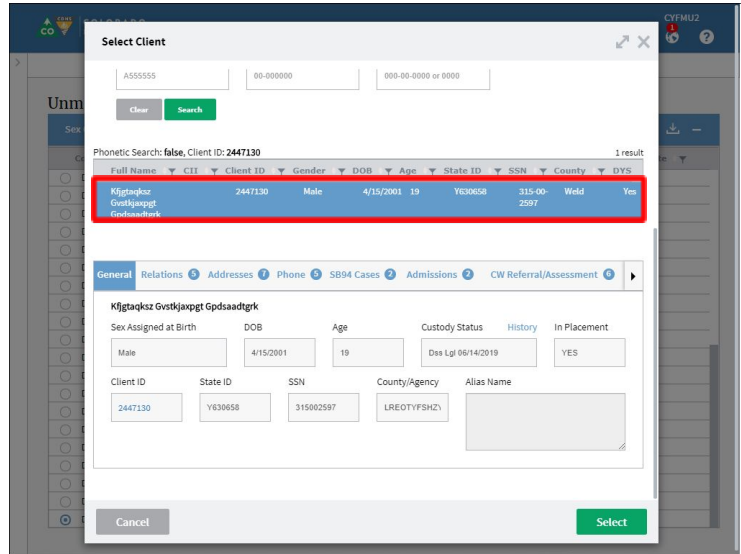


DYS_Assess – Manage Unmatched Sex Offender Queue Job Aid

In the Search Query results:

7. Select the appropriate **Client Name**.

The *Client Details* display below the *Search Queries* list.



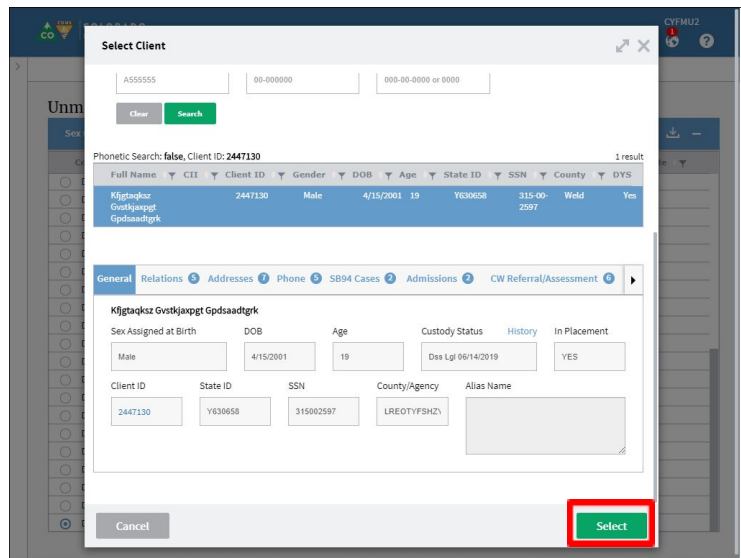
After confirming this is the correct Youth:

8. Click **Select**.

Notes:

The *Unmatched Sex Offender* record is associated to the Youth and enables the *Sex Offender Info* panel for the Youth on the following pages:

- *Commitment Details*
- *Recommitment Info*
- *DYS Client Manager Detail*.





DYS_Assess – Manage Unmatched Sex Offender Queue Job Aid

The *Sex Offender Info* panel now displays on the above mentioned pages.

- The *Does the Youth have to register as a Sex Offender?* toggle is set to **Yes**.

Note: Refer to the *TM DYS Manage Sex Offender Info Job Aid* listed under **Process** on page 1 for more information on the *Sex Offender Info* panel.

The record is removed from the Unmatched Sex Offender List and returns to the updated *Unmatched Sex Offender Queue*.

Court Case Number	Last Name	First Name	DOB	Count	Court Location	Sentence Date
D0622015J0000084	Rplookuele	Bijohnvaf	5/13/2000	1	Weld	3/28/2016
D0622015J0000084	Rplookuele	Bijohnvaf	5/13/2000	1	Weld	3/12/2019
D0622015J0000084	Lslookifba	Eqjohnbjuy	5/11/2000	1	Weld	3/28/2016
D0622015J0000084	Lslookifba	Eqjohnbjuy	5/11/2000	1	Weld	3/12/2019
D0692015J0000981	Holookatya	Hjohjnhqunq	7/17/1999	1	Denver	6/18/2016
D0622018J0000372	Tslookokuw	Hajohndhzm	8/4/2001	1	Weld	2/11/2020
D0622015J0000531	Estookmldm	Hujohnzef	4/15/2001	2	Weld	2/3/2020
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	3	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	5	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	5	Weld	12/4/2019
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	1	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	1	Weld	12/4/2019
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	6	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	2	Weld	12/4/2019
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	4	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	6	Weld	12/4/2019
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	2	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	3	Weld	12/4/2019
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	7	Weld	9/18/2015
D0622014J0000440	Pwlookpqbs	Lojohncvfk	1/11/1998	4	Weld	12/4/2019