



# DYS\_ARD – Access and View Upcoming DYS ARD Reviews Queue Job Aid

## User

- DYS Review Coordinator
- DYS ARD Reviewer

## Process

These Job Aid tables describe the actions needed to access and view the DYS Upcoming ARD Reviews Queue.

## Introduction

- The *DYS Upcoming ARD Reviews* page displays a list of Upcoming ARD Reviews based on ARD Scheduled Reviews for DYS Youth.

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Access and View DYS Upcoming ARD Reviews

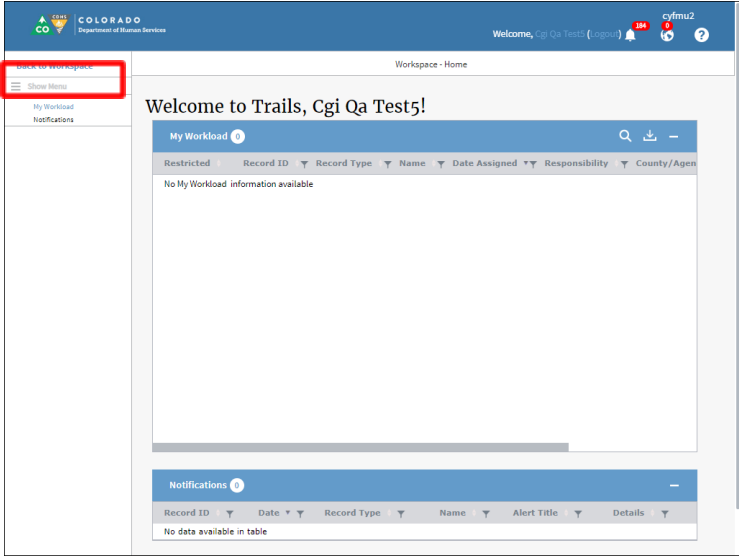
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# DYS\_ARD – Access and View Upcoming DYS ARD Reviews Queue Job Aid

## Access and View DYS Upcoming ARD Reviews

- The list displays Upcoming ARD Reviews based on ARD Scheduled Reviews for DYS Children/Youth's.
  - The DYS ARD Scheduled Reviews have been scheduled for the specified Region and have a Scheduled Date of today or after.
- **Review Type** displays *Initial* if the Child/Youth has not had an ARD Review or *Re-Review* if the Child/Youth has had a previous ARD Review.

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

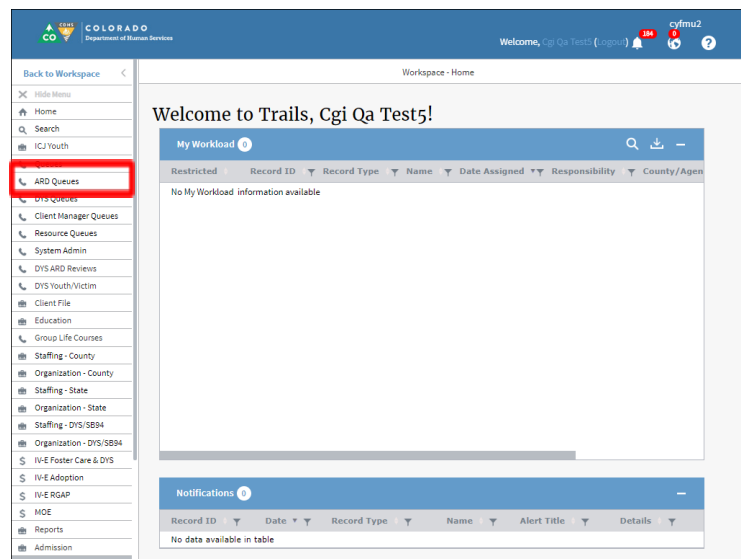


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In the *Left Navigation* panel:

2. Click **ARD Queues**.

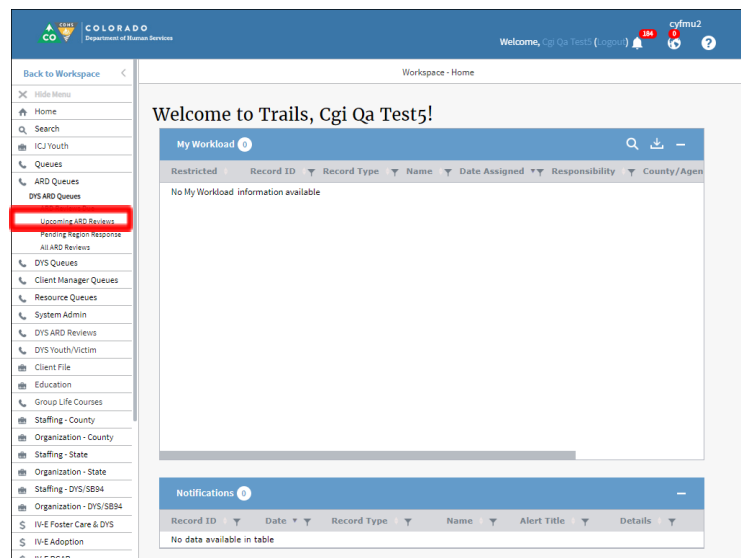
This expands the *DYS ARD Queues* list.



In the *Left Navigation* panel, under *DYS ARD Queues*:

3. Click **Upcoming ARD Reviews**.

This opens the *DYS Upcoming ARD Reviews* list.





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In the *DYS Upcoming ARD Reviews* list:

- The default sort is by *Scheduled Date* (earliest to latest).
- The columns in the table can be sorted or filtered using the icons to the right of each column heading to aid in locating the desired entry.
- Use the scroll bar at the bottom of the table to view the entire entry.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/28/2020	Ojgltarcal Zbstkjaftjs Sndsaaovbf	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
5/30/2020	Ojgltanimy Bgtskjanjl Xidsaadndbw	2251729	Leslie Navarro	Cgi Qa Test5	Re-review	test
9/29/2033	Cjgltalhu Wostkjaftbz Dtdsaaekzcb	280506	James Economy	J. David Tyner	Initial	
10/22/2088	Xjgltadnym Vstksaqmjr Ldtsaadkevc	1868002	Cherie Brown	Kathleen Makelley	Initial	--REDACT--
1/20/2112	Bjgltaddeu Rstksjanej Lwdsaadgany	2095919	Kathie Rodriguez	Jonathan Scharf	Initial	--REDACT--
10/7/2130	Avjgtacpe Rjtksjcdpf	2122717	Richard Knight	Lynette Overmeyer	Initial	--REDACT--

The *DYS Upcoming ARD Reviews* list can be filtered by **Regions** or **Reviewers**.

- The **Regions** filter contains all Regions to which the worker is affiliated and is sorted alphabetically.
- **Regions** filter defaults to the primary Region of the worker.
- The **Reviewers** filter contains all active workers with the DYS ARD Reviewer profile.
- The **Reviewers** filter defaults to *blank* and is sorted alphabetically.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/28/2020	Ojgltarcal Zbstkjaftjs Sndsaaovbf	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
5/30/2020	Ojgltanimy Bgtskjanjl Xidsaadndbw	2251729	Leslie Navarro	Cgi Qa Test5	Re-review	test
9/29/2033	Cjgltalhu Wostkjaftbz Dtdsaaekzcb	280506	James Economy	J. David Tyner	Initial	
10/22/2088	Xjgltadnym Vstksaqmjr Ldtsaadkevc	1868002	Cherie Brown	Kathleen Makelley	Initial	--REDACT--
1/20/2112	Bjgltaddeu Rstksjanej Lwdsaadgany	2095919	Kathie Rodriguez	Jonathan Scharf	Initial	--REDACT--
10/7/2130	Avjgtacpe Rjtksjcdpf	2122717	Richard Knight	Lynette Overmeyer	Initial	--REDACT--



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To filter by **Region**:

4. As needed, click the **Regions** drop-down arrow.
5. Select the appropriate option.

**Note:** Use the *All* option to select all **Regions** on the list.

The screenshot shows the 'DYS Upcoming ARD Reviews' page. The 'Regions' dropdown menu is open, showing options: All, Central, LMS Region, Northeast, Southern, and Western. The 'All' option is highlighted. Below the dropdown is a table with columns: Scheduled Date, Child/Youth, ClientId, CaseWorker/Client Manager, Reviewer, Review Type, and Review Location. The table contains several rows of review data.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/30/2020	Sndsaadovbf Ojgtaniny Bjstjarnj Xidssadndbw	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
9/29/2033	Cjgtaihui Wostjafdz Dtdsaadkzcb	280506	James Economy	J. David Tynen	Initial	
10/22/2088	Xbjgtadnym Vstksaqmjr Ldssadkevc	1868002	Cherie Brown	Kathleen Makelley	Initial	--REDACT--
1/20/2112	Bjgtaqdeu Rstksajrj Lvdssadgany	2095919	Kathie Rodriguez	Jonathan Scharf	Initial	--REDACT--
10/7/2130	Avjgtacpe Rjtkjcdpf	2122717	Richard Knight	Lynette Overmeyer	Initial	--REDACT--

This displays the entries for the selected **Regions**.

The screenshot shows the 'DYS Upcoming ARD Reviews' page with the 'Regions' dropdown menu set to 'Central'. A single entry in the table is highlighted with a red box.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
10/22/2088	Xbjgtadnym Vstksaqmjr Ldssadkevc	1868002	Cherie Brown	Kathleen Makelley	Initial	--REDACT--



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To filter by **Reviewer**:

6. As needed, click the **Reviewers** drop-down arrow.
7. Select the appropriate option.

The screenshot shows the 'DYS Upcoming ARD Reviews' page. The 'Reviewers' dropdown menu is open, showing a list of reviewer names: Andrew Bolton, Cgi Qa Test5, J. David Tyner, Jonathan Scharf, Kathleen Makelky, and Lynette Overmeyer. The dropdown is highlighted with a red box.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/28/2020	Oqjgtarcal Zbstkjafjjs Sndsaaodvbf	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
5/30/2020	Oqjgtaniny Bgstksjarnj Xidsaadmdvbw	2251729	Leslie Navarro	Cgi Qa Test5	Re-review	test
9/29/2033	Cqjgtaihu Wostkjafibz Dtdsaadkzcb	280506	James Economy	J. David Tyner	Initial	
10/22/2088	Xqjgtadnym Vstksjagmjr Ldtsaadkevc	1868002	Cherie Brown	Kathleen Makelky	Initial	--REDACT--
1/20/2112	Bqjgtadegu Rstksjajrnj Lwdsaadgany	2095919	Kathie Rodriguez	Jonathan Scharf	Initial	--REDACT--
10/7/2130	Avjgtacpge Rjtkjacdpl	2122717	Richard Knight	Lynette Overmeyer	Initial	--REDACT--

This displays the entries for the selected **Reviewers**.

The screenshot shows the 'DYS Upcoming ARD Reviews' page with the 'Reviewers' dropdown menu set to 'Cgi Qa Test5'. The data rows for this reviewer are highlighted with a red box.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/28/2020	Oqjgtarcal Zbstkjafjjs Sndsaaodvbf	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
5/30/2020	Oqjgtaniny Bgstksjarnj Xidsaadmdvbw	2251729	Leslie Navarro	Cgi Qa Test5	Re-review	test



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In the *DYS Upcoming ARD Reviews* list:

- (Optional) Click the date link in the **Scheduled Date** column to open the *ARD Scheduled Review* in a new tab.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/28/2020	Oqjgtarcal Zbstkjaqjjs Sndsaaodovbf	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
5/30/2020	Oqjgtanimy Bqstkjarnj Xidsaadndbw	2251729	Leslie Navarro	Cgi Qa Test5	Re-review	test
9/29/2033	Cqjgtaihai Wvostkjadfbz Dtdsaaedkzcb	280508	James Economy	J. David Tyner	Initial	
10/22/2088	Xbqjgtadnym Vstktjaqmjr Ldtsaaedkevc	1868002	Cherie Brown	Kathleen Makelky	Initial	--REDACT--
1/20/2112	Bqjgtadqeu Rvostkjalnj Lvdtsaadgany	2095919	Kathie Rodriguez	Jonathan Scharf	Initial	--REDACT--
10/7/2130	Avqjgtacpe Rjstktjadcpf	2122717	Richard Knight	Lynette Overmeyer	Initial	--REDACT--

- (Optional) Click the name link in the **Child/Youth** column to open the *Client Record* page in a new tab.

Scheduled Date	Child/Youth	ClientId	CaseWorker/Client Manager	Reviewer	Review Type	Review Location
5/28/2020	Oqjgtarcal Zbstkjaqjjs Sndsaaodovbf	2467304	Roger Powell	Cgi Qa Test5	Re-review	test
5/30/2020	Oqjgtanimy Bqstkjarnj Xidsaadndbw	2251729	Leslie Navarro	Cgi Qa Test5	Re-review	test
9/29/2033	Cqjgtaihai Wvostkjadfbz Dtdsaaedkzcb	280508	James Economy	J. David Tyner	Initial	
10/22/2088	Xbqjgtadnym Vstktjaqmjr Ldtsaaedkevc	1868002	Cherie Brown	Kathleen Makelky	Initial	--REDACT--
1/20/2112	Bqjgtadqeu Rvostkjalnj Lvdtsaadgany	2095919	Kathie Rodriguez	Jonathan Scharf	Initial	--REDACT--
10/7/2130	Avqjgtacpe Rjstktjadcpf	2122717	Richard Knight	Lynette Overmeyer	Initial	--REDACT--