



DYS CM: YDP – Supervisor Approve Parole Plan Job Aid

Users

- Client Manager Supervisor

Process

This Job Aid table describes the actions needed for a Client Manager Supervisor to approve or deny a YDP Parole Plan for the Youth in the Youth Development Plan (YDP) from the Client Manager Details page.

Related Job Aids:

Refer to the Job Aid listed below for details on how to manage the Youth Development Plan:

- *DYS_CM-YDP-Manage Parole Plan*

Introduction

- If the DYS Case for the Youth is not active, the Parole Plan is read-only.
- If the DYS Case for the Youth is active, and not locked, the Parole Plan is editable.

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Approve/Deny Parole Plan

- Workers can make edits to a current Parole Plan after Supervisor approval and resubmit for approval until a Parole Plan is locked.
- Client Manager Supervisors will receive a Notification when a Request to Approve is submitted.
- The Client Manager Worker who requests approval will receive a notification if *Approved* or *Denied*.

Steps/Output	Screenshot
<p>In the <i>Welcome</i> page:</p> <ol style="list-style-type: none"> 1. Click Notifications on left navigation. <p>The <i>Notifications</i> section displays.</p>	
<p>In the <i>Notifications</i> section:</p> <ol style="list-style-type: none"> 2. Click the record ID under Record ID column. <p>The <i>DYS Client Manager Detail</i> page displays.</p>	



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In the *DYS Client Manager Detail* page:

3. Click **Actions**.
4. Select **View/Edit YDP**.

The *Youth Development Plan* page displays.

In the *Youth Development Plan* left navigation:

5. Click **Parole Plan** to navigate to the Parole Plan section.

Parole Plan ID	Created Date	Created By	Updated Date	Updated By
12	4/6/2020	Dys-Admissions Modtest25	5/14/2020	Mod Test14
11	4/6/2020	Dys-Admissions Modtest25	4/6/2020	Mod Test14



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In the *Parole Plan* section:

6. Click appropriate **Parole Plan ID** in the list of Parole Plans.

The *YDP – Parole Plan* page displays.

Parole Plan ID	Created Date	Created By	Updated Date	Updated By
12	4/6/2020	Dys-Admissions ModTest25	5/14/2020	Mod Test14
11	4/6/2020	Dys-Admissions ModTest25	4/6/2020	Mod Test14

In the *YDP – Parole Plan* page:

7. Click **Supervisor Approval** on left navigation.

The *Supervisor Approval* section displays.

Requested by: Dys-Admissions ModTest25
Requested Date: 4/6/2020

Comments: test

Supervisor Approval

Approved
 Denied

Comments:

Dispositioned By: Mod Test14
Date Dispositioned: 5/14/2020



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To approve:

8. Click **Approved** radio button.
9. (Optional) Enter **Comments**.

Note: Comments are **not** required for an *Approved* Parole Plan.

10. Click **Submit**.

Notes:

- No confirmation is given.
- After submittal the Submit button shows greyed out.
- Notification will be sent to the Client Manager Worker that entered the request, whether *Approved* or *Denied*.
- *Approval Request History* is updated with Approved disposition.



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To deny:

11. Click **Denied** radio button.
12. Enter **Comments***.

Note: Comments are required for a *Denied* Parole Plan.

13. Click **Submit**.

Notes:

- No confirmation is given.
- After submittal the Submit button shows greyed out.
- Notification will be sent to the Client Manager Worker that entered the request, whether *Approved* or *Denied*.