



DYS Client Manager – Manage Youth Development Plan Job Aid

User

- Client Manager Worker.
- Client Manager Supervisor.

Process

These Job Aid tables describe the actions needed to access a Youth Development Plan from Client Manager. Client Managers will be able to access and update the Client Manager Detail for any DYS Youth regardless of whether they are the assigned Client Manager for the DYS case.

Referenced Job Aids

Refer to the Job Aid listed below for details on how to access Client Manager:

- *TM DYS CM – Access/View Client Manager*

Related Job Aids:

These Job Aids will further define the Youth Development Plan:

- *TM DYS CM YDP Manage Case Plan*
- *TM DYS CM YDP Manage Transition Plan*
- *TM DYS CM YDP Manage Parole Plan*

Introduction

- The Youth Development Plan is created in the system thru the Assessment Process.
- Each section will be expandable and collapsible. Click the expand icon (+) to expand.
- The Youth Development Plan page will be editable for certain profiles and read-only for other profiles.
- Youth Development Plan page includes an **Actions** drop-down box on the top of the page to view a specific YDP Report called the Independent Living Plan Report.

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DYS Client Manager – Manage Youth Development Plan Job Aid

Access and View Youth Development Plan

- The worker will be able to open and edit the YDP for an active DYS Case.
- If the DYS case is closed and it has Transition Plan or Parole Plan data, the worker will be able to view the YDP as read-only.
- If the DYS case is closed and does not have Transition Plan or Parole Plan data, then the View/Edit YDP option will not be available.
- The View/Edit YDP menu item will only be enabled once a CJRA with an Assessment Reason of 'Initial Assessment' has been associated to the DYS Case.

Steps/Output	Screenshot
<p>Refer to the <i>TM DYS CM – Access/View Client Manager Job Aid</i> for details on locating the desired Client Manager.</p>	



DYS Client Manager – Manage Youth Development Plan Job Aid

In the *DYS Client Manager Detail* page:

1. Click **Actions**.
2. Click **View/Edit YDP**.

The *Youth Development Plan* page displays.

In the *Youth Development Plan* page there are several Left Hand Navigation Panel items:

Cover Page will be referenced in this Job Aid.

Case Plan, *Transition Plan*, and *Parole Plan* will be covered in separate Job Aids.

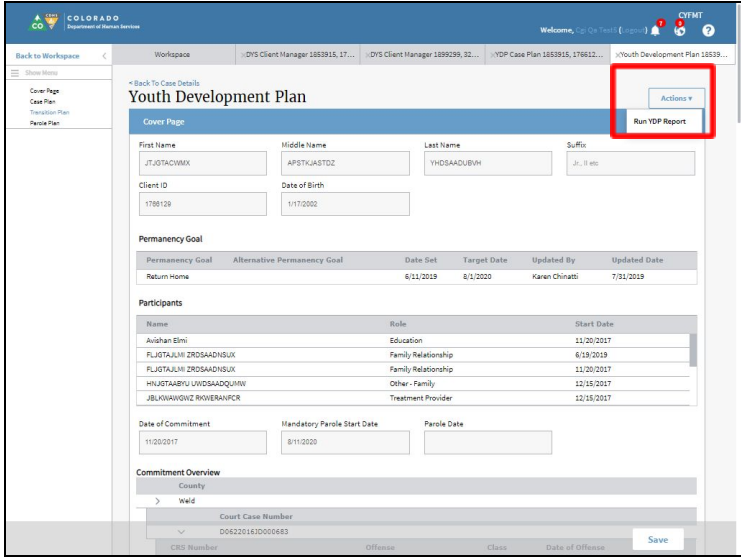
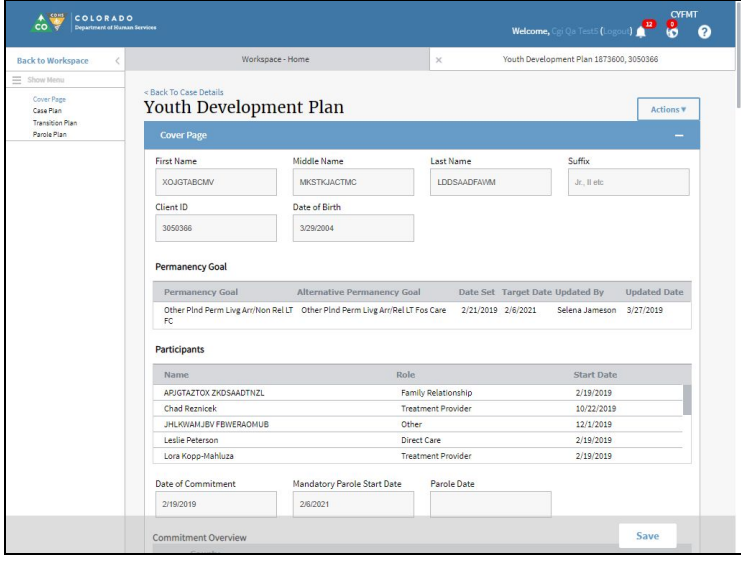


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Youth Development Plan Actions Menu

Run YDP Report

- The worker will be able to generate a PDF for the Independent Living Plan.
- The report has options/parameters for different views of the report.

Steps/Output	Screenshot
<p>From the <i>Youth Development Plan</i> main page:</p> <ol style="list-style-type: none"> 1. Click Actions. 2. Select Run YDP Report. <p>This opens the <i>YDP Report</i> in a new browser window.</p>	 <p>The screenshot shows the 'Youth Development Plan' page with an 'Actions' dropdown menu open. The 'Run YDP Report' option is highlighted with a red rectangle. The page displays client information for a client with ID 1788129, including a table for Permenency Goals and a list of Participants.</p>
<p>When you have finished working with the <i>YDP Report</i>, close the window and return to the <i>Youth Development Plan</i> page.</p>	 <p>The screenshot shows the 'Youth Development Plan' page for a different client (ID 3050366). The 'Actions' dropdown menu is closed. The page displays client information and a table for Permenency Goals.</p>



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Youth Development Plan Cover Page

View Client Info

- Use the right scroll bar to move through each section in the Cover Page.
- The Client Information can be edited from the Client File.

Steps/Output	Screenshot
<p>Navigate in the YDP Cover Page to the <i>Client Information</i> section by using the scroll bar at the right of the page.</p> <p>View the data displayed.</p>	



DYS Client Manager – Manage Youth Development Plan Job Aid

View Permanency Goal

- The default sort for the Permanency Goal list will be by Date Updated with most recent on top.
- This data can be added/updated from Client Manager.

Steps/Output	Screenshot												
<p>Navigate in the YDP Cover Page to the <i>Permanency Goal</i> section by using the scroll bar at the right of the page.</p> <p>View the data displayed.</p>	<table border="1"> <thead> <tr> <th>Permanency Goal</th> <th>Alternative Permanency Goal</th> <th>Date Set</th> <th>Target Date</th> <th>Updated By</th> <th>Updated Date</th> </tr> </thead> <tbody> <tr> <td>Return Home</td> <td></td> <td>6/11/2019</td> <td>6/1/2020</td> <td>Karen Chinatti</td> <td>7/31/2019</td> </tr> </tbody> </table>	Permanency Goal	Alternative Permanency Goal	Date Set	Target Date	Updated By	Updated Date	Return Home		6/11/2019	6/1/2020	Karen Chinatti	7/31/2019
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View Participants

- The default sort for Participants will be by Name in alphabetical order.
- The Participants list will include all active Team Members, and excludes those not-applicable.
- Date of Commitment will come from the most recent associated New Commitment.
- Mandatory Parole Start Date will come from the most recent LOS (Level of Supervision).
- This section is view-only in the Youth Development Plan.
- This data can be added/updated from Client Manager.

Steps/Output	Screenshot																		
<p>Navigate in the YDP Cover Page to the <i>Participants</i> section by using the scroll bar at the right of the page.</p> <p>View the data displayed.</p>	<p>The screenshot shows the 'Youth Development Plan' interface. The 'Participants' section is highlighted with a red box. The table below shows the data displayed:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>Avishan Elmi</td> <td>Education</td> <td>12/20/2017</td> </tr> <tr> <td>FLJSTAJLJH ZRDSADNDJUX</td> <td>Family Relationship</td> <td>6/19/2019</td> </tr> <tr> <td>FLJSTAJLJH ZRDSADNDJUX</td> <td>Family Relationship</td> <td>12/20/2017</td> </tr> <tr> <td>HNJDTAABU LVNDS4DQJUNW</td> <td>Other - Family</td> <td>12/18/2017</td> </tr> <tr> <td>JBLKWAQWVZ RROVERANPCR</td> <td>Treatment Provider</td> <td>12/18/2017</td> </tr> </tbody> </table>	Name	Role	Start Date	Avishan Elmi	Education	12/20/2017	FLJSTAJLJH ZRDSADNDJUX	Family Relationship	6/19/2019	FLJSTAJLJH ZRDSADNDJUX	Family Relationship	12/20/2017	HNJDTAABU LVNDS4DQJUNW	Other - Family	12/18/2017	JBLKWAQWVZ RROVERANPCR	Treatment Provider	12/18/2017
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Also showing in this section:

- **Date of Commitment**
- **Mandatory Parole Start Date**
- **Parole Date:**

Notes:

- If youth is not on Parole, no date will display.
- Youth is considered on Parole when the active Parole Status includes a row with Status of 'Parole'.

Youth Development Plan

First Name: JTJOTACWIK Middle Name: APSTXJASTDZ Last Name: YHDSAADUBM Suffix: Jr., II etc

Client ID: 1768129 Date of Birth: 1/17/2002

Permanency Goal	Alternative Permanency Goal	Date Set	Target Date	Updated By	Updated Date
Return Home		6/11/2019	8/1/2020	Karen Chinatti	7/31/2019

Participants	Name	Role	Start Date
	Avishan Elmi	Education	11/20/2017
	FLJGTALJH ZRDSAADNSUX	Family Relationship	6/19/2019
	FLJGTALJH ZRDSAADNSUX	Family Relationship	11/20/2017
	HJNSTAEBIU LWDSAADQJWNI	Other- Family	12/15/2017
	JBLKXWGWVZ RYNEBKAIFCR	Treatment Provider	12/15/2017

Date of Commitment: 11/20/2017 Mandatory Parole Start Date: 8/11/2020 Parole Date:

Commitment Overview

County: Weld

Court Case Number: DOE220163D000683



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View Commitment Overview

- The Commitment Overview will display based on the most recent New Commitment and associated Recommitments.
- This section will show everything expanded by default.

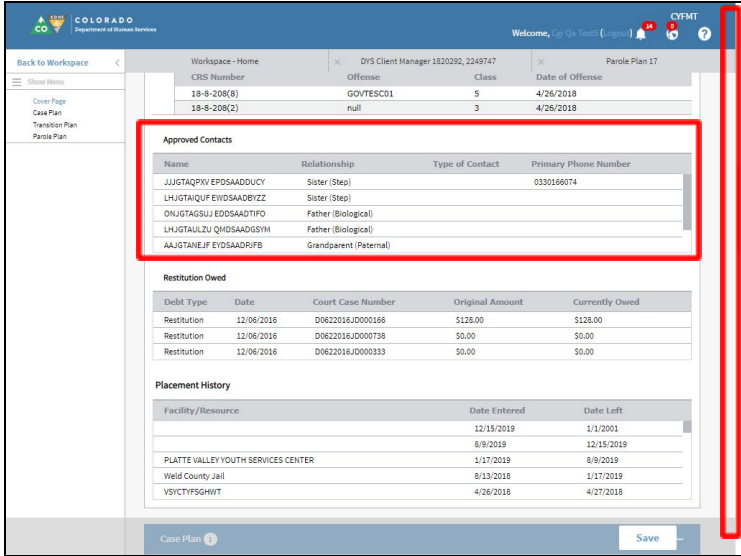
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View Approved Contacts

- Approved Contacts lists all Family Relationships that have ‘Yes’ for Approved Contact for the Youth.
- Type of Contact will list all types for each Approved Contact.
- The default sort for Approved Contacts will be by Name in alphabetical order.

Steps/Output	Screenshot																																																														
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View Restitution Owed

- The list of Restitution Owed displays the Debts/Expense for the Youth.
- The default sort for Restitution Owed is by Date with most recent on top.
- This data can be added/updated from Client Manager.

Steps/Output	Screenshot																				
<p>Navigate in the YDP Cover Page to the <i>Restitution Owed</i> section by using the scroll bar at the right of the page.</p> <p>View the data displayed.</p>	<table border="1"> <caption>Restitution Owed</caption> <thead> <tr> <th>Debt Type</th> <th>Date</th> <th>Court Case Number</th> <th>Original Amount</th> <th>Currently Owed</th> </tr> </thead> <tbody> <tr> <td>Restitution</td> <td>12/06/2016</td> <td>D0622016JD000166</td> <td>\$128.00</td> <td>\$128.00</td> </tr> <tr> <td>Restitution</td> <td>12/06/2016</td> <td>D0622016JD000738</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Restitution</td> <td>12/06/2016</td> <td>D0622016JD000333</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>	Debt Type	Date	Court Case Number	Original Amount	Currently Owed	Restitution	12/06/2016	D0622016JD000166	\$128.00	\$128.00	Restitution	12/06/2016	D0622016JD000738	\$0.00	\$0.00	Restitution	12/06/2016	D0622016JD000333	\$0.00	\$0.00
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View Placement History

- The default sort for Placement History is by Date Entered with most recent on top.
- Placement History displays all placements (Service Authorizations, Admissions, and Other Placements) for the Youth between the Date of Commitment to the current date.

Steps/Output	Screenshot																		
<p>Navigate in the YDP Cover Page to the <i>Placement History</i> section by using the scroll bar at the right of the page.</p> <p>View the data displayed.</p>	<p>The screenshot shows the DYS Client Manager interface. The Placement History section is highlighted with a red box. The table contains the following data:</p> <table border="1"><thead><tr><th>Facility/Resource</th><th>Date Entered</th><th>Date Left</th></tr></thead><tbody><tr><td></td><td>12/15/2019</td><td>1/1/2001</td></tr><tr><td></td><td>8/9/2019</td><td>12/15/2019</td></tr><tr><td>PLATTE VALLEY YOUTH SERVICES CENTER</td><td>1/17/2019</td><td>8/9/2019</td></tr><tr><td>Weld County Jail</td><td>8/13/2018</td><td>1/17/2019</td></tr><tr><td>VSVCYFSGHWT</td><td>4/26/2018</td><td>4/27/2018</td></tr></tbody></table>	Facility/Resource	Date Entered	Date Left		12/15/2019	1/1/2001		8/9/2019	12/15/2019	PLATTE VALLEY YOUTH SERVICES CENTER	1/17/2019	8/9/2019	Weld County Jail	8/13/2018	1/17/2019	VSVCYFSGHWT	4/26/2018	4/27/2018
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