



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.

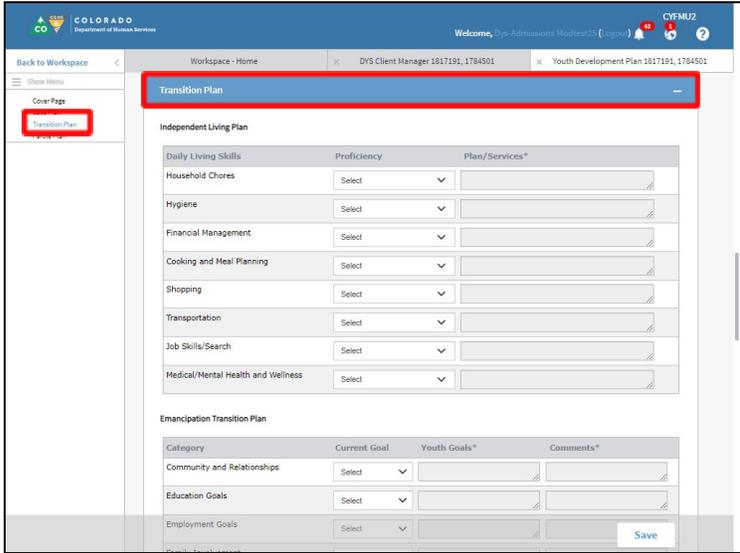
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Add Transition Plan	3
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Access and View Transition Plan

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"> 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>	<table border="1"> <thead> <tr> <th>Daily Living Skills</th> <th>Proficiency</th> <th>Plan/Services*</th> </tr> </thead> <tbody> <tr> <td>Household Chores</td> <td>Proficient</td> <td></td> </tr> <tr> <td>Hygiene</td> <td>Proficient</td> <td></td> </tr> <tr> <td>Financial Management</td> <td>Area of Need</td> <td>Will attend a course to assist with maintaining financials</td> </tr> <tr> <td>Cooking and Meal Planning</td> <td>Partially Proficient</td> <td>Will research and select recipes and buy the appropriate ingredients to prepare meals</td> </tr> <tr> <td>Shopping</td> <td>Proficient</td> <td></td> </tr> <tr> <td>Transportation</td> <td>Proficient</td> <td></td> </tr> <tr> <td>Job Skills/Search</td> <td>Proficient</td> <td></td> </tr> <tr> <td>Medical/Mental Health and Wellness</td> <td>Proficient</td> <td></td> </tr> </tbody> </table>	Daily Living Skills	Proficiency	Plan/Services*	Household Chores	Proficient		Hygiene	Proficient		Financial Management	Area of Need	Will attend a course to assist with maintaining financials	Cooking and Meal Planning	Partially Proficient	Will research and select recipes and buy the appropriate ingredients to prepare meals	Shopping	Proficient		Transportation	Proficient		Job Skills/Search	Proficient		Medical/Mental Health and Wellness	Proficient														
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<p>In the <i>Emancipation Transition Plan</i> section of the <i>Transition Plan</i>:</p> <ol style="list-style-type: none"> Click the Current Goal dropdown arrow and select Yes or No for each Category. <p>Note: If the Current Goal selection is Yes, Youth Goals* and Comments* are enabled and required.</p>	<table border="1"> <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.

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

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



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

The screenshot shows the 'Add Education/Vocation Element' modal form. The 'Element*' dropdown is set to 'GED Prep Program'. The 'Name*' text field is highlighted with a red box and contains the text 'GED Prep Program'. Other fields include 'Hours Per Week*' (10), 'Transportation Plan*' (Supervised Bus Route), and 'Confirmed/Pending*' (Pending selected). A comments box contains the text: 'Youth will take the bus under the supervision of an authorized individual and will attend class two hours a day, five days a week.'

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

This screenshot is identical to the one above, but the 'Hours Per Week*' text field is highlighted with a red box. The field contains the number '10'.



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- 15. Click in the **Transportation Plan***.
- 16. Enter the appropriate information.

The screenshot shows the 'Add Education/Vocation Element' form in the Colorado Department of Human Services system. The 'Element*' dropdown is set to 'GED Prep Program'. The 'Name*' field contains 'GED Prep Program'. The 'Hours Per Week*' dropdown is set to '10', and the 'Transportation Plan*' dropdown is highlighted with a red box, showing 'Supervised Bus Route'. The 'Confirmed/Pending*' section has 'Confirmed' selected. The 'Comments' field contains the text: 'Youth will take the bus under the supervision of an authorized individual and will attend class two hours a day, five days a week.' The 'Requirements' section has several checkboxes, and the 'Medical Providers' field is empty.

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

The screenshot shows the 'Add Education/Vocation Element' form in the Colorado Department of Human Services system. The 'Element*' dropdown is set to 'GED Prep Program'. The 'Name*' field contains 'GED Prep Program'. The 'Hours Per Week*' dropdown is set to '10', and the 'Transportation Plan*' dropdown is set to 'Supervised Bus Route'. The 'Confirmed/Pending*' section has 'Confirmed' selected, and this section is highlighted with a red box. The 'Comments' field contains the text: 'Youth will take the bus under the supervision of an authorized individual and will attend class two hours a day, five days a week.' The 'Requirements' section has several checkboxes, and the 'Medical Providers' field is empty.



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

The screenshot shows the 'Add Education/Vocation Element' form in the Colorado Department of Human Services system. The form is titled 'Add Education/Vocation Element' and includes fields for 'Element*' (GED Prep Program), 'Name*' (GED Prep Program), 'Hours Per Week*' (10), and 'Transportation Plan*' (Supervised Bus Route). The 'Confirmed/Pending*' section has radio buttons for 'Confirmed' and 'Pending', with 'Pending' selected. The 'Comments' field is highlighted with a red border and contains the text: 'Youth will take the bus under the supervision of an authorized individual and will attend class two hours a day, five days a week.' The form also includes 'Cancel' and 'Add' buttons at the bottom.

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

This screenshot is identical to the one above, showing the 'Add Education/Vocation Element' form. In this view, the 'Add' button at the bottom right of the form is highlighted with a red border, indicating the next step in the process.



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

The screenshot shows the 'Education/Vocation Plan' section of the system. A red box highlights the table header for the 'Education/Vocation Plan' table. The table contains one row of data for a 'GED Prep Program'.

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.

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.

The screenshot shows the 'OS MDT School Info' section of the form. A red box highlights the 'MDT School Representative' text field. The rest of the form, including the 'Education/Vocation Plan' table and the 'Medical Providers' table, is visible but not highlighted.



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

The screenshot shows the 'Education/Vocation Plan' form in the 'DYS Client Manager' system. The 'OS MDT School Info' section contains the 'School Safety Plan Approved On' field, which is highlighted with a red box. The field contains the date 'MM/DD/YYYY' and a calendar icon. Other fields include 'MDT School Representative' and 'School Safety Plan Approved By'. Below this is a 'Victim is enrolled in the same school' section with 'Yes' and 'No' radio buttons. A 'Requirements' section follows with several checkboxes. At the bottom is a 'Medical Providers' table with columns for Provider Type, Provider Name, Agency Name, Address, Phone, Start Date, End Date, and Date Seen. The table lists two providers: a DENTIST and an OPTHM.

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

This screenshot is identical to the one above, but the 'School Safety Plan Approved By' text field in the 'OS MDT School Info' section is highlighted with a red box. The rest of the form, including the 'School Safety Plan Approved On' date field, remains the same.



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

The screenshot shows the 'Education/Vocation Plan' section of the DYS Client Manager. A red box highlights the 'Victim is enrolled in the same school' toggle, which has 'Yes' selected. Below this, the 'Requirements' section is visible, containing several checkboxes for safety and disclosure requirements. The 'Medical Providers' table at the bottom lists providers like Libacme Jasi and Libacme Gupp.

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.

This screenshot is similar to the one above but highlights the 'Requirements' section with a red box. The 'Victim is enrolled in the same school' toggle is now unselected. The 'Requirements' section contains several checkboxes for safety and disclosure requirements. The 'Medical Providers' table at the bottom is also visible.



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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 Jasn	Cuewme Gevk	207 MAINZV ST Aurora, CO	0960101797	9/19/2018	
OPTHM	Libacme Gujp	Cuewme Tzcc	5515 MAINNO ST Aurora, CO	0360196955	9/19/2018	
PSYCHATR	Libacme Xacc	Cuewme Twiwg	1358 MAINCN ST Denver, CO	0940353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdtd			1/30/2018	9/19/2018
OPTHM	Libacme Brve	Cuewme Geyq			1/30/2018	9/19/2018
						1/30/2018

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.

Document Type	Document Location	Date Confirmed
No information available		
Plan for Obtaining Missing Documents		
<input type="checkbox"/> N/A		
		2/6/2020



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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.

Colorado Department of Human Services

Welcome, Dys-Admissions Modest21 (Logout) | CYFMUJ

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

If youth is attending college, Campus security must be notified of the sexual offense and the youth's address.
 Youth cannot enter into position of trust or authority with any child(ren) of potential victims.
 Any employment must be approved in ADVANCE of start date. The parole officer shall design a safety plan specific to the employment setting. [SOMB 6.00 #11]
 The parole officer shall require disclosure to third parties regarding the nature and extent of the sexual behavior when the third part may be a potential victim OR the MDT deems it necessary for community safety. [SOMB 5.206]

Medical Providers

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasn	Cuewme Gevk	207 MAINZIV ST Aurora, CO	0960101797	9/19/2018	
OPFHM	Libacme Gujp	Cuewme Tzcc	5515 MAININO ST Aurora, CO	0380196955	9/19/2018	
PSYCHATR	Libacme Xacc	Cuewme Twigg	1558 MAINCN ST Denver, CO	0940353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdtd			1/30/2018	9/19/2018
OPFHM	Libacme Brve	Cuewme Geyq			1/30/2018	9/19/2018
PHYSICIAN	Libacme Klfq	Cuewme Lxas			1/30/2018	9/19/2018

Vital Documents

Document Type	Document Location	Date Confirmed
Plan for Obtaining Missing Documents		
<input type="checkbox"/> N/A		

Parole Plan | Save

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

The *Save Successful* pop-up window appears.

Colorado Department of Human Services

Welcome, Dys-Admissions Modest21 (Logout) | CYFMUJ

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

If youth is attending college, Campus security must be notified of the sexual offense and the youth's address.
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PSYCHATR	Libacme Xacc	Cuewme Twigg	1558 MAINCN ST Denver, CO	0940353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdtd			1/30/2018	9/19/2018
OPFHM	Libacme Brve	Cuewme Geyq			1/30/2018	9/19/2018
PHYSICIAN	Libacme Klfq	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 type="checkbox"/> N/A		

Parole Plan | Save



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In the *Save Successful* pop-up window:

33. Click **Ok**.

The screenshot shows a 'Save Successful' pop-up window with the text 'Youth Development Plan saved successfully.' and a green 'Ok' button. The background shows a form for a Youth Development Plan with sections for Medical Providers and Vital Documents.

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasn	Cuewme Gevck	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 Twwig	1358 MAIN/CH ST Denver, CO	0840353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdtd			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

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

The screenshot shows the 'Transition Plan' section of the Youth Development Plan. It includes a table for 'Independent Living Plan' and an 'Emancipation Transition Plan' section.

Daily Living Skills	Proficiency	Plan/Services*
Household Chores	Proficient	
Hygiene	Proficient	
Financial Management	Proficient	
Cooking and Meal Planning	Proficient	
Shopping	Proficient	
Transportation	Proficient	
Job Skills/Search	Proficient	
Medical/Mental Health and Wellness	Proficient	

Category	Current Goal	Youth Goals*	Comments*
Community and Relationships	No		
Education Goals	No		
Employment Goals	No		



DYS CM: YDP – Manage Transition Plan Job Aid

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.

Daily Living Skills	Proficiency	Plan/Services*
Household Chores	Proficient	
Hygiene	Proficient	
Financial Management	Area of Need	Will attend a course to assist with maintaining financials
Cooking and Meal Planning	Partially Proficient	Will research and select recipes and buy the appropriate ingredients to prepare meals
Shopping	Proficient	
Transportation	Proficient	
Job Skills/Search	Proficient	
Medical/Mental Health and Wellness	Proficient	

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.

Category	Current Goal	Youth Goals*	Comments*
Community and Relationships	No		
Education Goals	No		
Employment Goals	No		
Family Involvement	No		
Legal Issues	No		
Medications,	No		
Money	No		
Management Goals	No		
Long Term Housing Goals	No		



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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.

The screenshot shows the 'Community Reintegration Plan' section of the YDP interface. A red box highlights the 'Community Activities (Check all that apply)' section, which includes checkboxes for 'Staff Supervised Community Activities', 'Home Passes', 'Other (please describe)', 'Community Placement', 'Independent Volunteer Activities', 'Community School', and 'Employment'. Below these are text input fields for 'test' and 'Comments*' with 'test' entered. The 'Full Time Program' section shows 'IEP' with 'Yes' selected, 'Date of HS Diploma' as 3/11/2020, and 'Date of GED' as MM/DD/YYYY. The 'Education/Vocational Plan' table is visible below.

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.

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

The *Save Successful* pop-up window appears.

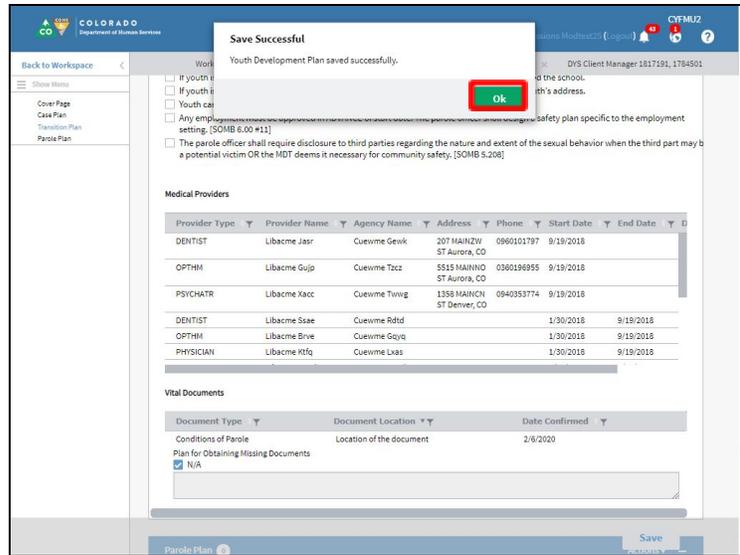
This screenshot is identical to the one above, but with a red box highlighting the 'Save' button at the bottom right of the interface.



DYS CM: YDP – Manage Transition Plan Job Aid

In the *Save Successful* pop-up window:

- Click **Ok**.



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

