



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.

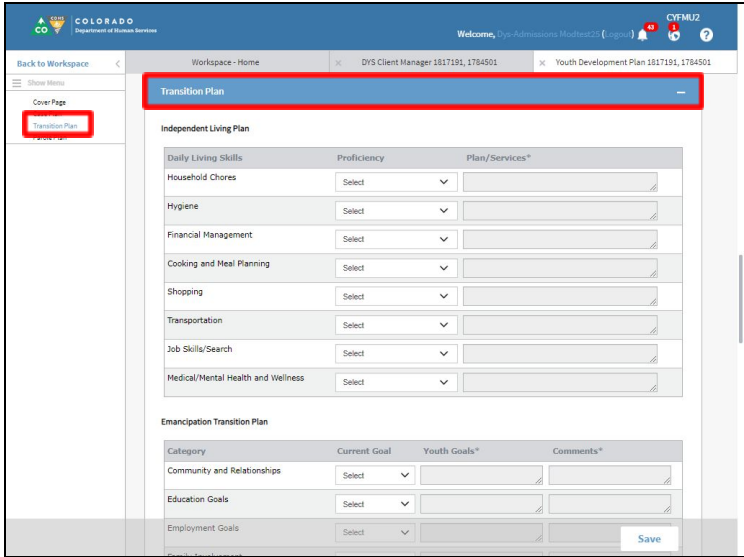
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Access and View Transition Plan

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 shows the DYS Client Manager interface. The left navigation panel has 'Transition Plan' highlighted with a red box. The main content area shows the 'Independent Living Plan' and 'Emancipation Transition Plan' sections. The 'Independent Living Plan' section includes a table with columns for 'Daily Living Skills', 'Proficiency', and 'Plan/Services*'. The 'Emancipation Transition Plan' section includes 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>	
<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>	



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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***.

Colorado Department of Human Services

Welcome, Dye Admissions Modified:01 (log out) CYFMUZ

Back to Workspace < Workspace: Home DYS Client Manager 1817191, 1784501 Youth Development Plan 1817191, 1784501

Community Reintegration Plan

Community Activities (Check all that apply)

☐ Staff Supervised Community Activities ☐ Community Placement ☐ Community School

☒ Home Passes ☒ Independent Volunteer Activities ☒ Employment

☒ Other (please describe)

test

Comments*

test

Full Time Program

IEP ☐ Yes ☒ No Date of HS Diploma MM/DD/YYYY Date of GED MM/DD/YYYY

Education/Vocation Plan

Element	Name	Hours Per Week	Transportation Plan	Confirmed/Pending	Comments
No information available					

OS MDT School Info - Only completed for offense-specific youth.

MDT School Representative School Safety Plan Approved On MM/DD/YYYY School Safety Plan Approved By

Victim is enrolled in the same school ☐ Yes ☒ No

Save

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.

Colorado Department of Human Services

Welcome, Dye Admissions Modified:01 (log out) CYFMUZ

Back to Workspace < Workspace: Client Search Youth Development Plan 1817191, 1784501 DYS Client Manager 1817191, 1784501

Full Time Program

IEP ☐ Yes ☒ No Date of HS Diploma 4/10/2020 Date of GED MM/DD/YYYY

Education/Vocation Plan

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.

OS MDT School Info - Only completed for offense-specific youth.

MDT School Representative School Safety Plan Approved On MM/DD/YYYY School Safety Plan Approved By

Victim is enrolled in the same school ☐ Yes ☒ No

Requirements

☐ If youth is attending a community school, there must be a safety plan approved by the MDT and the school.

☐ 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

Save



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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' 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), 'Confirmed/Pending*' (Pending), and a 'Comments' field with 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 a 'Requirements' section with several checkboxes and a 'Medical Providers' section.

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

The screenshot shows the 'Add Education/Vocation Element' form. The 'Name*' text field is highlighted with a red box and contains the text 'GED Prep Program'. The 'Hours Per Week*' text field is highlighted with a red box and contains the number '10'. Other fields include 'Transportation Plan*' (Supervised Bus Route), 'Confirmed/Pending*' (Pending), and a 'Comments' field with 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 a 'Requirements' section with several checkboxes and a 'Medical Providers' section.



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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 (CDHS) system. The form is titled 'Add Education/Vocation Element' and has a 'Cancel' button and an 'Add' button. The form contains several fields: 'Element*' (a dropdown menu with 'GED Prep Program' selected), 'Name*' (a text field with 'GED Prep Program'), 'Hours Per Week*' (a text field with '10'), and 'Transportation Plan*' (a dropdown menu with 'Supervised Bus Route' selected, highlighted by a red box). Below these fields are radio buttons for 'Confirmed/Pending*', with 'Confirmed' selected. A 'Comments' section 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 background shows a sidebar with 'Full Time Program', 'IEP', 'Education/Vocation', 'OS MDT School', and 'MDT School Rep'.

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 (CDHS) system. The form is titled 'Add Education/Vocation Element' and has a 'Cancel' button and an 'Add' button. The form contains several fields: 'Element*' (a dropdown menu with 'GED Prep Program' selected), 'Name*' (a text field with 'GED Prep Program'), 'Hours Per Week*' (a text field with '10'), and 'Transportation Plan*' (a dropdown menu with 'Supervised Bus Route' selected). Below these fields are radio buttons for 'Confirmed/Pending*', with 'Confirmed' selected, highlighted by a red box. A 'Comments' section 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 background shows a sidebar with 'Full Time Program', 'IEP', 'Education/Vocation', 'OS MDT School', and 'MDT School Rep'.



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

The screenshot shows the 'Add Education/Vocation Element' dialog box in the Colorado Department of Human Services (CDHS) system. The dialog box is open, and the 'Comments' field is highlighted with a red rectangle. 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 'Add' button is visible at the bottom right of the dialog box.

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

The screenshot shows the 'Add Education/Vocation Element' dialog box in the Colorado Department of Human Services (CDHS) system. The dialog box is open, and the 'Add' button is highlighted with a red rectangle. 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 'Add' button is visible at the bottom right of the dialog box.



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

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.



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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' section of the form. The 'School Safety Plan Approved On' field is highlighted with a red box. The field contains the date 'MM/DD/YYYY' and a calendar icon. The 'School Safety Plan Approved By' field is also visible.

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

The screenshot shows the 'Education/Vocation Plan' section of the form. The 'School Safety Plan Approved By' field is highlighted with a red box. The field contains the text 'School Safety Plan Approved By' and is ready for input.



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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 CM: YDP – Manage Transition Plan form. The 'Victim is enrolled in the same school' toggle is highlighted with a red box. The toggle is currently set to 'No'.

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.

OS MDT School Info - Only completed for offense-specific youth.

MDT School Representative: [Text Field] School Safety Plan Approved On: [Date Picker] School Safety Plan Approved By: [Text Field]

Victim is enrolled in the same school: ☐ Yes ☒ No

Requirements:

- ☐ If youth is attending a community school, there must be a safety plan approved by the MDT and the school.
- ☐ 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. [SOHB 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. [SOHB 5.208]

Medical Providers:

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date	Date Seen
DENTIST	Libacme Jasi	Cuewme Gewk	207 MAINZW ST Aurora, CO	0960101797	9/19/2018		
OPHTH	Libacme Gup	Cuewme Tacz	5515 MAINNO ST Aurora, CO	0360196955	9/19/2018		

Save

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.

The screenshot shows the 'Education/Vocation Plan' section of the DYS CM: YDP – Manage Transition Plan form. The 'Requirements' section is highlighted with a red box. The 'Victim is enrolled in the same school' toggle is also visible, set to 'No'.

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.

OS MDT School Info - Only completed for offense-specific youth.

MDT School Representative: [Text Field] School Safety Plan Approved On: [Date Picker] School Safety Plan Approved By: [Text Field]

Victim is enrolled in the same school: ☐ Yes ☒ No

Requirements:

- ☐ If youth is attending a community school, there must be a safety plan approved by the MDT and the school.
- ☐ 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. [SOHB 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. [SOHB 5.208]

Medical Providers:

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OPHTH	Libacme Gup	Cuewme Tacz	5515 MAINNO ST Aurora, CO	0360196955	9/19/2018		

Save



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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.

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

Medical Providers

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasr	Cuewme Gevik	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 Twing	1358 MAINCH 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
OPTHM	Libacme Brve	Cuewme Geyq			1/30/2018	9/19/2018

Vital Documents

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

Parole Plan | Save

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.

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

Medical Providers

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasr	Cuewme Gevik	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 Twing	1358 MAINCH 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
PHYSICIAN	Libacme Kflq	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



DYS CM: YDP – Manage Transition Plan Job Aid

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.

The screenshot shows the 'DYS CM: YDP – Manage Transition Plan' interface. The 'Plan for Obtaining Missing Documents' checkbox is highlighted with a red box. The interface includes a sidebar with navigation links (Cover Page, Case Plan, Transition Plan, Parole Plan) and a main content area with sections for Medical Providers and Vital Documents. The 'Plan for Obtaining Missing Documents' checkbox is located under the 'Vital Documents' section.

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

The *Save Successful* pop-up window appears.

The screenshot shows the 'DYS CM: YDP – Manage Transition Plan' interface. The 'Save' button is highlighted with a red box. The interface includes a sidebar with navigation links (Cover Page, Case Plan, Transition Plan, Parole Plan) and a main content area with sections for Medical Providers and Vital Documents. The 'Save' button is located at the bottom right of the interface.



DYS CM: YDP – Manage Transition Plan Job Aid

In the *Save Successful* pop-up window:

33. Click **Ok**.

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasn	Cuewme Gevik	207 MAINZV ST Aurora, CO	0960101797	9/19/2018	
OPTOM	Libacme Gujp	Cuewme Tacz	5515 MAINNO ST Aurora, CO	0360196955	9/19/2018	
PSYCHATR	Libacme Xacc	Cuewme Twwig	1356 MAINCH ST Denver, CO	0840353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rtdid			1/30/2018	9/19/2018
OPTOM	Libacme Brve	Cuewme Ggyq			1/30/2018	9/19/2018
PHYSICIAN	Libacme KTRq	Cuewme Lxas			1/30/2018	9/19/2018

Document Type	Document Location	Date Confirmed
Conditions of Parole	Location of the document	2/6/2020
Plan for Obtaining Missing Documents		
<input checked="" type="checkbox"/> N/A		

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

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		



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Edit Transition Plan

Steps/Output	Screenshot
<p>Within the Youth Development Plan's <i>Left Navigation Panel</i>:</p> <p>1. Click Transition Plan.</p> <p>The <i>Transition Plan</i> section displays.</p>	
<p>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.</p>	



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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	Plans/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	

Category	Current Goal	Youth Goals*	Comments*
Community and Relationships	Select		
Education Goals	Select		
Employment Goals	Select		
Family Involvement	Select		

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		

Community Reintegration Plan

Community Activities (Check all that apply)

☒ Staff Supervised Community Activities ☐ Community Placement ☐ Community School

☒ Home Passes ☐ Independent Volunteer Activities ☐ Employment

☐ Other (please describe)

Text

Comments*

Text



DYS CM: YDP – Manage Transition Plan Job Aid

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 form. 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 fields for 'test' and 'Comments* test'. The 'Full Time Program' section shows 'IEP' as 'No', 'Date of HS Diploma' as '3/11/2020', and 'Date of GED' as 'MM/DD/YYYY'. The 'Education/Vocation Plan' section shows a table with one row: 'GED Prep Program' with 10 hours per week, 'Supervised Bus Route' transportation, and 'Pending' status. The 'Comments' field contains: '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 the 'Save' button at the bottom right highlighted with a red box.



DYS CM: YDP – Manage Transition Plan Job Aid

In the *Save Successful* pop-up window:

4. Click **Ok**.

Save Successful
Youth Development Plan saved successfully.

Ok

Medical Providers

Provider Type	Provider Name	Agency Name	Address	Phone	Start Date	End Date
DENTIST	Libacme Jasn	Cuewme Gevik	207 MAINZW ST Aurora, CO	0960101797	9/19/2018	
OPTHM	Libacme Gujp	Cuewme Tacz	5515 MAINRD ST Aurora, CO	0360198955	9/19/2018	
PSYCHATR	Libacme Xacc	Cuewme Twing	1358 MAINCN ST Denver, CO	0940353774	9/19/2018	
DENTIST	Libacme Ssae	Cuewme Rdtid			1/30/2018	9/19/2018
OPTHM	Libacme Brive	Cuewme Ggyq			1/30/2018	9/19/2018
PHYSICIAN	Libacme Ktfq	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		
	N/A	

Save

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

Transition Plan

Independent Living Plan

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	

Emancipation Transition Plan

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

Save