NYC Department of Youth & Community Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

CSBG

Activities & Services

Table of Contents

Key Terms

Activity Section

Primary Category: identifies the general type and focus of an activity. The field selected classifies all participant hours as this type of hour.

Secondary Category: further expands on the primary category to describe an activity

Schedule Section

Occurrence: describes whether the activity will meet Once, Daily, Weekly, or Monthly

Max Attendance: refers to the maximum number of participants allowed to participate in a session or class

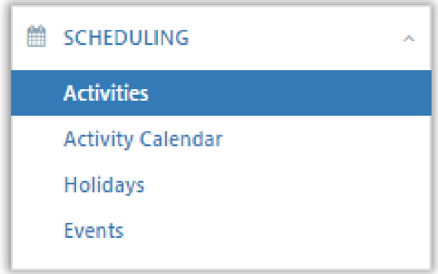
Total Hours: a calculated field that lists how many activity hours a schedule contributes towards your workscope required activity hours

Deactivation Section

Deactivation: the process of deleting an activity, schedule, participant, etc. from DYCD Connect

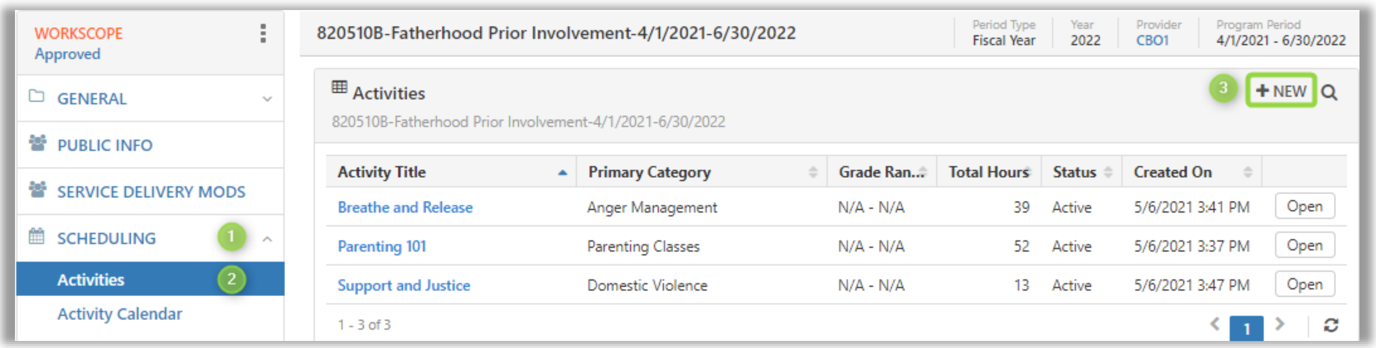
What are Activities on DYCD Connect?

Activities are used to store programmatic data on DYCD Connect. The data stored largely aims to answer the questions, "What happens in your program and why?" Community Services Block Grant (CSBG) providers will create activities and schedule them as group sessions or interactions for service tracking. The Activities sub-section is located under Scheduling.

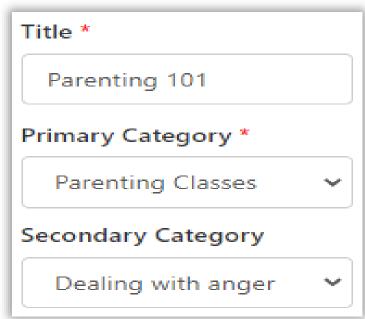


Creating an Activity

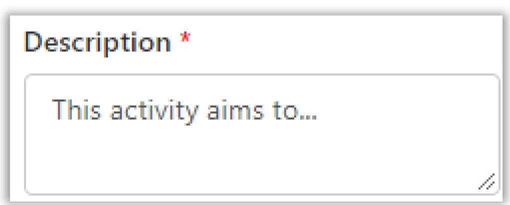
Step 1: From Scheduling, click on Activities and then click + NEW.



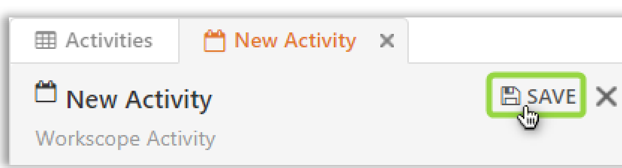
Step 2: Type in a Title for your activity and select a [Primary Category](). Also, select a [Secondary Category]() if applicable.



Step 3: Provide a description for the activity. This should align with the selected primary and secondary category.

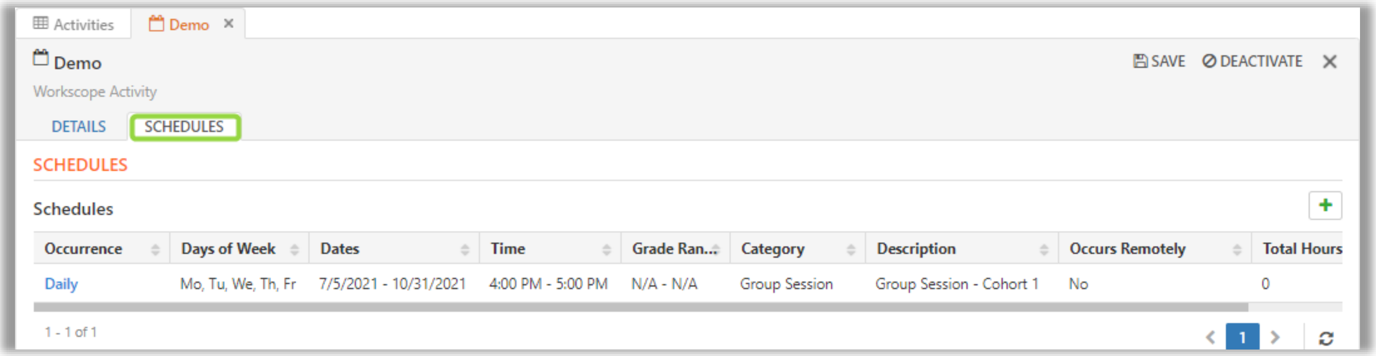


Step 4: Click SAVE at the top of the page and then add Tags to your activity at the bottom of the page.



What is a Schedule?

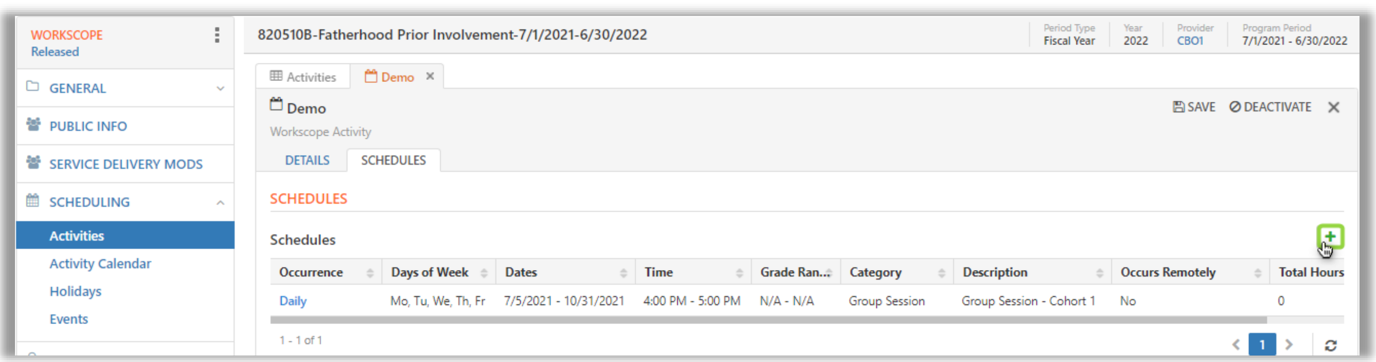
Schedules are associated with activities and define when an activity will take place and whether is a group session or a scheduled interaction.



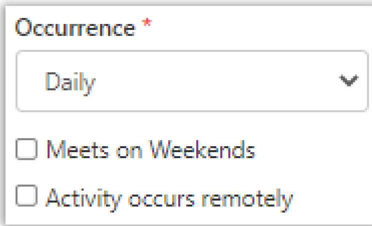
Multiple sessions for an activity should be represented by additional schedules added to a single activity. A unique schedule should be added for unique days/times the activity occurs and for unique participants with identifying schedule descriptions.

Creating a Schedule before a Workscope is Approved

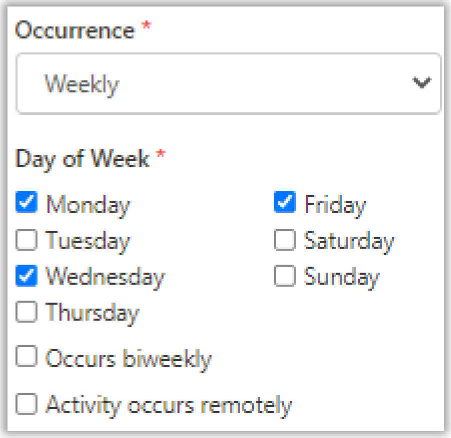
Step 1: From the Schedules tab of the activity that you would like to schedule, click **+**.



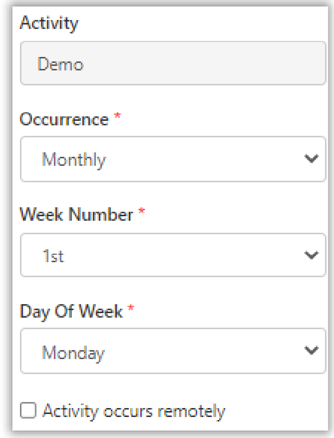
Step 2: Select the schedule Occurrence from the drop-down options. You may also denote if the schedule meets remotely on all occurrence types.



For a daily occurrence you may denote if the schedule meets on weekends.

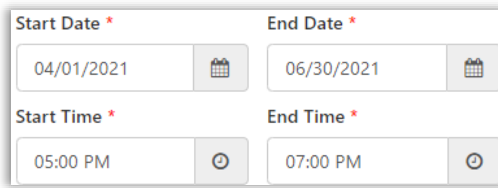


For a weekly occurrence you must set the days of the week the schedule meets and may denote if meeting biweekly.

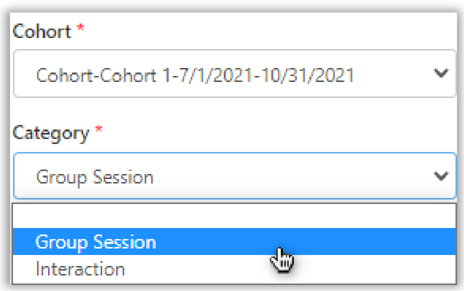


For a monthly occurrence you must also select the week number and day of the week.

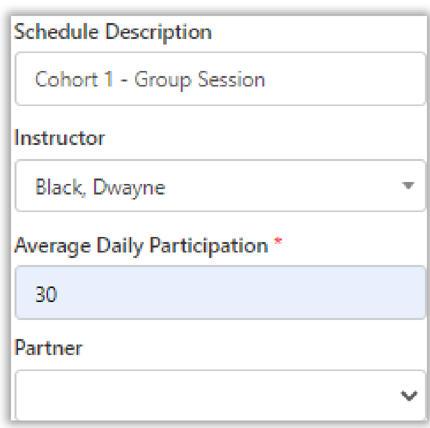
Step 3: Complete the details section by clicking on the respective fields and typing in the data.



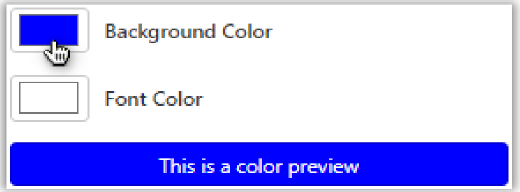
Step 4: Select the Cohort and Category for the schedule from the dropdown options.



Step 5: Type in a Schedule Description and Average Daily Participation for the schedule. You may also add an instructor and/or partner that assist with the schedule from the available dropdown options if applicable.



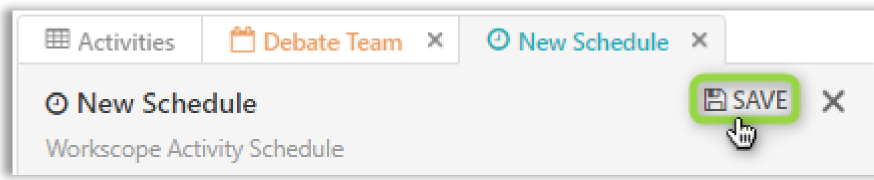
Step 6 (Optional): Color Code your schedule.



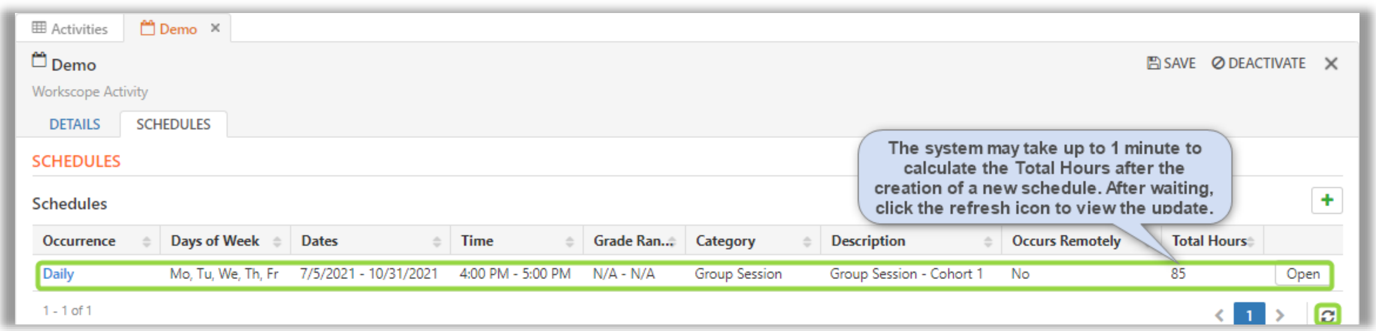
Click on a colored box to modify the color of schedules on the activity calendar.

Click and drag to adjust the circular sliders to your preferred color or type in the RGB numbers. Then, click on the Workscope Activity Schedule Page, away from the pop-up box, to save.

Step 7: Click SAVE at the top right of the Workscope Activity Schedule page & confirm the schedule.



Your schedule will appear in the Schedules tab of the workscope activity and display **Total Hours**.



Creating a Schedule after a Workscope is Approved

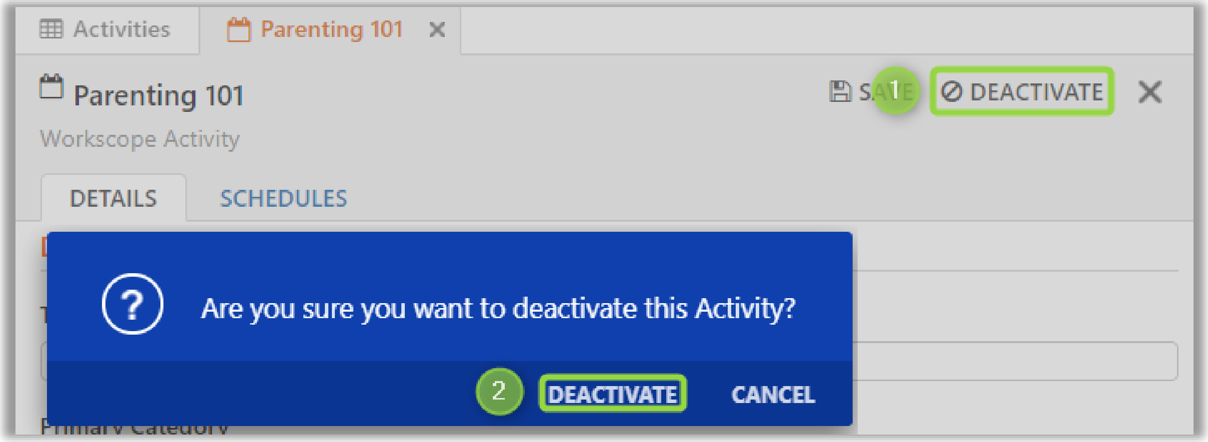
After your workscope has been approved, you must complete a schedule unlock request for newly created activities to add a schedule. This enables + and allows you to begin schedule setup on the Workscope Activity Page. Once there, you may create a schedule.

Deactivations

The process of deleting items from DYCD Connect is called a deactivation. For activities and schedules, the process differs depending on the stage of the workscope.

Deactivations before a Workscope is Approved

Before your workscope has been approved, you may deactivate or delete an activity by clicking deactivate on the Workscope Activity page. This will also remove all schedules of the activity.



You may also choose to deactivate individual schedules by navigating to the Workscope Activity Schedule page, clicking on deactivate and confirming the deactivation.

Deactivations after a Workscope is Approved

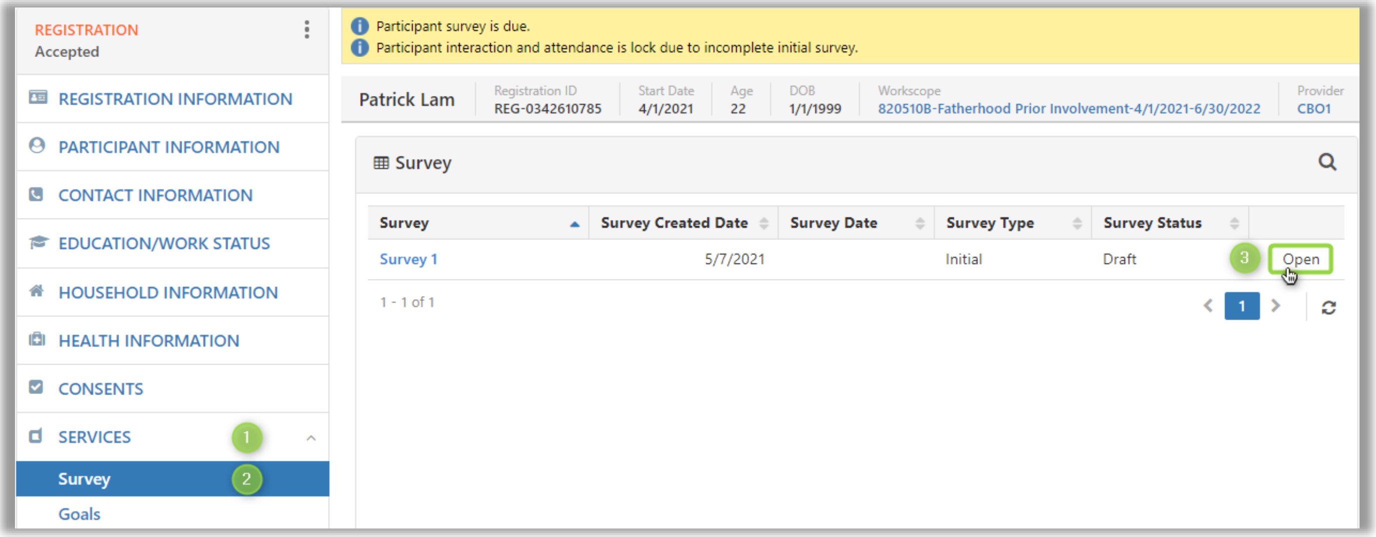
After your workscope has been approved, you must complete a schedule unlock request for the activity or schedules that you would like to deactivate. Then, you must navigate to the specific activity or schedule and the option will appear. You will be unable to deactivate a schedule if there is any attendance or enrollments completed. Similarly, you will be unable to deactivate an activity if any associated schedules have this data saved.

Services

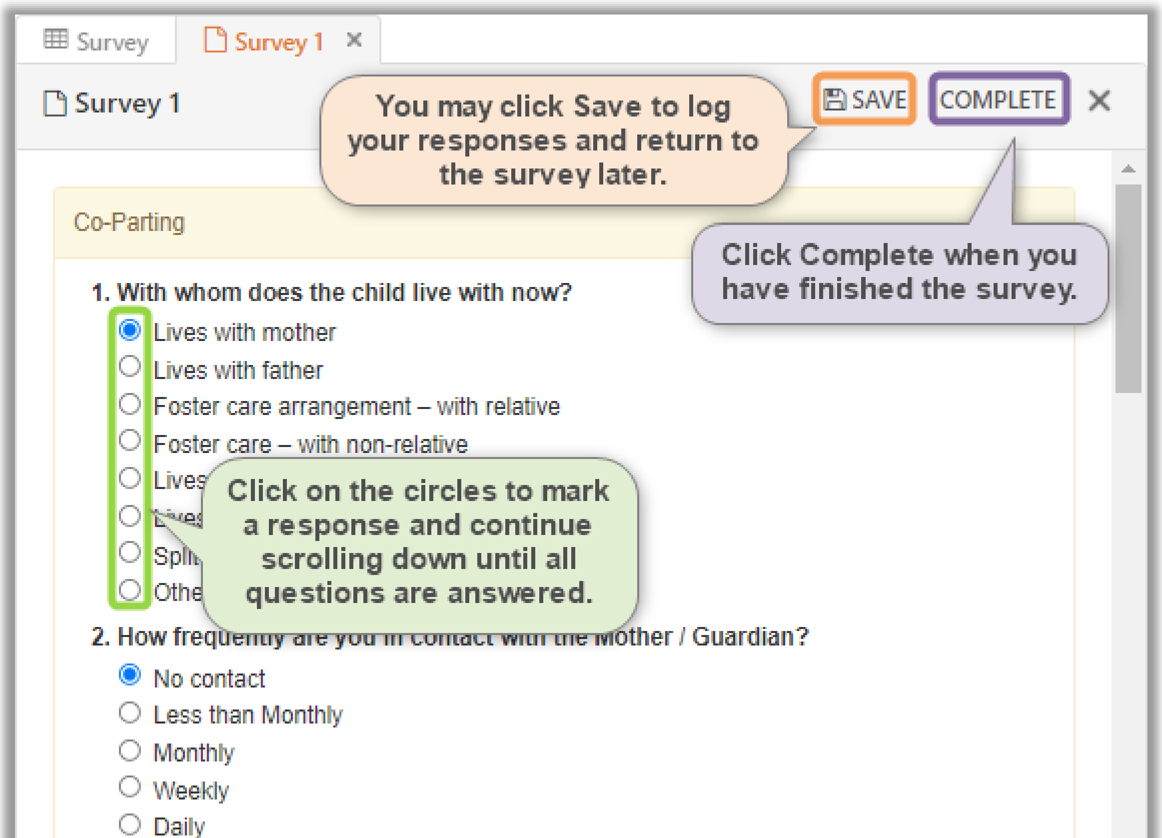
After a participant is accepted and enrolled you will begin service tracking. The service tracking process will vary by program area, but all programs will log participant goals, interactions, benchmarks, outcomes and for programs offering group sessions, attendance. For Fatherhood Prior Involvement workscopes, post-intake participant surveys must be completed before you may proceed to logging interactions and attendance.

Completing the Post-Intake Participant Survey

Step 1: From a participant's accepted intake, navigate through Services>Survey and click Open to access the participant's survey.

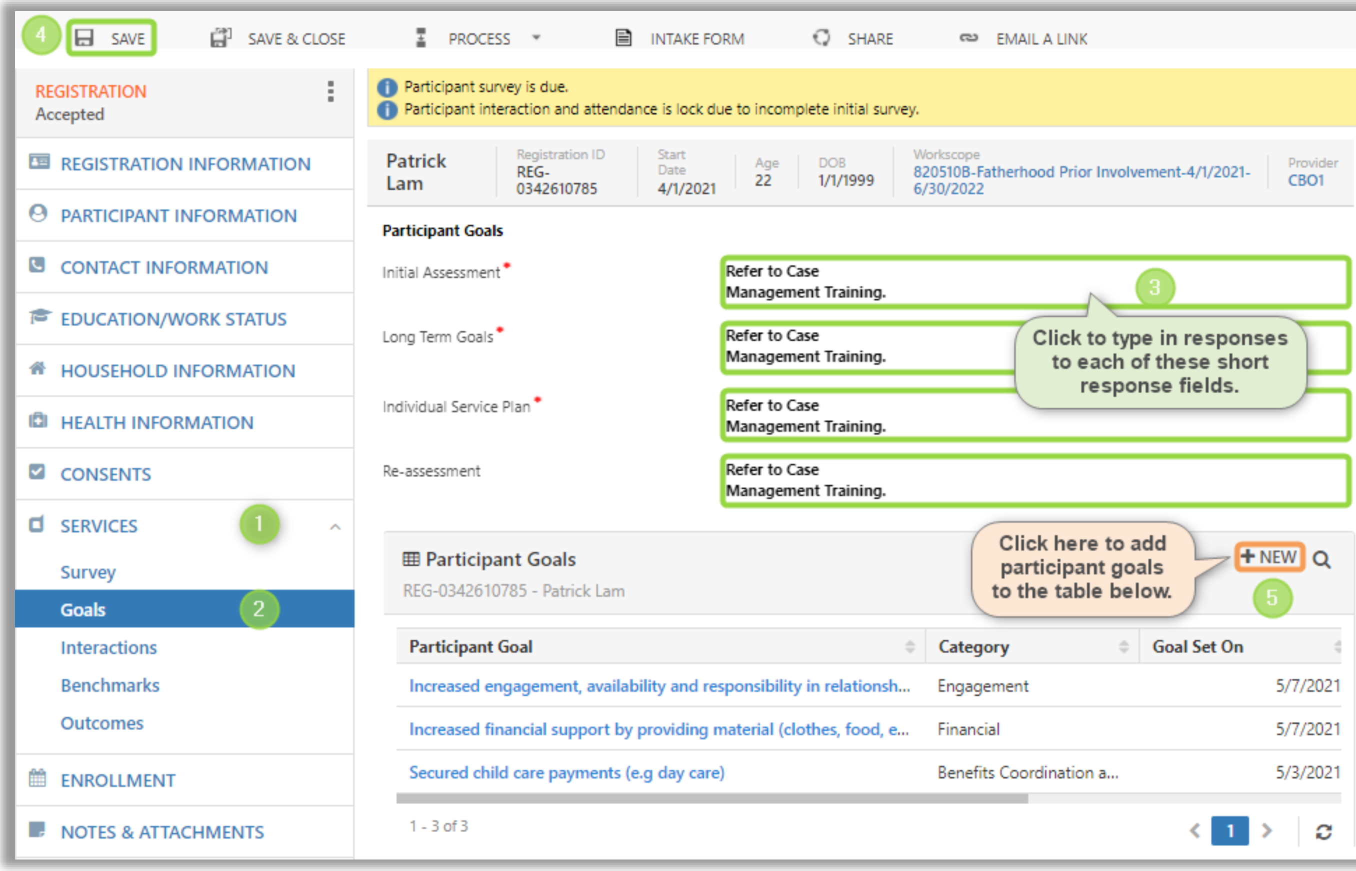


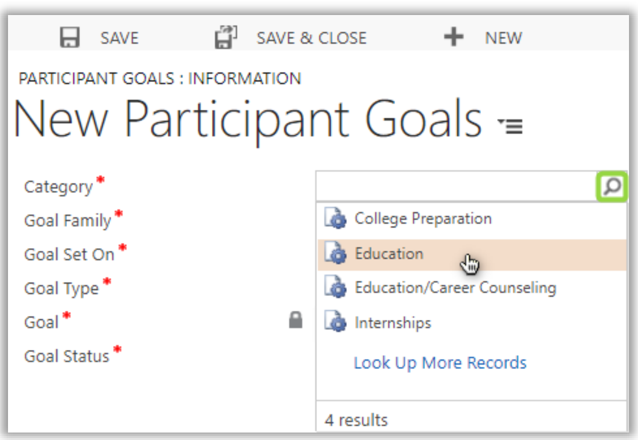
Step 2: Complete the survey as shown below.



Adding Participant Goals to an Intake

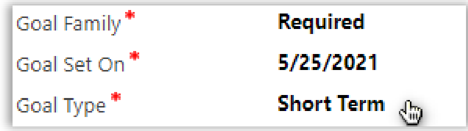
Step 1: From a participant's accepted intake, navigate through Services>Goals and respond to the short answers regarding participant goals. Once completed, click Save at the top left of the page and you may proceed to adding Participant goals by clicking on ✚ NEW.



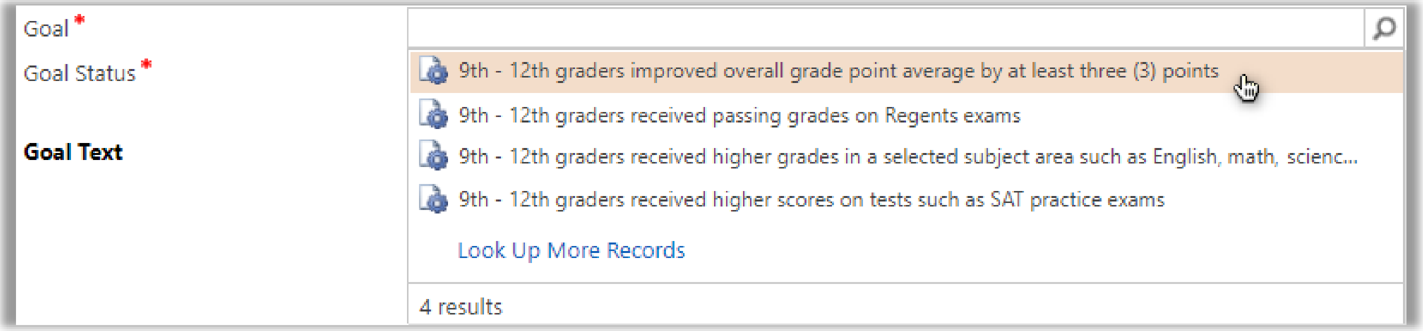


Step 2: Click on the category field, and then the magnifying glass to see the available categories for the goal. Click to select the appropriate option.

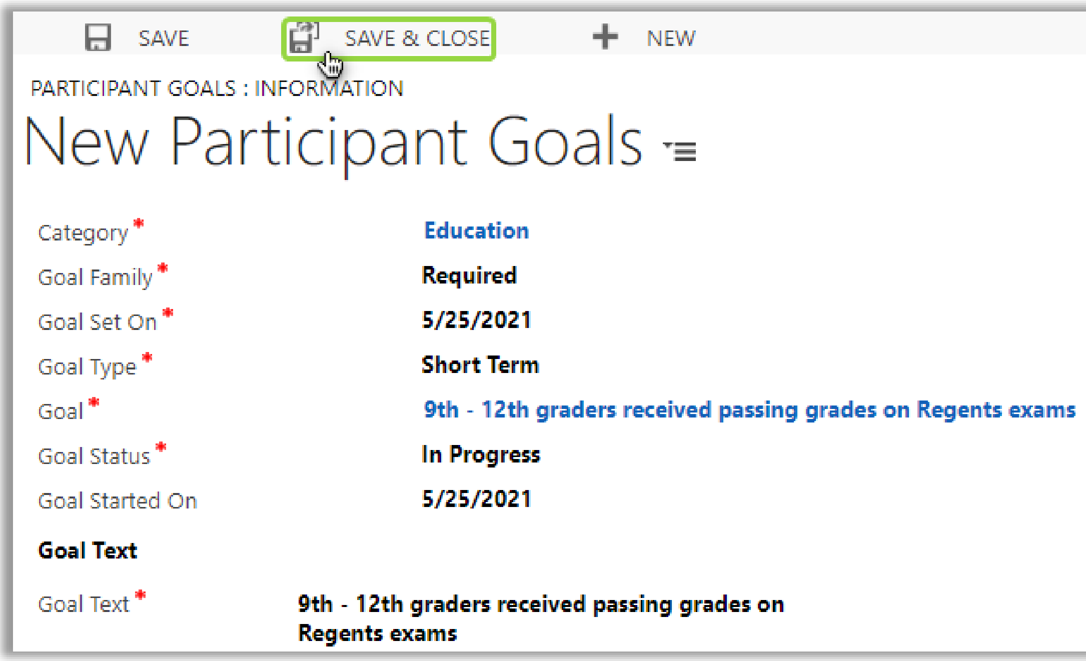
Step 3: From Goal Family, click to set whether the goal is required or optional. Also, enter the Goal Set On date and click to set the Goal Type as Short term.



Step 4: Select the goal, in accordance with the category set earlier, from the available options.

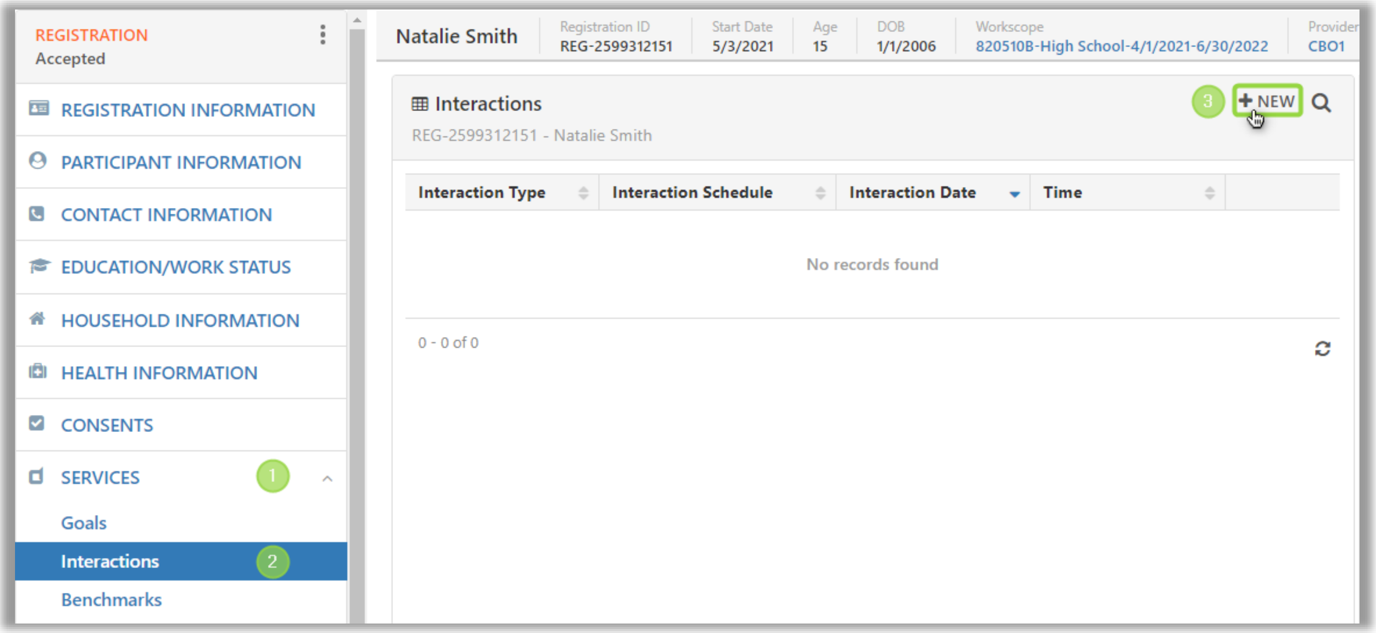


Step 5: Click to set the Goal Status as "Not Started" or "In Progress". If "In Progress" is selected, you will be prompted to add a date for Goal Started On. Then, click SAVE & CLOSE.

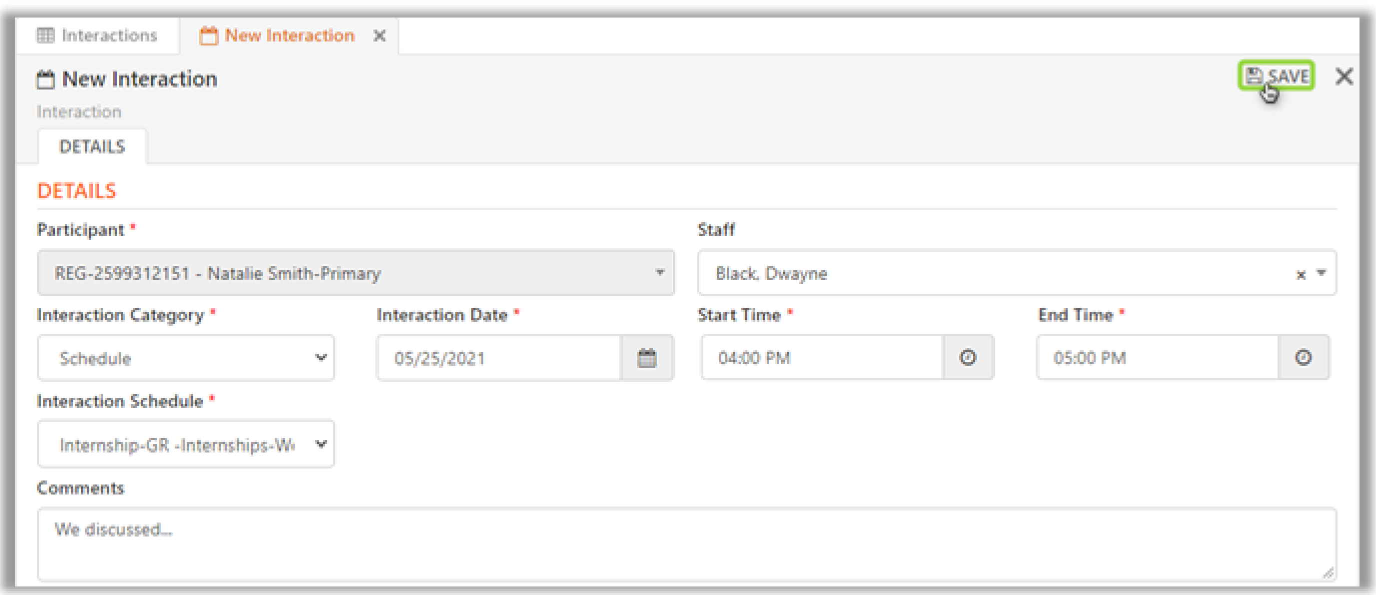


Adding Global and Scheduled Interactions to an Intake

Step 1: From a participant's accepted intake, navigate through Services>Interactions and click ✚ NEW.



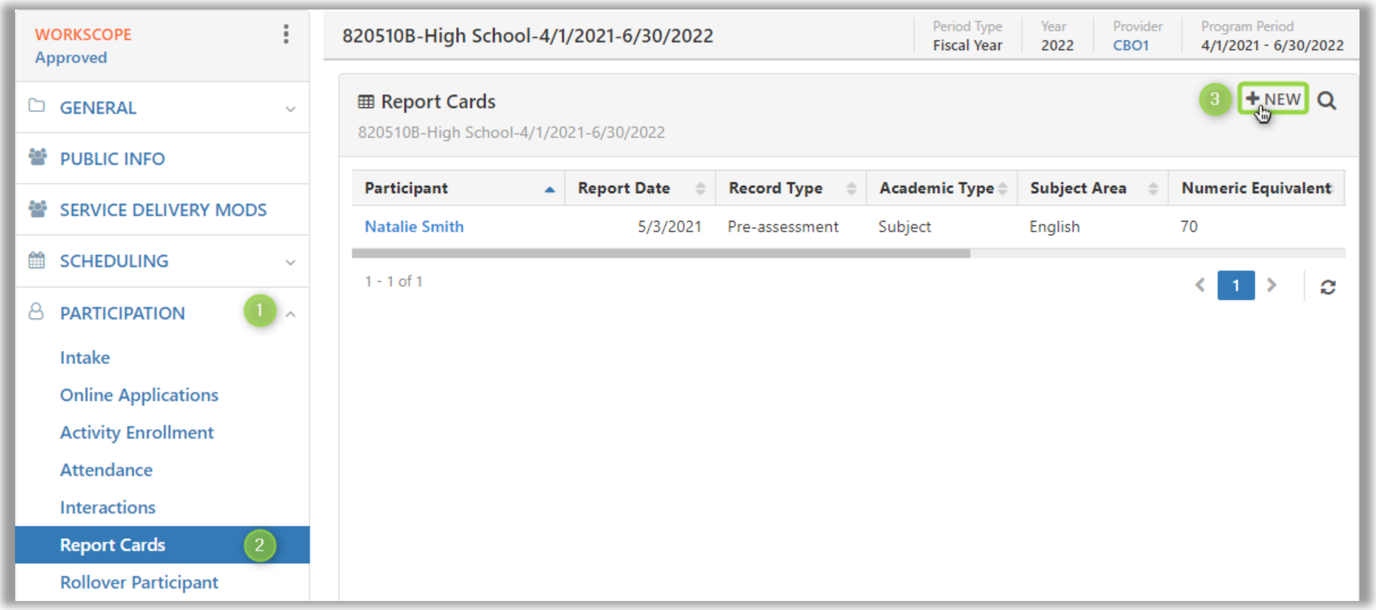
Step 2: Click to enter data on all fields in accordance to your case management training and then click SAVE at the top right of the table.



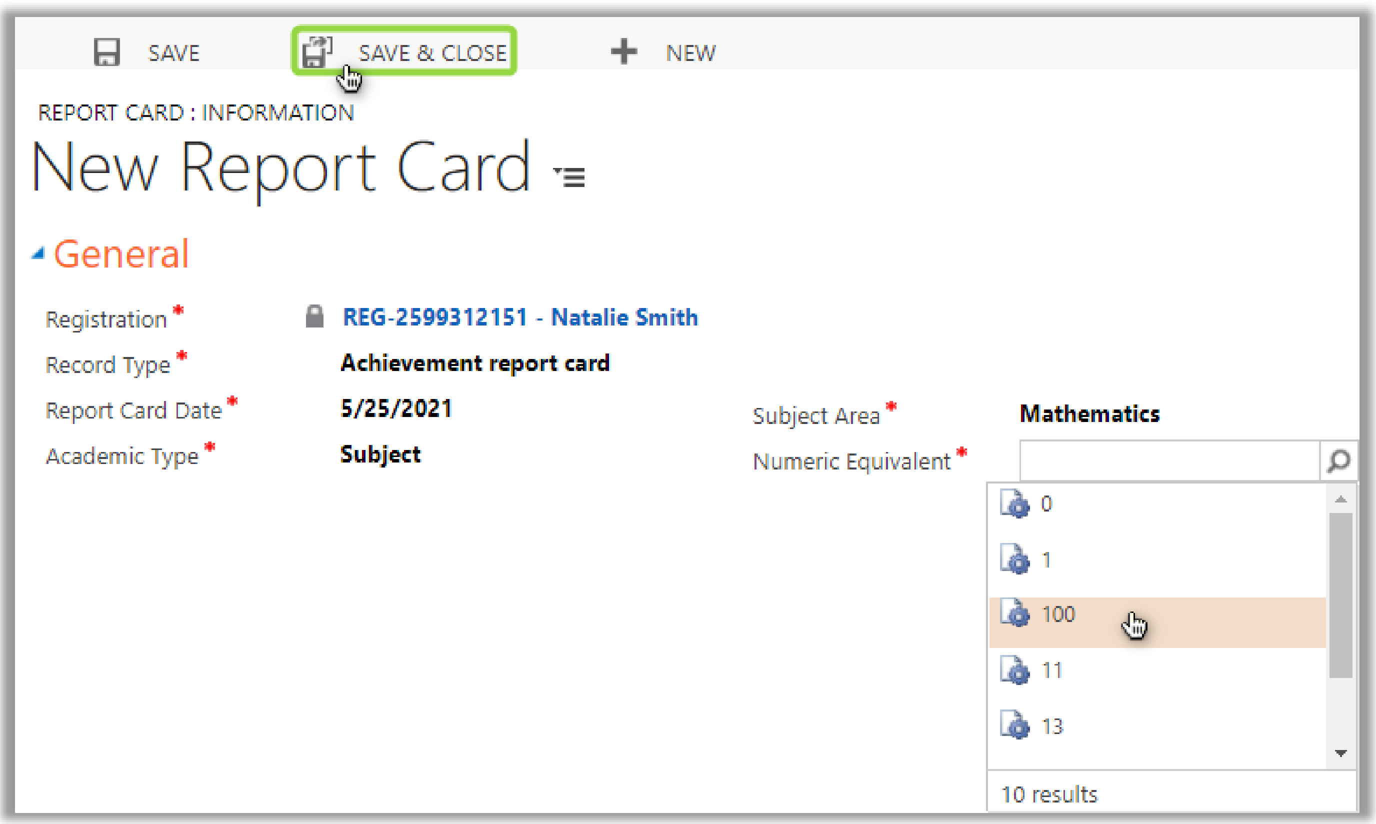
<u>Note:</u> When selecting Interaction Category, if Schedule is selected (to represent data entry for a scheduled interaction), then the Interaction Schedule field appears and you must select the corresponding schedule during which the interaction took place.

Adding Report Cards to the Intake

Step 1: From a participant's accepted intake, navigate through Services>Report Cards and click + NEW.



Step 2: Click to complete data entry on all fields and then click SAVE & CLOSE.

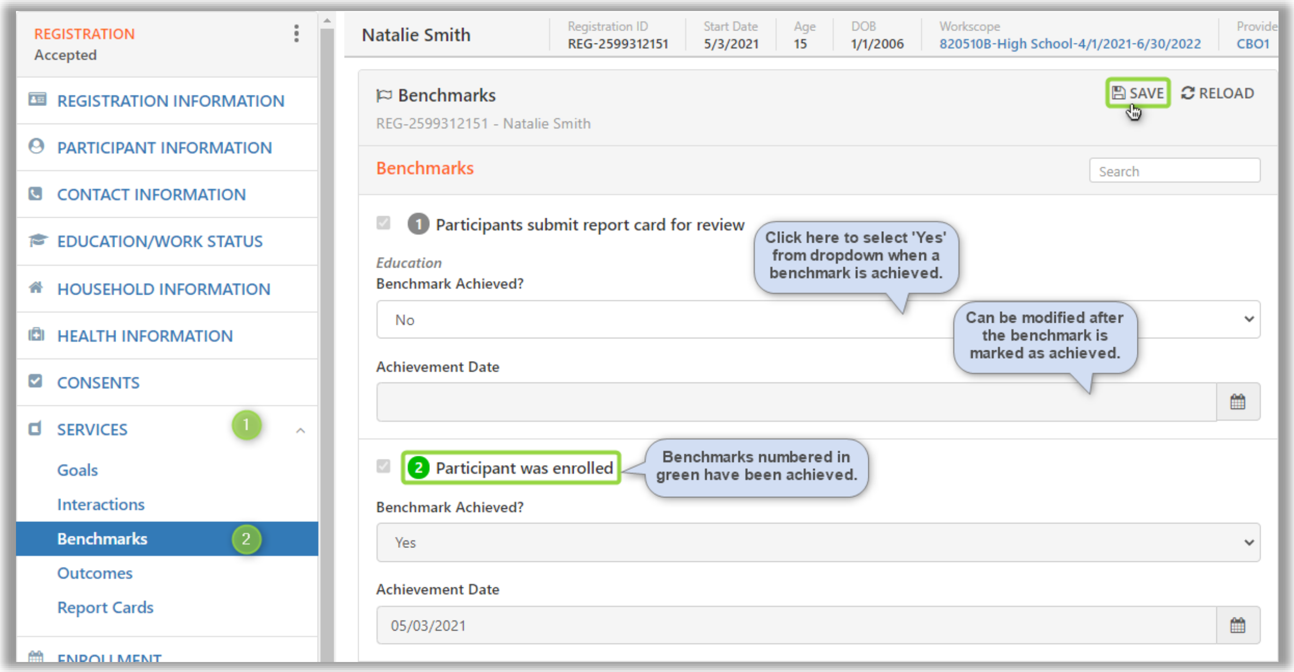


Note: Depending on the Academic Type selected, the report card fields will update to show corresponding data fields.

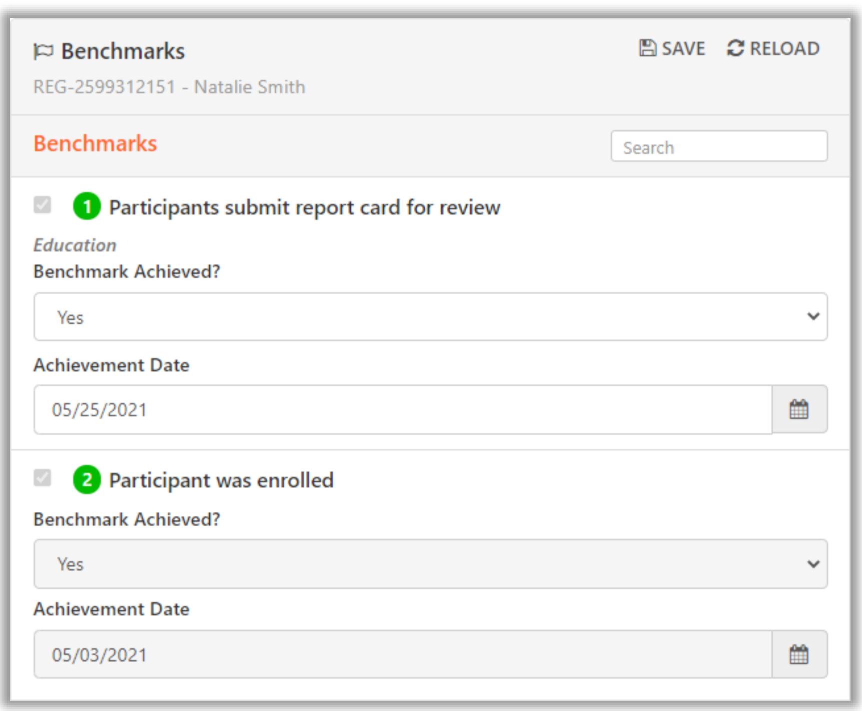
Updating Benchmarks in the Intake throughout the Program Year

Benchmarks may be updated throughout the program year as they are met. Some benchmarks will be automatically achieved as through system processes as data is entered into in the Participant Tracking System (Ex. the “Participant was enrolled” benchmark was updated after enrollment was completed for the participant).

Step 1: From a participant’s accepted intake, navigate through Services>Benchmarks.



Step 2: Review data entry for accuracy. You may click on the fields to modify them if necessary.



DYCD Connect Help Center

If you have any questions or concerns, please submit a ticket or help request to the DYCD Connect Help Center. You may navigate to the Help Center directly from the banner at the top of DYCD Connect by clicking on the question mark as shown below.

Alternatively, you may submit a ticket through the Help Center on the DYCD Connect homepage.