NYC Department of Youth & Community Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

CSBG

Participant Intake & Registration

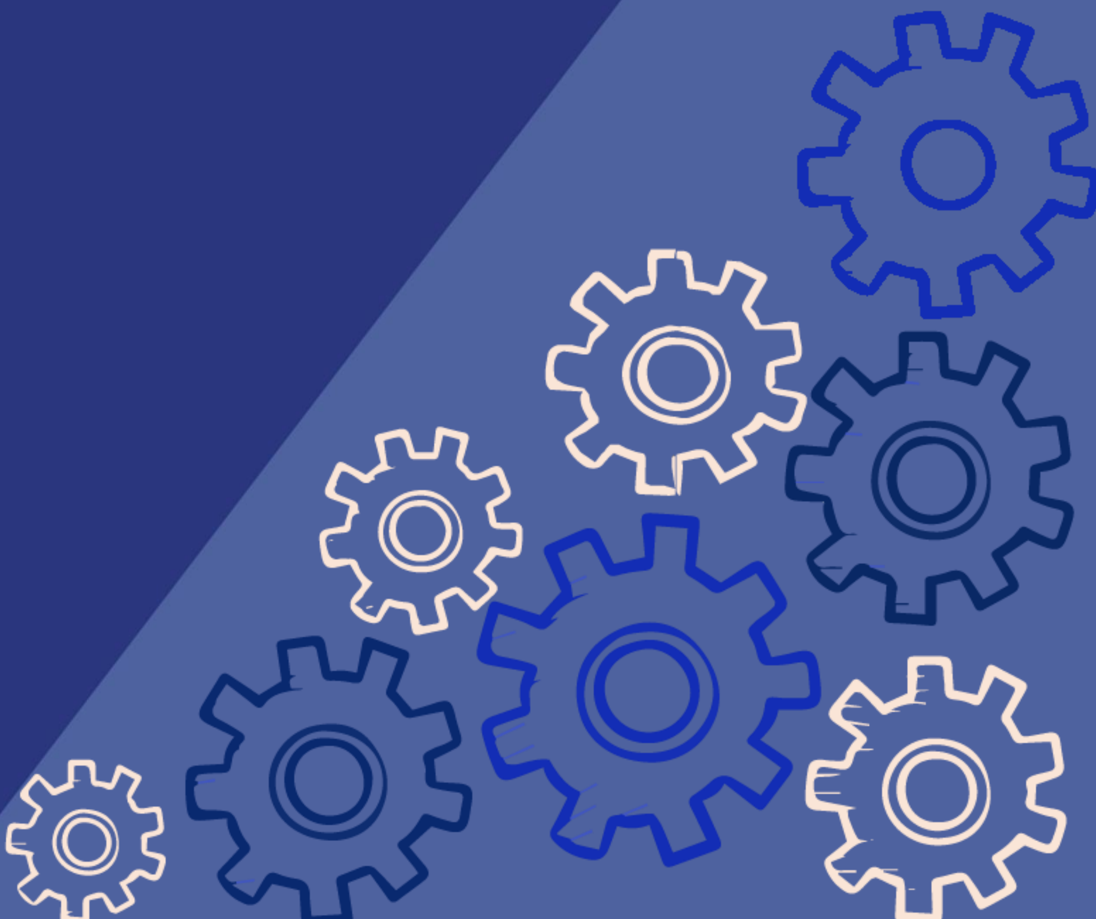
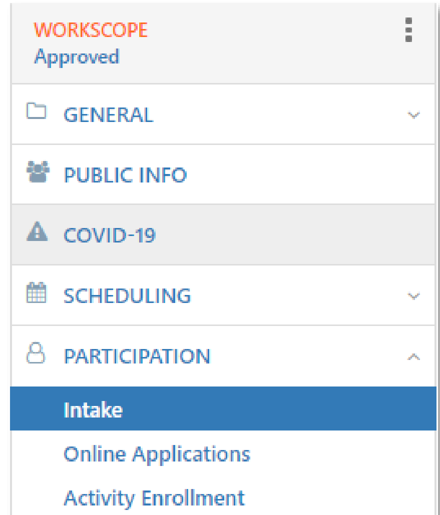


Table of Contents

What is Intake?

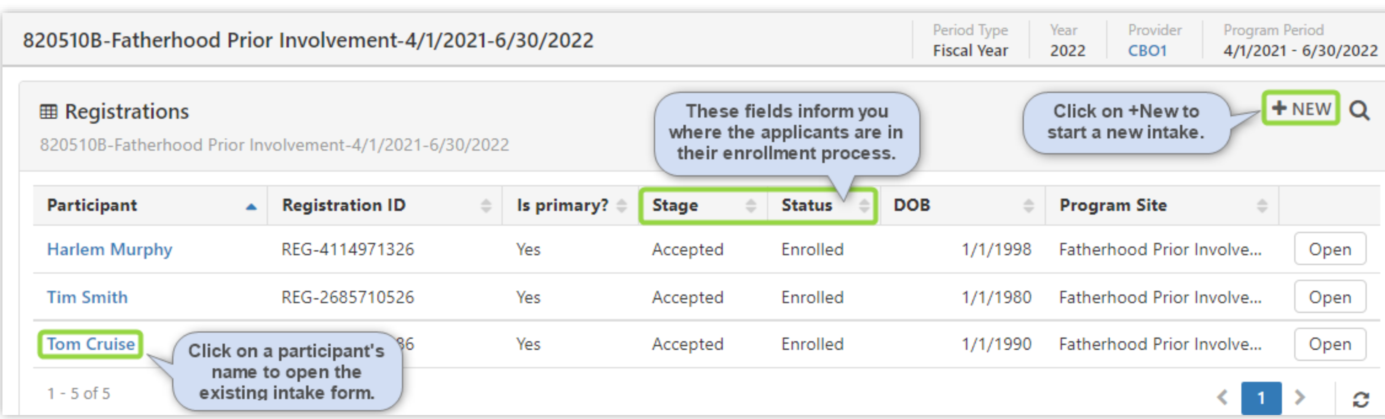
All DYCD Program participants must complete an Intake before participating in or receiving services. An intake gathers information from participants and creates a participant profile in DYCD Connect. This profile is used by the system to track enrollment, attendance and other services offered and received. Participant intakes can be completed and accepted as soon as your workscope is released to your program. Intakes may be received in paper format via the Universal Intake Form or online via discoverDYCD.



The Intake Section

To start a new intake, navigate to your workscope in the Participant Tracking System. Locate the Participation section of the Workscope Switchboard and click on Intake**.** A list of intakes, both completed and in-progress, will appear.

Note: Applications from DiscoverDYCD can be found in the Online Applications section.



Key Buttons

+NEW — Click on this button to start a new intake

Click on this button to search for a participant's name or keyword

These buttons allow you to sort your list of intakes.

Participant Statuses

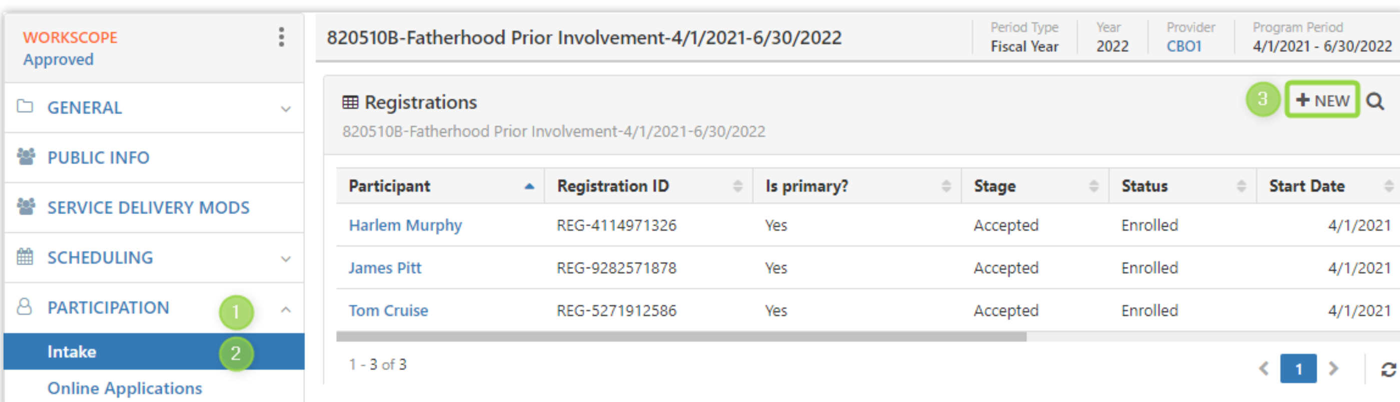
Participants will have the following statuses, depending on the progress of the intake form.

- **Enrolled –** The participant meets your program's enrollment criteria**.**
- **In Progress –** The participant's intake was started, but is not yet complete.
- **De-enrolled –** The participant is no longer enrolled to your program.

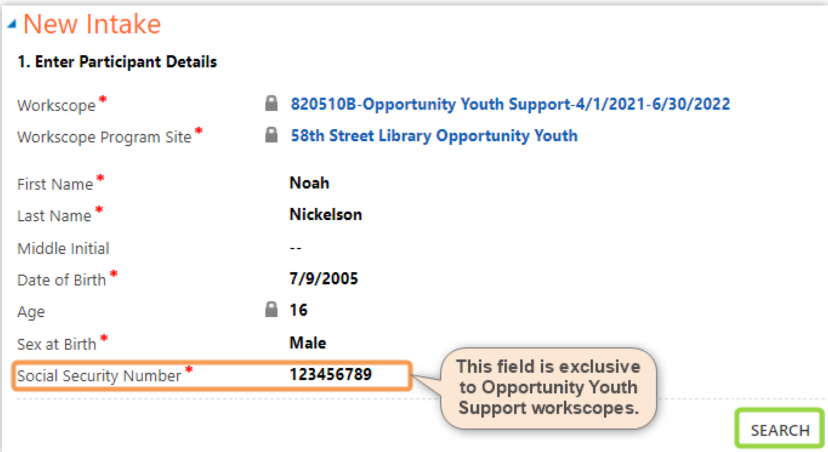
Starting a New Intake

Prior to starting a new intake in the Participant Tracking System (PTS), make sure you have the Universal Participant Intake Form completed for the participant. The current form is available in the **DYCD Connect Document Library** in the CSBG section.

You may create a new intake by navigating through Participation>Intake and clicking on "+NEW".

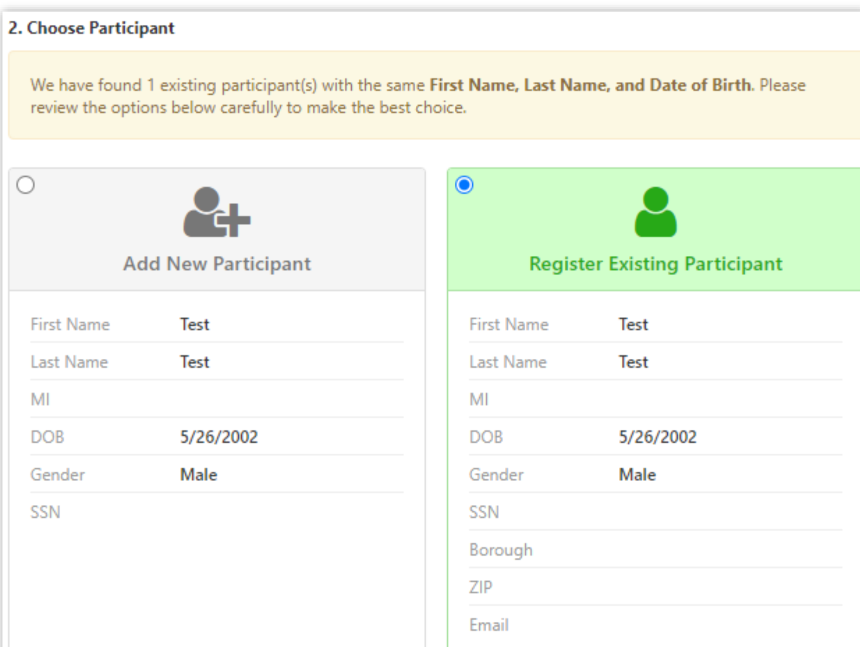


Duplication Check

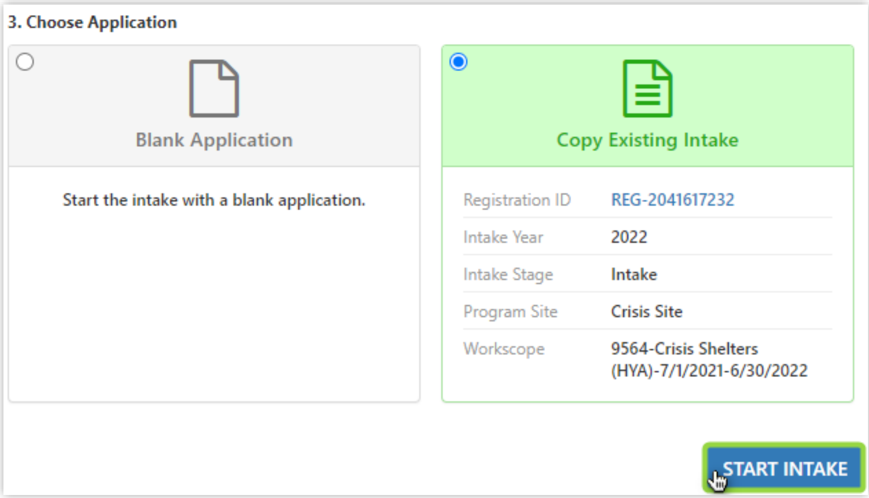


On the new intake page, you must type in data to the mandatory fields and click "SEARCH". This initiates a Duplication Check and searches the DYCD Connect database to see if any participant with the same **First Name, Last Name and Date of Birth** has participated in any other DYCD Program to prevent duplicate entries.

Note: For Opportunity Youth Workscopes, the SSN must be verified before participants may be enrolled. The verification process typically takes two business days. If the SSN was correctly provided and was not validated, then please contact your DYCD Program Manager.



If a previous participant is found with the same First Name, Last Name and Date of Birth, then you may choose to **Register Existing Participant** to associate this applicant with their previous registration. This will enable you to import data from their previous intake and greatly speed up the intake process.



You may import data from a previous intake if you choose to Register Existing Participant by selecting **Copy Existing Intake** and then clicking on "START INTAKE".

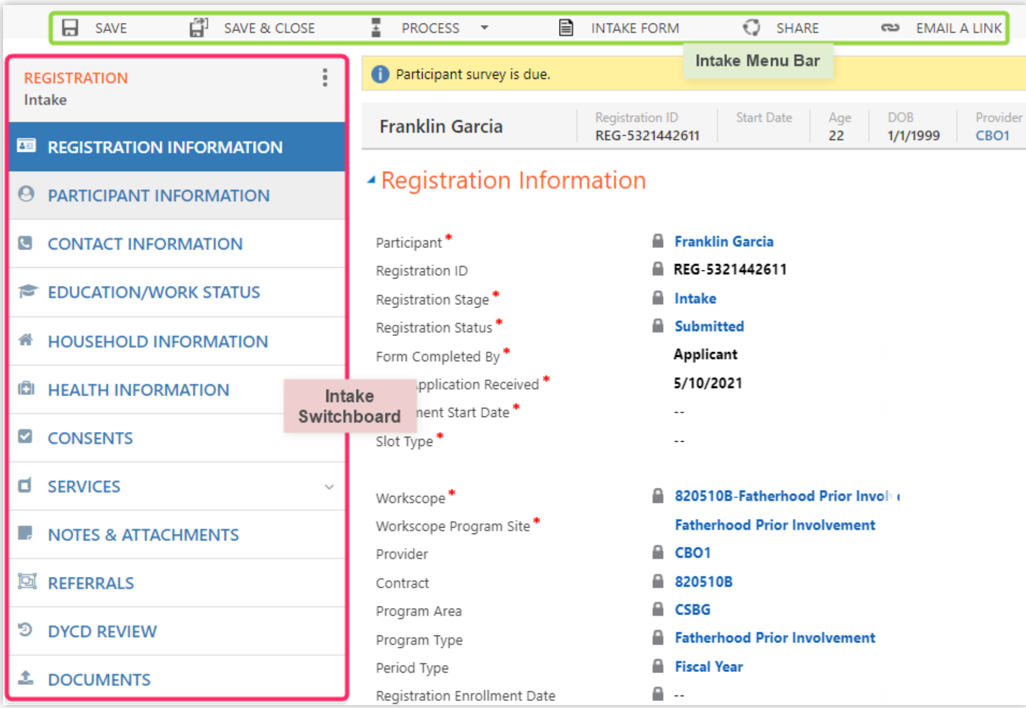
Note: While importing data from a previous intake completes data entry on many sections of the intake some sections, such as Consents must be completed again. Additionally, several sections of the intake, such as Contact Information and Health Information should be reviewed to ensure that the data is updated and in alignment with data provided on the universal intake form.

Completing the Intake

Data entry must be completed on all sections of the intake before you may submit the application to be accepted and enrolled into your program. We recommend regularly using the "SAVE" at the top left of the intake page regularly to ensure that your data is safe from internet issues and errors.

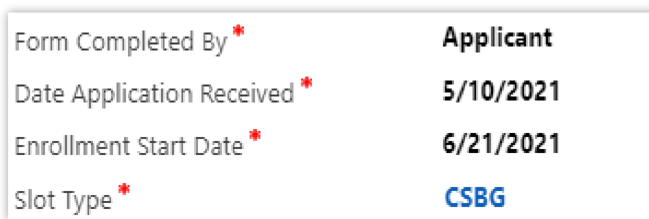
Navigating through the Intake

You will notice the **Intake Switchboard** on the left side of the page, and can navigate through all intake sections. Mandatory fields are noted by a * icon or say "**(Required)**" in parentheses**.** Note the **Intake Menu Bar** at the top of the window, and your **Workscope Registration Progress** on the right side.

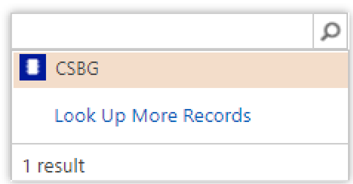


Registration Information

Most of the information on this page will already be completed based on the basic information entered. However, there are four required fields, noted by the * icon. The **enrollment start date** is the date of the first day that the applicant may attend your program.

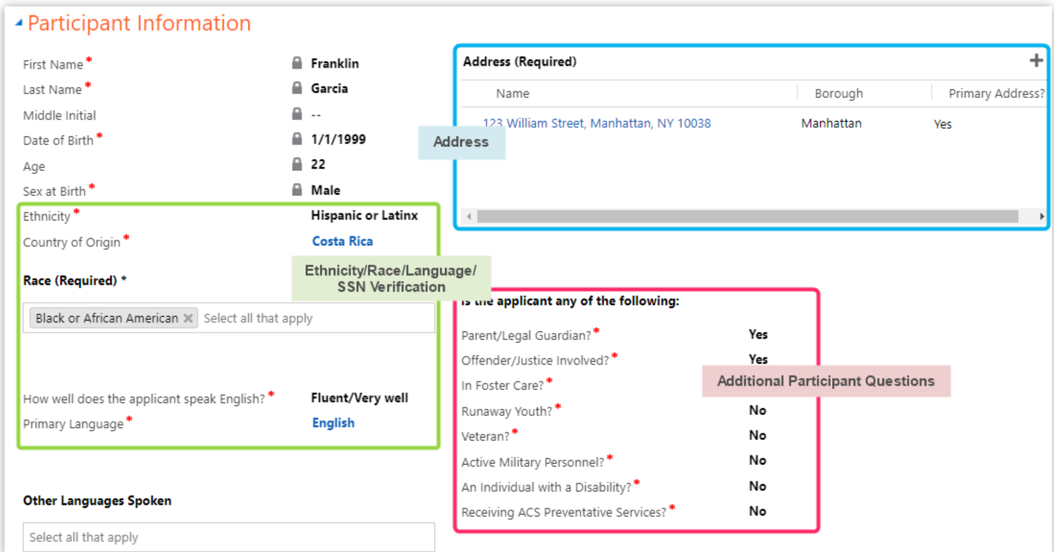


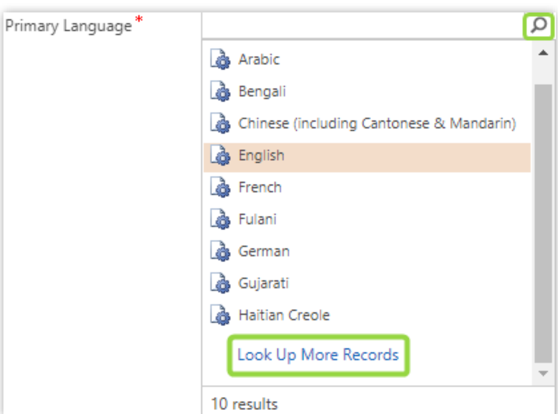
You must also indicate the **Slot Type** by hovering your mouse over the field, and clicking on the "Magnifying Glass". This field indicates how the participant will be funded by your DYCD budget.



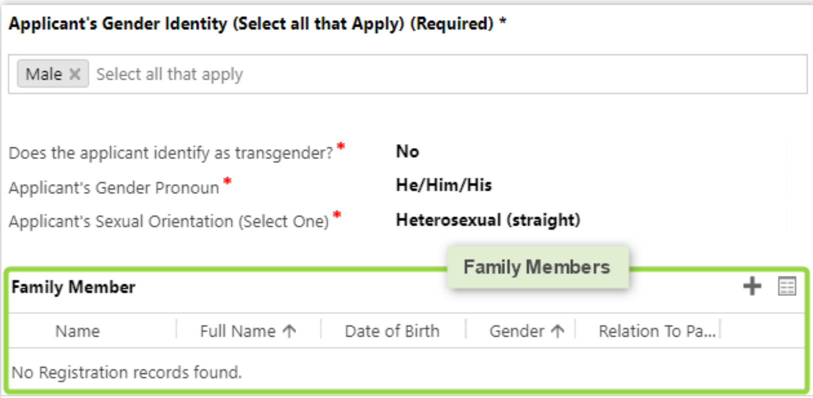
Participant Information

In this section, you will enter demographic information, an address and family members if they would like them to receive DYCD services as well. Click onto each field and type to complete all mandatory date entry fields marked with * or say **(Required)**.



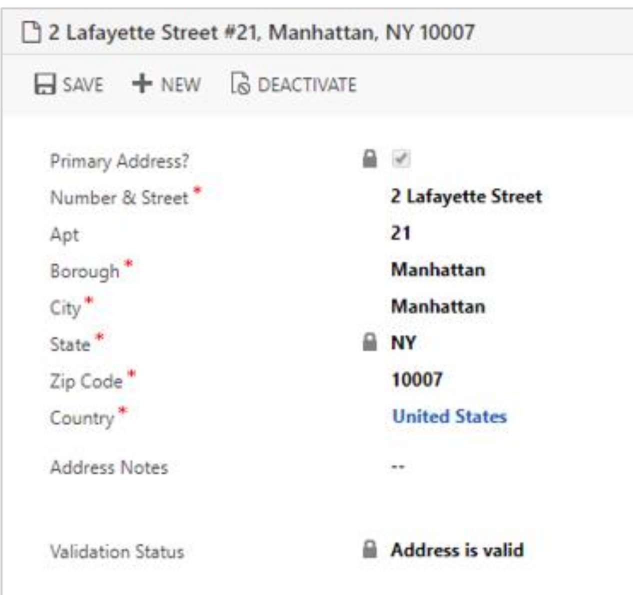


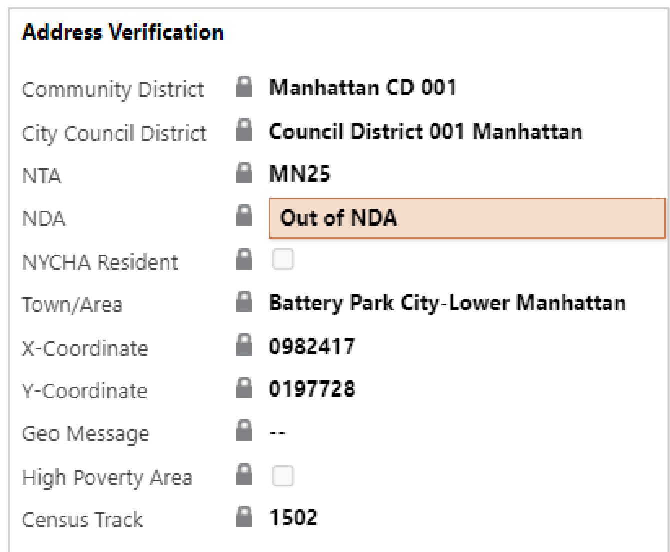
To add a **Primary Language** and **Country of Origin**, click on the field and then click on the "Magnifying Glass". The first 10 alphabetical results appear. If you see the applicant's primary language, select it from the list. If not, use the search bar or click **Look Up More Records** to view additional languages.



Click on "+" in the Family Member component to add family members. This will lead you to a new intake page for each additional family member that you would like to sign up for DYCD services. **If entering family members, complete participant information, service plan and goals for each family member.**

To add an address, click on the "+" at the top right of the address component.





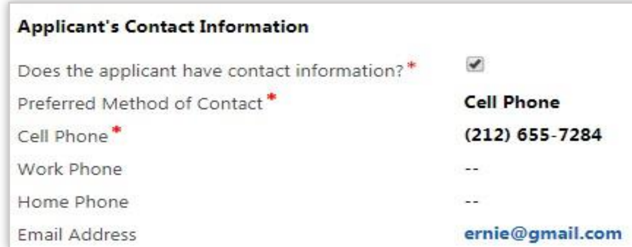
Next, click on the "+" button to add a new address. An overlay will appear on your screen. If the participant does not have an address, you may enter in the address of your program site. DYCD Connect automatically verifies if the address entered is valid. Once you are done, click on "SAVE".

After adding an address, you may scroll down to review if your participant will be counted towards your NDA residency requirement. Justification is needed for addresses that are out of the contract's NDA.

Contact Information

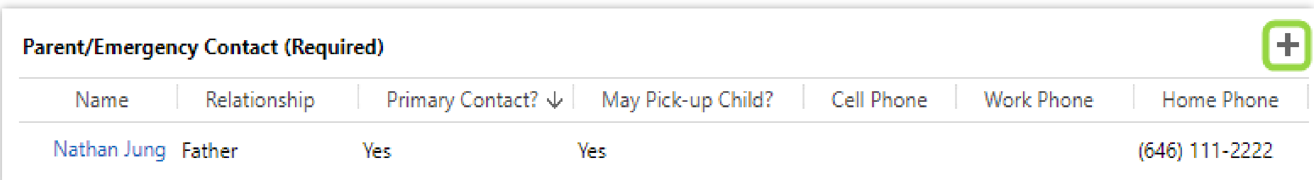
If the Applicant has contact information, enter it in the Applicant's Contact Information section. Otherwise, uncheck the box and move on to the **Parent/Emergency Contact** section.


Does the applicant have contact information?*


Applicant's Contact Information

Does the applicant have contact information?*	☑
Preferred Method of Contact*	Cell Phone
Cell Phone*	(212) 655-7284
Work Phone	--
Home Phone	--
Email Address	ernie@gmail.com

At least one parent/emergency contact is required. To enter **Parent/Emergency Contact** information, click on "+". An overlay will appear on your screen. Enter the information required, then click "SAVE". The contact's name should appear in the grid.

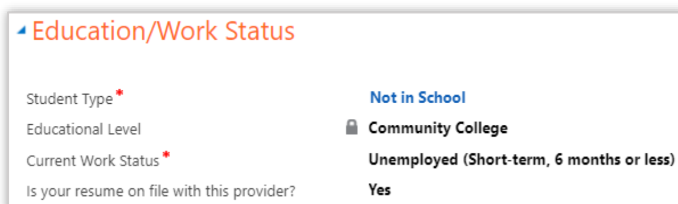

Parent/Emergency Contact (Required)

Name	Relationship	Primary Contact?	May Pick-up Child?	Cell Phone	Work Phone	Home Phone
Nathan Jung	Father	Yes	Yes			(646) 111-2222

If you are entering multiple Parent/Emergency contacts, start with the primary contact. The **Primary Contact?** field will be automatically checked for the first person entered.

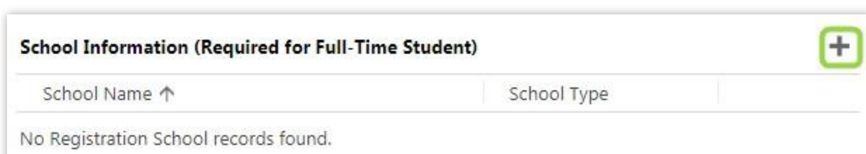
Education/Work Status

Enter the applicant's **Student Type**, Current Work Status and state if their resume is on file.


Education/Work Status

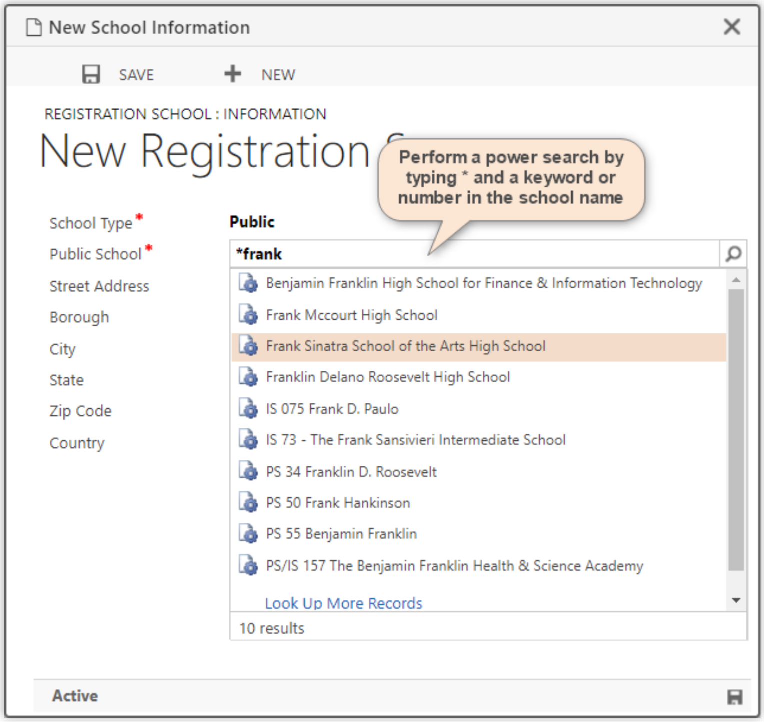
Student Type*	Not in School
Educational Level	Community College
Current Work Status*	Unemployed (Short-term, 6 months or less)
Is your resume on file with this provider?	Yes

If the participant is a full-time student, you may enter the participant's **School Information** by clicking on the "+" icon**.**

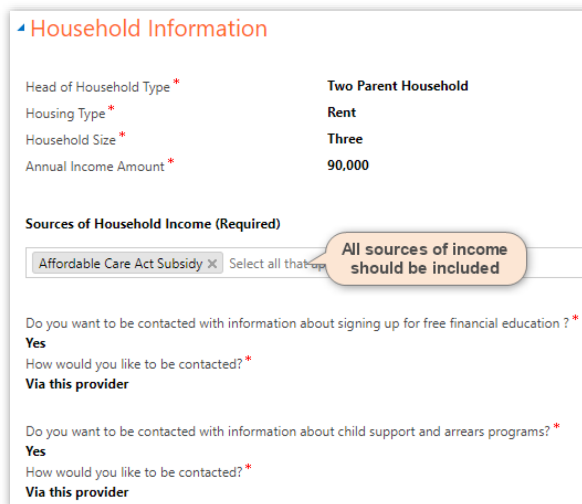

School Information (Required for Full-Time Student)

School Name	School Type
No Registration School records found.	

You may find a school by completing a power search as shown below.



Household Information

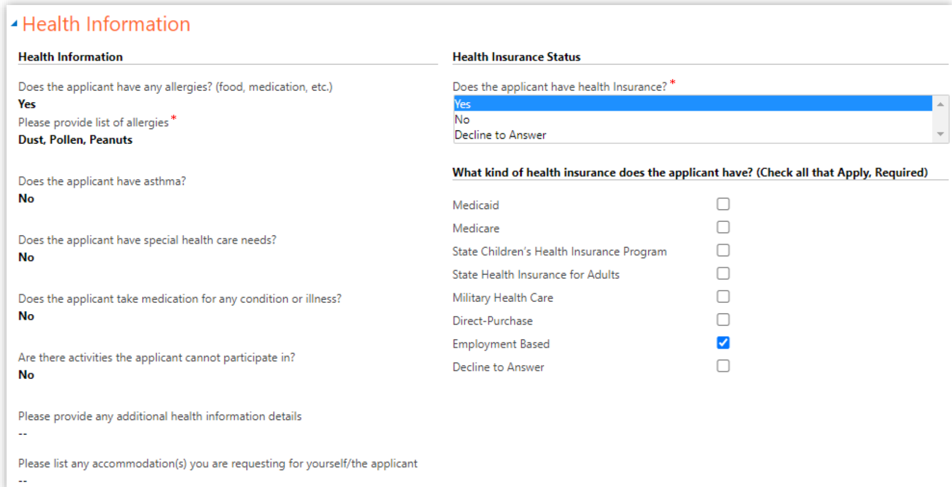


This section is used to provide information about the participant's household members and income information. Click each field and then type the appropriate responses from the intake form.

NOTE: For all CSBG programs, justification for over income is needed for participants over the allowable income threshold.

Health Information

This entire section consists of Yes and No questions. If yes is responded, then additional information is often required to further explain the health issue or situation.


Health Information

Health Information

Does the applicant have any allergies? (food, medication, etc.)
Yes
Please provide list of allergies *
Dust, Pollen, Peanuts

Does the applicant have asthma?
No

Does the applicant have special health care needs?
No

Does the applicant take medication for any condition or illness?
No

Are there activities the applicant cannot participate in?
No

Please provide any additional health information details
--

Please list any accommodation(s) you are requesting for yourself/the applicant
--

Health Insurance Status

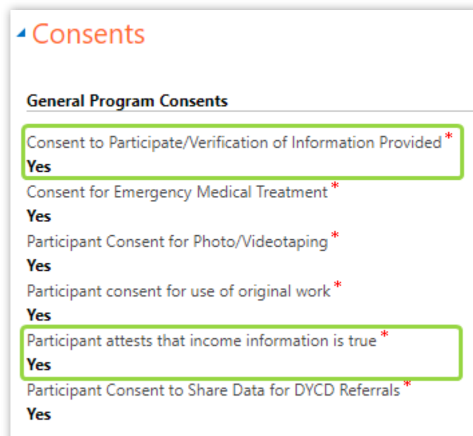
Does the applicant have health Insurance? *
Yes
No
Decline to Answer

What kind of health insurance does the applicant have? (Check all that Apply, Required)

Medicaid
Medicare
State Children's Health Insurance Program
State Health Insurance for Adults
Military Health Care
Direct-Purchase
Employment Based
Decline to Answer

Consents

Consents must be completed for all applicants. Please note that consents may vary by program type. The **Consent to Participate/Verification of Information Provided** and **Participant attests that income information is true** must be granted in order to submit the intake. For all other consents, a response of 'yes' or 'no' must be entered.


Consents

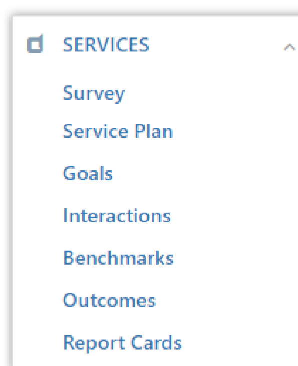
General Program Consents

Consent to Participate/Verification of Information Provided *
Yes
Consent for Emergency Medical Treatment *
Yes
Participant Consent for Photo/Videotaping *
Yes
Participant consent for use of original work *
Yes
Participant attests that income information is true *
Yes
Participant Consent to Share Data for DYCD Referrals *
Yes

Services

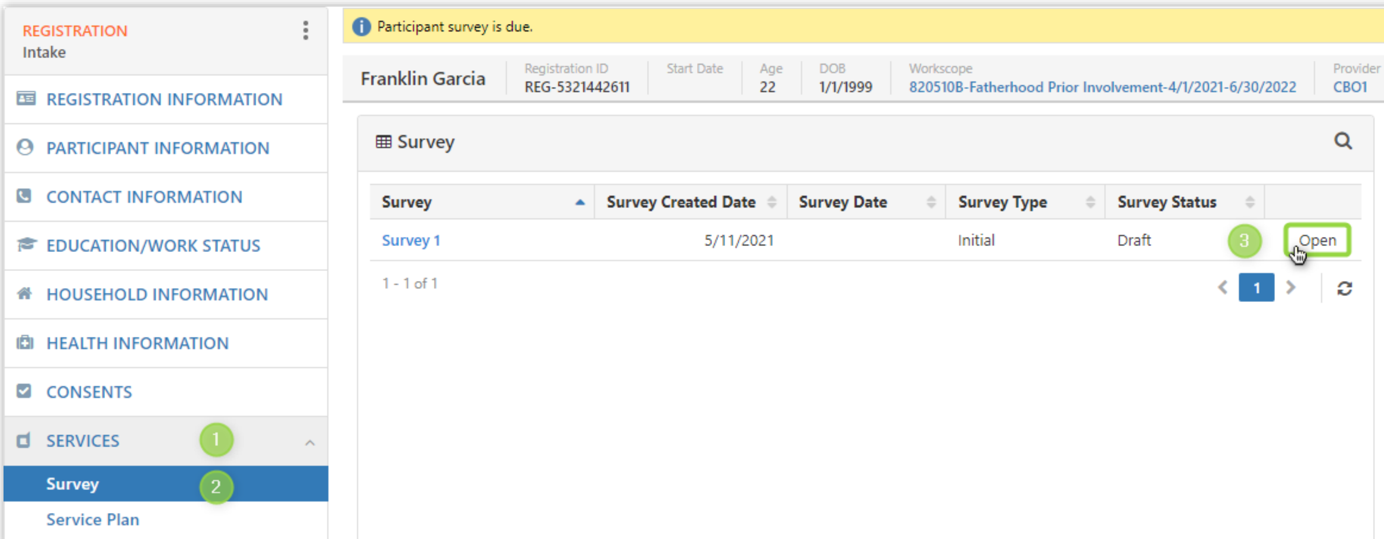
The services section of the intake is designed to setup a Service Plan with Goals. CSBG Fatherhood Prior Involvement programs are required to complete the Participant Survey. CSBG High Schools programs are required to enter report card information in the services section.

Note: For Fatherhood Prior Involvement workscopes, the initial survey must be completed during enrollment or within 10 days of enrollment.

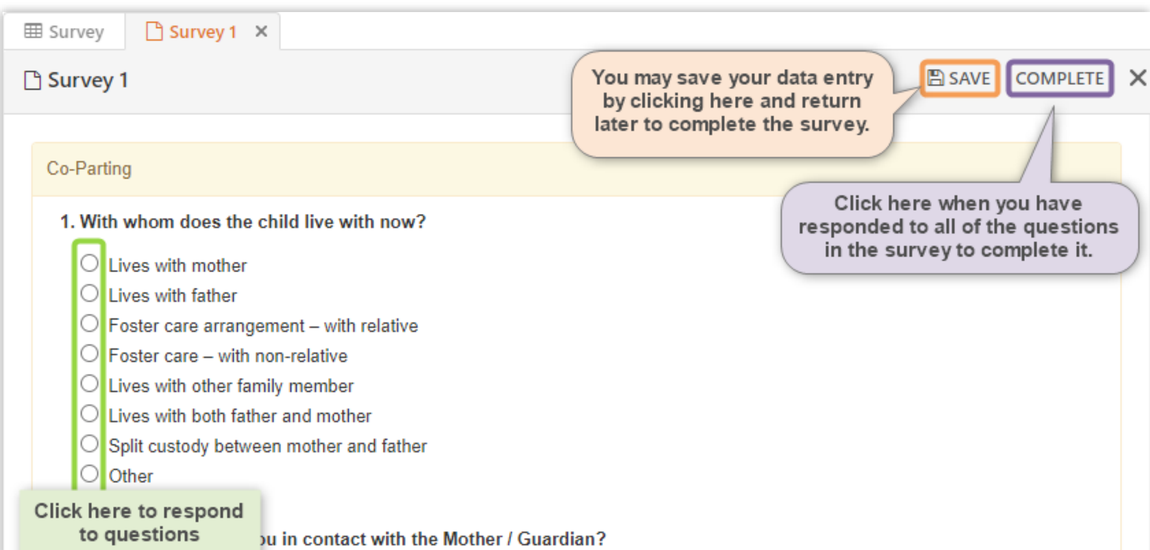


Completing the Participant Survey (Fatherhood Prior Involvement providers ONLY)

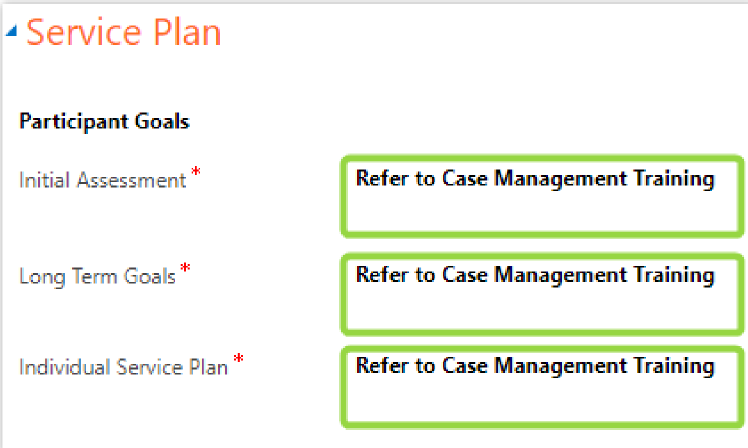
CSBG Fatherhood Prior Involvement programs can navigate through Services>Survey and click on open to access the participant survey.



Respond to all questions of the survey and click complete at the top right to mark it as completed.



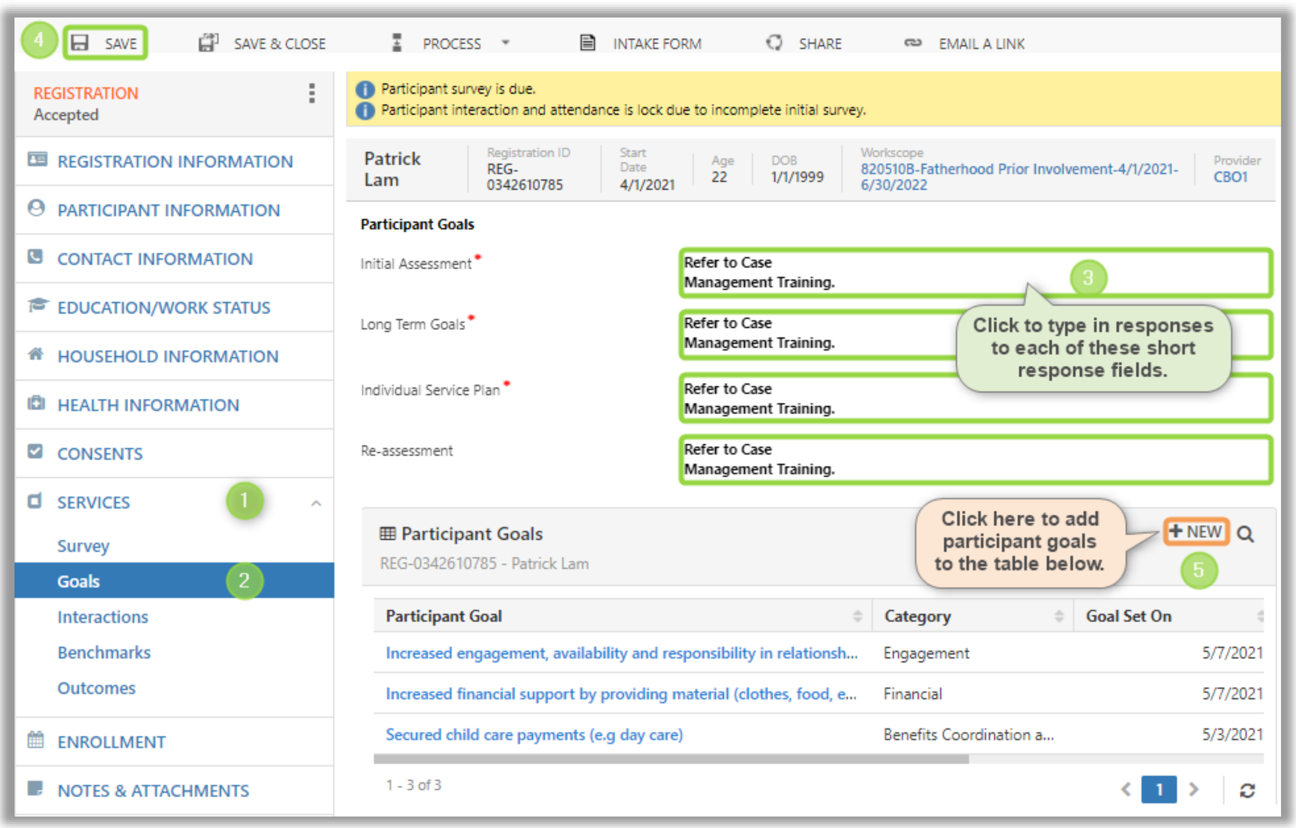
Completing the Service Plan

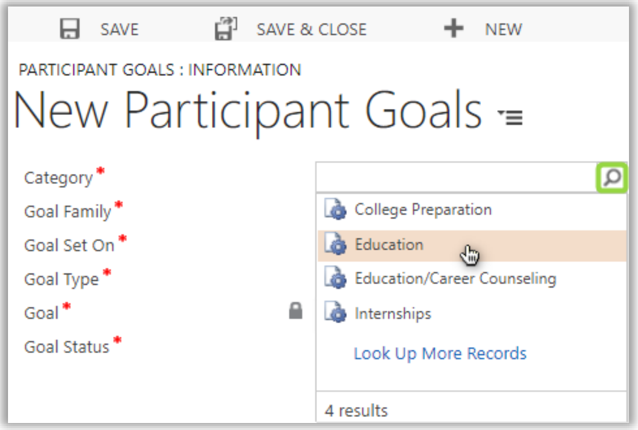


The Service Plan section contains a series of short answer sections for you to complete based on your Case Management training. Respond to each field and then click “SAVE” at the top left of the page to complete the entry.

Adding Participant Goals to an Intake

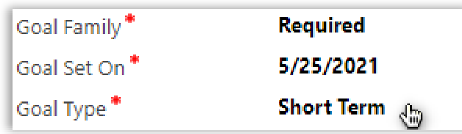
Step 1: From a participant’s accepted intake, navigate through Services>Goals and respond to the short answers regarding participant goals. Once completed, click Save at the top left of the page and you may proceed to adding Participant goals by clicking on “+NEW”.

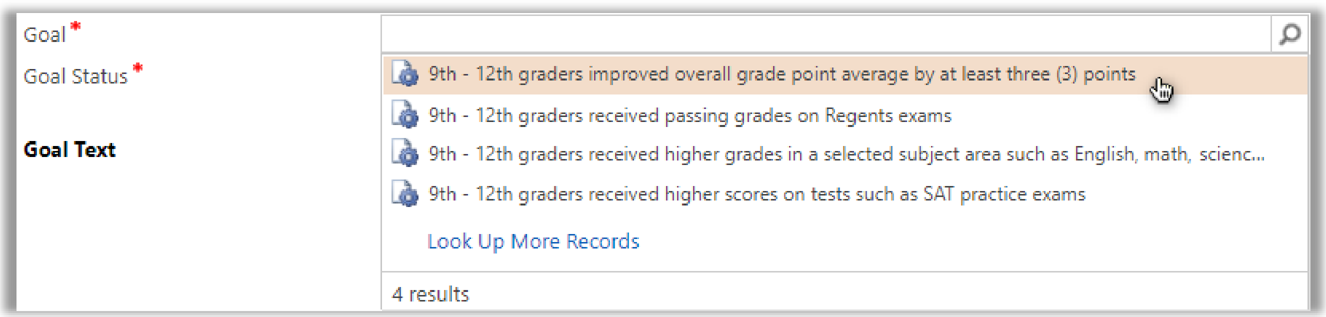




Step 2: Click on the category field, and then the magnifying glass to see the available categories for the goal. Click to select the appropriate option.

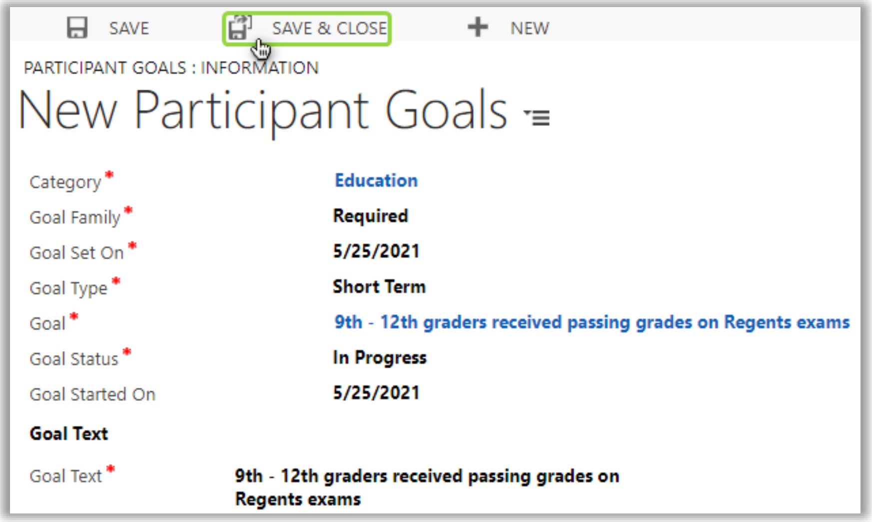
Step 3: From Goal Family, click to set whether the goal is required or optional. Also, enter the Goal Set On date and click to set the Goal Type as Short Term.





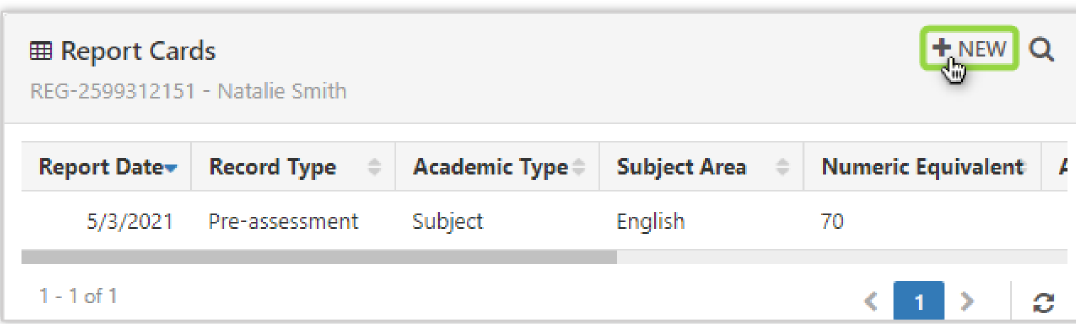
Step 4: Select the goal, in accordance with the category set earlier, from the available options.

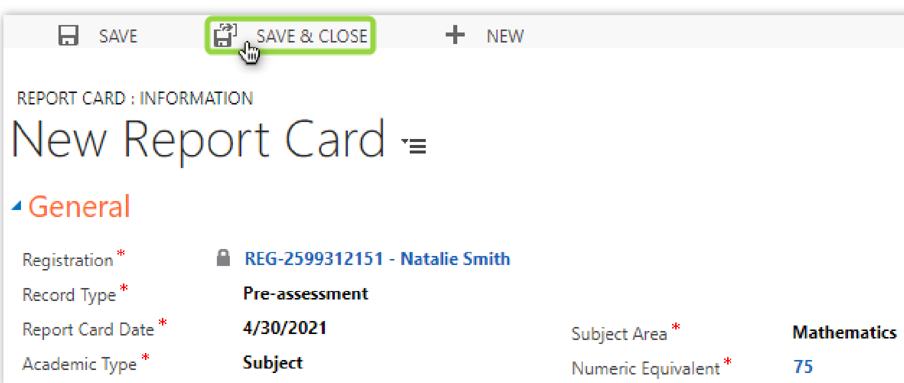
Step 5: Click to set the Goal Status as “Not Started” or “In Progress”. If “In Progress” is selected, you will be prompted to add a date for Goal Started On. Then, click “SAVE & CLOSE”.



Adding Report Card Grades (CSBG High School providers ONLY)

CSBG High School providers are required to enter report card grades. Grades are used as Pre-Assessments, Re-assessments and to mark Achievements for specific subjects, exams or overall GPA. To add a new report card grade, navigate through Services>Report Cards and click on “+NEW”.



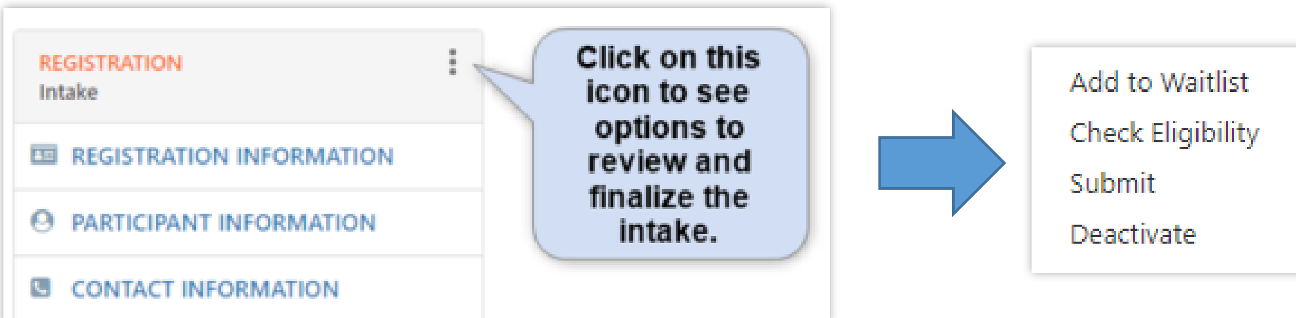


The Report Card page will change according to the report type selected to display the appropriate fields for data entry. Click on each field to type a response and then click “SAVE & CLOSE”.

Note: For Number Equivalent, you should type in a number and then select it from the drop-down option to add it to the field.

Reviewing + Submitting the Intake

Once you have completed all sections of the intake form, be sure to click on “SAVE” in the Intake Menu Bar. Then, you may click on the “Three Dots Icon” at the top right of the intake switchboard to continue actions on the entire intake.



Nearly every action below, when completed, will result in a status change for the participant’s intake.

- **Add to Waitlist –** this option adds participants to a waitlist in the event that your program is currently operating at maximum capacity.

- **Check Eligibility –** this option will make the system review all fields on the intake for completion and run an eligibility check based on the data provided to ensure that they may join your program.

NOTE: This is the only option that will not trigger a status change for the intake.

- **Submit –** this option will submit the intake application for final review by the system. If all data entry has been completed, then the participant will be accepted into your program.

- **Deactivate –** this option will delete the entire intake. This is typically used when a duplicate intake was created do delete the duplicate.

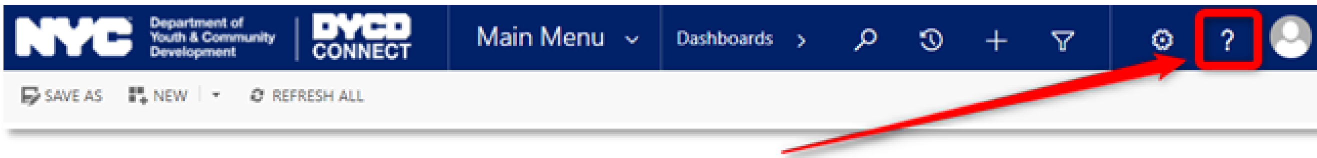
The following actions will only appear for Online Applications. When a status change is completed on an online application, the DYCD Connect system sends an automated email to the applicant to inform them of the update.

- **Pending Info –** If an online application is missing data, then this option may be selected to indicate that you have reviewed the intake and are in the process of contacting the applicant to collect any missing information.

- **Decline Participant –** this option is used to decline online applicants that do not meet the criteria for your program

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.