

DYCDCONNECT

PARTICIPANT TRACKING SYSTEM:

Glossary of Terms

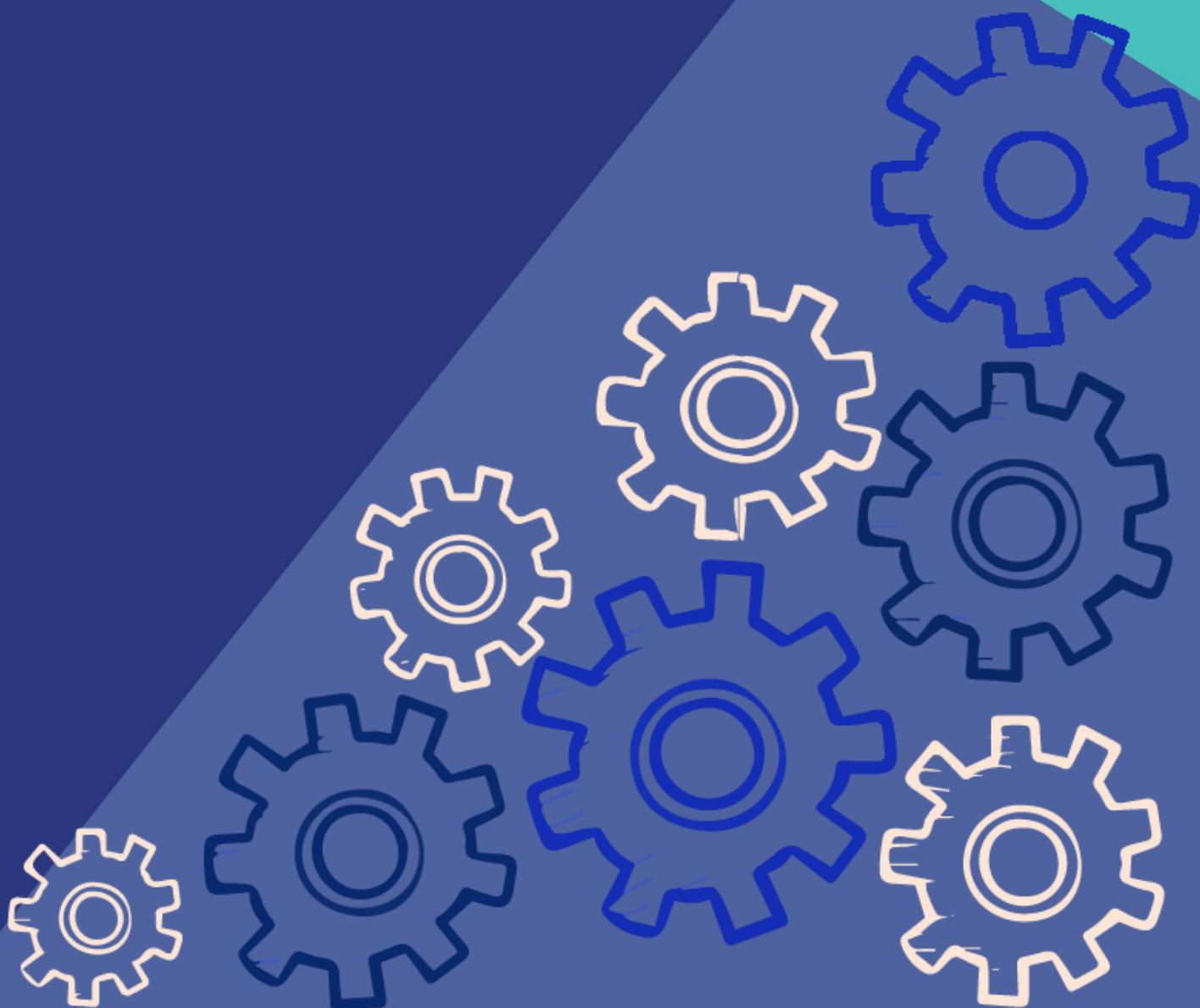


Table of Contents

DYCD Connect Key Terms	3
Workscope Key Terms	3
Key Terms within the General Section	3
Key Terms within the Scheduling Section.....	4
Key Terms within the Staffing Section	4
Key Terms within the Participation Section.....	5
DYCD Connect Help Center	7

DYCD Connect Key Terms


Role: the role of your DYCD account determines how much data you have access to and the type of tasks you may complete on DYCD Connect

CBO Case User: a low-level user typically tasked with data entry. Case Users can edit workscopes, but cannot submit them during workscope development. This user is unable to submit unlock requests and does not have access to view any evaluations or action plans.

CBO Program Director: a mid-level user, who can perform all basic functionality within DYCD Connect. Those with this role do not necessarily have to fulfill the On-Site Program Director role. You may have multiple Program Director-level users with access to one contract.

CBO Provider Admin: a high-level user, who can perform all functionality within DYCD Connect designated for providers. In charge of managing access to workscopes and evaluations for all users within their organizations. DYCD will need to approve all CBO Admin level users

Deactivate: used to disable an entity on DYCD Connect

DYCD Connect Help Center: a resource accessible from the help button, , on DYCD Connect that connects you to a ticket submission page, which can be completed to receive assistance from a DYCD representative to troubleshoot system related issues

Document Library: a resource, accessible from the Training section of the Navigation Bar, which contains several user guides and web tutorials that assist users in completing tasks on DYCD Connect

Workscope Key Terms

Key Terms within the General Section

Workscope: an entity on DYCD Connect used to store data specific to a DYCD program that takes place throughout a program period

Switchboard: a navigation panel that enables you to transition between sections of an entity that contains data classified into multiple sections

Validations: the minimum requirements that must be met to submit an entity

Key Terms exclusive to the Professional Development sub-section

Open: term used to designate that participants will attend program on the day of the professional development

Closed: term used to designate that participants will not attend program on the day of the professional development

Key Terms exclusive to the Partnerships sub-section

Consultant: individuals with specific skills, hired to perform limited programmatic tasks or to complete program related projects on a temporary and/or limited basis, where the tasks or projects cannot be accomplished by the contractor's staff

In-Kind: individuals who volunteer or are funded through another grant or funding source

Sub-Contractor: independent entities hired to perform specific programmatic services

Key Terms within the Scheduling Section

Key Terms exclusive to the Holidays sub-section

Non-DoE Holiday: refers to whether the holiday you are creating is an approved Department of Education (DOE) holiday

Open Holiday: refers to whether your program will offer programming on this day

Total Hours: the amount of activity hours a schedule provides to the workscope

Key Terms within the Staffing Section

Key Terms exclusive to the Staffing Plan sub-section

Title: a DYCD Connect designation indicating the types of responsibilities a staff member will undertake on behalf of a program

DYCD Funded: used to indicate whether the title is funded by DYCD (funded titles must align with data from your DYCD budget in HHS Accelerator)

Number of Staff Members: refers to how many people the program contains with the same title

In-Kind: designation for staff who volunteer or are funded through another grant/funding source

Consultant: individuals with specific skills, hired to perform programmatic tasks or projects on a temporary and/or limited basis, where the tasks or projects cannot be accomplished by the contractor's staff

Subcontractor: independent entities hired to perform specific programmatic services

Hours per Workscope Range: refers to the total number of hours staff in this title will work at this program for the program period

Direct Service to Youth: refers to whether staff in this title will work directly with youth and count in DOH required staff: participant ratios on a regular basis, otherwise, select no.

Role/Description: briefly explains the role and responsibilities of the staff in this title

Key Terms within the Participation Section

Key Terms exclusive to the Activity sub-section

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

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

Partner: field used to designate an organization or consultant will provide assistance in managing this activity

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


Regular Programming: refers to the set of re-occurring schedules or classes in your workscope

Schedule Description: field used to add details, like a title, to a schedule.

Secondary Category: a sub-category that expands on the primary category classification

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

Key Terms exclusive to the Attendance sub-section

Potential Conflict: Participants may only be marked as “present” in one activity schedule on a given date and time. Whenever you assign a participant to multiple activity schedules occurring at the same time, PTS will flag this as a Potential Conflict when you take attendance. *(marked by the  symbol)*

Conflict: A conflict (shown in PTS as *Conflict) occurs when a user attempts to take attendance for a participant who has already been marked “present” in another activity schedule occurring at the same time. This prevents duplicate attendance.

Key Terms exclusive to the Holidays sub-section

Non-DOE Holiday: the holiday you are creating is not an approved Department of Education (DOE) holiday

Open Holiday: indicates the program will offer activities on this holiday

Regular Programming: refers to re-occurring schedules or classes in your workscope

Half Day: 5 hours of programming qualifies as a half day

Full Day: 10 hours of programming qualifies as a full day

Search Bar: this is where you can search PTS by typing in the first letter of a keyword and clicking Enter

Power Search: this is a feature of all PTS search bars that allows you to search by keyword or key sequence

Key Terms exclusive to the Events sub-section (RHY only)

Daily (Duplicated): refers to the count of walk-ins, this number may include duplicates throughout the week

Monthly (Unduplicated): refers to the monthly total count of unique walk-ins to a site

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.

