Department of Youth & Community Development

DYEDCONNECT

PARTICIPANT TRACKING SYSTEM: Adding & Maintaining Provider Contacts



Table of Contents

Adding a New Contact
Ensuring the Right Staff Receive DVCD Communications
Ensuring the fight star freeeve bred communications
Associating a Staff Person/Contact to a Workscope
Editing Staff/Contact Information٤
Staff Who no Longer Work at your CBO
DYCD Connect Help Center



Adding and Maintaining Provider Contacts/Staff



In DYCD Connect, Providers have a central list of contacts

You can also navigate to this page from the header of a workscope or evaluation.

Click on your F	Provider Name from a	i page Header	to
quickly	navigate to the Provi	der Portal	
100020-COMPASS Elementary-7/1/2017-8/31/2017	Provider	Program Site	Program Period
	Development Center	P.S. 9	7/1/2017 - 8/31/2017



A new page will open, which contains information about your Provider and its contracts with DYCD. You will see a navigation pane, known as the 'Switchboard' on the left side of the page. Click on the Contacts section. You will see a list of Active staff who are associated with your CBO.

PROVIDER Active	CBO1			
🗅 GENERAL	 Contacts 			
	Provider Contacts			
	Search for records	Q		
	Title	Full Name ↑		
DYCD CONTRACTS	Administrator	DeJesus, Bob		
245	Lifeguard	Depp, Johnny		
USERS	Fiscal Officer	Fish, Greg	g	gfi
Provider	Program Director	Funny, Doug	d	do

It is important to note that this list should be comprehensive to include all staff who work with your DYCD Contracts. This includes higher level staff, such as your Executive Director and Fiscal Officer, as well as site level staff, such as Program Directors and Group Leaders. As staff in your CBO complete their workscopes, they will be able to pull from this centralized list to document the staff who are working at their site.

Adding a New Contact

Contacts Provider Contacts				Click new st	+ to add a taff person +
Search for records	Q				_
Title	Full Name 🛧	Email Address	Work Phone	Employment Start Date	Employment End Date 🛧
Administrator	DeJesus, Bob		2123891000	7/23/2003	
Lifeguard	Depp, Johnny			6/1/2017	
Fiscal Officer	Fish, Greg	gfish@cbo1.org	2122437000	2/2/2012	
Program Director	Funny, Doug	doug@cbo1.org	718-544-0987	9/6/2017	
Deputy Director	Graham, Kris	kris@cbo1.org	2122437000	4/28/2011	
	n a staff person to oper	jhill@cbo1.org		10/3/2012	
Instruct			212-344-2345	7/23/2003	

Click the + icon to add a new staff person.





Select a Title

Click on the p icon to display available staff titles. Only the first 10 will appear. If you see the title you would like to choose, select the title from the list by clicking on it.

To select from the full list, click on Look Up More Records. A new window will appear. Scroll through all options and use the

button to navigate through multiple pages. Select the title by clicking the check mark to the left of the text. Click Add to make a selection. You can also use the search bar to narrow your results. Click to the left of the title to make your selection. Avoid clicking on the blue links as it will open a new page.

Look for Title	Add a broa	* to your search to aden your results
Look in Title Lookup	View	
Search *director	٩	
Title 🛧		
Assistant Executive Direc	tor	
Assistant Program Direc	tor	
Associate Director		
Deputy Director		
Director of Finance		
Director of Program Op	erations	
Education Director		
Executive Director		
1 - 10 of 10 (1 selected)		◀ ◀ Page 1
New	bbA	Cancel Remove Va



Enter the First Name, Last Name and Employment Start Date for the staff person. Leave the Employment End Date field blank.

Mahoney, Tony =							
Provider Conta	ict						
Provider *	CB01		Employment Start Date*	10/1/2015			
Title *	Program	m Director	Employment End Date				
Salutation							
First Name *	Tony						
Last Name *	Mahone	ey	Is Line Staff *	No			
Email Address +	tony@c	bol.org					
Mobile Phone	212-344	4-5678 Enter	contact information for any				
Work Phone	718-457	7-8956	contact for DYCD				
Fax							

If this staff person is a line staff, who works at a program site directly with participants, select Yes for **Is Line Staff**. Otherwise, select No. Complete the remaining questions.

Languages
French × Arabic × Select all that apply



Ensuring the Right Staff Receive DYCD Communications

There are two sections on the form you should complete to ensure that the right staff receive DYCD communications. The data you enter in these sections will be used by DYCD to generate email lists when sending out important information to your Provider.

The first section is the role or roles the staff person fills. If the person fills specific roles, be sure to select them from the list.

Does this staff person fill any of the following roles?							
HHS Accelerator Point Person × PASSPort Contract Signatory ×	Site Safety Monitor × Select all that apply						
Education Specialist							
Facilities and Licensing Coordinator							
On-Site Program Director							
Program Director's Supervisor							

The second section is Opt into DYCD Communications. Staff can select the types of communications they would like to receive from DYCD and its partners.



Reminder: To receive communication, a valid email address must be entered!



Associating a Staff Person/Contact to a Workscope

Once you've created a Provider contact, the next step is associating them to the workscopes they support. To do this, go to the Staffing section of each workscope and click **Contacts.**

Click **+Add/Remove** to associate the appropriate staff to the workscope or remove staff who should no longer be associated with the workscope.

WORKSCOPE Approved	:	NUK Transford Independent			4.10		Period Type Fiscal Year	Year Provide 2023	r Program 7/1/20	n Period 22 - 6/30/2023
🗅 GENERAL	~	Associated Provider Conta	acts						+ ADD/R	
PUBLIC INFO										
		Full Name	-	Title 🌲	Email	÷	Work Phone 🖨	Mobile Phone 🖨	Employment Period 🖨	
SERVICE DELIVERT MODS		Stefan Matthews		Executive Director	smatthews@cbo.org		718-444-5555	646-343-6123	7/1/2021- N/A	Open
🛗 SCHEDULING	~	1 - 1 of 1							< 1	
	~									
STAFFING	^									
Staffing Plan										
Contacts										

Editing Staff/Contact Information

Throughout the life of your DYCD Contract, staff will leave, or change roles. To make updates, open a

staff record, update the information and click BAVE.

For example, if a Multi-Site Supervisor's phone number changes, updating the phone number in the Contacts section will ensure that their contact information is up to date across all programs they are associated with.

Note: If there are any changes to your Executive Director or Fiscal Officer, in addition to updating DYCD Connect, you must also send an email to ACCO@dycd.nyc.gov with notification of the change.

Staff Who No Longer Work at Your CBO

When a staff member leaves your CBO, open the staff record and enter the Employment End Date.

Note that if the staff person also has a DYCD Connect account, you will also need to submit a ticket via the DYCD Connect Help Center requesting that their user account is deactivated.



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 <u>Help Center</u> on the DYCD Connect homepage.



