

Overview of New Universal Intake Questions

What are the new Universal Intake questions?

As a part of the changes in DiscoverDYCD, DiscoverWorkforce, and DYCD Connect, you will notice new demographic questions on the universal intake form. The most significant change is the combination of the race and ethnicity fields. DYCD will provide additional resources to ensure all CBO staff understand the importance of the new questions (see below) and can deliver program services in a culturally affirming manner.

1. Combined Race and Ethnicity Question

New federal legislation requires Hispanic/Latinx/a/e/o be offered as a response option, along with the existing racial categories.

2. Three New Ethnic Origin Questions

To comply with changes in NY State law, applicants must now select subcategories from one or more of the following three ethnic groups: Asian, Native Hawaiian/Pacific Islander, and Hispanic/Latinx/a/e/o. By adding these questions, the State will be able to get a clearer picture of who is accessing DYCD-funded programs.

3. Additional Veteran's Question

To better serve NYC veterans and their families, the NYC City Council passed Local Law 37. This requires City agencies to refer applicants who affirm their status as Veterans to resources provided by the NYC Department of Veterans' Services (DVS).

4. New Special Population Question

To ensure NYC's most vulnerable residents can access appropriate resources, under new State reporting requirements, DYCD must identify special populations. Accordingly, two new fields have been added for applicants aged 14 years and older, asking if they have been victims of gender-based violence. **The purpose of these questions is to find out whether applicants qualify for relevant free services. Applicants are not required to answer these questions or give details of their experiences to receive services. But if they express interest, resources can be provided.** For a list of resources provided by the Mayor's Office to End Domestic and Gender-Based Violence, please visit the [DYCD Connect Library](#).

5. Required Email and DYCD Awareness Questions

To align with agency priorities such as referrals and pathways, applicants must provide an email address to enable DYCD to share important information about relevant services and resources. **If applicants aged 14 years or older do not have an email address, you should help them create one.** Finally, to support DYCD's Communications efforts, applicants will be asked how they learned about the programs for which they are applying.

6. Simplified Household Income Question Format

Based on feedback from providers, DYCD has simplified the questions about household income for applications relating to DYCD Youth Services programs (e.g. COMPASS, Cornerstone, Beacon and RHY). In these cases, applicants will only be asked about household income and will not be required to provide a breakdown by income category. This change will improve user experience without impacting data reporting

What next steps should I expect?

DYCD will provide additional resources on an ongoing basis, plus technical assistance for providers who want more information and support relating to the rollout of the new Universal Intake form. All resources, including the revised paper intake applications (available in multiple languages) can be accessed in the [DYCD Connect Library](#). **Please submit old applications into DYCD Connect PTS prior to July 1, 2024.** Intake applications created on or after July 1st must complete the new questions to comply with Federal and State law. For technical assistance issues, please contact the [DYCD Help Desk](#).