

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Learning Labs

Participant Intake Guide

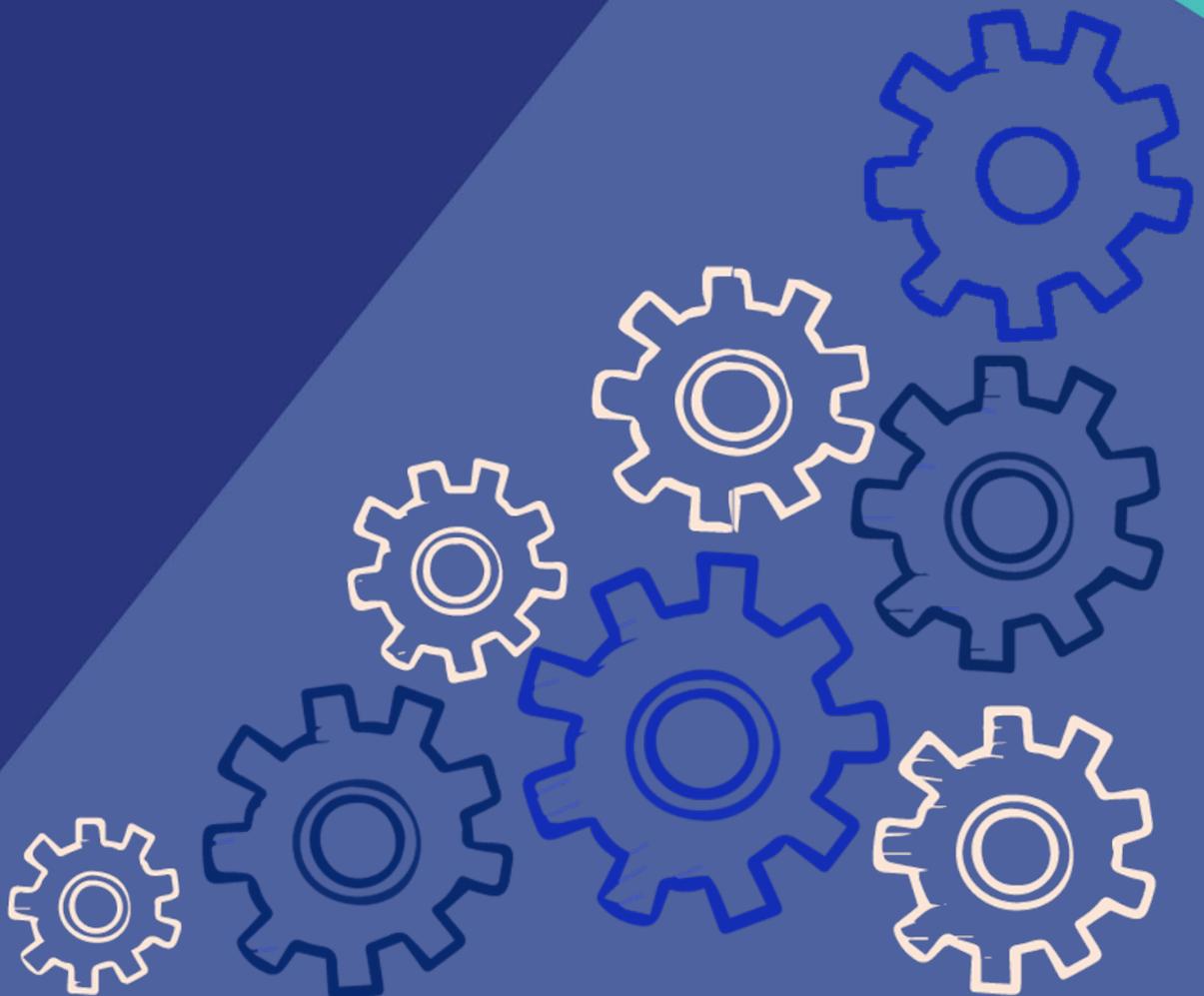


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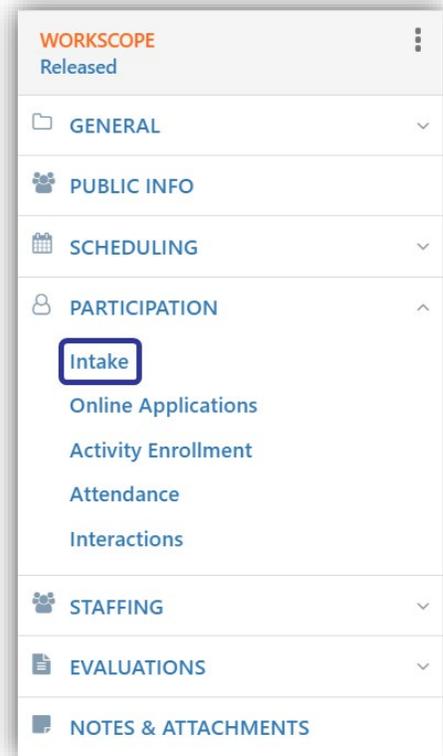
What is Intake?

Intake refers to the process of registering participants into your program. You may begin intake as soon as your workscope is released to your program.

The Intake Section

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

NOTE: If your program is also receiving participant applications from DiscoverDYCD, you can review those applications in the **Online Applications** page. Additional information is available in the [DiscoverDYCD User Guide](#).



Registrations
125202B-Learning Labs-9/1/2020-6/30/2021

Click on +New to start a new intake.

These fields provide the participant's status within your program.

Click on a participant's name to open the existing intake form.

Participant	Stage	Status	Start Date	Grade	DOB	Program Site
David Lee	Intake	In Progress	9/28/2020	8th	1/1/2007	GW School of Animal Care and Veterinarian Studi
Janet York	Wait list	Submitted		1st	10/10/2013	GW School of Animal Care and Veterinarian Studi
Jerry Atwell	Intake	In Progress	11/3/2020	5th	1/20/2010	GW School of Animal Care and Veterinarian Studi
Penny Wise	Intake	In Progress			6/6/2006	GW School of Animal Care and Veterinarian Studi
Zachary Ruane				5th	1/1/2010	GW School of Animal Care and Veterinarian Studi

1 - 5 of 5

Key Buttons



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 organize your list of intakes in alphabetical or chronological order. Click again to organize in reverse order

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.
- **Registered** – The participant has been registered, but has not yet met 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 Learning Labs section.

By clicking on **+ NEW** in the Intake Section (pg. 3), a new window will open. There are three steps to complete before you can finish the intake form.

- 1) Enter Participant Details
- 2) Choose Participant (Duplication Check)
- 3) Choose Application

Basic Participant Details

First, provide the participant’s **First Name, Last Name, Date of Birth, Sex at Birth**. You can also provide the **Social Security Number**, which may be subject to verification. These five fields are used to identify the participant throughout DYCD Connect. Then, click on **Search**.

New Intake

1. Enter Participant Details

Workscope *	125202B-Learning Labs-9/1/2020-6/30/2021
Workscope Program Site *	GW School of Animal Care and Veterinarian Studies
First Name *	--
Last Name *	--
Middle Initial	--
Date of Birth *	--
Age	--
Sex at Birth *	--
Social Security Number	--

SEARCH

Duplication Check

Upon clicking , DYCD Connect performs a duplication check against the participant's name, date of birth, and social security number. If this is a new participant, you will only have the option to **Add New Participant**. If this participant has a previous record in DYCD Connect, you will also have the option to **Register Existing Participant**, and the following notification will appear:

2. Choose Participant

We have found 1 existing participant(s) with the same **First Name, Last Name, and Date of Birth**. Please review the options below carefully to make the best choice.

The screenshot shows two side-by-side cards. The left card is titled 'Add New Participant' and contains a form with the following fields: First Name (Noah), Last Name (Nickelson), MI, DOB (9/9/2009), Gender (Male), and SSN. A callout bubble points to this card with the text: 'Select this option if the participant you are entering is NOT the same participant, and you want to proceed with adding a new participant'. The right card is titled 'Register Existing Participant' and contains a form with the following fields: First Name (Noah), Last Name (Nickelson), MI, DOB (9/9/2009), Gender (Male), SSN, Borough, ZIP, and Email. A callout bubble points to this card with the text: 'Select this option if the participant you are entering is the same participant that is already in the Participant Tracking System.'

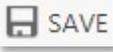
Choose Application

You will have the option to start a **Blank Application**, or **Copy Existing Intake** if you are registering an existing participant. By copying the existing intake, you can carry over most of the information from the previous intake into the current one. Then, click on .

The screenshot shows two side-by-side cards under the heading '3. Choose Application'. The left card is titled 'Blank Application' and contains the text: 'Start the intake with a blank application.'. The right card is titled 'Copy Existing Intake' and contains a form with the following fields: Registration ID (REG-1911223161), Intake Year (2021), Intake Stage (Accepted), Program Site (GW School of Animal Care and Veterinarian Studies), and Workscope (125202B-COMPASS Elementary-9/1/2020-6/30/2021). A 'START INTAKE' button is located at the bottom right of the right card.

Completing the Intake

Intake Navigation and Sections

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 the * icon or by “**(Required)**” in parentheses. Do also note the **Intake Menu Bar** at the top of the window. As you enter data, remember to frequently  your progress.

Intake Switchboard

Intake Menu Bar

Registration Information

Participant *	Jerry Atwell
Registration ID	REG-5650308304
Registration Stage *	Intake
Registration Status *	In Progress
Form Completed By *	Applicant
Date Application Received *	11/2/2020
Enrollment Start Date *	11/3/2020
DYCD Funded? *	<input checked="" type="checkbox"/>
Provider has confirmed DOE Acceptance *	Yes
Workscope *	125202B-Learning Labs-9/1/2020-6/30/2021

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 the applicant has been accepted into your program. The **DYCD Funded** field will be automatically filled in and cannot be edited after the fact. And the final field confirms whether or not you have

Form Completed By *	Parent/Guardian
Date Application Received *	9/14/2020
Enrollment Start Date *	9/15/2020
DYCD Funded? *	<input checked="" type="checkbox"/>
Provider has confirmed DOE Acceptance *	<input type="text" value="Yes"/>
	<input type="text" value="No"/>

received confirmation from the DOE on this applicant's acceptance.

Participant Information

In this section, you will enter demographic information for the applicant, and at least one address as indicated on the Universal Participant Intake Form. All questions marked with the * or by **(required)** are mandatory.

Jerry Atwell

Registration ID: REG-4516328584 | Start Date: 9/15/2020 | Age: 10 | DOB: 1/20/2010 | Workscope: 1252028-Learning Labs-9/1/2020-6/30/2021 | Provider: CBO1

Participant Information

First Name * Jerry
Last Name * Atwell
Middle Initial --
Date of Birth * 1/20/2010
Age 10
Sex at Birth * Male

Address

Address (Required) +
Name | Borough | Primary Address? ↓
No Registration Address records found.

Ethnicity/Race/Language

Ethnicity * --
Race (Required) *
Select all that apply
How well does the applicant speak English? * --
Primary Language * --
Other Languages Spoken
Select all that apply

Additional Parent/Guardian Questions

Does parent/guardian meet any of the following criteria? (check all that apply)

- Is in a full-time school or vocational training program
- Works 20 hours or more per week
- Is a four-year college student working at least 17.5 hours per week
- Looking for work and has an approved work search plan and proof of receipt of

Is the applicant any of the following:

- Parent/Legal Guardian? * --
- Offender/Justice Involved? * --
- In Foster Care? --
- Runaway Youth? --
- An Individual with a Disability? * --
- Residing in Temporary Housing? * --

Additional Participant Questions

To answer **Primary Language**, hover your mouse cursor over the field and click on . 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.

Primary Language *

- Albanian
- Arabic
- Bengali
- Chinese (including Cantonese & Mand...)
- English
- French
- Fulani
- German
- Gujarati
- Haitian Creole

Look Up More Records

10 results

2 Lafayette Street #21, Manhattan, NY 10007

SAVE + NEW DEACTIVATE

Primary Address?

Number & Street * 2 Lafayette Street

Apt 21

Borough * Manhattan

City * Manhattan

State * NY

Zip Code * 10007

Country * United States

Address Notes --

Validation Status Address is valid

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



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.

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 the **+** icon. An overlay will appear on your screen. Enter the information required, then click on **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.

Do be aware, there is an additional non-required field called **Additional People who MAY or MAY NOT pick-up the Child**. In this field, you can input anyone who has permission, or does not have permission, to pick up the participant.

Education/Work Status

Enter the applicant's **Student Type** by clicking on the  icon and selecting the appropriate option. The applicant's **Education Level** will be automatically filled in once the **Current/Last Grade** has been selected. You must also indicate the applicant's **Current Work Status**, and input the applicant's **OSIS/Student ID** number.

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

New School Information

SAVE + NEW

REGISTRATION SCHOOL : INFORMATION

New Registration

Perform a Power Search by typing * and a keyword or number in the school name

School Type * Public

Public School * *health

Street Address Academy for Health Careers

Borough Bronx Academy of Health Careers

City Bronx Health Sciences High School

State Community Health Academy of the Heights

Zip Code Dr. Richard Izquierdo Health and Science Charter School

Country H.E.R.O. High (Health, Education, and Research Occupations High School)

Household Information

This section is used to provide information about the participant’s household type and income information. Answer **Head of Household Type**, **Housing Type**, **Household Size**, and **Annual Income Amount**. Next, add all **Sources of Household Income** from the list of drop down options. Finally, respond to the two yes/no questions and any additional questions that appear. Do be aware, the **Total Household Income** field cannot be manually manipulated and is dependent on the inputted **Annual Income Amount**.

Household Information

Head of Household Type * Single Parent – Male

Housing Type * Own

Household Size * Three

Annual Income Amount * 25,930

Total Household Income *

(None) \$24,601 - \$28,780 \$60,001 - \$70,000

\$0 \$28,781 - \$32,960 \$70,001 - \$80,000

\$1 - \$12,060 \$32,961 - \$37,140 \$80,001 - \$90,000

\$12,061 - \$16,240 \$37,141 - \$41,320 \$90,001 - \$100,000

\$16,241 - \$20,420 \$41,321 - \$50,000 \$100,000+

\$20,421 - \$24,600 \$50,001 - \$60,000 Decline to Answer

Sources of Household Income (Required)

Alimony or other Spousal Support X Child Support X Select all that apply

Does the parent/guardian currently receive HRA cash assistance? *

Yes

Do you want to be contacted with information about child support and arrears programs? *

Yes

How would you like to be contacted? *

Phone

Health Information

Answer the **Health Information & Health Insurance Status** questions. Depending on the response, you may need to provide additional information.

Health Information

Health Information

Does the applicant have any allergies? (food, medication, etc.) *

Yes

Please provide list of allergies *

cats, peanuts

Does the applicant have asthma? *

No

Does the applicant have special health care needs? *

--

Does the applicant take medication for any condition or illness? *

--

Are there activities the applicant cannot participate in? *

--

Please provide any additional health information details

--

Health Insurance Status

Does the applicant have health insurance? *

Yes

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. **Consent to Participate / Verification of Information Provided** 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 *

--

Participant may travel home alone *

--

Consent for Emergency Medical Treatment *

--

Participant Consent for Photo/Videotaping *

--

Participant consent for use of original work *

--

Participant attests that income information is true *

--

DYCD/DOE Consent to Collect and Share Student Information

Consent for DYCD to Collect and Share Information with DOE *

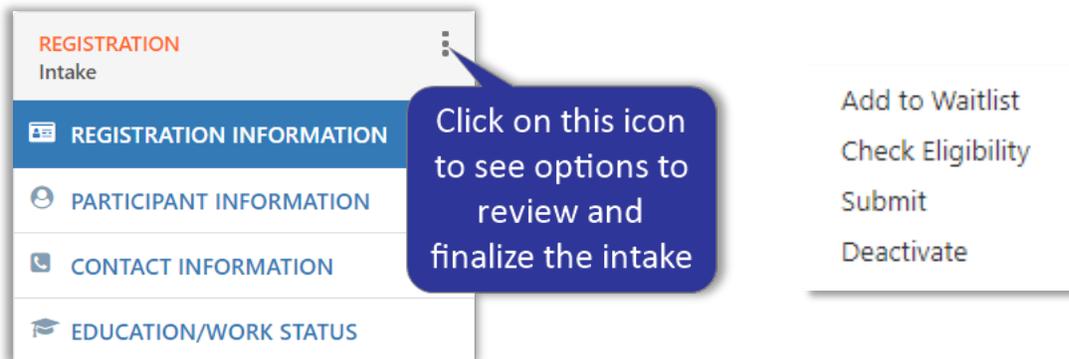
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Consent for DOE to Collect and Share Information with DYCD *

--

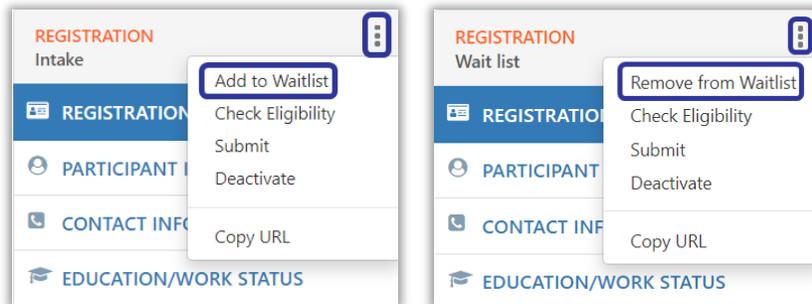
Reviewing + Submitting the Intake

Once you have completed all sections of the intake form, make sure to click on  **SAVE** in the Intake Menu Bar. There are several options to review and submit the intake form.



Add to Waitlist

If you would like to add the applicant to the waitlist, you can do so at any time by clicking the  icon from the intake switchboard and selecting **Add to Waitlist**. To add an applicant to the waitlist, a first name, last name, date of birth, and an address must be provided.



You will notice the Registration stage list on the intake switchboard update from 'Intake' to 'Wait list'. To remove the applicant from the wait list click the  icon and select **Remove from Wait list**. To register the applicant, follow the steps in the next section.

Check Eligibility

Each DYCD Program has its own eligibility criteria. At any point during the intake process, you can check if the applicant is eligible based on information entered. From the intake switchboard, click the  icon and **Check Eligibility**.

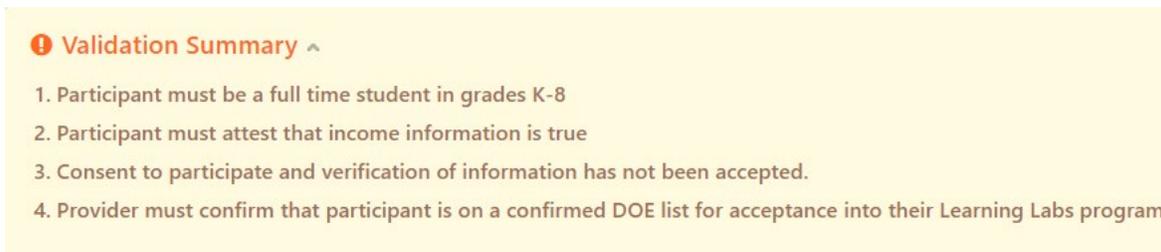
- If the applicant is eligible for the program based on information entered, you will see the following:



- If the applicant is not eligible based on the information entered, or if you are missing information related to the eligibility criteria, you will see the following message:

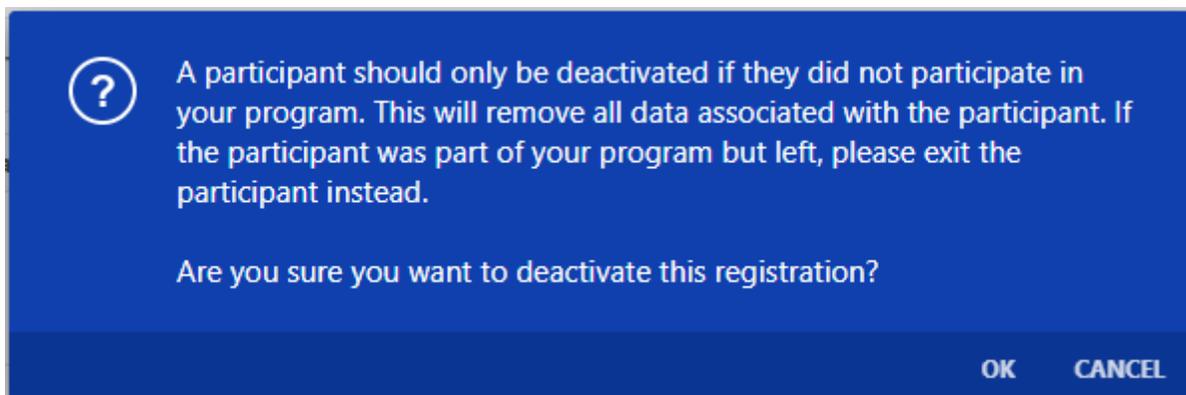


Additionally, a validation summary will appear at the top of the intake with additional information.



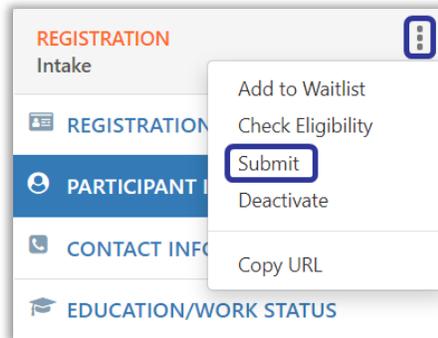
Deactivate an Intake

You may **deactivate** (delete) an intake for a participant who never attended your program, or whose intake was created in error. However, any participants with attendance cannot be deactivated. If attendance was taken in error, you must delete all associated attendance before deactivating an intake.

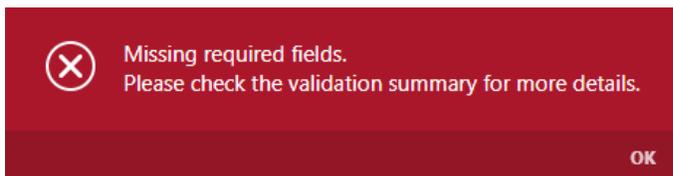


Register the Applicant

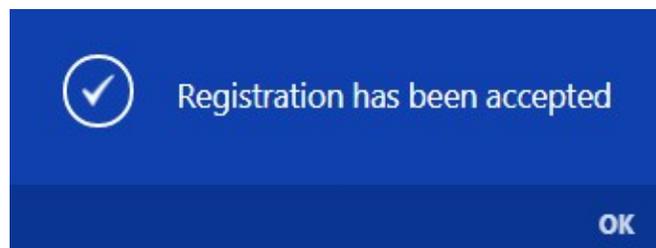
When you have completed the intake, you can register the applicant by clicking the  icon from the intake switchboard and selecting **Submit**. The system will perform an eligibility check.



If the applicant is not eligible for the program, the below notice will appear, detailing the reason why the applicant is not eligible. The system will also alert you if required fields were not completed. Click on each link to go directly to the field to enter in missing information.

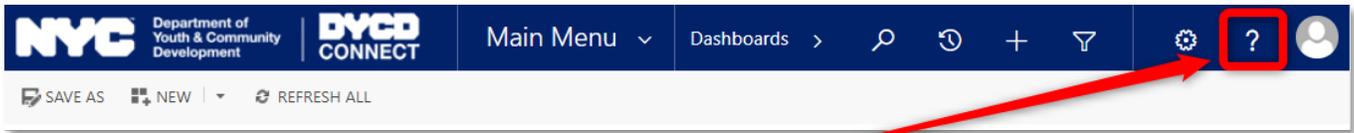


After all information is complete, save the intake, click the  and select **Submit**. If the applicant passes the eligibility check and all required fields are completed, the registration stage will update to **Accepted**, and you will see the following message:



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 your workspace by clicking on  .



Alternatively, you may submit a ticket through the [Help Center](#) on the DYCD Connect homepage.

DYCD RESOURCE CENTER

DYCD Connect is the main resource center to help organizations communicate and coordinate with the communities they serve.

- DYCD WEBSITE**
View DYCD's public website for information about our funded programs.
- CB CAPACITY BUILDING**
DYCD invests in building the capacity of nonprofit organizations as a strategy to help ensure that youth and families receive high-quality services.
- HELP CENTER**
Having trouble? Send a message to our support team through the Help Center.
- F.A.Q**
Read Frequently Asked Questions to learn more about DYCD Connect.

DYCD HELP CENTER

The DYCD help center is where you can find resources to help with the technical and operational issues you may come across. Here you can contact DYCD support directly or look into additional resources and guides that can help you move forward with your tasks.

first name **last name**

phone **email**

organization

program area **program type**

I am a DYCD employee

Select if you need operational or technical help:

NEED TECHNICAL ASSISTANCE? If you are having a technical issue related to logging in, accessing your services, or experiencing a bug, contact the technical help desk.	NEED OPERATIONAL ASSISTANCE? Having trouble performing your existing operations using the new systems and tools within DYCD connect? Get in touch with a program specialist.
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Detailed Description: