



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Advance & Earn

Participant Intake & Registration

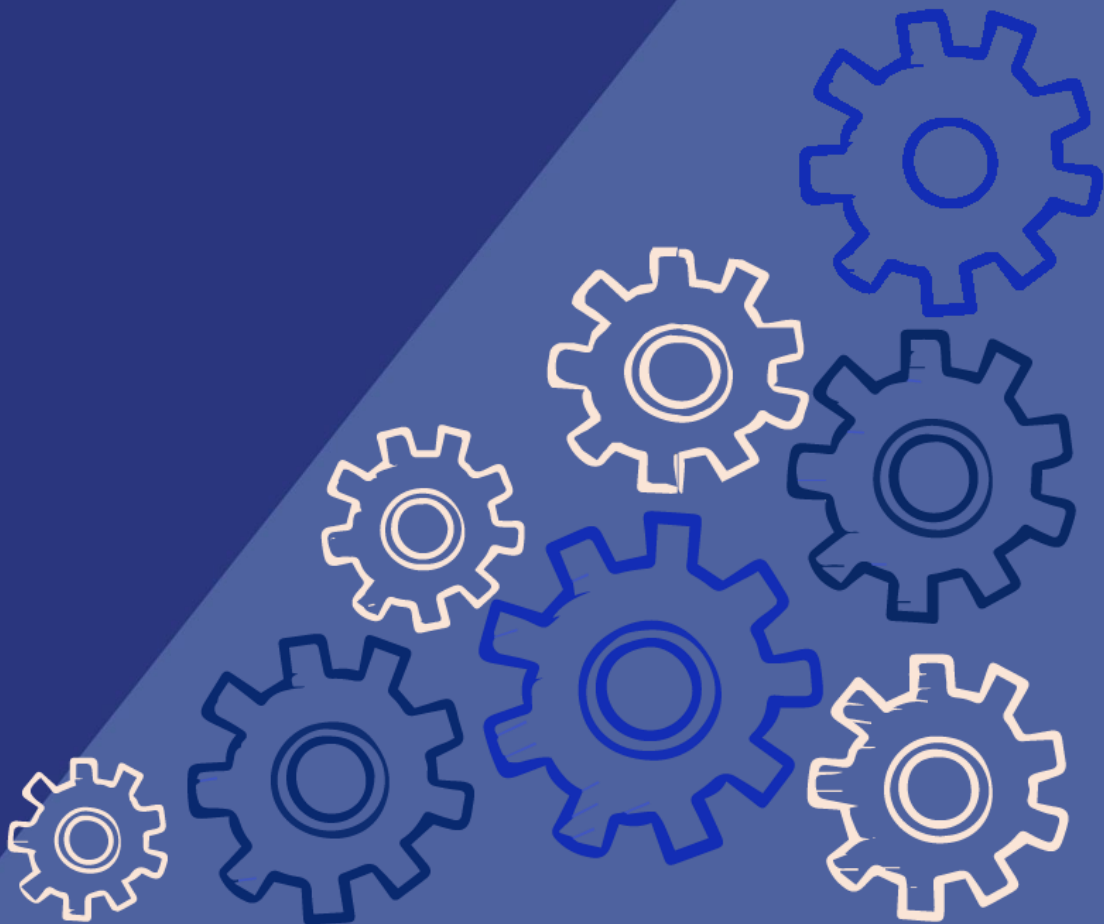
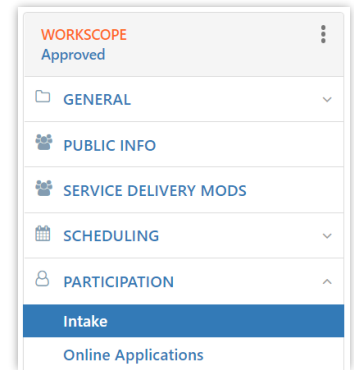


Table of Contents

| | |
|--|-----------|
| What is Intake? | 3 |
| The Intake Section | 3 |
| Participant Statuses | 4 |
| Starting a New Intake..... | 4 |
| Basic Participant Details | 4 |
| Duplication Check | 5 |
| Choose Application | 5 |
| Completing the Intake..... | 6 |
| Intake Navigation and Sections | 6 |
| <i>Registration Information</i> | 7 |
| <i>Participant Information</i> | 7 |
| <i>Contact Information</i> | 9 |
| <i>Education/Work Status</i> | 9 |
| <i>Selective Service</i> | 9 |
| <i>Household Information</i> | 10 |
| <i>Banking Information</i> | 10 |
| <i>Health Information</i> | 11 |
| <i>Consents</i> | 11 |
| Pre-Intake Services..... | 11 |
| Individual Service Strategy (ISS) | 12 |
| Test Scores | 12 |
| Eligibility..... | 12 |
| Reviewing + Submitting the Intake | 13 |
| Adding Participants to the Waitlist | 13 |
| Check Eligibility | 14 |
| Deactivating an Intake | 14 |
| Register the Participant..... | 15 |
| Enrollment | 16 |
| DYCD Connect Help Center..... | 17 |

What is Intake?

Intake refers to the process of registering participants into your program. Intake is different from enrollment, which refers to assigning your registered participants to activity schedules in order to take attendance. You may begin intake as soon as your workscope is released to your program, but you cannot complete applications until the workscope is approved by DYCD.



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.

Registrations

60825-Advance and Earn-7/1/2021-6/30/2022


These fields inform you where applicants are in the enrollment process


Click on +NEW to start a new intake


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

| Participant | Registration ID | Stage | Status | Start Date | Slot Type | Gr | |
|------------------|-----------------|----------|-------------|------------|-----------|------|--------|
| inivek A rortsac | REG-4166214168 | Accepted | Enrolled | 9/6/2021 | HSE | 11th | 2/13/2 |
| John Doe | | Accepted | Enrolled | 7/1/2021 | HSE | 11th | 1/1/2 |
| Selma Blair | | Intake | In Progress | | | | 1/1/2 |

Key Buttons

Click  button to start a new intake

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

The  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.
- 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 Participant Intake Form completed for the participant. The most recent version form is available in the DYCD Connect Document Library, in the Advance & Earn Services section.

By clicking on “NEW” in the Intake Section (pg. 2), a new window will open. There are three steps to complete before you can complete the intake form.

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

Basic Participant Details

First, enter the participant’s First Name, Last Name, Date of Birth and Sex at Birth. You can also enter the participant’s Social Security Number (SSN), though it is not required at this moment. These five fields are used to identify the participant throughout DYCD Connect. Then, click Search.

New Intake

1. Enter Participant Details

| | |
|--------------------------|---|
| Workscope * | 60825-Advance and Earn-7/1/2021-6/30/2022 |
| Workscope Program Site * | The Door Bronx |
| First Name * | John |
| Last Name * | Doe |
| Middle Initial | -- |
| Date of Birth * | 1/1/2005 |
| Age | 17 |
| Sex at Birth * | Male |
| Social Security Number | 1234567890 |

SEARCH


Duplication Check

Upon clicking “SEARCH”, DYCD Connect performs a duplication check. 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.


☐

**Add New Participant**

| | |
|------------|----------|
| First Name | John |
| Last Name | Doe |
| MI | |
| DOB | 1/1/2005 |
| Gender | Male |
| SSN | |

Select this option if the participant is **NOT** the same participant, and you want to proceed with adding a new participant

☒

**Register Existing Participant**

| | |
|------------|----------|
| First Name | John |
| Last Name | Doe |
| MI | |
| DOB | 1/1/2005 |
| Gender | Male |
| SSN | |

Select this option if the participant is the same participant that is already in PTS

If you entered in the participant’s SSN and an intake is found to already have that SSN associated with it, you will receive the below error message.

We have found a participant with the same **Social Security Number**. However First Name, Last Name, and Date of Birth are not matching. Please verify entered details and try again. If you believe this is a mistake, please contact DYCD.

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 “START INTAKE”.

3. Choose Application

Blank Application

Start the intake with a blank application.

Copy Existing Intake

| | |
|-----------------|---|
| Registration ID | REG-1878390112 |
| Intake Year | 2022 |
| Intake Stage | Exited |
| Program Site | The Door Bronx |
| Workscope | 60825-Advance and Earn-7/1/2021-6/30/2022 |

Completing the Intake

Intake Navigation and Sections

The Intake Switchboard on the left side of your page is now accessible for navigation. Mandatory fields on all sections are noted by a * icon or say “(Required)”. As you enter data, remember to frequently “SAVE” your progress via the Intake Menu Bar at the top.

SAVE
 SAVE & CLOSE
 PROCESS
 INTAKE FORM
 SHARE
 EMAIL A LINK

REGISTRATION
Intake

- REGISTRATION INFORMATION
- PARTICIPANT INFORMATION
- CONTACT INFORMATION
- EDUCATION/WORK STATUS
- SELECTIVE SERVICE
- HOUSEHOLD INFORMATION
- BANKING INFORMATION
- HEALTH INFORMATION
- CONSENTS
- SERVICES
- ELIGIBILITY RULES
- NOTES & ATTACHMENTS

John Doe

Intake Menu Bar

| | |
|-----------------|----------------|
| Registration ID | REG-4294839422 |
| Start Date | |
| Age | 17 |
| DOB | 1/1/2005 |
| W | 6 |

Registration Information

| | |
|-----------------------------|---|
| Participant * | John Doe |
| Registration ID | REG-4294839422 |
| Registration Stage * | Intake |
| Registration Status * | In Progress |
| Form Completed By * | -- |
| Date Application Received * | -- |
| Enrollment Start Date * | -- |
| DYCD Funded? * | <input checked="" type="checkbox"/> |
| Slot Type * | -- |
| Workscope Slot * | -- |
| Workscope Program Site * | 60825-Advance and Earn-7/1/2021-6/30/2022 |
| Provider | CB01 |
| Contract | 60825 |

Intake Switchboard

Active

Registration Information

Most of the information on this page will already be completed based on your selected workscope and basic information entered. However, there are six required fields, noted by the * icon.

The enrollment start date is the date the Participant may attend your program.

You must also indicate the participant's Slot Type. This indicates if/how the participant will be funded by your DYCD budget. To fill in the Slot Type, click on the magnifying glass to see the slot types applicable to your program type. The Workscope Slot will then fill in automatically.

| | |
|-----------------------------|-------------------------------------|
| Form Completed By * | Applicant |
| Date Application Received * | 6/29/2022 |
| Enrollment Start Date * | 6/29/2022 |
| DYCD Funded? * | <input checked="" type="checkbox"/> |
| Slot Type * | HSE |
| Workscope Slot * | HSE - 50 - 7/1/21 - 6/30/22 |

- Advance Training
- HSE
- Pre-HSE

Participant Information

Participant Information

| | | | |
|-------------------------------------|--------------------------|-------------------------------------|--|
| First Name * | John | Address (Required) * | |
| Last Name * | Doe | Name | |
| Middle Initial | -- | Registration Address records found. | |
| Date of Birth * | 1/1/2005 | | |
| Age | 17 | | |
| Sex at Birth * | Male | | |
| Ethnicity * | -- | | |
| Social Security Number | ***** | | |
| SSN Verified | <input type="checkbox"/> | | |
| SSN Verification Status Description | -- | | |
| Work Authorization Status * | -- | | |
| Race (Required) * | Select all that apply | | |
| How well does the applicant speak * | -- | | |
| Primary Language * | -- | | |

Additional Participant Information

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 | -- |
| Receiving ACS Preventative Sen | -- |
| Homeless | -- |

In this section, you must enter demographic information for the Participant, and at least one address as indicated on the Universal Participant Intake Form.

Next, complete Ethnicity, Race, Language, and Participant's Gender Identity questions.

Applicant's Gender Identity (Select all that Apply) (Required) *

Select all that apply

**Gender Identity/
Sexual Orientation**

Does the applicant identify as transgender? * --

Applicant's Gender Pronoun * --

Applicant's Sexual Orientation (Select One) * --

Click to select responses for each of these fields from the drop-down options.

To answer Primary Language and Country of Origin, hover your mouse cursor over the field and click on the magnifying glass. The first 10 alphabetical results appear. If you see the Participant'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. Participants must reside at a valid NYC address. DYCD Connect automatically verifies if the address entered is valid. Once you are done, click on "SAVE".


Contact Information


If the Participant has contact information, enter it in the Participant'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**


Work Phone --


Home Phone --

Email Address ernie@gmail.com

(212) 655-7284

To enter Parent/Emergency Contact information, click the “+” icon. An overlay will appear on your screen. Enter the information required. If the contact lives at the same address as the participant, check ‘Same as Participant’. Otherwise, enter the address in the space provided. Click “SAVE” and close.


Parent/Emergency Contact (Required) 


| Name | Relationship | Primary Contact?  | Cell Phone | Work Phone | Home Phone |
|----------|--------------|--|------------|------------|----------------|
| Jane Doe | Parent | Yes | | | (000) 000-0000 |


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 Participant's Student Type, Current Work Status and Last Grade. You must also enter in at least one of the participant's Career Goals.


Student Type **Full-Time Student**

Educational Level --

Current Work Status **Employed Full-Time**

Career Goal 1 --

Career Goal 2 --

Career Goal 3 --

Selective Service

For all participants assigned male at birth, they are required to be enlisted for selective service and complete this section of the intake.

Selective Service

Is the applicant registered for US Selective Service? *

--

Does the applicant understand that US selective service registration is a requirement? *

--

Did the applicant on active duty in the US Military/ROTC, ground, naval or air service during a war? *

--

Transitioning Service Member *

--

Household Information

For Annual Income Amount, enter a whole number without a “\$” symbol. The system will automatically calculate the participant’s Total Household Income based on the income amount provided. Under Sources of Household Income, indicate as many sources of household income as are applicable.

Household Information

Head of Household Type *

Single Parent – Female

Housing Type *

Own

Household Size *

Two

Annual Income Amount *

52,000

How many times you moved in the last 6 months

0

Total Household Income *

☐ (None)

☐ \$0

☐ \$1 - \$12,060

☐ \$12,061 - \$16,240

☐ \$16,241 - \$20,420

☐ \$20,421 - \$24,600

☐ \$24,601 - \$28,780

☐ \$28,781 - \$32,960

☐ \$32,961 - \$37,140

☐ \$37,141 - \$41,320

☐ \$41,321 - \$50,000

☒ \$50,001 - \$60,000

☐ \$60,001 - \$70,000

☐ \$70,001 - \$80,000


☐ \$80,001 - \$90,000

☐ \$90,001 - \$100,000

☐ \$100,000+

☐ Decline to Answer

Sources of Household Income (Required)

Employment Wages  Select all that apply

Banking Information

Participants will need to respond if they have a bank account and if they’re interested in direct deposit.

Banking Information

Do you have a bank account? *

No

If no, interested in opening a bank account? *

Yes

Interested in direct deposit? *

Yes

Health Information

Answer the questions with the information provided by the participant. Most questions are optional, with the exception of the participant's Health Insurance Status. Depending on the response, you may need to provide additional information.

Health Insurance Status
Does the applicant have health Insurance? *
Yes

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


| | |
|---|--------------------------|
| Medicaid | <input type="checkbox"/> |
| Medicare | <input type="checkbox"/> |
| State Children's Health Insurance Program | <input type="checkbox"/> |
| State Health Insurance for Adults | <input type="checkbox"/> |
| Military Health Care | <input type="checkbox"/> |
| Direct-Purchase | <input type="checkbox"/> |
| Employment Based | <input type="checkbox"/> |
| Decline to Answer | <input type="checkbox"/> |

Consents

Consents must be completed for all participants. Please note that consents may vary by program type. 'Consent to Participate/Verification of Information Provided' and Consent to Release/Obtain Information Outside of the DYCD Network must be acknowledged and marked 'yes' to submit the intake. For all other consents, a response of 'yes' or 'no' must be entered.

Pre-Intake Services

Once you have completed all sections of the intake form, the next step is to provide information regarding the participant's completed Individual Service Strategy, as well as the participant's scores from when they were pre-tested. Both of these tasks should be completed in the Services section of the intake form, in ISS and Test Scores.

 **SERVICES**

ISS

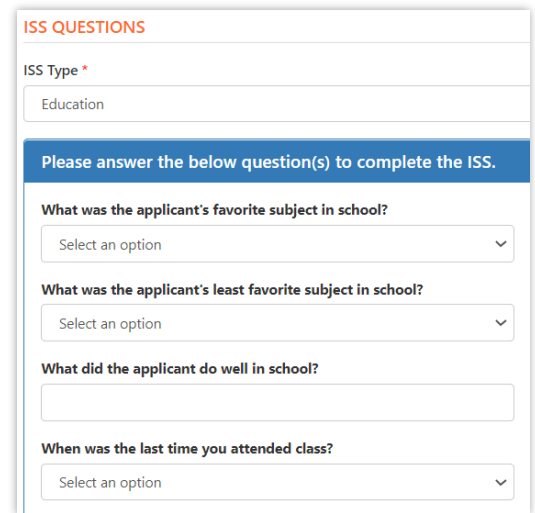
Test Scores

Individual Service Strategy (ISS)

You will need to enter in the responses provided by the participant to the ISS Questions, after clicking **+ NEW** and selecting one of the 4 ISS Types;

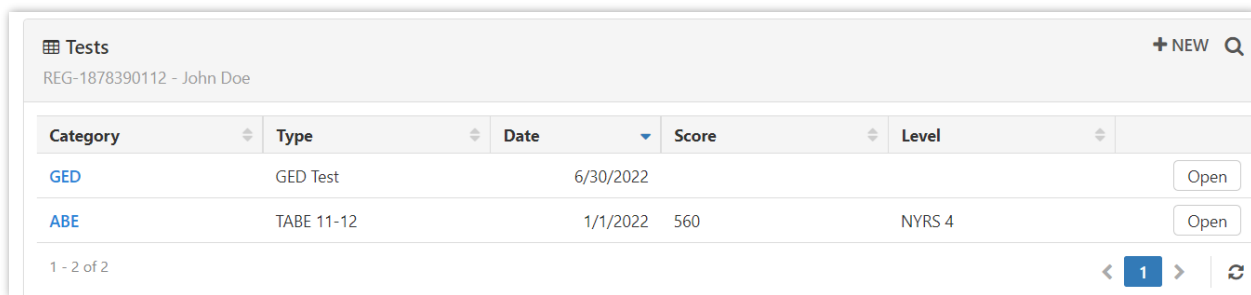
- Education
- Social
- Work Skills
- Youth Employment

Each ISS Type has its own set of questions, so be sure the participant is responding to the appropriate ISS.



Test Scores

You will need to enter in the type of test the participant took as well as some information about when they did and how it went.




| Category | Type | Date | Score | Level | |
|----------|------------|-----------|-------|--------|------|
| GED | GED Test | 6/30/2022 | | | Open |
| ABE | TABE 11-12 | 1/1/2022 | 560 | NYRS 4 | Open |

Eligibility


For all participants, you will need to navigate to the “Eligibility Rules” section of their Intake and click on “Generate Eligibility”. This will prompt the system to generate any eligibility criteria the participant will need to confirm before they can be accepted. You will need to confirm for each on that generates, that you have received a copy of a document that confirms the participant’s eligibility. You will also need to confirm if the document has been uploaded, or if it is on site.

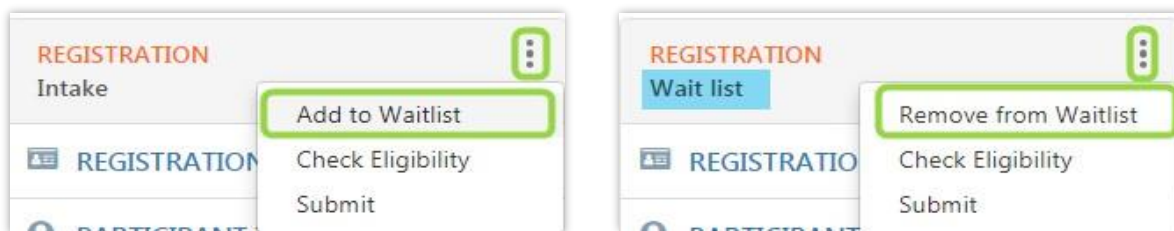
Reviewing + Submitting the Intake

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



Adding Participants to the Waitlist

If you would like to add the participant 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 a participant 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 Participant from the wait list, click the three dots icon and select Remove from Waitlist. To register the Participant, follow the steps in the next section.

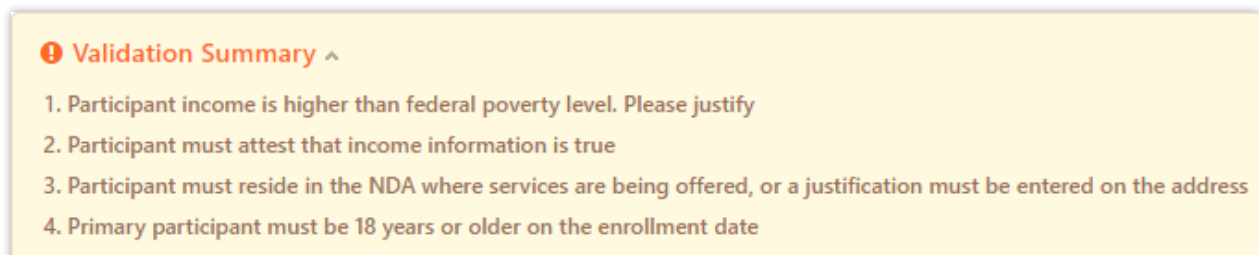
Check Eligibility

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

- If the Participant is eligible for the program based on information entered, you will see the following:
- If the Participant 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. For example:

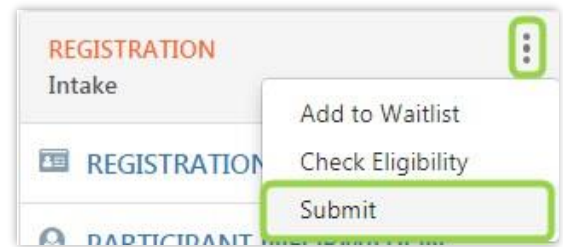


Deactivating an Intake

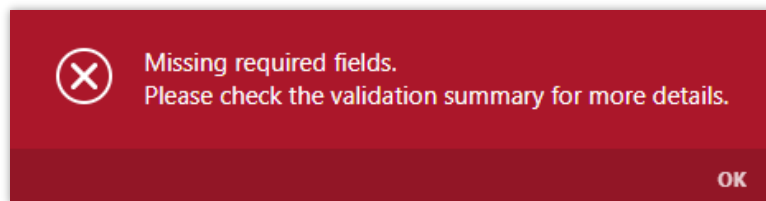
You may deactivate an intake for a participant who never attended your program, or whose intake was created in error. However, any participants with attendance cannot be deactivated. If attendance was taken in error, you must delete all associated attendance before deactivating an intake.

Register the Participant

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



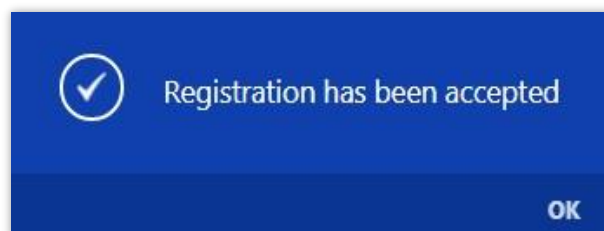
If the Participant is not eligible for the program, the below notice will appear, detailing the reason why the Participant is not eligible.



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 three dots icon and select Submit. If the Participant passes the eligibility check and all required fields are completed, the registration stage will update to Accepted, and you will see the message below.

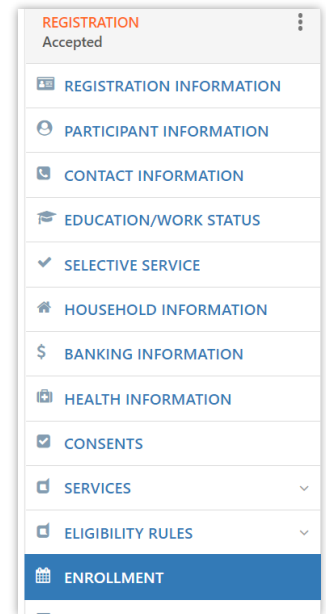


Enrollment

Once the participant is 'Accepted', and your workscope is approved, you can proceed with enrolling your participants.

- 1) Click on Enrollment in the Intake Switchboard.
- 2) Click on "Assign Activity Schedule(s)" to view all schedules the participant is eligible to attend, based on activities and schedules you have set up in your workscope.

Click on the Assign dial  to select activity schedules this participant will attend. Clicking  at the top of the column header will assign all eligible schedules. You may also modify the Assignment From or Assignment To dates, which indicate the first and last day that the participant will attend each activity. Once you are done, click "SAVE".




REGISTRATION
Accepted

- REGISTRATION INFORMATION
- PARTICIPANT INFORMATION
- CONTACT INFORMATION
- EDUCATION/WORK STATUS
- SELECTIVE SERVICE
- HOUSEHOLD INFORMATION
- BANKING INFORMATION
- HEALTH INFORMATION
- CONSENTS
- SERVICES
- ELIGIBILITY RULES
- ENROLLMENT**

Activity Schedules:

Search Activity Schedule...

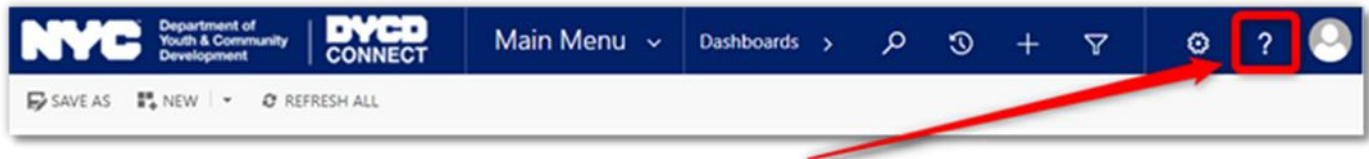
| Activity Schedule | Schedule Description | Days of Week | Start Time - End Time | Assign | Start Date (mm/dd/yyyy) | End Date (mm/dd/yyyy) |
|---|----------------------|----------------|-----------------------|---|-------------------------|-----------------------|
| Demo 2-GR -Civics/ Government Instruction-Daily-4/15/21-6/30/22 | | Mo,Tu,We,Th,Fr | 4:00 PM - 5:00 PM |  | 4/19/2022 | 6/30/2022 |

1 - 1 of 1

Save Cancel

DYCD Connect Help Center


If you have questions or concerns, please **submit a help request** to the **DYCD Connect Help Center**. You may reach the Help Center direct from the banner at the top of DYCD Connect by clicking on the question mark, as shown below.




Alternatively, you may submit a request 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.

**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

Detailed Description: