Department of Youth & Community Development

DYCD Connect Workscope Release & Data Entry Guide

CMS Programs CV, HR, MTU, and YES

August 2024

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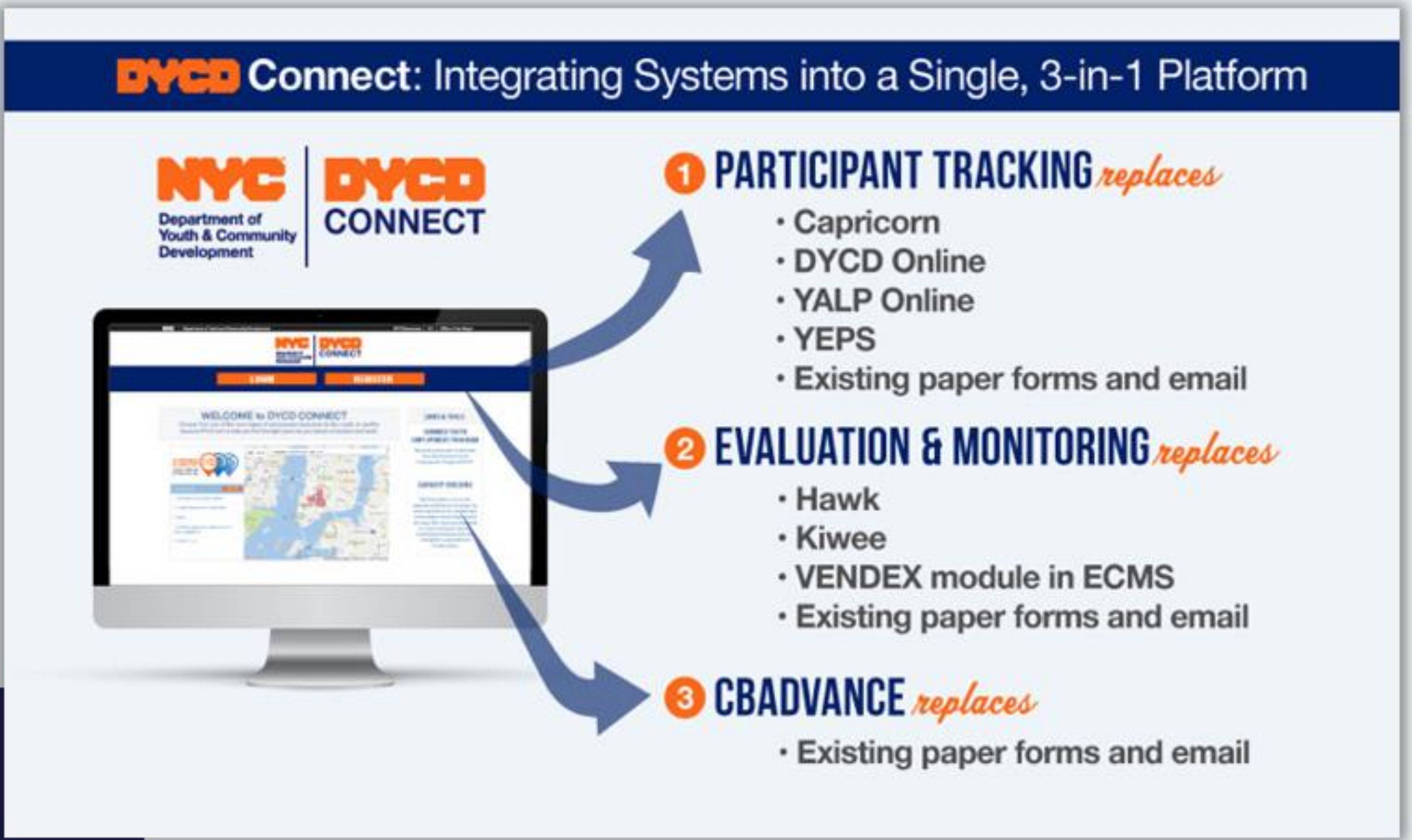
This guide will teach you the following.

What Is DYCD Connect?

A DYCD-developed platform to safely and effectively track community impact.



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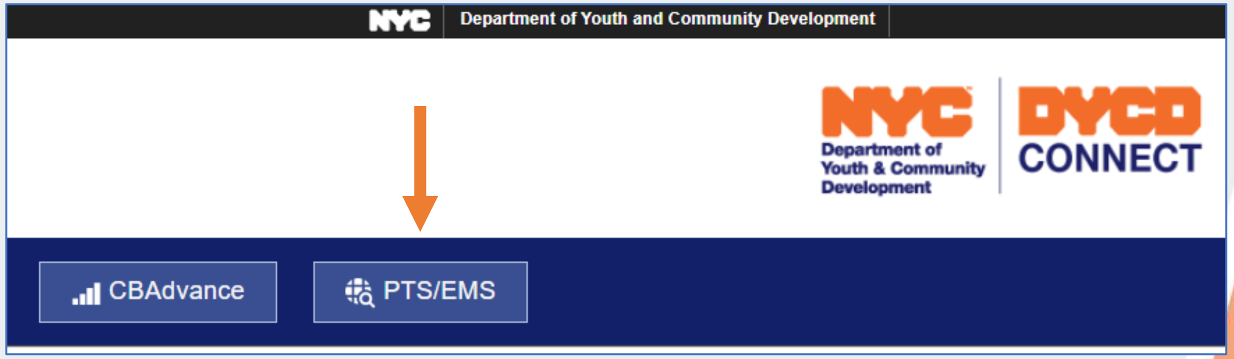
How Do I Access DYCD Connect?

How to navigate to your workscope and/or evaluation

- Go to www.dycdconnect.nyc
- Click Login
- Enter Your Credentials
- Click PTS/EMS



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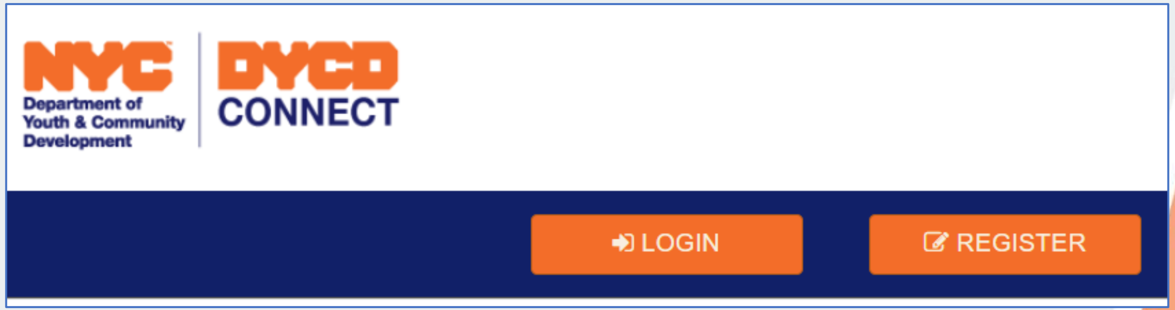
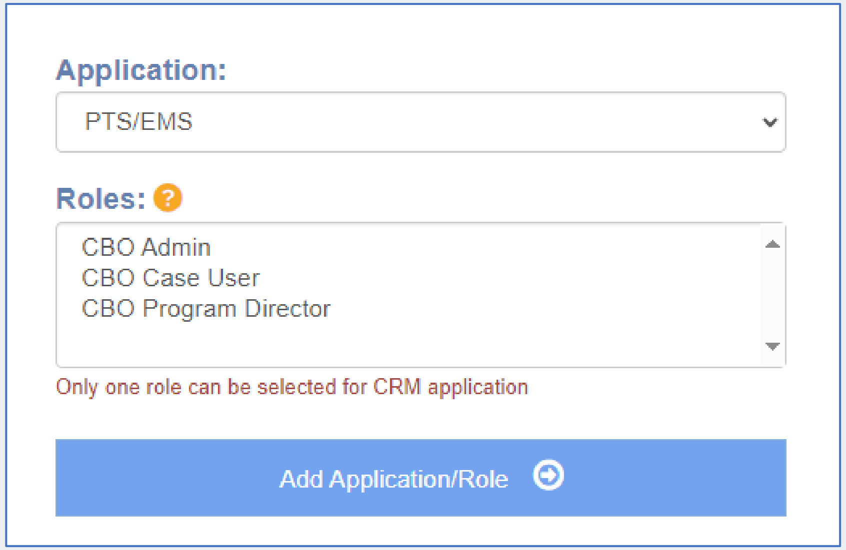
How Do I Register For A DYCD Connect Account?

You must have an account to access your workscope and evaluations

- Go to www.dycdconnect.nyc
- Click Register
- Complete the form
  - Select PTS/EMS and then Role
  - To view the roles' permissions, hover over the yellow circle
  - Enter your Program Area, then Program Type
- NOTE: Email domains must be connected to the contracted agency. Gmail/Yahoo accounts etc are not permitted. To request your email domain be approved please contact Help Center.





Accounts will expire if you have not logged in within 3 months. To reactivate please reach out to Help Center

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DYCD Connect Account Access Levels

DYCD Connect has three levels of access – see below for which may meet your needs best

Permission	CBO Provider Admin	CBO Program Director	CBO Case User
Creation Requires Agency Approval	✓		
User Assignment Required For Workscope Release	✓		
Assign User Access to Workscopes & Evaluations	✓		
Sign Corrective Action Plans	✓		
Reply to Strategic Action Plans	✓	✓	
View Evaluations	✓	✓	
Submit Workscopes For Approval	✓	✓	
Submit Incident Reports	✓	✓	✓
Edit General Info, and other Workscope sections	✓	✓	✓

Please contact your IM/BM for programming and policy questions. For technical/operational support or to register your email domain contact our Help Desk.

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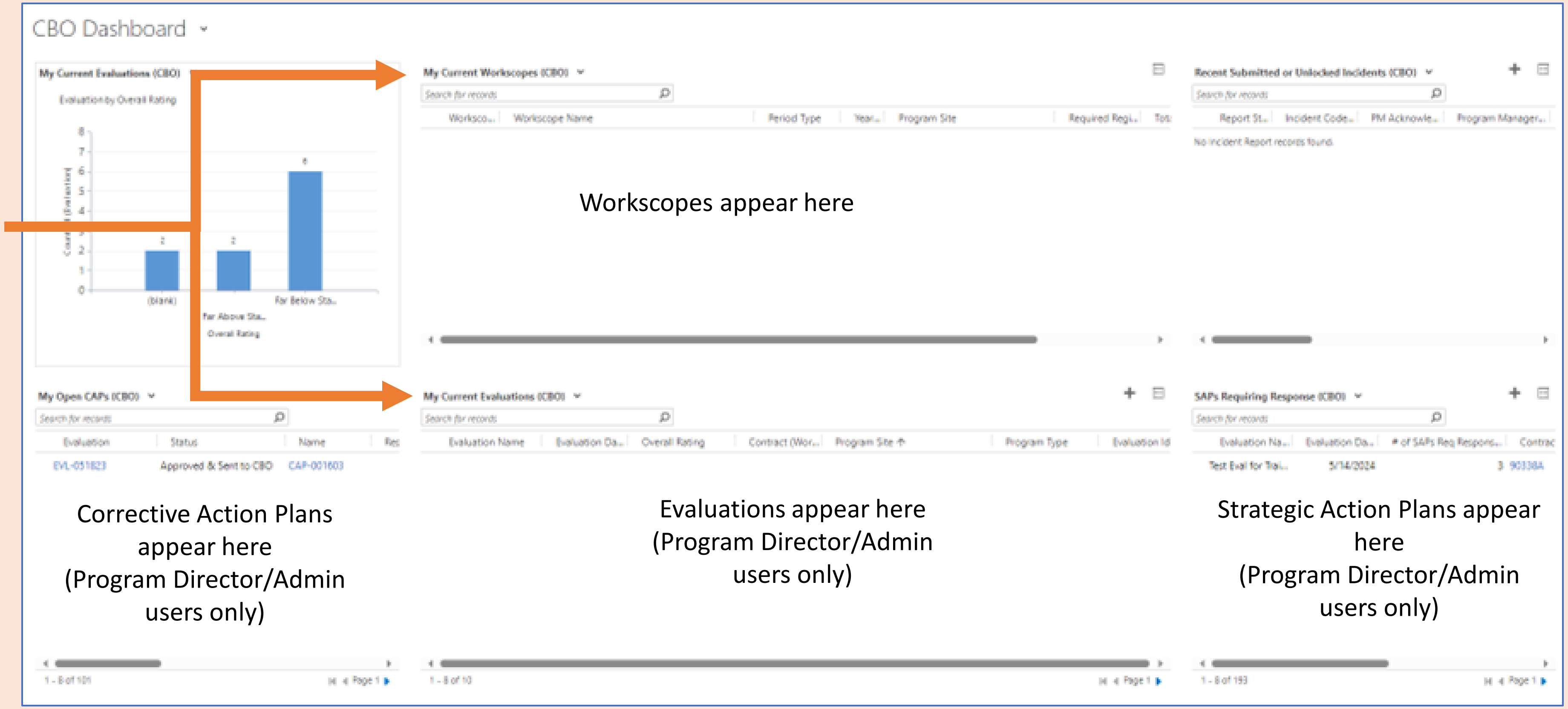
How Do I View A Workscope or Evaluation?

Login to DYCD Connect, Then Click PTS/EMS

- Go to Main Menu, Dashboard, ONS PTS Dashboard
- My Current Workscopes (CBO) and My Current Evaluations show the current fiscal year workscope and evaluations
- Click the header to view current and previous year workscopes/ evaluations
- Users must be assigned access to the workscopes /evaluations for them to be visible



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What Is Required For Workscope Approval?

CBOs must enter and submit specific information for their workscope to be approved.

PROGRAM DESIGN

Program Design ask questions on the logistics and practices of your program. These questions may focus on organizational structure, recruitment efforts, and more.

All Program Design questions must be answered for workscope approval.

CONTACTS

Contacts lists key individuals associated with the workscope. The titles below are generally used by DYCD contracted CBOs and may be listed differently within your org (eg the Fiscal Officer may be your CBO's Chief Financial Officer.) The following contacts must be listed for workscope approval:

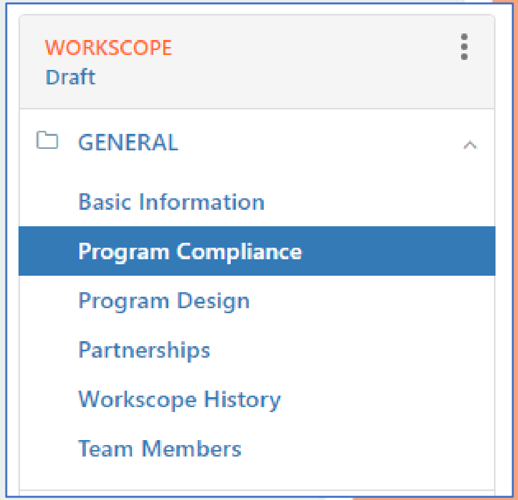
- Program Director: This is usually the staff member that directly oversees the program.
- Program Supervisor: This is the manager of the Program Director.
- Executive Director: This is the highest executive level staff member for the organization.
- Fiscal Officer: This is the key financial contact for the contract.

Contacts must be updated throughout the year.

STAFFING PLAN

Staffing Plan details the roles employed by your program. Details include funding source, quantity for the role, and more.

To view Staffing Requirements go to GENERAL > Program Compliance.



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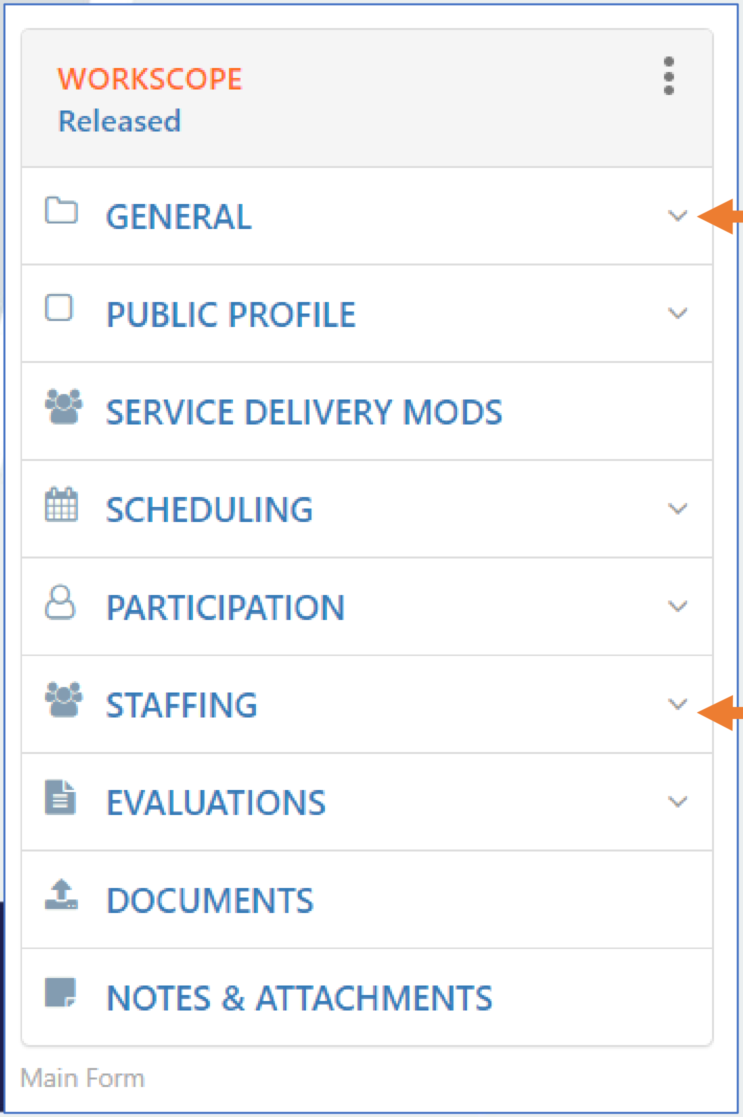
Overview: How Do I Submit A Workscope?

The following workscope sections must be completed and submitted within two weeks of release.



WORKSCOPE: A database that houses info entered by DYCD and CBOs.

GENERAL > Program Design

All program design questions must be answered. Press SAVE when entering the data. This cannot be edited after workscope approval.

STAFFING > Staffing Plan

All roles required for the Program Type must listed. Required roles can be found in GENERAL > Program Compliance.

STAFFING > Contacts

All workscopes must have the following contacts listed for workscope approval:

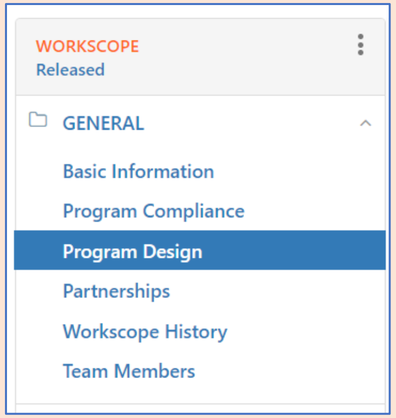
- Program Director
- Program Supervisor
- Fiscal Office
- Executive Director

Ready to Submit?

When you're ready to submit, click the ⋮ next to your workscope status then press Submit

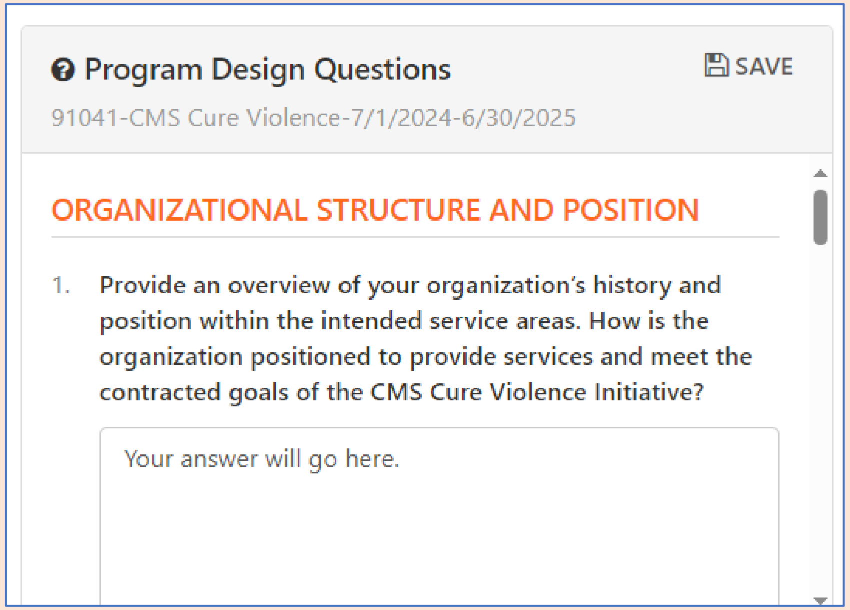
Detailed: How Do I Submit My Workscope?

Program Design, Contacts, and Staffing Plan are required for workscope submission.



GENERAL > Program Design

1. Go to General > Program Design
2. Enter your answers
3. Click SAVE



STAFFING > Contacts

List the Program Director, Program Supervisor, Fiscal Office, and Executive Director. These contacts must be updated throughout the year as necessary.

To add an existing contact to your workscope, click + ADD/REMOVE, select the contact, then press SAVE

To create a new contact, repeat the previous steps then click + NEW

STAFFING > Staffing Plan

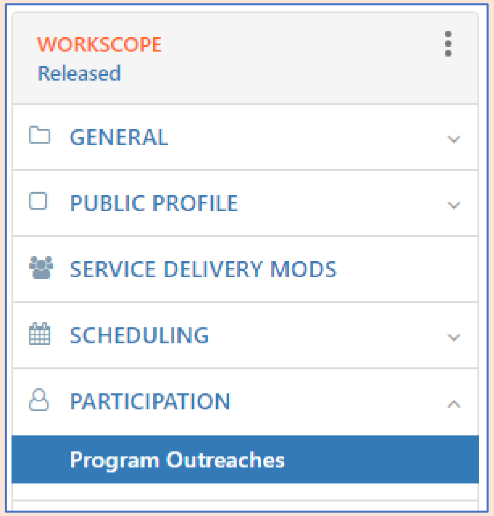
Enter the required roles, the required info, and along with the contact that is associated with that role.

To create a Staffing Plan line, click + NEW Complete the info required, then at the bottom click SAVE. Add an existing contact to the role by selecting + ADD/REMOVE.

How Do I Enter Additional Program Activities? Part I

CMS providers are expected to report Program Outreach, Events, and Professional Development.

PARTICIPATION > Program Outreach

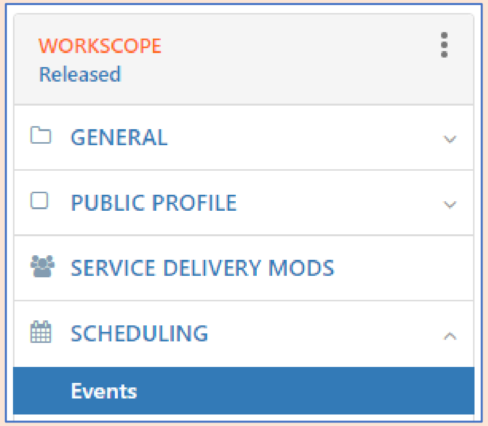


Program Outreaches are tied to specific programmatic outputs usually aligned with deliverables in the scope (e.g. mediation and de-escalation are specific program outreaches).

To add a new Program Outreach press **+ NEW**
Complete the information listed. Every field with a red asterisk is required.
Once the Program Outreach is completed press **SAVE & CLOSE**

SCHEDULING > Events

(CV Only At Launch)



Events can be standalone or part of a series of engagements, but are generally organized and implemented directly by a CMS provider *or* as in partnership with other CMS sites and other entities including: community-based organizations, city agencies, private businesses and/or foundations.

To add a new Event press **+ NEW**
Complete the information listed. Every field with a red asterisk is required.
Once the Event is completed press **SAVE & CLOSE**

How Do I Enter Additional Program Activities? Part II

CMS providers are expected to report Program Outreach, Events, and Professional Development.

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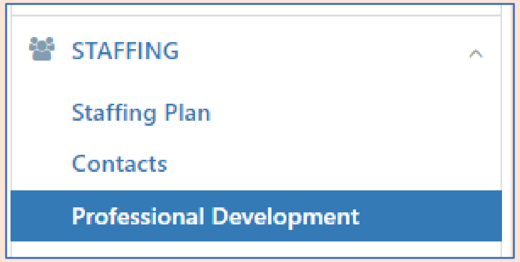
STAFFING >
Professional Development



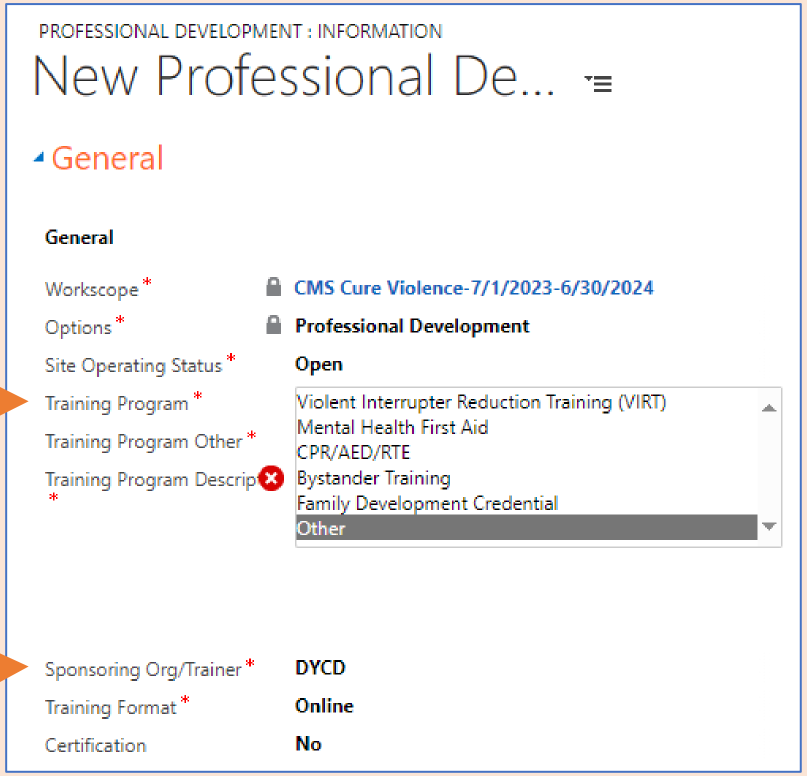
To add a new Professional Development press + NEW

Complete the information listed. Every field with a red asterisk is required.

Once the Professional Development is completed press SAVE & CLOSE

NOTE: To enter a training facilitated by DYCD (eg Agency Operations, Office of Neighborhood Safety, or Planning, Research, and Program Development) choose

Training Program: Other
Sponsoring Org/Trainer: DYCD

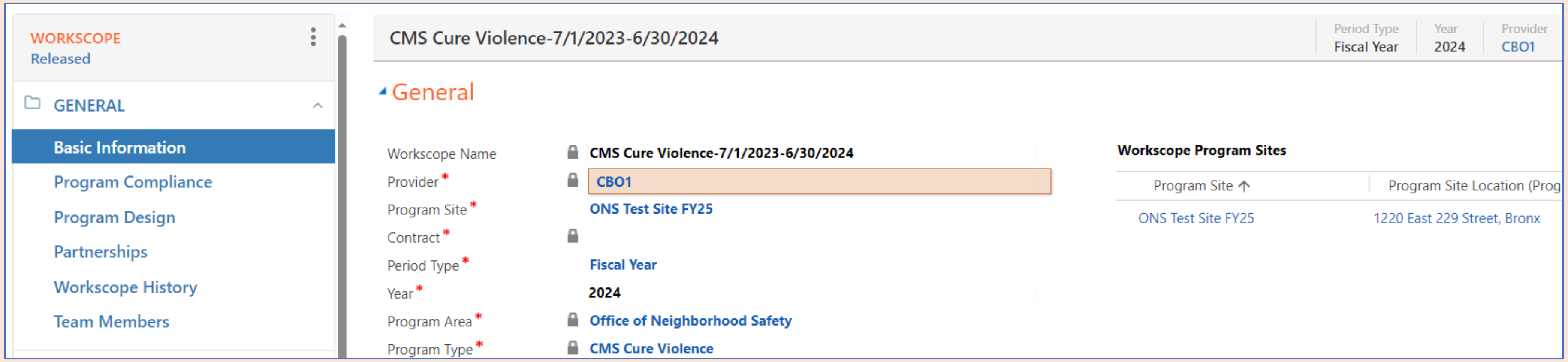


How Do I Assign Users?

Only the Provider Admin user can assign workscope and evaluation access to users.

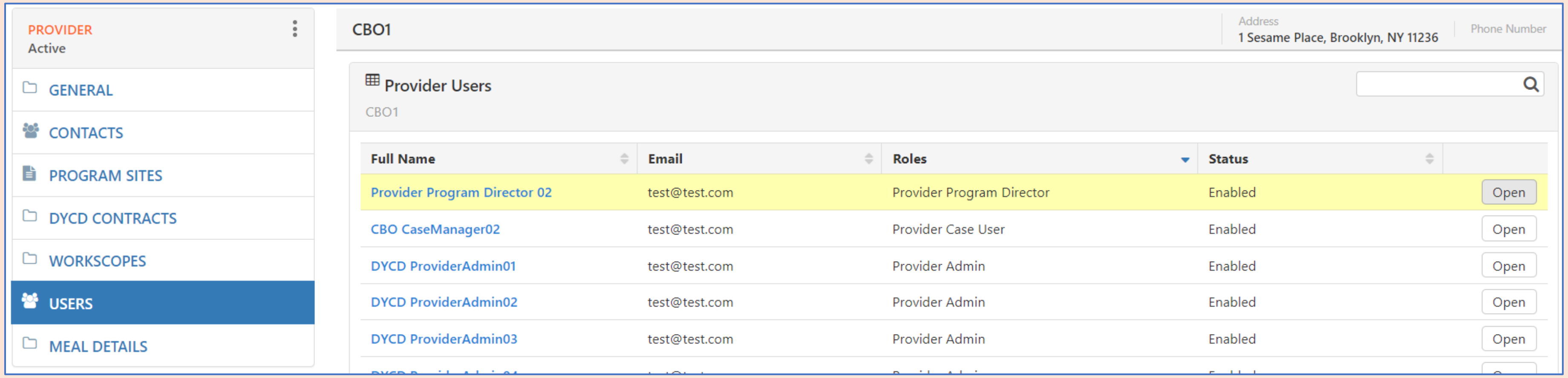
1. Go To The Workscope

Click on the Provider name located in GENERAL > Basic Information page, or on the top right of the screen.



2. Go To Users

1. Find the user you want to assign then press Open
2. Select the workscope or evaluation access
3. Click the check to the left of the workscopes or evaluations you want to assign, then press SAVE



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Have Questions? Reach Out To Our Help Center!

For technical/operational support or to register your email domain contact our Help Center.

For programmatic or policy questions, reach out to your IM/BM.

Click here to view a glossary of technical terms for DYCD Connect: DYCD Connect Glossary