

DYCD Connect Workscope Release & Data Entry Guide

CMS Programs CV, HR, MTU, and YES

August 2024

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What Is DYCD Connect?

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

DYCD Connect: Integrating Systems into a Single, 3-in-1 Platform

NYC Department of Youth & Community Development | **DYCD CONNECT**

1 PARTICIPANT TRACKING *replaces*

- Capricorn
- DYCD Online
- YALP Online
- YEPS
- Existing paper forms and email

2 EVALUATION & MONITORING *replaces*

- Hawk
- Kiwee
- VENDEX module in ECMS
- Existing paper forms and email

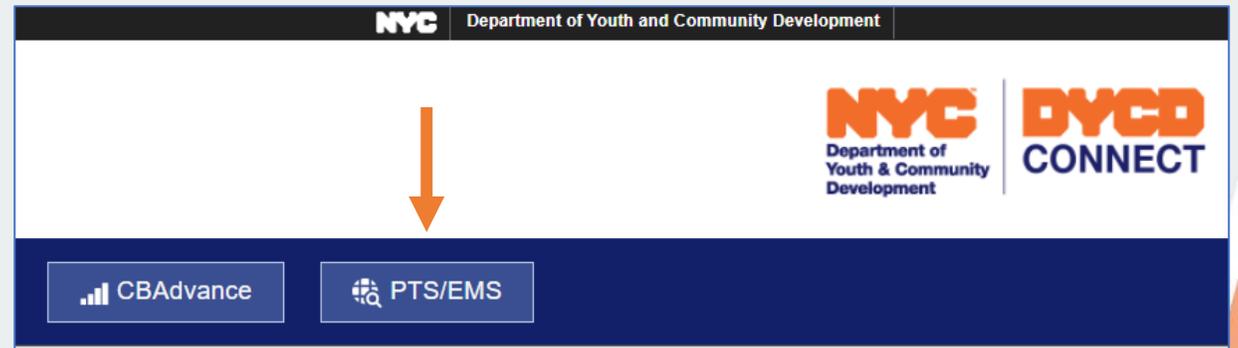
3 CBADVANCE *replaces*

- Existing paper forms and email

How Do I Access DYCD Connect?

How to navigate to your workscope and/or evaluation

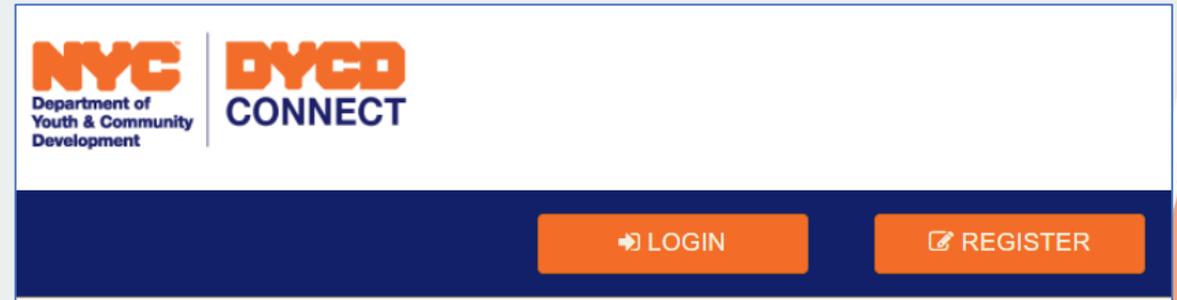
- Go to www.dycdconnect.nyc
- Click Login
- Enter Your Credentials
- Click PTS/EMS



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](#)

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	✓	✓	✓

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

CBO Dashboard

My Current Evaluations (CBO)
Evaluation by Overall Rating

Overall Rating	Count (Estimate)
(Blank)	2
For Above Sta., Overall Rating	2
For Below Sta., Overall Rating	6

My Current Workscopes (CBO)

Search for records

Workscope Name	Period Type	Year	Program Site	Required Regl.	Tot
Workscopes appear here					

My Current Evaluations (CBO)

Search for records

Evaluation Name	Evaluation Da.	Overall Rating	Contract (Wor...)	Program Site	Program Type	Evaluation Id
EVL-051823	Approved & Sent to CBO		CAP-001603			

Corrective Action Plans appear here (Program Director/Admin users only)

Evaluations appear here (Program Director/Admin users only)

Strategic Action Plans appear here (Program Director/Admin users only)

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:

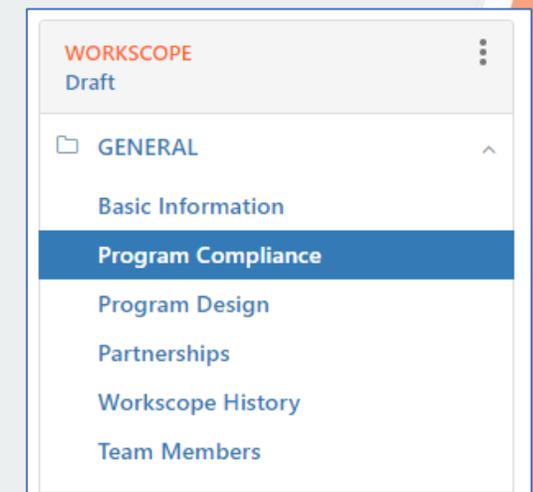
- Program Director: This is usually the staff member that directly oversees the program.
- Program Supervisor: This is the manager of the Program Director.
- Executive Director: This is the highest executive level staff member for the organization.
- Fiscal Officer: This is the key financial contact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



Overview: How Do I Submit A Workscope?

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

WORKSCOPE
Released

- GENERAL
- PUBLIC PROFILE
- SERVICE DELIVERY MODS
- SCHEDULING
- PARTICIPATION
- STAFFING
- EVALUATIONS
- DOCUMENTS
- NOTES & ATTACHMENTS

Main Form

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 workscope must have the following contacts listed for workscope approval:

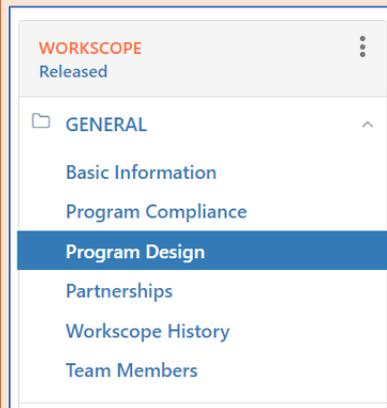
- Program Director
- Program Supervisor
- Fiscal Office
- Executive Director

Ready to Submit?

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

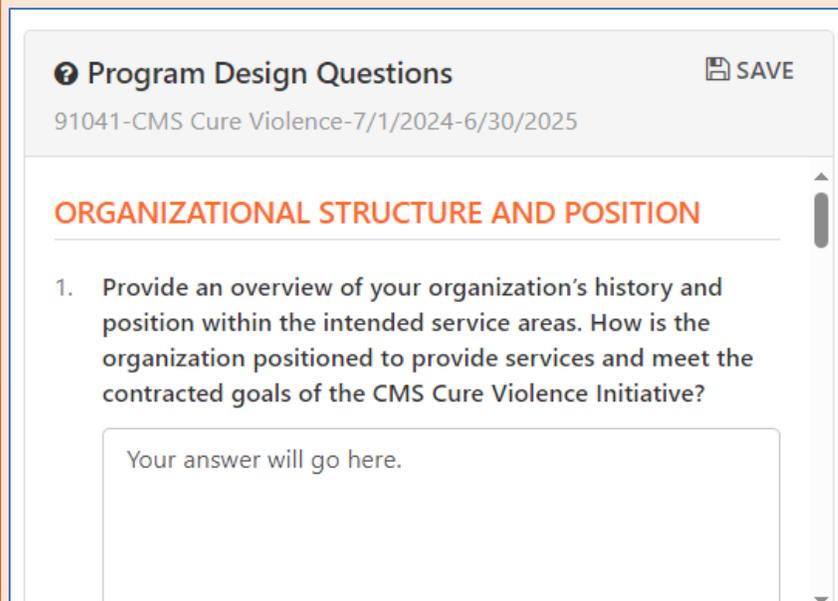
Detailed: How Do I Submit My Workscope?

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



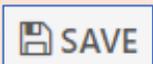
GENERAL > Program Design

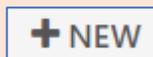
1. Go to General > Program Design
2. Enter your answers
3. Click 

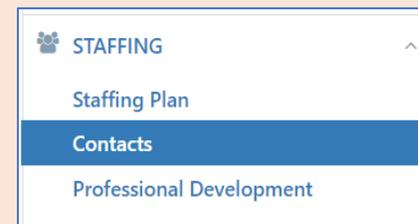


STAFFING > Contacts

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  select the contact, then press .

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



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  Complete the info required, then at the bottom click . Add an existing contact to the role by selecting .

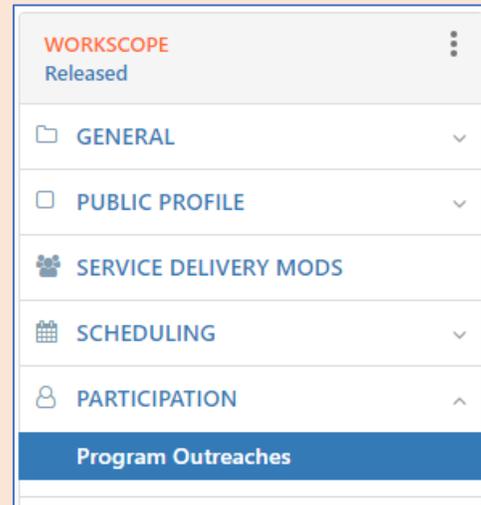


How Do I Enter Additional Program Activities? Part I

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).



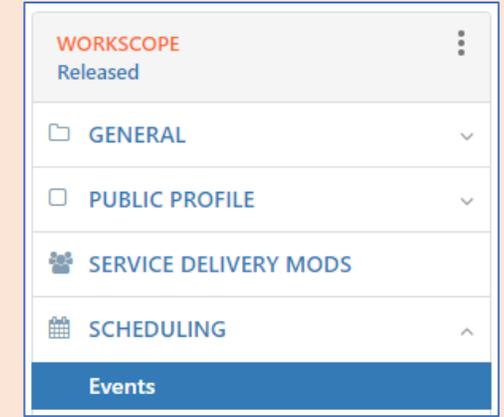
To add a new Program Outreach press  Complete the information listed. Every field with a red asterisk is required. Once the Program Outreach is completed press



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

Once the Event is completed press 

How Do I Enter Additional Program Activities? Part II

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

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

A screenshot of a software menu titled 'STAFFING'. It contains three items: 'Staffing Plan', 'Contacts', and 'Professional Development'. The 'Professional Development' item is highlighted with a blue background.

A screenshot of a form titled 'PROFESSIONAL DEVELOPMENT : INFORMATION' and 'New Professional De...'. The form has a 'General' section with the following fields:

- Workscope *: CMS Cure Violence-7/1/2023-6/30/2024
- Options *: Professional Development
- Site Operating Status *: Open
- Training Program *: Violent Interrupter Reduction Training (VIRT)
- Training Program Other *: Mental Health First Aid
- Training Program Description *: CPR/AED/RTE
- Sponsoring Org/Trainer *: DYCD
- Training Format *: Online
- Certification: No

The 'Training Program Description' field has a red asterisk and a red 'x' icon. A dropdown menu is open for 'Training Program', showing options: 'Violent Interrupter Reduction Training (VIRT)', 'Mental Health First Aid', 'CPR/AED/RTE', 'Bystander Training', 'Family Development Credential', and 'Other'. An orange arrow points from the text 'Training Program: Other' in the previous block to the 'Other' option in the dropdown.

How Do I Assign Users?

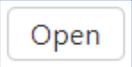
Only the Provider Admin user can assign workscope and evaluation access to users.

1. Go To The Workscope

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

The screenshot shows the 'WORKSCOPE' interface. On the left, a sidebar menu is open to 'GENERAL' > 'Basic Information'. The main content area shows details for 'CMS Cure Violence-7/1/2023-6/30/2024'. The 'Provider' field is highlighted with an orange box and contains 'CBO1'. Other fields include 'Program Site' (ONS Test Site FY25), 'Contract', 'Period Type' (Fiscal Year), 'Year' (2024), 'Program Area' (Office of Neighborhood Safety), and 'Program Type' (CMS Cure Violence). On the right, a table titled 'Workscope Program Sites' lists 'ONS Test Site FY25' with the location '1220 East 229 Street, Bronx'. At the top right, there are filters for 'Period Type Fiscal Year', 'Year 2024', and 'Provider CBO1'.

2. Go To Users

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

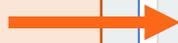
The screenshot shows the 'PROVIDER' interface for 'CBO1'. The left sidebar menu is open to 'USERS'. The main content area is titled 'Provider Users' and shows a table of users for 'CBO1'. The table has columns for 'Full Name', 'Email', 'Roles', and 'Status'. The first row, 'Provider Program Director 02', is highlighted in yellow and has an 'Open' button to its right. Other rows include 'CBO CaseManager02', 'DYCD ProviderAdmin01', 'DYCD ProviderAdmin02', and 'DYCD ProviderAdmin03', each with an 'Open' button. At the top right, there are filters for 'Address 1 Sesame Place, Brooklyn, NY 11236' and 'Phone Number'.

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](#)



The screenshot shows the DYCD Connect website. At the top right are the NYC Department of Youth & Community Development and DYCD CONNECT logos. Below the header is a dark blue navigation bar with 'CBAAdvance' and 'PTS/EMS' buttons. The main content area features a central text block: 'DYCD Connect is the main resource center helping organizations communicate and coordinate with the communities they serve'. To the right is a 'discover DYCD' section with the tagline 'Opportunities and Services Near You' and a 'FIND MORE' button. Below this is a 'Sites Near You' list with five entries: 1. Spruce Street School, 2. Transfiguration School, 3. P.S. 130 Hernando De Soto, 4. P.S. 124 Yung Wing, and 5. P.S. 126 Jacob August Riis. A map of New York City is shown below the list, with a red location pin at '2 Lafayette St, New York, NY 10007, USA'. The map includes labels for 'WEST VILLAGE', 'SOHO', 'LOWER MANHATTAN', 'CHINATOWN', 'FINANCIAL DISTRICT', 'The Battery', 'NEW JERSEY NEW YORK', 'DOWNTOWN BROOKLYN', and 'FDR Dr'. A 'Change Location' button is at the bottom of the map. On the left side of the main content area, there are five menu items: 'DYCD WEBSITE' (with an external link icon), 'CAPACITY BUILDING' (with 'CB' icon), 'HELP CENTER' (with a speech bubble icon, highlighted in dark blue), 'F.A.Q' (with a question mark icon), and 'DOCUMENT LIBRARY' (with a document icon).