



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Office of Neighborhood Safety

Data Entry in your Approved Workscope

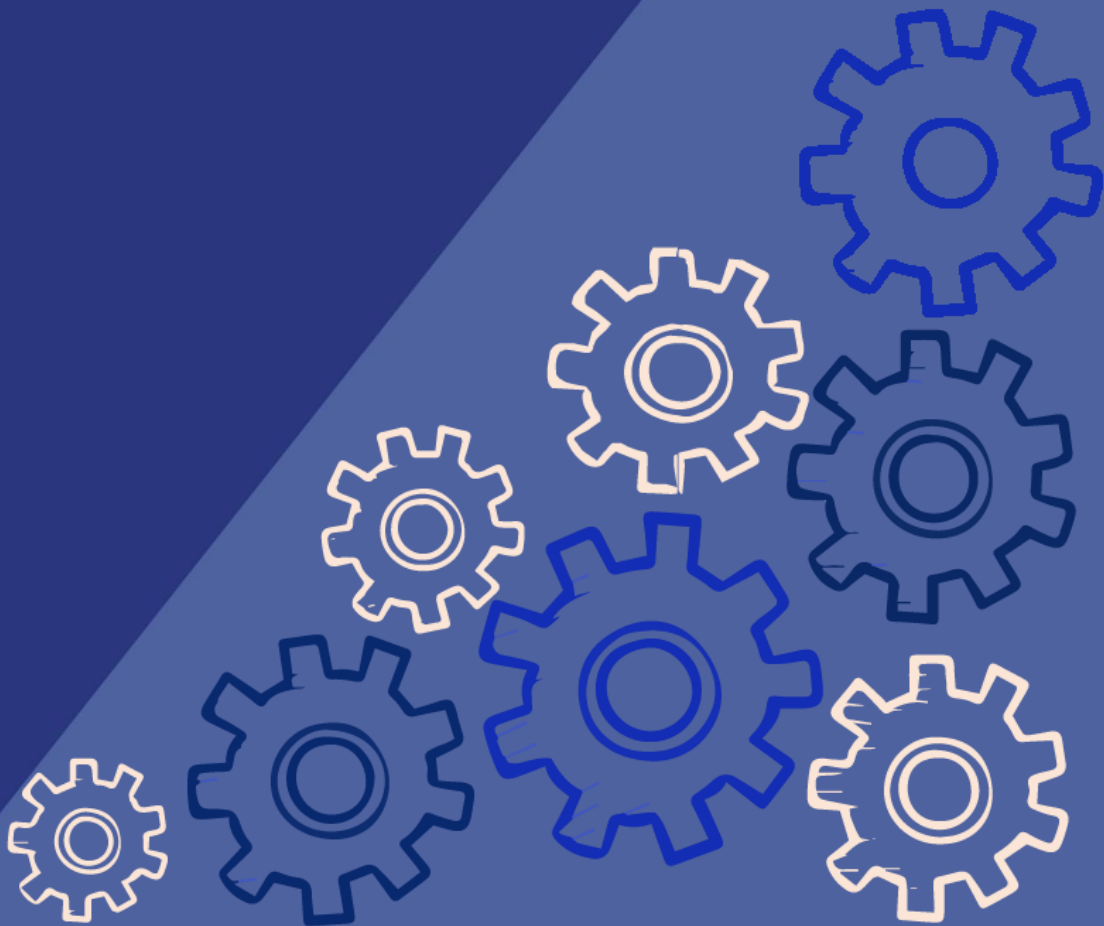


Table of Contents

Purpose of this Guide	3
Monthly Aggregated Report	3
How do you Create a New Monthly Aggregated Report?	3
Program Outreaches	6
How do you Add Program Outreaches to the Workscope?	6
Events (Cure Violence ONLY)	8
How do you Create a New Event?	8
How do you Add Attendance to an Event?	10
Keeping the Workscope Up to Date	11
Public Profile	12
Staffing	13
<i>Updating Contacts during the Program Year</i>	13
DYCD Connect Help Center	14

Purpose of this Guide

The purpose of this guide is to demonstrate how to complete day-to-day data entry for Office of Neighborhood Safety (ONS) programs in their approved workscope.

Monthly Aggregated Report

All ONS programs will complete a Monthly Aggregated Report that summarizes their monthly services. This report is due by the 5th of every month.

How do you Create a New Monthly Aggregated Report?

Step 1: From Monthly Aggregated Report, click on Monthly Aggregated Report and then click “+NEW” at the top right.

WORKSCOPE
Approved

GENERAL

PUBLIC PROFILE

SERVICE DELIVERY MODS

SCHEDULING

PARTICIPATION

MONTHLY AGGREGATED REPORT 1

Monthly Aggregated Report 2

810014-CMS Cure Violence-7/1/2024-6/30/2025

Period Type
Fiscal Year

Year
2025

Provider
JUSTICE INNOVATION INC

Program Period
7/1/2024 - 6/30/2025

Monthly Aggregated Report

3 + NEW

Report Month	Report Date	Submitted By	Submitted On	Created By	Created On	
August	8/7/2024	DYCD ProgramMana...	11/14/2024	Inna Step...	11/14/2024	Open
September	9/9/2024			Luisanna G...	11/14/2024	Open

1 - 2 of 2

Step 2: Navigate through each section of the Report and click to enter a response for all mandatory fields marked with a red asterisk (*). Then, click “Save” at the top of the page.

SAVE SAVE & CLOSE

MONTHLY AGGREGATED REPORT : INFORMATION

New Monthly Aggregated Report

General

Workscope* 810014-CMS Cure Violence-7/1/2024-6/30/2025

Program Type* CMS Cure Violence

Monthly Aggregated Report Date* 11/11/2024

Monthly Aggregated Report for the Month of* November

Monthly Reported Submitted No

Monthly Report Submitted On --

Monthly Report Submitted By --

Created By --

Work with Participants: Demographics

Number of participants under the age of 18 *

--

Number of participants aged 18-24 *

--

Number of participants aged 25-34 *

--

Number of participants aged 35-54 *

--

Number of participants aged 55 and over *

--

Total number of participants by age
--

Number of male participants *

--

Number of female participants *

--

Number of non-binary participants *

--

Number of participants that did not report their gender *

--

Total number of participants by gender
--

These totals must match or you will be unable to submit the report.

Note: When entering Demographics, be sure that the number of total participants by age matches the number of total participants by gender otherwise you will not be able to submit the report.

Step 3 (Cure Violence ONLY): After saving the responses to all the mandatory fields, you may access the Outreach Worker Caseload table. Click on the “+” icon to add data to the table.

Outreach Worker Caseload

+ [icon]

Caseload of Outreach Worker	Number caseload of outreach worker ↑
No Outreach Worker Caseload records found.	

SAVE SAVE & CLOSE

OUTREACH WORKER CASELOAD : INFORMATION

New Outreach Worker Caseload

General

Monthly Aggregated Report * November-11/11/2024

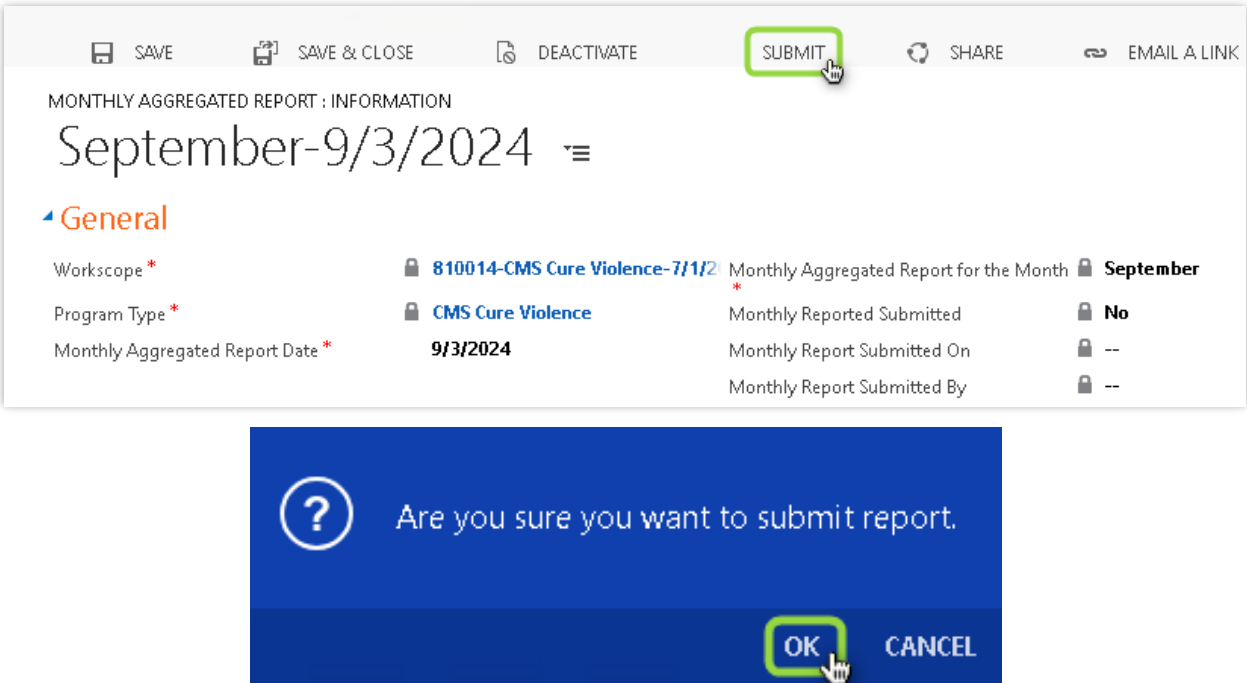
Caseload of Outreach Worker * Caseload of Outreach Worker (OW) #1*

Number caseload of outreach worker * 3

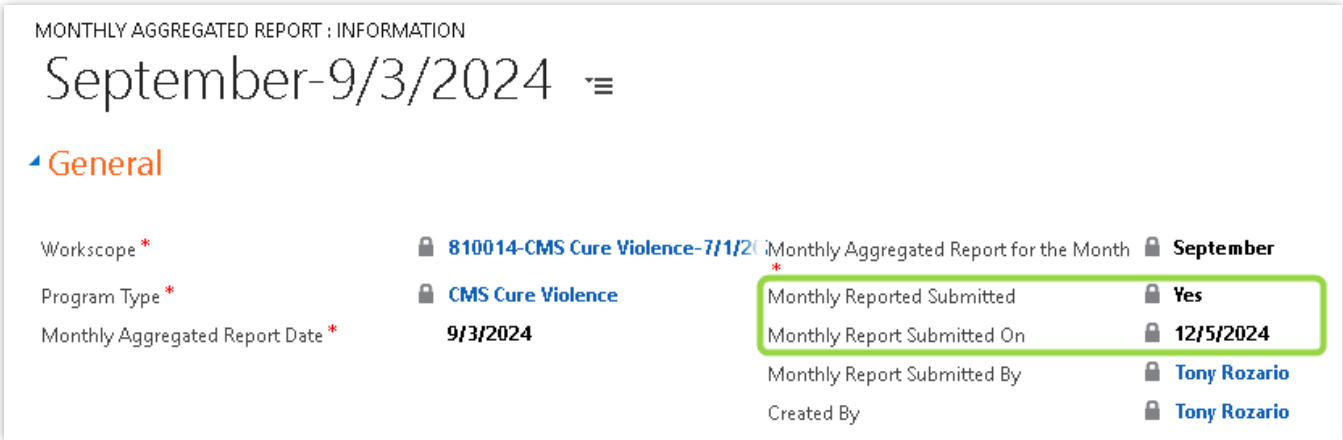
Step 4 (Cure Violence ONLY): Enter the caseload of each outreach worker on your team one at a time. Each outreach worker is numbered, instead of named, for privacy. The number of workers enter and their caseload should mirror the activities taking place on site.

Click “SAVE & CLOSE” after entering the details for one worker and then repeat steps 3+4 until you have entered in data for all outreach workers.

Step 5: Click “Submit” at the top of the page and confirm on the pop-up window.



After the submission is complete, report fields will update to confirm the change.



Program Outreaches

All ONS programs will complete data entry in the form of logging Program Outreaches after they are completed. Each program type has various types of outreaches that they conduct on a regular basis, but the data entry steps to enter them on DYCD Connect is very similar.

How do you Add Program Outreaches to the Workscope?

Step 1: From Participation, click on Program Outreaches and then click “+NEW” at the top right.

Date of Outreach	Type of Outreach	Total Contacts	Modified On	
9/10/2024	Mediation	1	9/10/2024	Open
9/10/2024	De-escalation	2	9/10/2024	Open
9/10/2024	Safe Passage and/or S...	2	9/10/2024	Open

Step 2: Select a date and time for the Date and Time Out/In fields.

PROGRAM OUTREACH : INFORMATION

New Program Outreach

General

Date and Start Time: * 10/14/2024 9:00 AM

Date and End Time: * 11/14/2024 8:00 AM

Type of Outreach * --

11:00 AM

Step 3: Click on the Type of Outreach field and select a response from the options available.

PROGRAM OUTREACH : INFORMATION

New Program Outreach

General

Date and Time Out *

10/14/2024 9:00 AM

Date and Time In *

10/14/2024 10:30 AM

Type of Outreach *

De-escalation
Mediation
Safe Passage and/or Safe Dismissal

Step 4: Complete data entry on the new fields that appear and then click “SAVE & CLOSE”.

SAVE

2

SAVE & CLOSE

FORM EDITOR

PROGRAM OUTREACH : INFORMATION

New Program Outreach

General

Date and Time Out *

10/14/2024

Date and Time In *

10/14/2024

Type of Outreach *

Mediation

Type of Mediation *

--

Number of people engaged *

--

Comments *

--

Created By

--

Complete data entry on the new fields that appear to provide additional information.

1

Your new entry will be added to the Program Outreaches table. Click the refresh icon to see the newly added data.

Program Outreaches

+ NEW

Date of Outreach	Type of Outreach	Total Conta...	Modified On	
10/14/2024	Mediation	3	10/14/2024	Open
9/10/2024	Mediation	1	9/10/2024	Open
9/10/2024	De-escalation	2	9/10/2024	
9/10/2024	Safe Passage and/or Safe Dismissal	2	9/10/2024	

1 - 4 of 4

1

Click refresh to see your newly added data.

Events (Cure Violence ONLY)

All Cure Violence programs should complete the Events section by adding any events that they host or cohost for their communities.

How do you Create a New Event?

Step 1: From Scheduling, click on Events and then click “+NEW” at the top right.

The screenshot shows the WORKSCOPE interface. On the left is a sidebar with a menu: WORKSCOPE Approved, GENERAL, PUBLIC PROFILE, SERVICE DELIVERY MODS, SCHEDULING (marked with a green circle 1), Events (marked with a green circle 2), PARTICIPATION, and STAFFING. The main content area is titled '91041-CMS Cure Violence-7/1/2024-6/30/2025'. It includes filters for Period Type (Fiscal Year), Year (2025), Provider (CBO1), and Program Period (7/1/2024 - 6/30/2025). Below these is a section for 'Events' with a '+NEW' button and a search icon. A table lists four events:

Name	Event Type	Event Date	Event Location	Num
J'Ouvert - Day 1 AM Session	Other	8/15/2024	140 Darrow Pl. Bronx, N...	800
Pro Peace/Anti Violence	Marches	8/22/2024	Gun Hill Houses, Bronx, ...	200
Resource Fair Demo	Resource Fairs	9/3/2024	2 Lafayette St, New York,...	200
South Bronx Olympics	Sports	8/20/2024	Baychester, Bronx, NY, U...	300

At the bottom of the table, it says '1 - 4 of 4' and has navigation arrows.

Step 2: Click on each required field, marked with a red asterisk (*), to select from the available options or type in a response.

The screenshot shows the 'New Event' form. At the top are 'SAVE' and 'SAVE & CLOSE' buttons. Below is the title 'EVENT : INFORMATION' and 'New Event'. The 'General' tab is selected. The form has several required fields, each marked with a red asterisk (*):

- Event Type *
- Event Title *
- Description *
- Event Date *
- Start time *
- End time *

A dropdown menu is open for the 'Event Type' field, showing the following options: Beautification Projects, CMS Network (supporting other CM, Creative Arts, Marches, Other, Rallies, and Resource Fair.

Step 3 (Optional): Type in a street address for the Event Location and then select an address from the list of options provided by the system.

Event Location

2 lafayette street

2 Lafayette Street New York, NY, USA

2 Lafayette Street Spring Valley, NY, USA

2 Lafayette Street New Rochelle, NY, USA

2 Lafayette Avenue Brooklyn, NY, USA

2 Lafayette Street White Plains, NY, USA

powered by Google

Step 4: Click “SAVE & CLOSE” to complete your data entry.

SAVE

SAVE & CLOSE

FORM EDITOR

EVENT : INFORMATION

New Event

General

Event Type *

Event Title *

Description *

Event Date *

Start time *

End time *

Beautification Projects

Demo

Demo

10/21/2024

3:00 PM

4:00 PM

Event Location

2 Lafayette Street, New York, NY, USA

How do you Add Attendance to an Event?

Step 1: From Scheduling, click on Events and then click on the name of an event that has taken place.

WORKSCOPE
Approved

GENERAL

PUBLIC PROFILE

SERVICE DELIVERY MODS

SCHEDULING

Events

91041-CMS Cure Violence-7/1/2024-6/30/2025

Period Type
Fiscal Year

Year
2025

Provider
CBO1

Program Period
7/1/2024 - 6/30/2025

Events

+ NEW

91041-CMS Cure Violence-7/1/2024-6/30/2025

Name	Event Type	Event Date	Event Location
Demo	Beautification Projects	10/14/2024	2 Lafayette St, New York, NY 10007, USA
J'Ouvert - Day 1 AM Session	Other	8/15/2024	140 Darrow Pl, Bronx, NY 10475, USA
Pro Peace/Anti Violence	Marches	8/22/2024	Gun Hill Houses, Bronx, NY 10467, USA

Step 2: Scroll down to the Attendance table and click on the “+” icon.

EVENT : INFORMATION

Demo

General

Event Type *

Event Title *

Description *

Event Date *

Start time *

End time *

Total # Attended *

Beautification Projects

Demo

Demo

10/14/2024

3:00 PM

4:00 PM

0

Attendance

Attendance Category ↑ | Number Attending

No Event Attendance records found.

+

Step 3: Click on the ‘Number Attending’ field and type in a number. Then, click “SAVE & CLOSE”.

SAVE SAVE & CLOSE

EVENT ATTENDANCE : INFORMATION

New Event Attendance

General

Event *

Attendance Category *

Number Attending *

Demo

Attendees

45

Step 4: Your number attending will be added to the ‘Total # Attended’ field and appear as a row on the Attendance table. Click “SAVE & CLOSE” to exit the page.

SAVE

SAVE & CLOSE

DEACTIVATE

EVENT : INFORMATION

Demo

General

Event Type *

Beautification Projects

Event Title *

Demo

Description *

Demo

Event Date *

10/14/2024

Start time *

3:00 PM

End time *

4:00 PM

Total # Attended *

45

Attendance

Attendance Category ↑

Number Attending

Attendees

45

The number of participants column on the Events table will also update after you click on the refresh icon at the bottom right of the table.

Events

+ NEW

91041-CMS Cure Violence-7/1/2024-6/30/2025

Name	Event Type	Event Date	Event Location	Number of participants	
Demo	Beautification Projects	10/14/2024	2 Lafayette St, New York, NY 10007, USA	45	Open
Pro Peace/Anti Violence	Marches	8/22/2024	Gun Hill Houses, Bronx, NY 10467, USA	200	Open
Resource Fair Demo	Resource Fairs	9/3/2024	2 Lafayette St, New York, NY 10007, USA	200	
South Bronx Olympics	Sports	8/20/2024	Baychester, Bronx, NY, USA	300	

1 - 5 of 5

< 1 >

Click the refresh icon to see the latest data entry.

Keeping the Workscope Up to Date

The primary purpose of your workscope is to provide a digital overview of your program operations. For this reason, it is important to keep it updated to accurately mirror your

programming throughout the program period. Two key sections that commonly need changes are the Public Profile & Staffing sections. Common updates that need to be made to them are demonstrated below.

Public Profile

Throughout the program year, providers should keep the Public Info sub-section updated. Providers may click on any field to make changes at any time. After making your changes, be sure to click on the “SAVE” button at the top right to complete the update. After saving your changes, your information on discoverDYCD will also be updated.

NYC Department of Youth & Community Development | **DYCD CONNECT** | Main Menu ▾ | Workscopes > 99350A-CMS Mobile..

2 **SAVE** | SAVE & CLOSE | WORKSCOPE REPORT | DEACTIVATE | SHARE

WORKSCOPE Approved

GENERAL ▾

PUBLIC PROFILE ▴

Public Info

Operating Hours

SERVICE DELIVERY MODS

PARTICIPATION ▾

STAFFING ▾

EVALUATIONS ▾

DOCUMENTS

NOTES & ATTACHMENTS

Main Form

99350A-CMS Mobile Trauma Response Unit-7/1/2024-6/30/2025

Public Info

Information entered here may be displayed or shared publicly

Program Pin
-15217

Public Program Description
Demo

Main Point of Contact for Program
Hugh Jackman

Contact Phone Number
(646) 255-5555

Public Contact Email
hjackman@org.com

Is your program currently hiring?
No

Languages Supported

French X Gujarati X Hebrew X Spanish X Select all that apply

Program Specialization(s)

LGBTQ+ X Mental Health X Social Emotional Learning X Select all that apply

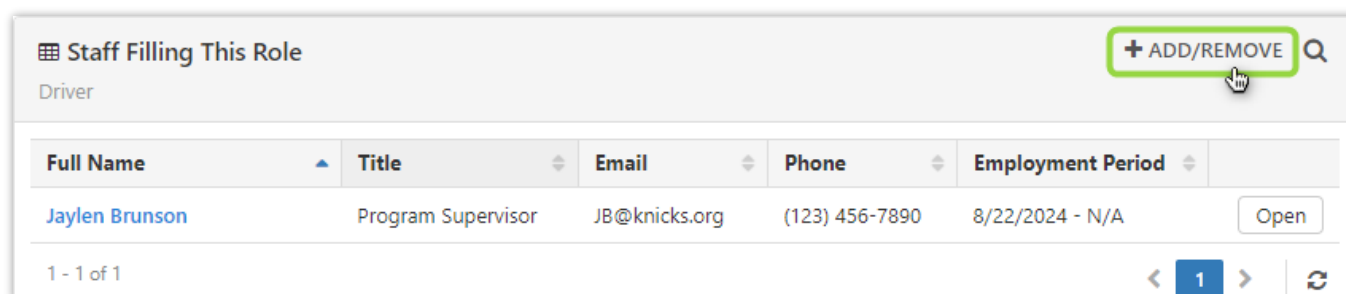
1 Providers may update the information on this page at any time throughout the program year.

Staffing

In the Staffing section, the Staffing Plan and Contacts should be updated throughout the year when personnel changes take place. The staffing plan outlines the necessary roles for program operations, while the contacts section identifies personnel authorized to make decisions on behalf of the site.

Updating Contacts during the Program Year

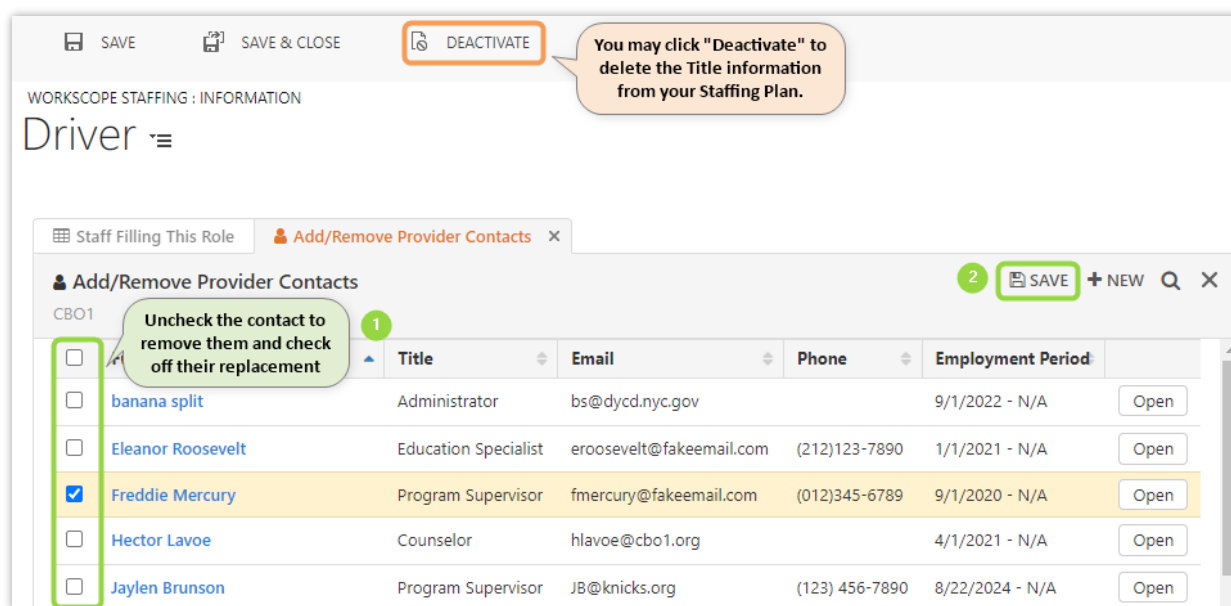
If you have a contact that is no longer working at your program, then you must remove and replace them in the Staffing section. Navigate to the table that needs an update and then click on the “+Add/Remove Contact” button to make changes.



Full Name	Title	Email	Phone	Employment Period	
Jaylen Brunson	Program Supervisor	JB@knicks.org	(123) 456-7890	8/22/2024 - N/A	Open

1 - 1 of 1

Then, uncheck the contact that has left and check off their replacement. Lastly, click “SAVE” at the top right of the table to complete the update.

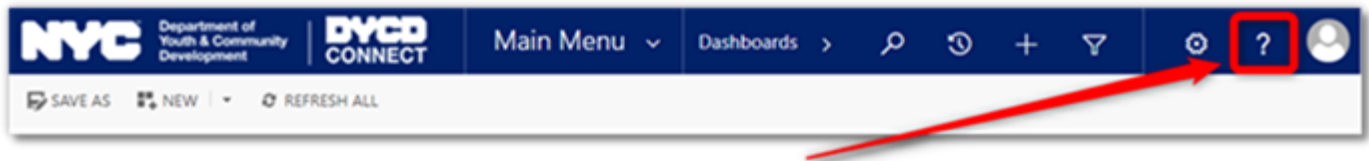


	Title	Email	Phone	Employment Period	
<input type="checkbox"/>	banana split	bs@dycd.nyc.gov		9/1/2022 - N/A	Open
<input type="checkbox"/>	Eleanor Roosevelt	eroosevelt@fakeemail.com	(212)123-7890	1/1/2021 - N/A	Open
<input checked="" type="checkbox"/>	Freddie Mercury	fmercury@fakeemail.com	(012)345-6789	9/1/2020 - N/A	Open
<input type="checkbox"/>	Hector Lavoe	hlavoe@cbo1.org		4/1/2021 - N/A	Open
<input type="checkbox"/>	Jaylen Brunson	JB@knicks.org	(123) 456-7890	8/22/2024 - N/A	Open

Note: You may use the “Deactivate” button to delete a record from a table. In the example above, deactivating would remove the Driver title from the Staffing Plan.

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.

