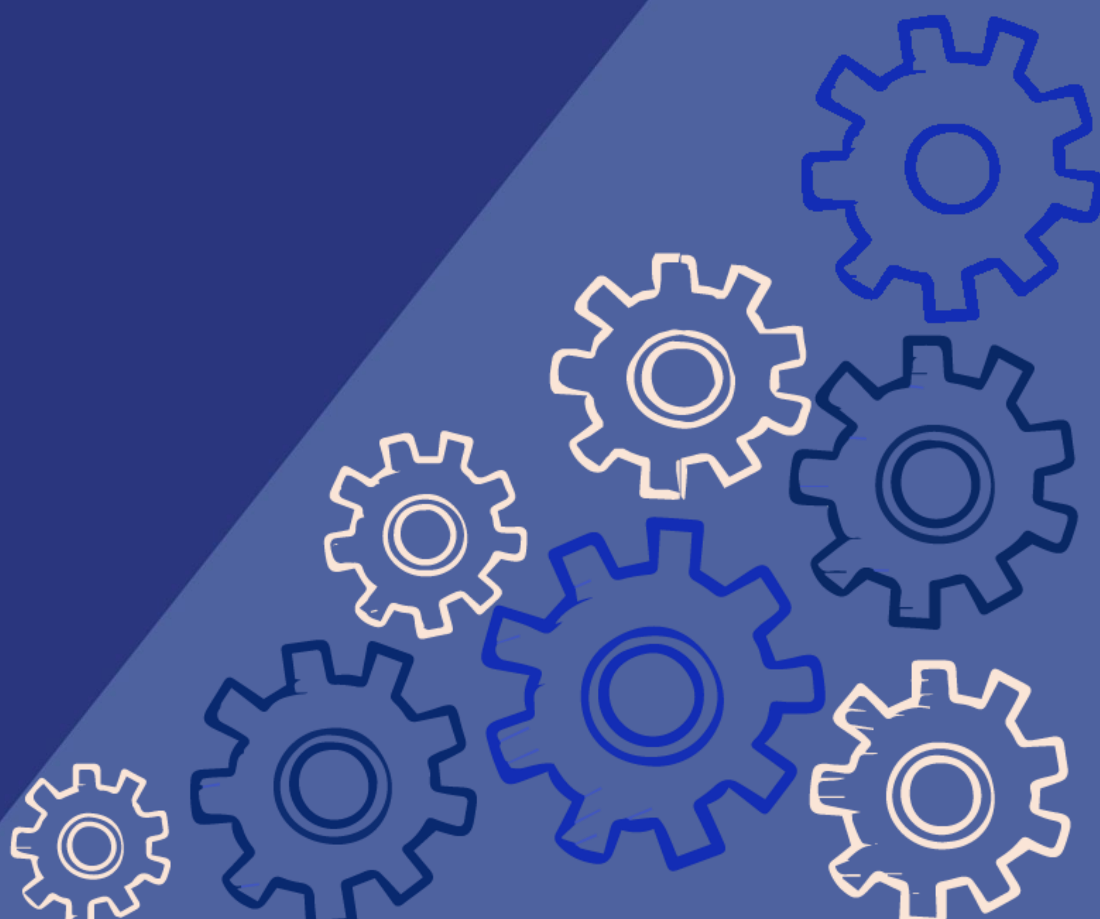
NYC Department of Youth & Community Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Office of Neighborhood Safety

Data Entry in your Approved Workscope



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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 workscopes.

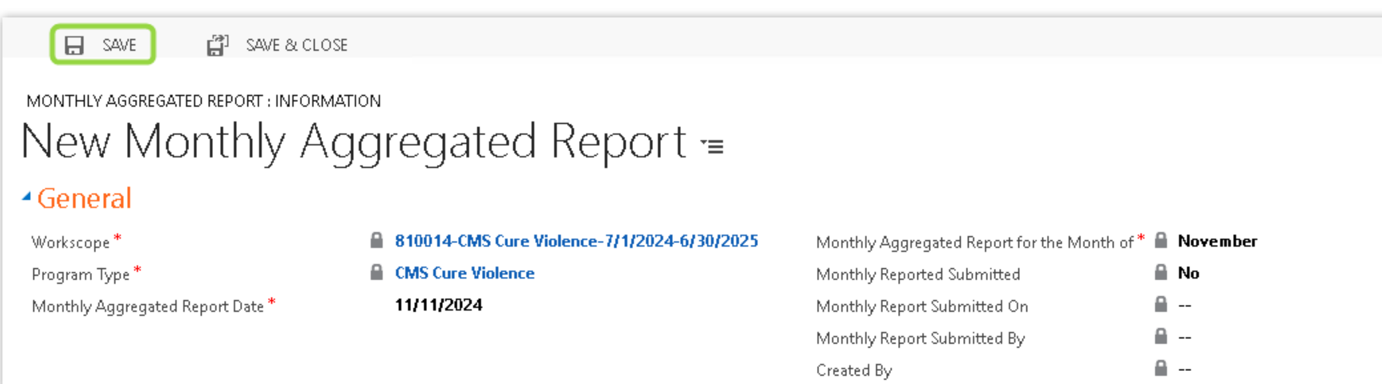
Monthly Aggregated Report

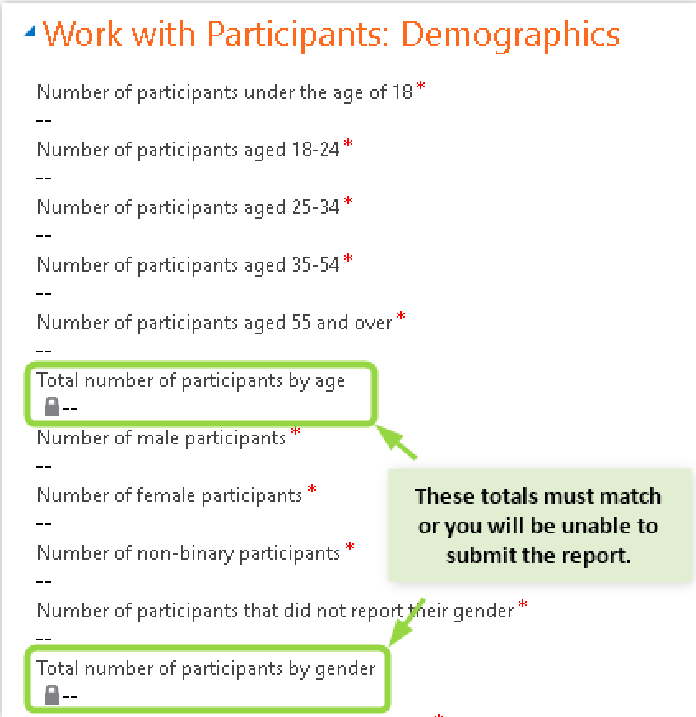
All ONS programs will complete a Monthly Aggregated Report that summarizes their monthly services. This report is due by the 5th of every month.

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.

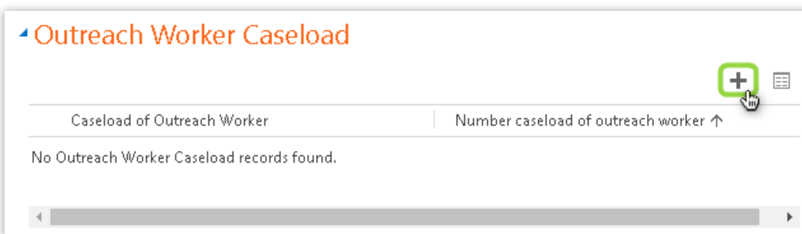
Step 2: Navigate through each section of the Report and click to enter a response for all mandatory fields marked with a red asterisk (*). Then, click "Save" at the top of the page.

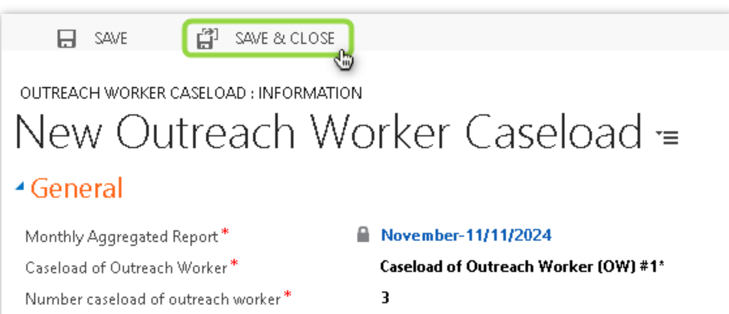




Note: When entering Demographics, be sure that the number of total participants by age matches the number of total participants by gender otherwise you will not be able to submit the report.

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.

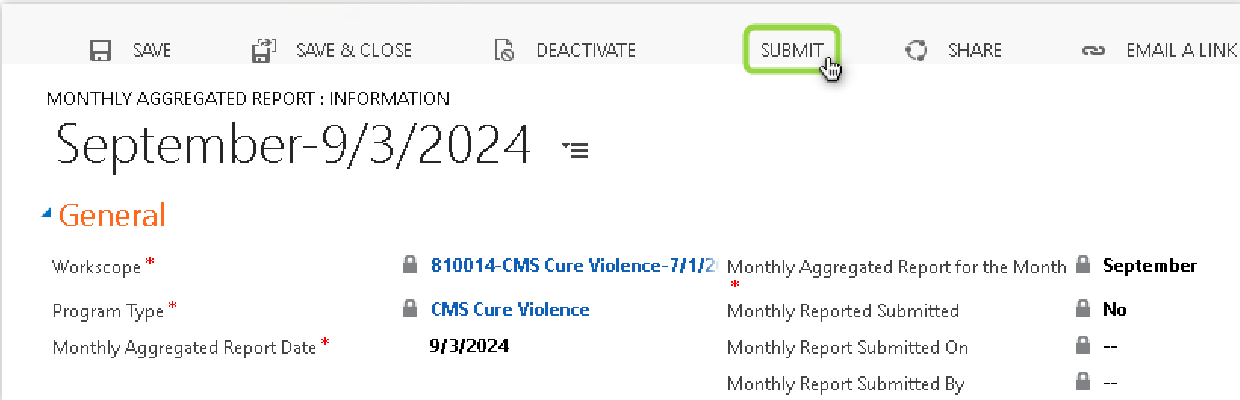


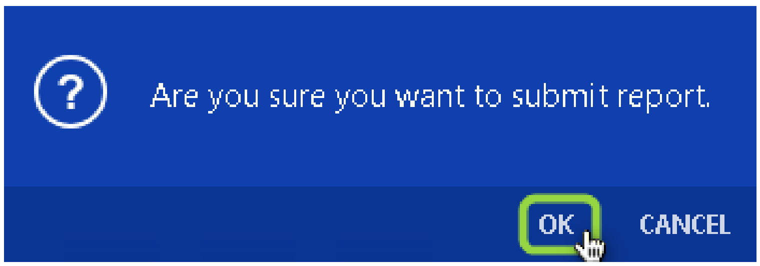


Step 4 (Cure Violence ONLY): Enter the caseload of each outreach worker on your team one at a time. Each outreach worker is numbered, instead of named, for privacy. The number of workers enter and their caseload should mirror the activities taking place on site.

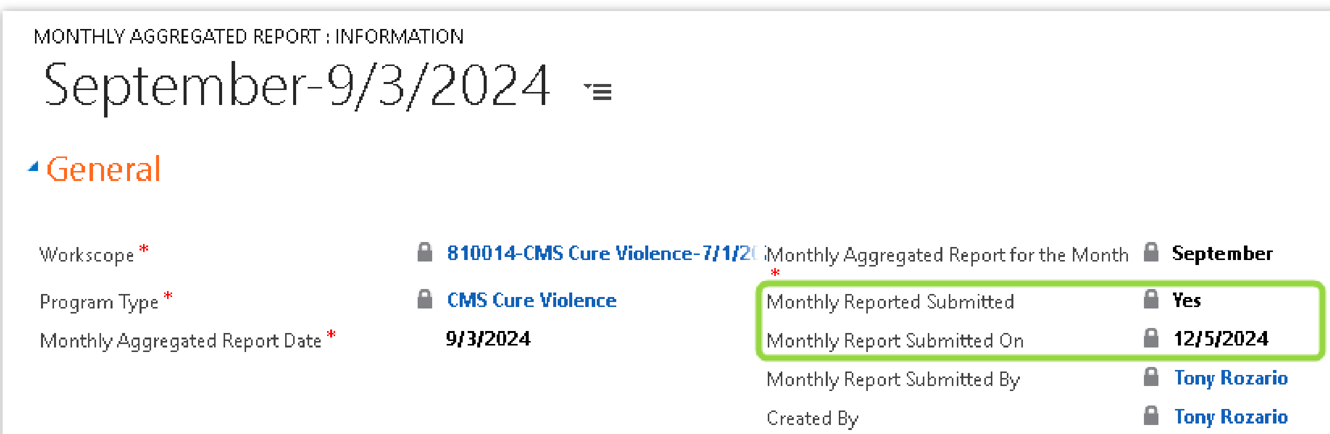
Click "SAVE & CLOSE" after entering the details for one worker and then repeat steps 3+4 until you have entered in data for all outreach workers.

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.

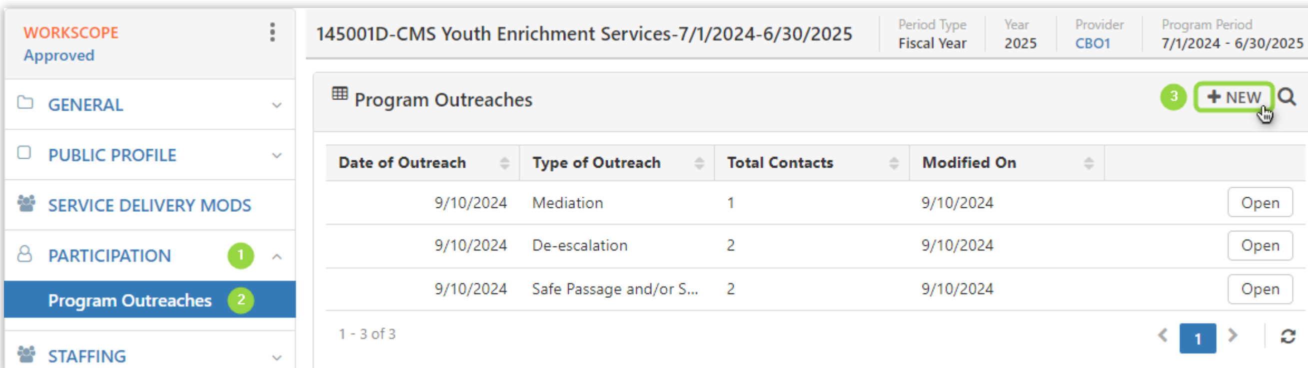


Program Outreaches

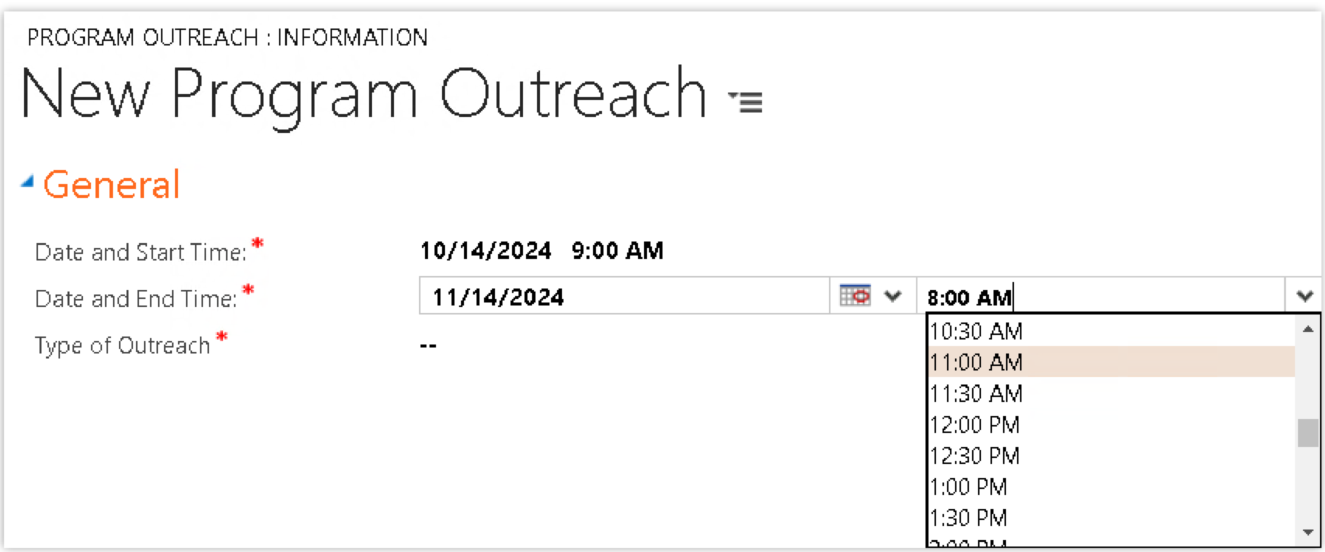
All ONS programs will complete data entry in the form of logging Program Outreaches after they are completed. Each program type has various types of outreaches that they conduct on a regular basis, but the data entry steps to enter them on DYCD Connect is very similar.

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.

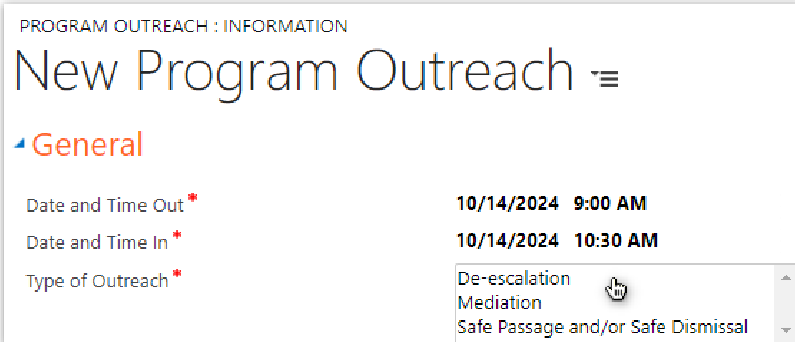


Step 2: Select a date and time for the Date and Time Out/In fields.

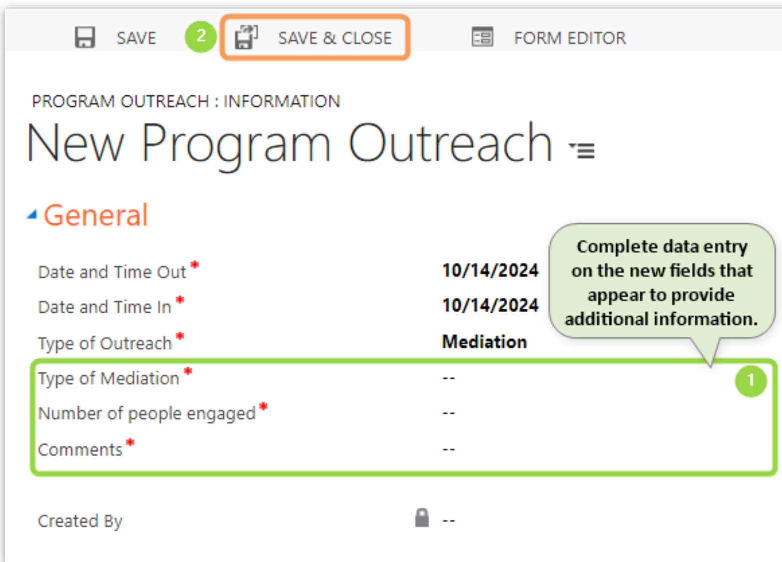


Department of Youth & Community Development

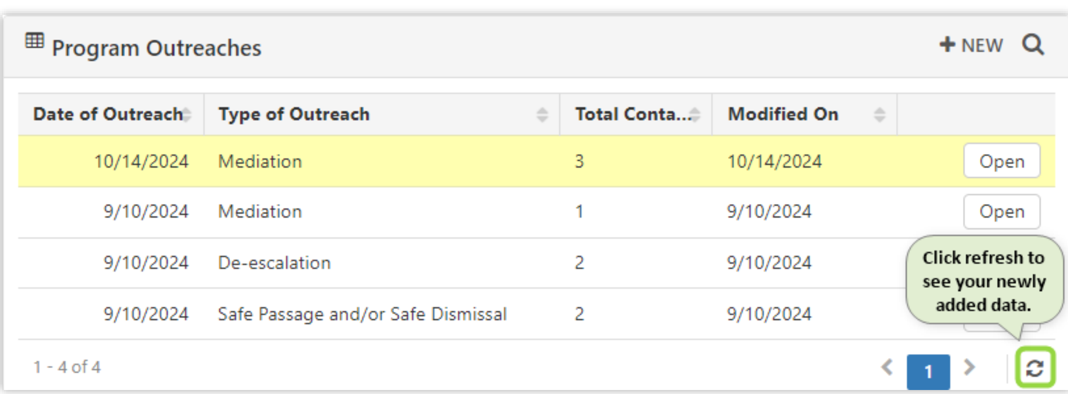
Step 3: Click on the Type of Outreach field and select a response from the options available.



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



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



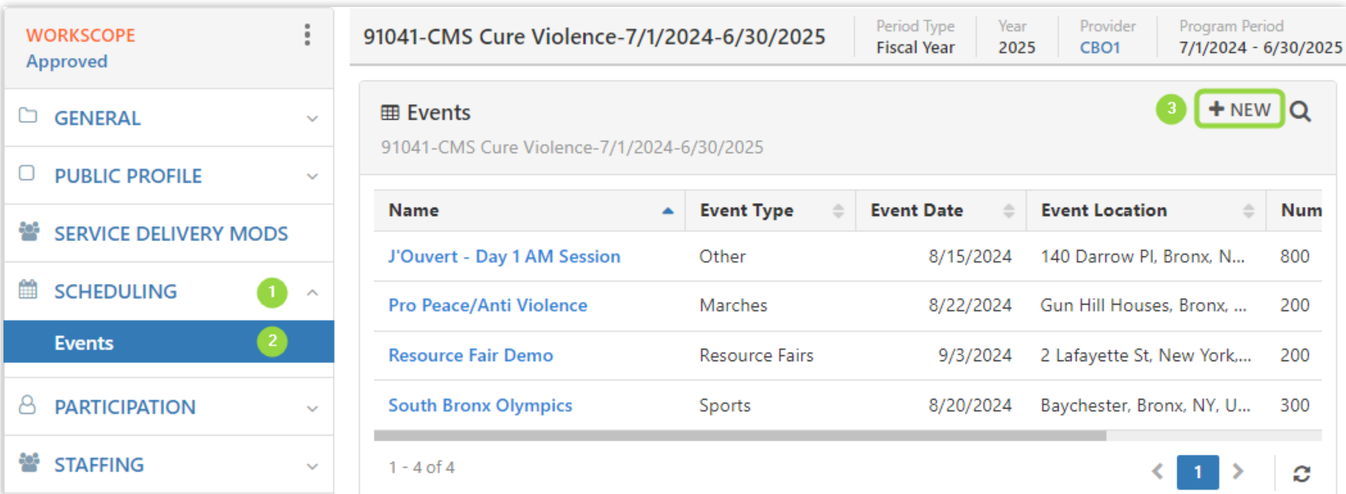
Date of Outreach	Type of Outreach	Total Conta...	Modified On	
10/14/2024	Mediation	3	10/14/2024	Open
9/10/2024	Mediation	1	9/10/2024	Open
9/10/2024	De-escalation	2	9/10/2024	
9/10/2024	Safe Passage and/or Safe Dismissal	2	9/10/2024	

Events (Cure Violence ONLY)

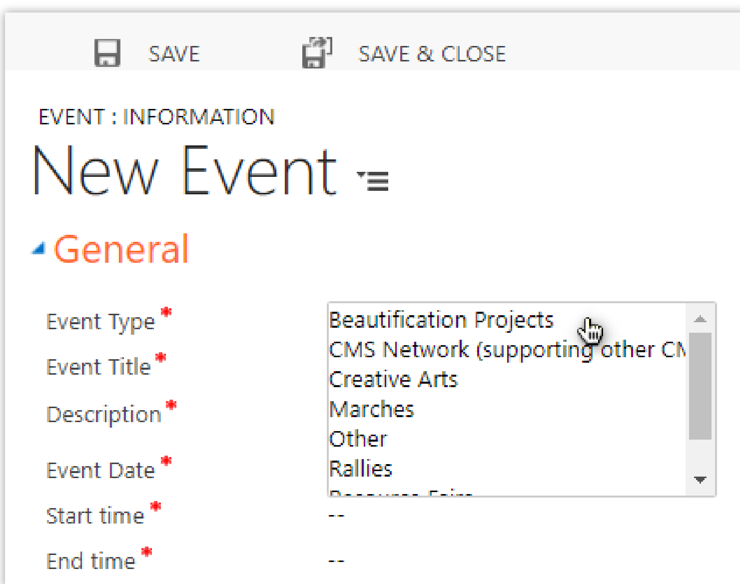
All Cure Violence programs should complete the Events section by adding any events that they host or cohost for their communities.

How do you Create a New Event?

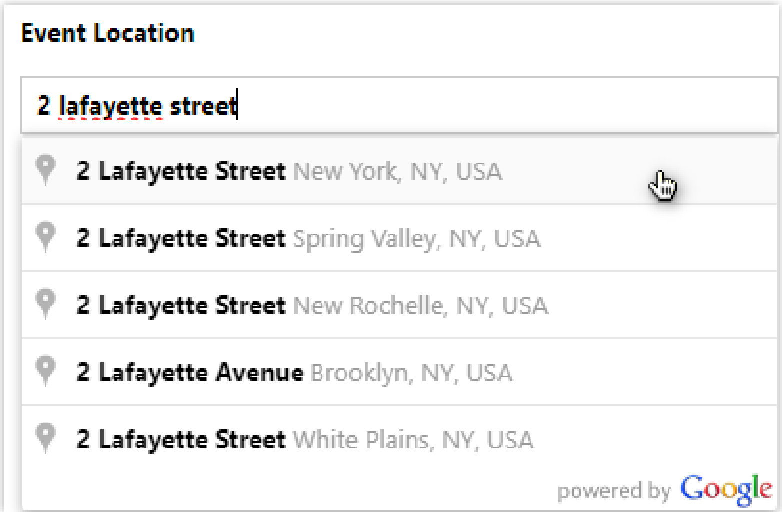
Step 1: From Scheduling, click on Events and then click "+NEW" at the top right.



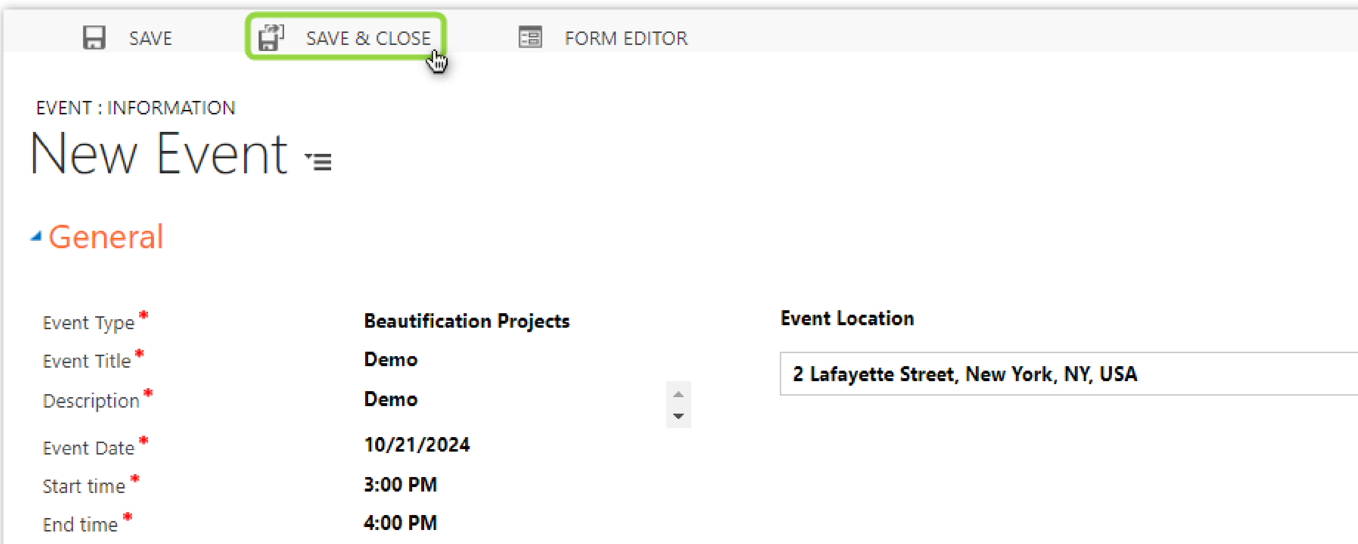
Step 2: Click on each required field, marked with a red asterisk (*), to select from the available options or type in a response.



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.

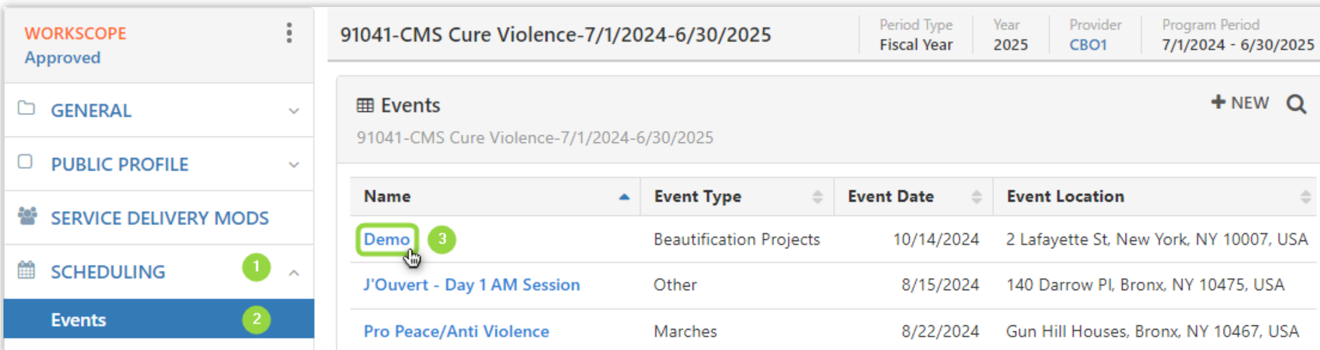


Step 4: Click "SAVE & CLOSE" to complete your data entry.

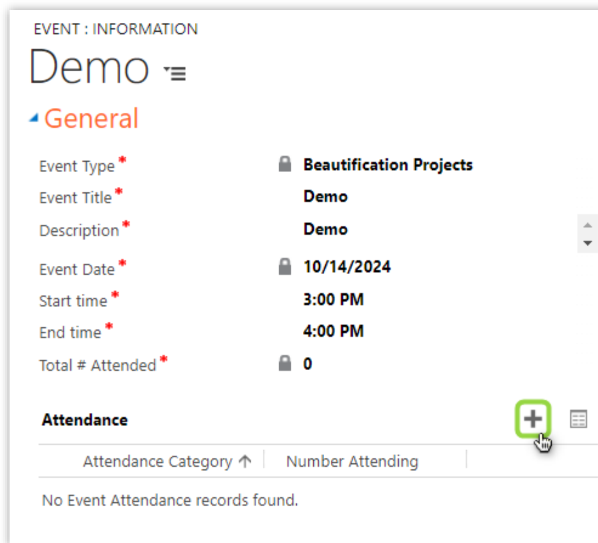


How do you Add Attendance to an Event?

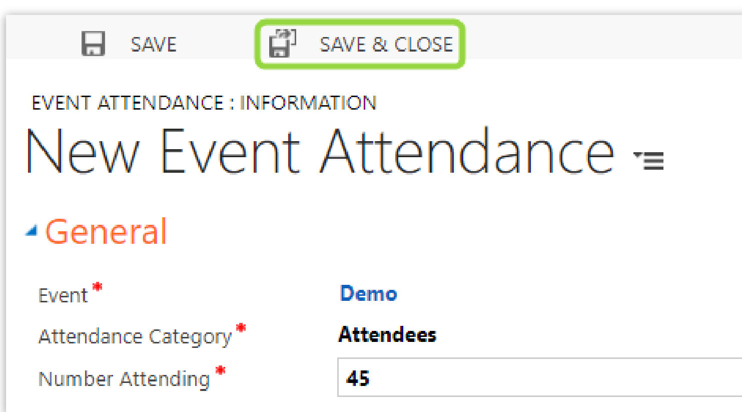
Step 1: From Scheduling, click on Events and then click on the name of an event that has taken place.



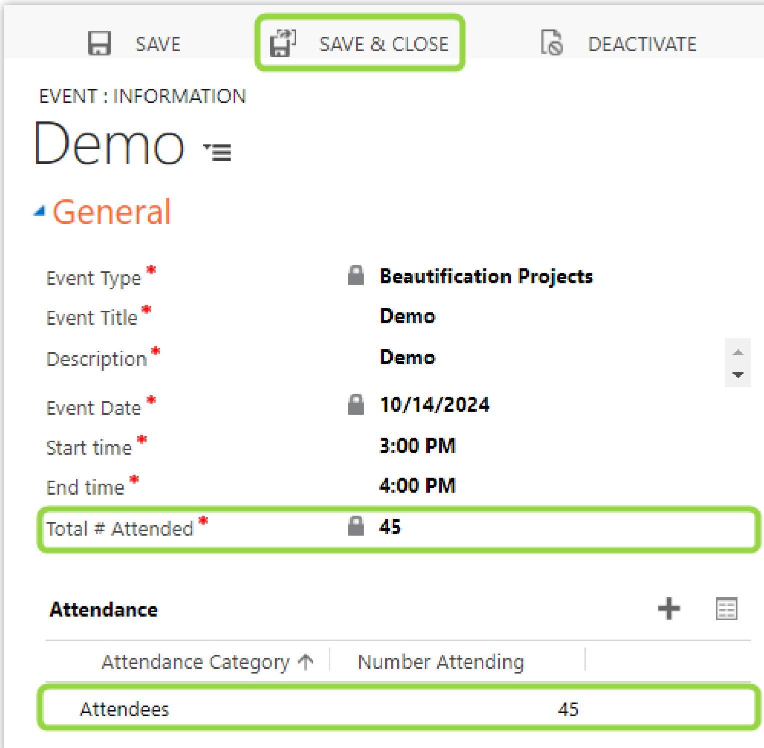
Step 2: Scroll down to the Attendance table and click on the "+" icon.



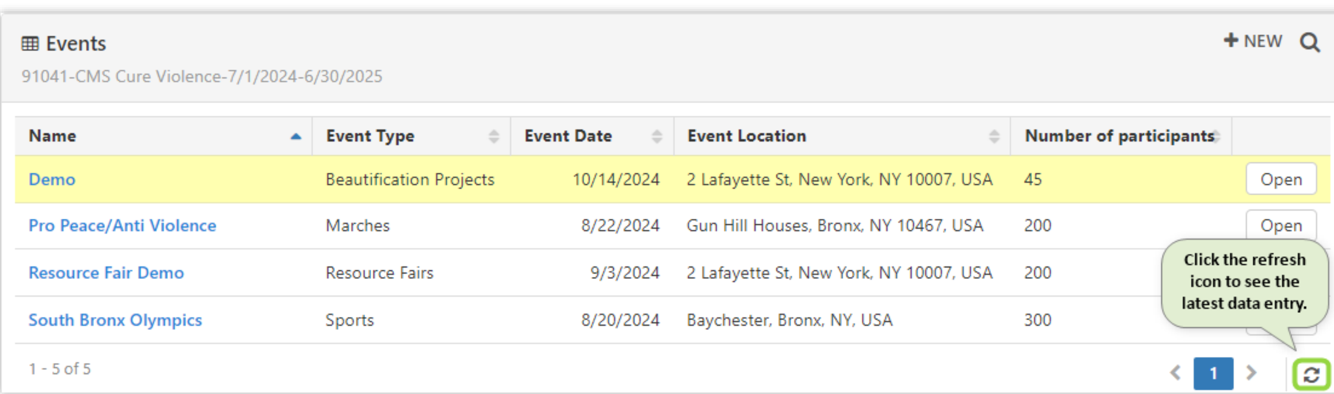
Step 3: Click on the 'Number Attending' field and type in a number. Then, click "SAVE & CLOSE".



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.



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

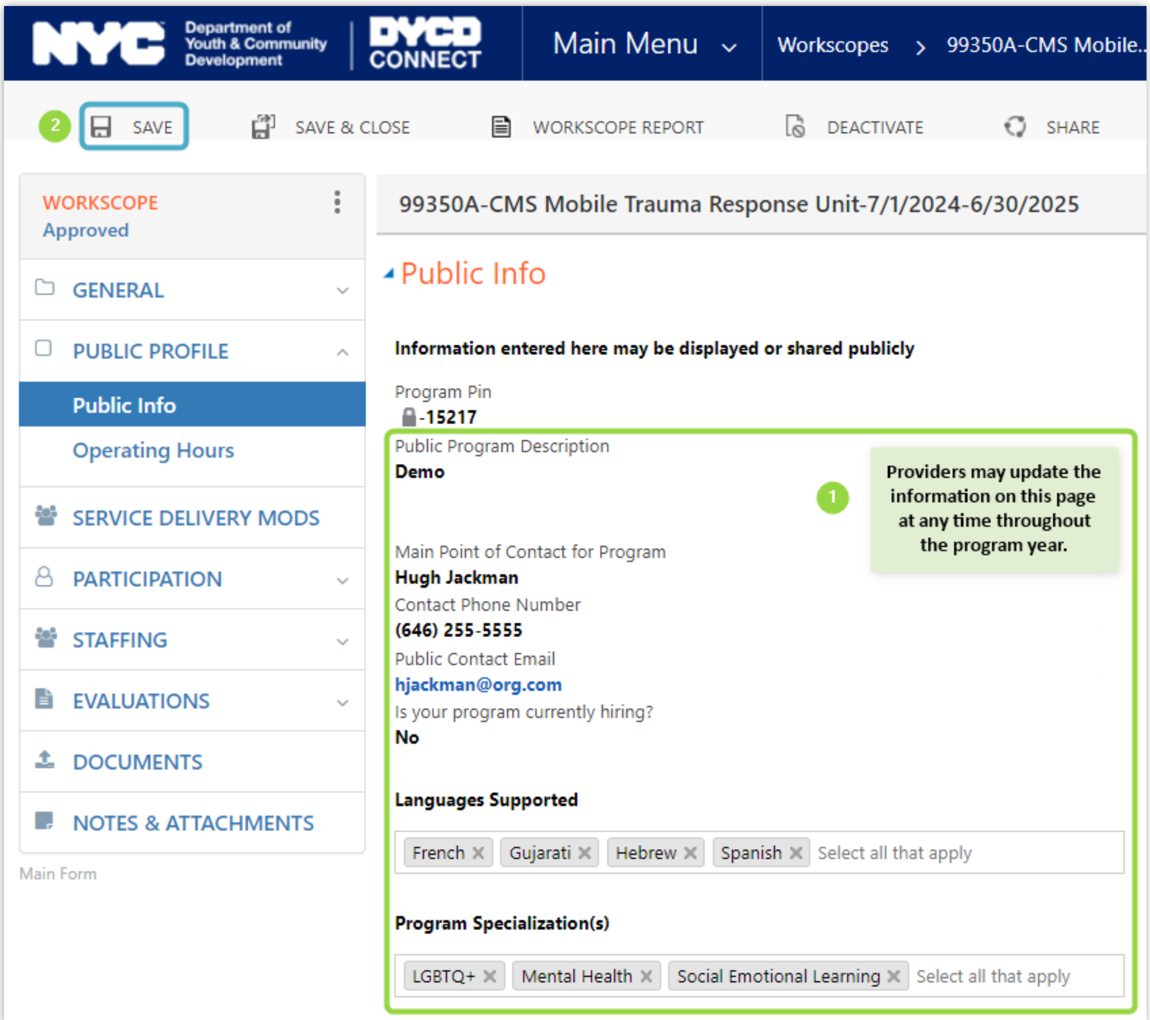
Name	Event Type	Event Date	Event Location	Number of participants	
Demo	Beautification Projects	10/14/2024	2 Lafayette St, New York, NY 10007, USA	45	Open
Pro Peace/Anti Violence	Marches	8/22/2024	Gun Hill Houses, Bronx, NY 10467, USA	200	Open
Resource Fair Demo	Resource Fairs	9/3/2024	2 Lafayette St,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

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.

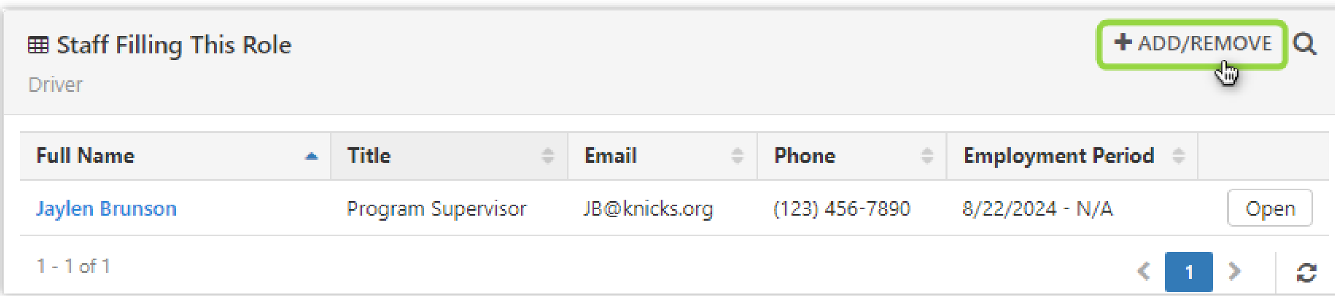


Staffing

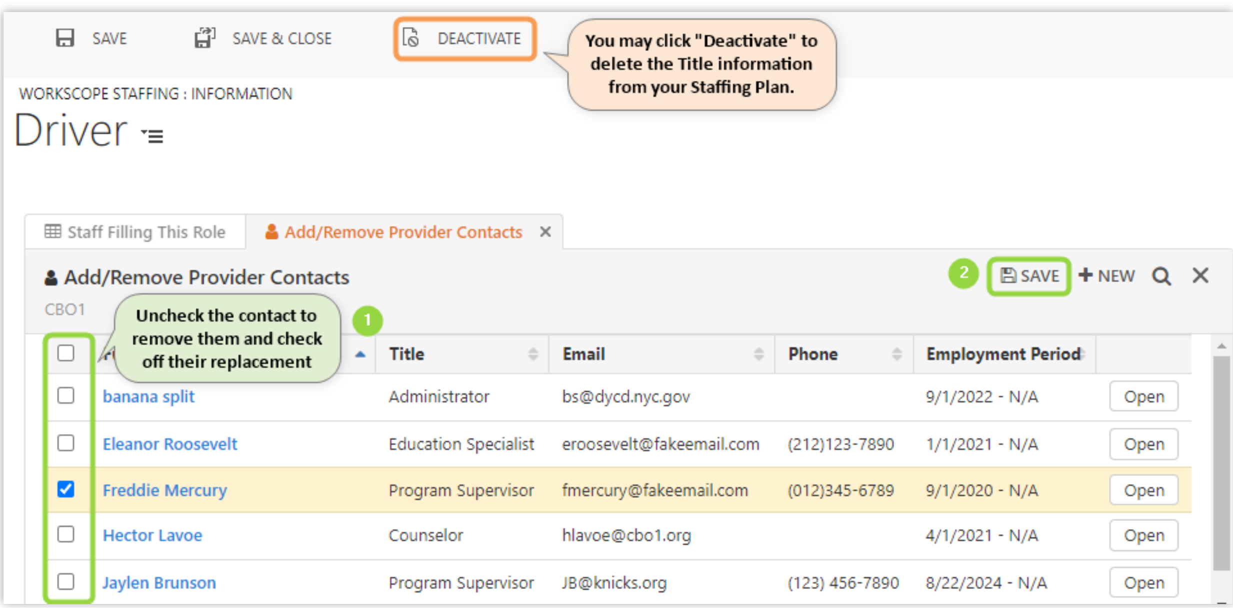
In the Staffing section, the Staffing Plan and Contacts should be updated throughout the year when personnel changes take place. The staffing plan outlines the necessary roles for program operations, while the contacts section identifies personnel authorized to make decisions on behalf of the site.

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.



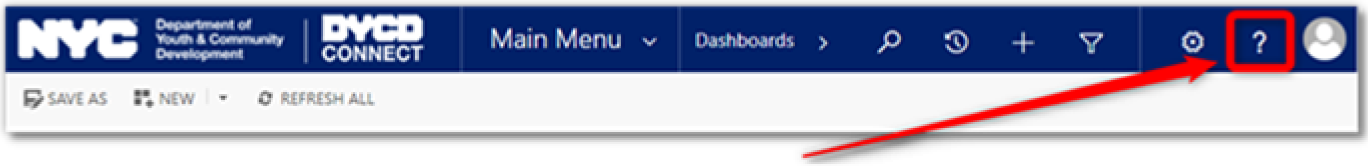
Then, uncheck the contact that has left and check off their replacement. Lastly, click “SAVE” at the top right of the table to complete the update.



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.