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PARTICIPANT TRACKING SYSTEM:

*Office of Neighborhood Safety
Workscope Submission Guide*

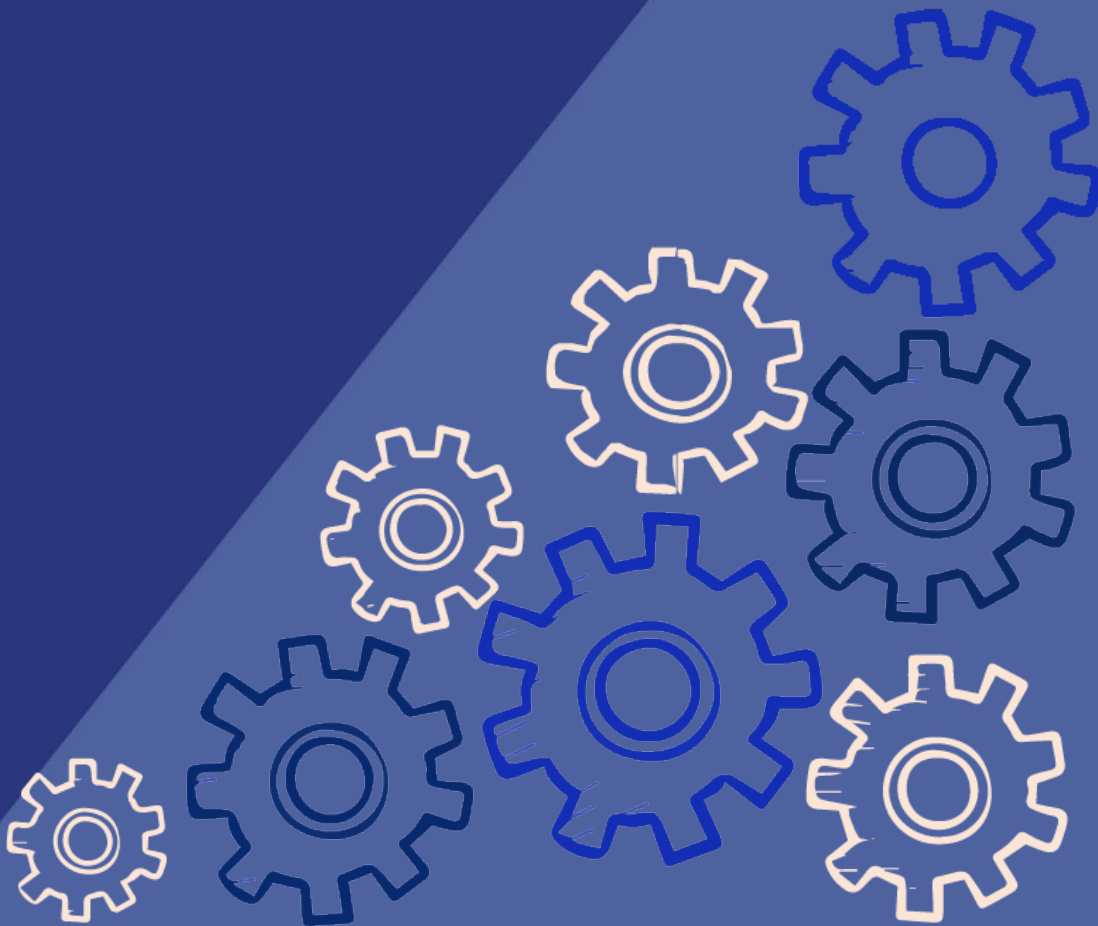


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Key Terms

What is the Workscope?

Workscope: an entity on DYCD Connect used to store data specific to a DYCD program that takes place throughout a program period

Navigating to Your Workscope

Switchboard: a navigation panel that enables you to navigate between sections of an entity that contains various types of data

How do you Bring Your Workscope to Compliance?

Validation: the minimum requirements that must be met to submit a workscope

Partnerships

Within DYCD Network: refers to partners that are registered with DYCD

Purpose of this Guide

This guide is designed to assist Office of Neighborhood Safety programs in submitting their workscopes on DYCD Connect.

What is the Workscope?

The [workscope](#) stores your program’s plan to achieve programmatic success for a specific period of time. It includes detailed information regarding programmatic goals and staffing at your program, as well as information used for public advertisement. This data must be added to the workscope during the workscope development phase of the program year to bring it to compliance before you can submit it for review to DYCD.

Workscope Stages

The workscope transitions through multiple stages before it is “Approved.” Initially, your organization will receive the workscope in the “Released” stage. During this stage, your program must complete data entry in several workscope sections, and then submit the workscope to DYCD for review. DYCD will send an email to the key points of contact for your program when the workscope is released for your program to complete.



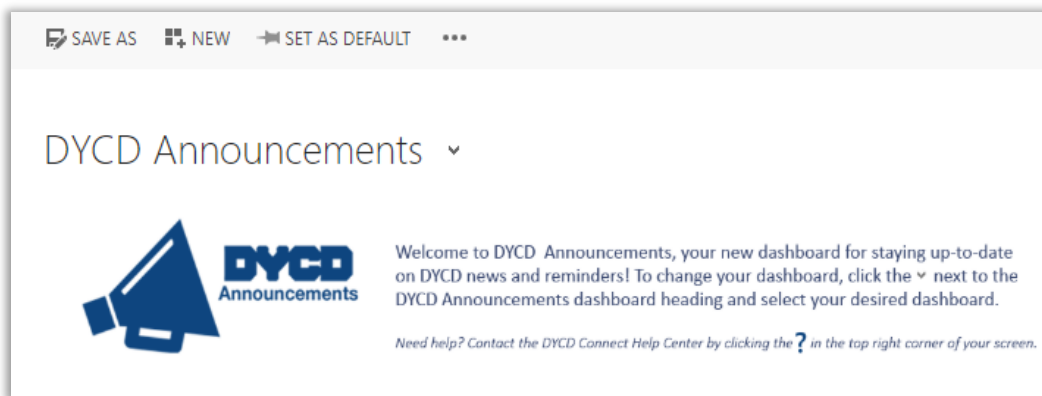
After submission, DYCD will review the workscope and change the status to “Rejected” or “Approved.” The workscope should be approved before on-site programming begins for the program year.

Navigating to Your Workspace

You may log into the DYCD Connect PTS System by using your DYCD Connect account on the [DYCD Connect Homepage](#).

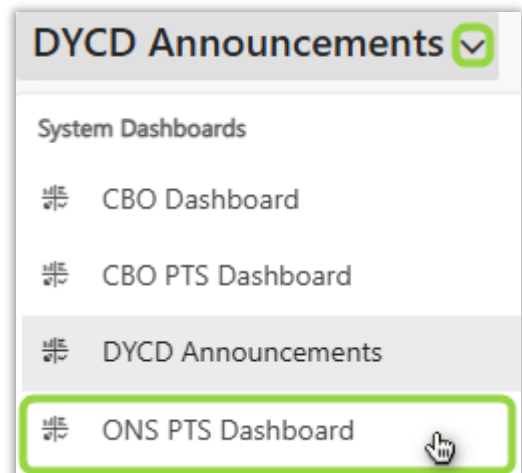


Upon logging into PTS, the first screen you should see is the 'DYCD Announcements' page. This dashboard provides important news and reminders from DYCD.

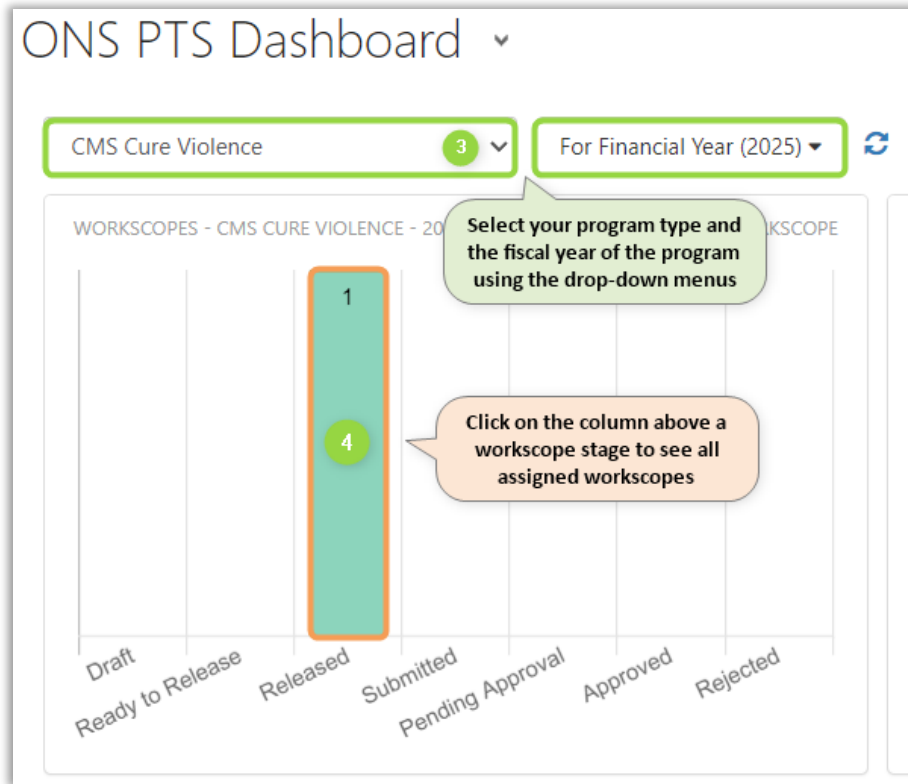


You may access your released workspace by navigating to the "ONS PTS Dashboard" in PTS/EMS.

1. Click on the arrow next to the title of the dashboard at the top-left of the page.
2. Click on "ONS PTS Dashboard" from the drop-down options.



3. Select your program type and the current Financial (Fiscal) Year.
4. The WORKSCOPES table will display a chart of assigned workscopes and their current [Stage](#). Click on the column above a workscope Stage to see all associated workscopes.



5. In the overlay, select a workscope to navigate to your program’s Basic Information page.

WORKSCOPES - CMS CURE VIOLENCE - 2025 1 WORKSCOPE

#	Workscope	Status	Program Site	Provider
5	91041-CMS Cure Violence-7/1/2024-6/30/2025	Released	ONS Test Site FY25	CBO1

Draft

Ready to Release

Released 1

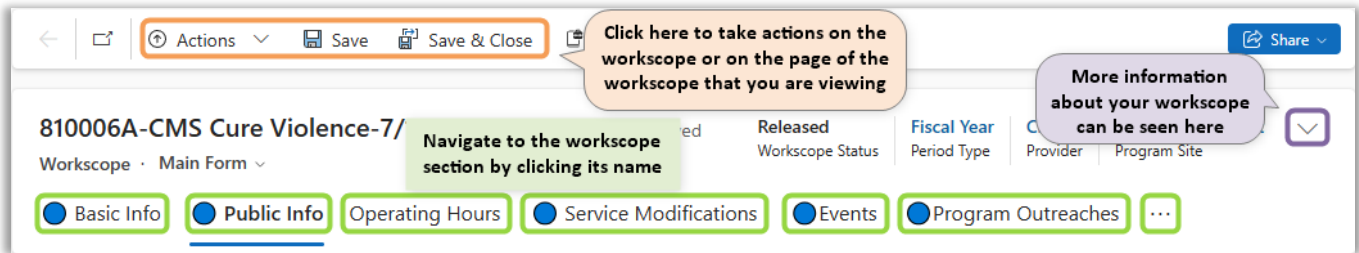
Submitted

Pending Approval

Note: If your workscope does not appear in the list, contact a Provider Admin at your CBO for assistance. Additional information is available in the [User Access Guide](#).

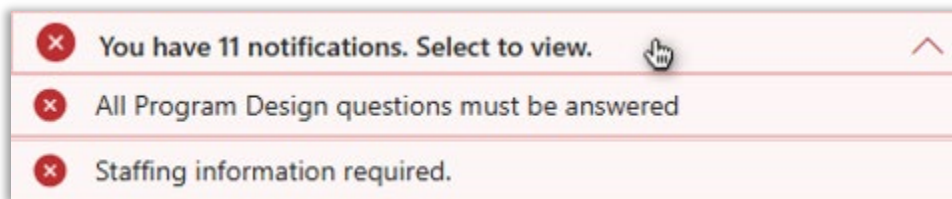
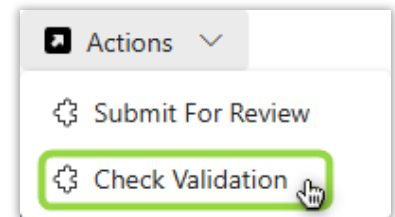
The Workscope Menu

Upon opening the workscope, you will see a navigation pane at the top of the page. This is called the workscope [switchboard](#). It will help you navigate through the various sections of the workscope.



How do you Bring Your Workscope to Compliance?

When the workscope is released, providers must complete data entry to bring it up to compliance. The compliance standards can be seen by clicking on the “Three Dots Icon” at the top right on the workscope switchboard and then clicking “Check Validation”. This will prompt the system to scan the workscope and provide a [Validation Summary](#) if any validations have not been met.



Office of Neighborhood Safety programs must complete data entry in the Program Design, Public Profile and Staffing sections of the workscope to bring it to compliance and then submit it for review. Additionally, one Partnership must be added for **Cure Violence programs only**.

Completing the Basic Info Section

In the Basic Info section of your workscope, you will enter data in Program Design and Partnerships.

Other sections, such as Basic Information and Program Compliance, provide additional information about your workscope and its validations.

Program Design

The Program Design section contains questions regarding your programs' services and strategies for success. Click on each field to type a response and then click "SAVE" at the top right of the page to save your answers.

Program Design Questions SAVE

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

ORGANIZATIONAL STRUCTURE AND POSITION

1. Provide an overview of your organization's history and position within the intended service areas. How is the organization positioned to provide services and meet the contracted goals of the CMS Cure Violence Initiative?

Please enter your answer here.

Partnerships

The partnerships section of the workscope allows you to list the various types of partners that your organization collaborates with to provide programming. Partners may be from within or outside of the DYCD network.

Adding a New Partnership from Outside of DYCD Network

Step 1: Navigate to Basic Info>Partnerships and then click "+NEW" at the top-right of the table.

Partnerships + NEW Q

Partner Name	Type of Service	Partner Type	Partnership	
New York Public Library	Academic Enhancement	Direct service	Outside of DYCD Network	Open
School Plus-Mark Twain Brooklyn	Academic Enhancement	Co-locator	Outside of DYCD Network	Open
Girl Scouts of America	Civic Engagement	Co-locator	Outside of DYCD Network	Open

Step 2: Select “[Within DYCD Network](#)” for Partner Name, type in a “Partner Description” and select a “Type of Service” from the available options for the field. Then, click “Save” at the top of the page.

New Community Partnership - Unsaved

General

Partnership * Within DYCD Network

Partner Description * This partner supports wit

Type of Service * Education

Program Site * CBO1

Co-Located Program No

Click to select from the available options

Step 3: After saving, scroll down to the DYCD Network table and search for your partner’s name. You may scroll through the options or use the search box to find them. Then, select them, click “SAVE” on the table, and confirm on the popup window.

Search Providers/Sites

Please select the Partner!

DYCD Network

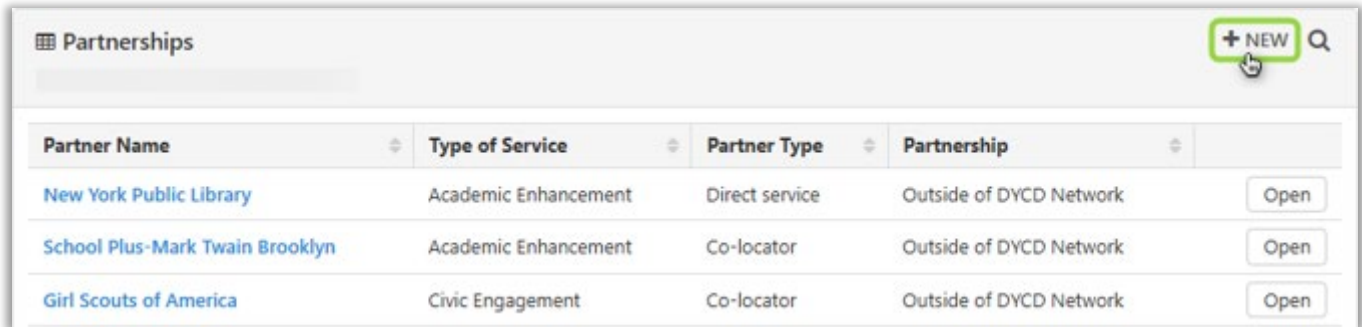
SAVE cbo1

Provider	Program Sites	Site Address	Zip Code	Workscope
CBO1	CBO1 Cornerstone Carter, Gerard C...	230 Broad Street, Staten Island	10304	992218-Cornerstone-7/1/2024-6/29/2025
	1 Middle School J.H.S. 131 Albe...	885 Bolton Avenue, Bronx	10473	534101-COMPASS Middle School-9/1/2024-6/3...
	Test Program Site	1 12 Street, Brooklyn	11215	524100-COMPASS Elementary-9/1/2024-6/30/2...

Click to select from the available options

Adding a Partnership Outside of DYCD Network

Step 1: Navigate to Basic Info>Partnerships and then click “+NEW” at the top-right of the table.



Partner Name	Type of Service	Partner Type	Partnership	
New York Public Library	Academic Enhancement	Direct service	Outside of DYCD Network	Open
School Plus-Mark Twain Brooklyn	Academic Enhancement	Co-locator	Outside of DYCD Network	Open
Girl Scouts of America	Civic Engagement	Co-locator	Outside of DYCD Network	Open

Step 2: Select “Outside of DYCD Network” for Partner Name, type in a “Partner Name” and “Partner Description” and select from the available options for all other fields. Then, click “Save” at the top of the page. Note: If the partner agency is outside the network, type “**Other**” in the **Partner Name** field. This will open a new field where you can manually enter the partner agency’s name.

← Save Save & Close

New Community Partnership - Unsaved

General

Partnership * Outside of DYCD Network

Partner Name. * Stark Foundation

Partner Description * This partner supports with...

Type of Service * Education ×

Partner Type * Direct service ×

Program Site * CBO1

Co-Located Program No

Click to select from the available options

Completing the Public Profile Section

The Public Profile section collects information that may be shared with the public when searching for your program via [discoverDYCD](#).

Public Info

The Public Info sub-section collects and shares contact information for the site, languages supported, and information about specialized programs that may be offered. You may click on each field to type in a response or select from drop-down options. Be sure to click “SAVE” at the top of the page to save your responses to the workscope.

Information entered here may be displayed or shared publicly

Program Pin

BEA-75800

Public Program Description

Demo...

Main Point of Contact for Program

Vince S

Contact Phone Number

(718) 234-2342

Public Contact Email

vs@demo.org

Is your program currently hiring?

Yes

Languages Supported

Arabic × English ×

Program Specialization(s)

English Language Learners (ELL) × Social Emotional Learning ×

Facebook

Instagram

https://www.instagram.com/

Twitter

Operating Hours

The Operating Hours section of the workscope records your programs hours of operation.

Step 1: To add hours, click on “Open” for the program site that you would like to list hours for.

Operating Hours			
810006A-CMS Cure Violence-7/1/2025-6/30/2026			
Program Site	Public Name	Location	
Cure Violence Test	Cure Violence Test	1 Beach Street, Staten Island	Open

Step 2: Mark the days of the week your program is open. Then, add From and To times to indicate when your program is open. Click “SAVE” to store your data entry.

The screenshot shows the 'Operating Hours' configuration page. It features a table with the following structure:

	From	To	Open
Monday	12:00 PM	08:00 PM	<input checked="" type="checkbox"/>
Tuesday	03:00 PM	8:00 PM	<input checked="" type="checkbox"/>
Wednesday	03:00 PM	8:00 PM	<input checked="" type="checkbox"/>
Thursday	03:00 PM	8:00 PM	<input checked="" type="checkbox"/>
Friday	03:00 PM	06:00 PM	<input checked="" type="checkbox"/>
Saturday	__ : __ AM/PM	__ : __ AM/PM	<input type="checkbox"/>
Sunday	__ : __ AM/PM	__ : __ AM/PM	<input type="checkbox"/>

Callout boxes provide instructions: 'Click each cell to add the times your program is open' (pointing to the 'From' column) and 'Click to mark the days of the week that your program is open' (pointing to the 'Open' column). A 'SAVE' button is located in the top right corner.

Completing the Staffing Plan Section

The Staffing section of the workscope holds information related to your program staff and key contacts for the program site.

Staffing Plan

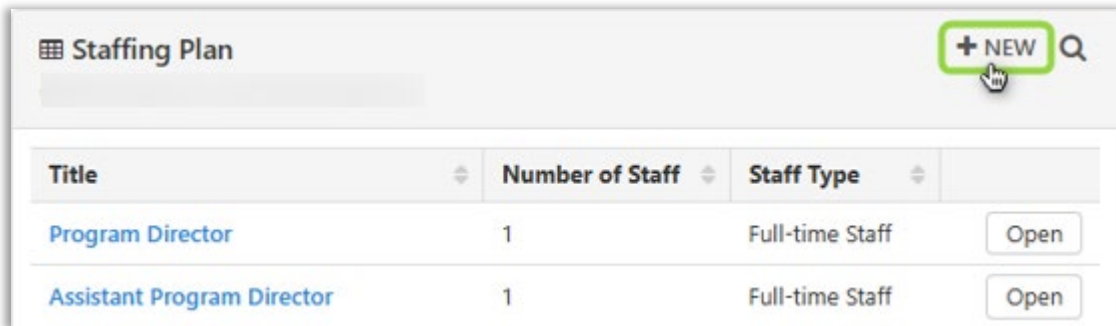
The staffing plan stores information about the program staff at your site. Information about the individuals listed should mirror the budget submitted in PASSPort, the city's procurement platform. Required personnel are listed in the Program Compliance section of your workscope in the Staffing Requirements table.

Staffing Requirements			
# Staff	Title ↑	Requirement	Staff Type
1	Administrative Assistant	Required	Full-time Staff
1	Outreach Worker	Required	Full-time Staff

You may also add additional staff that are not required or listed on the budget (e.g. volunteers or staff not paid through your DYCD Budget). To complete this section of the workscope, providers will first add titles to the staffing plan and then list a contact for the position.

Adding a Title to Your Staffing Plan

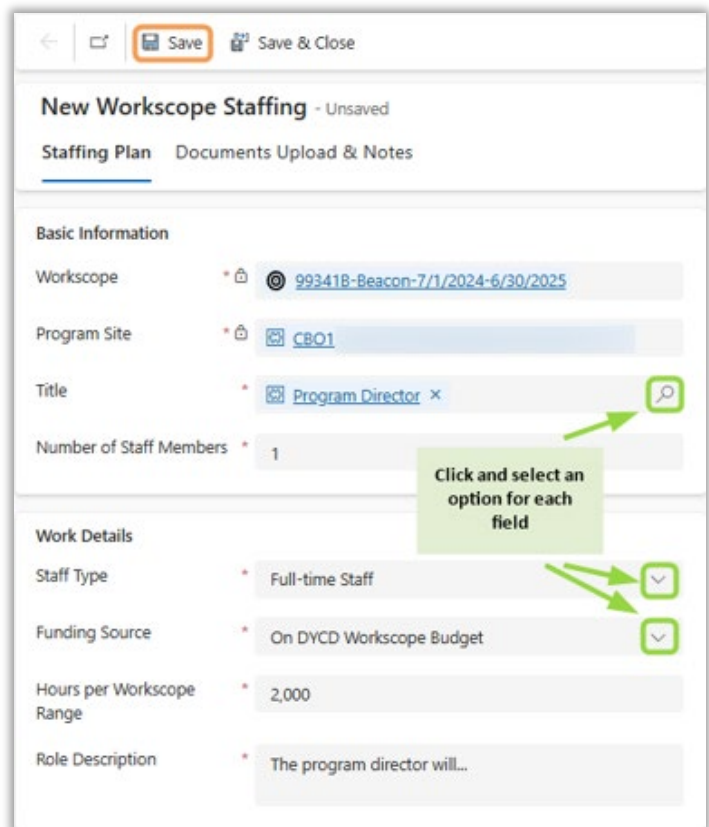
Step 1: From Staffing, click on the Staffing Plan sub-section and then “NEW” at the top right of the Staffing Plan table.



The screenshot shows a table titled "Staffing Plan" with a "+ NEW" button in the top right corner. The table has four columns: Title, Number of Staff, Staff Type, and an Open button. Two rows are visible: "Program Director" and "Assistant Program Director", both with a count of 1 and "Full-time Staff" type.

Title	Number of Staff	Staff Type	
Program Director	1	Full-time Staff	Open
Assistant Program Director	1	Full-time Staff	Open

Step 2: Select the Title that you would like to add to the Staffing Plan using the “Title” field. Then, add details about it using all other fields. Lastly, click “Save” at the top of the page to add the position to your Staffing Plan.



The screenshot shows the "New Workscope Staffing" form. It has a "Save" button highlighted in orange at the top. The form is divided into "Basic Information" and "Work Details" sections. In the "Basic Information" section, the "Title" field is set to "Program Director" and has a search icon. A green callout box with arrows points to the search icon and the dropdown menus for "Staff Type" and "Funding Source" in the "Work Details" section, with the text "Click and select an option for each field".

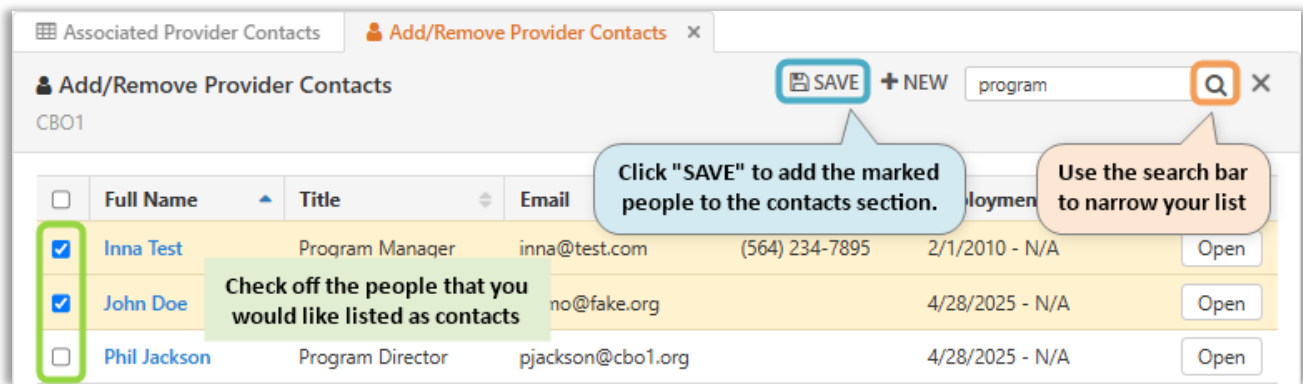
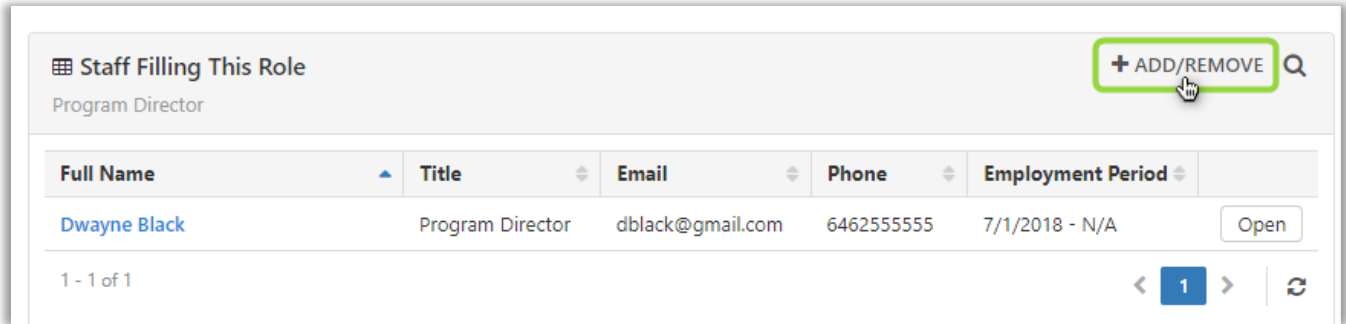
Basic Information

- Workscope: 993418-Beacon-7/1/2024-6/30/2025
- Program Site: CBO1
- Title: Program Director
- Number of Staff Members: 1

Work Details

- Staff Type: Full-time Staff
- Funding Source: On DYCD Workscope Budget
- Hours per Workscope Range: 2,000
- Role Description: The program director will...

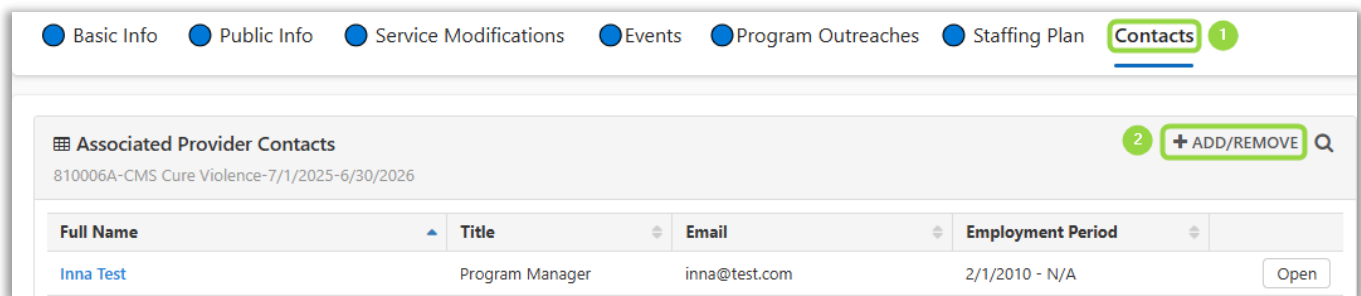
Step 3: After saving, the “Staff Filling This Role” table appears at the bottom of the page. Use the table to list a contact for the position by clicking “+ADD/REMOVE”, then selecting from the contact list, and clicking “SAVE” on the Contact table.



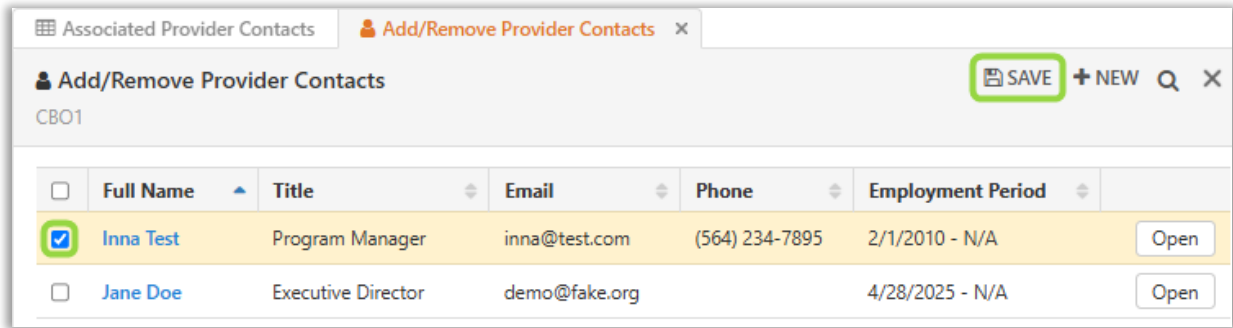
Contacts

The contacts section should contain an up-to-date email address and phone number for the key contacts for the program site. DYCD may reach out to these contacts to discuss any issues that may arise throughout the program year.

Step 1: From Staffing, click on the Contacts sub-section and then “ADD/REMOVE” at the top right of the Associated Provider Contacts table.



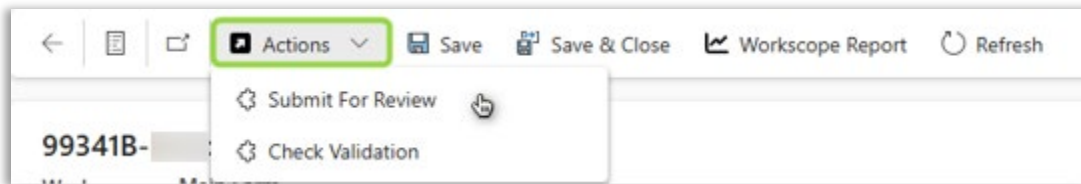
Step 2: Check the names of the contacts that you would like to list as key contact for the workscope and then click “SAVE”.



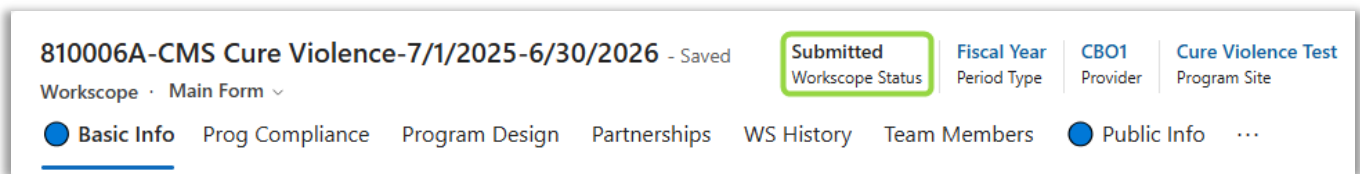
Note: You may click on “+NEW” at the top right to add a new contact to this table at any time.

How do you Submit the Workscope?

After completing the General, Public Info and Staffing sections of the workscope you may proceed to submit the workscope. At the top of the workscope page, click on “Actions” and then “Submit For Review”. Confirm on the pop-up window and your workscope will be submitted.



A successful submission will be indicated by the workscope stage updating to display "Submitted".



What if your Workscope is Rejected?

If your workscope is returned to you in the rejected stage, then it typically means that you must make a few changes to the workscope before it can be approved.

Workscope · Main Form ▾

Workscope Status | Period Type | Provider | Program Site

Basic Info | Program Compliance | Program Design | Partnerships | Unlock Request | **WS History** | Team Members | ...

Rejection Notes

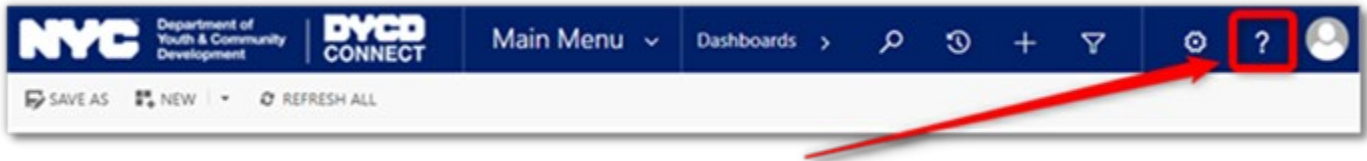
Rejection Reason

Rejection Type ▾	Rejection Reason ▾	Requested Date for CBO to Resubmit By ▾	Created... ▾	Created On ▾
<input type="checkbox"/> Reject	Program design question #3 was blank.	5/16/2025	Tony Roz...	5/2/2025 9:16...

In the Basic Info section, jump into WS History and review the Rejection Reason by double-clicking on the rejection notes. Then, make the necessary changes and resubmit the workscope. Contact your DYCD Initiative Manager if you have any further questions regarding a rejected workscope.

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.

