

# **DYEDCONNECT** PARTICIPANT TRACKING SYSTEM: Office of Neighborhood Safety Workscope Submission Guide

# **Table of Contents**

Key Terms	3
Purpose of this Guide	4
What is the Workscope?	Д
Workscope Stages	4
Navigating to Your Workscope	5
The Workscope Switchboard	7
How do you Bring Your Workscope to Compliance?	7
Completing the General Section	8
Program Design	8
Partnerships (Hospital Responders Only)	8
Adding a New Partnership from Outside of DYCD Network	9
Adding a New Partnership from Within the DYCD Network	
Completing the Public Profile Section	12
Public Info	
Operating Hours	13
Completing the Staffing Section	14
Staffing Plan	14
Adding a Title to Your Staffing Plan	
Contacts	
Adding New Contacts to your Organization's Contact List	
How do you Submit the Workscope?	20
What if your Workscope is Rejected?	21
DYCD Connect Help Center	22



# **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
- 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



# 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 <u>workscope</u> 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 Workscope

You may log into the DYCD Connect PTS System by using your DYCD Connect account on the <u>DYCD</u> <u>Connect Homepage</u>.



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 workscope 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 <u>Stage</u>. 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 - CN	IS CURE VIOLENCE - 2025				1 WORKSCOPE
Draft		# Workscope	Status	Program Site	Provider
Ready to Release		5 91041-CMS Cure Violence-7/1/2024-6	/30/2025 Released	ONS Test Site FY25	CBO1
Released	1	9			
Submitted					
Pending Approval					

<u>Note</u>: If your workscope does not appear in the list, contact a Provider Admin at your CBO for assistance. Additional information is available in the <u>User Access Guide</u>.



### The Workscope Switchboard



Upon opening the workscope, you will see a navigation panel on the left side of your screen. This is called the workscope <u>switchboard</u>. 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 <u>Validation</u> Summary if any validations have not been met.

WORKSCOPE	:
Released	Submit For Review
🗅 GENERAL	Check Validation 👆
D PUBLIC PROFIL	Copy URL

#### Over the second seco

- 1. All Program Design questions must be answered
- 2. Public Info field is required: At least one entry in Languages Supported
- 3. Public Info field is required: Public Program Description
- 4. Public Info field is required: Public Contact Email
- 5. Public Info field is required: Contact Phone Number
- 6. Public Info field is required: Main Point of Contact for Program
- 7. More Staff members or different staff types are required for following staff titles:

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 <u>Cure Violence programs only</u>.



# **Completing the General Section**

In the General section of your workscope, you must complete the following sub-sections:

- 1) Program Design
- 2) Partnerships (Cure Violence Only)

Other sub-sections, such as Basic Information and Program Compliance, provide additional information about your workscope. The Workscope History section holds <u>Workscope Rejection Notes</u> if your workscope is rejected after <u>submission</u>.

W Re	ORKSCOPE leased	:
C	GENERAL	^
	Basic Information	
	Program Compliance	
	Program Design	
	Partnerships	
	Workscope History	
	Team Members	

# **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 91041-CMS Cure Violence-7/1/2024-6/30/2025		SAVE
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 (Hospital Responders Only)

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



### Adding a New Partnership from Outside of DYCD Network

**Step 1:** From General, click on Partnerships and then click "+NEW" at the top right of the table.

WORKSCOPE : Approved	91133-CMS Hospital Responder-7/1/2024-6/30/2025 Period Type Fiscal Year CBO1 7/1/20						
GENERAL 1 ^	Image: Partnerships     Image: State Sta	IEW Q					
Program Compliance	Partner Name						
Program Design	CBO1 - Academy for Language and Technology Academic/Advocacy Enric Within DYCD	Open					
Partnerships 2	1-1of1 < 1 >	C					
Workscope History							

**Step 2:** Click on the 'Partnership' field and select from the dropdown options. Then, type a Partner Name and a brief partner description.

Partnership *	Within DYCD Network
Partner Name. *	Outside of DYCD Network
Partner Description *	

**Step 3:** Add the Type of Service and Partner Type by clicking on the magnifying glass icon and selecting from the dropdown options. If you do not see an appropriate option, then you may click on "Look Up More Records" to see the complete list of options.

**Step 3\*:** Select an option from the pop-up table by clicking to the left of its name, then click add at the bottom of the page.

Type of Service	*			ook Up Record	×
Partner Type *	Confli Office	ict Mediation and Victim Support e of Neighborhood Safety	Loc	bk for Primary Category	
Co-Located Pro	Crisis Office	Intervention and Mentorship e of Neighborhood Safety	Loc	Primary Category Lookup View         Image: Category LookupView         Image: Category LookupView <th< td=""><td>Filter by related Program Area</td></th<>	Filter by related Program Area
	Cultur Office	ral Enrichment/Arts (music, codin e of Neighborhood Safety		Name 🛧	Program Area
	Cultur Office	ral Identification and Growth e of Neighborhood Safety		Assistance with referrals to legal and social services Brief individual and family counseling	Office of Neighb Office of Neighb
	De-Es Office	scalation and Mediation e of Neighborhood Safety		Conflict Mediation and Resolution training Conflict Mediation and Victim Support Services	Office of Neighb Office of Neighb
	Bduca Office	ation and Employment Services e of Neighborhood Safety		Crisis Intervention and Mentorship Cultural Enrichment/Arts (music, coding, theater, or n	Office of Neighb
	Look	Up More Records	<ul><li></li><li></li><li></li><li></li><!--</td--><td>- 26 of 26 (1 selected)</td><td>→ M ∢ Page 1 →</td></ul>	- 26 of 26 (1 selected)	→ M ∢ Page 1 →
	10 results	S		New Add	Cancel Remove Value



**Step 4:** Review the data entered and then click "SAVE & CLOSE" to create the partnership.

SAVE	SAVE & CLOSE 🔤 FORM EDITOR		
COMMUNITY PARTNERSHIP : IN	FORMATION		
New Comm	nunity Partnership -=	l	
Partnership *	Outside of DYCD Network	Type of Service *	Brief individual and family counseling
Partnership * Partner Name. *	Outside of DYCD Network Demo	Type of Service * Partner Type *	Brief individual and family counseling Demo
Partnership * Partner Name. * Partner Description *	Outside of DYCD Network Demo Demo	Type of Service * Partner Type * Program Site *	Brief individual and family counseling Demo John Bowne High School

Your new partnership will appear on the table after clicking on the refresh icon at the bottom right of the Partnerships sub-section.

Partnerships 91133-CMS Hospital Responder-7/1/2024-6/30/20	25		+ NEW Q
Partner Name	Type of Service $\Leftrightarrow$	Partner Type	Partnership 🔶
CBO1 - Academy for Language and Technology	Academic/Advocacy Enrichment		Within Click on the refresh
Demo	Brief individual and family counseling	Demo	Outside newly added data.
1 - 2 of 2			< 1 > 😥

### Adding a New Partnership from Within the DYCD Network

**Step 1:** Complete steps 1-3 as shown above in <u>Adding a New Partnership from Outside of DYCD</u> <u>Network</u> and click "SAVE" at the top left of the page to load the DYCD Network table.

**Step 2:** Find the partner using the search bar and select a partner by clicking on the check boxes on the left of the Provider column. Then, click "SAVE" at the top right of the DYCD Network table.

⊞c	YCD Network		Click	chere after provider to	selecting	
	Provider .	Program Sites 🔅	Site Address	Zip Code	Start 🗢	Ene Click the magnifying glass to
Π	CBO1	A. Philip Randolph Cam	443 West 135 Street, Ma	10031	7/1/2021	6/: use the search bar to filter the
O	CBO1	ABE/HSE Site	1 Centre Street, Manhatt	10007	7/1/2021	6/3 data table by any criteria listed
O	Select from the	Academic Leadership C	677 East 141 Street, Bronx	10454	7/1/2021	8/31/2021 COMPASS Midd 500060-CC
O	available options here	Beacon Site	244 West 144 Street, Ma	10030	7/1/2021	6/30/2022 Beacon 99350A-Be
O	CBO1	BENL/ESOL Site	1 Centre Street, Manhatt	10007	7/1/2021	6/30/2022 Adult Literacy 76778S-Ac
0	CBO1	Fatherhood Prior Involv	1 Clarkson Street, Manh	10014	7/1/202	Use these buttons to navigate OB-F
	CBO1	NDA Site	1 East 104 Street, Manh	10029	7/1/202	through multiple pages
1-1	10 of 13 (filtered from 15 total entries)					



**Step 3:** Confirm the save on the pop-up window.



**Step 4:** Click "SAVE & CLOSE" at the top left of the page to create the partnership.

Department of Youth & Comm Development		CBO1 - Beln	nont Sch >			<i>р</i> 🔊	+ 7	۲	?
community partnership : in CBO1 - Belt	save & close NFORMATION		🗘 SHARE	ലേ EMAIL A	LINK	N WORD TEMPLATE	S ▼		
Partnership * Partner Description	Within DYC 	CD Network		Ty Pri Co	pe of Service* ogram Site* p-Located Progr	Academic/Ad ONS Test Site	vocacy Enrichmen FY25	it	
<sup>⊞</sup> DYCD Network								🖺 SA	VE Q
Provider	A Pi	rogram Sites 🌲	Site Address	Start 🏻 🌲	End 🗦	Program Area 🌲	Workscope		$\stackrel{\wedge}{=}$
CBO1	Be	elmont School	619 Belmont Avenue, Br	7/1/2024	6/30/2025	CMS Youth Enri	145001D-CMS	Youth Enrich	ment
1 - 1 of 1								< 1 >	C

Your new partnership will appear on the table after clicking on the refresh icon at the bottom right of the Partnerships sub-section.

Partnerships 91041-CMS Cure Violence-7	/1/2(	)24-6/30/2025				+NEW Q
Partner Name	\$	Type of Service 🗘	Partner Type 🍦	Partnership	\$	
CBO1 - ABE/HSE Site		Academic/Advocacy Enrichment		Within DYCD Network	C	lick the refresh icon
CBO1 - Belmont School		Academic/Advocacy Enrichment		Within DYCD Network	L	to see the newly added data.
1 - 2 of 2					<	1 > 🕃



# **Completing the Public Profile Section**

The Public Profile section collects information that may be shared with the public when searching for your program via <u>discoverDYCD</u>.

### **Public Info**

Click through the fields to type in responses or select from drop-down options. Then, click "SAVE" at the top left of the page to store your responses.







## **Operating Hours**

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

**Step 1:** From the Operating Hours section, click on "Open" to add hours for a program site.

PUBLIC PROFILE	^
Public Info	
<b>Operating Hours</b>	

WORKSCOPE Released	:	91041-CMS Cure Violence-7/1/2024-6/30/2025         Period Type Fiscal Year         Year         Provider         Program Period           7/1/2024 - 6/30/2025         Fiscal Year         2025         CB01         7/1/2024 - 6/30/2024							Period 4 - 6/30/2025
🗅 GENERAL	~	Operating Hours	-7/1/2024-6	5/30/2025					Q
D PUBLIC PROFILE	^		91041-CMS Cure Violence-1/1/2024-0/30/2025						
Public Info		Program Site	÷	Public Name	÷	Location		\$	
Operating Hours		ONS Test Site FY25				1220 East 229	Street, Bronx		Open
	ç	1 - 1 of 1						< 1	> ິວ

**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.

Operating Hours Operating Hours	Operating House S	rs ×		3 🖹 SAVE 🗙
		From	То	Open
Monday	2	12:00 PM	08:00 PM	
Tuesday	Click each cell	03:00 PM	<b>^</b>	
Wednesday	to add the times your program is	03:00 PM	8 00 PM	
Thursday	open	03:00 PM	<b>~ ~</b>	
Friday		03:00 PM	06:00 PM	•
Saturday		_:AM/PM	:AM/P Click to mark	the 🗆
Sunday		_:AM/PM	days of the we your program i	ek that s open



# **Completing the Staffing 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 on 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.

WORKSCOPE Released	:	91041-CMS Cure Violenc	e-7/1/2024-6/30/20	)25	Period Type Fiscal Year	Year Provider 2025 CBO1	Program Period 7/1/2024 - 6/30/2025
🗅 GENERAL	~	Staffing Plan	7/1/2024-6/20/2025				3 + NEW Q
D PUBLIC PROFILE	~	51041 CM3 Cure violence i	7772024 073072023				
	nc .	Title 🗘	Number of Staff	Staf	f Type 🛛 🌣	Hours per Workscope R	ange
		Program Director	1	Full-	time Staff	950	Open
BCHEDULING	~	Program Supervisor	1	Full-	time Staff	900	Open
	~	Fiscal Officer	1	Full-	time Staff	850	Open
📽 STAFFING	^	1 - 3 of 3				<	1 > 2
Staffing Plan							
Contacts							





**Step 2:** Click the 'Title' field, then the magnifying glass icon to view options. Select a title or click 'Look Up More Records' to see the full list. In the popup, select your title and click "Add" at the bottom.

workscope staffing : infor New Works	cope Staffing =	Look Up Record Enter your search criteria.	×
<ul> <li>Staffing Plan</li> <li>Basic Information</li> <li>Workscope *</li> </ul>	91041-CMS Cure Violence-7/1/2024-6/30/2025	Look for Title  Look in Title Lookup View Search *outreach	
Program Site *	<ul> <li>ONS Test Site FY25</li> </ul>	Title ↑	e
Title * Number of Staff Members *	Accountant/Bookkeeper Activity Specialist Administrative Assistant Administrator Look Up More Records 10 results	Outr       Click to the left of the title         1       ct         to make your selection.         ✓       Outreach Worker         Outreach Worker Supervisor         1       -4 of 4 (1 selected)         Mew       2         Add       Cancel         Remove Value	P IE

**Step 3:** Complete data entry on the remaining fields and click "SAVE" at the top left of the page. Be sure that the data matches your submissions on PASSPort.

SAVE 🛱	SAVE & CLOSE		
WORKSCOPE STAFFING : INFOR	MATION		
New Works	cope Staffing -=		
Staffing Plan			
Basic Information		Work Details	
Workscope *	91041-CMS Cure Violence-7/1/2024-6/30/2025	Staff Type *	Full-time Staff
Program Site *	ONS Test Site FY25	Funding Source *	On DYCD Workscope Budget
Title*	Outreach Worker	Hours per Workscope Range *	1,000
Number of Staff Members *	1	Role Description *	Demo

**Step 4:** After saving, the Associated Provider Contacts table will appear. Click "+ADD/REMOVE" to add a contact for the position.

Full Name     Title     Email     Employment Period     Image: Complex state       No records found     No records found     Image: Complex state     Image: Complex state	Staff Filling Th     Outreach Worker	is Role				(+,	ADD/REMO
No records found	Full Name	▲ T	ïtle	= Email	¢	Employment Period	÷
				No records	found		



**Step 5:** Select all contacts to be associated to the role and click "SAVE". If your contact does not appear on the table, click "+NEW" and proceed from Step 2 of <u>adding a new contact</u>.

As Ad	sociated Provider Contacts	Add Add	d/Remove Provider	Conta	cts x	ounze trie sea	arcn 🖹 s/		ader Q
	Full Name	\$	Title	•	Email 👙	Phone	¢	Employment Period	
	Sam Smith		Teacher		Sam@gmail.com	7187679032		4/3/2000 - 3/3/2020	Open
	Andrew Goldberg		Teacher		Andrew@gmail.com			7/1/2001 - 1/1/2018	Open
	Sarah Kim		Parent Aide		Sarah@gmail.com	7189906543		2/24/2010 - 2/2/2020	Open
	Tom Hanks		Group Leader		Tom@gmail.com	2222222222		1/8/2015 - 1/28/2020	Open
	Paul Mayer		Fiscal Officer		Paul@amail.com	7188824000		7/16/2012 - 1/1/2101	Open

### **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.

WORKSCOPE Released	:	91041-CMS Cure Violence	-7/1/20	024-6/30/2025		Pe	eriod Type Year iscal Year 2025	Provider Program CBO1 7/1/202	Period 4 - 6/30/2025
C GENERAL	~	Associated Provider     91041-CMS Cure Violence-7/	Contact /1/2024-	ts 6/30/2025				3 + ADD/RE	MOVEQ
PUBLIC PROFILE	~			-					
SERVICE DELIVERY MODS		Full Name	•	litle 🤤	Email =	Work Phone 🖶	Mobile Phone	Employment Period	
		Jaylen Brunson		Program Supervisor	JB@knicks.org	(123) 456-7890	(123) 456-7890	8/22/2024 - N/A	Open
SCHEDULING	~	Maya Angelou		Executive Director	mangelou@fakeemail.c	(646)321-3213	(646)222-2222	4/4/2009 - N/A	Open
	~	Scrooge McDuck		Fiscal Officer	smcduck@fakeemail.com	(646)123-4567	(718)111-1111	1/1/2021 - N/A	Open
😤 STAFFING 🚺	^	Steph Curry		Program Director	SCurry@3point.org	(123) 456-7890	(123) 456-7890	7/1/2024 - N/A	Open
Staffing Plan		1 - 4 of 4						< 1	> 2
Contacts 2	)								
Professional Development									



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

⊞ As	sociated Provider Contacts	dd/Remove Provider (	Contacts 🗙						
<b>&amp; Ac</b> CBO1	Add/Remove Provider Contacts CBO1								
	Full Name	Title	Email	Click +NEW to add a new contact to your organizations contact list.					
	coco puff	Art Specialist							
	Dwayne Black	Program Director	dblack@gmail.c	com 6462555555					
	Click on the check boxes to select a contact to be listed.	Education Specialis	t eroosevelt@fak	eemail.c (212)123-7890					
	Freddie Mercury	Program Superviso	r fmercury@fakee	email.com (012)345-6789					
	Hector Lavoe	Counselor	hlavoe@cbo1.o	rg					
	Maya Angelou	Executive Director	mangelou@fake	eemail.c (646)321-3213					
	Mister Rogers	Program Director	mrogers@fakee	email.com					

### Adding New Contacts to your Organization's Contact List

ONS providers can add new contacts by clicking "+NEW" in any of the staffing sections. This section will describe how to add a staff member using the blue navigation bar in DYCD Connect. The data entry process is the same after clicking any "+NEW" button.

**Step 1:** From Navigation Bar, click on the arrow next to "Main Menu" and then click on "Provider Contacts".





**Step 2:** Click on "+NEW" at the top left of the page to add a new contact.

Department o Youth & Comm Development	funity DYCD CONNECT	Main Menu 🗸	Provider Cont	acts >
+ NEW ≈ → Active Provid	email a link 🔰 🗸	EXCEL TEMPLATES	- Q,	EXPORT TO EXCEL
V Title Fu	ll Name 🛧	Email Address		Work Phone
Principal of School				
Program Director				

**Step 3:** Click the 'Title' field, then the magnifying glass icon to view options. Select a title or click 'Look Up More Records' to see the full list.

New Provider	er Contact =
Provider Contact	
Provider *	CB01
Title*	Q
Salutation	Accountant/Bookkeeper
First Name *	👌 Activity Specialist
Last Name *	Administrative Assistant
Email Address +	👌 Administrator
Mobile Phone	👌 Art Specialist
Work Phone	🍓 Assistant Coordinator
	Look Up More Records

Step 3\*: If you chose to "Look Up More Records", then click to the left of a title & click "Add".

workscope staffing : info New Works	<sup>RMATION</sup> Scope Staffing -=	Look Up Record Enter your search criteria.	×
<ul> <li>Staffing Plan</li> <li>Basic Information</li> <li>Workscope*</li> </ul>	91041-CMS Cure Violence-7/1/2024-6/30/2025	Look for Title Look in Title Lookup View Search *outreach Contract Contract Co	d a * to your search In a keyword search
Program Site * Title * Number of Staff Members *	ONS Test Site FY25	Title ↑         Outr         Click to the left of the title         to make your selection.	8
	Activity Specialist  Administrative Assistant  Administrator  Look Up More Records	Outreach Worker Outreach Worker Supervisor 1 - 4 of 4 (1 selected)	H 4 Page 1 ►
	10 results	Add	Cancel Remove Value



**Step 4:** Complete data entry for the mandatory fields (noted with red stars) and click "SAVE" at the top left of the page to unlock the fields for the remainder the page.

SAVE	e 🕂 NEW 🗋 DEACTIVATE 📼 EMAIL A LINK 🔯 WORD TEMPLATES 👻		
PROVIDER CONTACT : INFOR	RMATION		
Jackson Pl	hil -=		
Jackson			
Provider Contact	st		
Provider *	CB01	Employment Start Date *	2/11/2020
Title *	Assistant Program Director	Employment End Date	
Salutation	-		
First Name*	Phil		
Last Name *	Jackson	Is Line Staff *	No
Email Address <sup>+</sup>	pjackson@cbo1.org Enter Contact information for	1	
Mobile Phone	646-555-1262 any staff person who is a key		
Work Phone	718-457-8956 point of contact for DYCD	/	
Fax			
Does this staff person fill	I any of the following roles?		
Select all that apply			

<u>Note</u>: To list a contact in the Contacts section, contacts must have a phone number <u>and</u> email listed.

**Step 5:** Complete the remaining fields by selecting from the drop-down options and save.

Select all tha	at apply		
Education S	Speciali <mark>s</mark> t		
On-Site Pro	ogram Direc	tor N	
Program Di	irector's Su <mark>r</mark>	pervisor 😽	
anguages			
English v	Italian ¥	Select all that apply	

### **Opt into DYCD Communications**

Staff can also select the types of communications they would like to receive from DYCD and its partners. To receive communication, a valid email address must be entered.



Opt into DYCD Communicati	ications (Please specify which types of communications this staff person should receive from DYCD and its partners)	
financial communication $\times$	Select all that apply	
Select all that apply		

<u>Note</u>: Certain staff will be included on communication regardless of selections made. For example, performance letters will always be sent to the Executive Director, Fiscal Officer, and On-Site Program Director.

### **Entering Staff Clearances (Optional)**

Clearance Details		
OCFS SCR Submitted	DOHMH Fingerprint Submitted	DOE Fingerprint Submitted
9/6/2017	10/11/2017	10/12/2017
OCFS SCR Clearance Received	DOHMH Clearance Received	DOE Clearance Received
9/21/2017	10/18/2017	10/12/2017

For any staff working directly with young people, clearances may be listed on DYCD Connect. These clearances are updated to reflect the most recent municipal policies. When a new staff person is hired, you may document the date the clearances were submitted, and update once the clearance is received.

# 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 right of workscope switchboard, click on the "Three dots icon" and then on "Submit For Review". Confirm on the pop-up window and your workscope will be submitted to DYCD for review.

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.

Click on Stage of the workscope at the top of the workscope switchboard and you will be brought to the Workscope History section.



<ul> <li>Worksom</li> </ul>	cope History		
Rejection N	otes		
Rejection 1	Type Rejection Reason	Requested Da	ate for CBO to Resubmit By
Reject	Final 2 edits 1. Please changed	missal time to	8/23/2019
Reject	Please refer to email sent by Pro	gram Manager	8/26/2019

Once here, double click on a row to review the rejection notes, make the necessary changes on your workscope, and then submit the workscope again.



# **DYCD Connect Help Center**

If you have questions or concerns, please submit a help request to the <u>DYCD Connect Help Center</u>. 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 <u>Help Center</u> on the DYCD Connect homepage.

DYCD RESOURCE CENTER	DYCD HEL	P CENTER
DYCD Connect is the main resource center to help organizations communicate and coordinate with the communities they serve.	The DYCD help center is where you can fin operational issues you may come across. He look into additonal resources and guides that	d resources to help with the technical and re you can contact DYCD support directly or t can help you move forward with your tasks.
	A first name Order your first hame	A Setname Ditoryour lest name
DYCD WEBSITE View DYCD's public website for Information about our funded	Contract States and St	Enteryour e mail address
programs.	organization     Select as Organization	
CB CAPACITY BUILDING DYCD invests in building the capacity of peoperfit organizations as a	💼 programana 🛛 Senetta Program Anna 🔹	program type     Select a Program Type
strategy to help ensure that youth and families receive high-quality services.	1 am e DYCD employee	
	Select If you need operational or technical help:	
HELP CENTER Having trouble? Send a message to our support fear through the liels	NEED TECHNICAL ASSISTANCE?	NEED OPERATIONAL ASSISTANCE?
Center.	If you are having a technical issue related to logging in, accessing your services, or experiencing a bug, contact the technical help desk	Having trouble performing your existing operations using the new systems and tools within DYCD connect? Get in touch with a program specialist
F.A.Q Read Frequently Asked Questions to learn more about DYCD Connect.	Detailed Description:	
	Enter a detailed description	

