



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Office of Neighborhood Safety Workscope Submission Guide

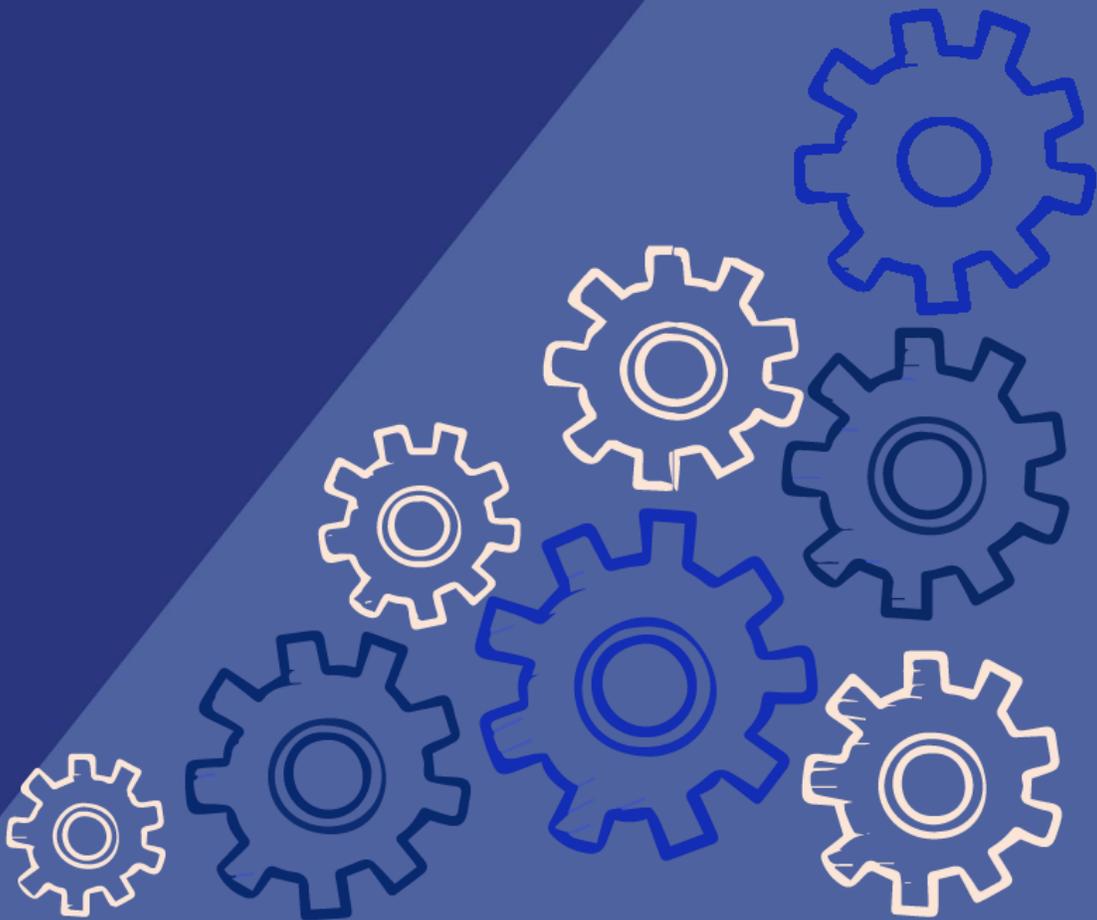


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Key Terms

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

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 workscope 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.



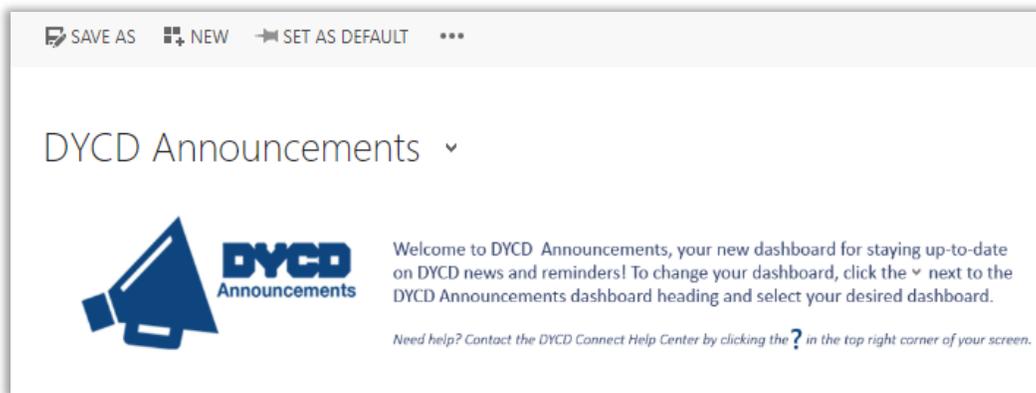
After submission, DYCD will review the workscope and change the status to “Rejected” or “Approved.” The workscope should be approved before on-site programming begins for the program year.

Navigating to Your Workspace

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

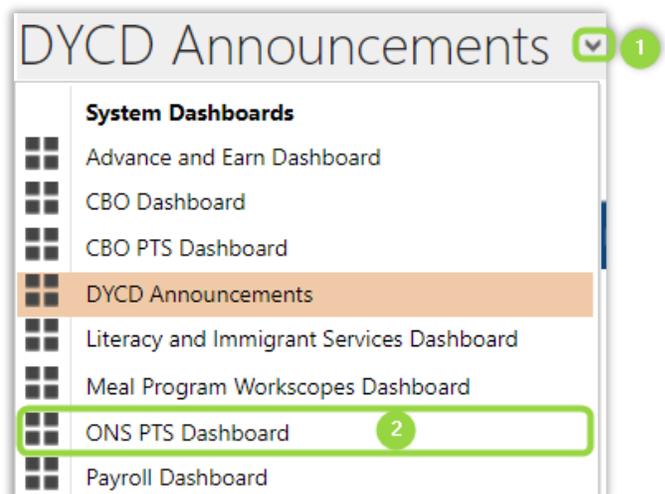


Upon logging into PTS, the first screen you should see is the 'DYCD Announcements' page. This dashboard provides important news and reminders from DYCD.

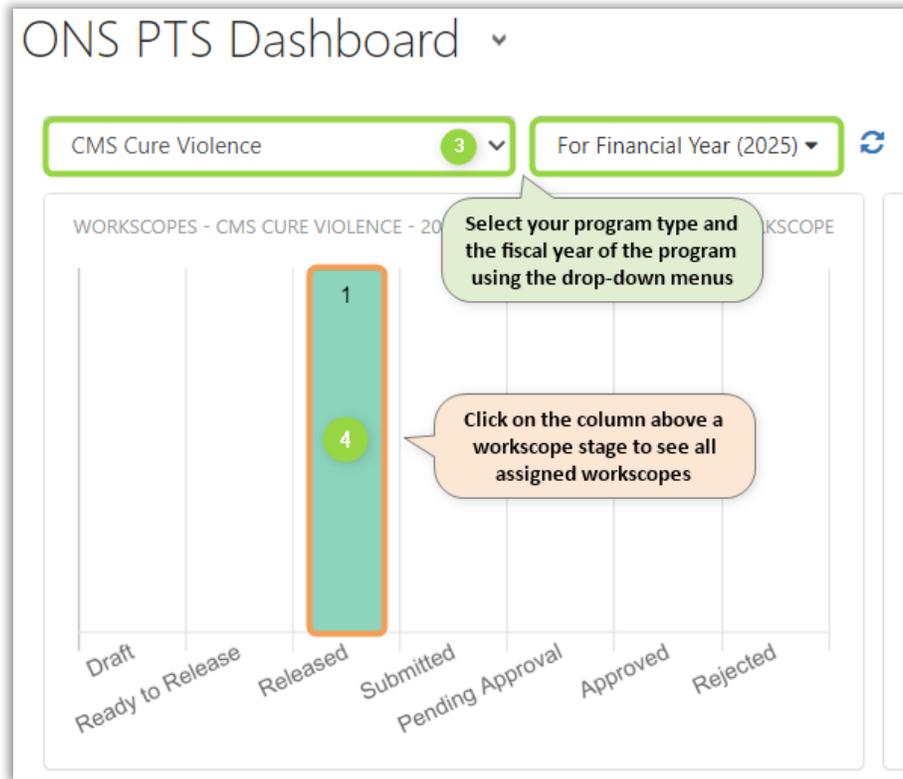


You may access your released workspace by navigating to the "ONS PTS Dashboard" in PTS/EMS.

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.

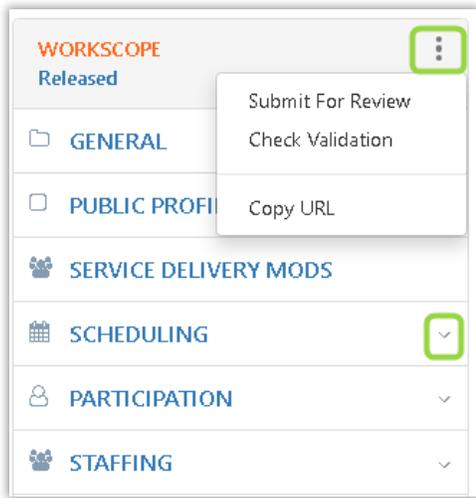
WORKSCOPES - CMS CURE VIOLENCE - 2025 1 WORKSCOPE

Stage	Count
Draft	0
Ready to Release	0
Released	1
Submitted	0
Pending Approval	0

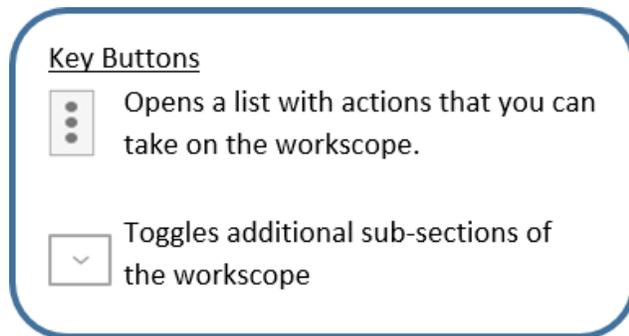
#	Workscope	Status	Program Site	Provider
5	91041-CMS Cure Violence-7/1/2024-6/30/2025	Released	ONS Test Site FY25	CBO1

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 Switchboard

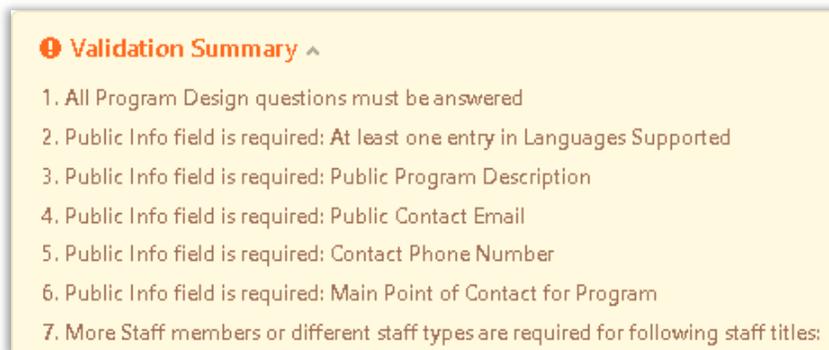
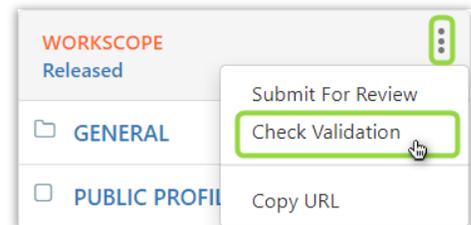


Upon opening the workscope, you will see a navigation panel on the left side of your screen. This is called the workscope [switchboard](#). It will help you navigate through the various sections of the workscope.



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.



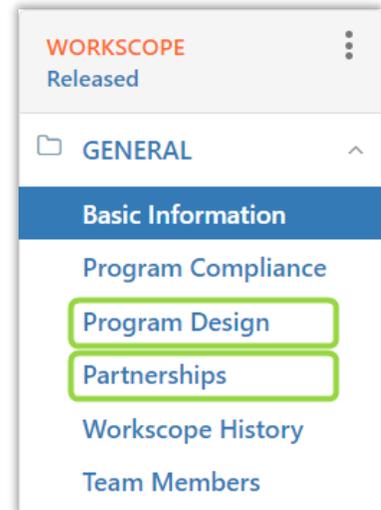
Office of Neighborhood Safety programs must complete data entry in the Program Design, Public Profile and Staffing sections of the workscope to bring it to compliance and then submit it for review. Additionally, one Partnership must be added for **Cure Violence programs only**.

Completing the 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 [Workscope Rejection Notes](#) if your workscope is rejected after [submission](#).



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.

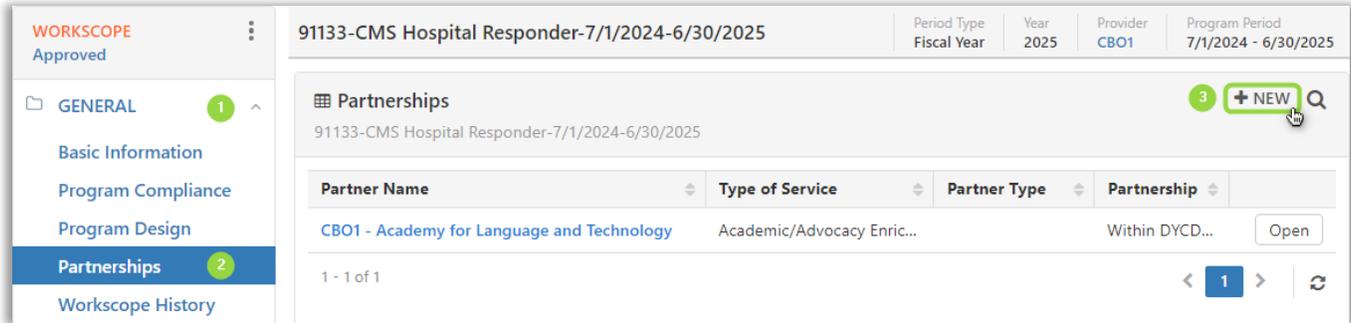
A screenshot of a web form titled 'Program Design Questions'. At the top left, there is a question mark icon and the title. Below the title is a URL: '91041-CMS Cure Violence-7/1/2024-6/30/2025'. At the top right, there is a 'SAVE' button with a document icon. The main content area is titled 'ORGANIZATIONAL STRUCTURE AND POSITION' in orange. Below this title is a numbered list with one question: '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?'. To the right of the question is a large text input field with the placeholder text 'Please enter your answer here.'.

Partnerships (Hospital Responders Only)

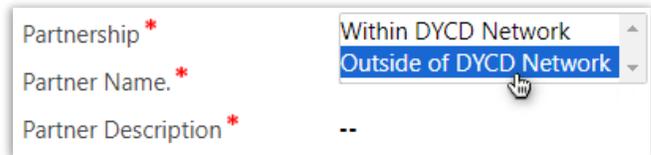
The partnerships section of the workscope allows you to list the various types of partners that your organization collaborates with to provide programming. Partners may be from within or outside of the DYCD network.

Adding a New Partnership from Outside of DYCD Network

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

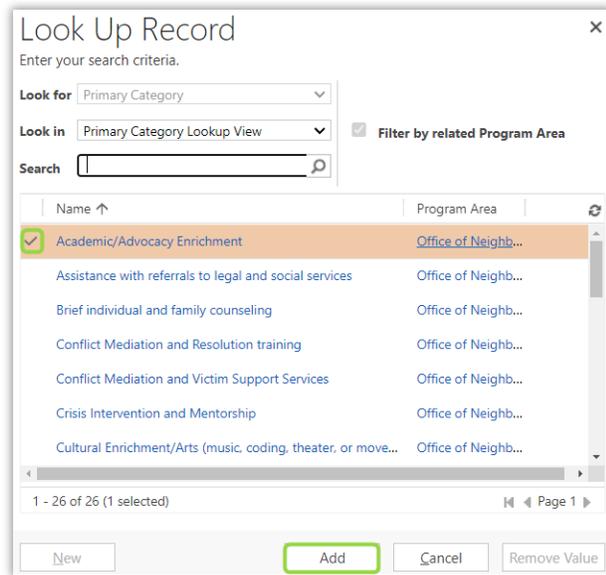
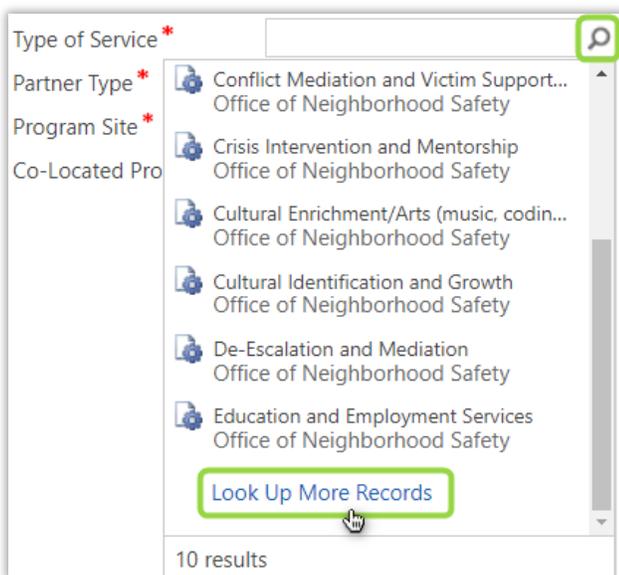


Step 2: Click on the ‘Partnership’ field and select from the dropdown options. Then, type a Partner Name and a brief partner description.



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.



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

COMMUNITY PARTNERSHIP : INFORMATION
New Community Partnership

Partnership * **Outside of DYCD Network** Type of Service * **Brief individual and family counseling**
Partner Name * **Demo** Partner Type * **Demo**
Partner Description * **Demo** Program Site * **John Bowne High School**
Co-Located Program **No**

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

Partnerships + NEW Q

91133-CMS Hospital Responder-7/1/2024-6/30/2025

Partner Name	Type of Service	Partner Type	Partnership
CBO1 - Academy for Language and Technology	Academic/Advocacy Enrichment		Within
Demo	Brief individual and family counseling	Demo	Outside

1 - 2 of 2

Adding a New Partnership from Within the DYCD Network

Step 1: Complete steps 1-3 as shown above in [Adding a New Partnership from Outside of DYCD Network](#) 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.

DYCD Network

Click here after selecting the provider to add them

Click the magnifying glass to use the search bar to filter the data table by any criteria listed

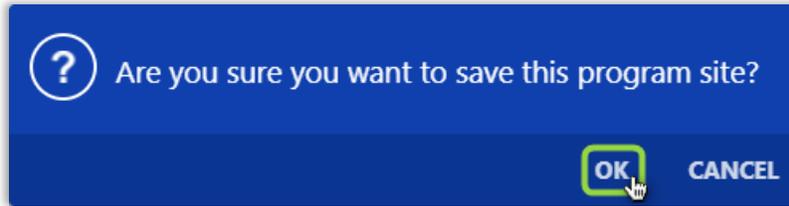
Select from the available options here

Use these buttons to navigate through multiple pages

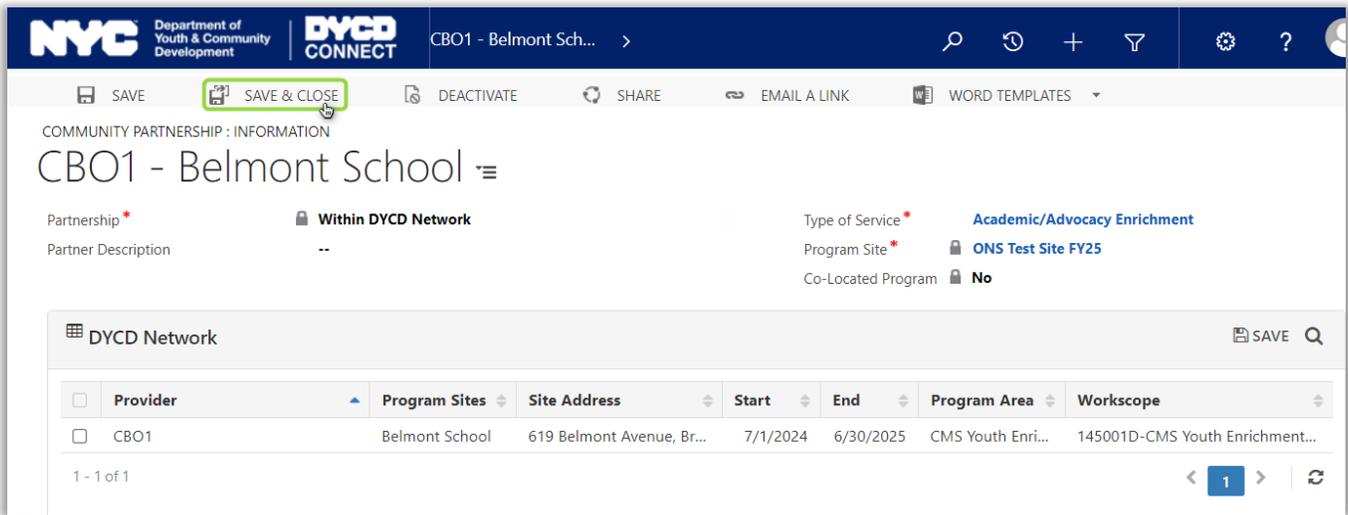
Provider	Program Sites	Site Address	Zip Code	Start	End
<input type="checkbox"/> CBO1	A. Philip Randolph Cam...	443 West 135 Street, Ma...	10031	7/1/2021	6/30/2022
<input type="checkbox"/> CBO1	ABE/HSE Site	1 Centre Street, Manhatt...	10007	7/1/2021	6/30/2022
<input type="checkbox"/> CBO1	Academic Leadership C...	677 East 141 Street, Bronx	10454	7/1/2021	8/31/2021
<input type="checkbox"/> CBO1	Beacon Site	244 West 144 Street, Ma...	10030	7/1/2021	6/30/2022
<input type="checkbox"/> CBO1	BENL/ESOL Site	1 Centre Street, Manhatt...	10007	7/1/2021	6/30/2022
<input type="checkbox"/> CBO1	Fatherhood Prior Involv...	1 Clarkson Street, Manh...	10014	7/1/2021	6/30/2022
<input type="checkbox"/> CBO1	NDA Site	1 East 104 Street, Manh...	10029	7/1/2021	6/30/2022

1 - 10 of 13 (filtered from 15 total entries)

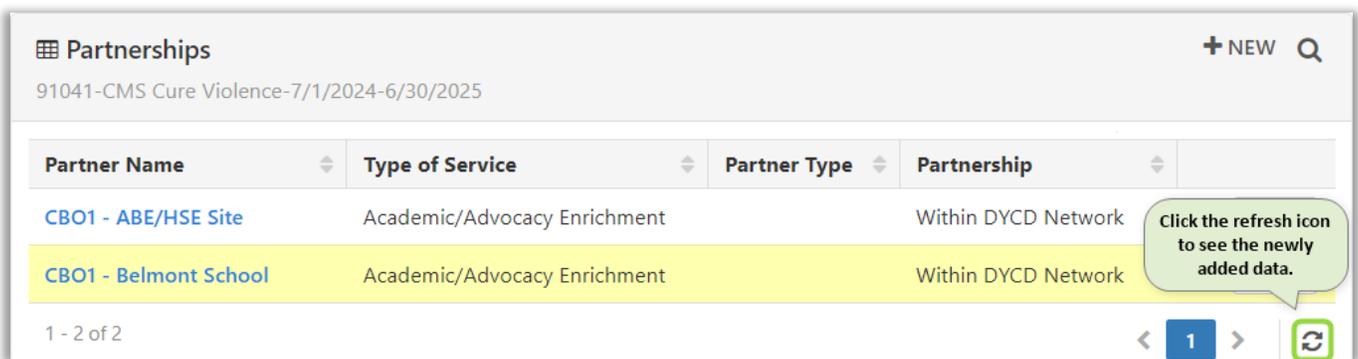
Step 3: Confirm the save on the pop-up window.



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



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



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

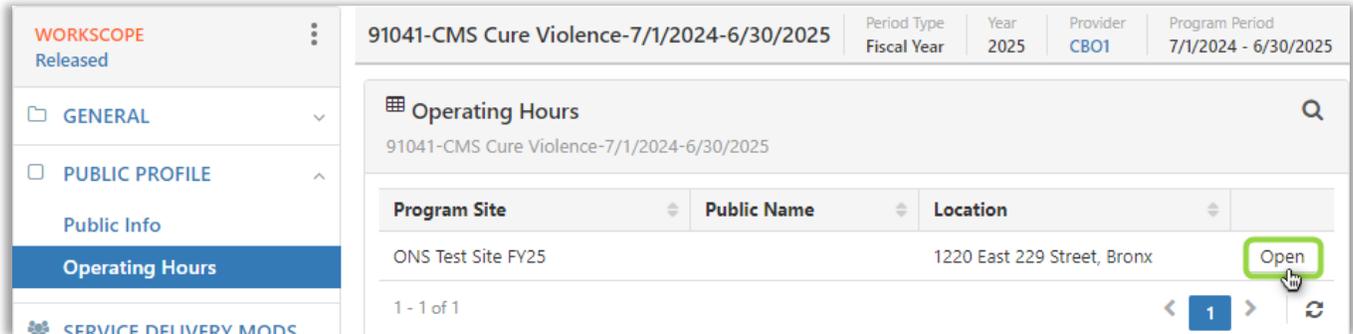
Click through the fields to type in responses or select from drop-down options. Then, click “SAVE” at the top left of the page to store your responses.

A screenshot of the NYC Department of Youth & Community Development (DYCD) Connect system. The page title is '91041-CMS Cure Violence-7/1/2024-6/30/2025'. The left sidebar shows a navigation menu with 'Public Info' selected. The main content area is titled 'Public Info' and contains several sections: 'Program Pin' (92496), 'Public Program Description' (with a text input field and a '1' callout), 'Main Point of Contact for Program' (David Palmer), 'Contact Phone Number' ((555) 123-1234), 'Public Contact Email' (sample@example.com), and 'Is your program currently hiring?' (No). Below this is the 'Languages Supported' section with dropdowns for Albanian, English, and French, and a '2' callout. The 'Program Specialization(s)' section has dropdowns for Mental Health and Social Emotional Learning. At the bottom, there are social media links for Facebook, Instagram, and Twitter, all with the email sample@example.com. A callout bubble says 'You may click on each field to type a response' and another says 'You may click on these fields and select from the dropdown options'. The top navigation bar includes 'Main Menu', 'Workscopes', and 'EMAIL A LINK'. The top left has a 'SAVE' button and 'SAVE & CLOSE'.

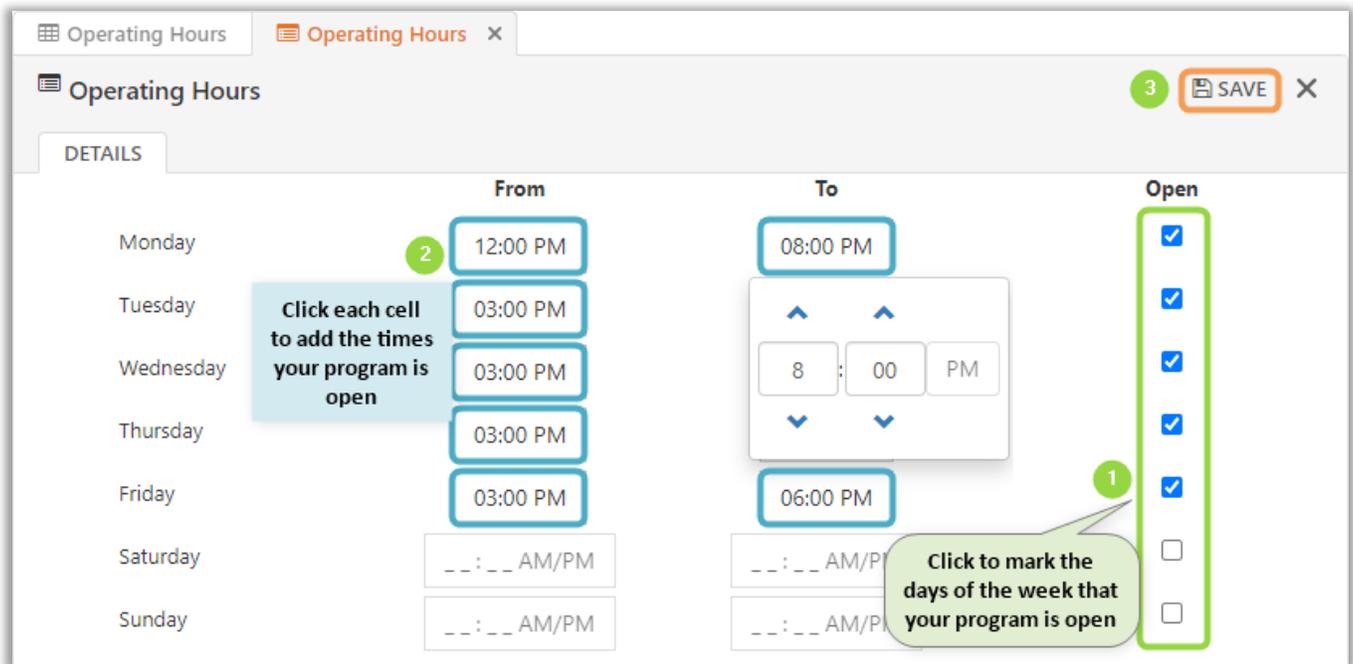
Operating Hours

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.

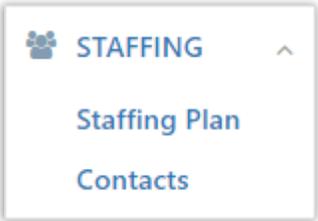


Step 2: Mark the days of the week your program is open. Then, add From and To times to indicate when your program is open. Click “SAVE” to store your data entry.



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

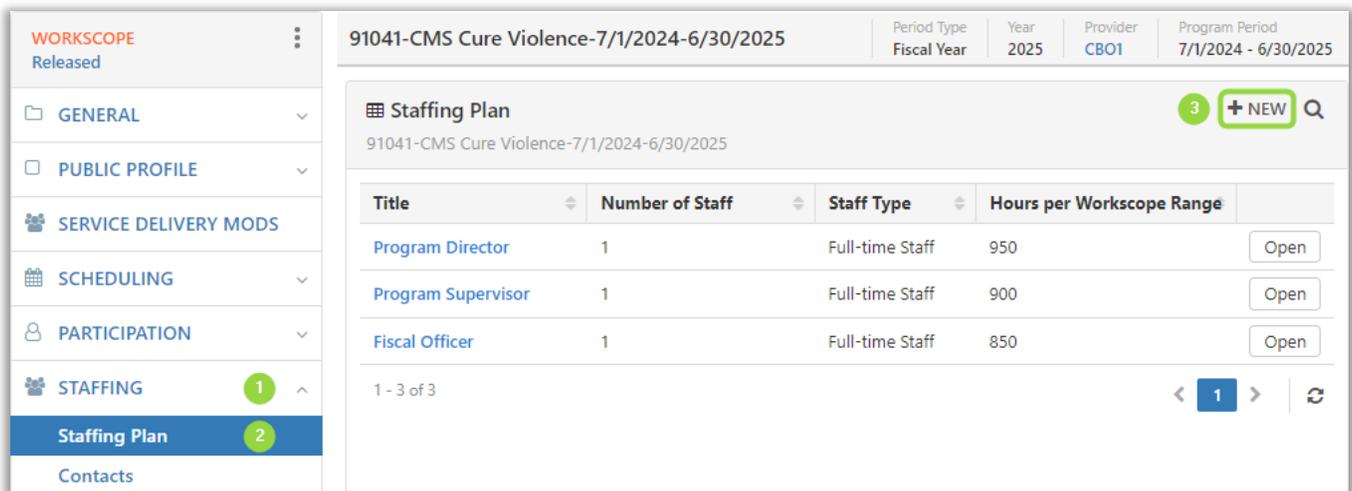
The staffing plan stores information about the program staff at your site. Information about the individuals listed should mirror the budget submitted in PASSPort, the city’s procurement platform. Required personnel are listed in the Program Compliance section of your workscope on the Staffing Requirements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

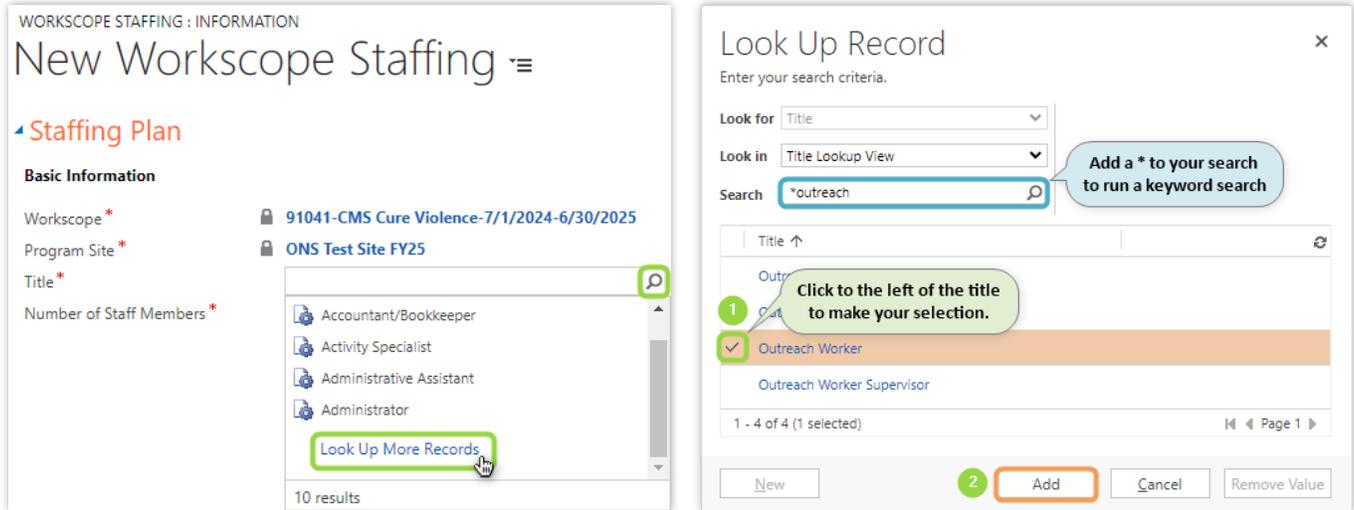
Step 1: From Staffing, click on the Staffing Plan sub-section and then “NEW” at the top right of the Staffing Plan table.



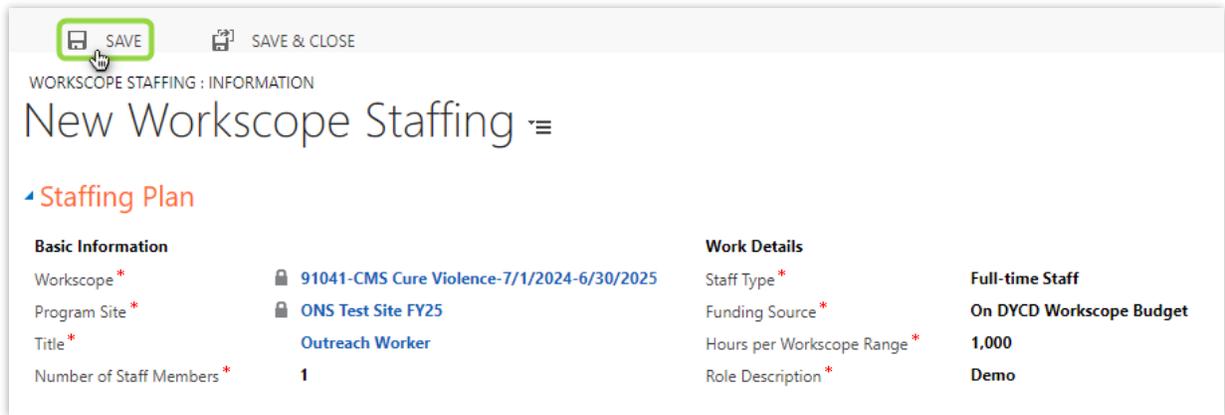
A screenshot of a software interface showing the Staffing Plan table. The table has columns for Title, Number of Staff, Staff Type, and Hours per Workscope Range. The table contains three rows: Program Director (1, Full-time Staff, 950), Program Supervisor (1, Full-time Staff, 900), and Fiscal Officer (1, Full-time Staff, 850). A '+ NEW' button is visible in the top right corner of the table area. The interface also shows a sidebar with navigation options like GENERAL, PUBLIC PROFILE, SERVICE DELIVERY MODS, SCHEDULING, PARTICIPATION, STAFFING, and Contacts.

Title	Number of Staff	Staff Type	Hours per Workscope Range	
Program Director	1	Full-time Staff	950	Open
Program Supervisor	1	Full-time Staff	900	Open
Fiscal Officer	1	Full-time Staff	850	Open

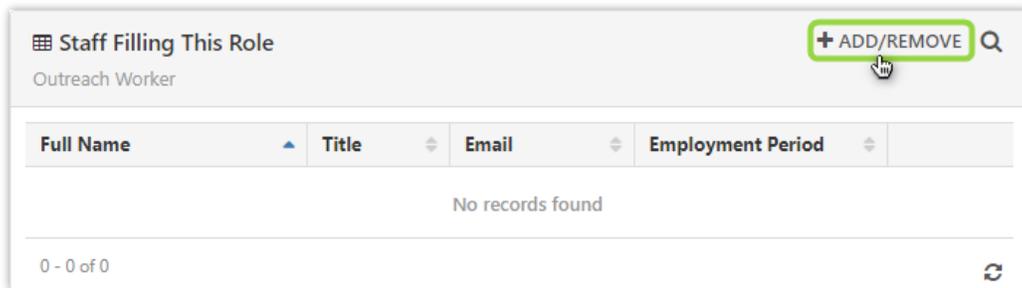
Step 2: Click the 'Title' field, then the magnifying glass icon to view options. Select a title or click 'Look Up More Records' to see the full list. In the popup, select your title and click "Add" at the bottom.



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.



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



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 [adding a new contact](#).

Associated Provider Contacts Add/Remove Provider Contacts Utilize the search bar to narrow your list

Add/Remove Provider Contacts SAVE + NEW Group Leader Q X

<input type="checkbox"/>	Full Name	Title	Email	Phone	Employment Period	
<input type="checkbox"/>	Sam Smith	Teacher	Sam@gmail.com	7187679032	4/3/2000 - 3/3/2020	Open
<input type="checkbox"/>	Andrew Goldberg	Teacher	Andrew@gmail.com		7/1/2001 - 1/1/2018	Open
<input checked="" type="checkbox"/>	Sarah Kim	Parent Aide	Sarah@gmail.com	7189906543	2/24/2010 - 2/2/2020	Open
<input checked="" type="checkbox"/>	Tom Hanks	Group Leader	Tom@gmail.com	2222222222	1/8/2015 - 1/28/2020	Open
<input type="checkbox"/>	Paul Mayer	Fiscal Officer	Paul@gmail.com	7188824000	7/16/2012 - 1/1/2101	Open

Associate staff to your staffing plan by checking/unchecking boxes here

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-7/1/2024-6/30/2025 Period Type: Fiscal Year Year: 2025 Provider: CBO1 Program Period: 7/1/2024 - 6/30/2025

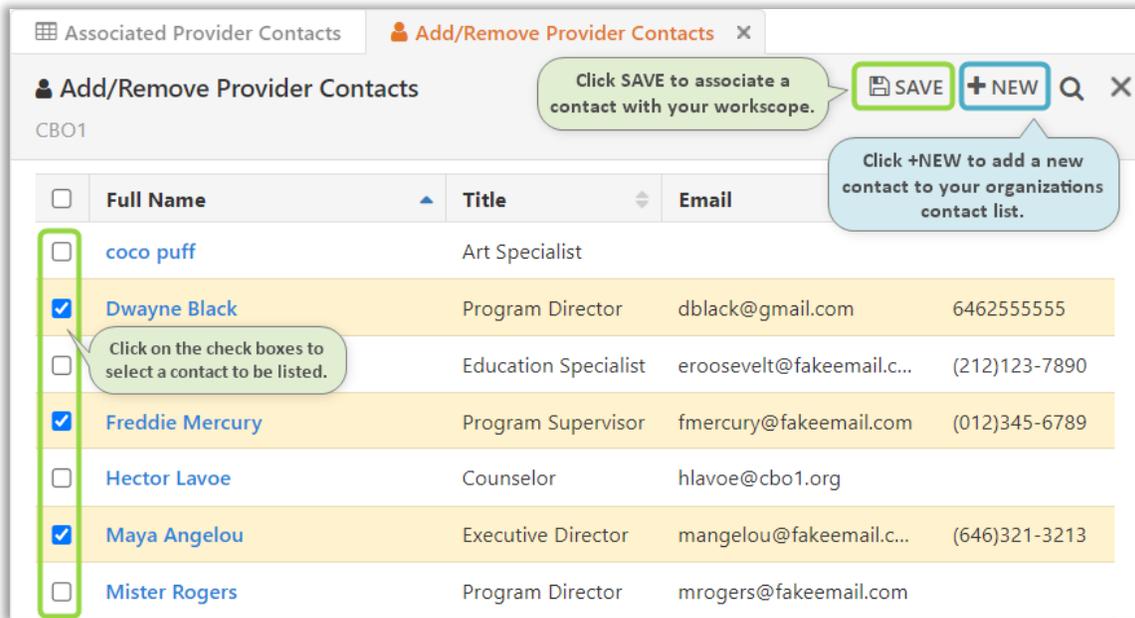
Associated Provider Contacts 3 + ADD/REMOVE Q

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

Full Name	Title	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
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
Steph Curry	Program Director	SCurry@3point.org	(123) 456-7890	(123) 456-7890	7/1/2024 - N/A	Open

1 - 4 of 4 < 1 > ↻

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



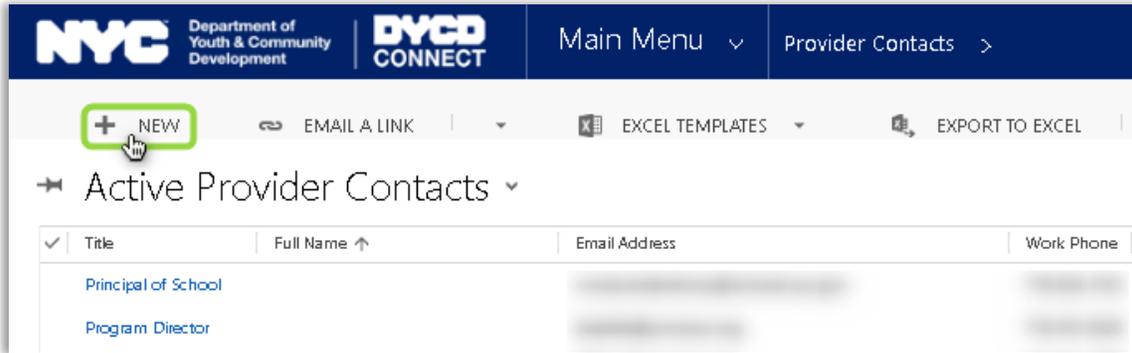
Adding New Contacts to your Organization’s Contact List

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.

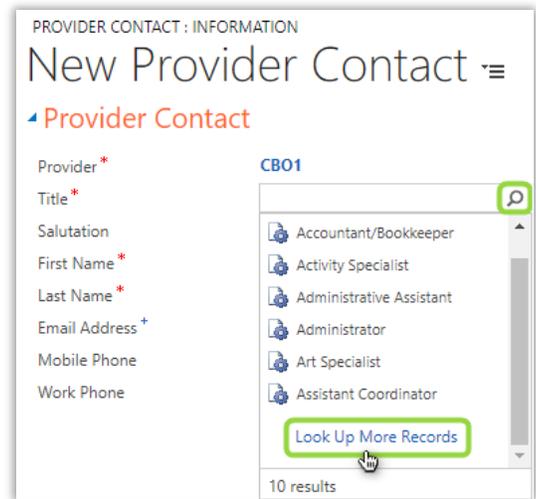
Step 1: From Navigation Bar, click on the arrow next to “Main Menu” and then click on “Provider Contacts”.



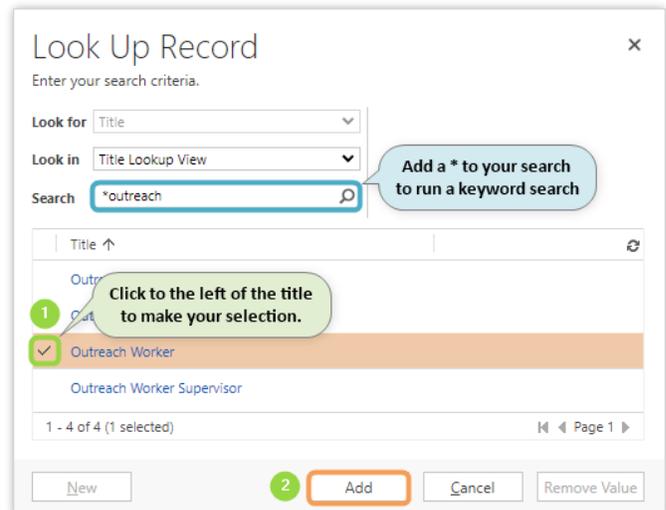
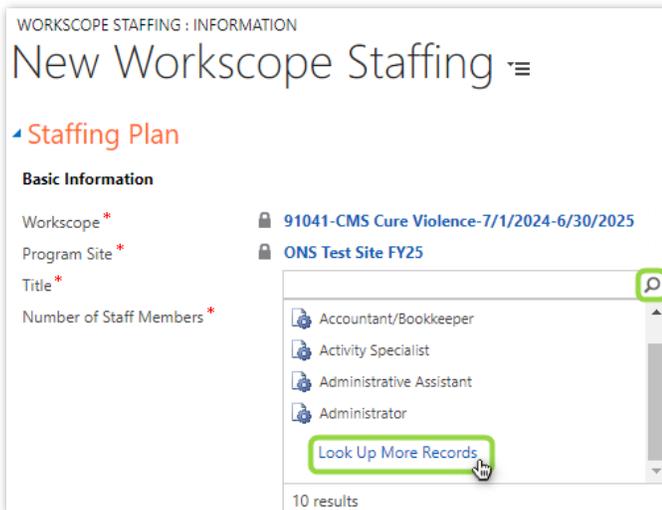
Step 2: Click on “+NEW” at the top left of the page to add a new contact.



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.



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



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 SAVE & CLOSE + NEW DEACTIVATE EMAIL A LINK WORD TEMPLATES

PROVIDER CONTACT : INFORMATION
Jackson, Phil

Provider Contact

Provider*	CBO1	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*	pjackson@cbo1.org		
Mobile Phone	646-555-1262		
Work Phone	718-457-8956		
Fax			

Enter Contact information for any staff person who is a key point of contact for DYCD

Does this staff person fill any of the following roles?
Select all that apply

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

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

Does this staff person fill any of the following roles?

Select all that apply

- Education Specialist
- On-Site Program Director
- Program Director's Supervisor

Languages

English x Italian x Select all that apply

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 Communications (Please specify which types of communications this staff person should receive from DYCD and its partners)

financial communication x Select all that apply

Select all that apply

Note: 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
9/6/2017

OCFS SCR Clearance Received
9/21/2017

DOHMH Fingerprint Submitted
10/11/2017

DOHMH Clearance Received
10/18/2017

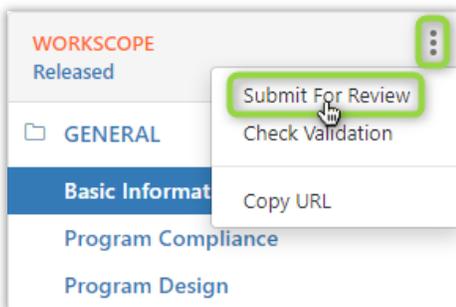
DOE Fingerprint Submitted
10/12/2017

DOE Clearance Received
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.

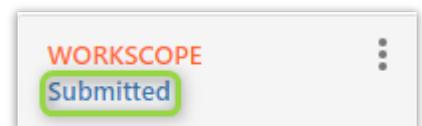
How do you Submit the Workscope?

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.

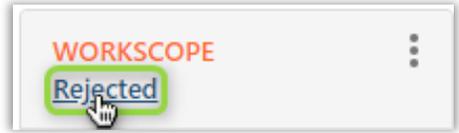
A successful submission will be indicated by the workscope stage updating to display "Submitted".



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.



Workscope History

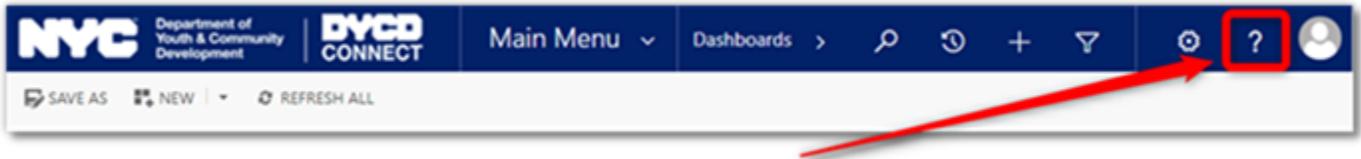
Rejection Notes

Rejection Type	Rejection Reason	Requested Date for CBO to Resubmit By
Reject	Final 2 edits 1. Please change dismissal time to	8/23/2019
Reject	Please refer to email sent by Program 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 [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.

