

# PTS Referral Guide

RHY Master Trainers



Department of  
Youth & Community  
Development

Runaway  
& Homeless  
Youth Services





- How to find your Workscope.
- How create a referral.
- How to accept a referral.

Goals

Now we will review the steps needed to create a referral.



**Department of  
Youth & Community  
Development**

- My Work
  - Dashboards
  - Workscopes
  - Reports
- Registrations
  - Intake
  - Participants
- Contracts 
  - Contracts
  - Providers
- EMS
  - Evaluations
  - Incident Reports
  - CAPs
  - Performance Evaluatio...

Approved	9301D-Crisis Shelters-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Crisis!	2019	Fiscal Year	RHY	Crisis Shelters	7/1/2018	6/30/2019	DYCD Program Manag
Released	9301D-Crisis Shelters-7/1/2019-6/30/2020	9301D	Good Shepherd Services	Crisis!	2020	Fiscal Year	RHY	Crisis Shelters	7/1/2019	6/30/2020	DYCD Program Manag
Released	9301D-Drop-in Centers-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Drop-In	2019	Fiscal Year	RHY	Drop-in Centers	7/1/2018	6/30/2019	DYCD Program Manag
Draft	9301D-RHY-Crisis Shelters	9301D	Good Shepherd Services	Crisis!			RHY	Crisis Shelters			Felisia Branch
Draft	9301D-RHY-Transitional Independent Living (TIL)	9301D	Good Shepherd Services	TIL!			RHY	Transitional Independent...			DYCD Program Manag
Draft	9301D-Street Outreach-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Street Outreach!	2019	Fiscal Year	RHY	Street Outreach	7/1/2018	6/30/2019	DYCD Program Manag
Released	9301D-Street Outreach-7/1/2019-6/30/2020	9301D	Good Shepherd Services	Street Outreach!	2020	Fiscal Year	RHY	Street Outreach	7/1/2019	6/30/2020	DYCD Program Manag
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Submitted	9301D-Transitional Independent Living (TIL)-7/1/2019...	9301D	Good Shepherd Services	TIL!	2020	Fiscal Year	RHY	Transitional Independent...	7/1/2019	6/30/2020	DYCD Program Manag
Approved	9323B-Crisis Shelters-7/1/2018-6/30/2019	9323B	Ali Forney Center	Crisis Site	2019	Fiscal Year	RHY	Crisis Shelters	7/1/2018	6/30/2019	DYCD Program Manag
Released	9323B-Crisis Shelters-7/1/2019-6/30/2020	9323B	Ali Forney Center	Crisis Site	2020	Fiscal Year	RHY	Crisis Shelters	7/1/2019	6/30/2020	DYCD Program Manag
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Draft	9323B-RHY-Drop-in Centers	9323B	Ali Forney Center	Drop In Center			RHY	Drop-in Centers			DYCD Program Manag
Draft	9323B-RHY-Street Outreach	9323B	Ali Forney Center	Street Outreach Site			RHY	Street Outreach			DYCD Program Manag
Draft	9323B-RHY-Transitional Independent Living (TIL)	9323B	Ali Forney Center	TIL Site			RHY	Transitional Independent...			Eugenio Rosa
Draft	9323B-Street Outreach-7/1/2018-6/30/2019	9323B	Ali Forney Center	Street Outreach Site	2019	Fiscal Year	RHY	Street Outreach	7/1/2018	6/30/2019	DYCD Program Manag
Approved	9323B-Transitional Independent Living (TIL)-7/1/2018...	9323B	Ali Forney Center	TIL Site	2019	Fiscal Year	RHY	Transitional Independent...	7/1/2018	6/30/2019	DYCD Program Manag

How to find your Workscope

When you log in to DYCD Connect you will see the MAIN MENU downward facing arrow. Please click on that arrow.

**My Work**

- Dashboards
- Workscopes
- Reports

**Registrations**

- Intake
- Participants

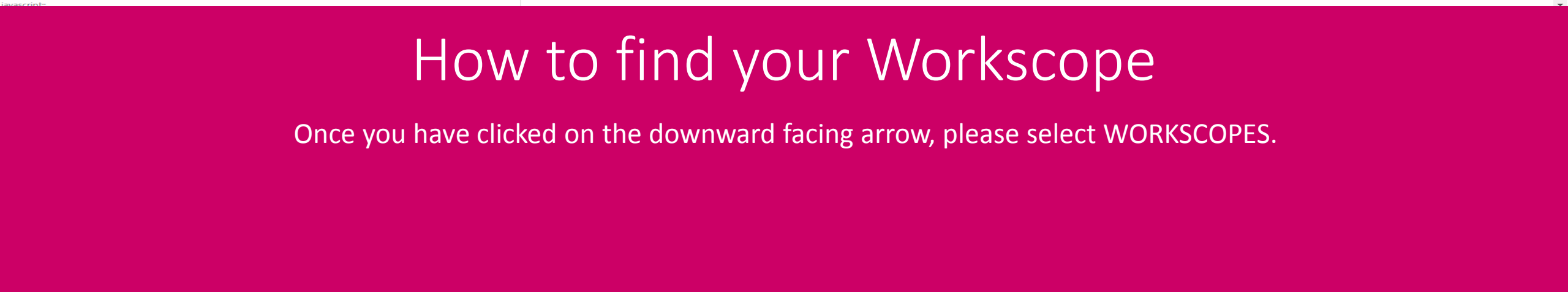
**Contracts**

- Contracts
- Providers

**EMS**

- Evaluations
- Incident Reports
- CAPs
- Performance Evaluation...

Approved	9301D-Crisis Shelters-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Crisis!	2019	Fiscal Year	RHY	Crisis Shelters	7/1/2018	6/30/2019	DYCD Program Manag
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Draft	9301D-Street Outreach-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Street Outreach!	2019	Fiscal Year	RHY	Street Outreach	7/1/2018	6/30/2019	DYCD Program Manag
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# How to find your Workscope

Once you have clicked on the downward facing arrow, please select WORKSCOPES.

Active Workscopes

Workscope Status	Workscope Name ↑	Contract	Provider	Program Site	Year	Period Type
Approved	<a href="#">9301D-Crisis Shelters-7/1/2018-6/30/2019</a>	9301D	Good Shepherd Services	Crisis!	2019	Fiscal Year
Released	9301D-Crisis Shelters-7/1/2019-6/30/2020	9301D	Good Shepherd Services	Crisis!	2020	Fiscal Year
Released	9301D-Drop-in Centers-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Drop-In	2019	Fiscal Year
Draft	9301D-Street Outreach-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Street Outreach!	2019	Fiscal Year
Released	9301D-Street Outreach-7/1/2019-6/30/2020	9301D	Good Shepherd Services	Street Outreach!	2020	Fiscal Year
Released	9301D-Transitional Independent Living (TIL)-7/1/2018-6/...	9301D	Good Shepherd Services	TIL!	2019	Fiscal Year
Submitted	9301D-Transitional Independent Living (TIL)-7/1/2019-6/...	9301D	Good Shepherd Services	TIL!	2020	Fiscal Year
Approved	9323B-Crisis Shelters-7/1/2018-6/30/2019	9323B	Ali Forney Center	Crisis Site	2019	Fiscal Year
Released	9323B-Crisis Shelters-7/1/2019-6/30/2020	9323B	Ali Forney Center	Crisis Site	2020	Fiscal Year
Draft	9323B-Drop-in Centers-7/1/2018-6/30/2019	9323B	Ali Forney Center	Drop In Center	2019	Fiscal Year
Draft	9323B-Street Outreach-7/1/2018-6/30/2019	9323B	Ali Forney Center	Street Outreach Site	2019	Fiscal Year
Draft	9323B-Transitional Independent Living (TIL)-7/1/2017-6/3...	9323B	Ali Forney Center		2018	Fiscal Year
Draft	9323B-Transitional Independent Living (TIL)-7/1/2017-6/3...	9323B	Ali Forney Center	BROADWAY 3	2018	Fiscal Year
Approved	9323B-Transitional Independent Living (TIL)-7/1/2018-6/3...	9323B	Ali Forney Center	TIL Site	2019	Fiscal Year

# How to find your Workscope

Once you are in the WORKSCOPE section, please select YOUR WORKSCOPE. Please note that your organization may have multiple WORKSCOPE'S. Please ensure you are working from the correct WORKSCOPE. Your WORKSCOPE will have your CONTRACT NUMBER and the PROGRAM TYPE in the WORKSCOPE NAME.

**WORKSCOPE**  
Approved

- GENERAL
- PUBLIC INFO
- SCHEDULING
- PARTICIPATION**
  - Intake
  - Team Outreaches
  - Trials Sent
  - Trials Received
- STAFFING
- EVALUATIONS
- NOTES & ATTACHMENTS

9301D-Crisis Shelters-7/1/2018-6/30/2019

**General**

Workscope Name: 9301D-Crisis Shelters-7/1/2018-6/30/2019  
 Provider: Good Shepherd Services  
 Program Site: Crisis!  
 Contract: 9301D  
 Period Type: Fiscal Year  
 Year: 2019  
 Program Area: RHY  
 Program Type: Crisis Shelters  
 Program Year Start: 7/1/2018  
 Program Year End: 6/30/2019

Provider Admin: DYCD ProviderAdmin22  
 DYCD Program Manager: DYCD Program Manager 22

Owner: 9301D-RHY-Transitional Independent Living (TIL); Workscope Team (ID: SA3CCFB2D46A)

Period Type	Year	Provider	Program Period
Fiscal Year	2019	Good Shepherd Services	7/1/2018 - 6/30/2019

**Workscope Registration Progress**

44%

Required Registrations: 16 / 36

Total Beds	36
Available Beds	20
Registrations Enrolled	16
Registrations Pending Additional Info	0
Registrations Overstayed	0
Registrations in Progress	26
Registrations Exited	84

**Workscope Program Sites**

Program Site	Year Period Type ↑	Year
Crisis!	Fiscal Year	2019

RHY Form

# How to find your Workscope

Once you are in the WORKSCOPE, please select the PARTICIPATION SECTION. Once you are in the Participation section you can now click on INTAKE (RED ARROW). This will take you to your ENROLLED and DE-ENROLLED participants.

**WORKSCOPE**  
Approved

- GENERAL
- PUBLIC INFO
- SCHEDULING
- PARTICIPATION
  - Intake**
  - Program Outreaches
  - Referrals Sent
  - Referrals Received
- STAFFING
- EVALUATIONS
- NOTES & ATTACHMENTS

RHY Form

9301D-Crisis Shelters-7/1/2018-6/30/2019

Period Type: Fiscal Year | Year: 2019 | Provider: Good Shepherd Services | Program Period: 7/1/2018 - 6/30/2019

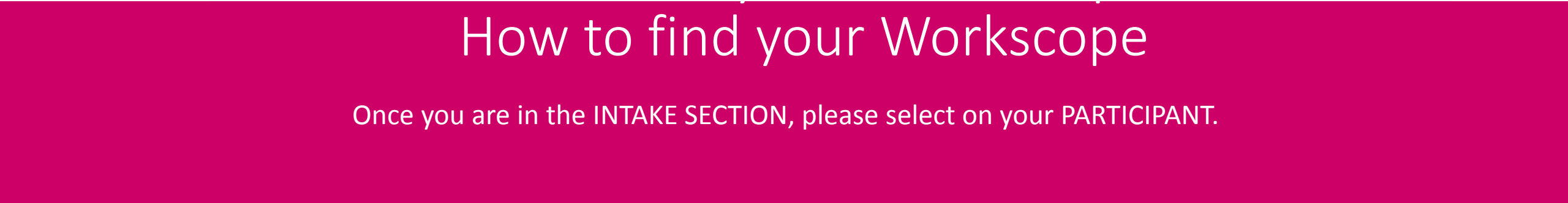
**Registrations** + NEW

9301D-Crisis Shelters-7/1/2018-6/30/2019

Participant	Stage	Status	Start Date	Grade	DOB	Program Site	Registration ID	
Adam A Sandler	Exited	De-enrolled	6/11/2019	12th	1/1/1999	Fiscal Year - FY2019 - Crisis!	REG-1174491028	Open
Adam Robinson	Exited	De-enrolled	6/11/2019		6/1/2019	Fiscal Year - FY2019 - Crisis!	REG-2517566536	Open
Adam Sandler	Intake	Referred	6/11/2019		7/1/2000	Fiscal Year - FY2019 - Crisis!	REG-2877145250	Open
Adam Sandler	Exited	De-enrolled	6/11/2019	1st Year	7/1/2000	Fiscal Year - FY2019 - Crisis!	REG-2071529377	Open
Adam Sandler	Accepted	Enrolled	6/11/2019	12th	7/1/2000	Fiscal Year - FY2019 - Crisis!	REG-3263511092	Open
ADAM SANDLER	Intake	Referred			7/1/2009	Fiscal Year - FY2019 - Crisis!	REG-3572802901	Open
Adam Sandler Jr.	Intake	In Progress	6/11/2019		6/11/2019	Fiscal Year - FY2019 - Crisis!	REG-1411260614	Open
Akbar F Jenkins	Intake	In Progress	6/11/2019		1/1/1981	Fiscal Year - FY2019 - Crisis!	REG-3172900822	Open
Alex T Mejia	Exited	De-enrolled	6/11/2019	11th	9/8/2000	Fiscal Year - FY2019 - Crisis!	REG-0163715279	Open
Alicia Keys	Exited	De-enrolled	6/26/2019	Sophomore	5/15/2000	Fiscal Year - FY2019 - Crisis!	REG-0695827903	Open
Amanda H	Exited	De-enrolled	6/4/2019	2nd Year	12/1/2000	Fiscal Year - FY2019 - Crisis!	REG-9130448150	Open
Ashley S Thompson	Exited	De-enrolled	6/11/2019	12th	1/1/1999	Fiscal Year - FY2019 - Crisis!	REG-4914484211	Open
Baby Baby	Exited	De-enrolled	6/13/2019		6/3/2019	Fiscal Year - FY2019 - Crisis!	REG-6361181667	Open
Bart Simpson	Intake	In Progress			2/14/2002	Fiscal Year - FY2019 - Crisis!	REG-1747531162	Open
Big Bird	Intake	Referred	6/26/2019	11th	8/27/1995	Fiscal Year - FY2019 - Crisis!	REG-9220440511	Open
Bill Scott	Accepted	Enrolled	6/27/2019	2nd Year	6/27/2000	Fiscal Year - FY2019 - Crisis!	REG-3211669963	Open
Bob Dabuilder	Exited	De-enrolled	6/11/2019	12th	2/8/2000	Fiscal Year - FY2019 - Crisis!	REG-4111184231	Open
Buttons Mindy	Exited	De-enrolled	6/13/2019		6/13/2019	Fiscal Year - FY2019 - Crisis!	REG-9851714122	Open
Child 4 T34	Exited	De-enrolled	5/16/2019		4/9/2019	Fiscal Year - FY2019 - Crisis!	REG-8213321714	Open
Child Of Harry	Exited	De-enrolled	4/1/2019		10/10/2017	Fiscal Year - FY2019 - Crisis!	REG-2724017693	Open
Child OfParent 2	Exited	De-enrolled	5/2/2019		10/10/2014	Fiscal Year - FY2019 - Crisis!	REG-1656011667	Open
Cynthia Sandler	Exited	De-enrolled	6/11/2019		9/24/2017	Fiscal Year - FY2019 - Crisis!	REG-2691282112	Open
David F Jones	Intake	Referred	6/13/2019	10th	10/1/2000	Fiscal Year - FY2019 - Crisis!	REG-4576719902	Open
David F Strong	Intake	In Progress			11/13/1969	Fiscal Year - FY2019 - Crisis!	REG-1699734314	Open

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Active



- REGISTRATION Accepted
- REGISTRATION INFORMATION**
- PARTICIPANT INFORMATION
- CONTACT INFORMATION
- EDUCATION/WORK STATUS
- HOUSEHOLD INFORMATION
- HEALTH INFORMATION
- CONSENTS
- SERVICES
- NOTES & ATTACHMENTS
- REFERRALS

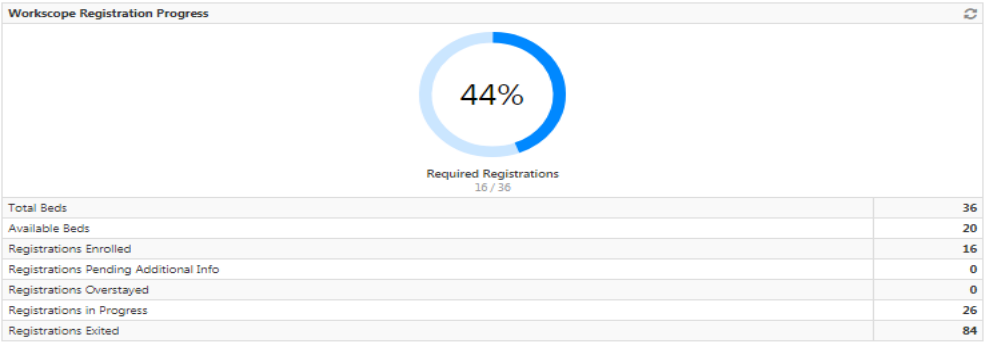


**Bill Scott** | Registration ID: REG-3211669963 | Start Date: 6/27/2019 | Age: 19 | DOB: 6/27/2000 | Workscope: 9301D-Crisis Shelters-7/1/2018-6/30/2019 | Provider: Good Shepherd Services

Registration Information

Participant: **Bill Scott**  
 Registration ID: **REG-3211669963**  
 Registration Stage: **Accepted**  
 Registration Status: **Enrolled**  
 RHY Status: **New**  
 Form Completed By: **Applicant**  
 Date Application Received: **6/27/2019**  
 Enrollment Start Date: **6/27/2019 8:00 AM**  
 Funding Source: **Female/Gender Nonconforming Beds**

Workscope: **9301D-Crisis Shelters-7/1/2018-6/30/2019**  
 Workscope Program Site: **Fiscal Year - FY2019 - Crisis!**  
 Provider: **Good Shepherd Services**  
 Contract: **9301D**  
 Program Area: **RHY**  
 Program Type: **Crisis Shelters**  
 Period Type: **Fiscal Year**  
 Registration Enrollment Date: **6/27/2019**  
 Required Discharge Date: **8/26/2019**  
 Exit Participant Exit Type: **--**  
 Exit Participant Discharge To: **--**



Tags

Active

# How to create a REFERRAL

Once you select your participant you can click on the REFERRAL SECTION.

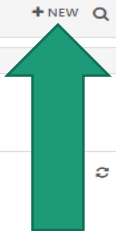
- REGISTRATION Accepted
- REGISTRATION INFORMATION
- PARTICIPANT INFORMATION
- CONTACT INFORMATION
- EDUCATION/WORK STATUS
- HOUSEHOLD INFORMATION
- HEALTH INFORMATION
- CONSENTS
- SERVICES
- NOTES & ATTACHMENTS
- REFERRALS**

Bill Scott | Registration ID: REG-3211669963 | Start Date: 6/27/2019 | Age: 19 | DOB: 6/27/2000 | Workscope: 9301D-Crisis Shelters-7/1/2018-6/30/2019 | Provider: Good Shepherd Services

Referrals

Workscope	Referral status	Referral Date	Modified on
no record.			

0 - 0 of 0



Active

# How to create a REFERRAL

Once you are in the REFERRALS SECTION, please select +NEW.

SAVE SAVE & CLOSE SUBMIT

REFERRAL : INFORMATION  
New Referral  
General

Participant Name\* **Bill Scott**

Date of Birth **6/27/2000**

Total Slots Needed **1**

Referral Type\* **Within DYCD network**

Date of Referral\* **6/28/2019**

Primary point of contact\* **Leo**

Point of contact Phone #\* **(555) 555-5555**

Referral Justification **Youth was accepted in to your program by Case Manager.**

Gender **Gender Nonconforming**

Borough --

Program Types  
To enable this control please save the record

Referrals within DYCD Network

WorkScope	Provider	Program Type	Program Site	Workscope Start Date	Workscope End Date	Funded Remaining Slots
Referral ID required. Please save the record.						
0 - 0 of 0						

**How to create a REFERRAL**

Once you are in the NEW REFERRAL section, please complete the areas with the RED ASTRIX. You can also add gender and borough (RED ARROW) to narrow your referral options. Once you have completed that information please save (BLUE ARROW) your information.

REFERRAL : INFORMATION  
REF-0000000169

General

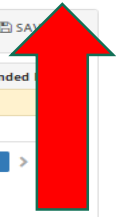
Participant Name \* **Bill Scott**  
Date of Birth **6/27/2000**  
Total Slots Needed **1**  
Referral Type \* **Within DYCD network**  
Date of Referral \* **6/28/2019**  
Primary point of contact \* **Leo**  
Point of contact Phone # \* **(555) 555-5555**  
Referral Justification **Youth was accepted in to your program by Case Manager.**

Gender **Gender Nonconforming**  
Borough --

Program Types  
 Select all that apply



SEARCH



Referrals within DYCD Network

WorkScope	Provider	Program Type	Program Site	Workscope St...	Workscope End...	Funded
<input checked="" type="checkbox"/> 9301D-Transitional Independent Living (TIL)-7/1/2018-6/30/2019	Good Shepherd Services	Transitional Independent Living (TIL)	TIL!	7/1/2018	6/30/2019	44
<input type="checkbox"/> 9301D-Transitional Independent Living (TIL)-7/1/2019-6/30/2020	Good Shepherd Services	Transitional Independent Living (TIL)	TIL!	7/1/2019	6/30/2020	12

1 of 2



How to create a REFERRAL

Please select the PROGRAM TYPE (Crisis or TIL). After you select the program type you must click on SEARCH (RED ARROW). Once you click on SEARCH, the programs with available beds will populate. Please select the programs you would like to refer the participant to (BLUE ARROW).

YOUTH & COMMUNITY DEVELOPMENT | CONNECT | REF-0000000169

REFERRAL INFORMATION  
REF-0000000169

General

Participant Name\* **Bill Scott**  
Date of Birth **6/27/2000**  
Total Slots Needed **1**  
Referral Type\* **Within DYCD network**  
Date of Referral\* **6/28/2019**  
Primary point of contact\* **Leo**  
Point of contact Phone #\* **(555) 555-5555**  
Referral Justification **Youth was accepted in to your program by Case Manager.**

Gender **Gender Nonconforming**  
Borough --



Program Types  
Transitional Independent Living (TIL) x Select all that apply

Referrals within DYCD Network

WorkScope	Provider	Program Type	Program Site	Workscope St...	Workscope End...	Funded Rem...
<input checked="" type="checkbox"/> 9301D-Transitional Independent Living (TIL)-7/1/2018-6/30/2019	Good Shepherd Services	Transitional Independent Living (TIL)	TIL!	7/1/2018	6/30/2019	44
<input type="checkbox"/> 9301D-Transitional Independent Living (TIL)-7/1/2019-6/30/2020	Good Shepherd Services	Transitional Independent Living (TIL)	TIL!	7/1/2019	6/30/2020	12

1 - 2 of 2

SAVE SEARCH



# How to create REFERRAL

Please click on the save option. Once you have saved the referral, please select submit (RED ARROW).

REFERRAL : INFORMATION  
REF-0000000169

General

Participant Name \* **Bill Scott**  
Date of Birth **6/27/2000**  
Total Slots Needed **1**  
Referral Type \* **Within DYCD network**  
Date of Referral \* **6/28/2019**  
Primary point of contact \* **Leo**  
Point of contact Phone # \* **(555) 555-5555**  
Referral Justification **Youth was accepted in to your program by Case Manager.**

Gender **Gender Nonconforming**  
Borough --

Program Types

Transitional Independent Living (TIL) x Select all that apply

Are you sure you want to submit this referral? You will not be able to make any edits to this form after submitting.  
OK CANCEL



SEARCH

Referrals within DYCD Network

WorkScope	Provider	Program Type	Program Site	Workscope St...	Workscope End...	Funded Rem...
<input checked="" type="checkbox"/> 9301D-Transitional Independent Living (TIL)-7/1/2018-6/30/2019	Good Shepherd Services	Transitional Independent Living (TIL)	TILI	7/1/2018	6/30/2019	44
<input type="checkbox"/> 9301D-Transitional Independent Living (TIL)-7/1/2019-6/30/2020	Good Shepherd Services	Transitional Independent Living (TIL)	TILI	7/1/2019	6/30/2020	12

How to complete a REFERRAL

You will then be prompted to submit the referral. Please select OK. Once you select OK, your REFERRAL will be processed.

Now we will review the steps needed to accept a referral. Please follow the steps from slides 4-7.



**Department of  
Youth & Community  
Development**

**WORKSCOPE**  
Approved

- GENERAL
- PUBLIC INFO
- SCHEDULING
- PARTICIPATION
  - Intake**
  - Program Outreaches
  - Referrals Sent
  - Referrals Received
- STAFF
- EVALUATIONS
- NOTIFICATIONS ATTACHMENTS



9301D-Crisis Shelters-7/1/2018-6/30/2019

Registrations

Participant	Stage	Status	Start Date	Grade	DOB	Program Site	Registration ID	
Adam A Sandler	Exited	De-enrolled	6/11/2019	12th	1/1/1999	Fiscal Year - FY2019 - Crisis!	REG-1174491028	Open
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Adam Sandler	Exited	De-enrolled	6/11/2019	1st Year	7/1/2000	Fiscal Year - FY2019 - Crisis!	REG-2071529377	Open
Adam Sandler	Accepted	Enrolled	6/11/2019	12th	7/1/2000	Fiscal Year - FY2019 - Crisis!	REG-3263511092	Open
ADAM SANDLER	Intake	Referred			7/1/2009	Fiscal Year - FY2019 - Crisis!	REG-3572802901	Open
Adam Sandler Jr.	Intake	In Progress	6/11/2019		6/11/2019	Fiscal Year - FY2019 - Crisis!	REG-1411260614	Open
Akbar F Jenkins	Intake	In Progress	6/11/2019		1/1/1981	Fiscal Year - FY2019 - Crisis!	REG-3172900822	Open
Alex T Mejia	Exited	De-enrolled	6/11/2019	11th	9/8/2000	Fiscal Year - FY2019 - Crisis!	REG-0163715279	Open
Alicia Keys	Exited	De-enrolled	6/26/2019	Sophomore	5/15/2000	Fiscal Year - FY2019 - Crisis!	REG-0695827903	Open
Amanda H	Exited	De-enrolled	6/4/2019	2nd Year	12/1/2000	Fiscal Year - FY2019 - Crisis!	REG-9130448150	Open
Ashley S Thompson	Exited	De-enrolled	6/11/2019	12th	1/1/1999	Fiscal Year - FY2019 - Crisis!	REG-4914484211	Open
Baby Baby	Exited	De-enrolled	6/13/2019		6/3/2019	Fiscal Year - FY2019 - Crisis!	REG-6361181667	Open
Bart Simpson	Intake	In Progress			2/14/2002	Fiscal Year - FY2019 - Crisis!	REG-1747531162	Open
Big Bird	Intake	Referred	6/26/2019	11th	8/27/1995	Fiscal Year - FY2019 - Crisis!	REG-9220440511	Open
Bill Scott	Accepted	Enrolled	6/27/2019	2nd Year	6/27/2000	Fiscal Year - FY2019 - Crisis!	REG-3211669963	Open
Bob Dabuilder	Exited	De-enrolled	6/11/2019	12th	2/8/2000	Fiscal Year - FY2019 - Crisis!	REG-4111184231	Open
Buttons Mindy	Exited	De-enrolled	6/13/2019		6/13/2019	Fiscal Year - FY2019 - Crisis!	REG-9851714122	Open
Child 4 T34	Exited	De-enrolled	5/16/2019		4/9/2019	Fiscal Year - FY2019 - Crisis!	REG-8213321714	Open
Child Of Harry	Exited	De-enrolled	4/1/2019		10/10/2017	Fiscal Year - FY2019 - Crisis!	REG-2724017693	Open
Child OfParent 2	Exited	De-enrolled	5/2/2019		10/10/2014	Fiscal Year - FY2019 - Crisis!	REG-1656011667	Open
Cynthia Sandler	Exited	De-enrolled	6/11/2019		9/24/2017	Fiscal Year - FY2019 - Crisis!	REG-2691282112	Open
David F Jones	Intake	Referred	6/13/2019	10th	10/1/2000	Fiscal Year - FY2019 - Crisis!	REG-4576719902	Open
David F Strong	Intake	In Progress			11/13/1969	Fiscal Year - FY2019 - Crisis!	REG-1699734314	Open

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**How to ACCEPT A REFERRAL**

Once you are in the INTAKE SECTION, please select on REFERRALS RECEIVED.

- WORKSCOPE Released
- GENERAL
- PUBLIC INFO
- SCHEDULING
- PARTICIPATION
  - Intake
  - Program Outreaches
  - Referrals Sent
  - Referrals Received**
- STAFFING
- EVALUATIONS
- NOTES & ATTACHMENTS

9301D-Transitional Independent Living (TIL)-7/1/2018-6/30/2019 | Period Type: Fiscal Year | Year: 2019 | Provider: Good Shepherd Services | Program Period: 7/1/2018 - 6/30/2019

Referrals Received

From Workscope	Registration	Referral Date	Referral to Status	Total Slots Needed	
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-4012212192 - Sam Smith	5/1/2019	Auto-closed	2	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-1241312142 - Mary Jane	5/7/2019	Auto-closed	1	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-1241312142 - Mary Jane	5/1/2019	Auto-closed	1	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-1241312142 - Mary Jane	5/1/2019	Auto-closed	1	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-7251911105 - Veronica Hudson	5/2/2019	Pending Review	2	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-0618171672 - James Worthy	5/1/2019	Accepted	2	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-1241312142 - Mary Jane	5/10/2019	Auto-closed	1	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-1581884014 - Jason Autar	5/16/2019	Pending Review	1	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-3251244798 - Iron Man	5/21/2019	Accepted	1	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-1581884014 - Jason Autar	5/21/2019	Pending Review	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-1160196776 - Harry Potter	4/29/2019	Auto-closed	5	Open
9323B-Crisis Shelters-7/1/2018-6/30/2019	REG-6128015809 - Trace Thorpe	5/30/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-5197894807 - Randy Scott	5/31/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-3198813216 - Francis Obo	5/31/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-5197894807 - Randy Scott	5/31/2019	Pending Review	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-9619491641 - RJ Barret	5/31/2019	Pending Review	2	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-4757657370 - Lenny Arias	6/4/2019	Auto-closed	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-1122264224 - Test 1 One	6/3/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-4993326624 - Shubar C Probatum	6/4/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-9710101118 - Hazel Mejia	6/4/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-4394131177 - Stacy Dash	6/5/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-1541320076 - Keri Hilson	6/4/2019	Accepted	1	Open
9301D-Crisis Shelters-7/1/2018-6/30/2019	REG-8882351218 - Keri Hilson	6/4/2019	Accepted	1	Open

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**How to ACCEPT A REFERRAL**

Once you are in the REFERRALS RECEIVED section please click on the REFRESH icon on the bottom right of the screen. You can then search for the referral (RED ARROW) or scroll through the pages manually.

ACCEPT DECLINE

REF-000000070

REFTO-000000070

Participant Name: Jason Autar  
DOB: 2/1/2002  
Date of Referral: 5/16/2019  
Referral Justification: Youth has over stayed.  
Total Slots needed: 1  
Gender:  
Program Type: Crisis Shelters  
Provider Name: Ali Forney Center  
Program Site: Crisis Site  
Worksopce From: 9323B-Crisis Shelters-7/1/2018-6/30/2019  
Worksopce To: 9301D-Transitional Independent Living (TIL)-7/1/2018-6/30/2019  
Submitted by: DYCD ProviderAdmin23  
Submitted on: 5/16/2019  
Registration: REG-1581884014 - Jason Autar

Internal Referral To: 9301D-Transitional Independent Living (TIL)-7/1/2018-6/30/2019  
Referral To Status: Pending Review  
Accepted by: --  
Accepted on: --  
Declined on: --  
Declined by: --  
Declined Reason: --  
Declined Comments: --  
Auto-closed on: --  
Referral: REF-000000029  
Referral Sent: --  
Registration: REG-1581884014 - Jason Autar

Active

# How to ACCEPT A REFERRAL

Once you are in the pop out screen, please either ACCEPT or DECLINE the referral.

Thank you for reviewing the guide on REFERRALS. If you encounter any issues please contact:

Leo Arias at  
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[mshepard@dycd.nyc.gov](mailto:mshepard@dycd.nyc.gov)

Gian Peralta at  
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Thank you.



**Department of  
Youth & Community  
Development**