



Department of  
Youth & Community  
Development

# **DYCD** CONNECT

*PARTICIPANT TRACKING SYSTEM:*

*Participant Intake & Registration*



# Table of Contents

<b>What is Intake?</b> .....	<b>2</b>
<b>When Should Intake be Completed?</b> .....	<b>2</b>
<b>Starting a New Intake</b> .....	<b>2</b>
<b>Completing an Intake</b> .....	<b>4</b>
<i>Basic Participant Details</i> .....	4
<i>Duplication Check</i> .....	4
<i>Intake Navigation and Sections</i> .....	6
Registration Information .....	7
Participant Information.....	8
Contact Information.....	10
Education/Work Status .....	11
Household Information .....	12
Health Information.....	12
Consents .....	12
<b>Check Eligibility</b> .....	<b>13</b>
<b>Add to Waitlist</b> .....	<b>14</b>
<b>Register the Applicant</b> .....	<b>14</b>
<b>Exit a Participant</b> .....	<b>15</b>
<b>Updating Participant Information</b> .....	<b>16</b>
<b>DYCD Connect Help Center</b> .....	<b>17</b>

# What is Intake?

Intake refers to the process of registering participants into your program. Intake is different than enrollment, which refers to assigning your registered participants to activities and schedules in order to take attendance.

## When Should Intake be Completed?

The Intake process is ongoing. It begins as soon as your workscope is released to your program to complete. **Your workscope does not need to be approved to complete intake.**

## Starting a New Intake

To start a new intake in DYCD Connect, you must be logged in.

Visit: <https://www.dycdconnect.nyc>

Click  and type your user credentials when prompted.

Upon successfully logging in, you will see your name appear in the top right.



Click on the  icon.

To start a new intake, navigate to your workscope from your main dashboard by clicking on the Workscope Name.

✓	Workscope Stat..	Workscope Name ↑	Contract	Contract
✓	Released	<a href="#">100020A-COMPASS High School-7/1/2017-6/30/2018</a>	<a href="#">100020A</a>	
	Released	<a href="#">COMPASS Elementary-7/1/2017-8/31/2017</a>		

Your workscope will open in a new page:

**WORKSCOPE**  
Released

100020-COMPASS Elementary-7/1/2017-8/31/2017    Provider: Development Center    Program Site: P.S. 9    Program Period: 7/1/2017 - 8/31/2017

**General**

Workscope Name: 100020-COMPASS Elementary-7/1/2017-8/31/2017  
Provider: Development Center  
Program Site: P.S. 9  
Contract: 100020  
Period Type (Year): Summer  
Year: 2018  
Program Area: Compass  
Program Type: COMPASS Elementary  
Program Year Start Date: 7/1/2017  
Program Year End Date: 8/31/2017  
Provider Admin: DYCD ProviderAdmin16  
DYCD Program Manager: DYCD ProgramManager07  
SACC Required: Yes

**Workscope Enrollment Progress**

Required Enrollment: 100% (13/13)  
Over-Enrollment: 3% (3/130)

Category	Count
Required Enrollment	13
DYCD Funded Enrollments	16
Non DYCD Funded Enrollments	4
Remaining Slots to Meet Required Enrollment	0
Registrations in Progress	6
Registrations in Waitlist	4
Registrations Exited	2

**Target Population Community District**

Community Description	Short Description	Description	Borough Name
79	CD007X	Bronx CD 007	Bronx

**WORKSCOPE**  
Released

134108A-COMPASS Middle School-9/1/2017-6/30/2018

**Participation**

**Intake**

**Registrations**    + NEW

134108A-COMPASS Middle School-9/1/2017-6/30/2018

Full Name	Stage	Status	Grade
No records found			

Click New to start a new intake

A new window will open.

# Completing an Intake

Information entered aligns with the Universal Intake Form. The form can be found in the DYCD Connect Document Library.

## Basic Participant Details

The first step is to enter the participant's basic information. First Name, Last Name, Date of Birth and Gender are required fields. These are the four fields which will be used to identify this participant throughout DYCD Connect. Once you begin an intake, these fields will be locked for editing, so make sure they are correct.

Click **Search**.

**1. Enter Participant Details**

Workscope *	1341 [redacted] -COMPASS Middle School-9/1/2017
Workscope Program Site *	IS 206
First Name *	Dylan
Last Name *	Watts
Middle Initial	--
Date of Birth *	10/15/2007
Gender *	Male
Social Security Number	--

SEARCH

## Duplication Check

When you click search, DYCD Connect performs a duplication check. If this participant has been entered by another DYCD program, or has been previously registered in your program, a notification will appear:

### 2. Choose Participant

We have found 1 existing participant(s) with the same **First Name, Last Name, and Date of Birth**. Please review the options below carefully to make the best choice.

### Option 1: Add New Participant

Enroll Existing Participant	
First Name	Tommy
Last Name	Pickles
MI	
DOB	4/1/2006
Gender	Male
SSN	
Borough	
ZIP	
Email	

Select this option if the participant you are entering is the same participant that is already in the DYCD Connect system

### Option 2: Register Existing Participant

Add New Participant	
First Name	Tommy
Last Name	Pickles
MI	
DOB	4/1/2006
Gender	Male
SSN	

Select this option if the participant you are entering is NOT the same participant, and you want to proceed with adding a new participant

If you select to register an existing participant, you will have the option to start with a blank application, or copy an existing intake. If you copy an existing intake, most information from the previous intake will carry over to the new program period.

### 3. Choose Application



Blank Application

Start the intake with a blank application.



Copy Existing Intake

Registration ID	REG-8335112002
Intake Year	2019
Intake Stage	Accepted
Program Site	206 ANN
Workscope	134108A-COMPASS Middle School-7/1/2018-8/31/2018

Click

START INTAKE

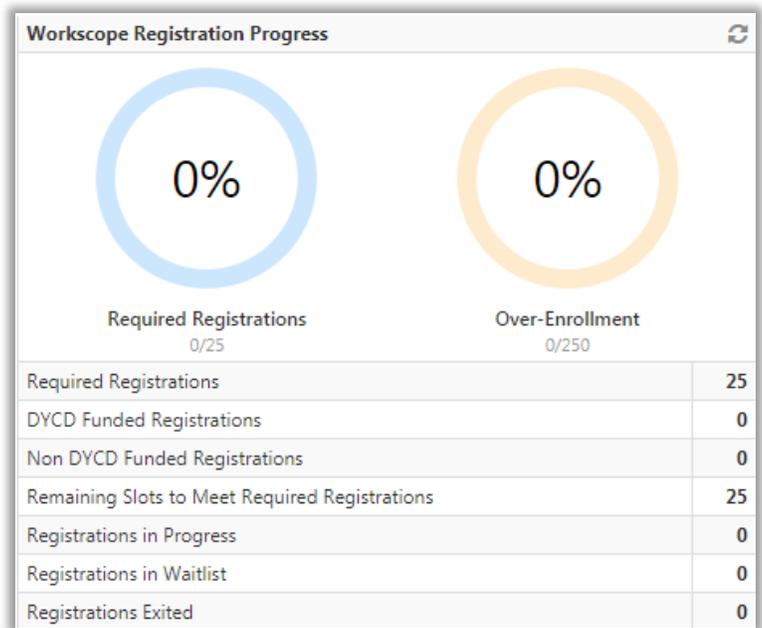
## Intake Navigation and Sections

You will notice the switchboard on the left side of your page, and you can now freely navigate through all the sections of the intake. As you enter information, don't forget to  **SAVE** your work as you go.

REGISTRATION Intake

- REGISTRATION INFORMATION
- PARTICIPANT INFORMATION
- CONTACT INFORMATION
- EDUCATION/WORK STATUS
- HOUSEHOLD INFORMATION
- HEALTH INFORMATION
- CONSENTS
- NOTES & ATTACHMENTS

You will also notice the Workscope Registration Progress visual, which will help you keep track of your progress towards meeting your Registration Benchmark.



### Registration Information

Most of the information on the Registration Information section of the Intake Switchboard will already be complete based on the workscope selected and the basic information entered. However, you will need to complete the following information:

Form Completed By *	Parent/Guardian
Date Application Received *	6/20/2017
Enrollment Start Date *	9/11/2017

The enrollment start date asks the date the applicant will join/joined your program. Pay careful attention to this date as you will not be able to enroll the participant in activities or take attendance before this date.

### DYCD Funded Participants

DYCD Funded? \*

This question asks whether the participant is funded through your DYCD Budget. This field will be checked and locked until you have met your required registration. Once you have met your required registration, the field will unlock and you can uncheck as needed.

**Important Note: Non-DYCD Funded participants do not count towards DYCD participation requirements such as Rate of Participation (RoP). You will see the following notification when entering non-funded participants:**

**!** This registration is marked as non DYCD Funded. It will not count towards your enrollment and RoP goals.

If your program has a registration cap, once you have hit your registration maximum, you will only be able to register non-funded participants. It is not required that you register non-funded participants, but the feature is available for programs that would like to use it.

## Participant Information

Complete Ethnicity, Race and Address based on information entered on Page 1 of the Universal Intake Application.

At least one primary address must be entered. Click on the **+** button to add a new address.

**Address (Required)** +

Name	Borough	Primary Address? <span style="font-size: small;">↑</span>
No Registration Address records found.		

An overlay will appear on your screen. Enter the required information. If the applicant has multiple addresses, start with the *Primary Address?* field. It will be automatically checked for the first address entered.

Primary Address?	<input checked="" type="checkbox"/>
Number & Street *	<b>2 Lafayette</b>
Apt	<b>21</b>
Borough *	<b>Manhattan</b>
City *	<b>Manhattan</b>
State *	<b>NY</b>
Zip Code *	<b>10007</b>
Country *	<b>United States</b>

If the applicant lives in a NYCHA Development, check the NYCHA Resident box and utilize the search table to find and select the NYCHA Development.

NYCHA Resident

NYCHA Housing Development \*

Address Notes

🔍

- BARUCH BARUCH
- BARUCH HOUSES ADDITION BARUCH HOUSES ADDITION

[Look Up More Records](#)

2 results

**Search NYCHA list here. Add an \* to your search to show maximum results**

**To select from the full list, click Look Up More Records**

Use the Address Notes field to capture any additional details. Click  and close.

The next set of questions can be found on Page 5 of the Universal Intake Application.

How well does the applicant speak English? *	<b>Fluent/Very well</b>	<b>Is the applicant any of the following:</b>	
Primary Language *	<b>Spanish</b>	Parent/Legal Guardian? *	<b>No</b>
		Offender/Justice Involved? *	<b>No</b>
		In Foster Care?	<b>No</b>
		Runaway Youth?	<b>No</b>
		An Individual with a Disability? *	<b>Decline to answer</b>

**Other Languages Spoken**

Russian × French × Select all that apply

To answer the *Primary Language* question, use the search bar to see the first 10 results. If you see the applicant's primary language, select it from the list. If not, use the search bar or click **Look Up More Records** to scroll through the whole list.

Primary Language \*



- Albanian
- Arabic
- Bengali
- Chinese (including Cantonese & Mand...)
- English
- French
- Fulani
- German
- Gujarati
- Haitian Creole

**Look Up More Records**

10 results

Look Up Record

Enter your search criteria.

Look for: Language

Look in: Language Lookup View

Search: Search for records

Language ↑

- Romanian
- Russian
- Spanish
- Tagalog
- Turkish**
- Urdu
- Vietnamese
- Yiddish

1 - 31 of 31 (1 selected) Page 1

New Add Cancel Remove Value

## Contact Information

This section aligns with Page 2 of the Universal Participant Intake form. If the Applicant has shared contact information, enter it in the Applicant's Contact Information section.

**Applicant's Contact Information**

Does the applicant have contact information? \*

Preferred Method of Contact \* **Cell Phone**

Cell Phone \* **(212) 655-7284**

Work Phone --

Home Phone --

Email Address **ernie@gmail.com**

If the applicant has not shared contact information, or is not old enough to have contact information, uncheck the field and move on to the Parent/Emergency Contact section.

Does the applicant have contact information? \*

To enter Parent/Emergency Contact information, click the **+**. An overlay will appear on your screen. Enter the information required. If you are entering multiple Parent/Emergency contacts, start with the primary contact as the Primary Contact? field will be automatically checked for the first person entered.

If the Parent/Emergency contact lives at the same address as the applicant, check 'Same as Participant'. Otherwise, enter the address in the space provided.

Click  and close.

**Address**

Same as Participant

Street **2 Lafayette**

Apt **21**

Borough **Manhattan**

City **Manhattan**

State **NY**

Zip Code **10007**

Country **United States**

If there are additional people outside of the Parent/Emergency who can or cannot pick up the participant, note them on the grid:

Additional people who MAY or MAY NOT pick-up the child <span style="float: right;"></span>			
Name of Person ↑	May Pick-up Child? ↑	Relationship	Phone
Sandy Thomas	Yes	Child Care Provider	(718) 455-3456
Tony M.	No	Friend of the family	

## Education/Work Status

This section aligns with Page 3 of the Universal Participant Intake form. Enter the applicant's Student Type, Current Work Status and Grade. For full-time students, enter the school information by clicking **+**.

**School Information (Required for Full-Time Student)** **+**

School Name <span>↑</span>	School Type
No Registration School records found.	

An overlay will appear on your screen. Enter the information required.

Select the type of school. If you select Public School, you will select the school from the DOE Public Schools list. Use the search bar to find and select the correct school.

Or click **Look Up More Records** to view the full list of DOE Schools.

Public School \*

**\*214** **🔍**

-  P.S. 214
-  P.S. 214 Cadwallader Colden
-  P.S. 214 Michael Friedsam

**Look Up More Records**

3 results

**Tip: Add a \*  
to your  
search term  
to broaden  
your results**

When selecting a DOE school, the address will auto-populate based on the school selected.

Click  **SAVE** and close.

## Household Information

This section aligns with Page 6 of the Universal Participant Intake form. All household information questions require a response. Enter the information provided by the applicant and

click  **SAVE**.

Head of Household Type *	Single Parent – Female	Total Household Income *		
Housing Type *	Rent	<input type="radio"/> (None)	<input type="radio"/> \$24,601 - \$28,780	<input type="radio"/> \$60,001 - \$70,000
Household Size *	Four	<input type="radio"/> \$0	<input type="radio"/> \$28,781 - \$32,960	<input type="radio"/> \$70,001 - \$80,000
Sources of Household Income (Required)		<input type="radio"/> \$1 - \$12,060	<input type="radio"/> \$32,961 - \$37,140	<input type="radio"/> \$80,001 - \$90,000
<input type="checkbox"/> Employment Wages ✕ <input type="checkbox"/> Employment Tax Credit ✕ <input type="checkbox"/> Childcare Voucher ✕		<input type="radio"/> \$12,061 - \$16,240	<input type="radio"/> \$37,141 - \$41,320	<input type="radio"/> \$90,001 - \$100,000
Select all that apply		<input type="radio"/> \$16,241 - \$20,420	<input type="radio"/> \$41,321 - \$50,000	<input type="radio"/> \$100,000+
		<input type="radio"/> \$20,421 - \$24,600	<input type="radio"/> \$50,001 - \$60,000	<input checked="" type="radio"/> Decline to Answer

## Health Information

This section aligns with Page 4 of the Universal Participant Intake form. Answer the questions with the information provided by the applicant. For most questions related to participant health, an answer of yes will require additional information to be entered. For example:

Does the applicant have any allergies? (food, medication, etc.)  
**Yes**  
Please provide list of allergies \*  
**tree nuts, milk**

## Consents

Consents must be completed for all applicants. **The Consent to Participate and verification of information provided must be granted in order to submit the application.** For all other consents, a response of yes or no must be entered.

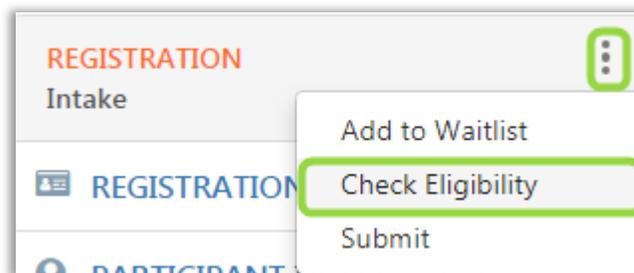
<b>General Program Consents</b>
Consent to Participate/Verification of Information Provided *
<b>Yes</b>
Participant may travel home alone *
<b>No</b>
Consent for Emergency Medical Treatment *
<b>Yes</b>
Participant Consent for Photo/Videotaping *
<b>Yes</b>
Participant consent for use of original work *
<b>Yes</b>

For COMPASS Middle School and High Programs, the Consent for Participation in Afterschool Evaluation Data Collection must also be completed.

Click  SAVE .

## Check Eligibility

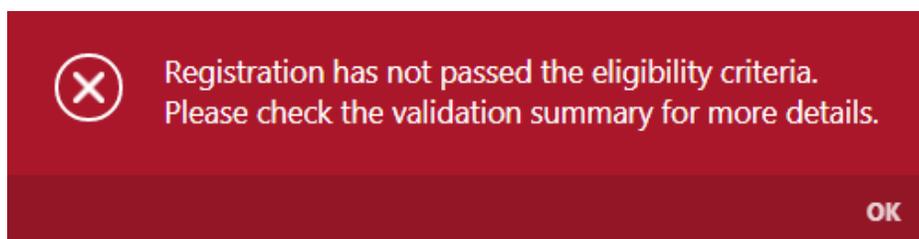
Each DYCD Program has its own eligibility criteria. At any point during the intake process, you can check if the applicant is eligible based on information entered. From the intake switchboard, click the  and **Check Eligibility**.



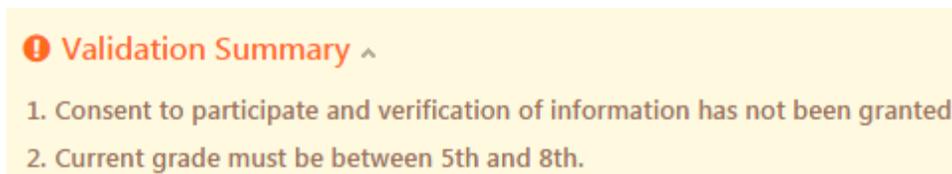
If the applicant is eligible for the program based on information entered, you will see the following:



If the applicant is not eligible based on the information entered, or if you are missing information related to the eligibility criteria, you will see the following message:



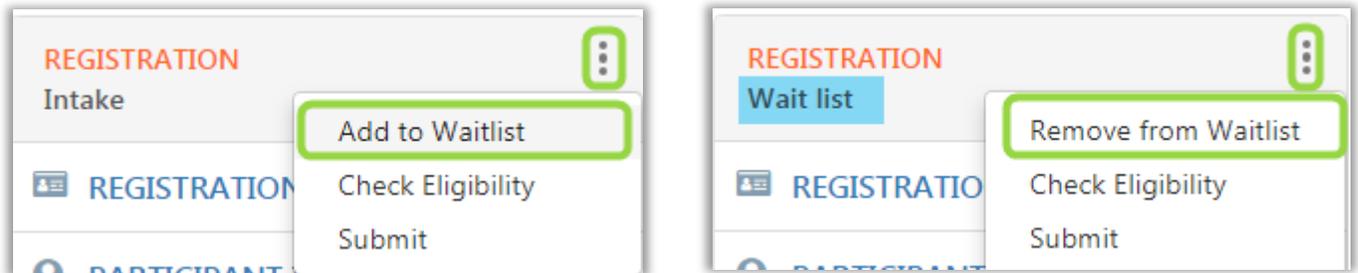
Additionally, a validation summary will appear at the top of the intake with additional information. For example:



## Add to Waitlist

If you would like to add the applicant to the waitlist, you can do so at any time by clicking the  from the intake switchboard and selecting **Add to Waitlist**.

To add an applicant to the waitlist, first name, last name, date of birth, and address must be provided.

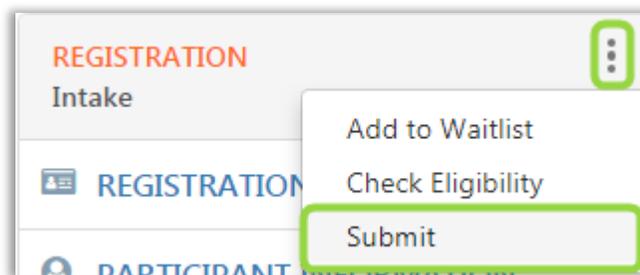


You will notice the Registration stage list on the switchboard will update from Intake to Waitlist.

To remove the applicant from the wait list click the  and select **Remove from Waitlist**. If you would like to continue to register the applicant, follow the steps in the next section.

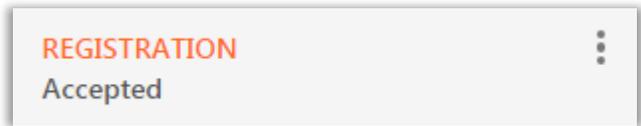
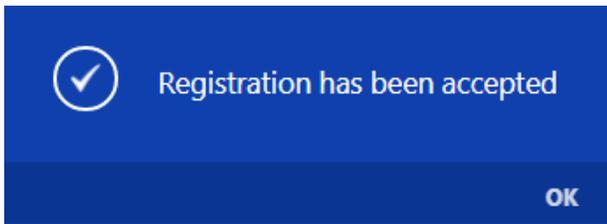
## Register the Applicant

When you have completed the intake, you can register the applicant by clicking the  from the intake switchboard and selecting **Submit**.



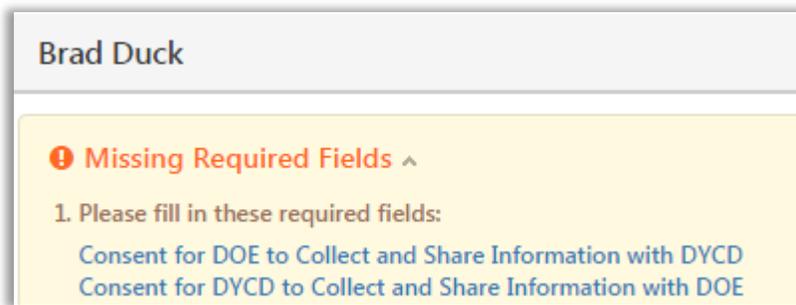
The system will perform an eligibility check. If the applicant is not eligible for the program, the notice above will appear, detailing the reason why the applicant is not eligible, or if there is information missing.

If the applicant passes the eligibility check, and all required fields are completed, you will see the following messages:



The registration stage will update to **Accepted**.

The system will alert you if required fields were not completed. You will see the following:

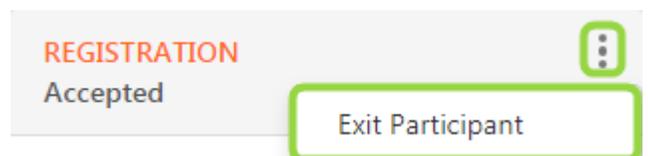


Click on each link to go directly to the field to enter in the information. After all information is complete, save and click on **Submit**.

Once the participant is Accepted, and your workscope is Approved, you can proceed with enrolling your participants into the activity schedules. You can do this from the Activity Enrollment section of your workscope, or from the Enrollment section that is now visible on the intake switchboard.

## Exit a Participant

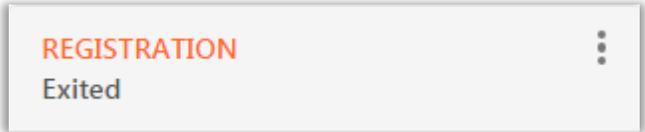
If a participant is no longer part of your program, you can exit them by clicking the  from the intake switchboard and selecting **Exit Participant**.



If the participant has been enrolled in activities and has attendance taken, the system will ask for the date the participant exited the program and inform you of the last date attendance was taken. The exit date must fall after the last date attendance was taken. All attendance

accumulated by the participant prior to exiting the program will count towards your program's participation goals.

Once exited, the Registration stage will update to **Exited**. *It is important to note that you will not be able to re-register this participant through the same intake.* If the participant returns to your program, you will need to submit a new intake reflecting a new Enrollment Start Date.



## Updating Participant Information

As the program period progresses, participant information may change. You should make adjustments by opening the intake and making changes as needed.

Contact Method	
Preferred Method of Contact *	<b>Home Phone</b>
Cell Phone	--
Work Phone	--
Home Phone	<b>(505) 555-0555</b>
Email Address	--

For example, if parent/emergency contact information changes their phone number, open the record, update the information and

click  **SAVE**.

If a participant has an address change, open the address on the grid, and click  **DEACTIVATE**. Then, click the **+** button to add a new address.

50 Carmine, Brooklyn, NY 11209	
SAVE + NEW DEACTIVATE	
Primary Address?	<input checked="" type="checkbox"/>
Number & Street *	50 Carmine
Apt	--
Borough *	Brooklyn
City *	Brooklyn
State *	NY
Zip Code *	11209
Country *	United States

Follow these same steps for any other grids within intake.

First Name *	Jane
Last Name *	Dangerfield
Middle Initial	--
Date of Birth *	4/1/2009
Gender *	Female

If you find that you have made a mistake on the participant's core identifying fields (pictured to the left), please submit an Operational ticket to the DYCD Connect Help Center detailing the edits required.

## DYCD Connect Help Center

For any other issues or questions, submit a ticket through the [DYCD Connect Help Center](#) on the DYCD Connect homepage.

### DYCD RESOURCE CENTER

DYCD Connect is the main resource center to help organizations communicate and coordinate with the communities they serve.

**DYCD WEBSITE**  
View DYCD's public website for information about our funded programs.

**CAPACITY BUILDING**  
DYCD invests in building the capacity of nonprofit organizations as a strategy to help ensure that youth and families receive high-quality services.

**HELP CENTER**  
Having trouble? Send a message to our support team through the Help Center.

**F.A.Q**  
Read Frequently Asked Questions to learn more about DYCD Connect.

### DYCD HELP CENTER

The DYCD help center is where you can find resources to help with the technical and operational issues you may come across. Here you can contact DYCD support directly or look into additional resources and guides that can help you move forward with your tasks.

Enter your first name

Enter your last name

Enter your phone number

Enter your e-mail address

Select an Organization

Select a Program Area

Select a Program Type

I am a DYCD employee

Select if you need operational or technical help:

**NEED TECHNICAL ASSISTANCE?**

If you are having a technical issue related to logging in, accessing your services, or experiencing a bug, contact the technical help desk

**NEED OPERATIONAL ASSISTANCE?**

Having trouble performing your existing operations using the new systems and tools within DYCD connect? Get in touch with a program specialist

**Detailed Description:**