



Department of
Youth & Community
Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Unlock Requests: Schedule & Attendance



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What is an Unlock Request?

After your workscope is approved in DYCD Connect, certain parts of your workscope will lock and will not be editable. You are still required to keep your workscope up-to-date, which will occur via unlock requests, which is a documentation of the changes you intend to make that is submitted to DYCD for approval. Once approved, part of your workscope will unlock to allow you to make the changes requested. There are two types of unlock requests: Schedule unlocks and Attendance Unlocks.

Schedule Unlocks

Schedule unlocks allow you to make changes to activities and schedules. Submit a schedule unlock for the following types of schedule changes:

- Adding new schedule(s)
- Ending a schedule
- Modify the details of a schedule (e.g.: days of the week, time offered, grade range served)
- Editing the details of an activity (description, primary category, etc.)

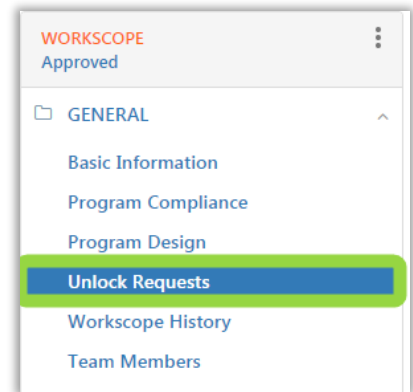
COMPASS programs will not be penalized for submitting schedule unlock requests and there is no limit to the number of schedule unlocks a program can submit.

Attendance Unlocks

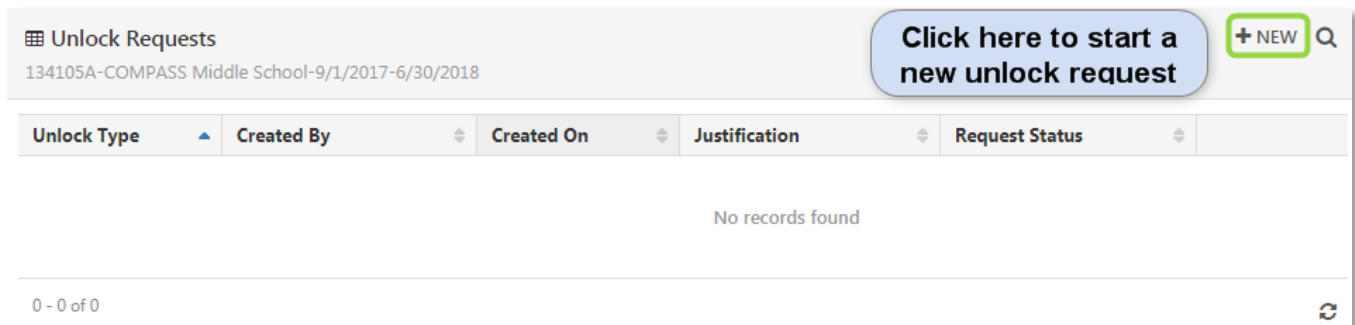
Your DYCD contract requires that activity attendance is entered within 14 days. Therefore, attendance locks on a rolling 14-day basis to promote timely attendance entry. The attendance unlock allows you to submit a request to your DYCD Program Manager to unlock certain schedules for a specific time-period, allowing you to enter attendance that may have been missed.

Submitting a Schedule Unlock

Once your workscope is approved, navigate to the **General** section of the Workscope Switchboard and click **Unlock Requests**.



If your workscope is approved, you will see the **New** button. A new window will open.



Select **Schedule** under Type of Unlock. Enter an expiration date and complete the Unlock Justification. The DYCD Comments field will be locked to you and is reserved for your DYCD Program Manager to add comments as needed.

UNLOCK REQUEST : INFORMATION

New Unlock Request

Unlock Request

Workscope* 142116-COMPASS Middle School-9/1/2017-6/30/2018

Type of Unlock* Schedule

Unlock Justification*
-Art is moving from Mo, We, Fri to Tu, Th.
-We have added Volleyball to the schedule, and it will be occurring on Mo, We, Fr from 3:30-5pm.
-We had a STEM showcase event on May 30th and need to enter a schedule and take attendance.

Details

Expiration Date* 6/25/2018

DYCD Comments --

Request Status


Draft

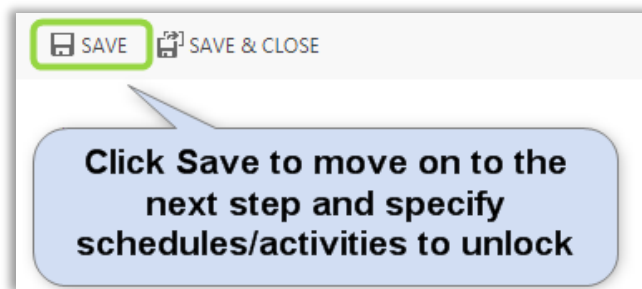
Enter a description of the changes you intend to make.

Enter the date you want the schedule unlock to end. This cannot be a date more than 3 weeks in the future.

After filling out the required fields noted above, scroll down to the next section, which will allow you to specify which schedules you would like unlocked to make changes. You will see the following:

Please save the form to view this content

In order to move on to the next section, you must  **SAVE** your unlock request.



Once you have saved your unlock request, new grids will appear to allow you to identify the schedules and/or activities you need to modify. **The activities and schedules selected in this section should align with the unlock justification specified above.** You are able to submit a request to modify schedules and add activity schedules within one unlock request.

Modifying Existing Schedules

The first section allows you to specify any existing **schedules** you would like to modify. Use this section if you are ending an existing schedule, changing the dates, days, times, or frequency that a schedule occurs, or changing the grade range a schedule serves. It is important to note that the schedule description field, and the color scheme are always unlocked, and does not require an unlock request to update.

▴ I want to modify the following schedules

Click Add to select the schedules you want to modify

Selected Schedule(s)

REMOVE

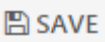

+ ADD

<input type="checkbox"/>	Activity Title ▲	Schedule Description ▾	Grade Range ▾	Occurrence ▾	Day Of The Week ▾	Dates ▾	Time ▾	Total Hours ▾
No records found								

0 - 0 of 0



A new tab will appear called **All Schedules**. Check off the schedules you intend to modify.

Once you are done, click  **SAVE** and  to return to the **Selected Schedules** list, which will now reflect all schedules you selected and saved.


You can also add additional schedules by clicking Add and following the steps on the previous page.

Adding New Schedules

The second section allows you to specify any existing **activities** you would like to add a new schedule to. It is important to note that you can add new activities at any time, without an unlock request. However, in order to add a schedule to your new activity, you will need to submit an activity unlock request. All activities need schedules in order to build a participant roster or associate the activity to a group, and ultimately take attendance.

◀ I want to add schedules to the following activities

Selected Activity(s)


REMOVE **+ADD** 


<input type="checkbox"/>	Activity Title	Grade Range
--------------------------	----------------	-------------


Click Add to select the activity you want to add new schedules to

A new tab will appear called **All Activities**. Check off the activities you intend to add schedules to.

◀ I want to modify the following schedules

Selected Schedule(s) **All Schedule(s)** 

SAVE 









<input type="checkbox"/>	Activity Title	Schedule Description	Grade Range	Day Of The Week	Dates	Time	Total Hours
<input checked="" type="checkbox"/>	Arts & Crafts	Kindergarten	K - K	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	4:45 PM - 5:30 PM	159.75
<input checked="" type="checkbox"/>	Arts & Crafts	1st and 2nd Graders	1 - 2	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	5:00 PM - 5:30 PM	106.5
<input checked="" type="checkbox"/>	Arts & Crafts	4th & 5th Graders	4 - 5	Fr	9/1/2017 - 9/1/2017	2:30 PM - 3:15 PM	0.75
<input type="checkbox"/>	Capture the Flag	All Grades	K - 5	Fr	9/1/2017 - 6/30/2018	4:45 PM - 5:45 PM	42
<input checked="" type="checkbox"/>	Poetry	4th Grade	4 - 4	Mo,We,Fr	9/1/2017 - 6/30/2018	3:05 PM - 3:20 PM	83.5
<input checked="" type="checkbox"/>	Poetry	5th Graders	5 - 5	Mo,We,Fr	9/1/2017 - 6/30/2018	3:50 PM - 4:35 PM	96

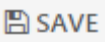

Check off the schedules you would like to modify. Click on the checkbox in the header to select all schedules on the page.

Utilize the arrows to navigate to the next page of schedules

Search for a specific activity schedule here

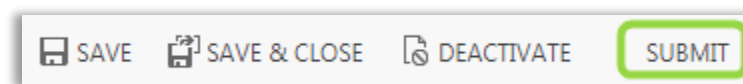
To remove any schedules from the list, check off the schedule and click Remove.

Selected Schedule(s)								
<div>  REMOVE  ADD  </div>								
<input type="checkbox"/>	Activity Title ▲	Schedule Description ▾	Grade Range ▾	Occurrence ▾	Day Of The Week ▾	Dates ▾	Time ▾	Total Hours ▾
<input type="checkbox"/>	Arts & Crafts	Kindergarten	K - K	Daily	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	4:45 PM - 5:30 PM	159.75
<input checked="" type="checkbox"/>	Arts & Crafts	1st and 2nd Graders	1 - 2	Daily	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	5:00 PM - 5:30 PM	106.5
<input checked="" type="checkbox"/>	Arts & Crafts	4th & 5th Graders	4 - 5	Once	Fr	9/1/2017 - 9/1/2017	2:30 PM - 3:15 PM	0.75
<input type="checkbox"/>	Poetry	4th Grade	4 - 4	Weekly	Mo,We,Fr	9/1/2017 - 6/30/2018	3:05 PM - 3:20 PM	83.5
<input type="checkbox"/>	Poetry	5th Graders	5 - 5	Weekly	Mo,We,Fr	9/1/2017 - 6/30/2018	3:50 PM - 4:35 PM	96
1 - 5 of 5 <div>  1   </div>								

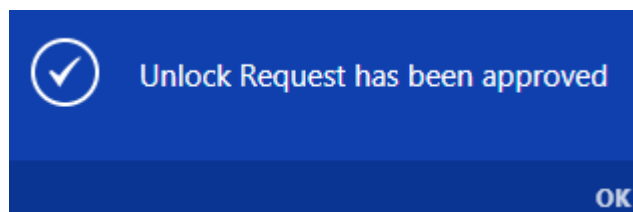
Once you are done, click  **SAVE** and  to return to the **Selected Activities** list, which will now reflect all activities you selected and saved.

Submitting the Request

Once you are done selecting schedules/activities, you are ready to submit your unlock request. On the top ribbon, click the **Submit** button.



Note: Currently, all schedule unlocks submitted for COMPASS Programs will be **automatically approved by the system**. Immediately after submitting your request, a notification will appear that the unlock request has been approved.



You will be able to immediately proceed with making the changes requested.

Submitting an Attendance Unlock

Once your workscope is approved, navigate to the **General** section of the Workscope Switchboard and click **Unlock Requests**.

If your workscope is approved, you will see the **New** button. A new window will open.

Unlock Requests

134105A-COMPASS Middle School-9/1/2017-6/30/2018

Click here to start a new unlock request

+ NEW

Unlock Type	Created By	Created On	Justification	Request Status
No records found				

0 - 0 of 0

Select **Attendance** under Type of Unlock. Enter the unlock from, expiration date and complete the Unlock Justification. The DYCD Comments field will be locked to you and is reserved for your DYCD Program Manager to add comments as needed.

Note: Depending on your unit's practice, you may be restricted from unlocking past a certain date. For example, in March, you may not be permitted to unlock attendance back to September. Your Program Manager may adjust the unlock from date and add comments to indicate this. If there are extenuating circumstances and you need an unlock for a significant period of time, reach out to your Program Manager *before* submitting the request.

UNLOCK REQUEST : INFORMATION

New Unlock Request

Unlock Request

Workscope * 124104A-COMPASS Elementary-9/1/2017-8/1/2018

Type of Unlock * Schedule
Attendance

Unlock Justification * We missed two days of attendance in April and forgot to enter attendance for an event held in May.

Details

Unlock From * 4/2/2018

Expiration Date * 6/25/2018

DYCD Comments --

Request Status
Draft


Enter a description of the changes you intend to make.

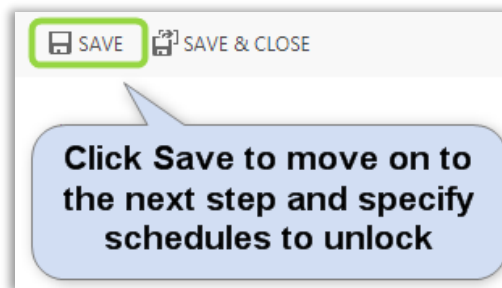
Enter how far back you need to unlock attendance.

Enter the date you want the attendance unlock to end. This cannot be a date more than 3 weeks in the future.

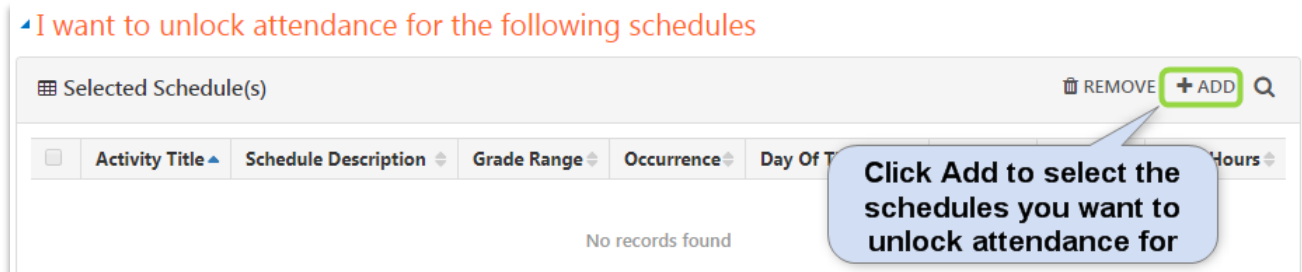
After filling out the required fields noted above, scroll down to the next section, which will allow you to specify which schedules you would like unlocked to take attendance. You will see the following:

Please save the form to view this content

In order to move on to the next section, you must  **SAVE** your unlock request.



Once you have saved your unlock request, new grids will appear to allow you to identify the schedules you need unlocked for attendance. **The schedules selected in this section should align with the unlock justification specified above.**



A new tab will appear called **All Schedules**. Check off the schedules you would like unlocked.

• I want to unlock attendance for the following schedules

Search for a specific activity schedule here

Selected Schedule(s)
All Schedule(s) X

SAVE

<input type="checkbox"/>	Activity Title	Schedule Description	Grade Range	Day Of The Week	Dates	Time	Total Hours
<input checked="" type="checkbox"/>	Arts & Crafts	Kindergarten	K - K	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	4:45 PM - 5:30 PM	159.75
<input checked="" type="checkbox"/>	Arts & Crafts	1st and 2nd Graders	1 - 2	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	5:00 PM - 5:30 PM	106.5
<input checked="" type="checkbox"/>	Arts & Crafts	4th & 5th Graders	4 - 5	Fr	9/1/2017 - 9/1/2017	2:30 PM - 3:15 PM	0.75
<input type="checkbox"/>	Capture the Flag	All Grades	K - 5	Fr	9/1/2017 - 6/30/2018	4:45 PM - 5:45 PM	42
<input checked="" type="checkbox"/>	Poetry	4th Grade	4 - 4	Mo,We,Fr	9/1/2017 - 6/30/2018	3:05 PM - 3:20 PM	83.5
<input checked="" type="checkbox"/>	Poetry	5th Graders	5 - 5	Mo,We,Fr	9/1/2017 - 6/30/2018	3:50 PM - 4:35 PM	96

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Check off the schedules you would like attendance unlocked for. Click on the checkbox in the header to select all schedules on the page.

Utilize the arrows to navigate to the next page of schedules

Once you are done, click **SAVE** and to return to the **Selected Schedules** list, which will now reflect all activity schedules you selected and saved.

Note: For **COMPASS Elementary** programs that take attendance **by group**, it is recommended to select **all schedules** when submitting an attendance unlock request. This will allow you to capture attendance for all activities associated to your groups.

To remove any schedules from the list, check off the schedule and click Remove.

Selected Schedule(s)

REMOVE

+ ADD
Q

<input type="checkbox"/>	Activity Title	Schedule Description	Grade Range	Occurrence	Day Of The Week	Dates	Time	Total Hours
<input type="checkbox"/>	Arts & Crafts	Kindergarten	K - K	Daily	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	4:45 PM - 5:30 PM	159.75
<input checked="" type="checkbox"/>	Arts & Crafts	1st and 2nd Graders	1 - 2	Daily	Mo,Tu,We,Th,Fr	9/1/2017 - 6/30/2018	5:00 PM - 5:30 PM	106.5
<input checked="" type="checkbox"/>	Arts & Crafts	4th & 5th Graders	4 - 5	Once	Fr	9/1/2017 - 9/1/2017	2:30 PM - 3:15 PM	0.75
<input type="checkbox"/>	Poetry	4th Grade	4 - 4	Weekly	Mo,We,Fr	9/1/2017 - 6/30/2018	3:05 PM - 3:20 PM	83.5
<input type="checkbox"/>	Poetry	5th Graders	5 - 5	Weekly	Mo,We,Fr	9/1/2017 - 6/30/2018	3:50 PM - 4:35 PM	96

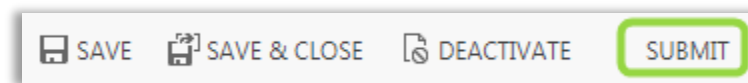
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Submitting the Request

Once you are done selecting schedules, you are ready to submit your unlock request. On the top ribbon, click the **Submit** button.



The request will be sent to your DYCD Program Manager, who will approve, or reject your request. If your request is rejected, refer to the **DYCD Comments** section for additional details. You will need to initiate a new request. Alternatively, your DYCD Program Manager may approve your request but make edits. If this is the case, your Program Manager will make a note in the DYCD Comments section.

When the request is approved, attendance will unlock for the schedules specified. When the expiration date passes, attendance for the schedules identified will revert back to the standard 14 day unlock window.

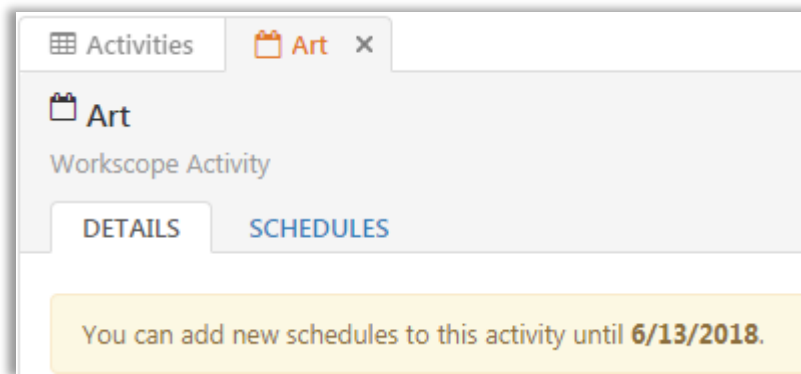
Making Schedule Changes

Once your schedule unlock is approved, the schedules or activities you specified in your request will be unlocked for changes.

**Please note, save when making schedule changes will take longer than usual as the system is ensuring you are still meeting your programmatic requirements based on the changes you are making.*

Adding New Schedules

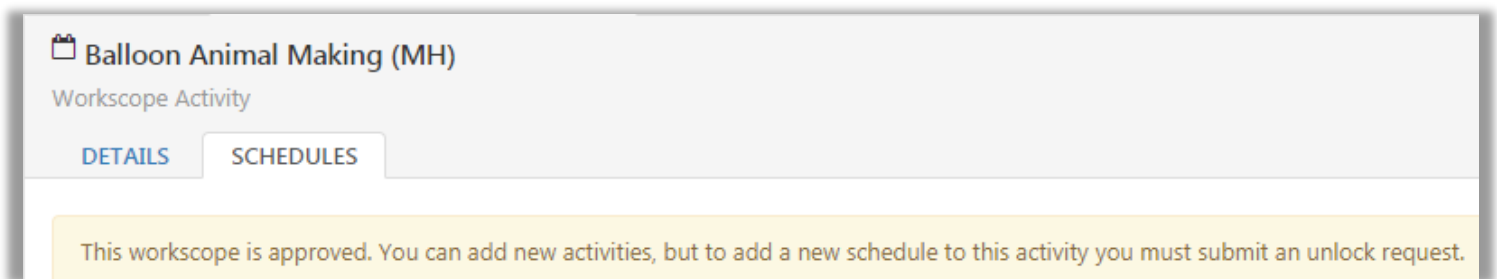
For any activities you've requested to add new schedules to, navigate to the activity. You will see the notification below, alerting you that the activity has been unlocked for you to add new schedules to, and the date the unlock will end.



Upon, opening the schedules tab, the **+** button will now be enabled. You can proceed with adding schedule(s).

Modifying Existing Schedules

For any activities you've requested to modify existing schedules for, navigate to the activity. You will still see the notification below:



However, once you open the individual schedule that has been unlocked, you will see the notification below, alerting you that the schedule has been unlocked for you to make changes, and the date the unlock will end. The fields outlined below in blue will be unlocked for you to make edits.

Activities Balloon Animal Making (MH) Weekly

Weekly

Workspace Activity Schedule

SAVE DEACTIVATE

This schedule is unlocked until 6/13/2018.

OCCURRENCE

Activity: Balloon Animal Making (MH)

Occurrence *: Weekly

Day of Week *: Monday, Wednesday, Friday, Saturday, Sunday

DETAILS

Start Date *: 03/01/2018 End Date *: 06/30/2018

Start Time *: 03:20 PM End Time *: 04:45 PM

Grade From *: 7 Grade To *: 7

Schedule Description: 7th Graders - Spring Cycle

Max Attendance *: 30

Total Hours: 42.5

Schedules with No Attendance Taken

If the schedule you are modifying has **no attendance taken**, you can freely make edits as needed. When you are done, click **SAVE**.


Schedules with Attendance Already Taken

If the schedule you are modifying has **attendance already taken**, make the edits required and click **SAVE**. A new field called **Effective Date** will appear with the following notification:

Effective Date *

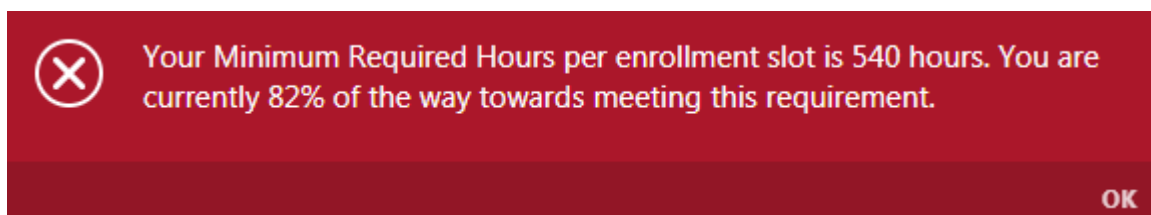
06/11/2018

The Effective date is the date this schedule change will go into effect. Last attendance has been taken 06/06/2018. The Effective date is the date this schedule change will go into effect. Effective date must be after 06/06/2018 and on/before End Date

This prohibits you from removing or altering attendance already taken in any way. Enter the date the change goes into effect and click  **SAVE**. You will now see the changes reflected in your schedule and on the activity calendar.


Schedule Validations

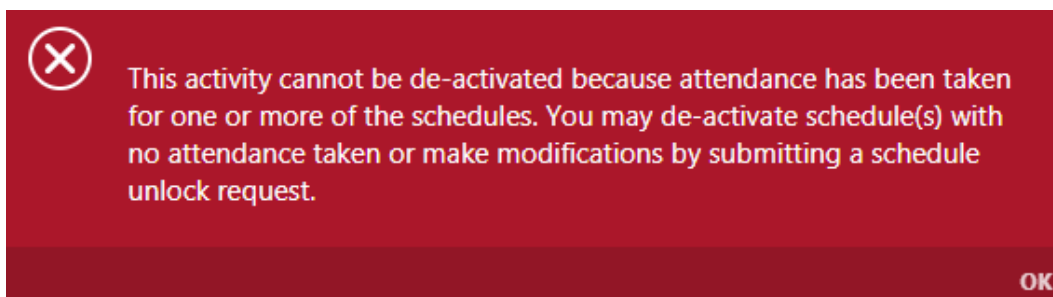
As during initial workscope submission, the system will ensure you are meeting your programmatic requirements even during schedule unlocks. If the change you are trying to make will result in your program not meeting the requirements, you will not be able to proceed and you will receive a message similar to the one below, which will inform you that you cannot proceed with the change without adding additional activity hours first.



As a best practice, you should create new activities and schedules before removing or ending schedules. This will avoid not meeting your programmatic requirements.

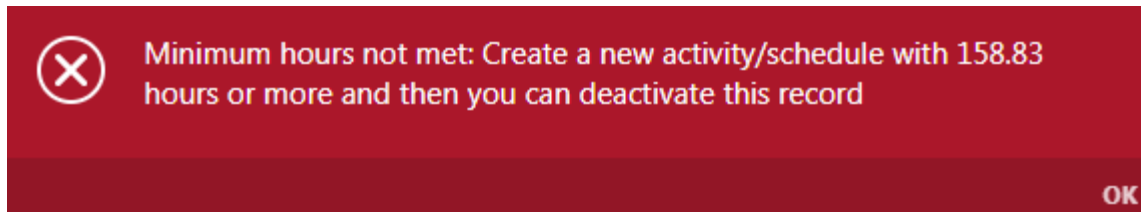
Removing a Schedule

If **no attendance has been taken for an activity or a schedule**, you can remove it entirely by opening the activity or schedule and clicking  **DEACTIVATE**. If the schedule you wish to remove has **attendance already taken**, you will not be able to proceed and will receive the message below. If this is the case, you can simply change the end date of a schedule to reflect the last date the schedule operated.



As mentioned previously, the system will ensure you are meeting programmatic requirements at all times. For example, if you try to deactivate a schedule with no attendance taken, but as a result of deactivating the schedule, you will fall below your minimum required operating hours,

you will receive a message similar to the one below, which will inform you that you cannot proceed with the change without adding additional activity hours first.




As a best practice, you should create new activities and schedules before removing or ending schedules. Following this sequence will prevent you from having the system flag that you are not meeting your programmatic requirements.

DYCD Connect Help Center

For any other issues or questions regarding unlock requests, 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.


 **first name**


 **last name**

 **phone**

 **email**

 **organization**

 **program area**

 **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: