PTS Workscope Guide

RHY Master Trainers



Department of Youth & Community Development

Runaway & Homeless Youth Services





Goals

- Workscope Review
 - How to find your Workscope.
 - Workscope sections requiring information.
 - How to validate your Workscope.
 - How to submit your Workscope.

Now we will review how to find your Workscope and which Workscope sections must be completed by the Provider Admin prior to Workscope approval.



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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	n 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	n 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	n 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	n Manag
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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	n 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	n Manag
Draft	93238-Drop-in Centers-7/1/2018-6/30/2019	9323B	Ali Forney Center	Drop In Center	2019	Fiscal Year	RHY	Drop-in Centers	7/1/2018	6/30/2019 DYCD Program	n Manag
Draft	9323B-RHY-Drop-in Centers	9323B	Ali Forney Center	Drop In Center			RHY	Drop-in Centers		DYCD Program	n Manag
Draft	9323B-RHY-Street Outreach	9323B	Ali Forney Center	Street Outreach Site			RHY	Street Outreach		DYCD Program	n Manag
Draft	9323B-RHY-Transitional Independent Living (TIL)	9323B	Ali Forney Center	TIL Site			RHY	Transitional Independent		Eugenio Rosa	
Draft	93238-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	n Manag
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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.

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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 Mar	nag
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 Mar	nag
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 Mar	nag
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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 Mar	nag
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 Mar	nag
Draft	9323B-Drop-in Centers-7/1/2018-6/30/2019	9323B	Ali Forney Center	Drop In Center	2019	Fiscal Year	RHY	Drop-in Centers	7/1/2018	6/30/2019 DYCD Program Mar	nag
Draft	9323B-RHY-Drop-in Centers	9323B	Ali Forney Center	Drop In Center			RHY	Drop-in Centers		DYCD Program Mar	nag
Draft	9323B-RHY-Street Outreach	9323B	Ali Forney Center	Street Outreach Site			RHY	Street Outreach		DYCD Program Mar	nag
Draft	9323B-RHY-Transitional Independent Living (TIL)	9323B	Ali Forney Center	TIL Site			RHY	Transitional Independent		Eugenio Rosa	
Draft	93238-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 Mar	nag
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How to find your Workscope

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

Main Menu 🛛 🗸 Workscopes v

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➡ Active Workscopes ▼

Department of

Youth & Community

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\sim	Workscope Status	Workscope Name 个	Contract C	Provider	Program Site	Year	Period Type \Upsilon 🕄	; <
	Approved	9301D-Crisis Shelters-7/1/2018-6/30/2019	9301D	Good Shepherd Services	Crisis!	2019	Fiscal Year	2
	Released	9301D-Crisis Shell rs-7/1/2019-6/30/2020	9301D	Good Shepherd Services	Crisis!	2020	Fiscal Year	arts
	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	G
	Submitted	9301D-Transitional Independent Living (TIL)-7/1/2019-6/	9301D	Good Shepherd Services	TIL!	2020	Fiscal Year	e
	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.

Development	CONNEC	Main Menu 🗸 Workscopes 🗸 9301D-Crisis Shelter 🗸	U G	Search CRM data	Q		- 👾 👘
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WORKSCOPE Released	8	9301D-Crisis Shelters-7/1/2019-6/30/2020			Period Type Year Fiscal Year 2020	Provider Good Shepherd Services	Program Period 7/1/2019 - 6/30/2020
C GENERAL Basic Information	Î	Program Design Questions 9301D-Crisis Shelters-7/1/2019-6/30/2020					🖺 SAVE
Program Compliance		PROGRAM DESCRIPTION					
Program Design Workscope History Team Members		1. Provide a description of your program.	The TIL program will be part of a larger housing continuum for youth and yo foster care or juvenile justice systems. Like all RHY programs, we operate with learning (SEL) and positive youth development (PVD) approach.	oung adults who are hom thin a framework of the a	neless, at high risk of ho agency's signature strer	omelessness, or who have ag Igths-based youth leadership	jed out of the p, social emotional
PUBLIC INFO							10
SCHEDULING	~						
	~						
STAFFING	~						
EVALUATIONS	~						
NOTES & ATTACHMENTS							
RHY Form							

Department of

DYCD Provider

Workscope section requiring information

In the GENERAL section of the Workscope you can find the PROGRAM DESIGN section. Please enter basic information about the services your program provides.

Youth & Community Development	📕 📄 Main Menu 🛛 🗸 Workscopes 🗠	9301D-Crisis Shelter 🗸	© ⊕	Search CRM data	DYCD FROMBERA DYCDCRMUAT	Q 🔅 ?
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WORKSCOPE Released	9301D-Crisis Shelters-7/1/2019-6/30/2020			Period Type Year Fiscal Year 2020	Provider Good Shepherd Services	Program Period 7/1/2019 - 6/30/2020
🗅 GENERAL 🗸						+NEW Q
PUBLIC INFO						
	Title	Number of Staff Members	Staff Type	DYCD Funded	\$	
	Assistant Program Director	4	Full-Time	Yes		Open
A PARTICIPATION ✓	Director	1	Full-Time	Yes		Open
STAFFING	Art Specialist	2	Part-Time	Yes		Open
Staffing Plan	1 - 3 of 3					< 1 > 2
Contacts						
EVALUATIONS ~						
NOTES & ATTACHMENTS						
RHY Form						

Workscope section requiring information

In the STAFFING section of the Workscope you can find the STAFFING PLAN. This section is reserved for the staff lines submitted on your budget in HHS Accelerator. Only complete the mandated fields.

Youth & Community Development	ONNEC	n 📕 Main Menu 🗸 Workscopes	 ✓ 9301D-Crisis Shelter 		(+) Search CRM dat	ta 🔎	DYCDCRMUAT	Q ?
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WORKSCOPE Released		9301D-Crisis Shelters-7/1/2019-6/30/20	20			Period Type Fiscal Year	Year Provider 2020 Good Shepherd Services	Program Period 7/1/2019 - 6/30/2020
🗅 GENERAL	~	Associated Provider Contacts Add/Re	move Provider Contacts ×					
PUBLIC INFO		9301D-Crisis Shelters-7/1/2019-6/30/2020						T ADD/REMOVE
₿ SCHEDULING	~	Full Name	 Title 	≑ Email	♦ Work Phone ♦ Mobile	Phone 🔶	Employment Period	\$
	~	Aliyes Plasencia	Program Director	aliyes_plasencia@goodshepherds.org	718-221-1064		12/22/2014 - N/A	Open
🖀 STAFFING		Carla Ephraim	Program Director	carla_ephraim@goodshepherds.org	646.530.2445		9/5/2018 - N/A	Open
Staffing Plan		Chante Brown	Program Supervisor	chante_brown@goodshepherds.org	(718)924-2511		1/2/2018 - N/A	Open
Contacts		Damien Tillman	Program Director	Damien_tillman@goodshepherds.org	347.663.9563		4/7/2016 - N/A	Open
EVALUATIONS	~	Demond Pearson	Program Supervisor	Demond_Pearson@goodshepherds.org	(929)246-6400		9/13/1999 - N/A	Open
NOTES & ATTACHMENTS		1 - 5 of 5						< 1 > 2

Workscope section requiring information

In the STAFFING section of the Workscope you can find the CONTACTS section. Please include Executive Director, Fiscal Officer, Program Directors, Managers/Supervisors. Only complete the mandated fields.

Now we will review the steps taken before submitting a Workscope.



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WORKSCOPE		9301D-Crisis Shelter	s-7/1/2019-6/30/2020	Period Type Year Provider Fiscal Year 2020 Good Shepherd Services	Program Period 7/1/2019 - 6/30/2020
GENERAL	Submit For Review Check Validation	 General 			
PUBLIC INFO	Copy URL	Workscope Name	9301D-Crisis Shelters-7/1/2019-6/30/2020	Workscope Registration Progress	Q
SCHEDULING	~	Provider * Program Site *	Good Shepherd Services Crisis!		
	× ×	Contract * Period Type *	 9301D Fiscal Year 	0%	
STAFFING	~	Year * Program Area *	2020 RHY		
EVALUATIONS	5 ~	Program Type *	Crisis Shelters	Required Registrations	
NOTES & ATT	ACHMENTS	Program Year Start *	7/1/2019	0/8	
RHY Form		Program Year End "	■ 6/30/2020	Total Beds	8
		Provider Admin *	DYCD ProviderAdmin22	Registrations Enrolled	0
		DYCD Program Manager	DYCD Program Manager 22	Registrations Pending Additional Info	0
				Registrations Overstayed	0
		Owner*	9301D-RHY-Crisis Shelters: Workscope Team (ID: 618DE372566B)	Registrations in Progress	5
				Registrations Exited	0

Worksco	pe Prog	ram Si	te

Program Site	Year Period Type 🛧	Year	
Crisis!	Fiscal Year	2020	

Workscope Validation

Once you complete the PROGRAM DESIGN, STAFFING PLAN, and CONTACTS, you can check the validation of the Workscope by clicking the 3 dots located on the top left of the Workscope and selecting CHECK VALIDATION. If you have completed the needed sections your Workscope will pass validation. If you do not pass validation, you must go back and complete the mandatory area missing information. Once you complete the information, save and repeat the CHECK VALIDATION steps.

Now we will review the steps taken to submit a Workscope.



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						OK Cancel							
WORKSCOPE			9301D-Crisis Shelters	5-7/1/2019-6/30/2020				Period Type Fiscal Year	Year 2020	Provider Good Shepherd Services	Program Pe 7/1/2019	eriod - 6/30/2	2020
🗅 GENERAL	Submit For Review Check Validation	v	 General 										
PUBLIC INFO	Copy URL		Workscope Name	9301D-Crisis Shelters-7/1/2019-6/30/2	2020		Workscope Registration Progress						C
SCHEDULING		~	Provider * Program Site ⁺	Good Shepherd Services Crisis!									
8 PARTICIPATIO	N	~	Contract * Period Type *	9301DFiscal Year				09	%				
STAFFING		~	Year * Program Area *	2020									
EVALUATIONS		~	Program Type *	Crisis Shelters				Described Des					
NOTES & ATT	ACHMENTS		Program Year Start *	7/1/2019				0 / 8	8				
	in the second se		Program Year End *	6/30/2020			Total Beds						8
RHY Form							Available Beds						8
			Provider Admin *	DYCD ProviderAdmin22			Registrations Enrolled						0
			DYCD Program Manager	DYCD Program Manager 22			Registrations Pending Additional Info						0
							Registrations Overstayed						0
			Owner*	9301D-RHY-Crisis Shelters: Works	cope Team (ID: 618DE372566B)		Registrations in Progress						5
							Registrations Exited						0

Workscope Program Sites									
Program Site	Year Period Type ↑	Year							
Crisis!	Fiscal Year	2020							

2020

Workscope Submission

Once the Workscope has passed the VALIDATION CHECK, you can submit the Workscope by clicking the 3 dots located on the top left of the Workscope and selecting SUBMIT FOR REVIEW. The previous step will initiate a pop up asking "Do you want to send this for review". Please complete the submission by selecting OK.

Once you submit your Workcope DYCD will review and approve, or return your Workscope for editing. If the Workscope is returned for editing, please follow the steps outlined in slides 7-13.



Thank you for reviewing the Workscope submission process. If you encounter any issues please contact Leo Arias at <u>learias@dycd.nyc.gov</u>

646-343-6457

Thank you.

