

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.



**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
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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.

My Work

- Dashboards
- Workscopes
- Reports

Registrations

- Intake
- Participants

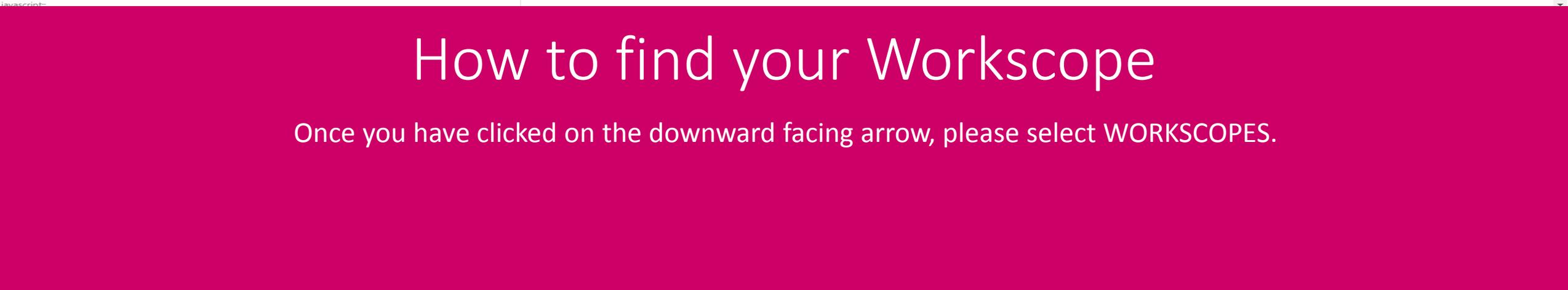
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- Contracts
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EMS

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

GENERAL

- Basic Information
- Program Compliance
- Program Design**
- Workscope History
- Team Members

PUBLIC INFO

SCHEDULING

PARTICIPATION

STAFFING

EVALUATIONS

NOTES & ATTACHMENTS



9301D-Crisis Shelters-7/1/2019-6/30/2020

Period Type Fiscal Year	Year 2020	Provider Good Shepherd Services	Program Period 7/1/2019 - 6/30/2020
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Program Design Questions SAVE

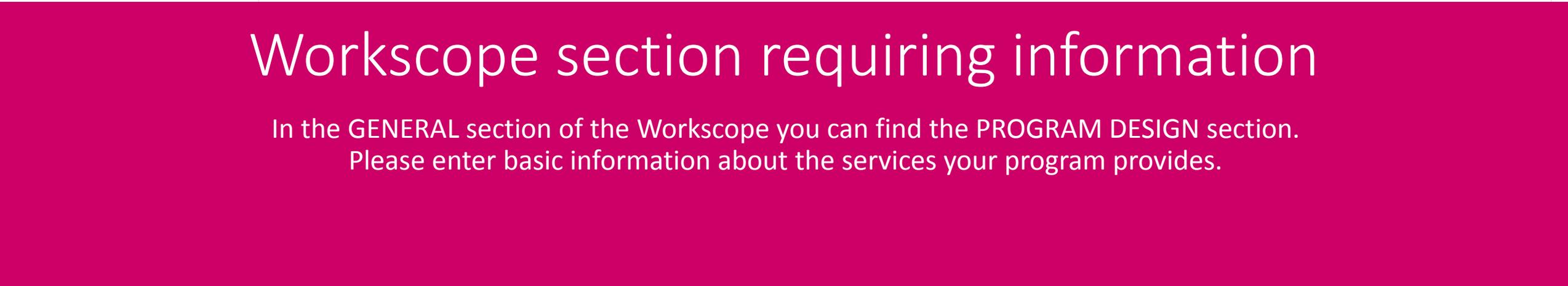
9301D-Crisis Shelters-7/1/2019-6/30/2020

PROGRAM DESCRIPTION

1. Provide a description of your program.

The TIL program will be part of a larger housing continuum for youth and young adults who are homeless, at high risk of homelessness, or who have aged out of the foster care or juvenile justice systems. Like all RHY programs, we operate within a framework of the agency's signature strengths-based youth leadership, social emotional learning (SEL) and positive youth development (PYD) approach.

RHY Form



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.

- WORKSCOPE Released
- GENERAL
- PUBLIC INFO
- SCHEDULING
- PARTICIPATION
- STAFFING 
- Staffing Plan
- Contacts
- EVALUATIONS
- NOTES & ATTACHMENTS

9301D-Crisis Shelters-7/1/2019-6/30/2020 | Period Type: Fiscal Year | Year: 2020 | Provider: Good Shepherd Services | Program Period: 7/1/2019 - 6/30/2020

Staffing Plan

9301D-Crisis Shelters-7/1/2019-6/30/2020

Title	Number of Staff Members	Staff Type	DYCD Funded	
Assistant Program Director	4	Full-Time	Yes	Open
Director	1	Full-Time	Yes	Open
Art Specialist	2	Part-Time	Yes	Open

1 - 3 of 3 | < 1 > | ↻

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.

WORKSCOPE
Released

- GENERAL
- PUBLIC INFO
- SCHEDULING
- PARTICIPATION
- STAFFING**
Staffing Plan
Contacts
- EVALUATIONS
- NOTES & ATTACHMENTS



9301D-Crisis Shelters-7/1/2019-6/30/2020 | Period Type: Fiscal Year | Year: 2020 | Provider: Good Shepherd Services | Program Period: 7/1/2019 - 6/30/2020

Associated Provider Contacts | Add/Remove Provider Contacts

Associated Provider Contacts | + ADD/REMOVE

9301D-Crisis Shelters-7/1/2019-6/30/2020

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
Carla Ephraim	Program Director	carla_ephraim@goodshepherds.org	646.530.2445		9/5/2018 - N/A	Open
Chante Brown	Program Supervisor	chante_brown@goodshepherds.org	(718)924-2511		1/2/2018 - N/A	Open
Damien Tillman	Program Director	Damien_tillman@goodshepherds.org	347.663.9563		4/7/2016 - N/A	Open
Demond Pearson	Program Supervisor	Demond_Pearson@goodshepherds.org	(929)246-6400		9/13/1999 - N/A	Open

1 - 5 of 5 | < 1 > ↻

RHY Form

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.



**Department of
Youth & Community
Development**

WORKSCOPE Released

- Submit For Review
- Check Validation

9301D-Crisis Shelters-7/1/2019-6/30/2020

General

- Workscope Name: 9301D-Crisis Shelters-7/1/2019-6/30/2020
- Provider*: Good Shepherd Services
- Program Site*: Crisis!
- Contract*: 9301D
- Period Type*: Fiscal Year
- Year*: 2020
- Program Area*: RHY
- Program Type*: Crisis Shelters
- Program Year Start*: 7/1/2019
- Program Year End*: 6/30/2020
- Provider Admin*: DYCD ProviderAdmin22
- DYCD Program Manager: DYCD Program Manager 22
- Owner*: 9301D-RHY-Crisis Shelters: Workscope Team (ID: 618DE372566B)

Workscope Registration Progress

0%

Required Registrations
0 / 8

Total Beds	8
Available Beds	8
Registrations Enrolled	0
Registrations Pending Additional Info	0
Registrations Overstayed	0
Registrations in Progress	5
Registrations Exited	0

Workscope Program Sites

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.



**Department of
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dcvrb-crm-int01.dycd.nycnet says
Do you want to send this for review?
OK Cancel

9301D-Crisis Shelters-7/1/2019-6/30/2020

General

Workscope Name: 9301D-Crisis Shelters-7/1/2019-6/30/2020
 Provider*: Good Shepherd Services
 Program Site+: Crisis!
 Contract*: 9301D
 Period Type*: Fiscal Year
 Year*: 2020
 Program Area*: RHY
 Program Type*: Crisis Shelters
 Program Year Start*: 7/1/2019
 Program Year End*: 6/30/2020

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

Owner*: 9301D-RHY-Crisis Shelters: Workscope Team (ID: 618DE372566B)

Workscope Registration Progress

0%
Required Registrations
0 / 8

Total Beds	8
Available Beds	8
Registrations Enrolled	0
Registrations Pending Additional Info	0
Registrations Overstayed	0
Registrations in Progress	5
Registrations Exited	0

Workscope Program Sites

Program Site	Year Period Type ↑	Year
Crisis!	Fiscal Year	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 Workscope 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.



**Department of
Youth & Community
Development**

Thank you for reviewing the Workslope submission process. If you encounter any issues please contact Leo Arias at learias@dycd.nyc.gov

646-343-6457

Thank you.



**Department of
Youth & Community
Development**