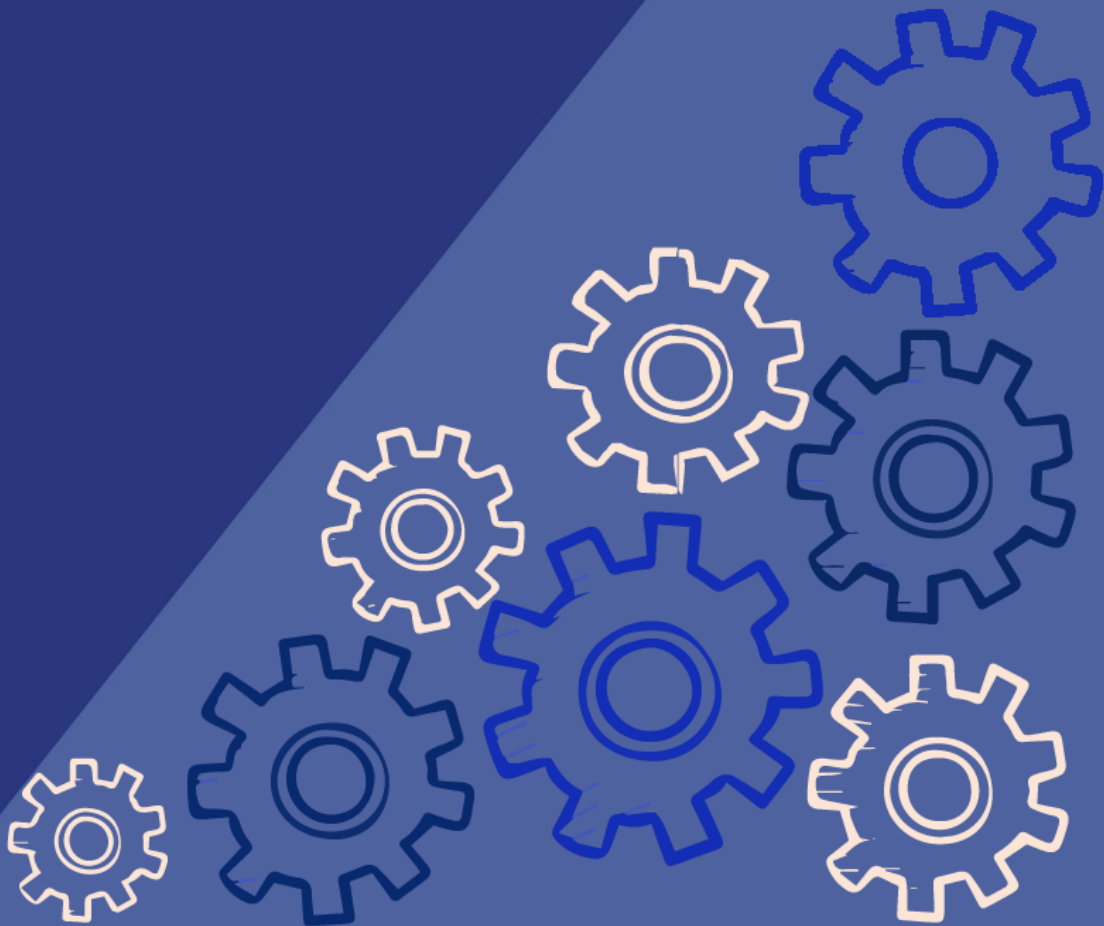




## **DYCD CONNECT**

### ***PARTICIPANT TRACKING SYSTEM:***

### ***Runaway & Homeless Youth Daily Drop Ins***



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## Key Terms

<b>Daily (Duplicated):</b>	refers to the count of walk-ins, this number may include duplicates throughout the week
<b>Monthly (Unduplicated):</b>	refers to the monthly total count of unique walk-ins to a site

## Navigating to Your Workspace

You may log onto the Participant Tracking System (PTS) using your DYCD Connect account from the DYCD Connect Homepage. Upon logging into PTS, the first screen you should see is the 'DYCD Announcements' page. This dashboard provides important news and reminders from DYCD.

DYCD Announcements 







Welcome to DYCD Announcements, your new dashboard for staying up-to-date on DYCD news and reminders! To change your dashboard, click the ▼ next to the DYCD Announcements dashboard heading and select your desired dashboard.

*Need help? Contact the DYCD Connect Help Center by clicking the ? in the top right corner of your screen.*

You may access your released workscope by navigating to the 'CBO Dashboard' in PTS/EMS.

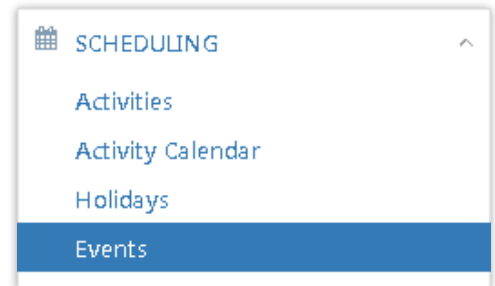
1. Click on arrow next to the title of the dashboard at the top left of the page.
2. Click on 'CBO Dashboard' from the drop-down options.
3. Click on the Workspace Name to open your workscope.

My Current Workscopes (CBO) 			
<input type="text" value="Search for records"/>			
Workspace Status 	Workspace Name	Contract	
Released	<a href="#">9564-Drop-in Centers-7/1/2021-6/30/2022</a>	9564	
Released	<a href="#">9564-Street Outreach-7/1/2021-6/30/2022</a>	9564	
Released	<a href="#">9564-Transitional Independent Living (TIL)-7/1/2021-...</a>	9564	
1 - 3 of 3			Page 1

**NOTE:** If your workscope does not appear in the list, make sure you have been assigned access by a Provider Admin at your CBO. Additional information is available in the [User Access Guide](#).

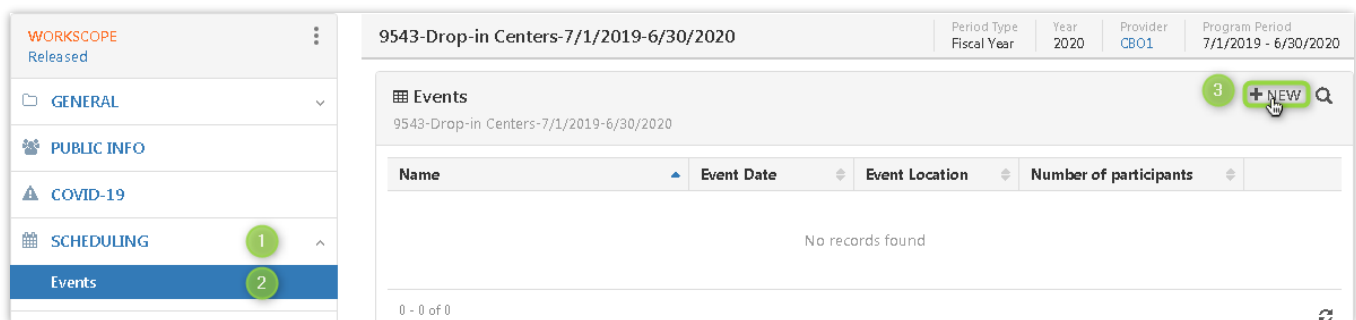
# Completing your Daily Drop-Ins Data Entry

In the Participant Tracking System, the Events section is used to capture your daily drop-in services.

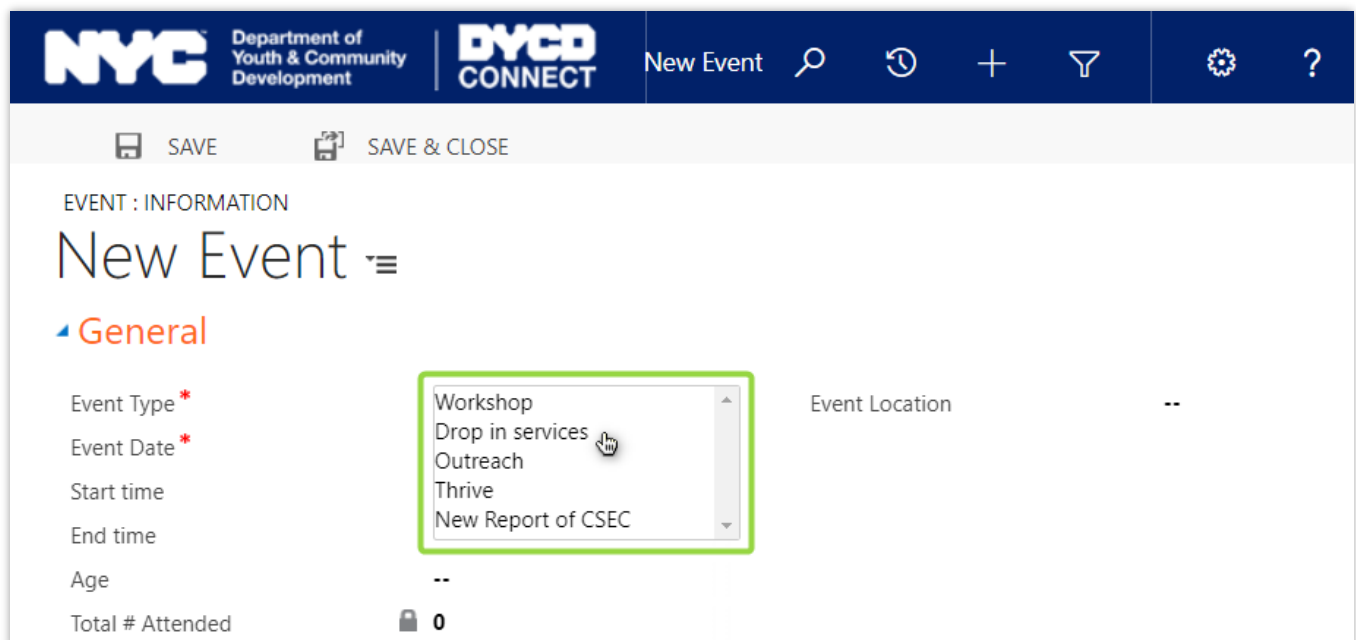


## How do you Add Daily Drop-Ins?

**Step 1:** Navigate through Scheduling>Events and click “+NEW” to navigate to the New Event page.



**Step 2:** From the Event Type field, select “Drop In Services” from the drop-down options.



**Step 3:** Click on Reporting Type and select which data you are entering in, Daily or Monthly.

SAVE

SAVE & CLOSE

EVENT : INFORMATION

New Event

General

Event Type \*

Reporting Type \*

Event Date \*

Start time

End time

Total # Attended

Drop in services

Daily (Duplicated)

Monthly (Unduplicated)

0

Indicates a mandatory field

refers to the count of walk-ins, this number may include duplicates throughout the week

refers to the monthly total count of unique walk-ins to a site

**Step 4:** Click to type in data on the remaining fields.

EVENT : INFORMATION

New Event

General

Event Type \*

Reporting Type \*

Event Date \*

Start time

End time

Total # Attended

Drop in

Daily (Duplicated)

Click here to type in a date.

Click here to use the calendar pop-up to select a date.

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

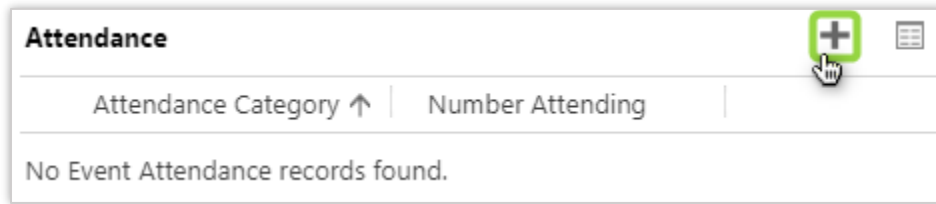
Today: 6/17/2021

NYC

Department of  
Youth & Community  
Development

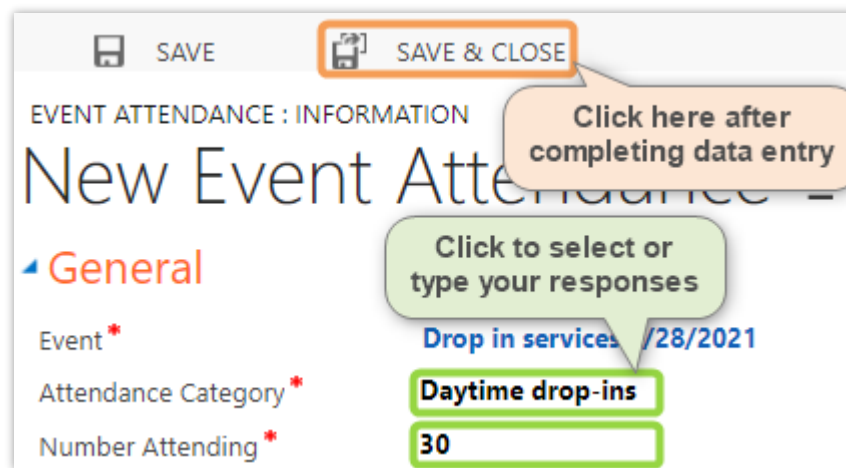
6

**Step 5:** After entering the date in step 4, the attendance table will appear at the bottom of the page. Click “+” to add attendance numbers for daytime or nighttime drop ins.



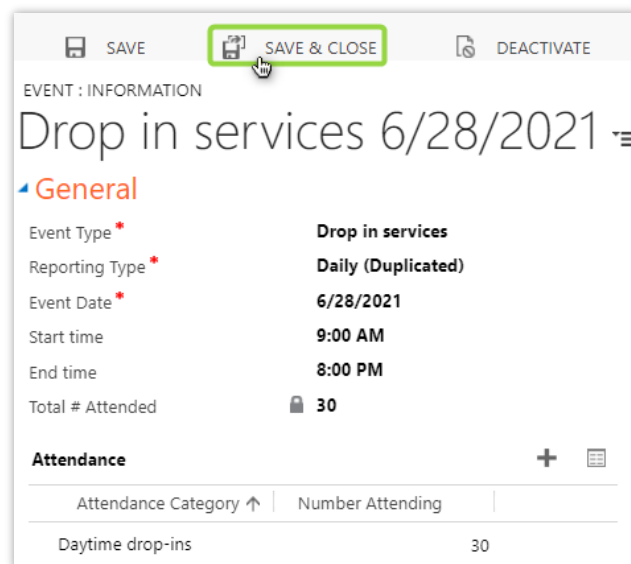
The screenshot shows a table titled "Attendance" with two columns: "Attendance Category" and "Number Attending". Below the columns, it says "No Event Attendance records found." A green box with a "+" icon and a hand cursor is positioned over the top right corner of the table, indicating where to click to add new records.

**Step 6:** Select the appropriate attendance category and add your number attending. Then, click “SAVE & CLOSE” at the top of the page.



The screenshot shows the "New Event Attendance" form. At the top, there are buttons for "SAVE" and "SAVE & CLOSE". The form is titled "EVENT ATTENDANCE : INFORMATION" and "New Event Attendance". Under the "General" tab, there are fields for "Event", "Attendance Category", and "Number Attending". A callout bubble points to the "Attendance Category" field, saying "Click to select or type your responses". Another callout bubble points to the "Number Attending" field, saying "Click here after completing data entry". The "Attendance Category" field is set to "Drop in services 6/28/2021" and the "Number Attending" field is set to "30".

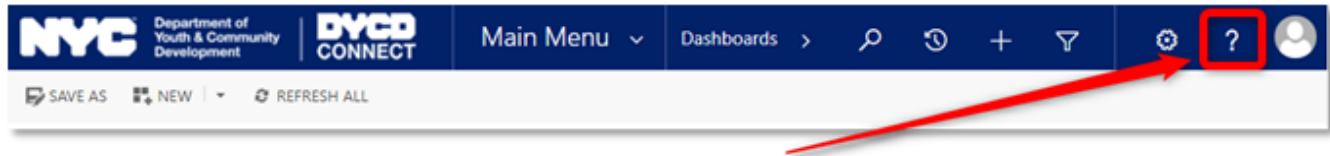
**Step 7:** After completing all data entry, click “SAVE & CLOSE” at the top of the page.



The screenshot shows the "Drop in services 6/28/2021" form. At the top, there are buttons for "SAVE", "SAVE & CLOSE", and "DEACTIVATE". The form is titled "EVENT : INFORMATION" and "Drop in services 6/28/2021". Under the "General" tab, there are fields for "Event Type", "Reporting Type", "Event Date", "Start time", "End time", and "Total # Attended". The "Event Date" field is set to "6/28/2021", the "Start time" is "9:00 AM", the "End time" is "8:00 PM", and the "Total # Attended" is "30". At the bottom, there is an "Attendance" table with two columns: "Attendance Category" and "Number Attending". The table has one row with "Daytime drop-ins" and "30". A green box with a "+" icon and a hand cursor is positioned over the "SAVE & CLOSE" button.

# DYCD Connect Help Center

If you have any questions or concerns, please submit a ticket or help request to the DYCD Connect Help Center. You may navigate to the Help Center directly from the banner at the top of DYCD Connect by clicking on the question mark as shown below.



Alternatively, you may submit a ticket through the [Help Center](#) on the DYCD Connect homepage.

Two screenshots of the DYCD Connect interface. The left screenshot shows the 'DYCD RESOURCE CENTER' with four main sections: 'DYCD WEBSITE', 'CAPACITY BUILDING', 'HELP CENTER' (highlighted with a red box), and 'F.A.Q.'. The right screenshot shows the 'DYCD HELP CENTER' form. The form includes fields for 'first name', 'last name', 'phone', and 'email'. It also has dropdown menus for 'organization', 'program area', and 'program type'. There is a checkbox for 'I am a DYCD employee'. Below these fields, there are two sections: 'NEED TECHNICAL ASSISTANCE?' and 'NEED OPERATIONAL ASSISTANCE?'. At the bottom, there is a 'Detailed Description' field.