



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Runaway & Homeless Youth Reports (Drop-In Shelters)



Table of Contents

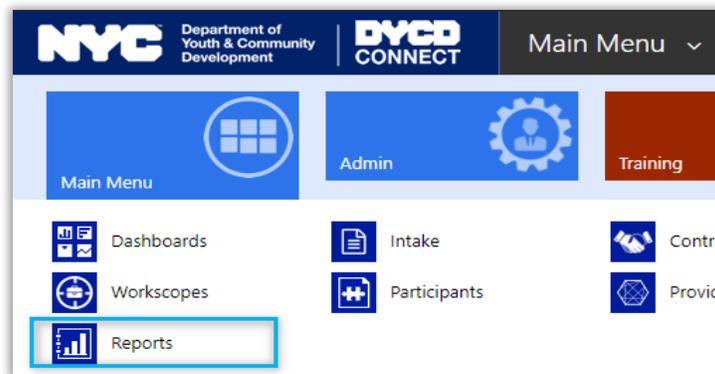
What is a Report?	3
How to Access and Run Reports	3
Reports for General Users.....	4
Official Enrollment Report.....	4
Participant Medical and Emergency Contact Information	5
Workslope Report	5
Reports for RHY: Drop-In Shelter Users	5
RHY Drop-In Outreach Program Data Report	5
RHY Drop-In Program Data Report.....	6
RHY Safe Harbor CSEC Report	7
How to Navigate a Report.....	7
DYCD Connect Help Center	Error! Bookmark not defined.

What is a Report?

Reports are a vital aspect of DYCD Connect, allowing for various areas of data from your workscope to be compiled and synthesized into easy to read data tables. These reports can be used to better understand various aspects of your program and ways to improve upon them. DYCD Program Managers also use reports to better understand how a CBO is performing and if what they're inputting online matches what evaluators see during site visits.

How to Access and Run Reports

Regardless of its type, all reports can be found in the same place on DYCD Connect. First, you will need to login into your DYCD Connect account. After logging in, navigate to the top of the screen to the blue Menu Bar, and click the downward arrow next to Main Menu. A small window will appear below it. Click on the "Reports" button.

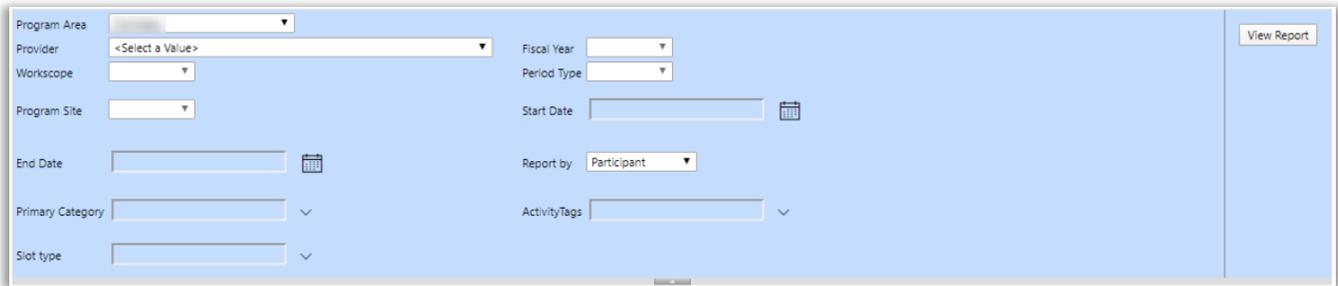


You will be brought to a new page that lists all the various reports you can review. To open a report, find the exact one you want and click the name of the report in blue text.

A screenshot of the 'Available Reports' page in the DYCD Connect system. The page title is 'Available Reports' with a dropdown arrow. Below the title is a table with columns for 'Name', 'Report Type', 'Modified On', and 'Description'. The table lists several reports, each with a blue arrow icon next to its name. The 'Reports' column contains text truncated with ellipses.

✓	Name ↑	Report Type	Modified On	Description
▶	Activity Schedule	Reporting Servic...	7/9/2019 3:57 PM	A Consolidated Activity Schedule Re...
▶	Activity Schedule Grid	Linked Report	3/26/2018 4:34 ...	A Consolidated Activity Schedule Gri...
▶	Attendance Sheet	Reporting Servic...	8/27/2019 2:52 ...	Tool to print Group or Activity Attend...
▶	CAP Report by Provider	Reporting Servic...	10/24/2017 4:50...	
▶	Community Partnership Summary	Linked Report	1/8/2019 11:17 ...	-- MC 1/8/2018
▶	COMPASS Average Daily Attendance	Reporting Servic...	4/19/2019 1:01 ...	
▶	Cornerstone NYCHA Report	Linked Report	4/19/2019 12:35...	Internal Only Report

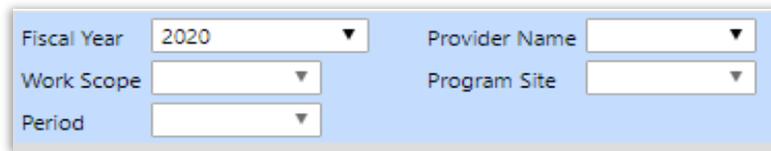
A new window should open up, taking you to a page with a series of drop-downs that looks similar to the one below. If a new page does not open, your browser will likely have a pop-up blocker enabled, and you will need to turn it off to access the report(s) in question.



The screenshot shows a web interface for selecting a report. It features several filter fields: Program Area (dropdown), Provider (dropdown with '<Select a Value>'), Workscope (dropdown), Program Site (dropdown), End Date (text input with calendar icon), Primary Category (dropdown), Slot type (dropdown), Fiscal Year (dropdown), Period Type (dropdown), Start Date (text input with calendar icon), Report by (dropdown with 'Participant' selected), and ActivityTags (dropdown). A 'View Report' button is located in the top right corner.

While some reports will have different parameters, most will ask you to provide some basic information about your site and the time period of the report. These include:

- Fiscal Year
- Provider Name
- Work Scope
- Program Site
- Program Area
- Period



This close-up shows a section of the report selection interface with the following fields: Fiscal Year (dropdown with '2020' selected), Provider Name (dropdown), Work Scope (dropdown), Program Site (dropdown), and Period (dropdown).

All parameters must be filled in before you can find the correct report. Once the data has been entered, press the “View Report” button the right-hand side of the page. After a few moments, the report should appear below the drop-down menus.

Reports for General Users

The DYCD Connect Reports section has a variety of reports. Some reports are general reports used by multiple DYCD programs, while others are specific to RHY programs.

Official Enrollment Report

This report displays enrollment data based on various factors, such as how many slots are available for each workscope, how many participants are actually enrolled to the workscope, and remaining enrollments needed to meet Program Requirements.

Participant Medical and Emergency Contact Information

This report displays a complete list of all participants at a program site, their medical needs, and who is allowed to pick up participants from programs.

Contact Information												
Participant	ID	Grade	Slot Type	Relation	Contact Name	Can Pickup?	Can walk home alone ?	Email	Home#	Mobile#	Primary Contact	
		7th	N/A	Grandmother		Yes	Yes				No	
				Mother		Yes	Yes				Yes	
		7th	N/A	Father		Yes	Yes				No	
				Mother		Yes	Yes				Yes	
		7th	N/A	Aunt		Yes	Yes				No	
				Aunt		Yes	Yes				No	
				Grandmother		Yes	Yes				No	
				Mother		Yes	Yes				Yes	
		7th	N/A	Aunt		Yes	Yes				No	
				Mother		Yes	Yes				Yes	
				Uncle		Yes	Yes				No	
		7th	N/A	mother		Yes	Yes				Yes	
				stepfather		Yes	Yes				No	
		7th	N/A	Father		Yes	Yes				No	
				Mother		Yes	Yes				Yes	
				Uncle		Yes	Yes				No	

Workscope Report

This report displays a detailed summary of your workscope, including contract information, the staffing plan, and the Program Design Questions and Answers.

Reports for RHY: Drop-In Shelter Users

RHY Drop-In Outreach Program Data Report

This report provides a summary of the number of Outreach Events held during a given period, along with the total number of attendees to that outreach, and those numbers can be broken down further by Borough.

		RHY Drop-In Outreach Program Data Report					
Fiscal Year: 2021		Date Range: 07/01/2020 - 06/30/2021					
Total # of Outreach Events	Dec	Mar	Apr	May	Total	Average per month	
	1	6	5	10	22	4	
Total	1	6	5	10	22	4	
Total # of Outreach Attendees	Dec	Mar	Apr	May	Total	Average per month	
	5	88	70	285	448	75	
Total	5	88	70	285	448	75	
Total # of Outreach Attendees by Borough	Dec	Mar	Apr	May	Total	Average per month	
Manhattan	5	88	70	285	448	75	
Total	5	88	70	285	448	75	

RHY Drop-In Program Data Report

This is a comprehensive report that covers a wide variety of metadata that has been entered into the RHY workscope and provides totals and averages of attendees across a given period.

		RHY Drop-In Program Data Report												
Fiscal Year: 2021		Date Range: 07/01/2020 - 06/30/2021												
DYCD RHY Drop in Center Youth Served FY 2021														
Unduplicated Youth Served Walk-ins	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	Average per month	
	50	45	48	35	15	30	33	42	50	50	67	465	42	
	18	11	13	13	7	10	6	17	17	13	15	140	13	
	16	15	12	15	8	8	13	9	10	12	15	133	12	
	128	42	40	19	30	22	33	18	28	30	21	411	37	
	48	47	37	42	26	22	24	40	30	50	36	402	37	
	37	37	45	40	39	80	56	73	77	76	70	630	57	
	40	61	73	110	81	108	386	75	500	69	261	1764	160	
	91	107	97	109	100	106	80	100	102	85	104	1081	98	
Total	428	365	365	383	306	386	631	374	814	385	589	5026	457	

RHY Safe Harbor CSEC Report

This report provides either a summary or a detailed analysis of Safe Harbor numbers per quarter and in total. The information is broken down further into the different gender identifies served, those identifying as transgender, and mental health referrals.

Program Type		Q1												Total Q1	
		Jul				Aug				Sep					
		Under 12 years old	12-15 years old	16-17 years old	18 years old and over	Under 12 years old	12-15 years old	16-17 years old	18 years old and over	Under 12 years old	12-15 years old	16-17 years old	18 years old and over		
Drop-in Centers	Gender Identity														
	Male	0	0	0	1	0	0	0	2	0	0	0	0	1	4
	Female	0	0	0	1	0	0	0	2	0	0	0	0	0	3
	Non-Binary (not Female or Male)	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	Unknown	0	0	0	0	0	0	0	0	0	0	1	0	1	1
	Total	0	0	0	2	0	0	0	5	0	0	1	1	1	9
	Youth represented above who identify as transgender	0	0	0	0	0	0	0	0	0	0	0	0	1	1
	# of Unduplicated Youth who had contact with DYCD (no ACS contact disclosed)	0	0	0	2	0	0	0	5	0	0	0	1	8	8
	# of Unduplicated Youth who had contact with ACS and DYCD	0	0	0	0	0	0	0	0	0	0	1	0	1	1
	Total	0	0	0	2	0	0	0	5	0	0	1	1	1	9
	# of Mental Health Referrals	0	0	0	0	0	0	0	1	0	0	1	0	2	2
	# of Youth Receiving Mental Health Counseling	0	0	0	0	0	0	0	2	0	0	1	0	3	3
Total	0	0	0	0	0	0	0	3	0	0	2	0	5	5	
Total	0	0	0	2	0	0	0	5	0	0	1	1	9	9	

How to Navigate a Report

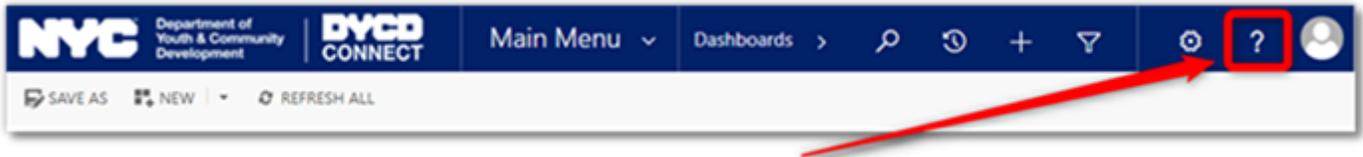


Every report has the same action bar that appears beneath the drop-down menus where you input your report parameters. This bar provides a variety of ways to interact with your newly created report.

1. This section allows you to navigate between the different pages of your report.
2. This section allows you to refresh your report.
3. This section takes you back to the "parent report." This is for reports that have additional focused sub-reports.
4. This section allows you to change the view of the report.
5. This section allows you to export your report to a variety of different offline programs.
6. This section allows you to print out your report.
7. This section allows you to search for words and phrases throughout your report and directly takes you to them.

DYCD Connect Help Center

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



Alternatively, you may submit a request through the [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.
- CB 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: