Department of Youth & Community Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Runaway & Homeless Youth Reports (TILs/Crisis Shelters)

Table of Contents

What is a Report? 3

How to Access and Run Reports 3

Reports for General Users 5

Reports for RHY: TILs/Crisis Shelter Users.....6

RHY Daily Census 6
RHY Bed Utilization Report..... 6
RHY Discharge Report..... 7
RHY Demographics Report 7
RHY Program Outcome Report..... 8
RHY Safe Harbor CSEC Report 8

How to Navigate a Report 9

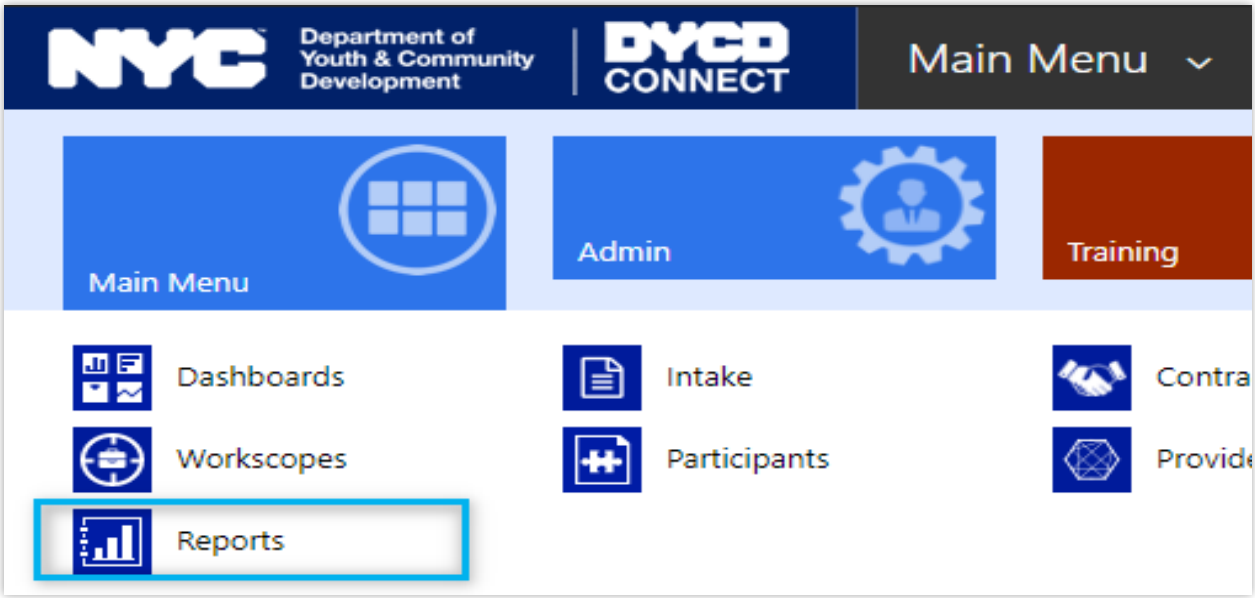
DYCD Connect Help Center.....10

What is a Report?

Reports are a vital aspect of DYCD Connect that compile data from your workscope 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 is matching what evaluators see during site visits.

How to Access and Run Reports

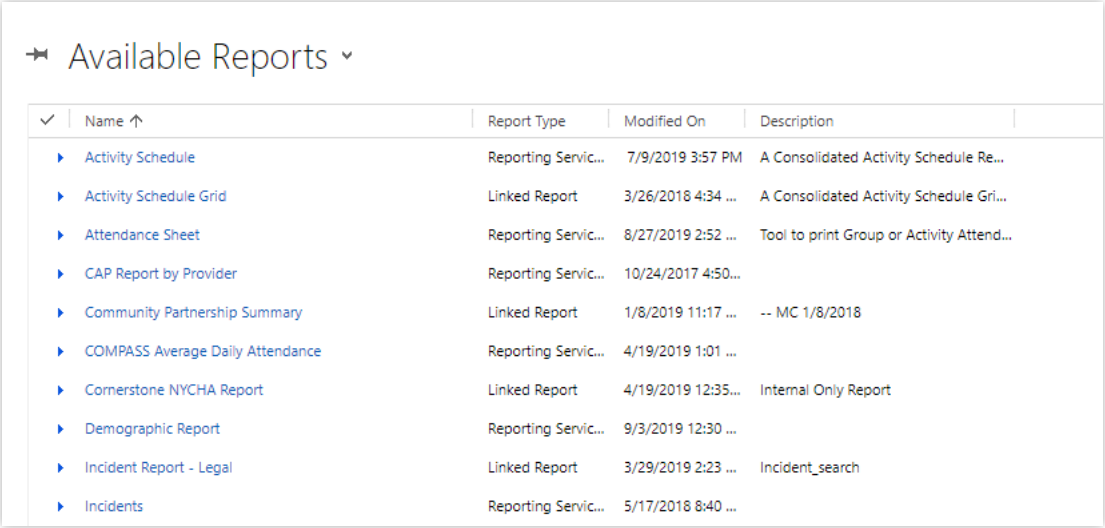
Regardless of its type, all reports can be found in the same place on the DYCD Connect site. First you will need to login in to your DYCD Connect account. If you do not already have a DYCD Connect account, you will need to create one on www.dycdconnect.nyc.



After logging in, navigate to the top of the screen to the main blue action bar. On the blue action bar at the top of the DYCD Connect page, click the down arrow next to Main Menu and small window will appear below it. Click on the "Reports" button.

You will be brought to a new page which lists all the various reports you can look at.

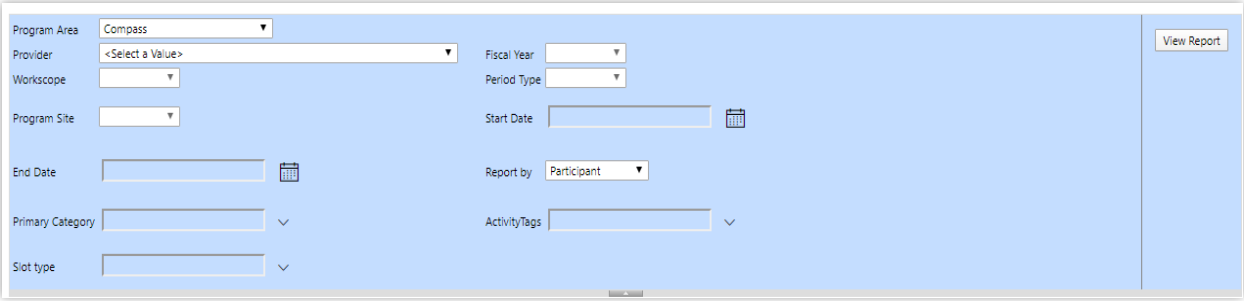
To open a report, find the exact one you want and click the name of the report in blue text.



Available Reports

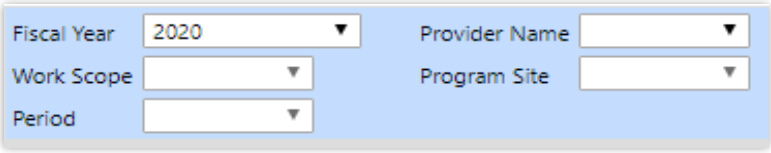
Name	Report Type	Modified On	Description
Activity Schedule	Reporting Servic...	7/9/2019 3:57 PM	A Consolidated Activity Schedule Re...
Activity Schedule Grid	Linked Report	3/26/2018 4:34 ...	A Consolidated Activity Schedule Gri...
Attendance Sheet	Reporting Servic...	8/27/2019 2:52 ...	Tool to print 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
Demographic Report	Reporting Servic...	9/3/2019 12:30 ...	
Incident Report - Legal	Linked Report	3/29/2019 2:23 ...	Incident_search
Incidents	Reporting Servic...	5/17/2018 8:40 ...	

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, it is likely your browser has pop-up blocker enabled and you will need to turn it off in order to access the report.



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



All parameters must be filled in before you can generate the report. Once the data has been inputted, 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

DYCD Connect Reports section has a variety of different reports that can be created directly from your workscope. Some of these are specific to RHY while others are general reports used by different program areas. Please find below a few examples of the different general reports you can look at on DYCD Connect.

Official Enrollment Report: displays enrollment data based on various factors, mainly workscope, provider, program type, and program site. Provides data for how many slots are available for each workscope, how many participants are actually enrolled, and how many need to be enrolled in order to meet Program Requirements.

Participant Medical and Emergency Contact Information: 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: displays a detailed summary of your workscope, including contract information, the staffing plan, and the Program Design Questions and Answers.

Reports for RHY: TILs/Crisis Shelter Users

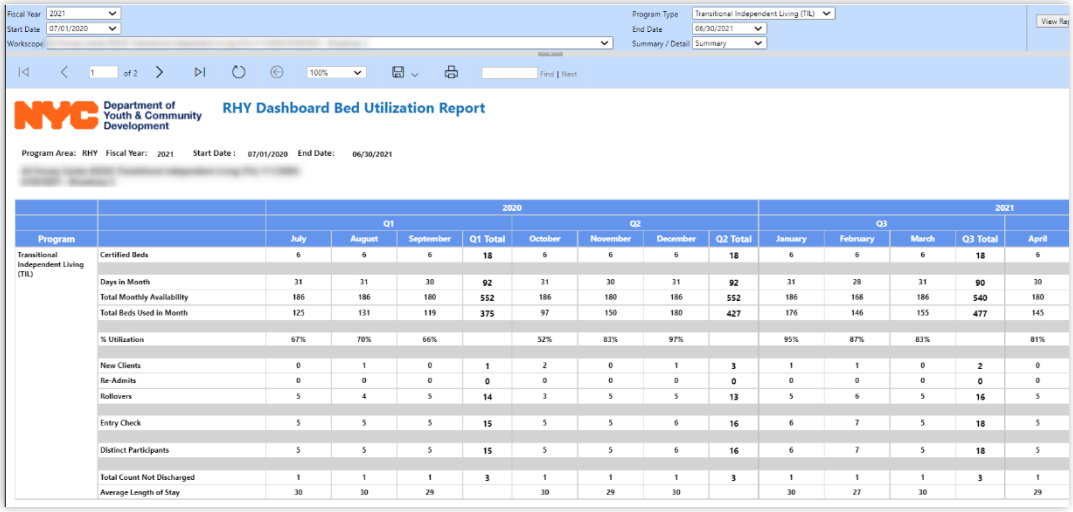
RHY Daily Census

This report will give you an updated daily account of bed availability across your programs.

RHY Bed Utilization Report

This report will give you a monthly summary of the following:

- New participants, re-admits, and rollovers
- Bed utilization
- Length of stay



Fiscal Year 2021 | Start Date 07/01/2020 | Workscope | Program Type Transitional Independent Living (TIL) | End Date 06/30/2021 | Summary / Detail Summary

Department of Youth & Community Development

RHY Dashboard Bed Utilization Report

Program Area: RHY Fiscal Year: 2021 Start Date : 07/01/2020 End Date: 06/30/2021

		2020								2021				
		Q1				Q2				Q3				
Program		July	August	September	Q1 Total	October	November	December	Q2 Total	January	February	March	Q3 Total	April
Transitional Independent Living (TIL)	Certified Beds	6	6	6	18	6	6	6	18	6	6	6	18	6
	Days in Month	31	31	30	92	31	30	31	92	31	28	31	90	30
	Total Monthly Availability	186	186	180	552	186	180	186	552	186	168	186	540	180
	Total Beds Used In Month	125	131	119	375	97	150	180	427	176	146	155	477	145
	% Utilization	67%	70%	66%		52%	83%	97%		95%	87%	83%		81%
	New Clients	0	1	0	1	2	0	1	3	1	1	0	2	0
	Re-Admits	0	0	0	0	0	0	0	0	0	0	0	0	0
	Rollovers	5	4	5	14	3	5	5	13	5	6	5	16	5
	Entry Check	5	5	5	15	5	5	6	16	6	7	5	18	5
	Distinct Participants	5	5	5	15	5	5	6	16	6	7	5	18	5
	Total Count Not Discharged	1	1	1	3	1	1	1	3	1	1	1	3	1
	Average Length of Stay	30	30	29		30	29	30		30	27	30		29

RHY Discharge Report

This report provides a breakdown of the discharged participants and discharge destinations for a given period.

Department of Youth & Community Development

RHY Discharge Report

Program Area: RHY Fiscal Year: 2021 Start Date : 07/01/2020 End Date: 06/30/2021

		2020							
		Q1				Q2			
Program		July	August	September	Q1 Total	October	November	December	Q2 Total
Transitional Independent Living (TIL)	Discharged	1	0	2	3	0	0	1	1
	Home (Returned to Parent or Guardian)	1	0	1	2	0	0	0	0
	Other residence (Including friends and relatives)	0	0	0	0	0	0	0	0
	DYCD-funded Crisis Services Program	0	0	1	1	0	0	0	0
	DYCD-funded Transitional Independent Living Program	0	0	0	0	0	0	1	1
	Foster home	0	0	0	0	0	0	0	0
	Other shelter	0	0	0	0	0	0	0	0
	DHS shelter	0	0	0	0	0	0	0	0
	Youth detention center/Correctional facility	0	0	0	0	0	0	0	0
	Hospital	0	0	0	0	0	0	0	0
	Supportive Housing	0	0	0	0	0	0	0	0
	Rapid Re-Housing	0	0	0	0	0	0	0	0
	Unsubsidized Apartment	0	0	0	0	0	0	0	0
	Subsidized Apartment (NYCHA, Mitchell Lama, Etc.)	0	0	0	0	0	0	0	0
	Shared Living (Not friends or relatives)	0	0	0	0	0	0	0	0
	City FHEPS	0	0	0	0	0	0	0	0

RHY Demographics Report

This report will breakdown the demographics of all the new program participants on a monthly basis.

Department of Youth & Community Development

RHY Demographic Report

Program Area: RHY Fiscal Year: 2022 Start Date : 07/01/2021 End Date: 06/30/2022

CBO1 9564-Crisis Shelters-7/1/2021-6/30/2022 - Crisis Site

		2021						Yearly Total	Monthly Avg
		Q1				Q2			
Program		July	August	September	Q1 Total	October	Q2 Total		
Crisis Shelters	Male	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0
	Not Sure	0	0	0	0	0	0	0	0
	X (not male or female)	0	0	0	0	0	0	0	0
	TOTAL - GENDER	0	0	0	0	0	0	0	0
	Age 18 and Over	0	0	0	0	0	0	0	0
	Age 17 and Under	0	0	0	0	0	0	0	0
	Infants	0	0	0	0	0	0	0	0
	TOTAL - AGE	0	0	0	0	0	0	0	0
	Employed Full Time	0	0	0	0	0	0	0	0
	Employed Part Time	0	0	0	0	0	0	0	0
	Unemployed (Short-term, 6 months or less)	0	0	0	0	0	0	0	0
	Unemployed (Long-term, more than 6 months)	0	0	0	0	0	0	0	0

RHY Program Outcome Report

This report provides an overview of youth discharges in a given month, for all sites in the selected Program Area. The numbers are broken down into rows that pertain to specific Outcomes.

Department of Youth & Community Development

2021 RHY RESIDENTIAL PROGRAMS OUTCOMES REPORT

May Report

Program Area	Transitional Independent Living (TIL)																			
Agency	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Contract ID	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
# YOUTH DISCHARGED IN REPORTING MONTH	3	0	12	0	0	8	6	3	4	3	5	7	2	4	3	3	1	3	1	1
LIFE AREA OUTCOME																				
EDUCATIONAL SERVICES: Referred to educational program, or assisted to attend or complete school or educational program	0	0	9	0	0	7	4	3	2	2	4	5	1	4	1	1	1	2	1	1
Referred to educational program	0	0	1	0	0	1	1	1	0	1	1	3	1	2	1	0	1	1	0	0
Assisted to attend school or educational program	0	0	7	0	0	3	1	1	1	2	1	2	1	1	0	1	0	0	0	1
Assisted to complete school or educational program	0	0	1	0	0	2	2	3	1	1	2	2	1	3	0	1	0	1	1	0
Other	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
EMPLOYMENT/ CAREER/ VOCATIONAL: Referred to job opportunity, or referred to employment/vocational assistance, or supported to maintain employment, or obtained employment	3	0	3	0	0	6	5	3	2	3	4	4	1	3	3	1	1	2	1	1
Referred to job opportunity	0	0	1	0	0	1	5	1	0	2	0	3	1	2	0	0	0	1	0	0
Referred to employment/vocational assistance	0	0	1	0	0	1	0	1	1	1	2	3	0	0	0	0	1	0	0	0
Supported to maintain employment	3	0	1	0	0	1	0	2	1	1	1	0	1	0	2	1	0	0	1	0
Obtained employment	0	0	0	0	0	0	0	0	0	2	2	1	1	3	1	0	0	1	0	0
Other	0	0	0	0	0	5	0	0	0	0	0	0	1	2	0	0	1	0	0	1
PHYSICAL/MENTAL HEALTH SERVICES: Seen by a medical professional, or received mental health services (including ThruNYC)	0	0	0	0	0	5	5	0	1	2	1	2	1	3	1	2	1	0	1	1

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.

Department of Youth & Community Development

RHY Safe Harbor Report

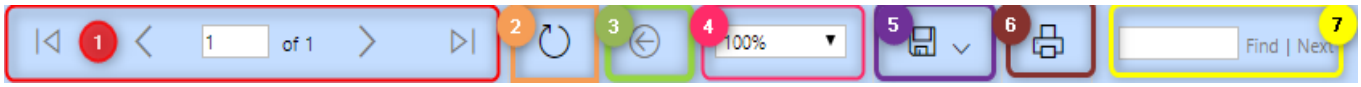
Fiscal Year: 2021 Date Range: 07/01/2020 - 06/30/2021

Program Type: Drop-in Centers

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	1	4
	Female	0	0	0	1	0	0	0	2	0	0	0	0	3
	Non-Binary (not Female or Male)	0	0	0	0	0	0	0	1	0	0	0	0	1
	Unknown	0	0	0	0	0	0	0	0	0	0	1	0	1
	Total	0	0	0	2	0	0	0	5	0	0	1	1	9
	Youth represented above who identify as transgender	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
	# of Unduplicated Youth who had contact with ACS and DYCD	0	0	0	0	0	0	0	0	0	0	1	0	1
	Total	0	0	0	2	0	0	0	5	0	0	1	1	9
	# of Mental Health Referrals	0	0	0	0	0	0	0	1	0	0	1	0	2
	# of Youth Receiving Mental Health Counseling	0	0	0	0	0	0	0	2	0	0	1	0	3
	Total	0	0	0	0	0	0	0	3	0	0	2	0	5
Total		0	0	0	2	0	0	0	5	0	0	1	1	9

How to Navigate a Report

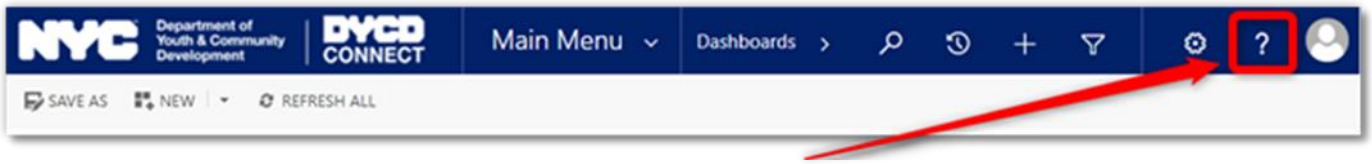
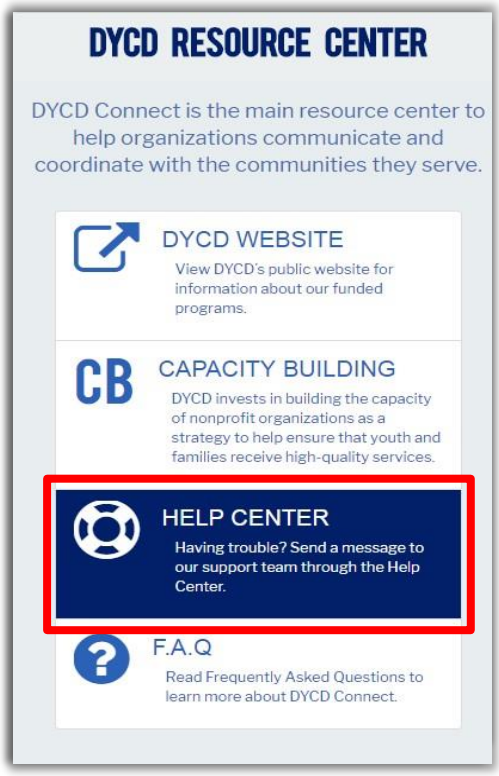
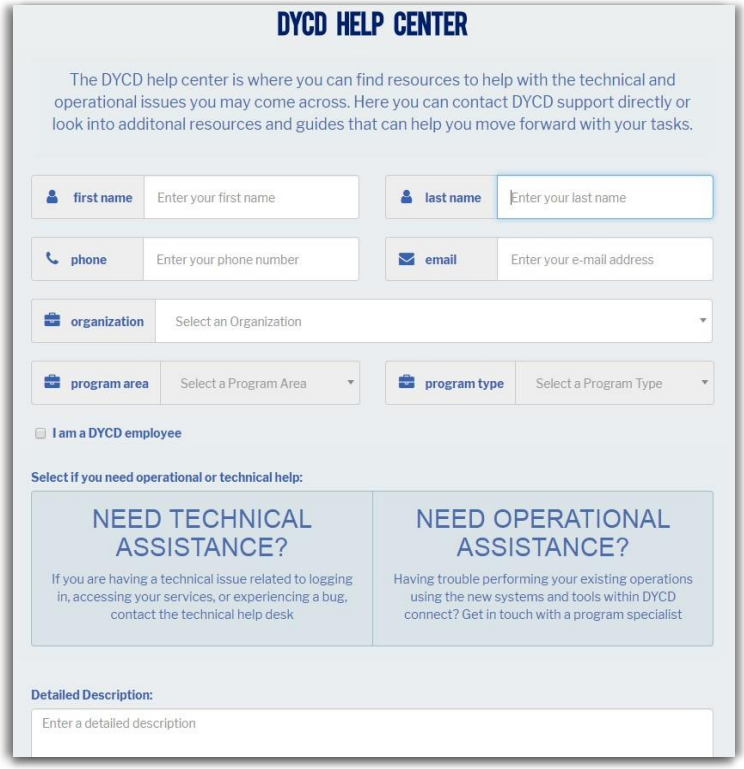
Every report has the same action bar that appears beneath the drop-down menus where you inputted your report parameters. This bar provides a variety of ways to interact with your newly created report.



1. This section allows you to easily 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 more focused, sub-reports and allows for easier navigation in between them.
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 be taken to them directly.

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.