



DYCDCONNECT

***PARTICIPANT TRACKING SYSTEM:
Runaway & Homeless Youth
Reports (TILs/Crisis Shelters) Guide***



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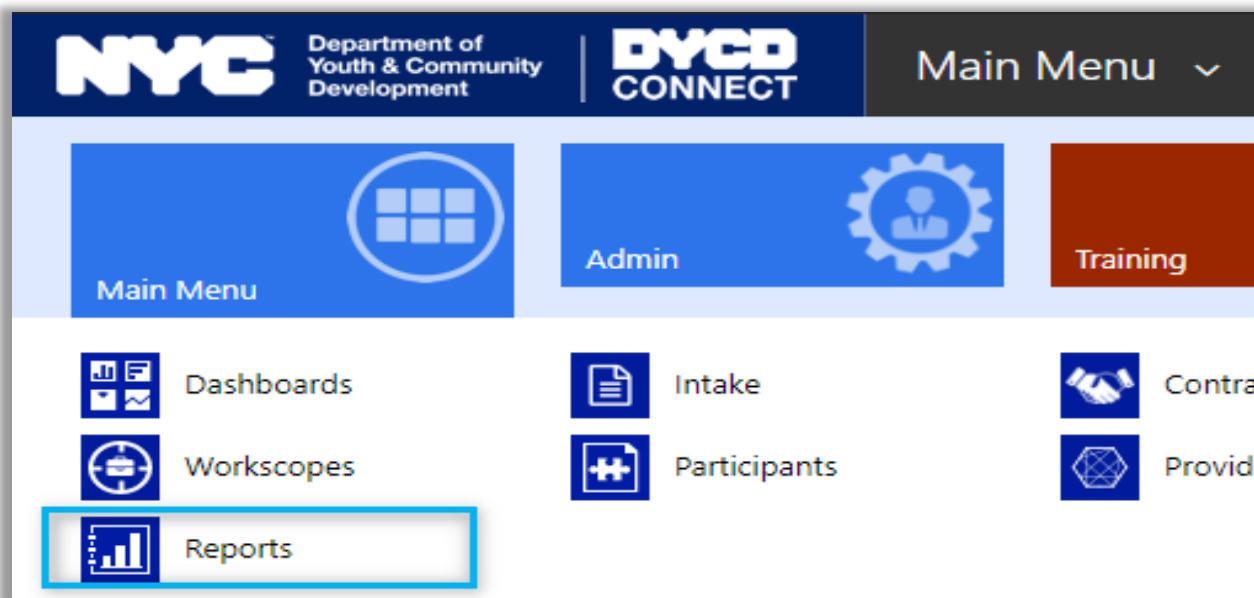
What is a Report?

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 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 need to speak with your DYCD Program Manager.

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 downward arrow next to Main Menu, and 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 report's name 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	1/6/2019 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, 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.

Program Area	<input type="text"/>	Fiscal Year	<input type="text"/>	View Report
Provider	<Select a Value>	Period Type	<input type="text"/>	
Workscope	<input type="text"/>	Start Date	<input type="text"/>	
Program Site	<input type="text"/>	Report by	Participant	
End Date	<input type="text"/>	ActivityTags	<input type="text"/>	
Primary Category	<input type="text"/>			
Slot type	<input type="text"/>			

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

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

Fiscal Year	2020	Provider Name	<input type="text"/>
Work Scope	<input type="text"/>	Program Site	<input type="text"/>
Period	<input type="text"/>		

All parameters must be filled in before you can find the correct report. Once the data has been entered, press the "View Report" button on 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 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.

Workspace	Slot Type	Beds	9/1/2021	9/2/2021	9/3/2021	9/4/2021	9/5/2021	9/6/2021	9/7/2021	9/8/2021	9/9/2021
	Male/Female/Gender Nonconforming Beds	6	5	5	5	5	5	5	2	2	2
	% Vacant Per Day:		83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%
	Total Vacancies Per Day:		5	5	5	5	5	5	2	2	2
	Total Beds Per Day:		6	6	6	6	6	6	6	6	6

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

Program		2020								2021				
		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 will give you a monthly summary of the following:

- Discharged participants
- Discharge destinations

Fiscal Year
2022
Start Date
07/01/2021
Workscope
Select All

Program Type
Crisis Shelters
End Date
06/30/2022
Summary / Detail
Summary

1 of 2
100%
Find | Next

RHY Discharge Report

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

Program	2021					Yearly Total
	Q1					
	July	August	September	Q1 Total		
Crisis Shelters	Discharged	195	183	38	416	416
	Home (Returned to Parent or Guardian)	23	10	9	42	42
	Other residence (Including friends and relatives)	25	47	3	75	75
	DYCD-funded Crisis Services Program	13	9	2	24	24
	DYCD-funded Transitional Independent Living Program	35	40	6	81	81
	Foster home	2	0	1	3	3
	Other shelter	33	16	2	51	51
	DHS shelter	3	1	1	5	5
	Youth detention center/Correctional facility	1	0	0	1	1
	Hospital	5	5	0	10	10
	Supportive Housing	1	1	1	3	3
	Rapid Re-Housing	0	0	0	0	0
	Unsubsidized Apartment	2	1	0	3	3
	Subsidized Apartment (NYCHA, Mitchell Lama, Etc.)	0	0	0	0	0
	Shared Living (Not friends or relatives)	0	3	0	3	3
	City FHEPS	0	0	0	0	0
	Emergency Housing Voucher	4	0	0	4	4
	Unknown	48	50	13	111	111
	Total Known Placements	146	133	25	304	304
	% Known Placements	75%	73%	66%		
	Total Days for Discharges	6300	5313	908	12521	12521

RHY Demographics Report

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

Fiscal Year

2022

Program Type

Crisis Shelters

Start Date

7/1/2021

End Date

6/30/2022

Workspace

< Select All >

Summary / Detail

Summary

1 of 2

100%

Find | Next

NYC

Department of Youth & Community Development

RHY Demographic Report

Program Area: RHY

Fiscal Year: 2022

Start Date: 7/1/2021

End Date: 6/30/2022

		2021				Yearly Total	Monthly Avg
		Q1					
Program		July	August	September	Q1 Total		
Crisis Shelters	Male	91	59	15	165	165	55
	Female	90	60	22	172	172	57.333
	Not Sure	1	0	0	1	1	0.333
	X (not male or female)	0	0	0	0	0	0
	TOTAL - GENDER	182	119	37	338	338	112.667
	Age 18 and Over	159	98	28	285	285	95
	Age 17 and Under	15	15	6	36	36	12
	Infants	8	6	3	17	17	5.667
	TOTAL - AGE	182	119	37	338	338	112.667
	Employed Full Time	11	11	1	23	23	7.667
	Employed Part Time	19	8	2	29	29	9.667
	Unemployed (Short-term, 6 months or less)	12	5	9	26	26	8.667
	Unemployed (Long-term, more than 6 months)	108	85	19	212	212	70.667
	Unemployed (Not in labor force)	23	4	3	30	30	10
	Not applicable (applicant is under 14 years of age)	0	0	0	0	0	0
	Migrant Seasonal Farm Worker	0	0	0	0	0	0
	No answer	9	6	3	18	18	6
	TOTAL - EMPLOYMENT	182	119	37	338	338	112.667
	Asian	3	3	0	6	6	2
	White or Caucasian	9	4	3	16	16	5.333

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.

NYC Department of Youth & Community Development		2021 RHY RESIDENTIAL PROGRAMS OUTCOMES REPORT																			
		May Report																			
Program Area	Transitional Independent Living (TIL)																				
Agency																					
Contract ID																					
# 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 ThroughNYC)	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.

NYC 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	0	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		

How to Navigate a Report

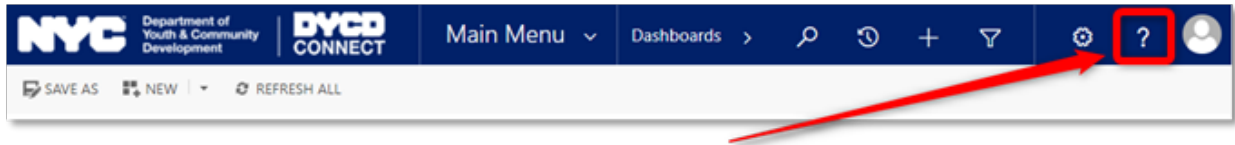
Every report has the same action bar that appears beneath the drop down menus where you input your report parameters. This bar provides a variety of ways to interact with your newly created report.



1. This section allows you to navigate between the different pages of your report easily.
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 more straightforward 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 directly takes you to them.

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.

