



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Runaway & Homeless Youth Reports (Drop-In Shelters)



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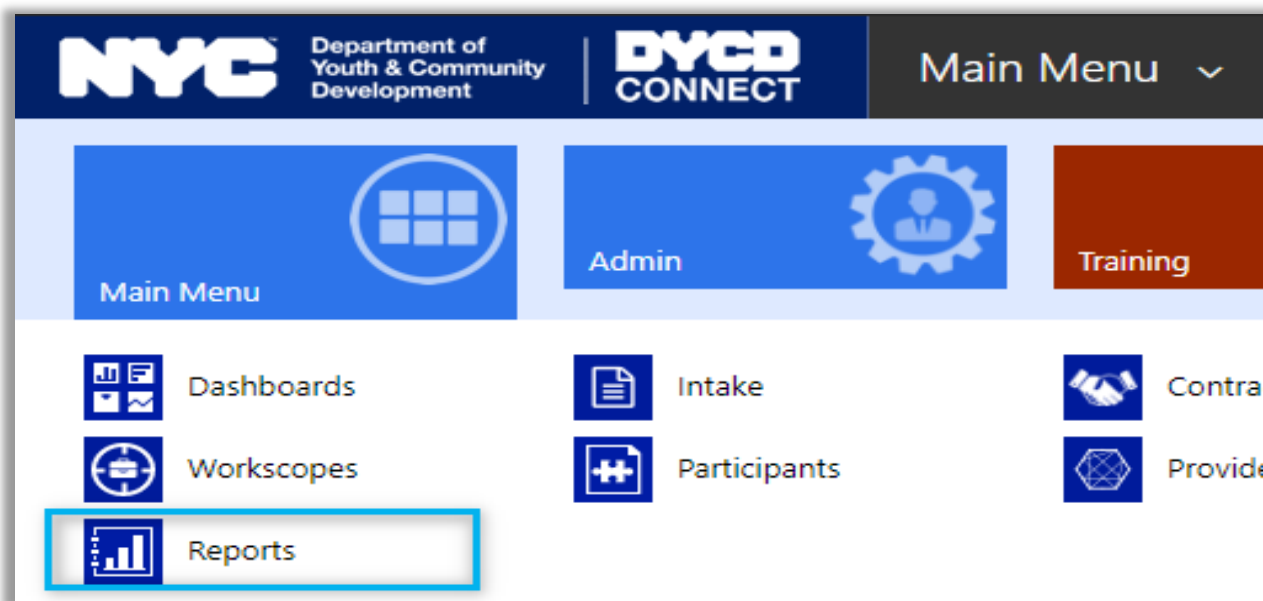
What is a Report?

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 into 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 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, 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 time period of the report. 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 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: 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.

NYC Department of Youth & Community Development		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.

NYC

Department of Youth & Community Development

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	Average per month
Unduplicated Youth Served Walk-ins													
100													

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

How to Navigate a Report

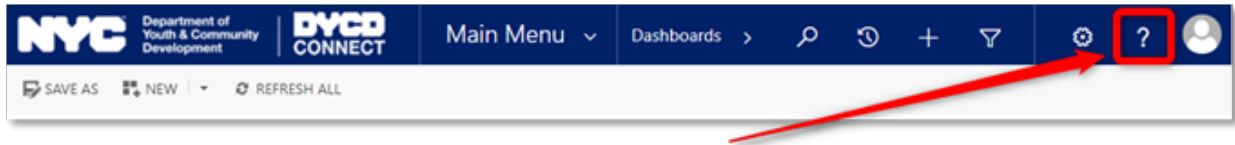
Every report has the same action bar that appears beneath the drop-down menus where you input your report parameters. This bar provides a variety of ways to interact with your newly created report.



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.

