

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Runaway & Homeless Youth (RHY)

Street Outreach



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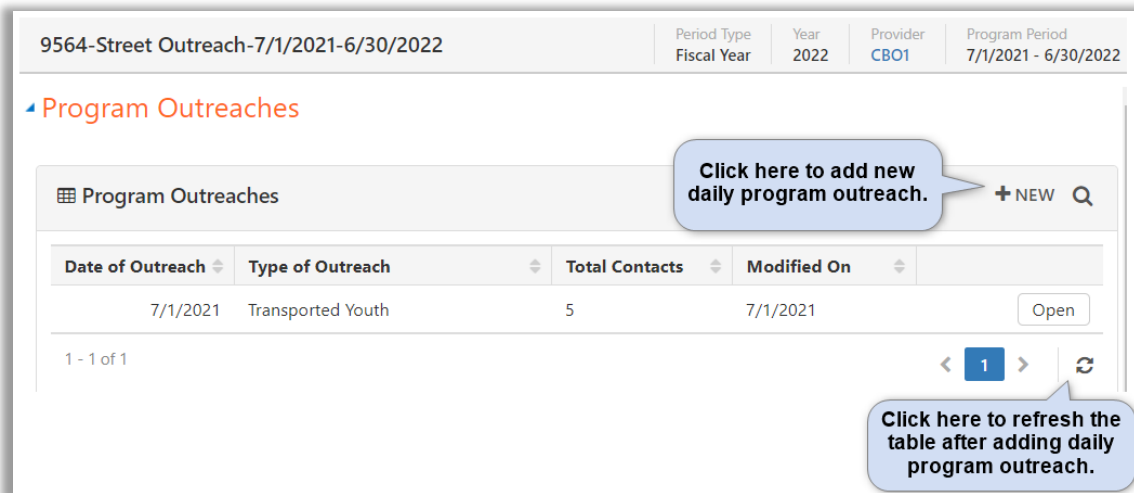
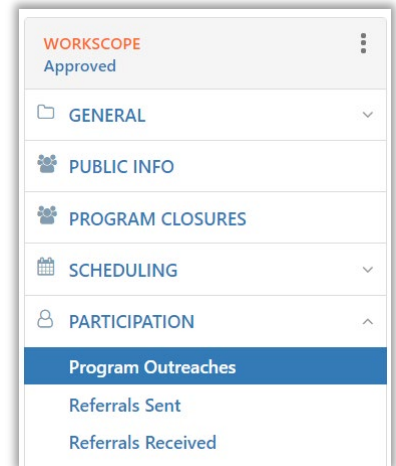
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Completing Program Outreaches

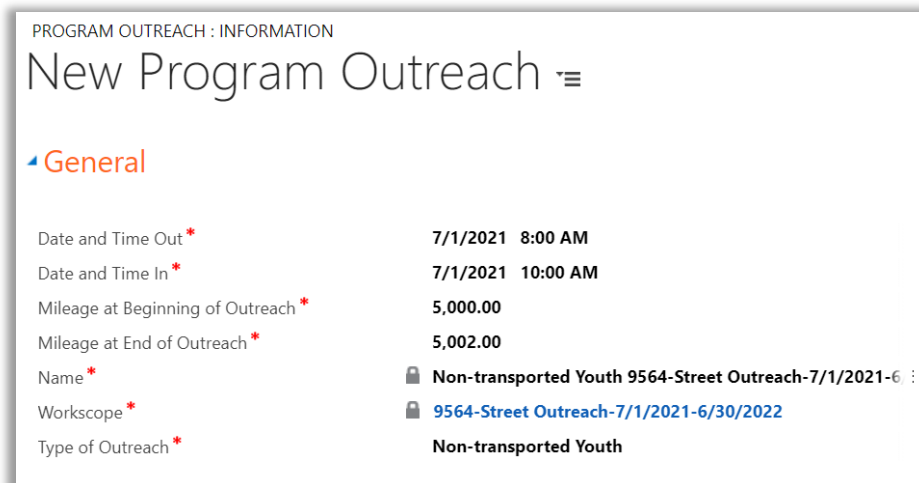
This user guide will explain the steps for Street Outreach programs to submit both transported and non-transported youth data in the Participant Tracking System during each day of program operation.

Entering Daily Program Outreach

Step 1: From your workscope, navigate to Participation>Program Outreaches. To submit daily Street Outreach data, click on/at the top right of the table.



Step 2: A new window pops up—complete data entry in the required fields. In the General Section, indicate the **date and time out / in** and the **mileage at the beginning/end of outreach**. In addition, indicate the **Type of Outreach** to specify if youth were transported. **Note:** The **Name** and **Workscope** fields will automatically generate based on your workscope information and type of outreach provided.



Step 3: In the Mandatory Information section, provide demographic information about contacts during daily outreach. Enter a whole number for each required field, including **Location, Race, Age, Ethnicity, Sexual Orientation, Gender Identity, and Transgender Contacts.**

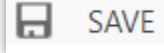
Mandatory Information

Location		Race	
Number of contacts in Brooklyn*	5	Number of American Indian or Alaskan Native*	5
Number of contacts in Bronx*	0	Number of Asian contacts*	0
Number of contacts in Manhattan*	0	Number of Black or African American contact*	0
Number of contacts in Queens*	0	Number of Middle Eastern/North African con*	0
Number of contacts in Staten Island*	0	Number of Native Hawaiian and Other Pacific*	0
Total Contacts	🔒 --	Number of White or Caucasian contacts*	0
		Number of contacts reporting multiple races*	0
		Number of Other Race contacts*	0

In addition, use the **Services Provided** section to indicate if any services were distributed.

Services Provided


- Safe sex products distributed
- Hygiene products distributed
- Food/snacks distributed
- Clothing distributed
- Information distributed

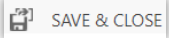
Step 4: Once all required fields are complete, click on  at the top-left of the window. If providing outreach information for transported youth, a new table will appear titled **Program Outreach Transports**. Click on the **+** icon to add information about the outreach transport provided.

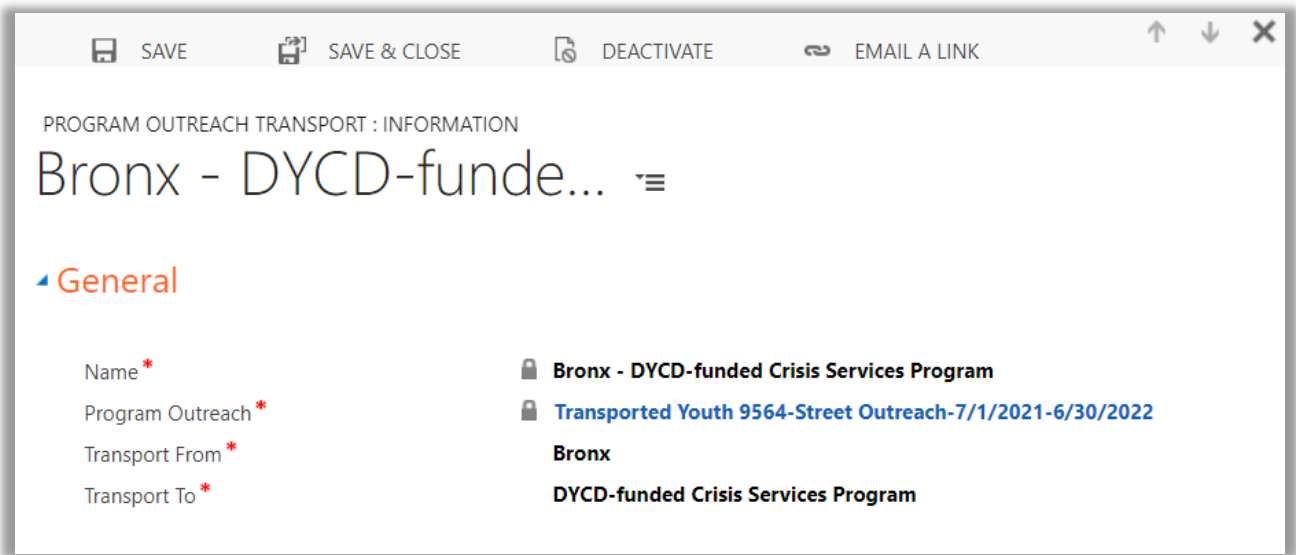
Program Outreach Transports

Transport From | Transport To ↑

No Program Outreach Transport records found.



Step 5: A new window pops up. Complete the **Transport From** and **Transport To** (drop-down menu) fields. These fields indicate where your program picked up contacts, and where they were transported. (e.g. DYCD-funded Crisis Shelter / TIL, other residence, etc.) Click on  .



PROGRAM OUTREACH TRANSPORT : INFORMATION

Bronx - DYCD-funded...

General

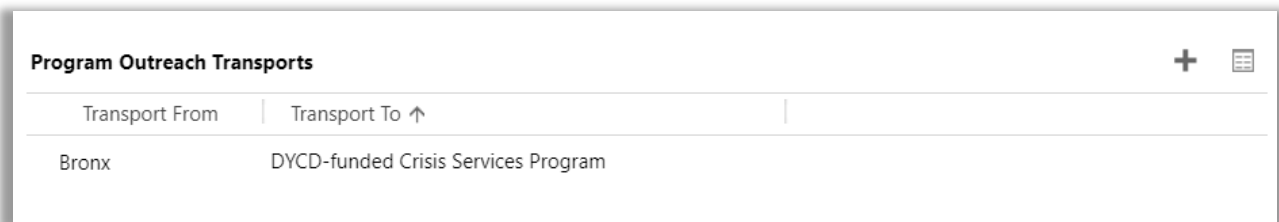
Name * **Bronx - DYCD-funded Crisis Services Program**

Program Outreach * **Transported Youth 9564-Street Outreach-7/1/2021-6/30/2022**

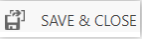

Transport From * **Bronx**

Transport To * **DYCD-funded Crisis Services Program**

Step 6: Back at the Program Outreaches window, your Program Outreach Transports information should be visible in the **Program Outreach Transports** table. Repeat step 5 for any additional transports during program outreach.

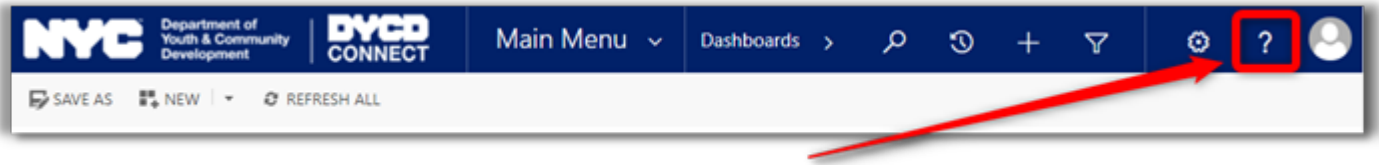


Transport From	Transport To ↑
Bronx	DYCD-funded Crisis Services Program

After verifying the information entered, click on  at the top of the window. The system will return to your workscope. If your daily Program Outreach does not appear in the table, click on the  icon at the bottom-right of the table to refresh the workscope.

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.

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: