



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Runaway & Homeless Youth

Workscope Basics

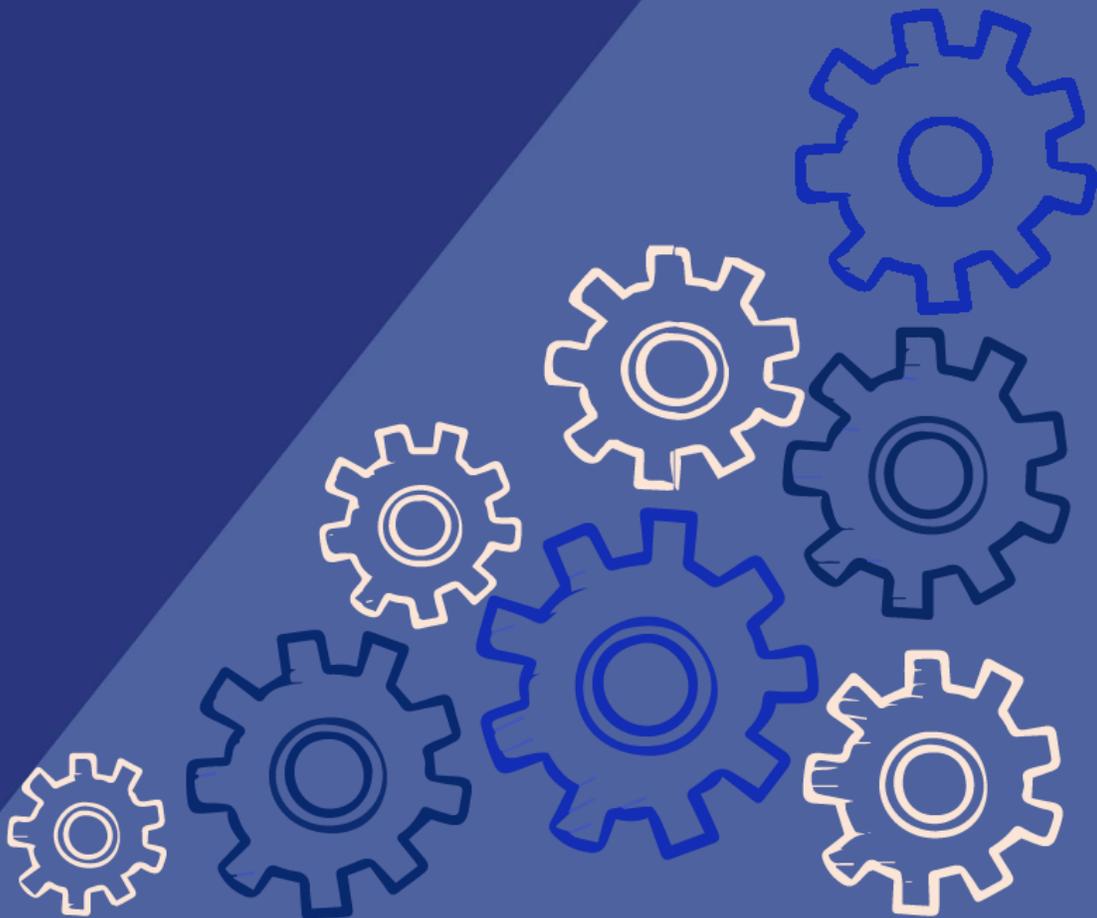


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Key Terms

Navigating to Your Workscope

Dashboard: a visualization tool with components that provide data, data summaries or navigation links to entities

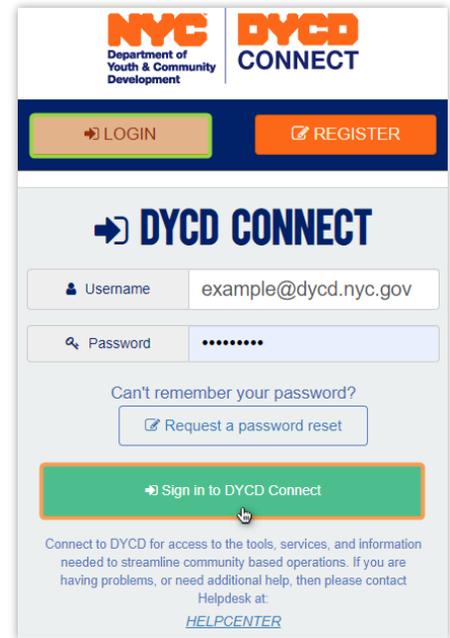
The General Section

Switchboard: a navigation panel that appears on the left side of most pages on DYCD Connect

Logging in to DYCD Connect

Providers may login to DYCD Connect on www.dycdconnect.nyc.gov. You may sign up for an account by clicking on Register at the top of the page. A step by step guide can be found here [User Access Guide](#).

To login type in your username & password and then click [Sign in to DYCD Connect](#). Then, click [PTS/EMS](#) to access the Participant Tracking System on DYCD Connect.



Navigating to Your Workspace

After logging into PTS, the first screen you should see is the 'DYCD Announcements' page. This [dashboard](#) provides important news and reminders from DYCD.



You may access your workspace by navigating to the 'CBO Dashboard' in PTS/EMS.

- 1) Click on the down arrow next to the title of the dashboard.
- 2) Click on 'CBO Dashboard' from the drop-down options.
- 3) Click on the Workspace Name of the workspace that you would like to access.

| My Current Workscopes (CBO) ▼ | | |
|--|---|----------|
| Search for records <input type="text"/> | | |
| Workscope Status ↑ | Workscope Name | Contract |
| Released | 9564-Drop-in Centers-7/1/2021-6/30/2022 | 9564 |
| Released | 9564-Street Outreach-7/1/2021-6/30/2022 | 9564 |
| Released | 9564-Transitional Independent Living (TIL)-7/1/2021-... | 9564 |

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NOTE: If your workscope does not appear in the list, make sure you have been assigned access by a Provider Admin at your CBO. Additional information is available in the [User Access Guide](#).

The General Section

The general section of the workscope has subsections that contain basic information about your workscope, your contractual obligations and lists the members of your organization that have access to your workscope.

The Switchboard

WORKSCOPE
Approved

GENERAL

- Basic Information
- Program Compliance
- Program Design
- Operating Hours
- Workscope History
- Team Members

PUBLIC INFO

SERVICE DELIVERY MODS

Callout 1: This is the workscope status. It informs you of the current configuration of this workscope.

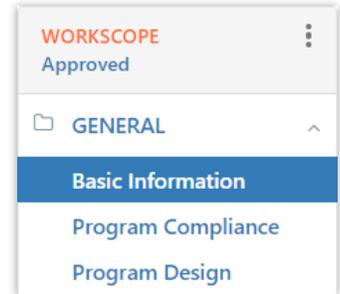
Callout 2: The workscope is organized by sections and sub-sections that define the type of data you may find in them.

Callout 3: The sub-sections contain tables that you will use to complete data entry.

After navigating to the workscope, you will find the workscope's [switchboard](#) on the left side of the page. The switchboard is used to navigate between various sections of the workscope.

Basic Information

The basic information subsection contains data to verify that you are looking at your desired workscope. Key personnel from both the provider and DYCD sides that manage the workscope are listed. A Workscope Registration Progress summary is also provided to show information about the participants listed on the workscope.



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

Period Type: Fiscal Year
Year: 2022
Provider: CBO1
Program Period: 7/1/2021 - 6/30/2022

General

Workscope Name: 9564-Crisis Shelters-7/1/2021-6/30/2022

Provider: CBO1

Program Site: Crisis Site

Contract: 9564

Period Type: Fiscal Year

Year: 2022

Program Area: RHY

Program Type: Crisis Shelters

Program Year Start: 7/1/2021

Program Year End: 6/30/2022

Provider Admin: DYCD ProviderAdmin02

DYCD Program Manager: DYCD ProgramManager02

Owner: 9564-RHY-Crisis Shelters: Workscope Team (ID: 685423D068A7)

Workscope Registration Progress

Required Registrations
0 / 130

| | |
|---------------------------------------|-----|
| Total Beds | 130 |
| Available Beds | 130 |
| Registrations Enrolled | 0 |
| Registrations Pending Additional Info | 0 |
| Registrations Overstayed | 0 |
| Registrations in Progress | 2 |
| Registrations Exited | 2 |

Program Compliance

The program compliance section shows various requirements that your program must meet on the workscope to be in compliance with your DYCD contract.

Program Compliance

Enrollment Requirements

Custom Enrollment Requirements:

Required Registrations: 130

Bed Utilization %: 90

Participant Count Requirements

Participant Diversity Requirements

Staffing Requirements

| # Staff | Title | Requirement | Staff Type | Hours per wor... |
|---------|--------------------|-------------|------------|------------------|
| 1 | Counselor | Required | | |
| 1 | Program Supervisor | Required | | |

Site Staffing Requirements

Bed Allocation

| Slot Type | Total Slots | Start Date | End Date |
|---|-------------|------------|------------|
| Female/Gender Nonconforming Beds | 10 | 7/1/2021 | 6/30/2022 |
| Male/Female/Gender Nonconforming Beds | 10 | 7/1/2021 | 12/31/1969 |
| Male/Gender Nonconforming Beds | 10 | 7/1/2021 | 6/30/2022 |
| Mother Child/Female/Gender Nonconforming Beds | 100 | 7/1/2021 | 6/30/2022 |

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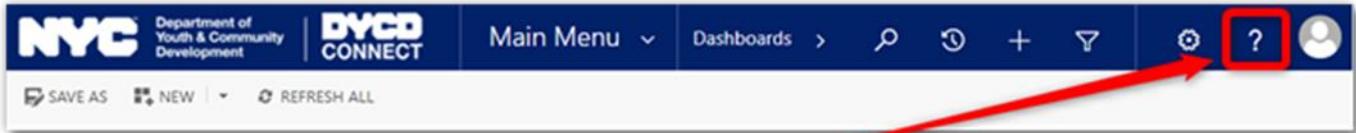
The Navigation Bar



The navigation bar is located at the top of nearly every page on DYCD Connect. It can help you to navigate across the system to view different sections that show data from all the workscopes that your account has access to view.

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 Enter your first name **last name** Enter your last name

phone Enter your phone number **email** Enter your e-mail address

organization Select an Organization

program area Select a Program Area **program type** Select a 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:
Enter a detailed description