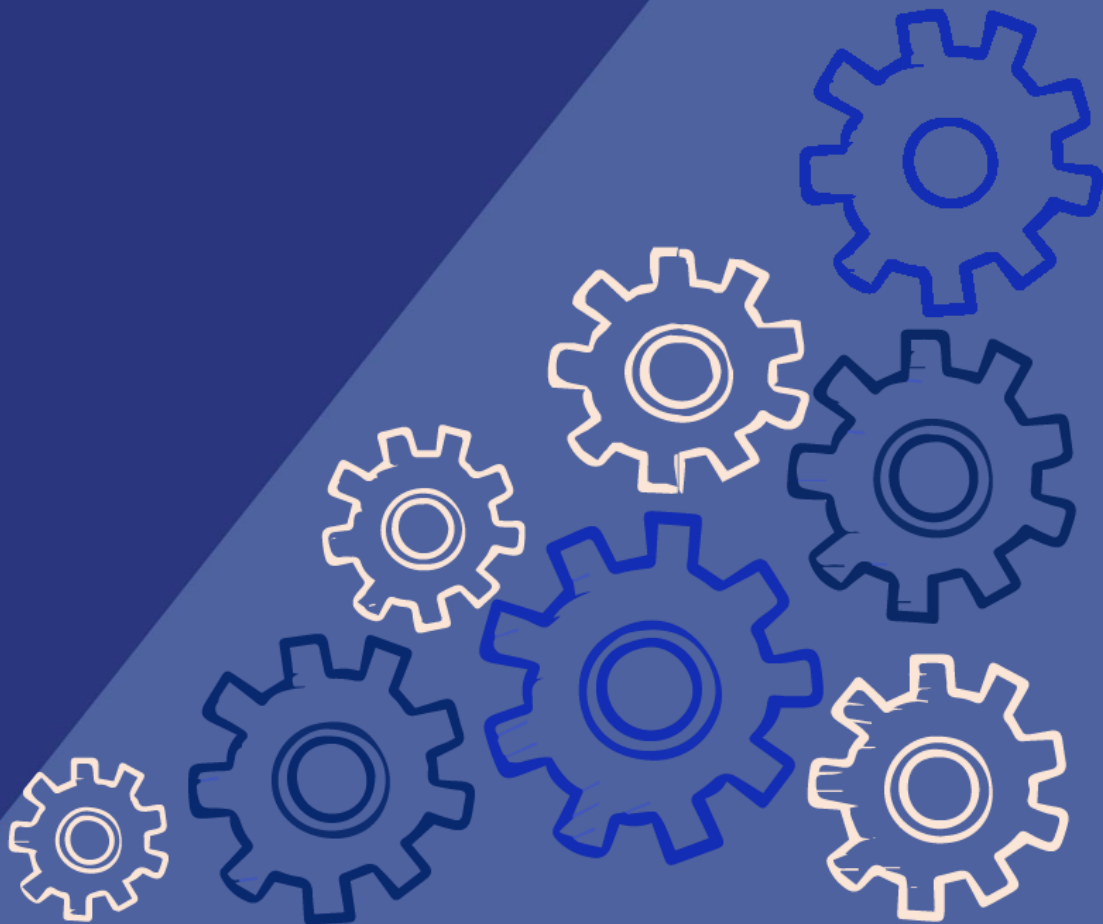




# **DYCD CONNECT**

*PARTICIPANT TRACKING SYSTEM:*

*Worksite Applications*



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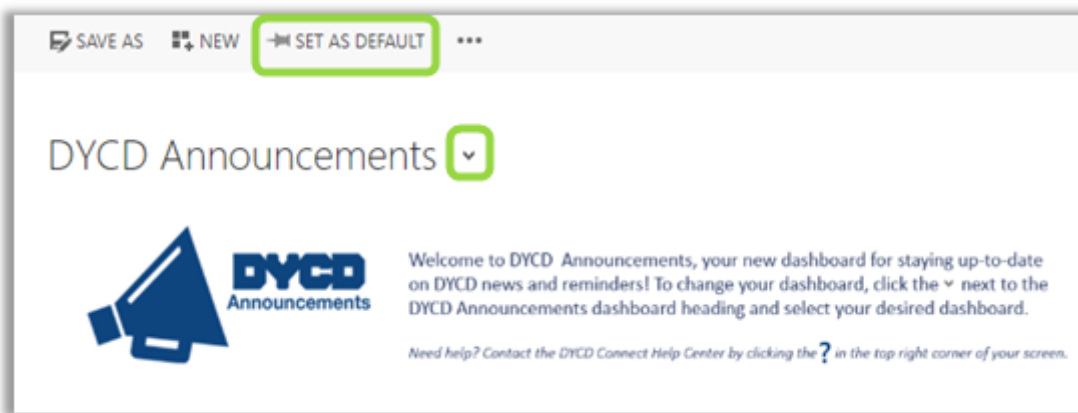
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# Navigating to Worksite Applications

If an employer has submitted a worksite application to your program, you may access the application either directly from your workscope, or from the Worksite Application Dashboard.

## Navigating to Your Workscope

You may log onto the Participant Tracking System (PTS) using your DYCD Connect account from the DYCD Connect Homepage ([dycdconnect.nyc](https://dycdconnect.nyc)). Upon logging into PTS, the first screen you should see is the 'DYCD Announcements' page. This dashboard provides important news and reminders from DYCD.



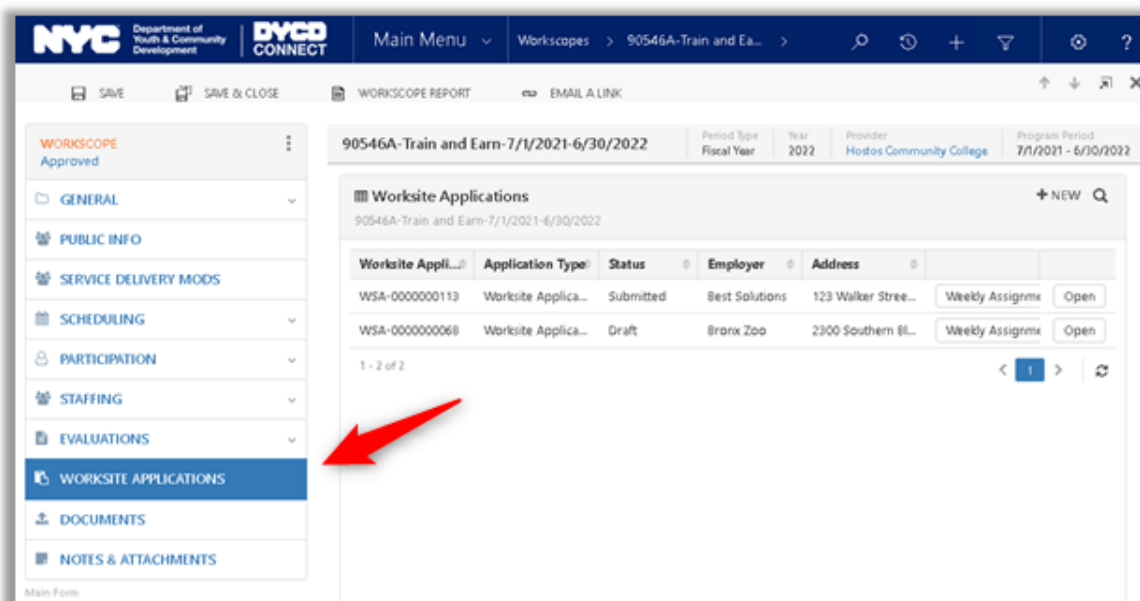
You may access your workscope by navigating to the 'CBO Dashboard' in PTS/EMS.

- Click on the "Arrow Icon" next to the title of the dashboard at the top left of the page.
- Click on 'CBO Dashboard' from the drop-down options.
- Click on the Workscope Name to open your workscope.

My Current Workscopes (CBO) ▾			
Search for records 🔍			
Workscop...	Workscope Name ▾	Period Type	Year...
Released	125202B-Learning Labs-9/1/2020-6/30/2021	School Year	2021
Approved	125202B-Learning Labs-9/1/2020-6/30/2021	School Year	2021

**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](#).

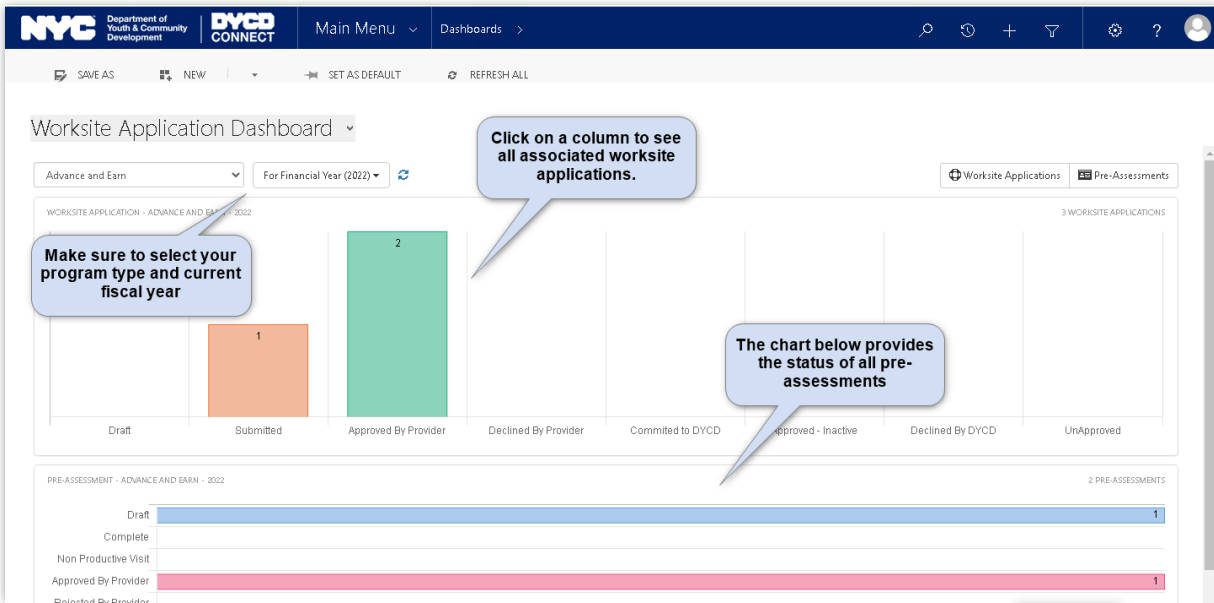
Upon opening the workscope, you will be redirected to the Basic Information page. From the switchboard on the left-hand side, select **Worksite Applications**. A list of applications submitted to your site will appear, as well as any drafts manually entered by your program.



## Navigating to the Worksite Applications Dashboard

If you will be reviewing worksite applications across multiple programs, use the **Worksite Applications Dashboard** to monitor the progress of all applications and associated pre-assessments at once.

1. Click on the “Arrow Icon” next to the title of the current dashboard at the top-left of the page.
2. Click on ‘Worksite Applications Dashboard’ from the drop-down options.



## Completing a Worksite Application

There are two ways to assist employers in submitting a worksite application to your site.

- 1) The employer submits the worksite application to your program via the Employer Portal. Your program will either approve or reject the application based on the responses provided by the employer.
- 2) Your program manually completes the worksite application on behalf of the employer in PTS.

## Reviewing a Submitted Worksite Application

Upon opening the submitted Worksite Application, you will see a switchboard on the left-hand side. This allows you to navigate to each of the completed sections of the worksite application.

You will notice that most application fields have a padlock icon next to them. These fields cannot be modified. If you notice a mistake on any part of the worksite application, your program should decline the worksite application. The employer may then make corrections and resubmit the application.

**Supervision Information**

How many full time employees do you have in your Establishment? \*

10

How many staff will be there for supervising participants? \*

2

What is the total number of participants requested for this application? \*

1

What will be the number of supervisors to participants at this application? \*

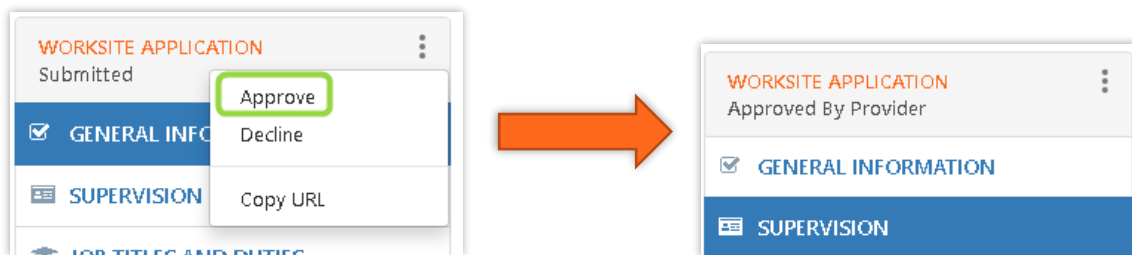
2:1

**WORKSITE APPLICATION**  
Submitted

- GENERAL INFORMATION
- SUPERVISION**
- JOB TITLES AND DUTIES
- WORK SCHEDULE
- BUSINESS PLANNING PRACTICES
- CHILD CARE INFORMATION
- NATURE ENVIRONMENT
- TRIPS
- CERTIFICATIONS
- REJECTION NOTES
- PRE-ASSESSMENTS
- DOCUMENTS
- NOTES

After reviewing all sections of the worksite application, click on the “Three Dots Icon” at the top-right of the workscope switchboard to approve or decline the application. If declining the application, the applying worksite will be notified and will need to resubmit the application.

If you have approved the application, the status of the application will change from ‘Submitted’ to ‘Approved by Provider’. At this stage, you may now complete the required [CBO Pre-Assessment](#).



## Submitting an Application on Behalf of an Employer

This section will explain how to manually complete a worksite application on behalf of an employer. If you have received a worksite application submitted by an employer, refer to [Conducting CBO Pre-Assessment](#) for next steps on approving the application and completing the pre-assessment.

From your workscope, navigate to the Worksite Applications section. Click on “+NEW” to start a new worksite application.

90546A-Train and Earn-7/1/2021-6/30/2022	Period Type Fiscal Year	Year 2022	Provider Hostos Community College	Program Period 7/1/2021 - 6/30/2022
--	----------------------------	--------------	--------------------------------------	--

**Worksite Applications**
+ NEW 🔍

90546A-Train and Earn-7/1/2021-6/30/2022

Worksite Appl...	Application T...	Status	Employer	Address	
WSA-00000001...	Worksite Applic...	Approved By Pr...	Best Solutions	123 Walker Stre...	Weekly Assignn
WSA-00000000...	Worksite Applic...	Draft	Bronx Zoo	2300 Southern ...	Weekly Assignn

1 - 2 of 2

The first step is to provide some basic details in the **New Worksite Application** section. Hover your mouse cursor over the Employer field and click on the “Magnifying Glass”. Select an employer from the list. Based on the employer selected, the system will automatically generate the address fields below. After verifying the employer’s address, click on Save at the top left of the page. The remaining fields of the worksite application will be enabled.

Main Menu ▾
Worksite Application > New Worksite Applic...

SAVE
 SAVE & CLOSE

**WORKSITE APPLICATION**  
Draft

- ☒ **NEW WORKSITE APPLICATION**
- ☒ GENERAL INFORMATION
- ☐ SUPERVISION
- ☐ JOB TITLES AND DUTIES
- ☐ WORK SCHEDULE
- ☒ BUSINESS PLANNING PRACTICES
- ☐ CHILD CARE INFORMATION
- ☐ NATURE ENVIRONMENT

**New Worksite Application**

**General Information**

Employer\*  
Program Type\*  
Program Area\*  
Application Type\*  
Provider\*  
Workscope\*

Global Beam Inc  
BronxWorks 3/4/2022 2:40 PM  
Cat Testing 8/13/2021 2:55 PM  
Disney 3/14/2022 5:20 PM  
DYCD Test 1/31/2022 1:00 PM  
DYCD-test 8/13/2021 3:05 PM  
Global Beam Inc 9/16/2021 4:14 PM

Look Up More Records

10 results

Click on the magnifying glass to select an employer from the list.

Click 'Look Up More Records' to see the full list of eligible employers

**NYC** Department of Youth & Community Development

7

## General Information

Enter the worksite's website information, sector, and industry. If applicable, provide additional information about the worksite's address (e.g. room/floor/suite, cross streets, travel directions, etc.)

WSA-0000000113 - Best Solutions		Employer Best Solutions	Program Area WIOA	Program Type Train and Earn	Workscope 90546A-Train and Earn-7/1/2021-6/30/22
<b>General</b>					
Application Type *	Worksite Application		Program Area *	WIOA	
Provider *	Hostos Community College		Program Type *	Train and Earn	
Employer *	Best Solutions		Workscope *	90546A-Train and Earn-7/1/2021-6/30/2022	
Website *	--		Miscellaneous	--	
Sector *	--		Industry *	--	

Address	
123 Walker Street, Manhattan, NY 10013, USA	
<b>Address Details</b>	
Room/Floor/Suite	--
Between Streets / Cross street	--
Travel Directions (list closest train or bus)	--
Building Number	123
Street Name *	Walker Street
Borough *	Manhattan
City *	New York
State *	NY
Zip Code *	10013
Country	United States

To enter **Industry**, hover your mouse cursor over the field and click on the “Magnifying Glass”. The first ten options will appear. Click on “Look Up More Records” to open the full list and select the appropriate industry.

Program Area *	WIOA
Program Type *	Train and Earn
Workscope *	90546A-Train and Earn-7/1/2021-6/30/2022
Miscellaneous	etc.
Industry *	<div> <div>✖</div> <div> <div>Colleges, Universities, Vocational Program 9/16/2020 6:22 PM</div> <div>Construction 9/16/2020 6:22 PM</div> <div>Cultural Institutions (Museums, Historic Landmarks) 9/16/2020 6:22 PM</div> <div>Engineering and Architecture 9/16/2020 6:22 PM</div> <div>Financial Services 9/16/2020 6:22 PM</div> <div>Food Service 9/16/2020 6:22 PM</div> <div>Look Up More Records</div> </div> </div>
	10 results



## Supervision

Use this section to provide additional information about supervision at the Worksite, and the records of each of the supervising personnel. Repeat the below steps until all supervisors are added. NOTE: There must be a sufficient ratio of supervisors to participants.

**WORKSITE APPLICATION**  
Draft

**GENERAL INFORMATION**

**SUPERVISION**

**JOB TITLES AND DUTIES**

**WORK SCHEDULE**

**BUSINESS PLANNING PRACTICES**

**CHILD CARE INFORMATION**

**NATURE ENVIRONMENT**

**TRIPS**

**CERTIFICATIONS**

**REJECTION NOTES**

**WSA-0000000113 - Best Solutions**

Employer: Best Solutions

Program Area: WIOA

Program Type: Train and Earn

Workscope: 90546A-Train and Earn-7/1/2021-6/30/2022

**Supervision Information**

How many full time employees do you have in your Establishment? \*

How many staff will be there for supervising participants? \*

What is the total number of participants requested for this application? \*

What will be the number of supervisors to participants at this application? \*

**Supervisor Records**

Name	Title	Phone	Email	Authorized to Sign the Timesheet
No WSA Supervisor records found.				

Click on + at the top right of the **Supervisor Records** table to add a new supervisor. In the new window that appears, provide as much detail as possible about the worksite supervisor. At minimum, you must indicate their name, title, phone number, email address, and whether or not they are authorized to sign timesheets. When you are done, click on Save at the top left of the window. When the record is saved, click on the X at the top right of the window.

## Job Titles & Duties

Use this section to provide a description of each of the job titles available to participants at the worksite. This includes a job category and a description of the duties and requirements for each job title. Click on the + icon to add a new job title.

WSA-0000000113 - Best Solutions	Employer Best Solutions	Program Area WIOA	Program Type Train and Earn	Workscope 90546A-Train and Earn-7/1/2021-6/30/2022
---------------------------------	----------------------------	----------------------	--------------------------------	---

**Job Titles And Duties**
➔
+

Category ↑	Job Title	Duties	Requirements	Nu
Health & Hospital/Rehabi...	Dietary Aide/Kitchen Hel...	Aid in loading trays, assist in food t...	Enter a description of the job requir...	

Make sure to indicate how many participants are requested for each job title. When you are done, click on “SAVE” at the top left of the window. When the record is saved, click on the X at the top right of the window.

New Job Title

SAVE

+ NEW

WSA JOB TITLE : INFORMATION

New WSA Job Title

Category \*

Health & Hospital/Rehabilitation

Job Title \*

Dietary Aide/Kitchen Helper

Duties \*

Aid in loading trays, assist in food transportation and distribution

Requirements \*

Enter a description of the job requirements

No. of participants request \*

2

## Work Schedules

Use the Work Schedules section to indicate the shifts available to participants at the worksite, and if participants will have alternate/staggered work schedules. Click on **+New** to add a new work schedule.

WSA-0000000113 - Best Solutions

Employer  
Best Solutions

Program Area  
WIOA

Program Type  
Train and Earn

Workscope  
90546A-Train and Earn-7/1/2021-6/30/2022

Work Schedule

Will participants have alternate/staggered work schedules? \*

No

Work Schedules

+ NEW

☐

Name

Sunday

Monday

Tuesday

Wednesday

No records found

0 - 0 of 0

In the new tab titled “New Worksite Schedule,” provide a title for the work schedule, and indicate the days of the week. For each open date, you must provide a start/end time. If the worksite is closed on a specific day, make sure to click on the checkbox under the “Closed” column.

The screenshot shows the 'New Worksite Schedule' form. At the top, there's a tab labeled 'New Worksite Schedule' and a 'SAVE' button. Below the tab, there's a 'Schedule Name' field with the value 'Schedule 1'. A callout bubble points to this field with the text 'Enter a title for the schedule here.' Below the name field, there's a table with columns 'From', 'To', and 'Closed'. The rows represent the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. For Sunday, the 'From' and 'To' fields are 'N/A', and the 'Closed' checkbox is checked. For Monday through Friday, the 'From' field is '09:00 AM' and the 'To' field is '05:00 PM'. For Saturday, the 'From' and 'To' fields are empty, with placeholders '---:-- AM/PM'. A callout bubble points to the 'Closed' checkbox for Sunday with the text 'Click on this checkbox to indicate that the worksite is closed on this day.' Another callout bubble points to the 'SAVE' button with the text 'Save the schedule once all days of the week are filled in.' A third callout bubble points to the 'From' and 'To' fields for Monday through Friday with the text 'If the worksite is open on a given day of the week, you must provide a start and end time.'

### Childcare Information

If this is not a Childcare-related Worksite, answer “No” to the first question, and the related fields will be hidden. Otherwise, answer each of the questions in the Licensed Child Care Information section.

The screenshot shows the 'Childcare Information' form. At the top, there's a header with the text 'WSA-0000000113 - Best Solutions' and a table with columns 'Employer', 'Program Area', 'Program Type', and 'Workscope'. The values are 'Best Solutions', 'WIOA', 'Train and Earn', and '90546A-Train and Earn-7/1/2021-6/30/2022' respectively. Below the header, there's a question 'Is this a Childcare related Worksite?' with a 'Yes' button. Below the question, there's a section titled 'Licensed Child Care Information' with fields for 'Program Start Date', 'Program End Date', 'What type of Facility do you operate?', 'Will participants be fingerprinted?', and 'How many children do you expect to service in your Establishment this year?'. Below this section, there's a section titled 'Childcare Licenses' with a table with columns 'Name', 'License Type', 'License Number', 'Expiration Date', and 'Created On'. A red arrow points to a '+' button at the end of the table. At the bottom, there's a message 'No WSA Childcare License records found.'

Please select all required screening assessments to be completed by youth prior to starting work with your business

Select all that apply

**Out of City Child Related Worksites**

Will this be an out of city worksite? --	Are participants required to stay overnight? --
How are participants transported to/from this worksite and NYC? --	Describe overnight housing arrangement for participants --
Describe the meal plan for participants during their work day at this site --	Describe the non work hour activities --

Click on the “+” icon in the Childcare Licenses table to indicate one or more licenses held by the worksite. Indicate the type of license and expiration date. You must upload a copy of the relevant license. If you do not have the license on file, reach out to the potential worksite to obtain a copy.

New Childcare License

SAVE + NEW

WSA CHILDCARE LICENSE : INFORMATION

New WSA Childcare ...

License Type *	SACC License
License Number *	1234
Expiration Date *	1/1/2023

License Document Upload (Required) Choose File

## Nature Environment

This section is used to indicate if the worksite is a nature or environment-related worksite, and if yes, the **Outdoor Work Locations** and **Nature Inclement Weather Plan**. Click on the + icon on the associated tables to add an outdoor work location and/or weather plan. If this is not a nature/environment worksite, answer “No” to the first question, and all other fields will be hidden.

WSA-0000000113 - Best Solutions		Employer Best Solutions	Program Area WIOA	Program Type Train and Earn	Workscope 90546A-Train and Earn-7/1/2021-6/30/2022										
Is this a Nature/Environment related Worksite * <b>Yes</b>															
<b>Project Description</b> Please describe the planned outcome of the project(s) * <b>Enter planned outcome description here.</b>			Describe the type of tools and equipment to be used and projected plan of supervision * <b>Enter description here.</b>												
Exact boundaries for the area of the project(s) * <b>Enter description here.</b>			Timetable for established plan * <b>Enter description here.</b>												
<b>Outdoor Work Locations</b>															
<table border="1"> <thead> <tr> <th>Name ↑</th> <th>Address</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td colspan="3">No WSA Outdoor Work Location records found.</td> </tr> </tbody> </table>						Name ↑	Address	Created On	No WSA Outdoor Work Location records found.						
Name ↑	Address	Created On													
No WSA Outdoor Work Location records found.															
<b>Nature Inclement Weather Plan</b>															
<table border="1"> <thead> <tr> <th>Alternate Loca...</th> <th>Address</th> <th>Planned Activit...</th> <th>Inclement weat...</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td colspan="5">No WSA Nature Inclement Weather Plan records found.</td> </tr> </tbody> </table>						Alternate Loca...	Address	Planned Activit...	Inclement weat...	Created On	No WSA Nature Inclement Weather Plan records found.				
Alternate Loca...	Address	Planned Activit...	Inclement weat...	Created On											
No WSA Nature Inclement Weather Plan records found.															

## Example Outdoor Work Location

SAVE
 NEW

WSA OUTDOOR WORK LOCATION : INFORMATION  

# New WSA Outdoor ...

**Address**  

2 Lafayette Street, New York, NY, USA

Location \*  
 Address \*  
 Planned Activities \*

**Backyard**  
 2 Lafayette St, New York, NY 10007, USA  
**Picking up leaves**

## Example Inclement Weather Plan

New Trip Inclement Weather Plan

SAVE

NEW

DEACTIVATE

WSA NATURE INCLEMENT WEATHER PLAN : INFORMATION

New WSA Nature In...

General

Address

2 Lafayette Street, New York, NY, USA

Alternate Location(s) \*

3 Lafayette St, New York, NY USA

Address \*

2 Lafayette St, New York, NY 10007, USA

Planned Activities \*

Picking up leaves

Inclement weather f \*

Organizing files indoors

## Trips

Use this section to indicate if the worksite has any trips or outings planned for participants. If yes, use the **Trip Schedule** table to indicate all trips scheduled during the program period, and the **Inclement Weather Plans** table to indicate alternate plans in the event of inclement weather. Click on the + icon in the associated table to add a new trip and/or weather plan.

NYC

Department of Youth & Community Development

DYCD CONNECT

Main Menu

Worksite Application

WSA-0000000113 - ...

SAVE

SAVE & CLOSE

WORKSITE APPLICATION

Draft

GENERAL INFORMATION

SUPERVISION

JOB TITLES AND DUTIES

WORK SCHEDULE

BUSINESS PLANNING PRACTICES

CHILD CARE INFORMATION

NATURE ENVIRONMENT

TRIPS

CERTIFICATIONS

REJECTION NOTES

PRE-ASSESSMENTS

DOCUMENTS

NOTES

WSA-0000000113 - Best Solutions

Employer Best Solutions

Program Area WIOA

Program Type Train and Earn

Workscope 90546A-Train and Earn-7/1/2021-6/30/2022

Will participants attend trips or outings? \*

Yes

Trip Schedule

+

Trips

+

Name	Trip Location ↑	Address	Trip Start Date...	Trip End Date ...	Created On
No WSA Trip records found.					

Inclement Weather Plans

+

Alternate Loca...	Address	Inclement Wea...	Planned Activit...	Created On
No WSA Trip Inclement Weather Plan records found.				

## Entering a Trip Schedule

Enter information in the required fields, including a trip address and location, and the number of participants and supervisors that will attend and/or remain on-site. Make sure that the total number of participants and supervisors aligns with the information previously entered in the [Supervision section](#). When you are done, click on Save at the top left of the window.

The screenshot shows a web application window titled "New Trip". At the top, there are "SAVE" and "NEW" buttons. Below the title bar, the text "WSA TRIP : INFORMATION" is displayed, followed by a large heading "New WSA Trip" with a menu icon. The form contains several fields:

- Trip Address:** A text box containing "2 Lafayette Street, New York, NY, USA".
- Name:** "Fall Day Trip" (marked with a red asterisk).
- Trip Location:** "Circus Tent" (marked with a red asterisk).
- Address:** "2 Lafayette St, New York, NY 10007, USA" (marked with a red asterisk).
- Trip Start Date & Time:** "1/1/2022 8:00 AM" (marked with a red asterisk).
- Trip End Date & Time:** "1/1/2022 11:30 AM" (marked with a red asterisk).
- Number of Participants Attending Trip:** "5" (marked with a red asterisk).
- Number of Participants Remaining at Site:** "2" (marked with a red asterisk).
- Number of Supervisors Attending Trip:** "2" (marked with a red asterisk).
- Number of Supervisors Remaining at Site:** "1" (marked with a red asterisk).
- Will this trip exceed participant's regular scheduled hours?:** "Yes" (marked with a red asterisk).

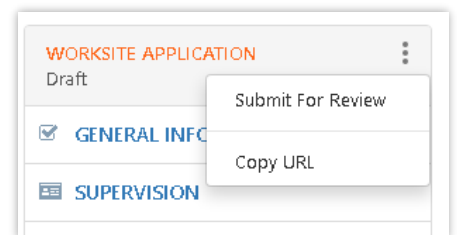
## Certifications

This section is used to indicate if the worksite has been subject to any federal, state or city investigation, and/or criminal/civil action. If applicable, you must provide additional details, including uploading the completed Site Assurances and Certification.

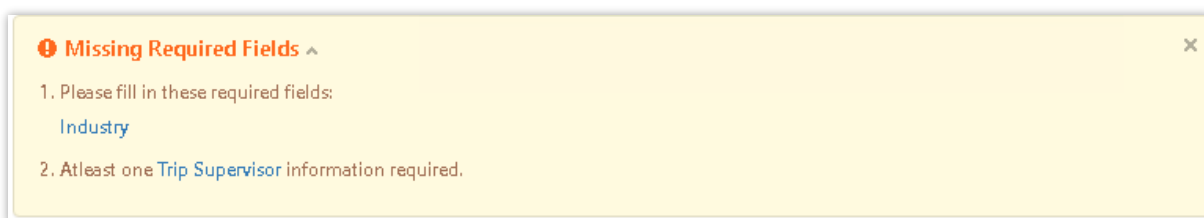


## Submitting the Worksite Application

These are all the required fields of the worksite application. Make sure to click on Save at the top left of the Worksite Application window. When you are ready, click on the three-dots icon at the top of the worksite application switchboard, and click “Submit For Review.”



If there are any missing fields, an error message will appear, along with a prompt to fill in missing required fields. Click on the hyperlink on an associated field to redirect your browser to the page that needs to be completed.



# Conducting CBO Pre-Assessment

After you or the employer have submitted the draft worksite application, your program must decide whether to approve or reject the worksite application. After approving the worksite application, the next step is to complete the pre-assessment of the worksite.

To begin a new pre-assessment, navigate to the Pre-Assessments section of the worksite application and click on **+CBO Pre-Assessment**.

The screenshot shows the NYC DYCD CONNECT interface. The top navigation bar includes the NYC logo, Department of Youth & Community Development, and DYCD CONNECT. The main menu shows 'Main Menu' and 'Worksite Application' with a dropdown arrow. The breadcrumb trail indicates the current location: 'Worksite Application > WSA-0000000113 - ...'. The left sidebar contains a list of sections: WORKSITE APPLICATION Submitted, GENERAL INFORMATION, SUPERVISION, JOB TITLES AND DUTIES, WORK SCHEDULE, BUSINESS PLANNING PRACTICES, CHILD CARE INFORMATION, NATURE ENVIRONMENT, TRIPS, CERTIFICATIONS, REJECTION NOTES, and PRE-ASSESSMENTS. The main content area displays 'WSA-0000000113 - Best Solutions' with fields for Employer (Best Solutions), Program Area (WIOA), Program Type (Train and Earn), and Workscope (90546A-Train and Earn-7/1/2021-6/30/2022). Below this, the 'Pre-Assessments' section is active, showing a table with columns: Pre-Assessments, Type, Status, Provider, and Created On. A red arrow points to the '+ CBO PRE-ASSESSMENT' button in the top right corner of the Pre-Assessments section. The table currently shows 'No records found'.

A new tab will open in your browser containing the draft pre-assessment. In order to enable the pre-assessment fields, you must first click on Save at the top left of the page.

The screenshot shows the NYC DYCD CONNECT interface for a 'New Pre-Assessment'. The top navigation bar includes the NYC logo, Department of Youth & Community Development, and DYCD CONNECT. The main menu shows 'Main Menu' and 'Worksite Pre-Assess...' with a dropdown arrow. The breadcrumb trail indicates the current location: 'Worksite Pre-Assess... > New Worksite Pre-As...'. The left sidebar contains a list of sections: PRE-ASSESSMENT Draft, NEW PREASSESSMENT, GENERAL INFORMATION, MANAGEMENT, and RELATED WORKSITE APPLICATIONS. The main content area displays 'New Pre-Assessment' with a yellow banner that says 'Please click save button to proceed.' Below this, the 'General Information' section is active, showing fields for Worksite Application, Provider, Program Area, and Program Type. A red arrow points to the 'SAVE' button in the top left corner of the form. The form fields are pre-filled with: Worksite Application (WSA-0000000113 - Best Solutions), Provider (Hostos Community College), Program Area (WIOA), and Program Type (Train and Earn).

Use the switchboard on the left-hand side to navigate to each of the sections of the pre-assessment. Note that the **General Information** and **Related Worksite Applications** sections of the pre-assessment will already be completed based on the responses provided in the worksite applications section. You may check each section to ensure the information remains accurate.

## Management

Answer the following questions before moving on to the **Facility** section of the pre-assessment.

Are any of your staff members related to the management staff at this Worksite? \*

--

If yes, please describe the relationship (including which staff members are involved):

--

PRE-ASSESSMENT

Draft

☒ GENERAL INFORMATION

☒ MANAGEMENT

☒ RELATED WORKSITE APPLICATIONS

☒ FACILITY

☒ OPERATIONS AND PROCEDURES

☒ SITE SUMMARY

☒ NOTES

☒ DOCUMENTS

Information

## Facility

Based on the results of the pre-assessment, provide a response to each of the facility questions.

Main Menu > Worksite Pre-Assess... > WSP-0000000022 - ... >

+ NEW

WSP-0000000022 - CBO - Best Solutions	Provider Hostos Community College	Worksite Application WSA-00000000113 - Best Solutions	Address 123 Walker Street, Manhattan, NY 10013, USA	Type CBO
<div><div><div>Is the worksite aware of Child Labor Laws? *</div><div>--</div><div>Is the schedule of work hours for minors under 18 years of age posted on-site? *</div><div>--</div><div>Is the facility free of safety hazards? *</div><div>--</div><div>Are there accessible Emergency Exits? *</div><div>--</div><div>Does the facility conduct regular fire drills? *</div><div>--</div><div>Worksite has a Fire Evacuation plan posted? *</div><div>--</div><div>Is there an updated fire extinguisher/ sprinkler system available? *</div><div>--</div><div>Smoke detectors and/or carbon monoxide detectors are installed throughout the Facility? *</div><div>--</div><div>Is there a copy of the Drug Free workplace requirements available? *</div><div>--</div></div><div><div>Current certificate of occupancy and/or license is posted? *</div><div>--</div><div>Expiration Date</div><div>--</div><div>Are there adequate bathroom facilities? *</div><div>--</div><div>Worksite has a First Aid Kit, CPR and/or AED Kit on site? *</div><div>--</div><div>Is the worksite ADA compliant to accommodate individuals with a disability? *</div><div>--</div><div>Worksite is easily accessible by mass transit? *</div><div>--</div><div>Facility space is adequate for participants to perform the duties listed on the worksite application *</div><div>--</div><div>Facility has adequate supplies and equipment for the participants to perform the duties listed? *</div><div>--</div></div></div> <div><div>Potential Worksite Hazard (Required)</div><div>Select all that apply</div></div>				

If there are one or more potential worksite hazards, make sure to indicate all hazards in the **Potential Worksite Hazard** section at the bottom of the page.

**Potential Worksite Hazard (Required)**

Security X

Ventilation System X

Select all that apply

## Operations and Procedures

Use this section to indicate if the worksite has previously or is currently participating in a youth work experience program. In addition, you will respond to questions that speak to the worksite's contingency plans for unscheduled closings, compliance with Child Labor Laws, and procedures to evaluate participants.

WSP-0000000022 - CBO - Best Solutions	Provider Hostos Community College	Worksite Application WSA-0000000113 - Best Solutions	Address 123 Walker Street, Manhattan, NY 10013, USA	Type CBO
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Has the worksite participated in any previous youth work experience programs in the past? \*

**Yes**

If yes, please indicate which programs

WIOA X

Select all that apply

Does worksite has a contingency plan for unscheduled closings? \*

**Yes**

If yes, please attach reasons for closing and the contingency plans. \*

**COVID-19 Related Illness, only essential staff will come in.**

↑

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Does the worksite have any scheduled closing(s) during the internship cycle?

**No**

Is the worksite currently participating in a youth work experience program? \*

**Yes**

If yes, please indicate which programs

Capacity Building X

Select all that apply

Are the work activities age appropriate and in compliance with Child Labor Laws? \*

**Yes**

Worksite understands how to evaluate participants? \*

**Yes**

Will worksite displace regular workers with Participants secured through this program? \*

**No**

Was the worksite supervisor informed about the evaluation procedures and required deadline: \*

**Yes**

Towards the bottom of the page, additional questions speak to supervision procedures and adherence to worksite protocols.

Does the worksite have any scheduled closing(s) during the internship cycle?  
**No**

Was the worksite supervisor informed about the evaluation procedures and required deadlines?  
**Yes**

Will the Participant work independently or unsupervised at any time?  
**Yes**

Does this worksite position offer the number of hours that are required for our Participants?  
**Yes**

Does the Worksite have adequate knowledge of the time and attendance procedures?  
**Yes**

Is the worksite supervisor available and easily accessible?  
**Yes**

Has the site coordinator attended an orientation?  
**No**

If not are they scheduled, and give the date?  
**5/25/2022**

## Site Summary

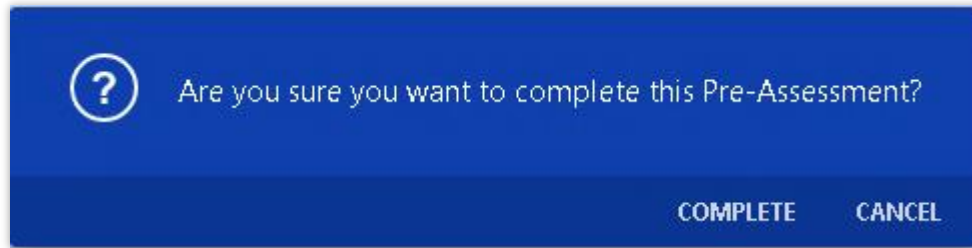
Use this section to provide a detailed summary of your program’s findings after conducting the worksite pre-assessment.

The screenshot shows the 'PRE-ASSESSMENT' form in the DYCD CONNECT system. The form is titled 'WSP-0000000022 - CBO - Best Solutions'. The left sidebar shows a list of sections: GENERAL INFORMATION, MANAGEMENT, RELATED WORKSITE APPLICATIONS, FACILITY, OPERATIONS AND PROCEDURES, and SITE SUMMARY. The 'SITE SUMMARY' section is selected and highlighted in blue. The main content area shows a 'Summary of all findings' section with the text 'Enter summary of findings'.

## Completing the Pre-Assessment

Once all required sections of the pre-assessment are complete, click on the ‘three-dots’ icon at the top of the switchboard and select “Complete”. In the event you were unable to conduct the full pre-assessment during your visit, select “Non Productive Visit.” You may complete another pre-assessment later.

The screenshot shows the 'PRE-ASSESSMENT' form with the 'three-dots' icon at the top right of the sidebar. A dropdown menu is open, showing the following options: 'Complete', 'Non Productive Visit', and 'Copy URL'.



## Committing to the Worksite

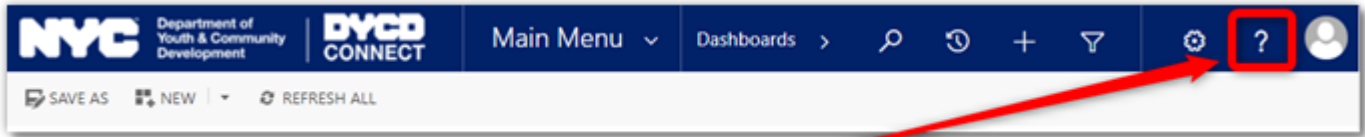
After conducting the pre-assessment and completing all sections of the pre-assessment form in PTS, the last step is to decide whether your program will commit to partnering with the worksite. Click on the three-dots icon at the top of the worksite application switchboard, and select 'Commit'.



If successful, the status of the Worksite Application will update from 'Approved by Provider' to 'Committed to DYCD'. At this stage, you cannot make any modifications to the worksite application or pre-assessment. If you need to make changes, please contact your DYCD Program Manager.

# 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.

**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:**