NYC Department of Youth & Community Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Worksite Applications

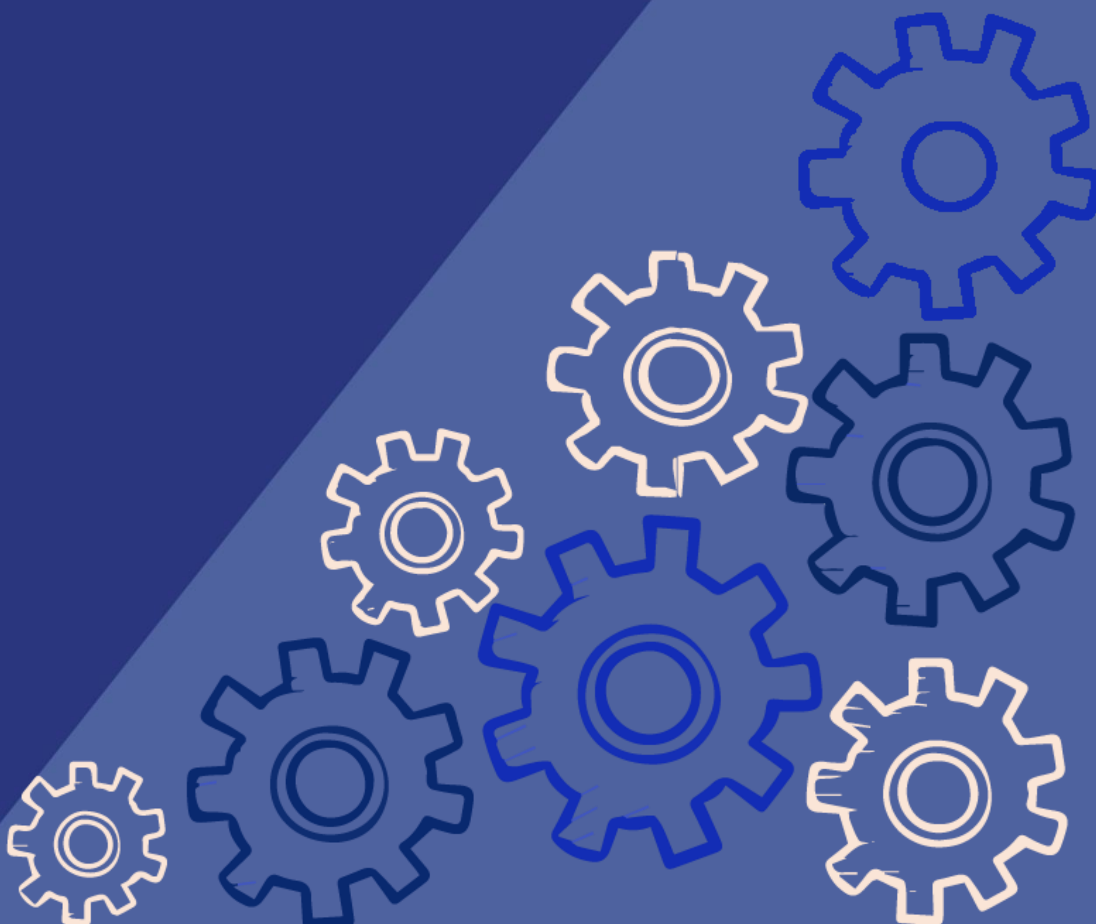


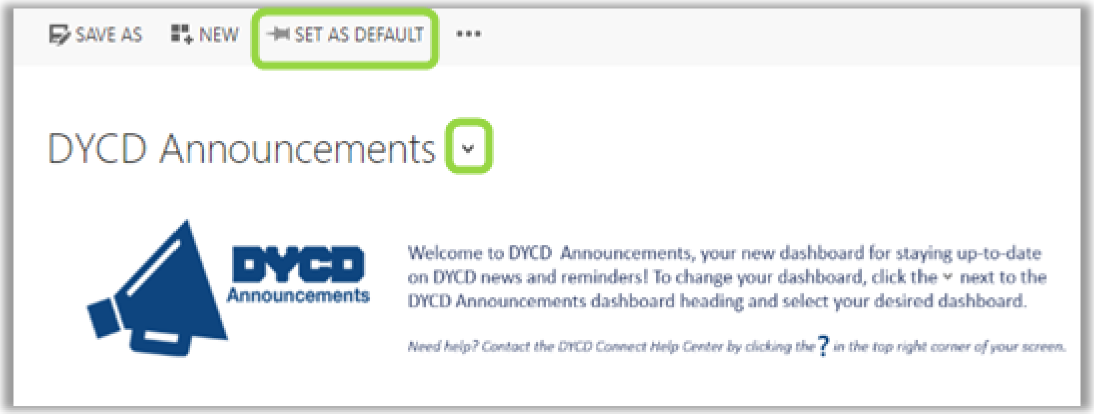
Table of Contents

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.

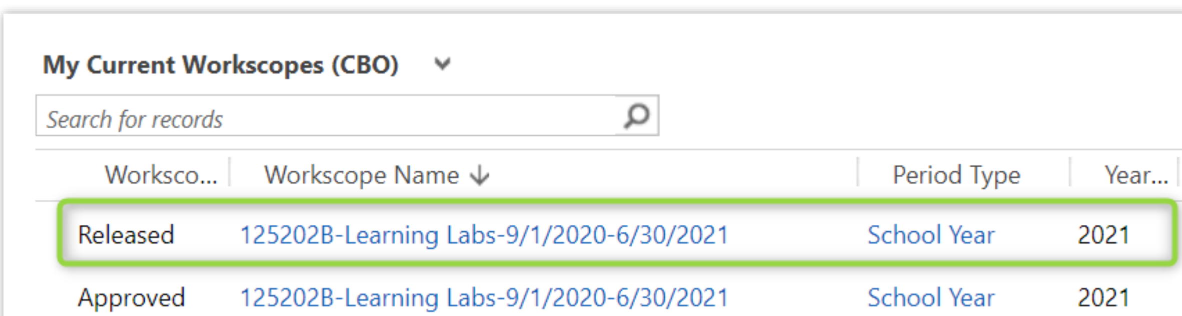
Navigating to Your Workscope

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



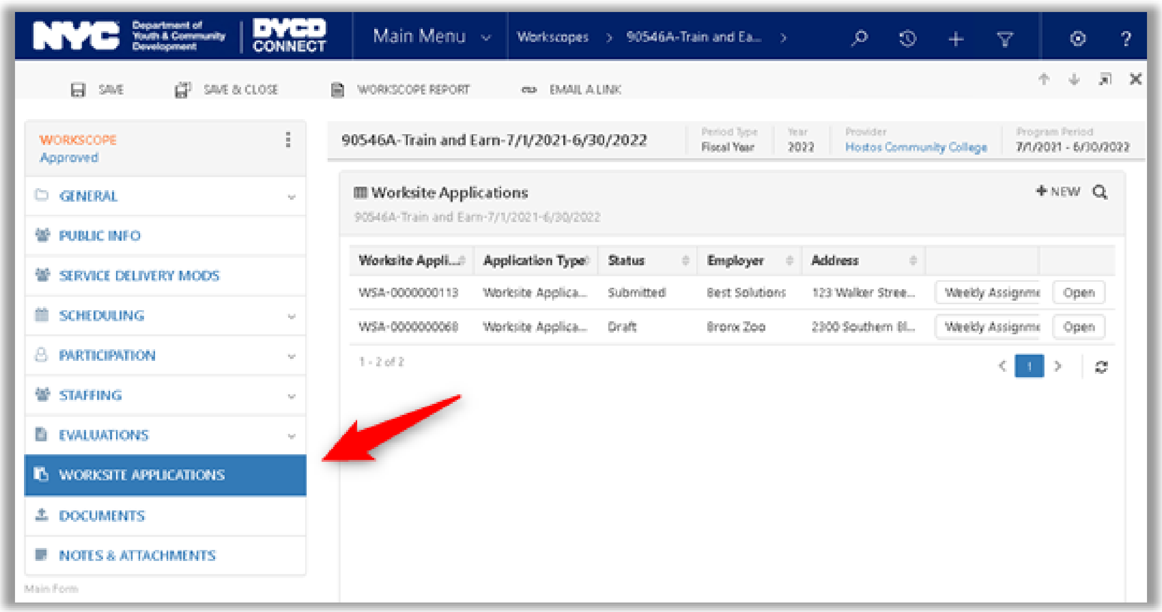
You may access your workscope by navigating to the 'CBO Dashboard' in PTS/EMS.

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



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.

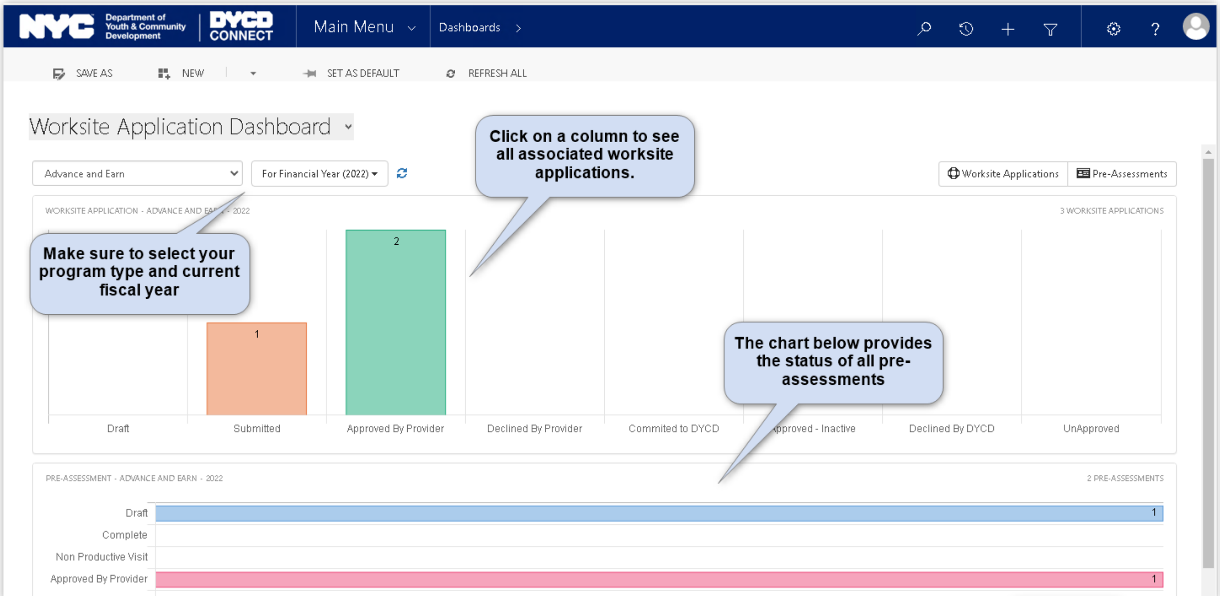
Upon opening the workscope, you will be redirected to the Basic Information page. From the switchboard on the left-hand side, select **Worksite Applications.** A list of applications submitted to your site will appear, as well as any drafts manually entered by your program.



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

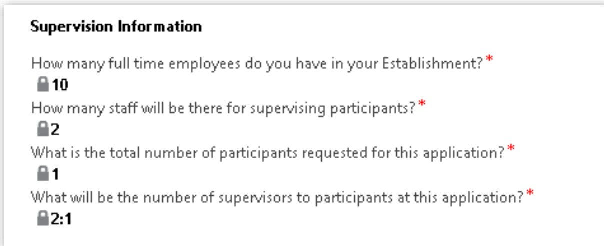
There are two ways to assist employers in submitting a worksite application to your site.

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

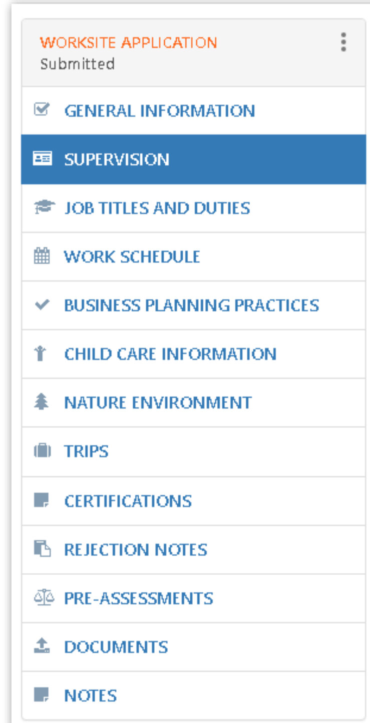
Upon opening the submitted Worksite Application, you will see a switchboard on the left-hand side. This allows you to navigate to each of the completed sections of the worksite application.

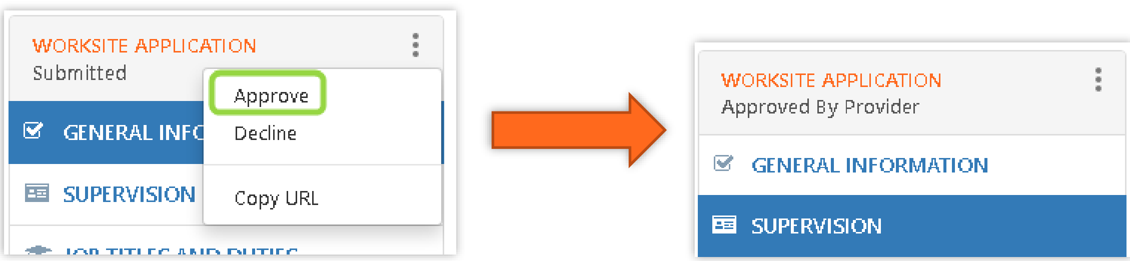
You will notice that most application fields have a padlock icon next to them. These fields cannot be modified. If you notice a mistake on any part of the worksite application, your program should decline the worksite application. The employer may then make corrections and resubmit the application.



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].

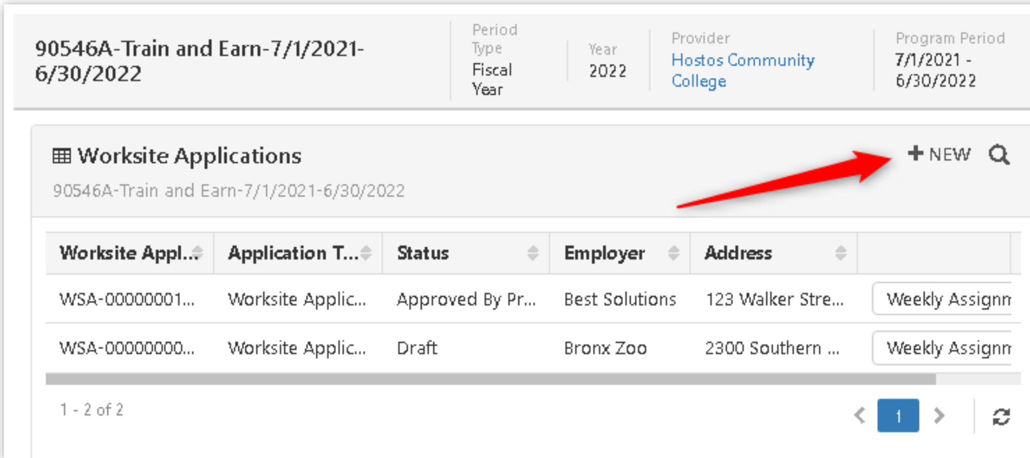




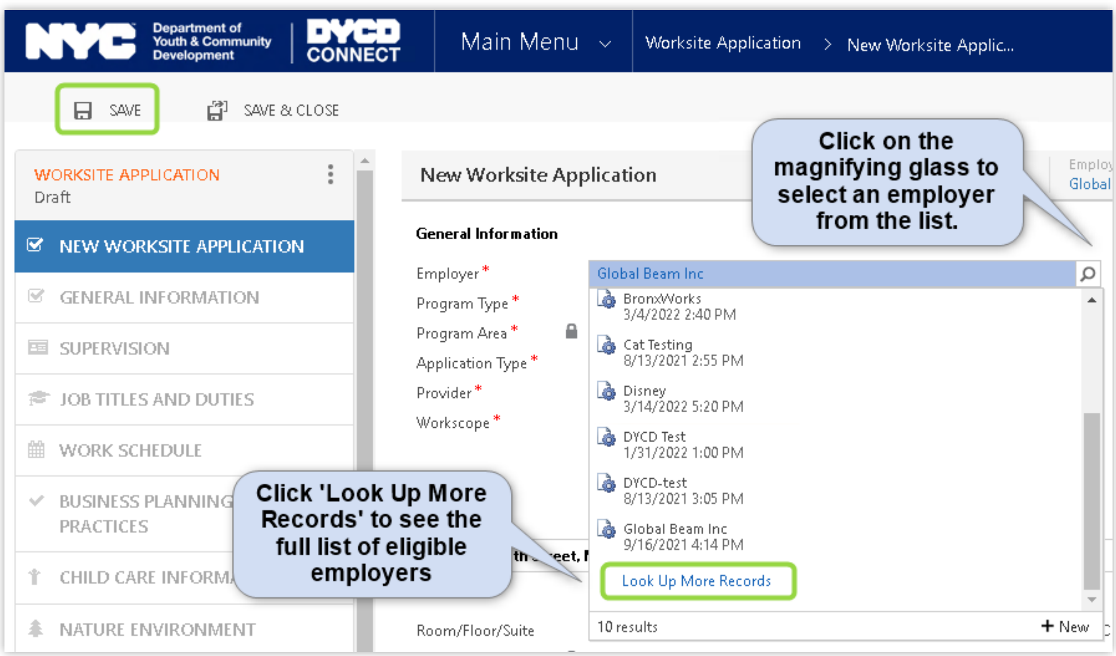
Submitting an Application on Behalf of an Employer

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-Asssessment 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.

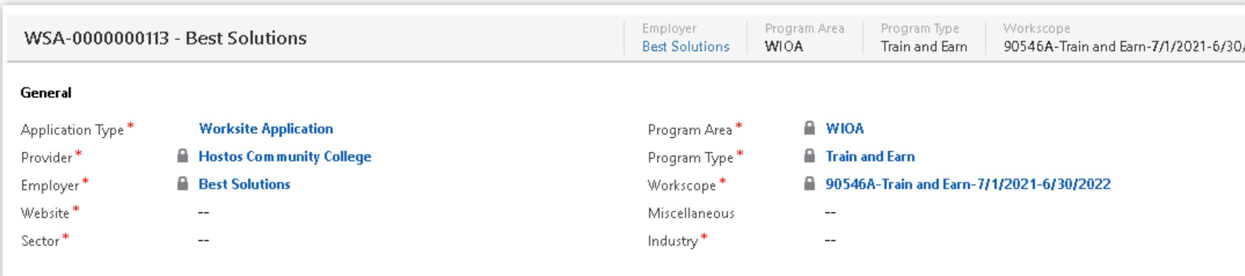


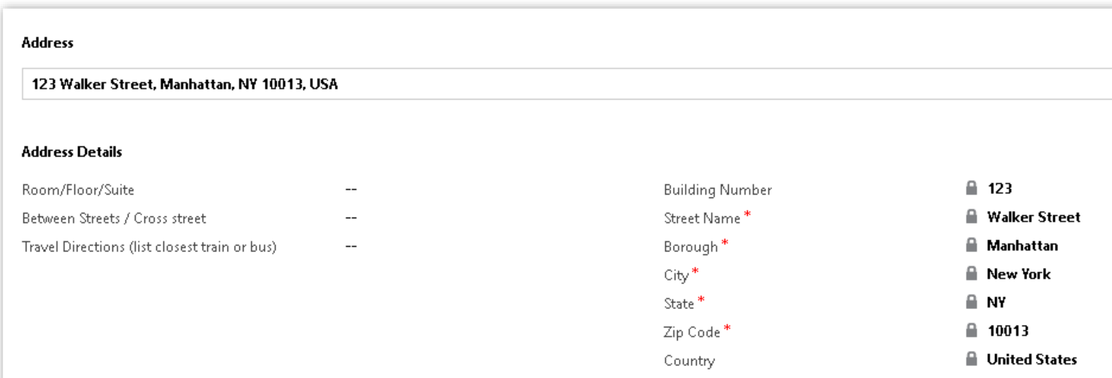
The first step is to provide some basic details in the **New Worksite Application** section. Hover your mouse cursor over the Employer field and click on the “Magnifying Glass”. Select an employer from the list. Based on the employer selected, the system will automatically generate the address fields 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.



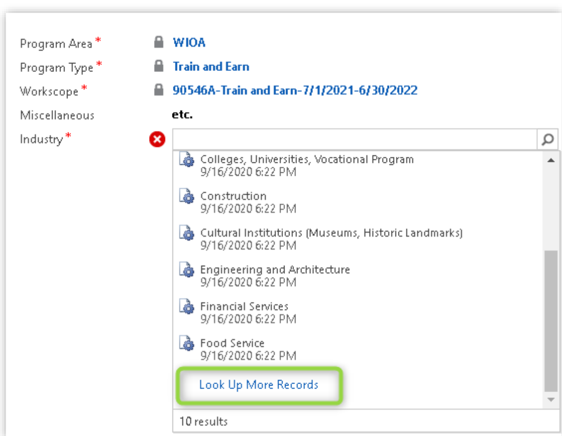
General Information

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.)



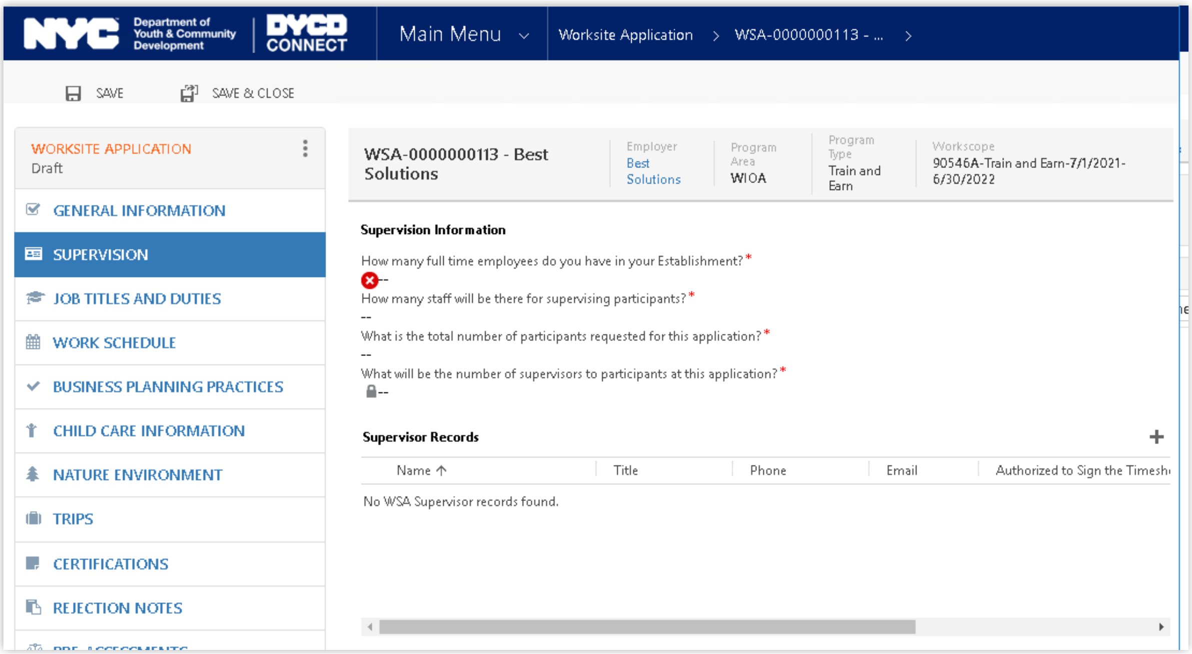


To enter **Industry**, hover your mouse cursor over the field and click on the "Magnifying Glass". The first ten options will appear. Click on "Look Up More Records" to open the full list and select the appropriate industry.

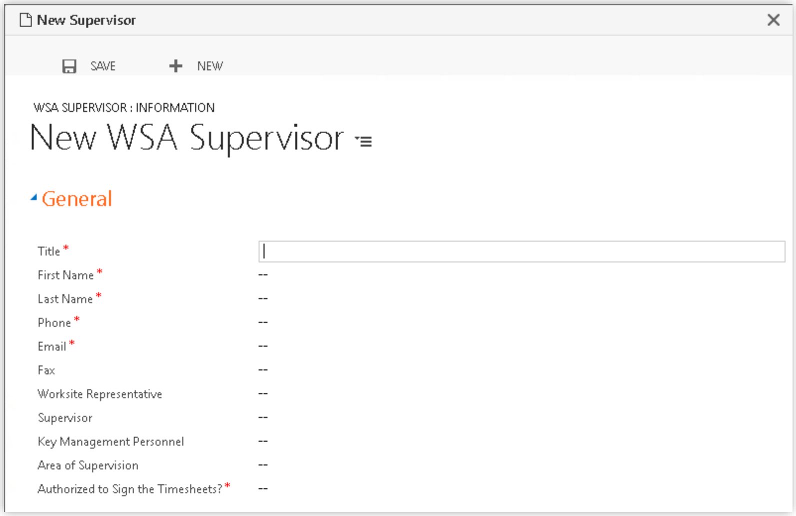


Supervision

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.

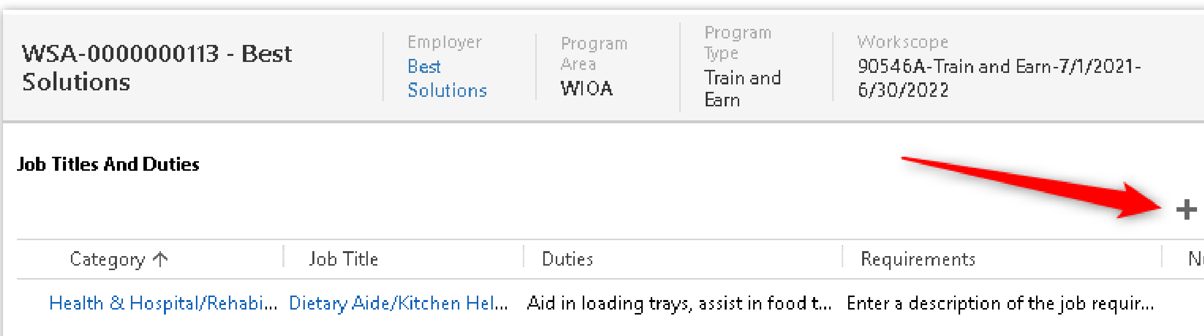


Click on + at the top right of the **Supervisor Records** table to add a new supervisor. In the new window that appears, provide as much detail as possible about the worksite supervisor. At minimum, you must indicate their name, title, phone number, email address, and whether or not they are authorized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

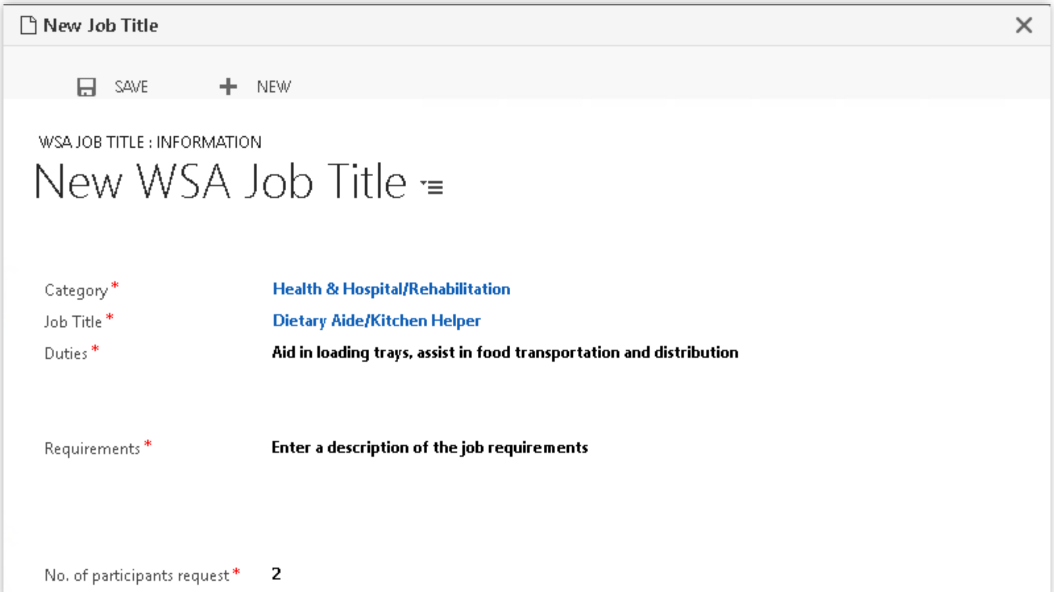


Job Titles & Duties

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.

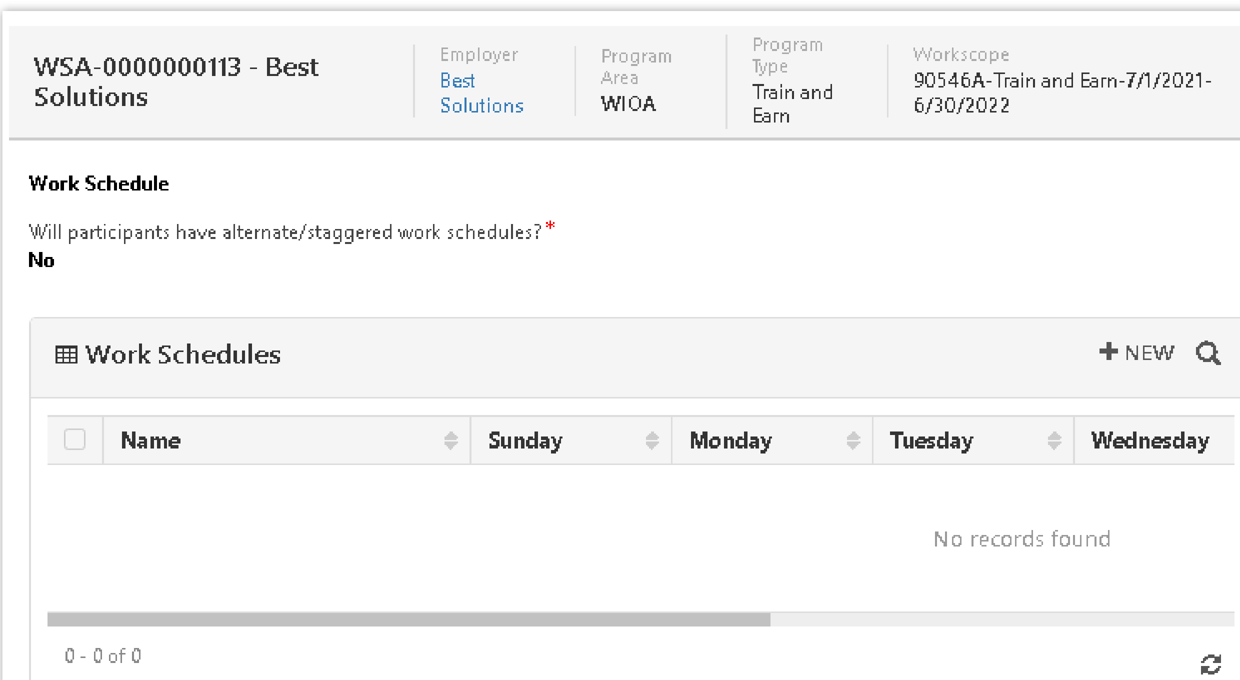


Make sure to indicate how many participants are requested for each job title. When you are done, click on “SAVE” at the top left of the window. When the record is saved, click on the X at the top right of the window.

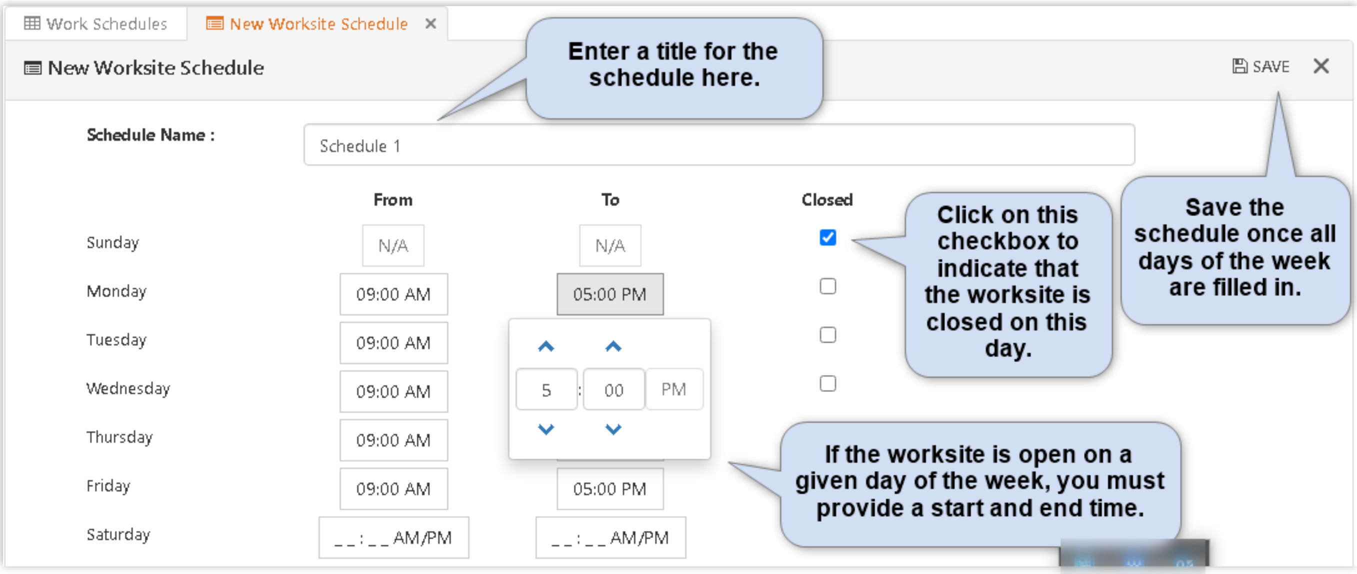


Work Schedules

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.

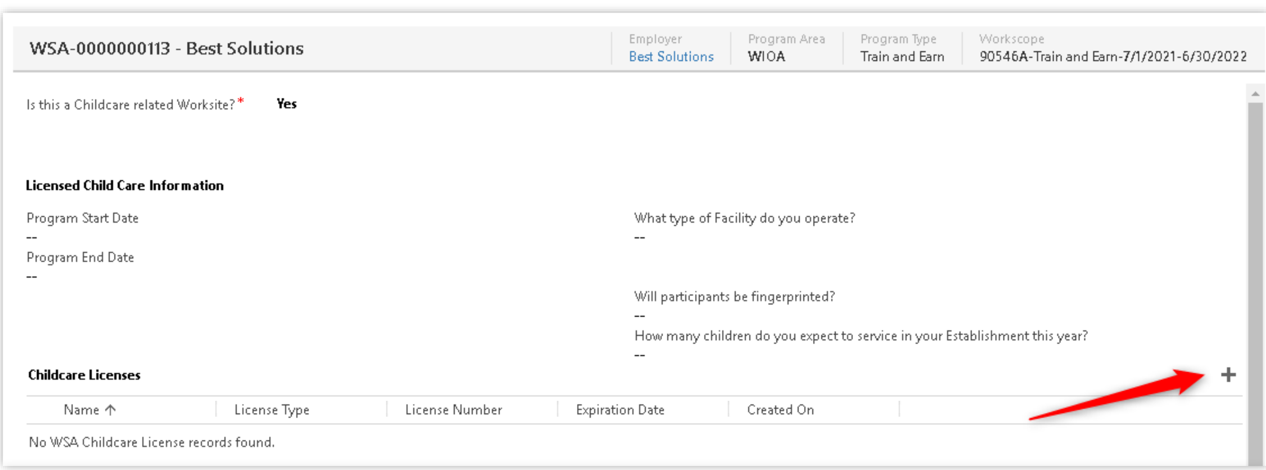


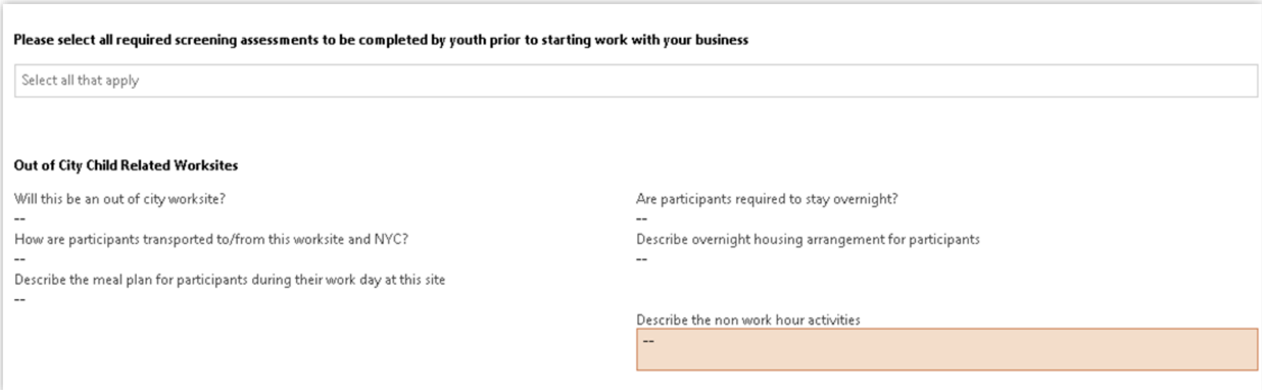
In the new tab titled "New Worksite Schedule," provide a title for the work schedule, and indicate the days of the week. For each open date, you must provide a start/end time. If the worksite is closed on a specific day, make sure to click on the checkbox under the "Closed" column.



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.





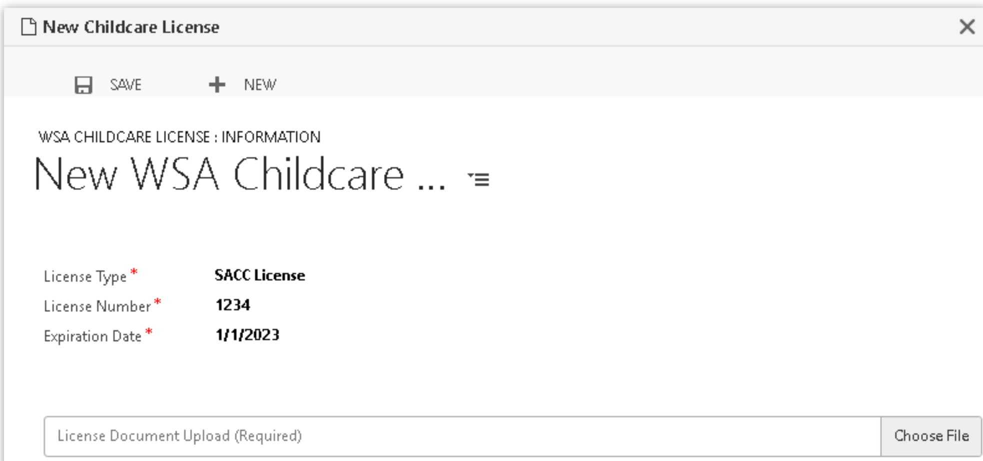
Please select all required screening assessments to be completed by youth prior to starting work with your business

Select all that apply

Out of City Child Related Worksites

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

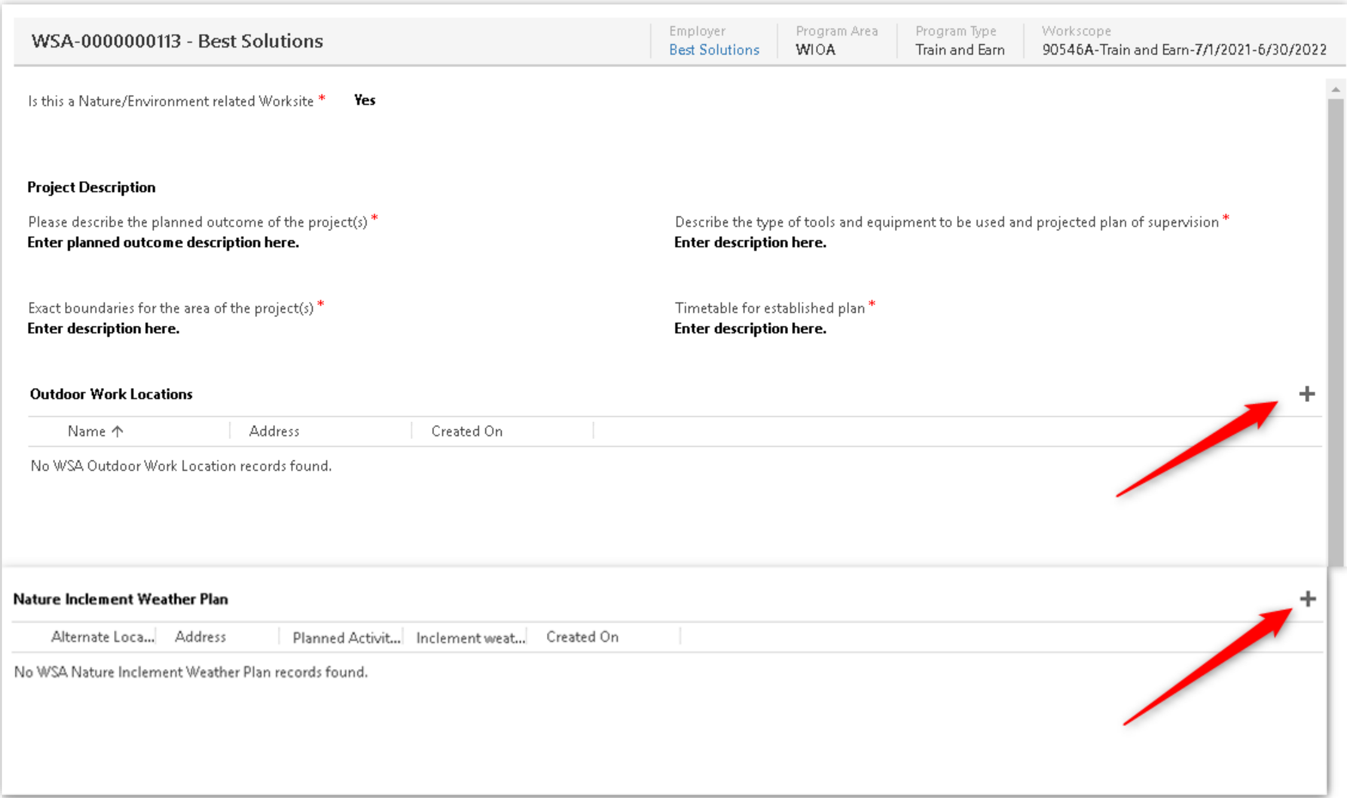
New WSA Childcare ...

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

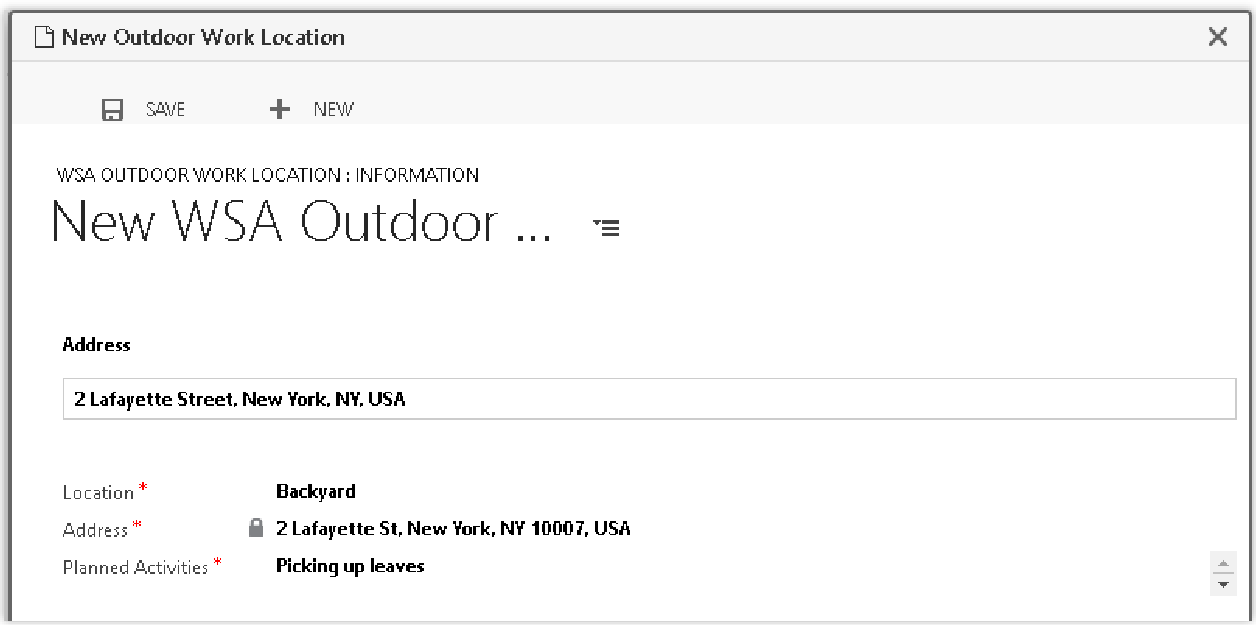
License Document Upload (Required) Choose File

Nature Environment

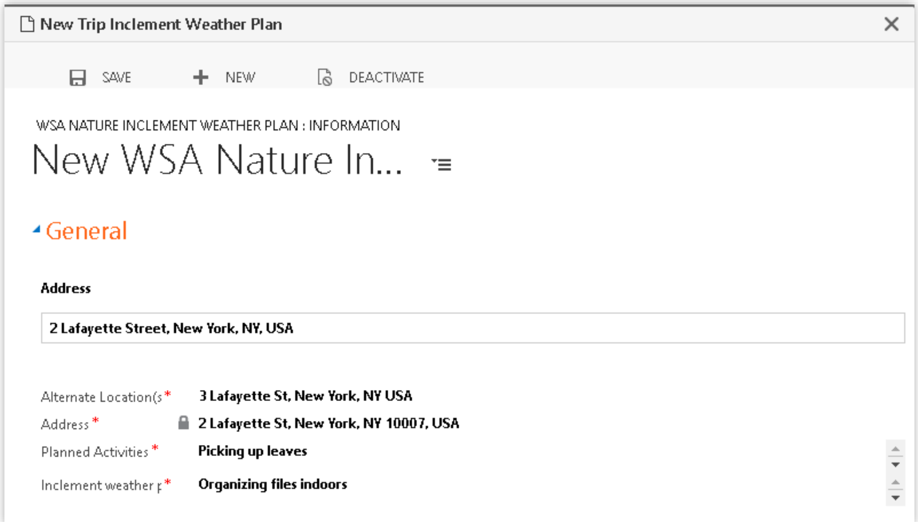
This section is used to indicate if the worksite is a nature or environment-related worksite, and if yes, the **Outdoor Work Locations** and **Nature Inclement Weather Plan.** Click on the **+** icon on the associated tables to add an outdoor work location and/or weather plan. If this is not a nature/environment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



Example Outdoor Work Location

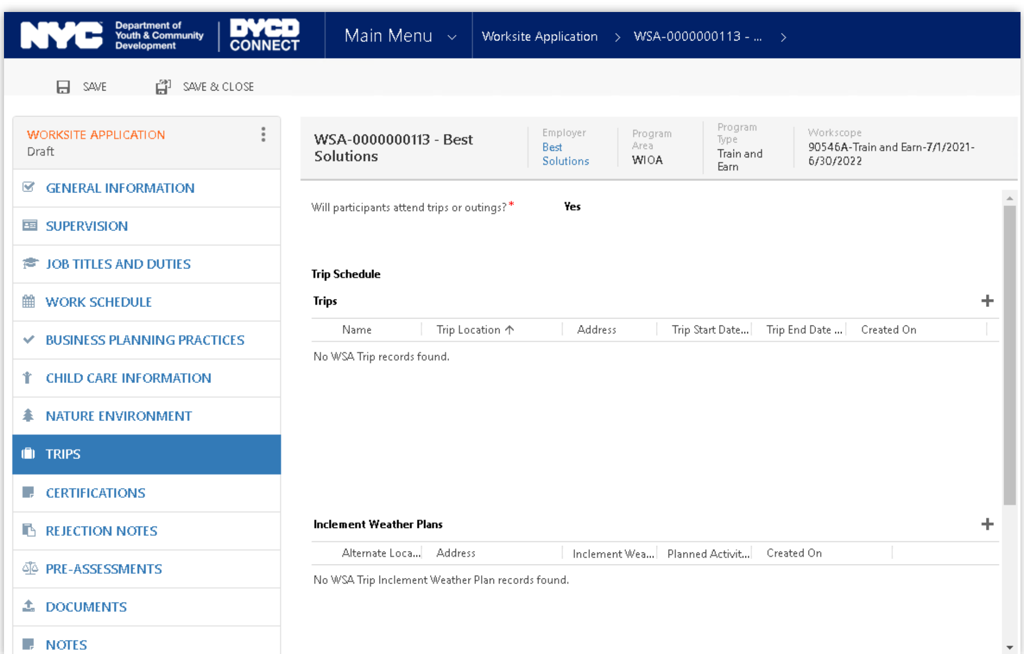


Example Inclement Weather Plan



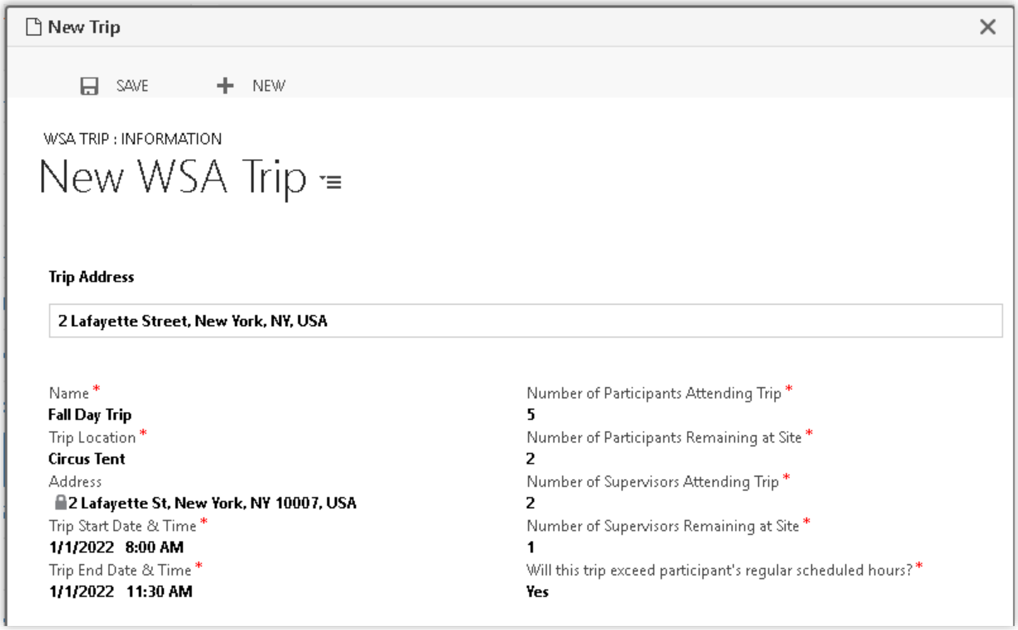
Trips

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.



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.



New Trip

SAVE NEW

WSA TRIP : INFORMATION

New WSA Trip

Trip Address

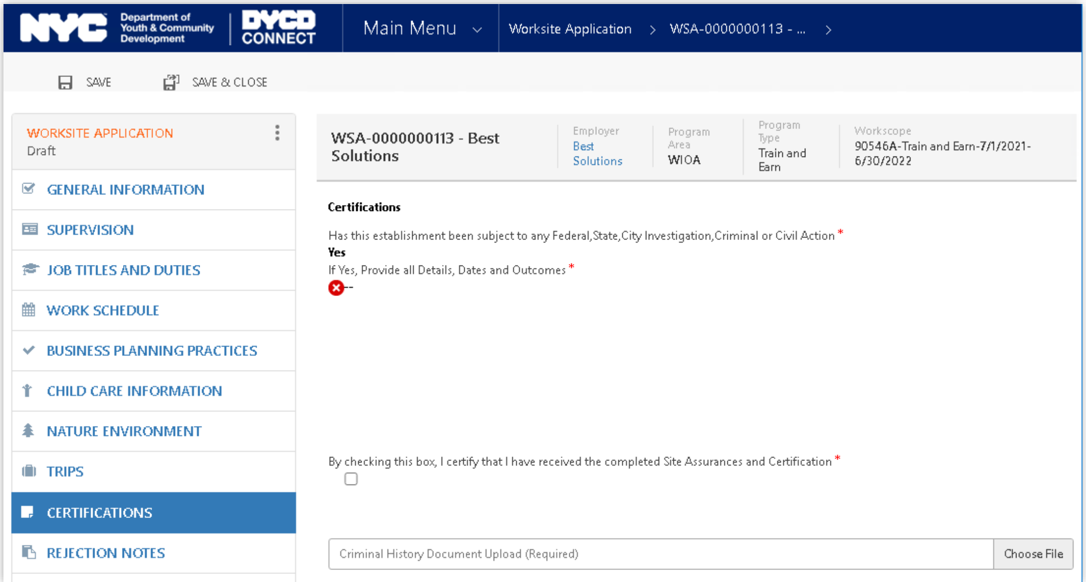
2 Lafayette Street, New York, NY, USA

Name *
Fall Day Trip
Trip Location *
Circus Tent
Address
2 Lafayette St, New York, NY 10007, USA
Trip Start Date & Time *
1/1/2022 8:00 AM
Trip End Date & Time *
1/1/2022 11:30 AM

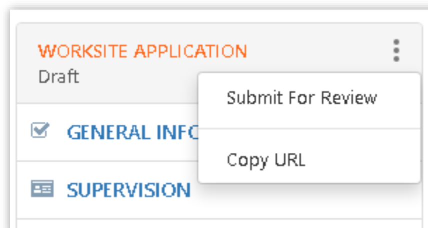
Number of Participants Attending Trip *
5
Number of Participants Remaining at Site *
2
Number of Supervisors Attending Trip *
2
Number of Supervisors Remaining at Site *
1
Will this trip exceed participant's regular scheduled hours? *
Yes

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



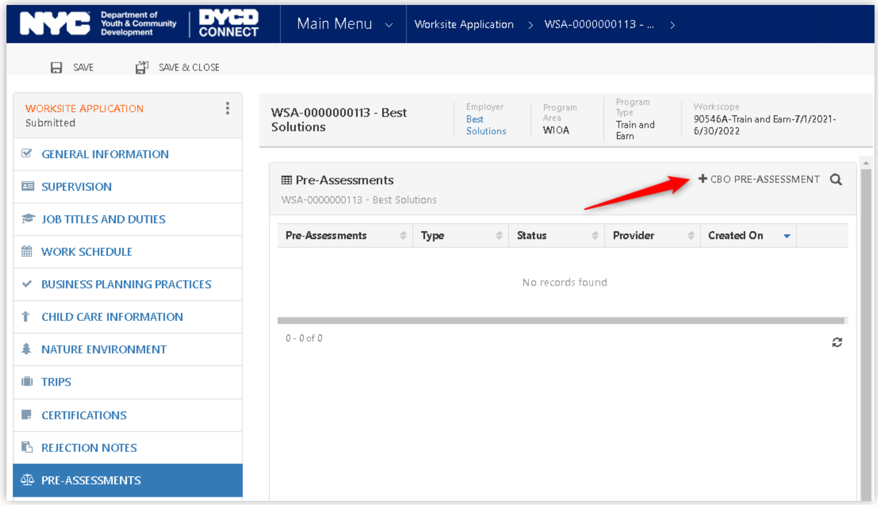
These are all the required fields of the worksite application. Make sure to click on Save at the top left of the Worksite Application window. When you are ready, click on the three-dots icon at the top of the worksite application switchboard, and click "Submit For Review."

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.

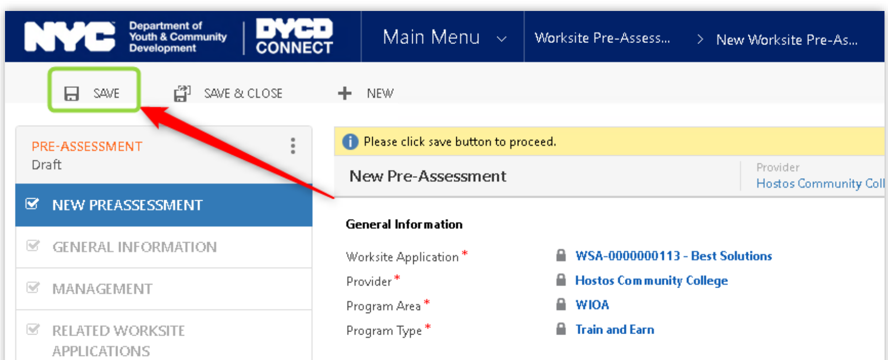
Conducting CBO Pre-Assessment

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.**



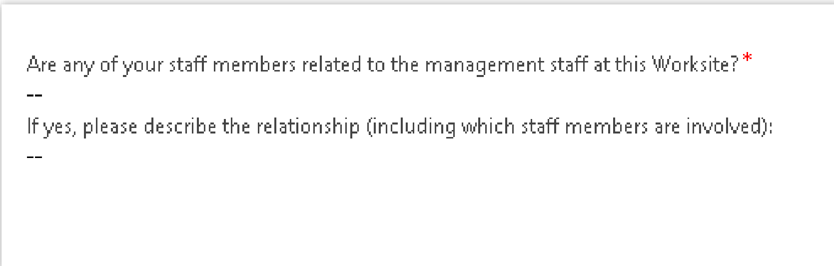
A new tab will open in your browser containing the draft pre-assessment. In order to enable the pre-assessment fields, you must first click on Save at the top left of the page.



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.

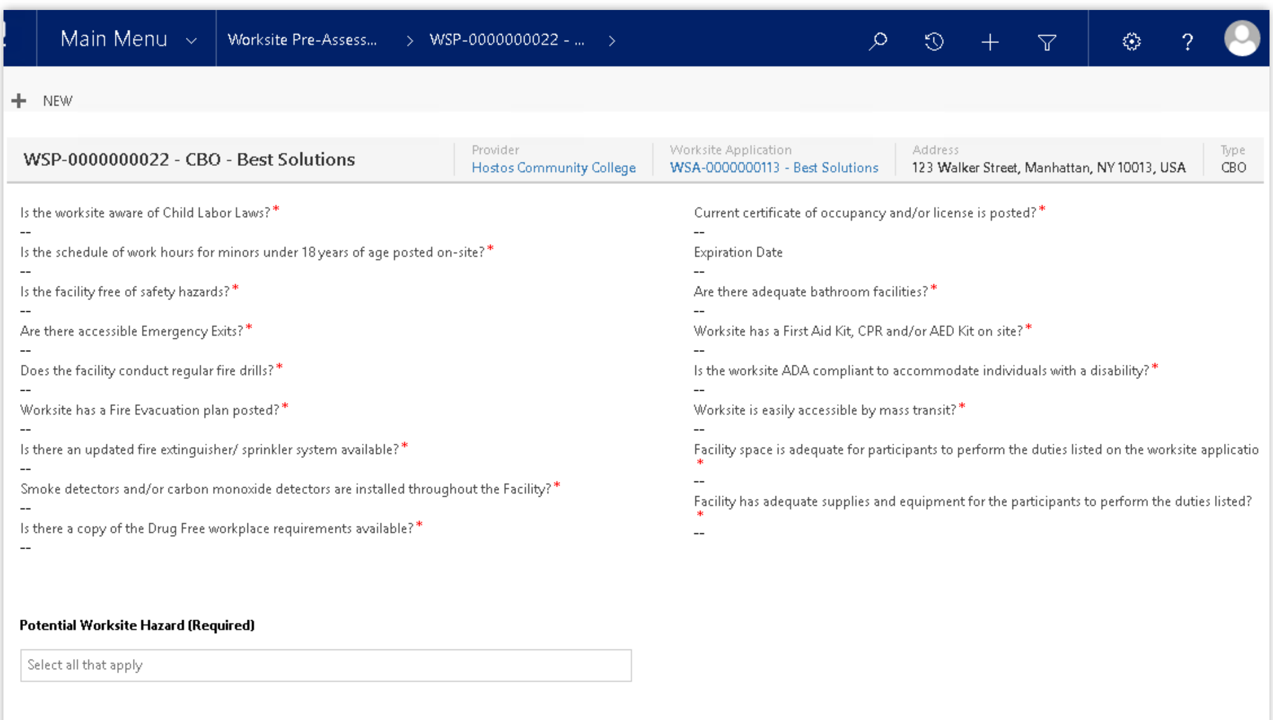
Management

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):
--

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	Worksite Application	Address	Type
Hostos Community College	WSA-0000000113 - Best Solutions	123 Walker Street, Manhattan, NY 10013, USA	CBO

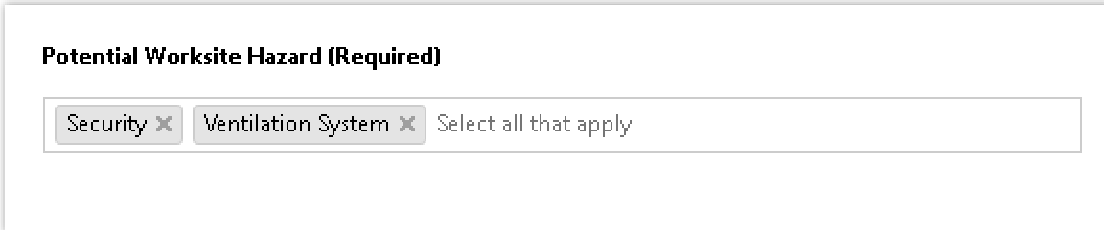
Is the worksite aware of Child Labor Laws? *
--
Is the schedule of work hours for minors under 18 years of age posted on-site? *
--
Is the facility free of safety hazards? *
--
Are there accessible Emergency Exits? *
--
Does the facility conduct regular fire drills? *
--
Worksite has a Fire Evacuation plan posted? *
--
Is there an updated fire extinguisher/ sprinkler system available? *
--
Smoke detectors and/or carbon monoxide detectors are installed throughout the Facility? *
--
Is there a copy of the Drug Free workplace requirements available? *
--

Current certificate of occupancy and/or license is posted? *
--
Expiration Date
--
Are there adequate bathroom facilities? *
--
Worksite has a First Aid Kit, CPR and/or AED Kit on site? *
--
Is the worksite ADA compliant to accommodate individuals with a disability? *
--
Worksite is easily accessible by mass transit? *
--
Facility space is adequate for participants to perform the duties listed on the worksite applicatio *
--
Facility has adequate supplies and equipment for the participants to perform the duties listed? *
--

Potential Worksite Hazard (Required)

Select all that apply

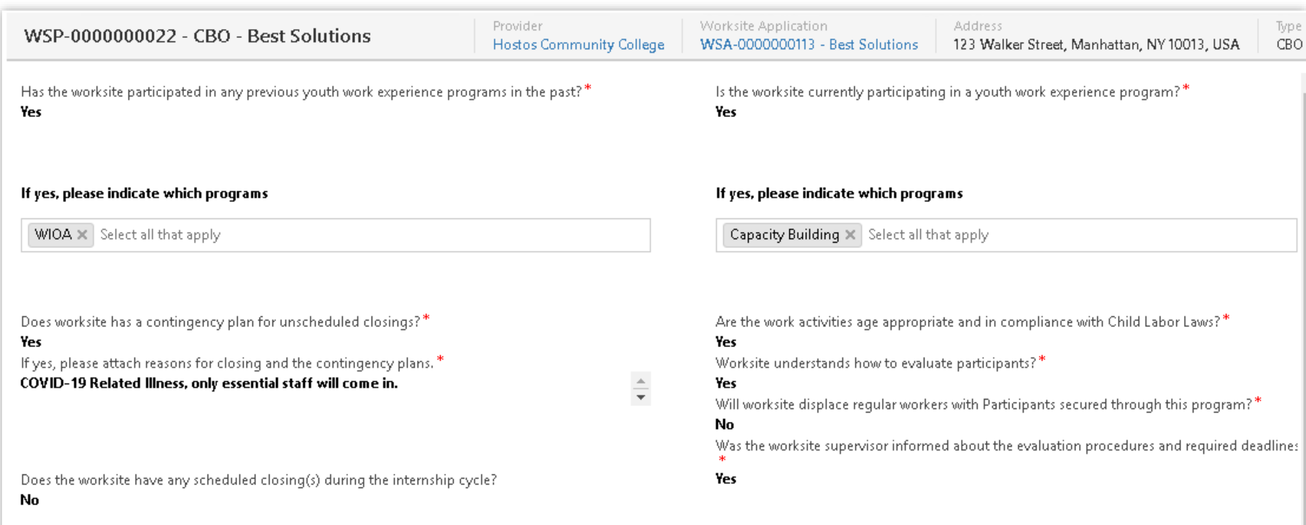
If there are one or more potential worksite hazards, make sure to indicate all hazards in the **Potential Worksite Hazard** section at the bottom of the page.


Potential Worksite Hazard (Required)

Security ✕ | Ventilation System ✕ | 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

Has the worksite participated in any previous youth work experience programs in the past? *
Yes

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

If yes, please indicate which programs
WIOA ✕ | Select all that apply

If yes, please indicate which programs
Capacity Building ✕ | Select all that apply

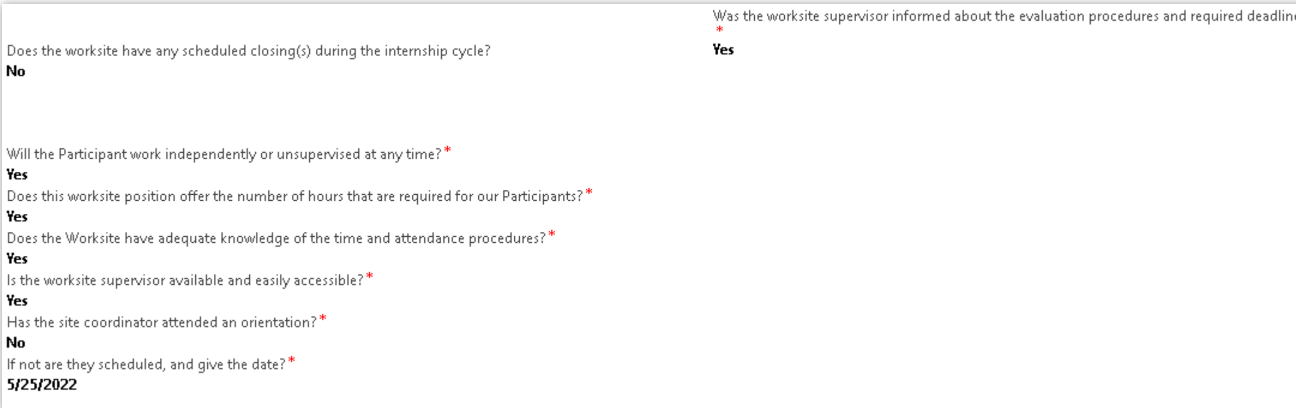
Does worksite has a contingency plan for unscheduled closings? *
Yes
If yes, please attach reasons for closing and the contingency plans. *
COVID-19 Related Illness, only essential staff will come in.

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

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 deadlines *
Yes

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

NYC Department of Youth & Community Development



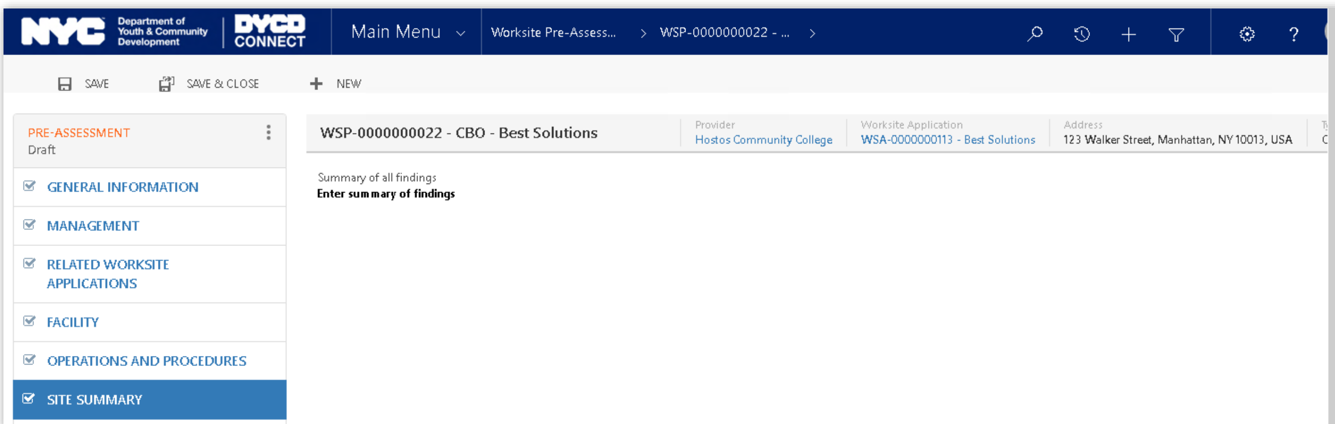
Was the worksite supervisor informed about the evaluation procedures and required deadlines *
Yes

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

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

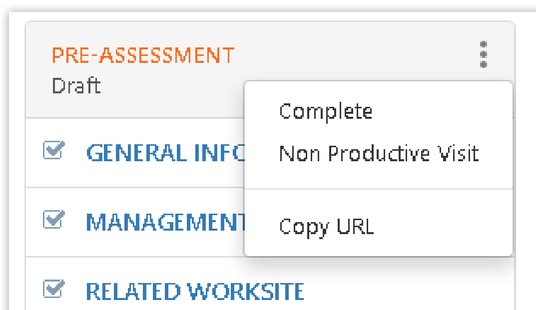
Site Summary

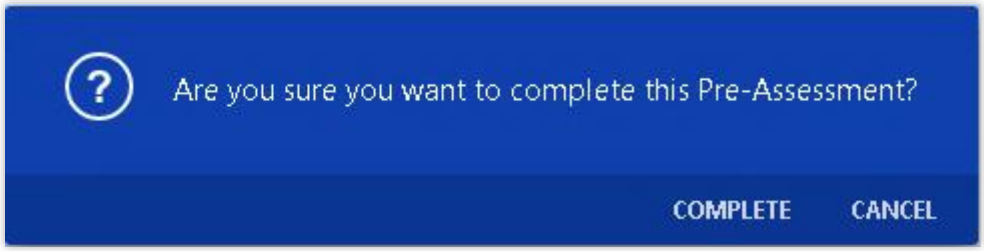
Use this section to provide a detailed summary of your program's findings after conducting the worksite pre-assessment.



Completing the Pre-Assessment

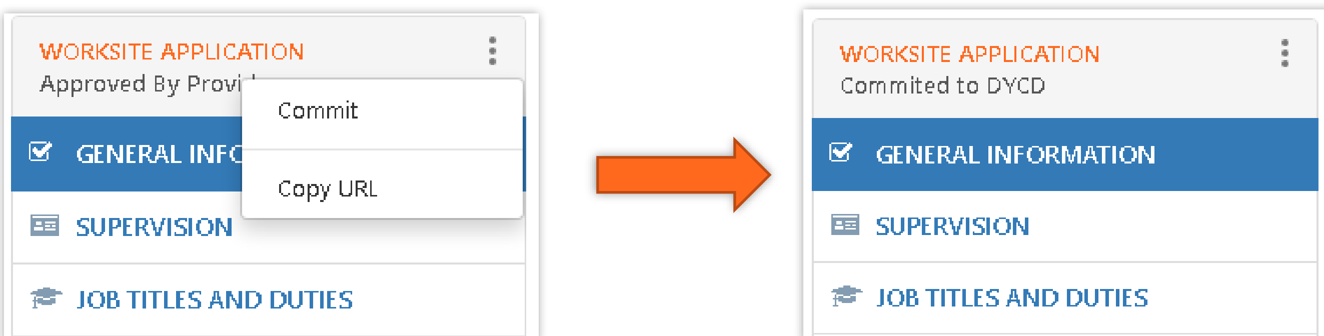
Once all required sections of the pre-assessment are complete, click on the 'three-dots' icon at the top of the switchboard and select "Complete". In the event you were unable to conduct the full pre-assessment during your visit, select "Non Productive Visit." You may complete another pre-assessment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





Committing to the Worksite

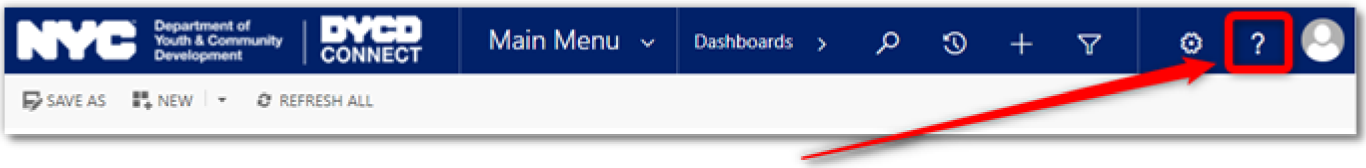
After conducting the pre-assessment and completing all sections of the pre-assessment form in PTS, the last step is to decide whether your program will commit to partnering with the worksite. Click on the three-dots icon at the top of the worksite application switchboard, and select 'Commit'.



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.