



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

***Service Tracking
Advance & Earn***

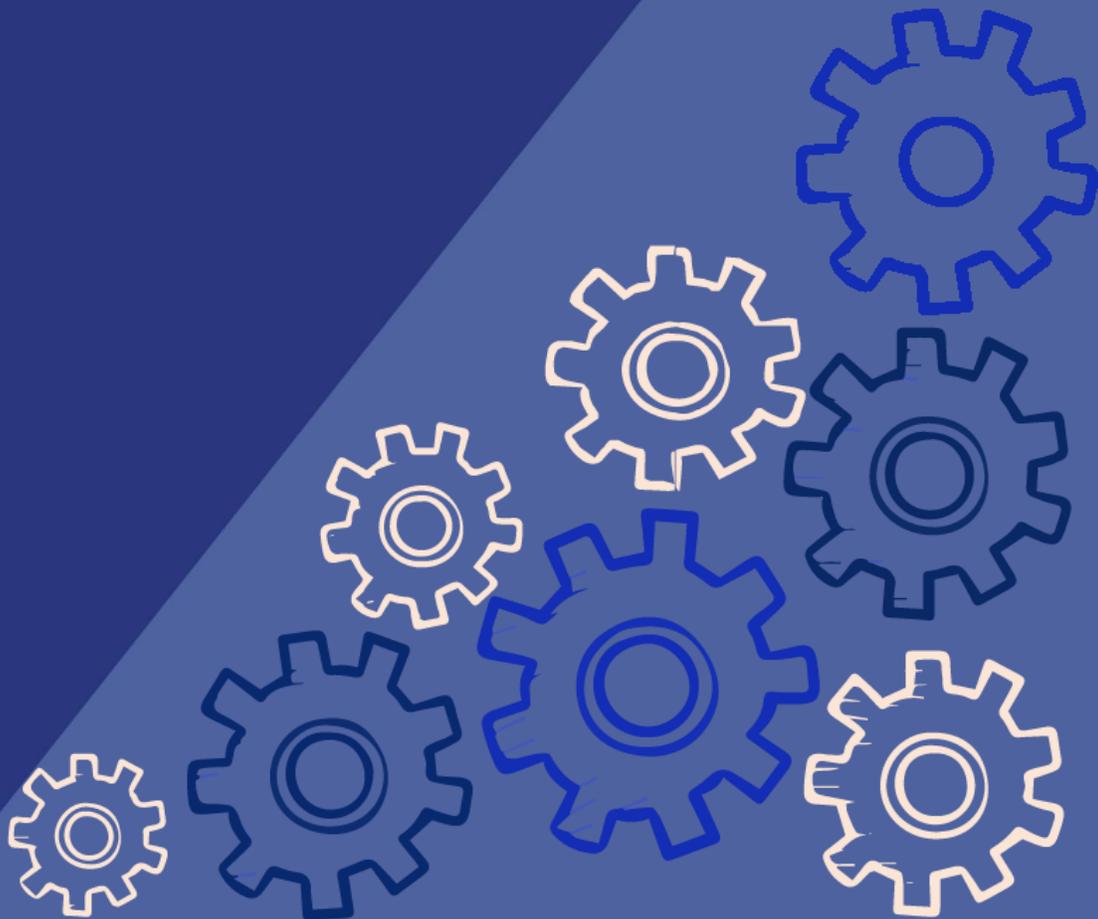


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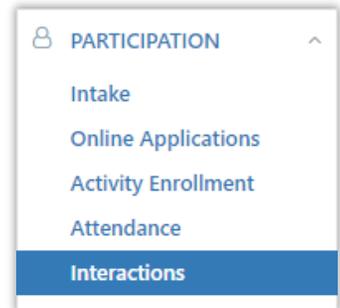
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Service Tracking

In DYCD Connect, Advance & Earn providers must enter data to log services rendered to participants. The system collects this data through Interactions and Attendance.

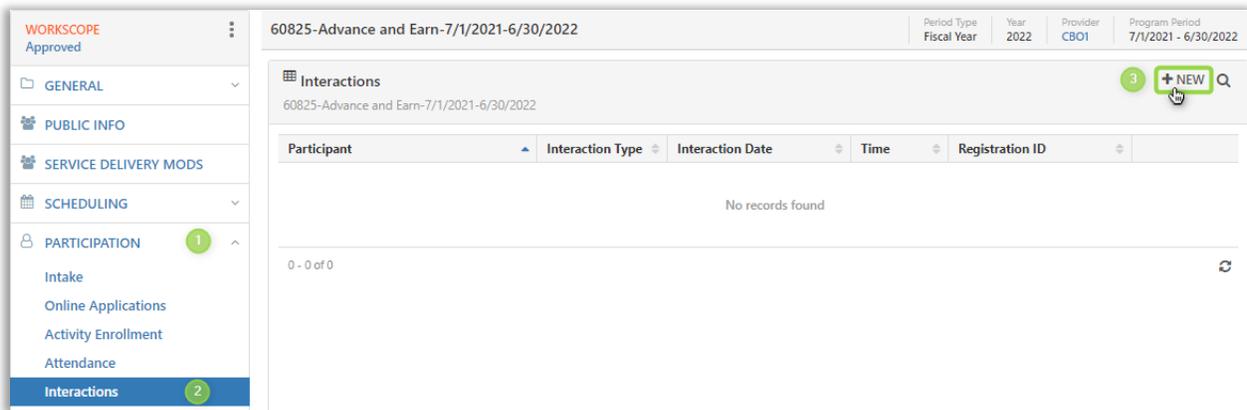
Interactions

Your 1-on-1 sessions with participants are logged under “Interactions” in the Participation section of your workscope. Interactions may be entered into the workscope after completing participant intake. They can be entered either via the workscope or directly through a participant’s intake.

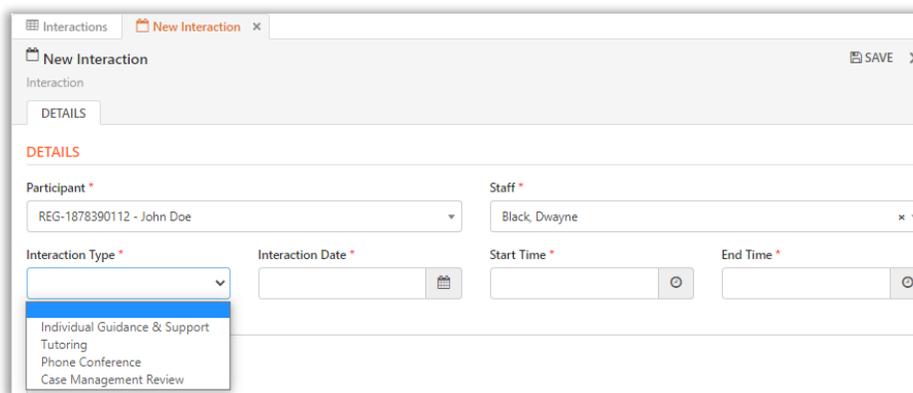


How do you Complete an Interaction on the Workscope?

STEP 1: Navigate through Participation>Interactions and click on +NEW.



STEP 2: Complete data entry by clicking on each field and selecting from the drop-down options or typing in the date, time and comments.



How do you Complete Interactions in an intake?

STEP 1: After opening an intake, navigate through Services>Interactions and click on +NEW.

The screenshot shows a user interface for managing an intake. On the left is a navigation menu with categories: REGISTRATION (Accepted), REGISTRATION INFORMATION, PARTICIPANT INFORMATION, CONTACT INFORMATION, EDUCATION/WORK STATUS, SELECTIVE SERVICE, HOUSEHOLD INFORMATION, BANKING INFORMATION, HEALTH INFORMATION, CONSENTS, SERVICES (with a green '1' badge), and Interactions (with a green '2' badge). The main area displays the 'Interactions' section for participant 'inivek A rortsac' (REG-4166214168). It includes fields for Registration ID, Start Date (9/6/2021), Age (20), DOB (2/13/2002), and Workscope (60825-Advance and Earn-7/1/2021-6/30/2022). A '+NEW' button with a green '3' badge is highlighted. Below the button is a table with columns 'Interaction Type', 'Interaction Date', and 'Time'. The table is currently empty, showing 'No records found' and '0 - 0 of 0'.

STEP 2: Complete data entry by clicking on each field and selecting from the drop-down options or typing in the date, time and comments. Note that the “Participant” field is locked as you are adding an interaction directly to a participant’s intake.

The screenshot shows the 'New Interaction' form. At the top, it displays the participant's name 'inivek A rortsac' and various details: Registration ID (REG-4166214168), Start Date (9/6/2021), Age (20), DOB (2/13/2002), and Workscope (60825-Advance and Earn-7/1/2021-6/30/2022). The form has a 'New Interaction' tab and a 'SAVE' button. The 'DETAILS' section contains the following fields: 'Participant *' (locked dropdown with 'REG-4166214168 - inivek A rortsac'), 'Staff *' (empty dropdown), 'Interaction Type *' (empty dropdown), 'Interaction Date *' (calendar icon), 'Start Time *' (clock icon), and 'End Time *' (clock icon). There is also a 'Comments *' text area at the bottom.

Outcomes

Providers are expected to work with participants to help them achieve program outcomes. As these outcomes are achieved, providers must update their status in a participant's intake within the "Services" section of their intake.

How do you Update Outcomes?

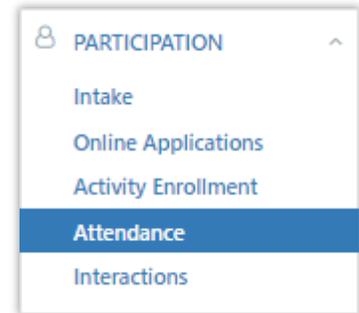
STEP 1: After opening a participant's intake, navigate through Services>Outcomes. Then, on the outcome that was achieved, click on the "Outcome Achieved?" drop-down and select "Yes" to mark an outcome as achieved. Next, type an achievement date, and then click "Save".

Note that some outcomes, such as Outcome 5 in the example below, cannot be updated manually. Instead, these outcomes are automatically updated when corresponding data entry is complete.

The screenshot displays the 'Outcomes' section for a participant named 'inivek A rortsac'. The participant's registration ID is REG-4166214168, with a start date of 9/6/2021, age of 20, and DOB of 2/13/2002. The workspace is identified as '60825-Advance and Earn-7/1/2021-6/30/2022'. The interface includes a sidebar with navigation options: REGISTRATION INFORMATION, PARTICIPANT INFORMATION, CONTACT INFORMATION, EDUCATION/WORK STATUS, SELECTIVE SERVICE, HOUSEHOLD INFORMATION, BANKING INFORMATION, HEALTH INFORMATION, CONSENTS, SERVICES (highlighted with a green circle 1), ELIGIBILITY RULES, ENROLLMENT, and NOTES & ATTACHMENTS. The 'SERVICES' section is expanded to show 'Outcomes' (highlighted with a green circle 2). The 'Outcomes' section lists several outcomes, with 'Outcome 4' selected. The 'Outcome Achieved?' dropdown for Outcome 4 is open, showing 'Yes' selected (highlighted with a green circle 3). The 'Achievement Date' field for Outcome 4 is empty (highlighted with a green circle 4). Outcome 5 is 'HSE: Attained HSE' and Outcome 6 is 'HSE: Attained Basic Industry Credential'. The 'SAVE' button is highlighted with a green circle 5. The 'RELOAD' button is also visible.

Attendance

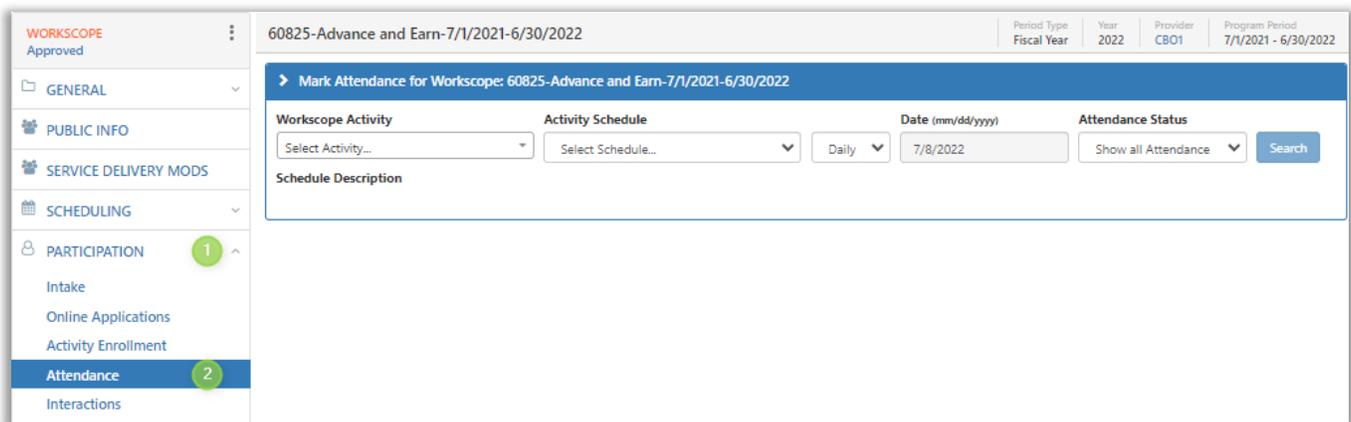
Attendance must be entered on a regularly basis within the Participation section of the workscope under Attendance. The system provides a rolling 2-week window to complete data entry. For example, attendance data for June 1st must be completed by June 15th. On June 16th, the data entry section for the day of June 1st will be locked.



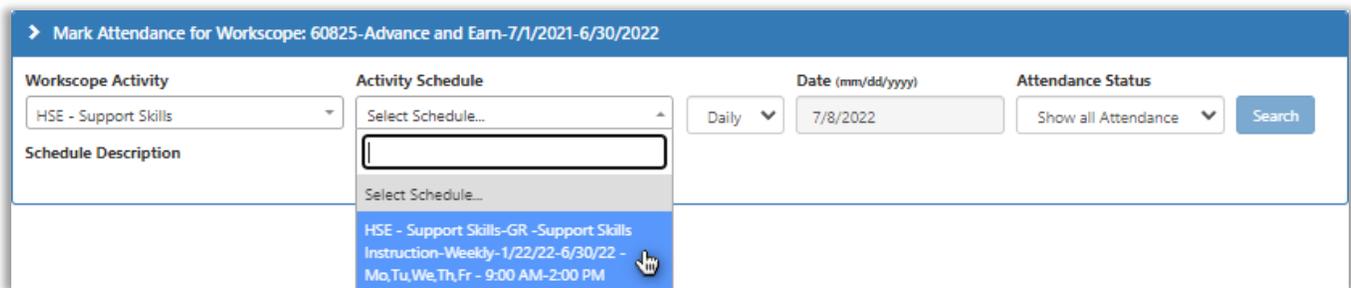
Note that your DYCD Program Manager may require you to complete attendance on a weekly basis depending on your contract specifics.

How do you Complete Attendance Entry on the workscope?

STEP 1: Navigate through Participation>Attendance to view the Attendance section.



STEP 2: Select a workscope activity and its corresponding activity schedule that you would like to complete attendance entry for.



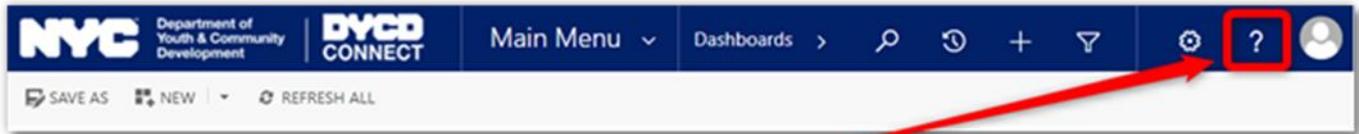
STEP 3: Next, select “Daily” or “Weekly” to choose how many days of attendance you would like to view. Also, select the date for the day or week of attendance that you would like to view. Lastly, click “Search” to load the attendance sheet.

STEP 4: Click on the sliders to mark a participant present or absent for each scheduled session.

Registration ID	Last Name	First Name	Monday 06/27/2022 09:00 AM - 02:00 PM	Tuesday 06/28/2022 09:00 AM - 02:00 PM	Wednesday 06/29/2022 09:00 AM - 02:00	Thursday
REG-1878390112 01/22/2022 - 06/30/2022	Doe	John	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent	<input type="checkbox"/> Present <input type="checkbox"/> Absent

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