NYC Department of Youth & Community Development

DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Learning Labs

Workscope Development Guide

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Key Terms

Activity Section

Primary Category: Identifies the general type and focus of an activity. The field selected classifies all participant hours as this type of hour.

Ex. Debate Team activity with primary category "Literacy – Enrichment" will contribute to the Required STEM/Literacy hours of the program.

Schedule Section

Occurrence: Describes whether the activity will meet Once, Daily, Weekly, or Monthly.

Max Attendance: Refers to the maximum number of participants allowed to participate in a session or class.

Total Hours: A calculated field that lists how many activity hours a schedule contributes towards your workscope required activity hours.

Deactivation Section

Deactivate: The process of deleting an activity, schedule, participant, etc. from DYCD Connect.

Understanding the Workscope

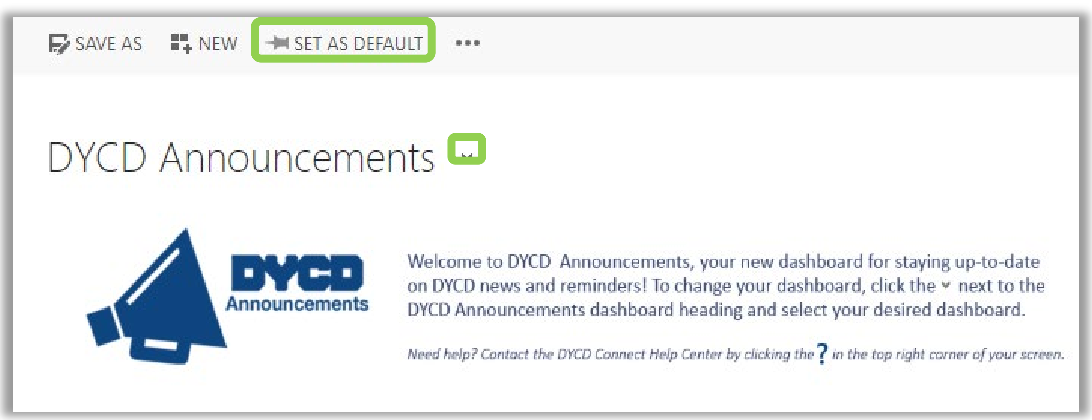
The **Workscope** is your program's plan for a specific period of time. It is reviewed and approved by your DYCD Program Manager. The workscope is the center of the DYCD Connect Universe. Nearly all work your program will be doing in DYCD Connect is connected to your workscope.

How will I know when my workscope is ready to complete?

The workscope transitions through multiple stages before it is approved. Initially, providers receive the workscope in the **Released** stage. Providers must complete data entry in several sections of the workscope and then notify their DYCD Program Manager. After a DYCD review, the workscope will be returned to providers in the **Approved** stage or **Rejected** with rejection notes. The workscope must be approved in order to record attendance.

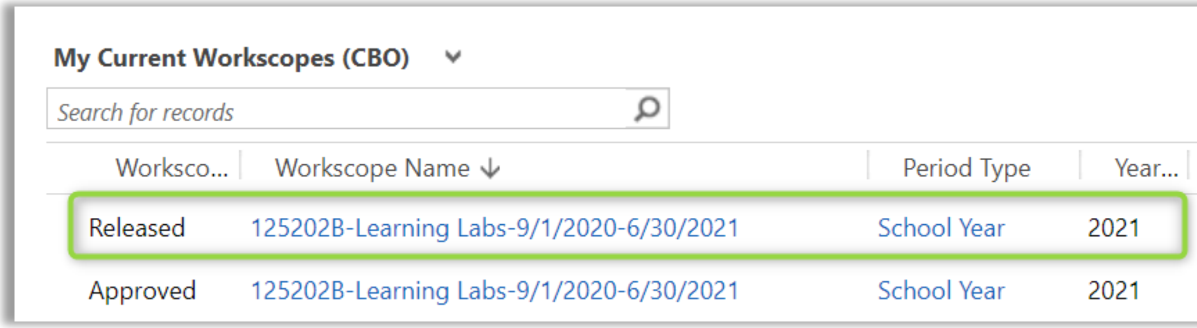
Navigating to Your Workscope

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



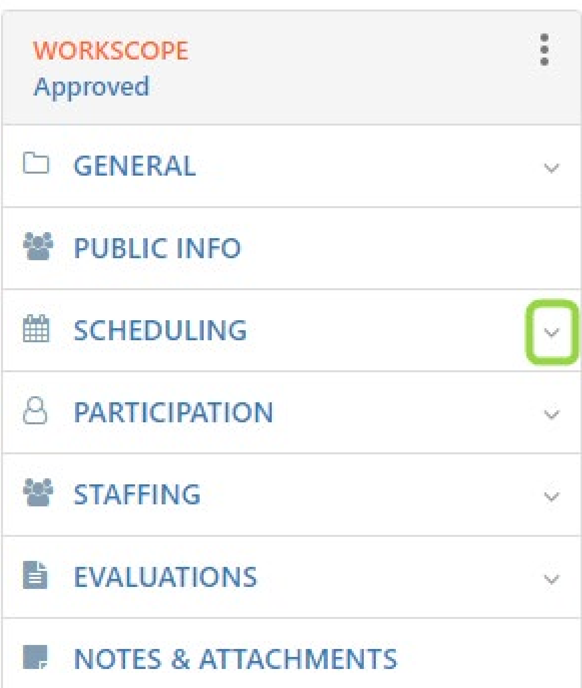
You may access your released workscope by navigating to the ‘CBO Dashboard’ in PTS/EMS.

1. Click on ⌄ next to the title of the dashboard at the top left of the page.
2. Click on ‘CBO Dashboard’ from the drop-down options.
3. 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**.

The Workscope Switchboard



Upon opening the workscope, you will see a navigation pane on the left side of your screen. This is called the workscope **Switchboard.** It will help you navigate through the various sections of the workscope.

Key Button

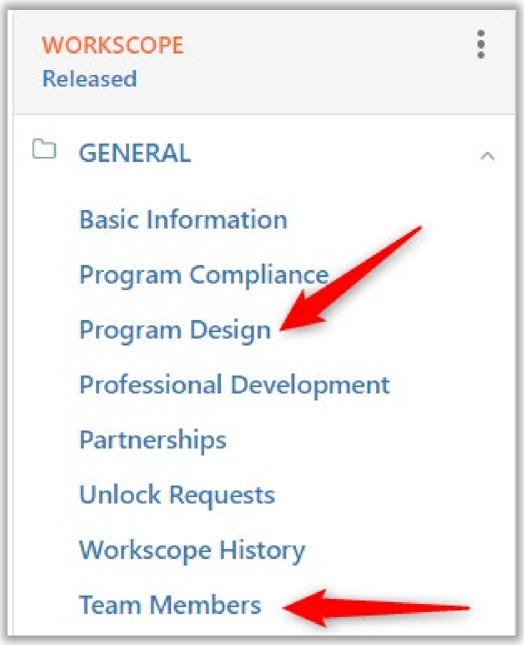
⌄ Toggles additional sub-sections of the workscope

Completing the Workscope

When your workscope is released, you must complete data entry in several sections. At minimum, Learning Labs providers must complete parts of the **General**, **Public Info**, **Scheduling** and **Staffing** sections to complete the workscope. NOTE: Your DYCD Program Manager may require you complete additional workscope sections beyond what is described in this guide. Additional resources for additional sections are available in the **DYCD Connect Document Library**.

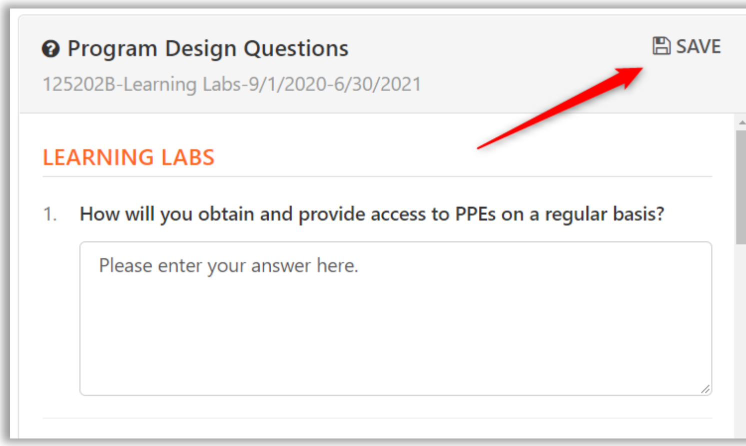
Completing the General Section

In the General Section of your workscope, you must complete the Program Design and Team Members sub-sections.



Program Design

Program Design contains targeted questions about your program. All questions require a response. Click the SAVE icon in the top right corner of the section to save your answers.



Team Members

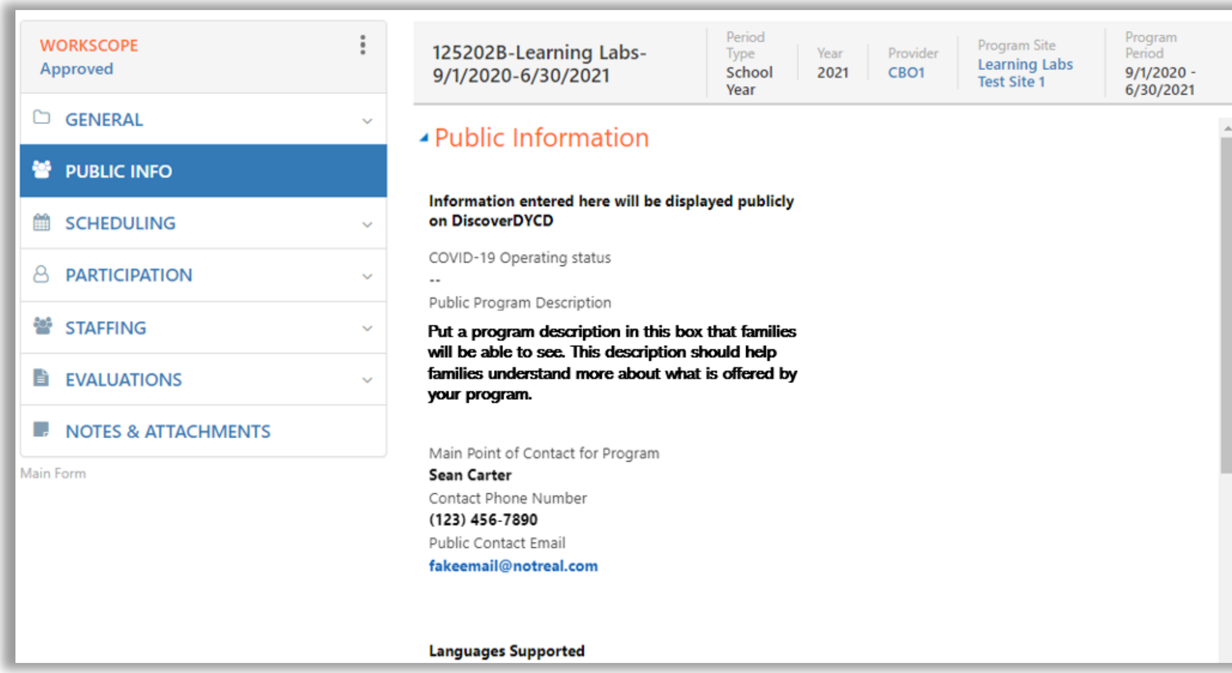
The **Team Members** page lists all registered DYCD Connect users who are authorized to view and enter data into the workscope. In addition, all assigned Team Members will receive periodic email communications about applications submitted to your Learning Labs site through **DiscoverDYCD.**

This section must be completed by a **CBO Provider Admin** with access at your organization. Additional information about assigning or removing Team Members is available in the **Managing Team Members user guide.**

Completing the Public Info Section

Information entered into the Public Info section of the workscope is displayed for members of the public searching for your Learning Labs site through DiscoverDYCD. Your program should fill out as many of the following fields as are applicable, including:

- COVID-19 Operating Status
- Public Program Description
- Main Point of Contact for Program (name, phone #, and email address)
- Languages Supported
- Program Specialization(s)
- Social Media Information (e.g. Facebook, Twitter, Instagram)



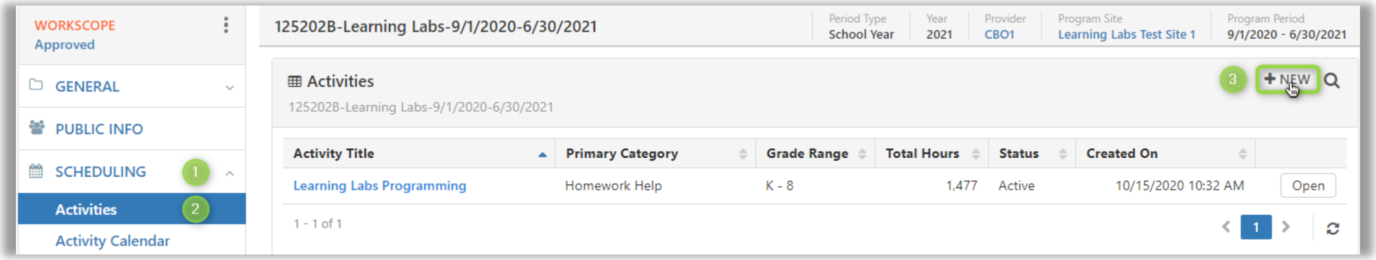
Completing the Scheduling Section

The next step is to add the **Activities** and **Activity Schedules** that your participants will attend.

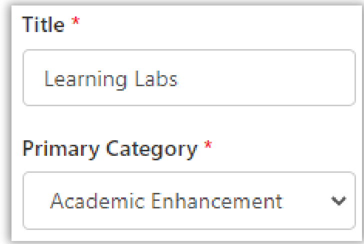
- **Activities** provide programmatic data on DYCD Connect, and help DYCD understand what happens in your program and why.
- **Activity Schedules** are associated with Activities and represent your on-site classes in DYCD Connect. They define when an activity will take place, what grades will attend the schedule, and the maximum number of participants allowed for the schedule.

Creating an Activity

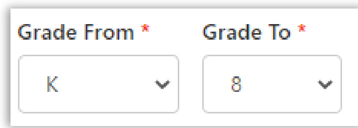
Step 1: From Scheduling, click on Activities and then click ✚ NEW.



Step 2: Type in a Title for your activity and select a [Primary Category](). We recommend selecting **Academic Enhancement**.

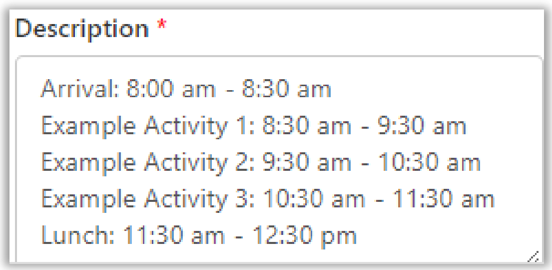


Step 3: Set the grade range for participants that will enroll in schedules of this activity as K-8.

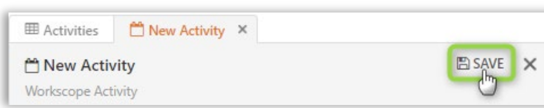


Step 4: Type a description for your activity.

Descriptions should detail what a standard day may look like. Please enter these details as text into an hourly format. Include arrival, meals, and dismissal.

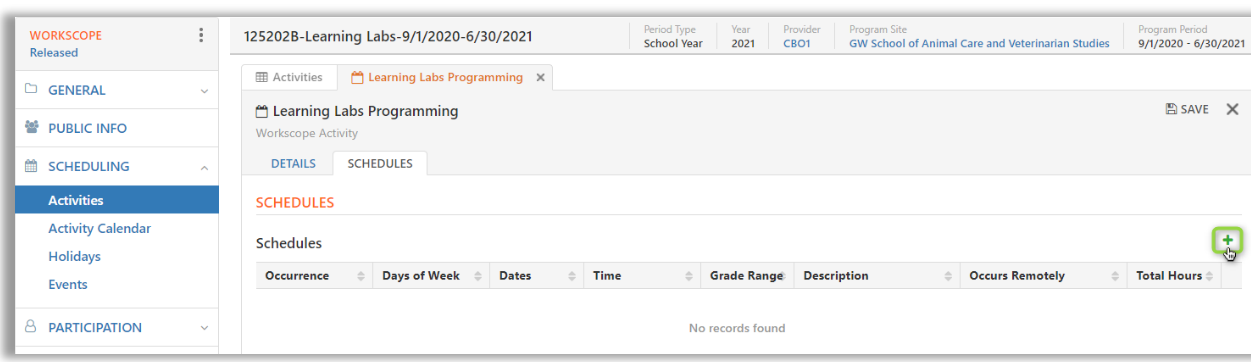


Step 5: Click SAVE at the top of the page and then add Tags to your activity at the bottom of the page.



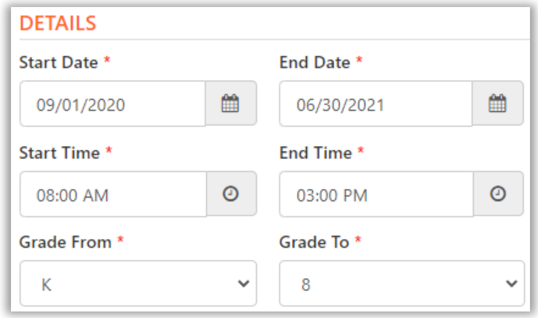
Creating a Schedule before a Workscope is Approved

Step 1: From the Schedules tab of the activity that you would like to schedule, click + .

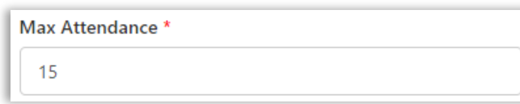


Step 2: Set the schedule **Occurrence** as "Daily" from the drop-down options.

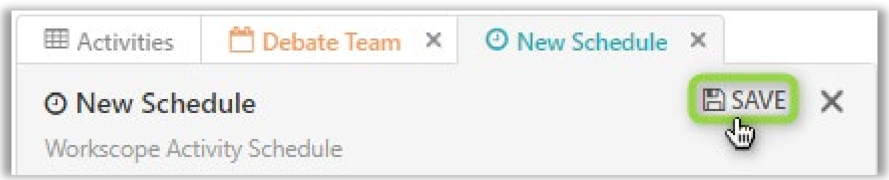
Step 3: Complete the details section by clicking on the respective fields and typing in the data or selecting from the drop-down options.



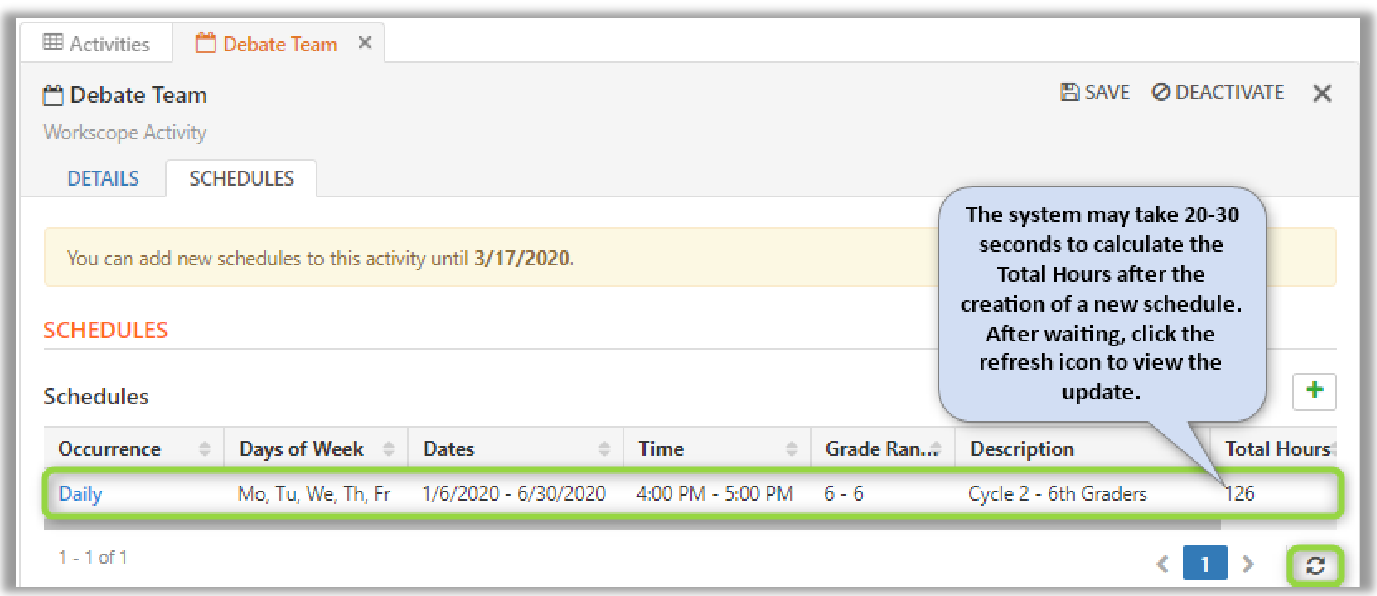
Step 4: Add a **Max Attendance** for the schedule, indicating the maximum number of participants who will attend (not to exceed 50).



Step 5: Click SAVE at the top right of the Workscope Activity Schedule page & confirm the schedule.



Your schedule will appear in the Schedules tab of the workscope activity and display **Total Hours**.

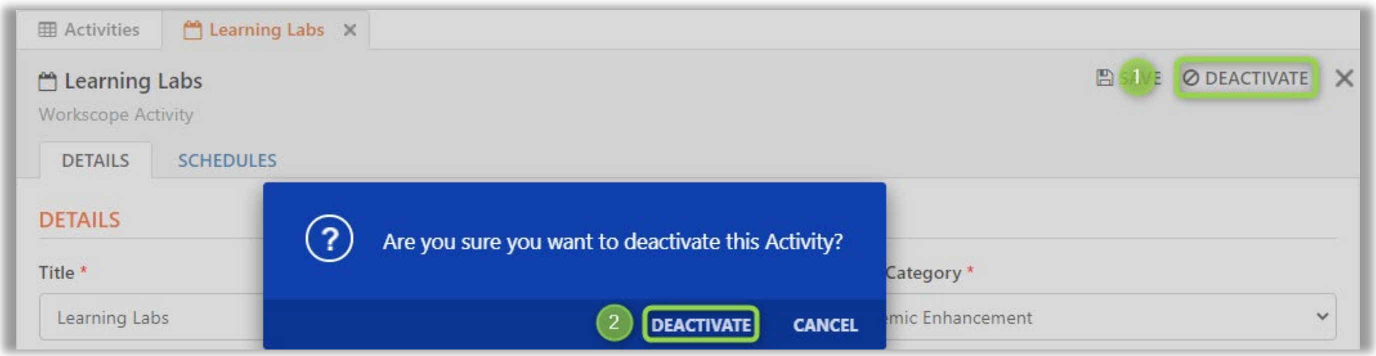


Creating a Schedule after a Workscope is Approved

After your workscope has been approved, you must complete a **Schedule Unlock** request for newly created activities to add a schedule. This enables the + icon and allows you to begin a schedule setup on the Workscope Activity Page. Once there, you may create a schedule. Additional information is available in the [Unlock Requests] user guide.

Deactivations

Before your workscope has been approved, you may [deactivate] (delete) an activity by clicking deactivate on the Workscope Activity page. This will also remove all schedules of the activity.

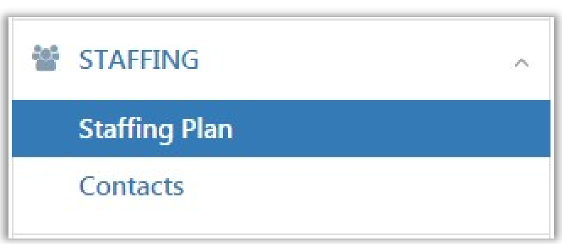


You may also choose to deactivate individual schedules by navigating to the Workscope Activity Schedule page, clicking on deactivate and confirming the deactivation.

NOTE: After your workscope has been approved, you must complete a **Schedule Unlock** request for the activity or schedules that you would like to deactivate. Then, you must navigate to the specific activity or schedule and the option will appear. You will be unable to deactivate a schedule if there is any attendance or enrollments completed. Similarly, you will be unable to deactivate an activity if any associated schedules have this data logged.

Completing the Staffing Section

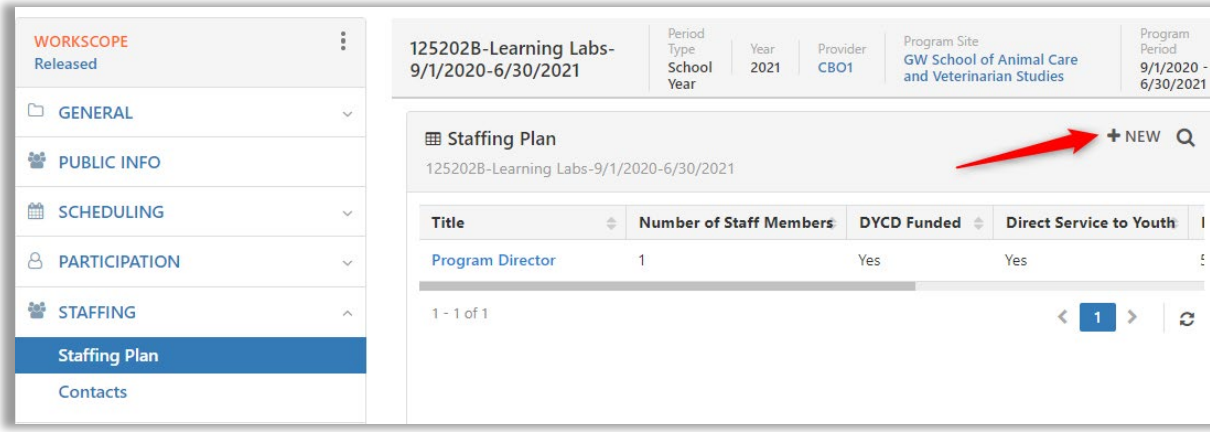
The Staffing Section of the workscope holds all information related to staff, including staff titles, names, and contact information. During workscope development, you will add titles to your staffing plan and associate contact information for key staff members at your program.



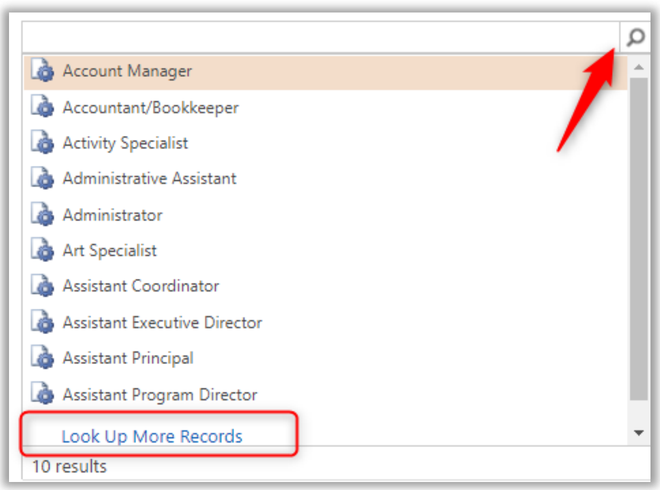
Adding a Title to the Staffing Plan

The staffing plan provides an outline of staff associated with your program. This plan should mirror the budget submitted in HHS Accelerator, the citywide budgeting platform, and speak to how staff coverage will work at your site.

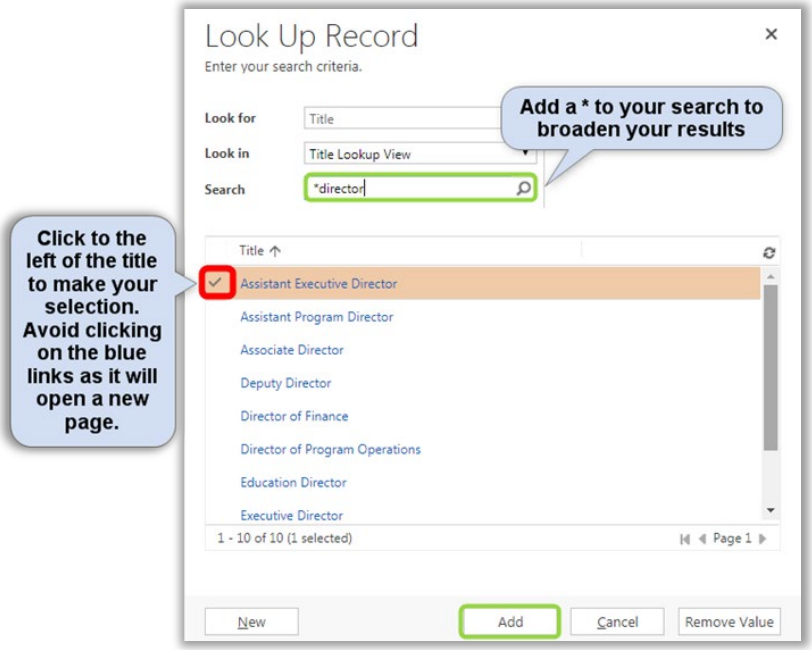
Step 1: From Staffing, click on the Staffing Plan sub-section and then + NEW at the top right of the page.



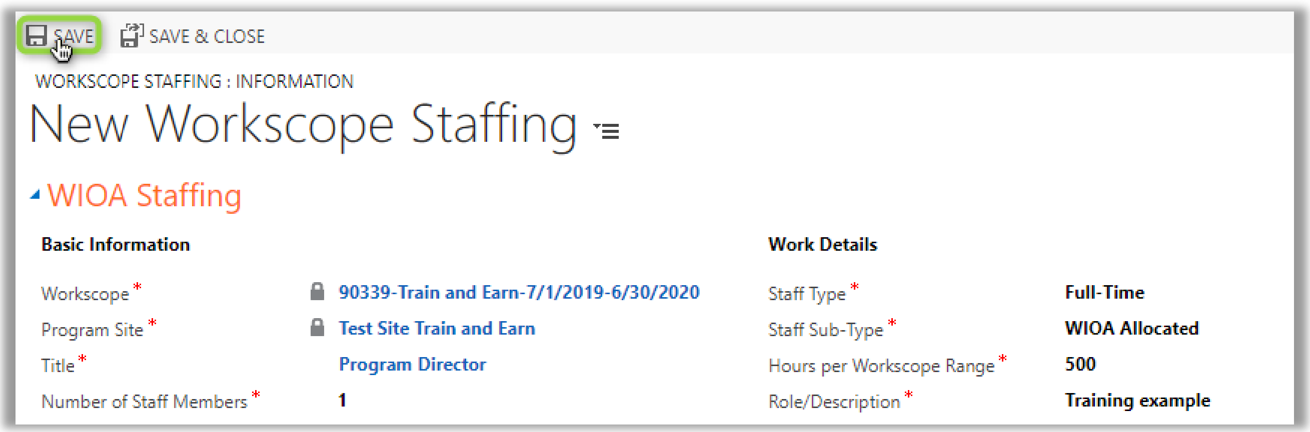
Step 2: A new window pops up. All fields with a * are mandatory. Click on the **Title** field, then the icon at the end of the row to view a drop-down option for a title. Click the appropriate title or on 'Look Up More Records' to view the complete list of all available titles.



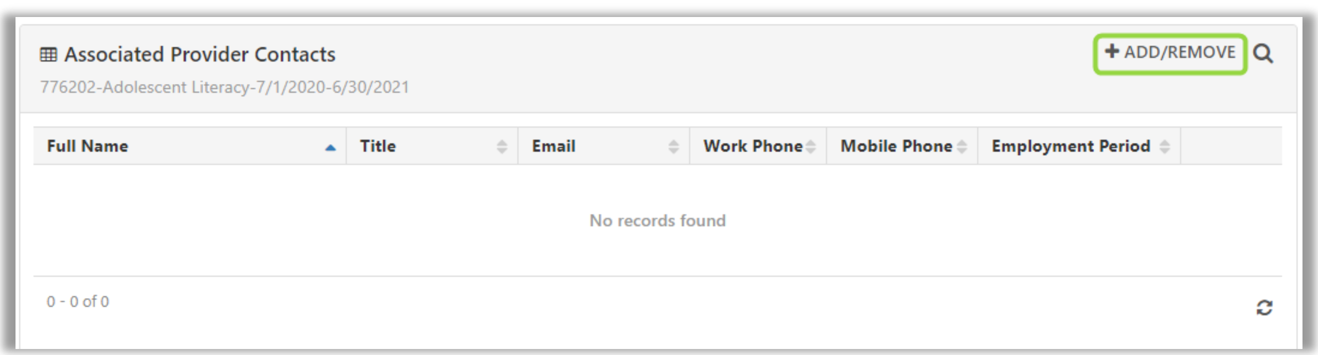
If you choose to 'Look Up More Records', click to the left of the title and then click Add.



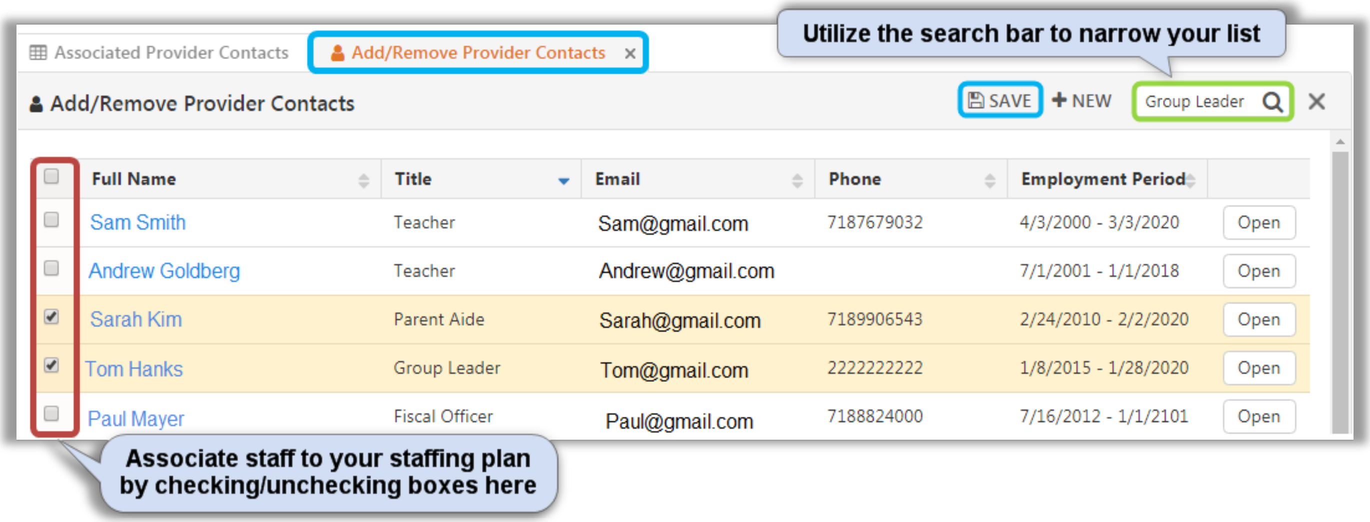
Step 3: Complete data entry on the remaining fields and click SAVE at the top left of the page. Be sure that the data entered aligns with submissions on HHS Accelerator.



Step 4: After saving, the Associated Provider Contacts table will appear. Click + ADD/REMOVE to associate a staff member to the title.



Step 5: Select all contacts to be associated to the role and click SAVE. Staff can be associated to your staffing plan at any time. If a contact/staff does not appear in the drop down click + NEW and proceed from Step 2 of adding a new contact as shown below.

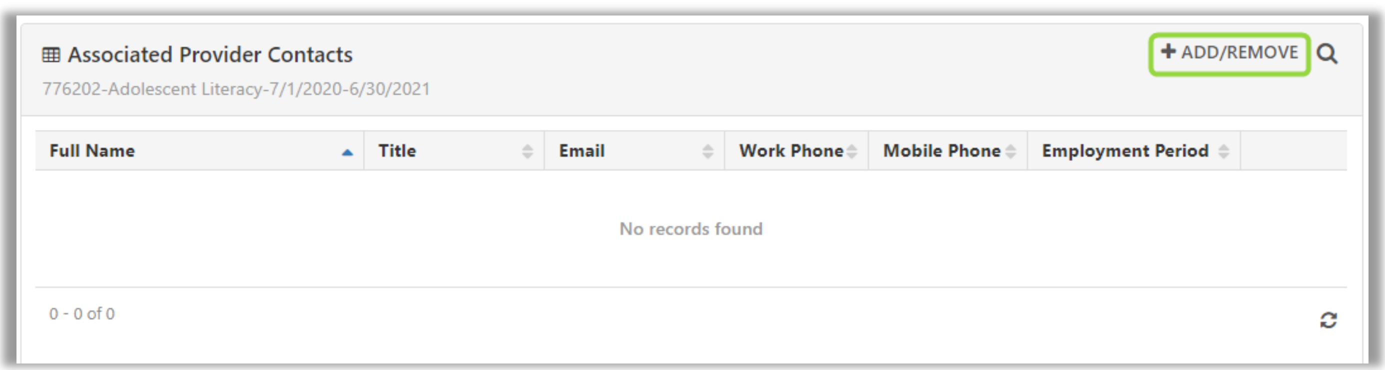


Contacts

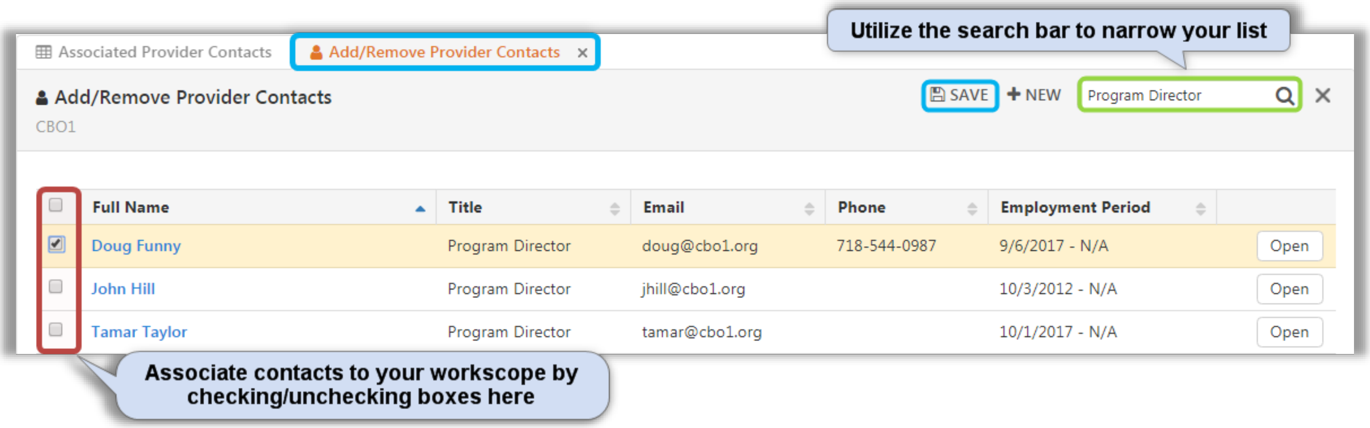
The **Contacts** section documents key staff members at your program. An up-to-date email address and phone number should be on file for each key staff member listed in this section. Required contacts for Learning Labs include:

- Program Director
- Program Director's Supervisor
- Executive Director (or equivalent title)
- Finance Officer (or equivalent title)
- Additional key contacts requested by your DYCD Program Manager

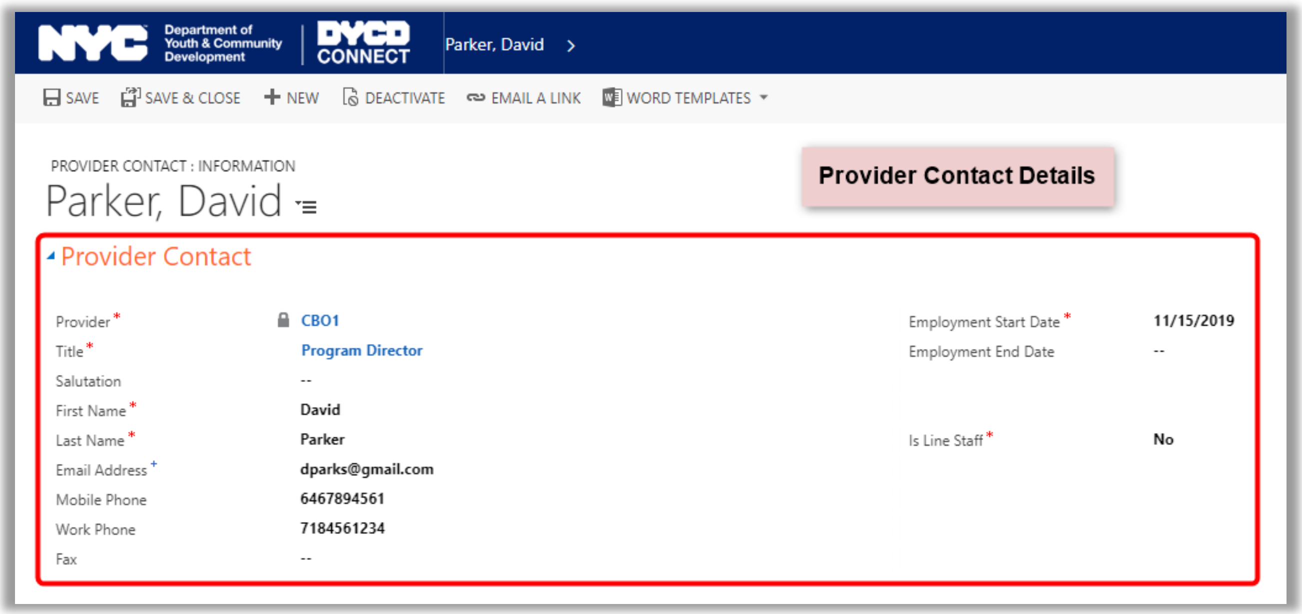
Step 1: From Staffing, click on Contacts, then click + ADD/REMOVE.

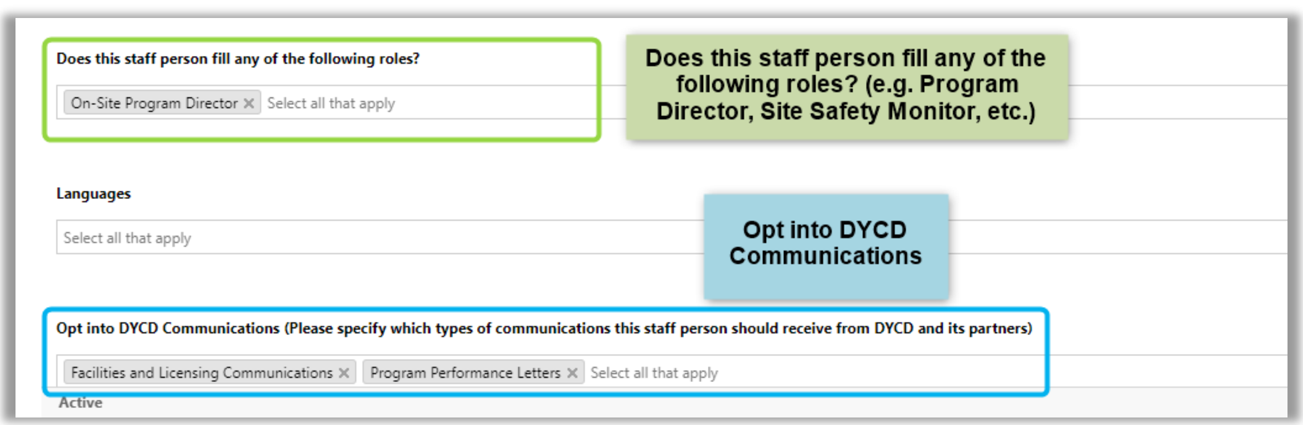


Step 2: A new tab opens called ‘Add/Remove Provider Contacts’. This will display a list of staff who are associated to your CBO. If the contact(s) appears in the list, click on the checkbox next to their name, and then click SAVE. Note that you may add/remove multiple provider contacts at once.

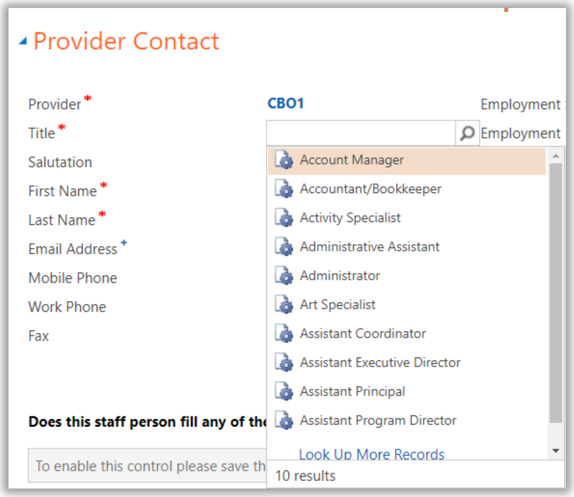


Step 3: If a staff member does not appear in the list, click on NEW to add a new Provider Contact. A new window will appear, where you will be able to provide the contact’s details. All fields with a * are mandatory.

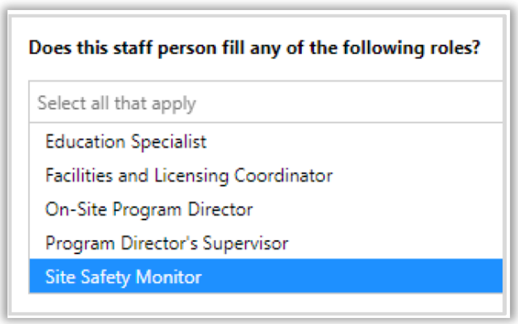




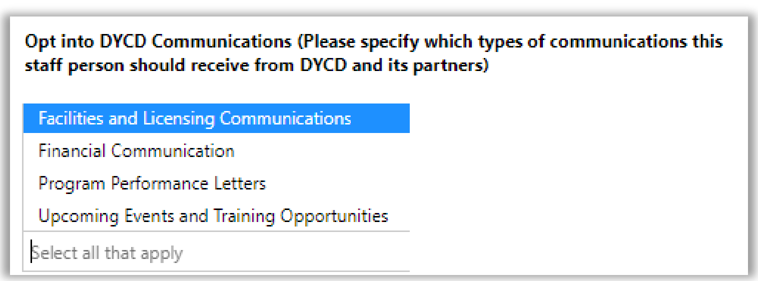
To indicate the Title under **Provider Contact Details**, click on . The first ten options appear. Click on **Look Up More Records** to see additional options.

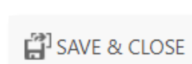


If applicable, make sure to fill out the section titled **"Does this staff person fill any of the following roles?".** This allows you to denote the staff member's Staff Role(s), such as Program Director, Supervisor, Site Safety Monitor, etc.



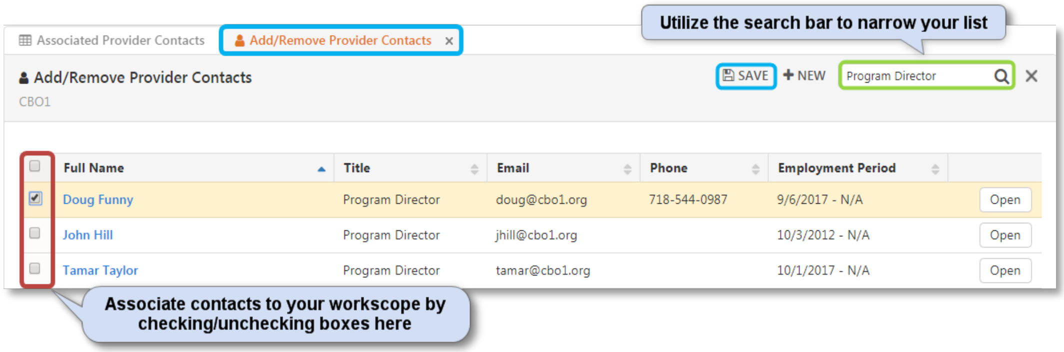
Optionally, you may indicate if the staff member would like to **Opt into DYCD Communications via e-mail**. Indicate all types of communications the staff member should receive.



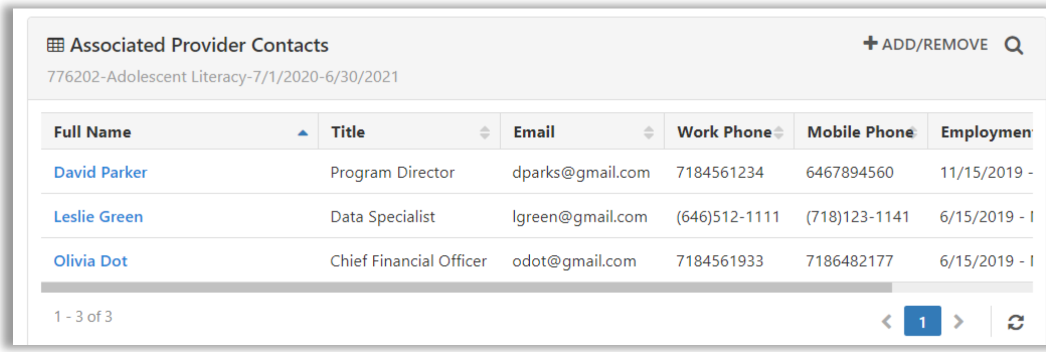
Step 4: Once you have entered in all contact details, click on 

at the top-left of the page.

Step 5: The new contact should now appear in the list of **Associated Provider Contacts** described in Step 2. Click on the checkbox next to their name, and then click SAVE. When you are finished adding contacts, click on ✕ next to **Add/Remove Provider Contacts**.



You should now see the full list of contacts that were added.



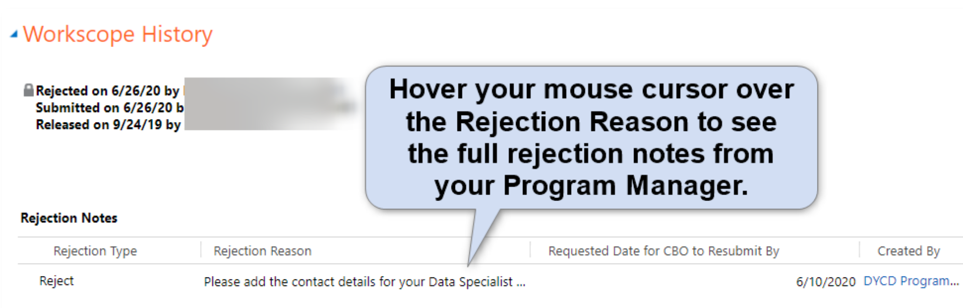
Submitting the Workscope

After completing the **General**, **Scheduling** and **Staffing** sections of the workscope, and reviewing that all information is accurate, you may proceed to contact your DYCD Program Manager to let them know that the workscope is ready to review.

Workscope Rejection / Approval

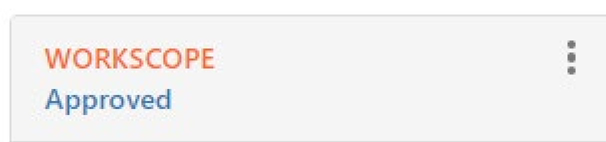
After reviewing your workscope, your DYCD Program Manager will either approve your workscope, or may request modifications. If edits are required, the workscope status will update to **Rejected**, and your program will have access to edit the data in your workscope.

To review Rejection Notes from your Program Manager, click on the blue text describing your workscope status. This takes you to the Workscope History page (also accessible from the General section of your workscope).



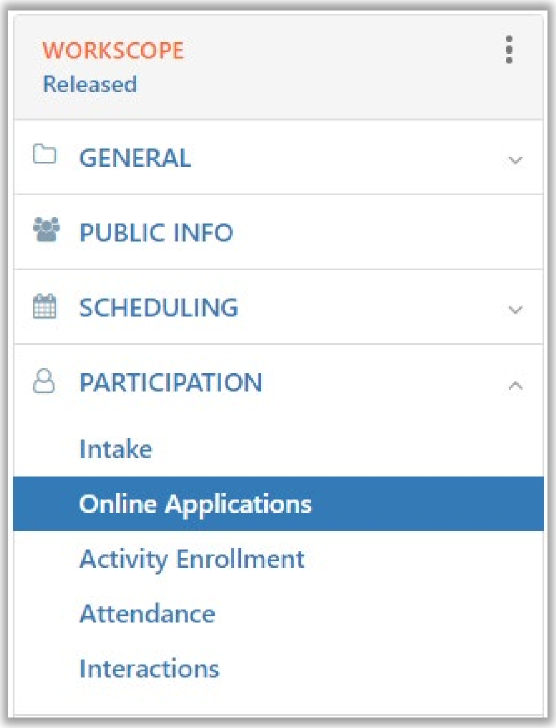
After Workscope Approval

After your workscope is **Approved**, you may proceed with day-to-day data entry in the Participant Tracking System. This includes assigning registered participants to activity rosters, and taking attendance.



NOTE: After your workscope is approved, your existing activities and schedules will be locked for further editing. If you need to make modifications, you will need to submit an **Unlock Request**. See the **Unlock Requests user guide** for additional information.

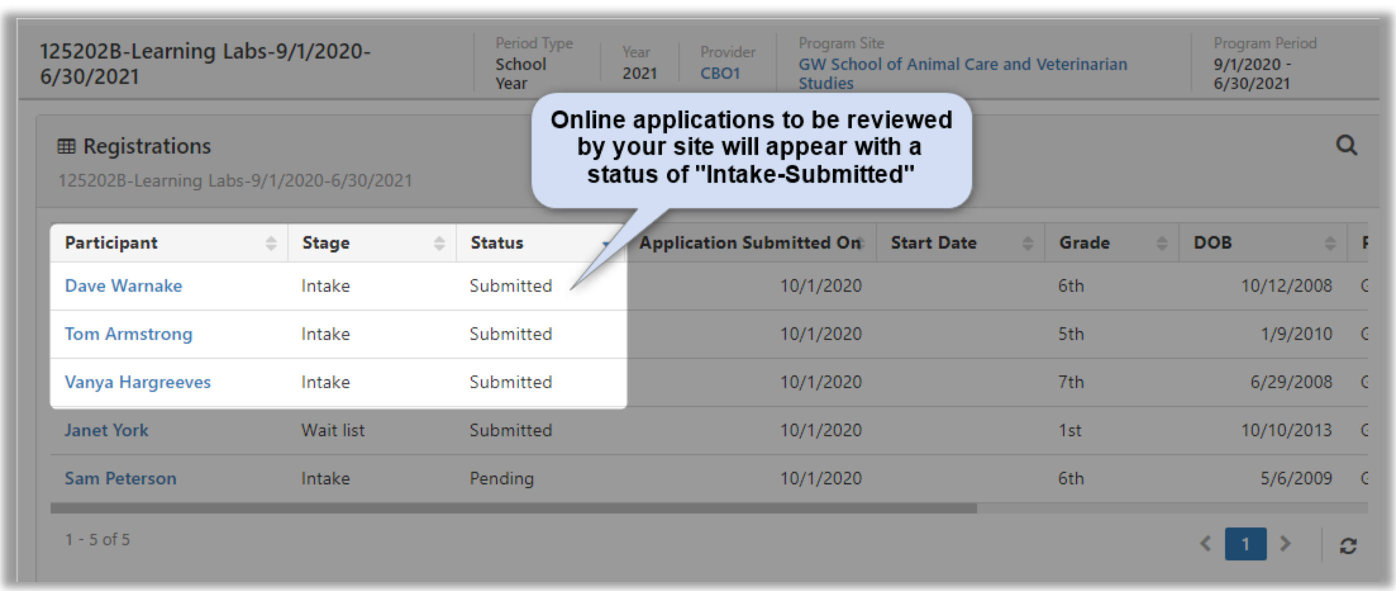
Reviewing Online Applications



As you complete your workscope and await DYCD approval, your site will be responsible for reviewing eligibility information submitted by Learning Labs applicants via [DiscoverDYCD](). This information is visible in your PTS Workscope by clicking on **Participation,** and then **Online Applications.**

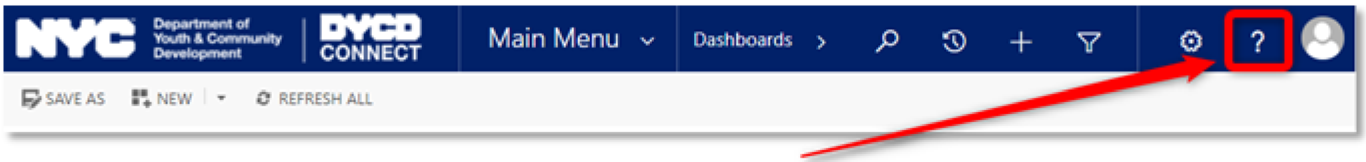
NOTE: Applicants must have approval from DOE to participate in your Learning Labs site, by submitting an application at the following website: https://www.schools.nyc.gov/enrollment/enrollment-help/learning-bridges).

All Team Members assigned to a workscope will receive periodic emails about DiscoverDYCD applications submitted to their Learning Labs site. Your program must review online applications in a timely manner, and no more than five business days after they are submitted. Additional information about reviewing online applications is available in the **Learning Labs Intake user guide**.



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 your workscope by clicking on ?.



Alternatively, you may submit a ticket through the Help Center on the DYCD Connect homepage.