

Working with DYCD Online

The screenshot shows the top of the DYCD Online website. At the top left is the NYC Department of Youth & Community Development logo. To the right is a banner image of children working together. Below the banner is the text "DYCD Online". On the left side, there are three blue links: "Information about DYCD Afterschool Programs", "Searchable Directory of DYCD Programs", and "Visit the DYCD Website". On the right side, there is a "Login" box with fields for "User Name:" and "Password:", a "Log In" button, and a red link for "Forgot Password". Below the login box are four small images representing different programs: "Beacon Programs" (children at a table), "COMPASS Programs" (children at a table), "Teen Action Programs" (two people at a whiteboard), and "Cornerstone Programs" (four children smiling).

A General Overview of DYCD Online for COMPASS Program Providers

www.dycdonline.org



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Web Tutorials have been developed for many of the Phases listed above. Please look out for links throughout the Manual.

Welcome to DYCD Online!

This quick guide has been specifically designed for COMPASS program staff to help you better understand the basic ideas behind DYCD Online. In addition to being your main reporting tool to the NYC Department of Youth and Community Development, *DYCD Online* is also a data management tool for you and your program. The information you enter can be used to better understand the programs you offer and help you stay in touch with the communities you serve.

This guide will show you how to:

- Manage **Provider Contact Information** and **System Users**
- Enter **Participants**
- Create **Activities**
- Create **Attendance Rosters**
- Create **Groups** (when applicable)
- Identify the **Holidays** your program is open for extended hours
- Add **Staff** and connect them to the Groups and Activities they lead, and
- Take **Attendance**

You'll also learn about some of the helpful **Reports** you can use to measure your program's progress and help keep you in touch with the youth and families you serve.

The goals of DYCD Online:

DYCD seeks to strategically support community-based organizations (CBOs) to offer high quality afterschool services through funding, monitoring, coaching, capacity building, evaluation, and advocacy. Supported by partnerships, we strive to enhance and expand a sustainable network of afterschool services that will:

- Foster social and emotional competencies and physical well-being
- Provider opportunity for youth to explore their interest and creativity
- Build skills that support academic achievement
- Cultivate youth leadership and community engagement
- Engage parents and other caretakers to support the above goals

These goals are meant to sharpen the focus of the DYCD Online system and improve outcomes. There is a clear system focus on skills development (Goals 1-4) and the importance of parent involvement in achieving those goals. Program activities should directly support one of the five goals.

How the Manual is Organized

This manual is created as a how-to guide for all COMPASS Elementary, SONYC (Middle), Transition to High School, and Option II program staff. While much of the information is relevant for all staff, there are sections where information differs by program. In order to ensure you are referencing the material that pertains to your program – the manual is ordered and labeled in the following order:

1. COMPASS Elementary (Elementary aged)
2. SONYC (Middle School aged)
3. Transition to High School (THS)
4. Option II (Elementary through High School depending on contract)

Second, the manual is labeled on the **top right hand corner** of each new section with a **Legend** that is a quick way to indicate which program level the information is geared towards. The key to the legend is shown below:

Legend Key:

“E” = COMPASS Elementary School Programs

“M” = SONYC Middle School Programs

“H” = THS High School Programs & Option II Programs

“E,M,H” = All Levels including Option II

The manual's purpose is to be a quick how-to guide for using DYCD Online. The manual is not designed to serve as a reference for DYCD policies. Your DYCD Program Manager is the main point of contact for questions about contract policies and programmatic decisions.

Getting Started

WHAT YOU NEED TO KNOW

PROGRAMS: E, M, H

Computers and Browsers

DYCD Online works on both Microsoft Windows and Apple operating systems and most internet browsers. For best results for Windows users, use Internet Explorer 8.0 or above, Firefox 3.6 or Chrome. For Apple users, use Safari 5.0 or above, Firefox 3.6 or above, as well as a current version of Chrome. It is not recommended to be used on mobile devices.

Logging In

To begin, open your browser and type the address below into the browser window:

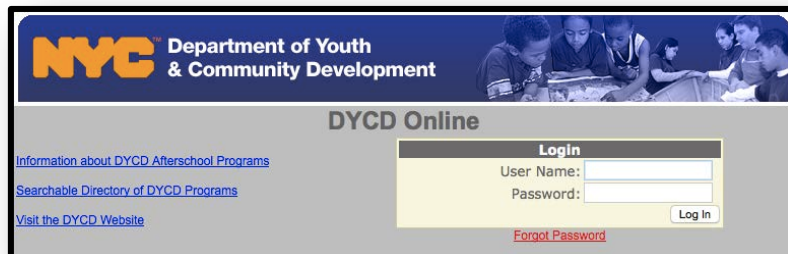
www.dycdonline.org

Enter your user name and password in the space provided. If you have forgotten your password, click **forgot password** on the welcome page, and submit your e-mail address. Your password will be sent to you. If you do not know your username or password, speak with your Agency Administrator and they can look that information up for you. If that doesn't work, contact your DYCD Program Manager.

Once you've logged in, you will be taken to the DYCD Online Message Board, which includes information about upcoming deadlines, current events, and changes to DYCD Online. This page changes often, so take a close look each time you log into DYCD Online.

Understanding the Navigation

At the top of every page you'll see the navigation for DYCD Online. You can access all the information you'll need about your site – your Participants, Activities, Groups and Maintenance functions – through the navigational tabs at the top of the screen.



IMPORTANT NOTE: Each organization is required to have a designated **Agency Administrator**. Agency Administrators are responsible for:

1. **Creating and deactivating online user accounts**
2. **Updating provider contact information**
3. **Ensuring new staff are connected with any needed training opportunities.**

IMPORTANT NOTE: User access to DYCD Online is provided based on the user's position within the organization.

As an example, *On-Site Staff* may have access to basic information required to create Activities, Rosters, and take Attendance.

Agency Administrators have the same access, but with the added ability to approve Workscopes, add staff, and create On-Site Staff users. This guide will focus on the access most On-Site Staff are provided to complete daily administrative tasks.

Working with DYCD Online

Managing Program Contact Information

DYCD Online is the primary tool by which DYCD communicates with providers and programs. It is the expectation that COMPASS programs add / manage / and maintain contact information in DYCD Online for all key personnel (*though Agency Administrators only will have the ability to add / manage the Executive Director and Financial Officer*).

COMPASS will require that each community based organization (CBO) appoint at least one staff person to be the **Agency Administrator** for DYCD Online use. Even Providers with a single COMPASS contract should have at least one Agency Administrator system user.

IMPORTANT PROVIDER NOTE

- **Agency Administrators** can edit the current Executive Director and Fiscal Officer contact information, but **must notify DYCD in writing** whenever there is an Executive Director or Fiscal Officer personnel change!
- There can **only be one** Executive Director or Fiscal Officer contact per Provider.

There are five main provider and program contacts maintained in DYCD Online. Each contract one program is required to have a staff person in each category. The Education Specialist is a new contact starting School Year 2015.

Provider Contract

- Executive Director
- Financial Officer

Program Contract

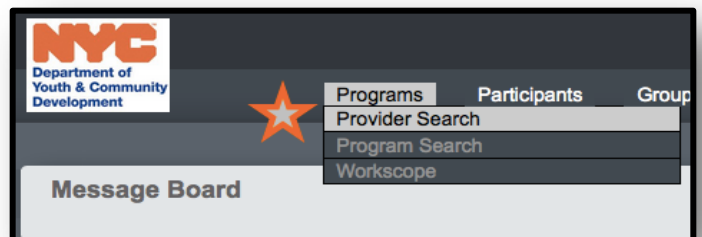
- On-Site Program Director
- Program Director's Supervisor
- Education Specialist

Adding Provider Contacts

Agency Administrators can add or edit Provider level contact information by navigating to **Provider Search** → **Contacts**.

STEP 1: Go to **Provider Search** and click on **Contacts** tab.

STEP 2: Enter all contact information, and click off the circular dial by the appropriate **Title**. Click **Save**.



Provider Contact: Add New Provider Contact

Last Name:*

First Name:

Title: Executive Director Financial Officer Other:

Phone:* ext:

Alt Phone: ext:

Fax:

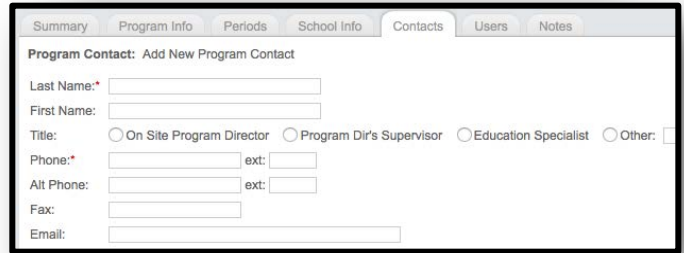
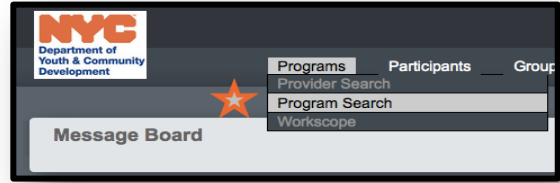
Email:

101: A General Overview

Adding Program Contacts

Agency Administrators can add or edit Program level contact information by navigating to **Program Search**, and selecting the **Program Name**.

- STEP 1:** Go to **Program Search** and select the **Program Name**
- STEP 2:** Click Contacts and **Add New**.
- STEP 3:** Enter all contact information, and click off the circular dial by the appropriate **Title**. Click **Save**.



IMPORTANT NOTE:

- There can only be one On-Site Program Director and one Program Director's Supervisor
- Please note that DYCD often sends messages to the On-Site Director or Program Director Supervisor. If a Title field is not selected, the system will **not** reflect that the program site has an On- Site Director!

System Users in DYCD Online: Roles and Capabilities

COMPASS Programs and the **Agency Administrator** will be responsible for creating and managing online system users. Below is the description of system user roles and their capabilities within DYCD Online:

| ON-SITE STAFF | PROGRAM DIRECTOR | AGENCY ADMINISTRATOR |
|---|---|--|
| Individuals that enter data and run reports | Manages onsite operations | Manages multiple programs for an agency, or supervises Program Director |
| Manages all program level data, including at least the: | Has capabilities of On-Site User plus: | Has capabilities of On-Site Staff and Program Director, plus ability to add and manage Program Director and On-Site system users |
| Ability to enter data | Add and manage Staff | |
| Ability to run reports of assigned programs | Submit Workscopes | |
| Enter & manage participant information | Add and manage On Site Staff system users | |
| Take attendance | | |

Working with DYCD Online

Adding System Users

DYCD Online maintains our master contact information for all programs and distribution lists. Because contacts are pulled directly from DYCD Online, it is imperative that contact information be maintained by CBO providers. *Note that COMPASS staff or the TASC Help Desk will not enter, update, or maintain any provider or contact information.* All contact information is provided at the discretion of the CBO. It is the expectation of COMPASS that the **Agency Administrator** selected by each Provider will maintain contact information and system users for their organization.

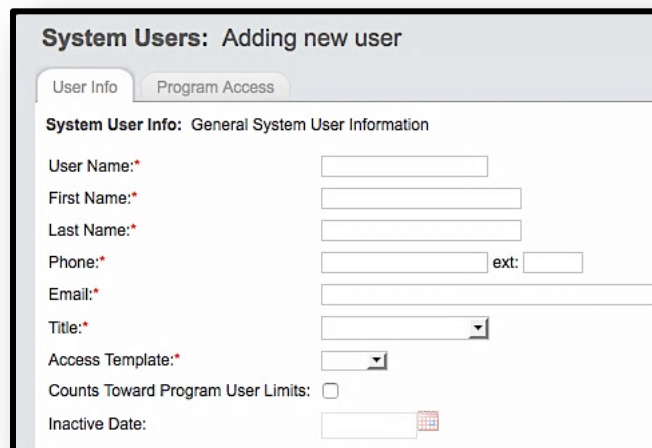
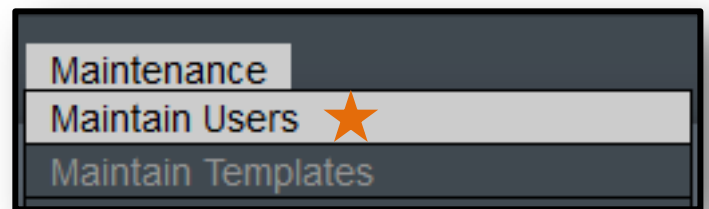
The Agency Administrator can add System Users under the **Maintenance** tab.

STEP 1: Go to **Maintenance** → **Maintain Users**.

STEP 2: Click **Add New User**.

STEP 3: Give the person a **User Name**.

STEP 4: Fill in all required information, including their **Title** and **Access Template** for the system user. For instance, is this person the Program Director, or are they On-Site Staff who will assist with data entry?

A screenshot of a web form titled 'System Users: Adding new user'. The form has two tabs: 'User Info' (selected) and 'Program Access'. Under the 'User Info' tab, there is a section titled 'System User Info: General System User Information'. The form contains several input fields: 'User Name:*', 'First Name:*', 'Last Name:*', 'Phone:*' (with an 'ext:' field), 'Email:*', 'Title:*' (a dropdown menu), 'Access Template:*' (a dropdown menu), 'Counts Toward Program User Limits:' (a checkbox), and 'Inactive Date:' (a date picker).

Removing a User: When staff leave the program, it is important to remove **Program Access**. A Program Director or Agency Administrator can remove program access by providing an **inactive date** beginning the staff member's last day. From the day the inactive date is set forward, the staff member will no longer have access to DYCD Online. Access the web tutorial on creating usernames following this link:

Username Web Tutorial: <https://goo.gl/Lmk5Av>

The Thinking Behind it All

WHAT DYCD IS MEASURING

PROGRAMS: E, M, H

DYCD is not only interested in *who* is participating in your program, but also *what youth do* while in your program. Think about it this way: by working with DYCD Online, you let DYCD know **what, where, and how often** youth participate, as well as **what resources are required** to provide positive COMPASS experiences for them.

All the services you provide youth will be entered into DYCD Online. You will create activity titles and **DESCRIPTIONS** (*what is happening*), **LOCATIONS** (*where it's happening*), and **DURATIONS** (*when and how often*). You will learn how to set up and print out your **Activity Schedules** detailing what you do with youth on a weekly basis.

Keep this in mind: Before creating Activities, it's important to think about how your program is structured. Activities are at the heart of DYCD Online. When creating Activities, keep in mind:

- **WHO** comes to your program,
- **WHAT** youth can do once they are there, and
- **HOW** youth participate.

There are two places in DYCD Online where you can create and *edit* your Activity Schedules and *create* Activities: the **Workscope** and the **Live Site**, which is the current Program Period.

- The **Workscope** area will allow you to *create a plan for future Program Periods* (accessible under the Programs tab).
- The **Activities** tab allows you to *add and edit activities in your Live Site, the current **Program Period*** accessible under the **Activities tab**.
- The **Workscope** is where activities are initially created, and the **Activities** tab is where activities are automatically populated following your Workscope's approval.

Programs

Participants

Groups

Activities

Attendance

Staff

Reports

Maintenance

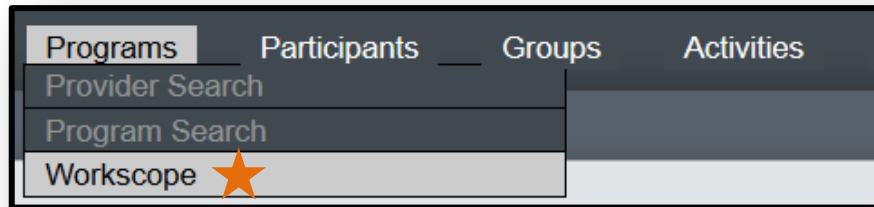
Working with DYCD Online

Phase I: The Workscope

A BRIEF LOOK AT THE PLAN

PROGRAMS: E, M, H

The **Workscope**, or the *plan* for the *upcoming Program Period*, is found under the **Program tab** in DYCD Online. These pages are used to inform



DYCD about the program

activities that will be offered in the upcoming Program Period, and where you or someone from your organization created the contract of “deliverables.” The Workscope captures the intentionality of a CBO, and describes how the program structure and design will integrate youth development skills to implement engaging & skill-building activities.

The Workscope also helps DYCD Program Managers get a sense of what to expect when visiting your site. And it allows programs to go back and ensure the program is providing what it promised.

The Workscope area contains the following:

- **General tab:** An overview of your contract.
- **Design tab:** The narrative of your program.
- **Staffing Plan tab:** The staff structure within the COMPASS program.
- **Schedule tab:** Overview of the Activities the program has agreed to provide.
- **Holidays tab:** The days the program will be open for extend hours.
- **Approval tab:** Submission of the Program Design to DYCD for approval. Contains “what’s missing” section of internal controls that must be met prior to the “submit” button appearing. * See appendix A for a detailed overview of the features.
- **Reports tab:** Run reports to ensure alignment to the contract and to review program Activity Structure.

IMPORTANT NOTE: The schedule of activities created during the planning phase of the **Workscope** is imported as-is into the Live Site when the contract is approved by DYCD. Pay close attention to two things:

1. Make sure the activities fulfill your contract requirements,
2. Ensure Activities are set up correctly!

Incorrect Activity Schedules can cause major problems in DYCD Online!

*It is important to review the Workscope to ensure you are providing the services your organization agreed to provide. To help remind you and your staff of the contract of services made with DYCD, print the Workscope and the Activity Summary Reports under the **Reports tab** to view your contract and review a typical week of programming for your upcoming Program Period.*

The web tutorial “Workscope Overview” outlines core elements of the Workscope:

Workscope Web Tutorial: <https://goo.gl/HKQJPN>

Phase II: Adding Participants

ADDING YOUTH TO DYCD ONLINE

PROGRAMS: E, M, H

You can add youth to DYCD Online in two ways:

1. **Add new participants** directly into your current Program Period, or
2. **Import returning participants** and their personal information from a *previous Program Period*.

As you enter information about Participants, remember that entering as much as possible (not just the required fields marked with a red asterisks*) helps you better know your Participants. This allows you to communicate more effectively with youth, parents, and funders, and helps you better support staff to provide excellent COMPASS programming.

Adding New Participants

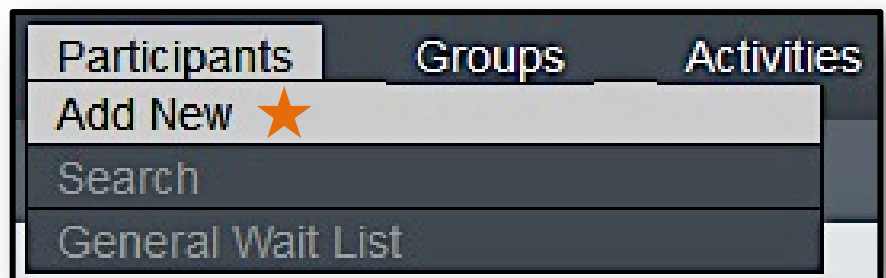
Go to **Participants** and click **Add New**. In the following series of pages you will enter personal, family, health and school information for the Participant.

On the initial page, you'll have options to designate three important pieces of information:

1. The **Period** the participant will be enrolled,
2. The **Enrollment Date Range**, (i.e., the participant's **First** and **Last Day of Enrollment** within the Period), and
3. Whether or not the youth is a **COMPASS Funded Participant**.

After clicking "**Next**" in the upper right-hand corner, you will be guided through the personal information for each Participant. *Fields with a red * are required.*

A web tutorial has been developed on the participant enrollment process. Please follow this link to view:



IMPORTANT NOTE: Programs are strongly encouraged to over-enroll participants before starting a waitlist. Elementary schools are allowed over-enroll by 20% and Option II/TTA by 30% of their total number of funded slots. There is no enrollment limit for SONYC programs.

Participant Enrollment Web Tutorial: <https://goo.gl/u4qFWS>

Working with DYCD Online

Importing Participants

DYCD Online allows you to access data from *previous* Program Periods and import youth information into your *current* Program Period.

STEP 1: Go to **Participants** → **Search**. In the search box, **change the Date Range drop-down box** to reflect the Period the youth you're looking for were last in your program. Click **Search**.

STEP 2: **Click on the Name of the Participant** in the search results to enter the **Participant's record**.

STEP 3: **Click the Enrollment tab** of the Participant, then **click the Import button**.

STEP 4: After clicking **Import**, enter the required information about your Participant. If the information was not entered during the last Program Period, the fields will be blank. **Complete all the required fields**

marked with a red *. You will also be asked to enter the following:

- **The Period you want the Participant placed** (*make sure you pick the correct Program Period!*)
- **If the Participant is COMPASS Funded**. Select if the participant is funded or not funded.
- **The Participant's Current Grade**. DYCD Online doesn't assume the Participant has progressed to the next grade level. Select the appropriate grade for the Participant.

When done, click **Enroll** in the top right corner of the screen. If you have additional youth to import, follow the steps above.

Participant Search

DYCD ID: Starts with

Last Name: Starts with

First Name: Starts with

Date Range: School Year 2016 (09/01/2015 to 06/30/2016)

Grade Range: to

Grade Levels: Elementary Middle High

ACS Waiting List Only:

COMPASS Funded:

On an Activity (may affect search speed):

Total Results: 67

| DYCD ID | Last Name | First Name |
|---------|-----------|------------|
| 5479769 | Abelson | Kenneth |
| 8092884 | Alberto | Domingo |
| 2694917 | Alex | Ryan |
| 7483528 | Almonte | Mary |
| 2562993 | Anderson | Brenda |
| 2525252 | Bean | LL |

Participant: Bean, LL (#2525252)

General School Info Contacts Health Info Consents **Enrollment** Activities/Groups Change History Reports

Enrollment History: Participant's Enrollment History

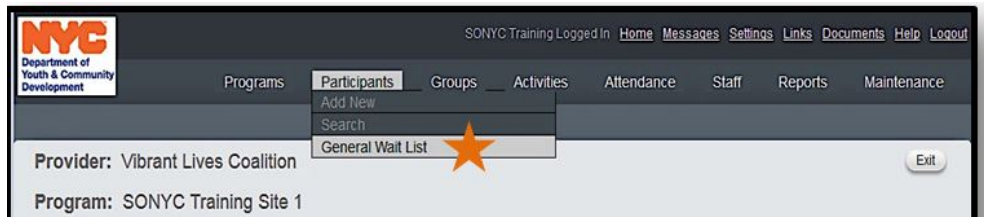
| Period | Service Area | Provider | Program | Contract # | Enrollment Dates | Note |
|------------------|--------------|-------------|---------|------------|-------------------------|------|
| School Year 2016 | COMPASS | Eli J Mason | SONYC | 1111 | 09/17/2015 - 06/30/2016 | |

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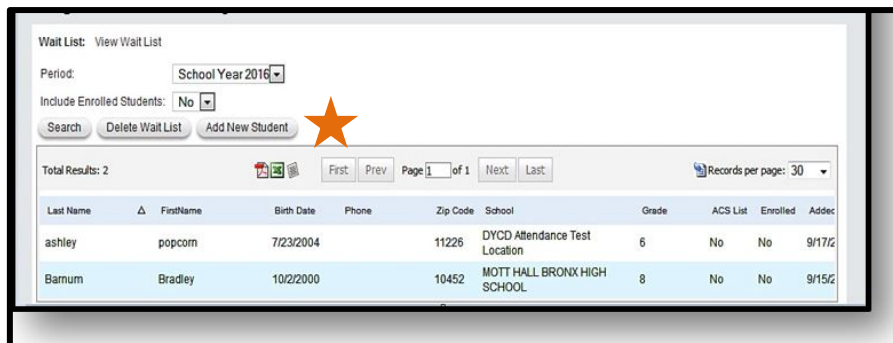
Adding Youth to the General Waitlist

The General Wait List in DYCD Online tracks participants interested in enrolling in the program but for whom there are no slots available. This list enables the provider to accurately and fairly take in new Participants as others leave the program, and allows DYCD to better identify high need areas.

STEP 1: Go to **Participants** → **General WaitList**.



STEP 2: Click **Add New Student**.



STEP 3: In the **Add/Edit Student** window, enter all **required contact information**

Provider: Vibrant Lives Coalition
Program: SONYC Training Site 1

Wait List: Add/Edit Student

Period:

First Name:*

Last Name:*

Birth Date:*

Phone Number:

Zip Code:*

Borough:

Grade:*

On ACS Wait List:

Enrolled:

Type of School:*

School Name:*

Working with DYCD Online

Enrolling Youth from the General Waitlist

Before enrolling youth from the General Wait List to your live site, ensure that space is available within DYCD Online!

To Enroll youth in the program from the General Wait List, click on the name of the youth, then select Enroll. After clicking OK to enroll, you will be directed to the New Enrollment Page where you can complete the enrollment process. If there is an open slot, you will then be required to complete additional contact, health, and enrollment statements for the Participant.

STEP 1: Select a Participant on the Wait List by clicking on the **Participant Name**.




STEP 2: In the following window, change the **Enrolled** dropdown to **Yes**. Complete any required information, then click **Enroll** in the top right corner, then **OK** when prompted.

STEP 3: You will be taken to a screen to **Add New Participants**. The information entered for the student on the Wait List is then transferred to the New Participant Screen. Complete enrollment as you would for any new participant.

Wait List: View Wait List

Period:

Include Enrolled Students:

Total Results: 2   

| Last Name | FirstName | Birth Date | Phone |
|-----------|-----------|------------|-------|
| ashley | popcorn | 7/23/2004 | |
| Barnum | Bradley | 10/2/2000 | |

New Participant

New Participant: Step 1 of 6 - Enrollment Information

Provider:

Program:

Period:

Enrollment Date Range: to

Is this an COMPASS funded Participant?

Last Name:

First Name:

Birth Date: Age: 14

Zip Code:

Borough:

101: A General Overview

Phase III: Adding Activities

WHAT YOUTH DO IN THE PROGRAM

PROGRAMS: E, M, H

Clarifying an Activity Structure

DYCD is not only interested in *who* comes to the program, but *what happens* with youth while in the program, and *when, where* and *with whom* it happens. DYCD Online makes it possible to reflect Activity Schedules from the most complicated of program structures. Each Activity has the following components:

- **Description:** what is happening,
- **Location:** where it is happening,
- **Duration:** when and how often it happens,
- **Facilitation:** the staff who lead the activity.

As an example, consider the Activity "Art" in Figure 1, and its components:

Program Activity Schedule (Grid)

| <u>Location</u> | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--|
| 03:00 PM - 03:30 PM | | | | | |
| Cafeteria | Snack - Snack G6-8 | Snack - Snack G6-8 | Snack - Snack G6-8 | Snack - Snack G6-8 | Snack - Snack G6-8 |
| 03:30 PM - 04:00 PM | | | | | |
| Classroom 2 | Homework Help - Homework Help - G6-8 | Homework Help - Homework Help - G6-8 | Homework Help - Homework Help - G6-8 | Homework Help - Homework Help - G6-8 | Homework Help - Homework Help - G6-8 |
| 04:00 PM - 05:00 PM | | | | | |
| Studio | Dance - Physical Activity G6-8 | Dance - Physical Activity G6-8 | Student Council – Leadership – G6-8 | High School Prep – Leadership – G6-8 | Chess - Academic Enhancement - G6-8 |
| 05:00 PM - 06:00 PM | | | | | |
| Classroom 1-A | Robotics - Enrichment STEM - G6-8 | Robotics -Enrichment STEM - G6-8 | Dance - Physical Activity - G6-8 | Dance - Physical Activity - G6-8 | DIY (Do it yourself) Club- Physical Activity G 6-8 |
| 06:00 PM - 06:15 PM | | | | | |
| Main Lobby | Dismissal G 6-8 | Dismissal G 6-8 | Dismissal G 6-8 | Dismissal G 6-8 | Dismissal G 6-8 |

Working with DYCD Online

Question: *In the Activity "Art," are any of the following components different?*

- **Description:** The description of Art is the same every time it is offered
- **Location:** Art is offered in different rooms at different times of the day
- **Duration:** Art takes place Monday and Tuesday, from 4:00 PM to 5:00 PM and Wednesday and Thursday from 5:00 PM to 6:00 PM.
- **Facilitation:** In our example, different Activity Specialists provide instruction for each Art activity.

IMPORTANT NOTE: Notice that **three of the four components differ** in the Activity "Art" each time it is offered:

- **The time of day is different** (*it happens at three different times*)
- **The location is different** (*it happens in three different spaces*)
- **The facilitation is different** (*it is led by different staff members*)

This requires you to create three separate Activities for each instance of Art in DYCD Online.

Answer: *In order to correctly reflect the Activity schedule in DYCD Online, you'll create*

two activities called Art (e.g., Art A & Art B, helping to distinguish them later when attaching Rosters).

When designing your Activity Schedule, keep in mind that an Activity:

1. Has a **specific description**,
2. Happens in a **specific place**,
3. Happens at a **specific time**, and
4. Is led by a **specific staff member**.

If any of the above four components differ, create a unique Activity in DYCD Online.

Recommendation: Use the "Copy" function when creating multiple similar activities. To access the "copy" function, select the activity from "activity search" and look to the top right hand corner for the "copy" button. Make sure to edit all the appropriate fields before saving as a new activity.

2. *For special Holiday Activities like "Field Trips," the first and last day may be the same, indicating the Activity is scheduled for only one day during the program period. Activities can take place for one day, or throughout the entire Program Period.*

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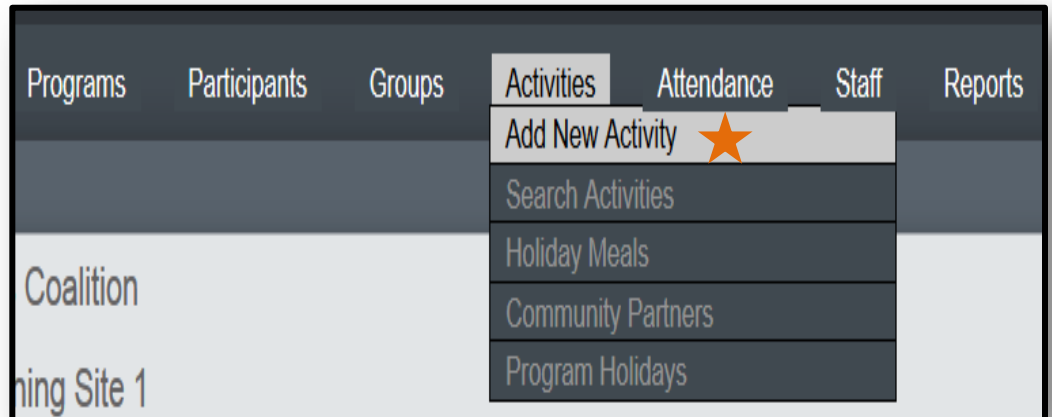
Adding an Activity Schedule

Once you have clarified your schedule based on the four components above, create the Activities in DYCD Online.

STEP 1: Title and Description: Go to **Activities** → **Add New Activity**. In the New Activity page, provide a Title, and Description of your Activity.

STEP 2: Period: Time this activity will take place during your program year.

STEP 3: Holiday: This box should be checked if the activity takes place during a defined holiday.



STEP 4: Activity Date Range: This field is pre-defined by the Period selected.

STEP 5: Activity Location: The room or space where the Activity is scheduled. The location is printed on Activity Schedule reports, helping you and your staff know where each Activity is located.

STEP 6: Maximum Attendance: The total number of youth that can be involved in the Activity. If Walk-Ins are welcome to participate in the Activity, set this number as the total youth in your program (because all youth *can* participate in a Walk-In Activity).

STEP 7: Grade Range: The grade of the youth who can be involved in the Activity. Completing this correctly will help you identify your different Activities (e.g., Art 6A, Art 7A, Art 8A), and help you connect age-specific activities to the youth who participate.

STEP 8: Special Activity: If the activity is a part of a DYCD curriculum or initiative, select the appropriate activity label from the drop down menu.

STEP 9: Structured vs Unstructured: Answers what type of hours the activity counts for.

STEP 10: Primary Category: Identifies the general type of Activity.

When you're done entering all the information, click the **Save button** on the top right of the screen.

Please view the web tutorial on adding a new activity:

Adding New Activity Web Tutorial: <https://goo.gl/ebYUpX>

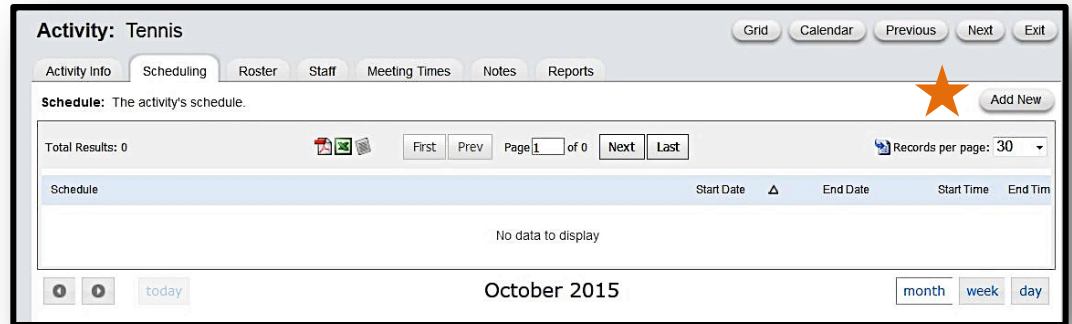
Working with DYCD Online

Adding an Activity Schedule

After completing the Activity Description, define a Schedule for the Activity (*the hours of the day and days of the week an Activity is to take place*).

STEP 1: Begin by clicking the **Scheduling tab** under the specific Activity, then click **Add New**

to define the Activity Schedule.



STEP 2: In the box, assign the following:

- a) **Occurs:** define whether the Activity will meet *Once, Daily, Weekly, or Monthly*.
- Select **Once** for an Activity that takes place for a *single day*.
 - Select **Daily** for an Activity that meets *every day of the week*.

If the activity also takes place on weekends, check the box *Meets on Weekends*.

- Select **Weekly** for an Activity that meets *multiple days per week*, then select the corresponding boxes to specify which days of the week the Activity will meet.
- Select **Monthly** for an Activity that occurs the *same day each month*. From the drop-down list, select the week and the day the Activity is scheduled to take place.

- b) **Start Time:** define the time of day the Activity begins and ends. Then click continue.

IMPORTANT NOTE: Please note that programs are only permitted to add activities within the 14-day window that the system is open (commonly referred to as the attendance unlock period.) A series of web tutorials have been created on changing dates & times of activities and maintaining accurate rosters:

Changing Schedules and Rosters Tutorials: <https://goo.gl/JYUf1C>

101: A General Overview

Copying Activities from a Current or Past Program Period

For some Activities, such as "Art" in our example on page 11, you are required to create the same Activity more than once. DYCD Online allows you to copy Activities to save time when creating Activity Schedules.

STEP 1: Navigate to the Activity you wish to copy by going to **Activity** → **Search**. If you would like to copy an Activity from a previous Period, select it in the Activity Search window.

STEP 2: On the Activity Info Page click the **Copy** button in the top right corner.

STEP 3: You'll be taken to a *COPY of the original*, with the Activity's basic information. Change aspects of the Activity that are different.

STEP 4: You'll be asked whether you would like to copy the Schedule from the original Activity to the new Activity. Click **Yes** if this is the case. However, *if the new Activity happens at a different time of day or day of the week from the original*, click **No** and define a new Schedule (see [Adding an Activity Schedule](#) for more information).

Make sure when copying Activities the name used differs from the original, so you'll be able to easily identify it when connecting Attendance Rosters.

Activity Search

Activity Name: Starts with
Grade Range: to
Zip Code: Starts with
Borough:
Activity Dates: School Year 2016 (09/01/2015 to 06/30/2016)
Text Search:
Search Clear Add New Activity

Total Results: 6

| Activity Name | Start Date | End Date | Meeting Days |
|---------------------------------------|------------|------------|--------------------|
| Basketball - Physical Activity - G6-8 | 09/10/2015 | 06/30/2016 | Tu, Th |
| Homework - Academic Support - G6-8 | 09/10/2015 | 06/30/2016 | Mo, Tu, We, Th, Fr |
| sample | 09/04/2015 | 06/30/2016 | We, Fr |
| Snack - Supper - G6-8 | 09/10/2015 | 06/30/2016 | Mo, Tu, We, Th, Fr |
| Tennis | 09/01/2015 | 06/30/2016 | |
| Volleyball - Physical Activity - G6-8 | 09/10/2015 | 06/30/2016 | Tu, Th |

Activity: Tennis Previous Next Exit

Activity Info Scheduling Roster Staff Meeting Times Notes Reports

Activity Info: General activity information.

Copy Edit

Copy Schedule?

Do you want to copy the schedule of the old activity?

Yes No Cancel

Working with DYCD Online

Phase IV: Creating Group & Activity Rosters

GROUP AND ACTIVITY OVERVIEW

PROGRAMS: E, M, H

Clarifying Youth Participation: An Overview

The way youth participate in programming will influence how you design your Rosters and take attendance in DYCD Online.

Many COMPASS Elementary Programs have youth travel *together* from one Activity to another. Elementary programs designed in this manner may use **Groups**.

SONYC Middle School and THS Programs are encouraged to develop participant schedules based on their interests, talents and skills. To facilitate this process in DYCD Online, SONYC and THS programs are only allowed to create rosters using **Activities**.

IMPORTANT NOTE: Remember, *you can not take attendance for youth until they are attached to the Activities or Group in which they participate.* Once you have connected Participants to Activities, either through Group Rosters, or Activity Rosters, you will be able to take attendance.

Creating Groups and Attaching Participants to Rosters

If youth within your program *travel together from one Activity to another* throughout the day, create Group Rosters.

STEP 1: Go to **Group** → **Add New**.

STEP 2: Give the Group a *name*, a *description* and *grade range*. Select the appropriate *Period*, and click **Save**.

Now that you have created your group, you can add the youth who are in the group.

STEP 3: Click on the **Participants tab**, then, click **Attach Participants**.

Group: New Group

Group Info | Participants | Activities | Staff | Meeting Times | Notes | Reports

Group Info: Add a new group

Program: Elementary 101
Service Area: COMPASS
Provider: DYCD Attendance Test Provider
Contract Number: 1115
Location: DYCD Attendance Test Location
Group #:
Group Name: *
Description: *

Period: Fiscal Year 2016
Group Date Range: 07/01/2015 to 06/30/2016
Grade Range: * to *

Working with DYCD Online

Once you've attached *Participants* to the Group, you can now attach the Group to the *Activities* in which the participants attend.

STEP 4: Click the Group's **Activities** tab and then click **Attach Activities**.

STEP 5: Search for the appropriate Activities, and Check the **Attach** box aligned with each Activity the Group will participate. Click **Save**.

Attaching Participants to Activity Rosters

For Activities in which youth travel *separately* from one Activity to another

(*not with the same cluster of youth*) create **Activity Rosters**.

Navigate to a specific Activity, and connect multiple Participants.

STEP 1: Go to **Activities** → **Search** to get a list of all your Activities.

STEP 2: Click the **Roster** tab and then **Add Participants**.

STEP 3: From the list of Participants, **Check the Box** next to each Participant you want associated with this Activity Roster.

Group: 4th Grade (Previous, Next, Exit)

Group Info | Participants | **Activities** | Staff | Meeting Times | Notes | Reports

Activities: Activities attached to this group. **Attach Activities** (star)

Filter: Date Range: 07/01/2015 to 06/30/2016 (Apply Filter)

Total Results: 0 | First | Prev | Page 1 of 0 | Next | Last | Records per page: 30

| Activity Name | Days | Activity Start Date | Activity End Date | Remove Activ |
|--------------------|------|---------------------|-------------------|--------------|
| No data to display | | | | |

Group: 4th Grade

Group Info | Participants | **Activities** | Staff | Meeting Times | Notes | Reports

Activities: Maintain the activities attached to the group. **Save** (star)

Title: Starts with

Grade Range: 4 to 4

Date Range: 09/01/2015 to 06/30/2016

Show Only:

Order By: Activity Title

Max Activities to Display: 100

| Title | Activity Date Range | Days | Attach |
|------------------------------|-------------------------|--------------------|--------------------------|
| Arrival - Arrival - GK-5 | 09/14/2015 - 09/14/2015 | | <input type="checkbox"/> |
| Arts and Crafts | 07/01/2015 - 06/30/2016 | | <input type="checkbox"/> |
| Book Club_Literacy_G4 | 07/20/2015 - 06/30/2016 | Mo, Tu, We, Th, Fr | <input type="checkbox"/> |
| Breakfast - Breakfast - GK-5 | 07/01/2015 - 06/30/2016 | | <input type="checkbox"/> |

Activity: Tennis (Previous, Next, Exit)

Activity Info | **Scheduling** | Roster | Staff | Meeting Times | Notes | Reports

Rosters: Participant and Group Assignments. **Add Participants** (star)

Filter: Date Range: 09/01/2015 to 06/30/2016 (Apply Filter)

Total Results: 0 | First | Prev | Page 1 of 0 | Next | Last | Records per page: 30

| DYCD ID | Last Name | First Name | Group Name | Start Date | End Date | Change Assignm |
|--------------------|-----------|------------|------------|------------|----------|----------------|
| No data to display | | | | | | |

Groups: Groups this activity is attached to.

Total Results: 0 | First | Prev | Page 1 of 0 | Next | Last | Records per page: 30

| Group # | Group Name |
|--------------------|------------|
| No data to display | |

| DYCD ID | Last Name | First Name | Grade | Enrollment | Funded | Assign |
|---------|-----------|------------|-------|-------------------------|-------------------------|--------------------------|
| 3067421 | Branson | Richard | 7 | 09/10/2015 - 06/17/2016 | 09/10/2015 - 06/17/2016 | <input type="checkbox"/> |
| 4294713 | Brown | Chris | 7 | 09/28/2015 - 06/24/2016 | 09/28/2015 - 06/24/2016 | <input type="checkbox"/> |
| 9370655 | Davis | Kianna | 7 | 09/14/2015 - 10/14/2015 | 09/14/2015 - 10/14/2015 | <input type="checkbox"/> |
| 8813065 | Doe | John | 7 | 09/14/2015 - 10/15/2015 | 09/14/2015 - 10/15/2015 | <input type="checkbox"/> |

Phase V: Taking Attendance

BY GROUP ROSTER
PROGRAMS: E

Taking Attendance by Group Roster

You can take Attendance for Groups

STEP 1: After clicking on **Attendance** → **Attendance Entry**, take Attendance for *Group Rosters* by clicking the desired **Group Name**.

STEP 2: You will see the Participants *assigned to the Group*, and the day or days of the week the Group was scheduled to meet. Mark each Participant either **Present** (P) or **Absent** (A) accordingly to record Attendance.

You can also choose to:

- View the previous week of Attendance by clicking **Previous Week**.
- View a single day of programming by clicking **By Day** in the top right of the screen. Only the selected date of programming will be listed.

| Group Name | Program | Start Date | End Date | Locked | Participants Assigned | Attendance Collected |
|---------------------|--------------------------|------------|------------|--------|-----------------------|----------------------|
| Forth Grade Group A | Elementary Training Site | 07/01/2015 | 06/30/2016 | | 5 | 0 |
| Third Graders | Elementary Training Site | 07/01/2015 | 06/30/2016 | | 5 | 0 |

| DYCD ID | Name | No Schedule Monday 09/28/2015 | | Tuesday 09/29/2015 | | No Schedule Wednesday 09/30/2015 | | Thursday 10/01/2015 | | Friday 10/02/2015 | | No Schedule Saturday 10/03/2015 | | No Schedule Sunday 10/04/2015 | |
|---------|------------------|-------------------------------|---|--------------------------|--------------------------|----------------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|---|-------------------------------|---|
| | | P | A | P | A | P | A | P | A | P | A | P | A | P | A |
| 2061038 | Bright, Rainbow | | | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 9340622 | Chapman, Saona | | | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 6662595 | Duck, Daffy | | | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 4508841 | Houston, Whitney | | | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| 2654291 | sam, am | | | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

IMPORTANT NOTE: If you click the "P" for Present at the *top of each daily column*, all Participants will be marked Present, then you can change the entry for those who were Absent, thereby speeding the process and ensuring all your Attendance is entered.

Taking Attendance Using Groups Web Tutorial: <https://goo.gl/h8QoH4>

Attendance by Activity

Taking Attendance by Activity Roster

Programs: M, H

DYCD is not simply interested in *who* comes to your program, but *what they do* while they are in your program. Ultimately, it is the level of youth engagement in Activities that inform how attendance will be recorded.

All program attendance can be entered under the **Attendance tab**, by **Activity Roster**. Attendance can be taken for a single day or for an entire week of programming.

Taking Attendance

Go to **Attendance** → **Attendance Entry**.

Activities scheduled to meet during the specified week of programming appear on the page.

Select to take attendance for a *single day* or a *full week* under the **Attendance By: Date or Week** drop-down, as well as change the specified **Date(s)** of programming for attendance.

IMPORTANT NOTE: In DYCD Online, you can enter Attendance data each day or once a week, but remember: you have **two weeks prior to the day's date to enter attendance**.

* Additional info about attendance lock can be found in the reminder section on Page 24.

Attendance Entry Search

Activity/Group Name: Starts with

Grade Range: to

Attendance By: Date

Date: 10/02/2015

Text Search:

Group Attendance Entry:

Total Results: 0 Page 1 of 0

| Group Name | Start Date | End Date | Locked | Participants Assigned |
|--------------------|------------|----------|--------|-----------------------|
| No data to display | | | | |

Activity Attendance Entry:

Total Results: 3 Page 1 of 1

| Activity Name | Start Date | End Date | Locked | Participants Assigned |
|---------------------------------------|------------|------------|--------|-----------------------|
| Homework - Academic Support - G6-8 | 09/10/2015 | 06/30/2016 | | 4 |
| Snack - Supper - G6-8 | 09/10/2015 | 06/30/2016 | | 4 |
| Volleyball - Physical Recreation - G6 | 09/04/2015 | 06/30/2016 | | |

Keep this in Mind:

The way youth participate in each Activity will influence how attendance will be recorded. To understand clearly, refer to [Figure 2: Example Schedule of Activities Breakdown \(page 16\)](#).

Taking Attendance for youth attending as members of an Activity Roster: In our example on page 16, Fun Friday Clubs, Attendance is correctly entered through the Activity, where Participants are scheduled to attend.

101: An Overview

Taking Attendance by Activity Roster Programs: M, H

You can take Attendance for a single day or entire week of programming when taking attendance by activity.

STEP 1: After clicking on **Attendance** → **Attendance Entry**, take Attendance for an *Activity Roster* by clicking the desired **Activity Name**.

Activity Attendance Entry:

Total Results: 3

First Prev Page 1 of 1 Next Last

| Activity Name | Start Date | End Date | Locked | Participants Assigned |
|---------------------------------------|------------|------------|--------|-----------------------|
| Homework - Academic Support - G6-8 | 09/10/2015 | 06/30/2016 | | 4 |
| Snack - Supper - G6-8 | 09/10/2015 | 06/30/2016 | | 4 |
| Volleyball - Physical Recreation - G6 | 09/04/2015 | 06/30/2016 | | |

STEP 2: Click on the **activity** and then mark off box under present or absent based your paper attendance records.

Attendance Entry: Snack - Supper - G6-8 (10/02/2015)

Activity Attendance Entry: Enter attendance.

Previous Activity Next Activity Previous Date Next Date Save

Show Only: []

Order By: Last Name

Max Participants to Display: 100

Search Clear

10/02/2015

| # | P | A | M |
|---|---|---|---|
| 4 | 0 | 0 | 4 |

| DYCD ID | Last Name | First Name | Present | Absent | Taken By |
|---------|-----------|------------|--------------------------|-------------------------------------|----------|
| 5479769 | Abelson | Kenneth | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2694917 | Alex | Ryan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2562993 | Anderson | Brenda | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 2525252 | Bean | LL | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

IMPORTANT NOTE:

Attendance locks on a rolling 14 day basis. For example, if the current date is October 15th, your program can take attendance for the previous 14 days back until October 1st. On October 16th, you will the ability to take attendance until October 2nd. If you need the system to be unlocked, contact your DYCD Program Manager to open the system. Unlock requests have a negative impact on your agency's Vendex score, so every effort should be made to enter attendance in an accurate and timely manner.

STEP 3: Review to make sure attendance is accurate.

Attendance Entry: Snack - Supper - G6-8 (10/02/2015)

Activity Attendance Entry: Enter attendance.

Previous Activity Next Activity

Show Only: []

Order By: Last Name

Max Participants to Display: 100

Search Clear

10/02/2015

| # | P | A | M |
|---|---|---|---|
| 4 | 4 | 0 | 0 |

| DYCD ID | Last Name | First Name | Present | Absent | Taken By |
|---------|-----------|------------|-------------------------------------|--------------------------|----------|
| 5479769 | Abelson | Kenneth | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2694917 | Alex | Ryan | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2562993 | Anderson | Brenda | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2525252 | Bean | LL | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

Phase VI: Useful Reports

REPORTING CAPABILITIES IN DYCD ONLINE

PROGRAMS: E, M,H

Numerous Reports in DYCD Online can help you better understand youth participation in your program, stay in contact with parents and staff, and automate daily operational tasks. Consider two reports: the **Official Rate of Participation (RoP) Report³** which will help you understand youth participation in your program, and well as useful **Activity Participant Reports** which will help you understand how Participants are connected to the Activities you provide, take Attendance and stay connected to those you serve.

IMPORTANT NOTE: TASC provides monthly DYCD Online 201: Reports trainings on key reports in DYCD Online for monitoring RoP and keeping activities and groups organized. To sign up for a training, click on this link:

<http://expandedschools.org/get-started/trainings/dycd-trainings-sthash.3DvzPP1e.dpbs>

| Reports | |
|---|---|
| Participant Reports: | |
| Participant Medical Information | Participant medical conditions. |
| Participant Contacts Report | Report on participant contacts, with options to show only Authorized Pick Ups. |
| Email List | Lists contacts and email addresses for providers and programs. |
| Not Assigned Report | Report displaying participants not assigned to an activity or group. |
| Participant Mailing Labels | Print mailing labels for participants. |
| ACS Waiting List Report | Report of participants on the ACS Waiting List. |
| After School Program Survey Administration List | After School Program Survey Administration List |
| Activity and Group Reports: | |
| Activity Conflict Report | Displays conflicting participant schedules. |
| Group Conflict Report | Displays conflicting group assignments. |
| Activity Summary Report | Displays all information for activities, including options for rosters and meeting dates. |
| Activity Attendance Summary | Displays the roster and attendance summary for activities. |
| Activity Schedule Report | Lists activity schedules by day of week and time frame. |
| Activity Schedule Grid Report | Print the Activity Schedule for a date range in a weekly grid |
| Attendance By Activity Report | List of all activities and number of attendees each day. |
| Attendance By Group Report | List of all groups and number of attendees each day. |
| Activity Attendance Sheets | Activity Attendance sheets with the option to show entered attendance. |
| Group Attendance Sheets | Group Attendance sheets with the option to show entered attendance. |
| Weekly Assignments Report | Activity assignments for a week. |

Participant RoP Report

This is a useful report and a great way to monitor your program and participant attendance. Run the report as an Excel and select **"by day"** for optimum use. The participant RoP Report is a great troubleshooting tool for checking gaps in attendance. If you notice a gap in attendance, check to see if attendance has been completed for all days your program was open. The next step is looking at the participant's **"Weekly Assignment Report"** to identify gaps in participants' schedules so you can make the necessary corrections in rosters and/or attendance entry.

The report is also helpful for identifying participants who have **"CAPPED"** their program hours. The **"CAP"** is the maximum number of hours a single participant can contribute to a program's RoP.

3. *RoP requirements differ for each type of DYCD contract. See **RoP Contractual Requirements** for more information.*

Working with DYCD Online

COMPASS Elementary RoP's show the following:

1. The **Week** of programming provided
2. The **Dates** Activities are scheduled for each week of programming
3. **Number of Days** that week the program is open (*based on the Activity Schedule*)
4. The **Targeted Attendance for youth** to be served during given week (*number of DYCD COMPASS Funded slots multiplied by the number of service days that week*)
5. The **Official Attendance** of youth actually served that week (*participants are counted once for each day they are in the program*)
6. The **Official Percentage** of youth served during that week (*official attendance divided by target attendance*)
7. The **Cumulative Percentage** of youth served throughout the entire Program Period, helping you gauge if your program is cumulatively on-target.

User: Training, Elementary (Elementary) Date: 10/01/2015 01:03 PM

Official Rate of Participation

Service Area: COMPASS
Provider: DYCD Attendance Test Provider
Program: Elementary 101
Contract: 1115
Program Manager:
Grade Level: Elementary
Contracted Enrollment: 500
Service Days: 232
Program Period: Fiscal Year 2016

Rate of Participation (RoP) tracks official attendance against the cumulative number of service days during the program period.

| Week | | | Weekly Attendance Progress | | | Official |
|------|---------------|----------------------------|----------------------------|---------------------|---------------|----------|
| Week | Date (Monday) | Official # of Service Days | Target Attendance | Official Attendance | Official ROP% | Cum % |
| 1 | 06/29/2015 | 3 | 1500 | 0 | 0.0% | |
| 2 | 07/06/2015 | 5 | 2500 | 0 | 0.0% | |
| 3 | 07/13/2015 | 5 | 2500 | 0 | 0.0% | |
| 4 | 07/20/2015 | 5 | 2500 | 0 | 0.0% | |
| 5 | 07/27/2015 | 5 | 2500 | 0 | 0.0% | |
| 6 | 08/03/2015 | 5 | 2500 | 0 | 0.0% | |
| 7 | 08/10/2015 | 5 | 2500 | 0 | 0.0% | |
| 8 | 08/17/2015 | 5 | 2500 | 0 | 0.0% | |
| 9 | 08/24/2015 | 5 | 2500 | 0 | 0.0% | |
| 10 | 08/31/2015 | 5 | 2500 | 0 | 0.0% | |
| 11 | 09/07/2015 | 5 | 2500 | 0 | 0.0% | |
| 12 | 09/14/2015 | 3 | 1500 | 0 | 0.0% | |
| 13 | 09/21/2015 | 3 | 1500 | 0 | 0.0% | |
| 14 | 09/28/2015 | 5 | 2500 | 0 | 0.0% | |
| 15 | 10/05/2015 | 5 | 2500 | 0 | 0.0% | 0.0% |
| 16 | 10/12/2015 | 4 | 2000 | 0 | 0.0% | 0.0% |

IMPORTANT NOTE: For COMPASS Elementary Programs, the minimum RoP requirement is 80%.

Official RoP Report for SONYC Programs

The RoP Report for SONYC Middle School Programs allows you view the number of hours participants have been present each week, see if attendance has been taken, and helps ensure you are on track with meeting your contractual requirements with DYCD.

Go to **Reports** → **Official Rate of Participation** and select to view in either: **PDF**, **Excel**, or **CSV** format.

The report will provide you with basic information on the number of hours, days, and weeks you are required to provide service and, based on the *number of hours youth are served*, provide a cumulative average of programming during the given program period

User: Training, SONYC (SONYC)

Official Rate of Participation

Date: 10/01/2015 01:15 PM

Service Area: COMPASS
Provider: Vibrant Lives Coalition
Program: SONYC Training Site 1
Contract: 1111
Program Manager:
Grade Level: Middle
Contracted Enrollment: 700
Required Structured Hours: 324
Total Structured Hours: 226800
Program Period: Summer FY2016

Rate of Participation (RoP) is cumulatively tracked against the required total structured hours by each program period.

| Week | | | Weekly Hours Progress | | | | | Official RoP Progress | |
|--------------|---------------|---------------------------------------|-----------------------------|--------------|------------------|-------------------------|---------------------|-----------------------|-------------|
| Week | Date (Monday) | Official # of Service Days (Holidays) | Average Weekly Target Hours | Actual Hours | Structured Hours | Official Recorded Hours | Official Recorded % | Cum. Official Hours | Cum. % |
| 1 | 06/29/2015 | 5 (1) | 18305.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 2 | 07/06/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 3 | 07/13/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 4 | 07/20/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 5 | 07/27/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 6 | 08/03/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 7 | 08/10/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 8 | 08/17/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 9 | 08/24/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 10 | 08/31/2015 | 1 | 3661.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| TOTAL | | | 226800.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |

Required Rate of Participation: 75.0%

Current Cumulative Rate of Participation as of 09/14/2014 0.0%

IMPORTANT NOTE:

The minimum RoP requirement for SONYC Middle School Programs is 75%.

The SONYC RoP Shows:

1. The **Week** of programming provided.
2. The **Dates** Activities are scheduled for each week of programming.
3. **Number of days** that week the program is open
4. The **Official Number of Service Days** per week for participants.
5. The **Targeted Structured Hours per Week** of service available to youth in the program (*number of DYCD SONYC Funded slots multiplied by the number of service hours per week*)
6. The **Actual Structured Hours** of service provided to youth each week (*participants are recorded as being present only for the hours they participate in the program*)
7. The **Official Recorded Hours** of service accrued during the week (*differences in the actual structured hours and official recorded hours of service are reflected if some SONYC participants have reached their attendance cap of 540 hours during the given Program Period.*)
8. The **Official Recorded Percentage** of contracted hours each week of service (*Official Recorded Hours each week divided by the Total Targeted Hours during the week of service.*)
9. The **Cumulative Official Hours** of service accrue each week throughout the Program Period (*Official Recorded Hours over time.*)
10. The **Cumulative Percentage** measures overall target of provided service

A web tutorial has been developed over viewing the SONYC RoP Report:
<https://goo.gl/hRacuc>

Official RoP Report for Option II Programs

The RoP Report for Option II Programs allows you to view the number of hours Participants have been present each week, quickly see if attendance has been taken each week, and helps ensure you are on track with meeting your contractual requirements with DYCD.

STEP 1: Go to **Reports** → **Official Rate of Participation**. Select the **Program**, **Period**, and **Grade Level** you want to view, and select to view in either **PDF**, **Excel**, or **CSV** format. Be patient - it will take a few seconds for DYCD Online to create your report.

The report will provide you with basic information on the number of hours, days, and weeks you provide service and, *based on the number of hours you have provided*, give you a cumulative average of services delivered during the given Program Period.

Option II RoP's show the following:

1. The **Week** of programming provided
2. The **Dates** Activities are scheduled for each week of programming
3. The **Actual Hours** of service provided to youth each week (*participants are recorded as being present only for the hours they participate in the program*)

4. The **Official Recorded Hours** of service accrued during the week

(differences in the actual hours and official recorded hours of service are reflected if COMPASS participants have reached their cap of service during the given Program Period.)

5. The **Cumulative Official Hours** of service accruing each week throughout the Program Period (*Official Recorded Hours over time*).

6. **Target Hours** of contracted service over the entire Program Period (*Contracted enrollment multiplied by hours of service expected per COMPASS slot.*)

7. The **Cumulative Percentage** measures overall target of provided service (*See **RoP Contractual Requirements** for more information.*)

| Week | | | Weekly Hours Progress | | | | | Official RoP Progress | |
|--|---------------|---------------------------------------|-----------------------------|---|------------------|-------------------------|---------------------|-----------------------|--------|
| Week | Date (Monday) | Official # of Service Days (Holidays) | Average Weekly Target Hours | Actual Hours | Structured Hours | Official Recorded Hours | Official Recorded % | Cum. Official Hours | Cum. % |
| 1 | 06/29/2015 | 5 (1) | 18305.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 2 | 07/06/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 3 | 07/13/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 4 | 07/20/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 5 | 07/27/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 6 | 08/03/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 7 | 08/10/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 8 | 08/17/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 9 | 08/24/2015 | 7 | 25627.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| 10 | 08/31/2015 | 1 | 3661.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| TOTAL | | | 226800.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.0% |
| Required Rate of Participation: | | | 75.0% | Current Cumulative Rate of Participation as of | | 09/14/2014 | 0.0% | | |

IMPORTANT NOTE: For Option II Programs, the minimum required Rate of Participation is 70%

101: An Overview

Rate of Participation Reports for THS High School Programs

The RoP for Orientation Hours is created by running the *COMPASS Program RoP for Option 1 Programs* for the selected Report Type "*High School.*" *Scheduled Orientation Hours includes Orientations, Parent Engagement, an Peer Group Support.* This Report is unique to THS Programs, and shows the average Orientation Hours provided to Participants.

STEP 1: Go to Reports → COMPASS Program RoP for Option 1 Programs.

STEP 2: Select "*High School*" from the *Grade Level drop-down list*. Select the appropriate **Date Range** and choose an export format: either **PDF**, **Excel**, or **CSV**.

The THS Program Hours Report for Orientation Hours will show the following:

1. The name of each **Program Site**
2. The **Contract Number** for each Site
3. The **Contracted Enrollment** for each site
4. The **Average Participant Hours** for Orientation Activities for the entire cohort
5. The **Official Recorded Hours** for the entire cohort (*capped at target hours for each Participant*).

Run the **Participant RoP Report** to access information on each individual participant's **Orientation Hours, Individual Guidance and Support Hours, Cohort Support and Average Academic Support Hours.**

| User: Pritchett, Jay (JayP) | | Official Rate of Participation | | Date: 2/13/2015 15:00 | | | |
|--|---------------|----------------------------------|--------------|--|---------------------------|---------------|--------|
| Service Area: COMPASS | | Program Manager: Phil Dunphy | | | | | |
| Provider: League of Extraordinary Youth | | Grade Level: High | | | | | |
| Program: High School For Extraordinary Youth | | Contracted Enrollment: 25 | | | | | |
| Contract: 27896572 | | Program Period: Fiscal Year 2015 | | | | | |
| Rate of Participation (RoP) is cumulatively tracked against the required total hours by each program period. | | | | | | | |
| Week | | Weekly Attendance Progress | | | Official | | |
| Week | Date (Monday) | Target Hours | Actual Hours | Official Recorded | Cumulative Official Hours | Balance Hours | Cum. % |
| 1 | 06/30/2014 | 5000 | 0 | 0 | 0 | 5000 | 0.0% |
| 2 | 07/07/2014 | 5000 | 165 | 165 | 165 | 4835 | 3.3% |
| 3 | 07/14/2014 | 5000 | 175 | 175 | 340 | 4660 | 6.8% |
| 4 | 07/21/2014 | 5000 | 148 | 148 | 488 | 4512 | 9.8% |
| 5 | 07/28/2014 | 5000 | 218.5 | 218.5 | 706.5 | 4293.5 | 14.1% |
| 6 | 08/04/2014 | 5000 | 240 | 240 | 946.5 | 4053.5 | 18.9% |
| 7 | 08/11/2014 | 5000 | 214 | 214 | 1160.5 | 3839.5 | 23.2% |
| 8 | 08/18/2014 | 5000 | 0 | 0 | 1160.5 | 3839.5 | 23.2% |
| 9 | 08/25/2014 | 5000 | 0 | 0 | 1160.5 | 3839.5 | 23.2% |
| 52 | 06/22/2015 | 5000 | 0 | 0 | 3623 | 1377 | 72.5% |
| 53 | 06/29/2015 | 5000 | 0 | 0 | 3623 | 1377 | 72.5% |
| TOTAL | | 5000 | 3923.75 | 3623 | 3623 | 1377 | 72.5% |
| Required Rate of | | 70.0% | | Current Cumulative Rate of Participation as 08/31/2014 23.2% | | | |

| OST Participant Attendance Report | | | | | | | | | |
|--------------------------------------|-------------|--------------|--------------|-------------------|-----------------------|---------------------------------|-----------------------------|------------------|-------------------------|
| Service Area: OST | | | | | | | | | |
| OST Option: 1 | | | | | | | | | |
| Provider: | | | | | | | | | |
| Program: | | | | | | | | | |
| Grade Level: High | | | | | | | | | |
| Contract: | | | | | | | | | |
| Program Manager: | | | | | | | | | |
| Contracted Enrollment: 38 | | | | | | | | | |
| Funding: OST Funded | | | | | | | | | |
| Date Range: 07/01/2013 to 06/30/2014 | | | | | | | | | |
| Period Name: Fiscal Year 2014 | | | | | | | | | |
| Public School ID | Participant | Target Hours | Actual Hours | Orientation Hours | Orientation Hours Met | Individual Guidance and Support | Cohort Support and Services | Academic Support | Official Recorded Hours |
| 2.06E+08 | | 200 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 |
| 2.06E+08 | | 200 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 |
| 2.07E+08 | | 200 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 |
| 2.1E+08 | | 200 | 179 | 0 | 0.0% | 0 | 0 | 27 | 179 |
| 2.1E+08 | | 200 | 184 | 0 | 0.0% | 0 | 0 | 28 | 184 |

Useful Activity Reports

Once Participants are attached to Activities, either through Group Rosters or Activity Rosters, you can print a wide range of reports: **Activity Summaries, Group Summaries, Contacts, Pick- Ups, Medical Conditions, Activity Conflicts, Mailing Labels, Attendance Sheets,** and the **Participant Activity Summary.**

Below is a description of the Reports most helpful to the daily operations of your program found under the Activity Reports tabs.

| Activity and Group Reports: | |
|---|---|
| Activity Conflict Report | Displays conflicting participant schedules. |
| Group Conflict Report | Displays conflicting group assignments. |
| Attendance Conflict Report | Displays conflicting attendance. |
| Activity Summary Report | Displays all information for activities, including options for rosters and meeting dates. |
| Event Summary Report | Displays event information and rosters. |
| Event Attendance Report | Displays the number of attendees at events. |
| Activity Attendance Summary | Displays the roster and attendance summary for activities. |
| Activity Schedule Report | Lists activity schedules by day of week and time frame. |
| Activity Schedule Grid Report | Print the Activity Schedule for a date range in a weekly grid |
| Attendance By Activity Report | List of all activities and number of attendees each day. |
| Attendance By Group Report | List of all groups and number of attendees each day. |
| Activity Attendance Sheets | Activity Attendance sheets with the option to show entered attendance. |
| Group Attendance Sheets | Group Attendance sheets with the option to show entered attendance. |
| Weekly Assignments Report | Activity assignments for a week. |
| Scheduled Activities Report | Scheduled Activities Report for COMPASS Middle School programs |

- **Activity Summary**

- Provides the summary of the

- Activity.* You can choose to **Show Rosters** (providing a list of Participants within the Activity), and **Show Meetings** (providing you with a schedule of when the Activity is to meet). This report provides you a master list of all Activities, Groups and Participants involved in your programming.

- **Activity Conflict Report** - Provides a list of *Participants assigned to more than one Activity scheduled to meet at the same time of day.* If the schedule is unintentional, make sure you change the Participant's Activity Rosters to reflect only the Activities to which they are assigned. Removing activity conflicts is critical for SONYC Middle School and THS programs to avoid Attendance Conflicts "Red C's" that appear in attendance rosters to prevent duplicate attendance. A web tutorial has been created on running and interpreting the Activity Conflict Report:

Activity Conflict Report Web Tutorial: <https://goo.gl/u3wICG>

- * Please see Appendix A for more information on Attendance Conflicts in DYCD Online.

- **Weekly Assignment Report** - Provides an overview of which activities a participant is assigned to for a given week. Be sure to select the custom period of time you want to review as this report does not work well for the whole school year.
- **Attendance Sheets** - Print blank Attendance sheets to take Attendance in Activities or Groups
- **Participant Contacts Report** - Provides emergency contact information for all Participants assigned to the Activity or Group.

Phase VII: Adding Staff

ADDING STAFF TO DYCD ONLINE & ACTIVITIES

PROGRAMS: E, M, H

DYCD requires all staff who have direct contact with children (including full and part-time, paid staff, volunteers, co-locators, consultants and subcontractors) to be fingerprinted. In an effort to improve DYCD's oversight of this contractual requirement and to provide Community Based Organizations (CBOs) a tool to better track and manage personnel data, a Staffing Module has been added to DYCD Online. It is designed to track COMPASS Provider staff information, including name, title, social security number, educational background, DOHMH fingerprint date and clearance date and submission of Statewide Central Register of Child Abuse and Maltreatment (SCR) form and clearance.

All COMPASS programs are required to have an [Agency Administrator](#) enter all staff in DYCD Online. Although system users with Program Director and Agency Administrator access rights have access to the staff module, **it is the Agency Administrator's responsibility to enter, update and maintain employee data** (including staff social security numbers which will now be required) in DYCD Online. The staff module is another tool in your human resource system and improve DYCD's COMPASS contract oversight. In addition, Executive Directors are now required to attest to the fact that all staff working in any COMPASS program are entered into the system and have been fingerprinted and submitted SCR (when applicable).

For security reasons, the social security number will only be entered once for all staff and only the last four digits will be visible online. *As with any personnel documentation, programs are encouraged to use discretion and precaution to ensure the safety and security of data.*

Below are the guidelines on how to use the new system functionality. If you have any questions, please contact your DYCD Program Manager.

Adding Staff to DYCD Online

- STEP 1:** Go to **Staff** → **Add New**.
- STEP 2:** Choose the **Period** the Staff will participate, and enter their **Social Security Number**. Click **Next**.

Select the program to add the staff member to

Provider:

Location:

Contract: or

Program:

Program Name: Starts with

Grade Levels: Elementary Middle High

Active Dates: School Year 2016 (09/01/2015 to 09/30/2016)

Total Results: 1 Page 1 of 1 Records per page: 30

| Program Name | Location | Provider | Contract # | Grade Levels |
|----------------|-------------------------------|-------------------------------|------------|--------------|
| Elementary 101 | DYCD Attendance Test Location | DYCD Attendance Test Provider | 1115 | E |

101: An Overview

STEP 3: In the following screen, enter all the required fields, including **Name, Birth Date, Address, Contact Numbers, Staff Title and Type** (full-time, part-time or volunteer), **Academic Preparation** and **Staff Description(s)**.

STEP 4: Enter the **Clearance/Certification** information for the Staff. Enter the dates Staff was **DOE** and **DOHMH Fingerprinted**, the date **OCFS SCR** was Submitted, and the dates **DOHMH Fingerprinting** and **OCFS SCR Clearance** was given. You can return to this page later to update certification information as it is completed. Click **Save** when you are done.

New Staff: Smith, John Cancel Staff Entry

New Staff: Step 3 of 3 - Employment Period Detail. Previous Finish

Provider: DYCD Attendance Test Provider
Program: Elementary 101
Period: Fiscal Year 2016

Employment Date Range: 10/01/2015 to 06/30/2016
Staff Title:*
Staff Type:*
Academic Preparation:*
Years of Experience in Youth Services:
Has Child in Program: Not Collected
Staff Description(s):
 Supervisor
 Administrative Staff
 Direct Service Staff
 Student (HS or College)
 School Aide/Parent Coordinator
 Certified Teacher
 Assistant Principal / Principal
 Americorps Member
 Reservist (through Dept. for the Aging)
 Other Subsidized employee
 Volunteer

Program Certification Clearance Required Clearance Received

DOE Fingerprinted: Yes
DOHMH Fingerprinted: No
OCFS SCR Submitted: No
Other Fingerprinted: No

Accessing and Editing Personal Information

Once a staff member has been entered, providers can edit staff contact information, and monitor/ edit Professional Development and Clearance information by entering the **Staff's Personal Information Screen**. In order to access Staff information, go to **Staff** → **Search**. Select your search criteria, and click on the name of the Staff you would like to view.

Tabs provide access to General Contact Information, Employment history (including Staff type and position within the program, Certification Clearance and Work Eligibility), Professional Development history, the Activities and Groups they are assigned, and Notes.

IMPORTANT NOTE: DYCD requires staff clearances to be entered for all staff in DYCD Online in a timely manner.

Staff Member: Smith, Adam (#766386)

General Employment Prof. Development Activities Notes

General Info: General staff information.

Last Name:* Smith
First Name:* Adam
Social Security Number:* XXX-XX-0000
Gender:
Birth Date:* 01/17/1989
Street Address (# and street):* 1234 Braintree
City:* New York
State:* NY
Zip Code:* 10037
Borough: Manhattan
Email:
Ethnicity:
Primary Language:
Primary Contact Number:* Call Phone
Home Phone:
Cell Phone:* 555-555-5555
Work Phone:
Other Phone:
Emergency Contact
Last Name:
First Name:
Relation to Staff:
Phone:

General Information tab

The General Information tab contains Staff basic and emergency contact information. Click **Edit** to make changes.

Employment tab

The Employment tab provides a history of the Staff's involvement in DYCD COMPASS Programming, as well as tracking *DYCD Clearances*.

- STEP 1:** Click **Edit** in the top right of the screen.

- STEP 2:** To make changes to Program Certification, type in the dates the applicable clearances were received.

- STEP 3:** Click **Save** to finalize.

Staff Member: Smith, John (#318148) Exit

General | Employment | Prof. Development | Activities | Notes

General Info: General staff information. Edit

| | | | |
|---------------------------------|-------------|--------------------------|--------------|
| Last Name:* | Smith | Ethnicity: | |
| First Name:* | John | Primary Language: | |
| Social Security Number:* | XXX-XX-3235 | Primary Contact Number:* | Home Phone |
| Gender: | | Home Phone:* | 321-432-5436 |
| Birth Date:* | 12/19/1987 | Cell Phone: | |
| Street Address (# and street):* | 435 main st | Work Phone: | |

Staff: Smith, John (#318148)

General | Employment | Prof. Development | Activities | Notes

Staff Period Employment Detail: Viewing Staff Employment Information

| | |
|--|-------------------------------|
| Provider: | DYCD Attendance Test Provider |
| Program: | Elementary 101 |
| Period: | Fiscal Year 2016 |
| Current Employment Date Range: | 10/01/2015 to 06/30/2016 |
| New Employment Date Range:* | 10/01/2015 to 06/30/2016 |
| Staff Title:* | Account Specialist |
| Staff Type:* | Full Time |
| Academic Preparation:* | BA |
| Years of Experience in Youth Services: | 0 |
| Has Child in Program: | Not Collected |
| Staff Description(s):* | Administrative Staff |

| Program Certification | Clearance Required | Clearance Received |
|-----------------------|--------------------|--------------------|
| DOE Fingerprinted: | Yes | 10/06/2015 |
| DOHMH Fingerprinted: | No | 09/15/2015 |
| OCFS SCR Submitted: | No | 09/19/2015 |
| Other Fingerprinted: | No | 10/01/2015 |

101: An Overview

Staff Activities Tab

The Staff Activities tab allows you to manage all the Activities and Groups the Staff is assigned.

IMPORTANT NOTE: DYCD requires staff to be entered into the system and linked to activities they lead.

To connect Staff to the **Activities** they lead, do the following:

STEP 1: While in a Staff record, click on the **Activities** tab, then click on **Add Activities**.

STEP 2: In the following window, click the check-box corresponding to the Activity(ies) the Staff lead. Click **Save**.

Staff: Smith, John (#318148) Previous Exit

General Employment Prof. Development **Activities** Notes

Activities: Staff Member's assignments to activities Add Activities

Date Range: School Year 2016 (09/01/2015 to 06/30/2016)

Search Clear

Total Results: 2 First Prev Page 1 of 1 Next Last Records per page: 30

| Service Area | Provider | Program | Period | Activity Name | Group Name | Days | Start Date | End Date | Chan Assign |
|--------------|-------------------------------|--------------------------|------------------|-------------------------------------|------------|------|------------|------------|--------------------------|
| COMPASS | DYCD Attendance Test Provider | Elementary Training Site | Fiscal Year 2016 | Arts and Crafts | * None * | | 10/01/2015 | 06/30/2016 | <input type="checkbox"/> |
| COMPASS | DYCD Attendance Test Provider | Elementary Training Site | Fiscal Year 2016 | Arts & Crafts - Arts and Culture-GI | * None * | Mo | 10/01/2015 | 06/23/2016 | <input type="checkbox"/> |

Staff: Smith, John (#318148)

General Employment Prof. Development **Activities** Notes

Activities: Maintain the activities the staff member is assigned to. Save Save and Exit Cancel

Period and Program: Fiscal Year 2016 - Elementary Training Site (change)

Title: Starts with

Grade Range: to

Date Range: 10/01/2015 to 06/30/2016

Show Only:

Order By: Activity Title

Max Staff to Display: 100

Search Clear

| Title | Activity Date Range | Days | Assign | Assignment Date Range |
|---|-------------------------|------|--------------------------|--------------------------|
| Arts & Crafts - Art & Culture 1st Grade | 07/01/2015 - 06/30/2016 | | <input type="checkbox"/> | 10/01/2015 to 06/30/2016 |

Phase VIII: Creating Holidays

CREATE HOLIDAYS, HOLIDAY ACTIVITIES, SCHEDULES & ROSTERS

E, M, H

Holidays are designated “special” days in DYCD online. These are days when programs are open but NYC public schools are not in session. *Holidays are required for Elementary programs and Optional for SONYC, THS & Option II programs.* Designated Core Holidays are identified *only* while creating the Workscope.

Once the Workscope has been accepted, days designated as Holidays are imported into your current Program Period, and automatically cancel all the regularly scheduled Activities.

There are **two** reasons you are **required** to create **Holiday Activities in DYCD Online**:

1. Inform DYCD of Activities your program will provide during holidays while NYC schools are not in session (i.e., you will provide Activities on a specific day(s) *different and/or in addition from your normal schedule of Activities*), or
2. Inform DYCD that you will *not* provide service to youth on a specified day(s) (e.g., because your program is closed).

To account for **Holidays** in in which your Program is **OPEN**, you must:

1. Create a **Holiday Activity**
2. Create an **Activity Roster** of youth taking part in the special Holiday Activity
3. Take **Attendance** for the Holiday Activity

Elementary programs are **required** to be open for **13 holidays** during the school year. The program must be open from **8am to 6pm**. Holiday attendance is not factored into Elementary Program’s RoP. SONYC programs can be open for a maximum of 13 Holidays during the school year. The earliest start time is **8am** and latest end time is **6pm**. Structured learning activities occurring during holidays do count towards overall RoP and meeting the overall hour requirement.

Activity: Holiday Arrival

Grid Calendar Previous Next Exit

Activity Info Scheduling Roster Staff Meeting Times Notes Reports

Schedule: The activity's schedule. Add New

Total Results: 3 First Prev Page 1 of 1 Next Last Records per page: 30

| Schedule | Start Date | End Date | Start Time | End Time |
|--------------------|------------|------------|------------|----------|
| Once on 09/14/2015 | 09/14/2015 | 09/14/2015 | 08:00 AM | 08:30 AM |
| Once on 09/15/2015 | 09/15/2015 | 09/15/2015 | 08:00 AM | 08:30 AM |
| Once on 09/23/2015 | 09/23/2015 | 09/23/2015 | 08:00 AM | 08:30 AM |

today September 2015 month week day

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 30 | 31 | 1 | 2 | 3 | 4 |
| | 6 | 7 | 8 | 9 | 10 | 11 |
| | 13 | 14 | 15 | 16 | 17 | 18 |
| | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | | | | 26 |

12:00a - 11:59p Open Holiday: Rosh Hasharab
8:00a - 8:30a Scheduled

12:00a - 11:59p Open Holiday: Rosh Hasharab
8:00a - 8:30a Scheduled

12:00a - 11:59p Open Holiday: PTC
8:00a - 8:30a Scheduled

101: An Overview

Creating Holiday Schedules

The method for creating a Holiday Activity is the same as creating any Activity, but you will indicate it is a *Holiday Activity* in the Activity Description page, and create a Schedule specific to the date range of the Holiday.

STEP 1: Go to **Activities** → **Add New Activity**. Complete all the required fields as you would for any Activity, but specify it is a Holiday Activity by checking the **Holiday Activity** box. In addition, select **Holiday Programming** in the Primary Category drop-down. Click **Save**.

STEP 2: Click the **Scheduling** tab, then click **Add New** in the top right of the screen to **Add a Schedule**. Select **Once** for a single-day and **Daily** for a multiple-day Holiday Activity, and enter the specific date(s).

Make sure to check the box Overwrite Other Schedules to ensure any other Activities regularly scheduled will be cancelled. Click **Continue**.

STEP 3: Once the Activity has been created, create an **Activity Roster** for the Activity (see Page 19, [Attaching Participants to Activity Rosters](#) for detailed directions for this step),

STEP 4: Take Attendance for the Activity (see Page 21, [Taking Attendance by Activity Roster](#) for detailed directions for this step).


Activity: Veterans Day Basketball - Physical Activity - G6-8

Activity Info | Scheduling | Roster | Staff | Meeting Times | Notes

Activity Info: General activity information.

Program: SONYC Training Site 1
Service Area: COMPASS
Provider: Vibrant Lives Coalition
Contract Number: 1111
Location: Vibrant Lives Coalition Cornerstone

Activity Title:* Veterans Day Basketball - Physical Activity - G6-8
Description:* Basketball camp during

Period: School Year 2016
Holiday Activity: 
Activity Date Range: 08/10/2015 to 06/30/2016
Walk Ins Welcome:
Is the Activity Structured:* Structured
Activity Location:
Maximum Attendance:* 20
Grade Range:* 6 to 8
Primary Category:* Physical Activity & Healthy Living

Activity Schedule

Occurs Schedule a meeting time for one specific date.

Once
 Daily
 Weekly
 Monthly

Date: 09/14/2015

Start Time: 8:00 AM
End Time: 8:30 AM

Overwrite other schedules:

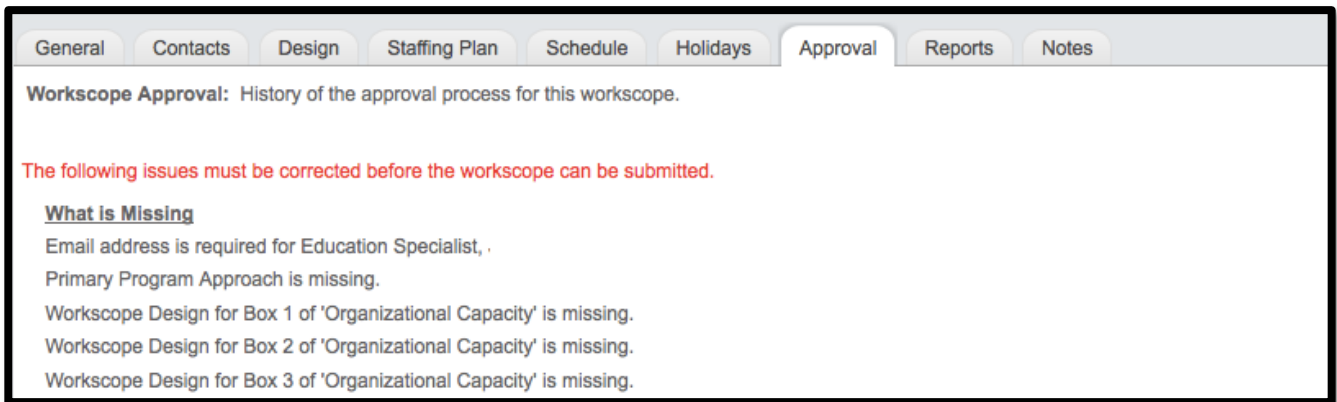
Delete Continue Cancel

IMPORTANT NOTE: Creating a Holiday Activity says in effect, "this is a special day, and instead of our normal schedule of activities, different activities will take place." **Once a holiday is correctly scheduled previously scheduled activities are no longer active.**

Appendix A: New Features in DYCD Online

Internal Controls in the Workscope Section

DYCD has introduced a set of internal controls in DYCD Online’s Workscope section that need to be satisfied before a Workscope can be submitted. These internal controls serve to ensure Workscopes are complete prior to DYCD Program Manager review. The requirements are listed in the “What’s Missing” section of the Workscope’s **Approval** tab. Once a requirement is met, it disappears from the list. When all requirements are met, a submit button will appear.



Red “C” Attendance Conflicts

The **C** stands for Conflict. It is a new internal control designed to prevent users from recording duplicate attendance. Participants on the rosters of activities with overlapping schedules will have the **C** appear when they are marked present for one of the activities. The Red **C** will grey out the boxes by present and absent to prevent attendance to be taken twice for the same time period.

A web tutorial has been developed to overview the function of Attendance Conflicts as well as offer strategies for removing conflicts. Please follow this link to view: <https://goo.gl/JC3wLP>

| DYCD ID | Last Name | First Name | Present | Absent |
|---------|-----------|------------|-------------------------------------|--------------------------|
| 2513605 | Adam | Lang | <input type="checkbox"/> | <input type="checkbox"/> |
| 3145145 | Brian | Wilkerson | <input type="checkbox"/> | <input type="checkbox"/> |
| 8086841 | evans | joe | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1196696 | Ford | Frank | <input type="checkbox"/> | <input type="checkbox"/> |
| 8615895 | Harrison | Thursday | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8001569 | Harrison | Camille | <input type="checkbox"/> | <input type="checkbox"/> |
| 5558120 | Jack | James | <input type="checkbox"/> | <input type="checkbox"/> |
| 9730282 | Martha | Mary | <input type="checkbox"/> | <input type="checkbox"/> |
| 6764137 | McNeill | Porscha | <input type="checkbox"/> | <input type="checkbox"/> |
| 5254737 | Sanchez | Brian | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1412715 | Smith | Bob | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8864916 | Smith | Kim | <input type="checkbox"/> | <input type="checkbox"/> |

Appendix B

GLOSSARY OF FREQUENTLY USED TERMS

DYCD SONYC Initiative: The SONYC Program provides a mix of academic, recreational and cultural activities for young people (grades K-12) after school, during holidays and in the summer. Programs are free of charge and are located in every neighborhood across New York City.

SONYC: Stands for "Schools Out New York City." SONYC is the new name for middle school programs.

COMPASS: Replaces Out of School Time as the new name of the Comprehensive After School System of New York City.

Program Period or Period: The service provision contract period for COMPASS Programs. Option I Programs, for instance, are school-year contracts, (September 1 - June 31), and can also include a summer contract, while Option II Programs provide service on the Fiscal Calendar (July 1 - June 31).

Workscope: The program plan completed in DYCD Online for upcoming Program Periods, found under the Contracts tab. Return to the Workscope area to ensure the plans made look like the programs provided.

Live Site: Data on DYCD Online regarding your current Program Period. This data can be edited and changed, as opposed to previous Program Period data and data within a closed Workscope.

DYCD Program Manager: The DYCD staff responsible for assisting and overseeing your program's COMPASS Contract. Find their contact information under **Links** → **DYCD Directory** tab in DYCD Online.

Agency Administrator: The agency program staff responsible for entering, updating and maintaining employee data (including staff social security numbers) in DYCD Online.

Participants: Youth served in a Program.

Activity: The "goings-on" provided in your Program. Activities are defined by what, when, how often and with whom youth participate. Creation of Activities is required to take Attendance for Participants.

Group Rosters: Create group rosters if cohorts of youth participate by traveling together throughout the day.

Activity Schedules: The full list of Activities provided, where and when they take place, and with whom. Correctly setting up DYCD Online allows a user to print out Activity Schedules every week, providing staff with a clear idea of what is to happen and with whom.

Attendance Rosters: The manner in which youth are connected to Activities. Youth will either be connected to Activities by Group Roster or Activity Roster.

Activity Rosters: Create Activity Rosters if youth travel from one Activity to another, but don't travel together when doing so.

Reports: Numerous ways to get your information out of DYCD Online. Check your Rate of Participation (RoPs), print out contact lists for your youth and families, provide everyone with detailed Activity Schedules, give medical data of participants to your staff, and much more!

OSIS Number: The Office of Student Information System identification number of a Participant enrolled.

DYCD Online Frequently Asked Questions

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Log-In

Question 1: How to create a COMPASS User Account ID for a staff member?

Each Provider has selected an Agency Administrator responsible for who has access to their data. It is the responsibility of the Agency Administrator to create user ids for the Program Directors at each program. Once Program Director has a username, they can create usernames for their on-site staff.

COMPASS DYCD Online Reference Manual: Page 8 "Adding System Users"

Question 2: What happens if a Provider does not have an assigned Agency Administrator in the system?

The Provider should determine who should their point person for DYCD Online for the entire agency and contact Brian Harrison to request that he create an Agency Administrator User ID for that selected person. His email is Bharrison@expandedschools.org.

COMPASS DYCD Online Reference Manual: Page 5 "What You Need to Know"

Question 3: After creating a new user in the system, he/she does not appear on the user id search. When he/she logs in, the system says that the user does not have the rights to see a program.

The creator of the user name likely did not assign the user to a program. The solution is that a new user account will need to be created under a different user name, with their program attached.

COMPASS DYCD Online Reference Manual: Page 8 "Adding System Users"

Question 4: I forgot my password. How do I retrieve it?

Solution: In order for the user reset his password, click on the 'forgot password' link under the login section. This will generate an email to be send to the address associated with the account with instructions on how to access the system.

Note: Make sure to check the spam box of your email

Participants

Question 5: A student has left the program. How do I delete him/her from the system?

It is impossible to delete a participant from the system because you would lose all the attendance hours they have accumulated. The correct action to take is de-enrolling a participant from the system. The process to de-enroll a participant is outlined in the manual.

The process for de-enrolling a participant is as follows:

- A. Select a participant
- B. Clicking on the "Enrollment" tab
- C. Clicking on "School Year 2016"
- D. Clicking "Edit" and then under "New Enrollment Date Range" entering the last day the program is open.

Question 6: Participants are NOT showing up on my attendance roster. Why?

There are two places to troubleshoot:

- A. Make sure the date range of a participant is correct. For example, if a participant's last day in an activity is 10/15, they will no longer appear after that day.
- B. Make sure the participant(s) are attached to the roster of the activity/group. If they are not attached to a roster, the participant will not appear in attendance entry.

COMPASS DYCD Online Reference Manual: Page 20 "Creating Group and Activity Rosters"

Question 7: How do you end the enrollment of a participant, and have another participant take over the COMPASS funded slot?

There are two steps to swapping a participant.

- A. End enrollment date of a participant as the last day they were present in the activity (or attendance has been taken) following the steps outlined in Question 5.
- B. Register a new participant for the following date as a COMPASS funded participant.

COMPASS DYCD Online Reference Manual: Page 10 "Adding Participants"

Question 8: How to re-register a participant who has returned to a program?

DYCD does not want to have duplicates in the system. The 1st enrollment date is the one that the program needs to use for the student record.

The program should follow these steps:

- A. Select a Participant
- B. Clicking on the "Enrollment" tab
- C. Clicking on "School Year 2015"
- D. Clicking "Edit" and then under "New Enrollment Date Range" entering the last day the participant is in the program.

Please email your DYCD Program Manager to notify them of the gap in attendance.

Question 9: How to transfer a student from one activity to another?

Step 1: End an activity enrollment date by selecting activity and then "roster." Click on change assignment and modify attendance date to the last day the participant was present for the previous activity.

Step 2: Start the participant in the new activity for the following date with their beginning date being their first day in the new activity.

Question 10: How to switch a participants group without having conflicts?

Note: Only elementary school sites should be using groups. Switching participants groups will create conflicts retroactively. The key is to attach a participant to a group and leave the start date as the first day of the program. Doing this allows the participant to be linked to the group. Adding a participant by current date (which seems logical) will create an error due to attendance being taken. The participant should be ended in the old group for the last day they are in that group.

The conflicts created by adding a participant from the beginning of the year will all be in the past. This won't impact RoP for elementary school.

COMPASS DYCD Online Reference Manual: Page 20 "Creating Rosters and Attaching Participants"

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Question 11: How can I enter an OSIS number for a Participant?

Some programs, such as THS programs are required to enter participants into the system.

To enter an OSIS Number:

Activities A. To enter this number for a Participant, first select "Search" from the Participant dropdown. All possible results will appear at the bottom of the screen and select the Participant for whom you wish to add an OSIS number.

B. After selecting the Participant, you will be brought to the Participant's general information screen.

Select the tab that says "School Info." You are redirected to the Participant's school information. A list of schools for the Participant appears at the bottom of the screen. Select the appropriate school for which you wish to enter an OSIS number. One redirected to the Participant's information for the specific school, select "Edit" and enter the OSIS number. Select "Save" when finished.

COMPASS DYCD Online Reference Manual: Page 30 Program Hour Report for THS Programs

Question 12: We are running the same activity for multiple sets of participants. Is there a shortcut to avoiding re-entering the same information?

Yes! You may use the "copy" button located on in the right hand corner of "Activity Info" Detailed instructions for how to copy an activity are on Page 19 of the Manual.

COMPASS DYCD Online Reference Manual: Page 19 "Copying Activities From a Current or Previous Program Period"

Question 13: How do I edit activities?

If a site wants to change the dates or times of an activity, they modify activities in the future without restriction.

- 1) Go to the "Activity Tab"
- 2) "Search" for all activities
- 3) Go the "Scheduling Tab"
- 4) Click on each row of date/times for the "Schedule" and end the activity for today

Any activities that will require a change in the past will require an unlock request from the DYCD Program Manager to allow for a change to occur before the attendance lock.

COMPASS DYCD Online Reference Manual: Page 15 "Adding Activities"

Question 14: How can Participants be attached to an activity?

Participants can be attached to activities in two ways. SONYC programs should always attach participants to activities, while Elementary school programs have the option to attach students to groups, if they plan on taking attendance by activity. The process for attaching a participant to an activity is outlined in the Manual on pages 20 & 21.

COMPASS DYCD Online Reference Manual: Pages 20 & 21 "Creating Group and Activity Rosters"

Question 15: How to create a roster for built in student choice?

In order to accommodate choice in student schedules, all the activities must be entered in the system. Each one having its own unique description and title, however they will all be scheduled for the same time and days. After each of these activities is created the entire roster, every participant who will have access to these choice activities, must be added to each individual activity roster.

Note: This roster set up show as an activity conflict when reports are ran. The important thing to remember is to only take attendance once per student. Marking the student present in two activities will lead to inflated Rate of Participation.

COMPASS DYCD Online Reference Manual: Page 23 "Taking Attendance by Activity Roster"

Holidays

Question 16: How do I change the holidays my program will be open this year?

Holiday schedules can be modified with DYCD Program Manager's approval. A guide to creating and modifying program holidays is from page 37-39 in the manual.

Note : Only users with "Program Director" or "Agency Administrators" have the rights to change a holiday from open to close in the system. So, if a user is a "On-site User", they will not see the edit button needed to make the holiday change.

COMPASS DYCD Online Reference Manual: Pages 37 & 38 "Creating Holidays"

101: An Overview

Question 17: How come I can't take attendance for a holiday?

In addition to identifying the program holidays that will be open, sites need to create specific holiday activities. Only activities that are created, with the holiday section checked off, will be recognized by the system.

For instructions on how to create a Holiday Activity, please read the "How to Create a Holiday Activity" on pages 37-38 in the DYCD Online 101 Manual.

COMPASS DYCD Online Reference Manual: Pages 37 & 38 "Creating Holidays"

Attendance

Question 18: There was a professional development day, parent teachers' day, or snow day, and my program was closed, how do I indicate this in the system?

There is nothing additional a user needs to do beyond leaving the day blank. It is unnecessary to mark all participants absent or create a closed holiday for this day.

NOTE: DYCD knows that there will be days beyond the control of the site where they will need to be closed.

The site should still be able to meet their RoP goals, even though they might have to be closed for some dates. DYCD has let all programs over enroll, and has built in a buffer within RoP as a cushion for days the program has to be closed. Please inform your DYCD Program Manager of any normally scheduled program days that will have to be closed.

COMPASS DYCD Online Reference Manual: Page 26 "Rate of Participation (RoP) Reports

Question 19: Why are there Vs appearing in attendance entry, and how does this impact RoP?

Note: "V" means that a participant is attached to two groups at the same time. Or it means that an activity was added or removed from a group, so there is not complete attendance for a participant entered. The system doesn't know if the participant was present, so a "V" appears.

Note 2: A "V" does not mean that attendance was lost. How to check if "V" have affected RoP:

- 1) Go to the "Reports Tab"
- 2) Select the "Participant RoP Report" and run it by "Day"
- 4) Examine the report and double check that attendance is there. If you see that participants got credit on past days, then the "Vs" did not impact attendance

Reports

Question 20: How to resolve activity conflicts?

The first and most important step is to have a correct hard copy of the schedule that will be the blueprint for all changes within DYCD. If you are unsure if your schedule is correct, it is imperative to resolve any issues prior to changing the system. Once you have a correct hard copy of your schedule:

- 1) Go to the "Report Tab"
- 2) Select the "Activity Conflict Report"
- 3) Run the report in "PDF"
- 4) Go the "Participants Record" and correct the conflicts under the "Scheduling Tab"
- 5) The "Activity Conflict Report" updates in real time, and thus should be run after making changes to double check that changes are correct.

COMPASS DYCD Online Reference Manual: Page 31 "Useful Activity Reports"

Question 21: My program has a very low RoP... Why?

Look and see how attendance is being taken. The steps to troubleshoot are:

- A. Is all attendance updated?
- B. Input attendance for certain days or groups?
- C. Did program take attendance in all activities?
- D. Did program attach participants to a full load of activities?
- E. Are all participants listed as COMPASS funded, or where some tagged as non-funded in error?

Note: The Official RoP Report takes one night to reset. That means, if you have entered attendance, you will not see the report reflect these changes until the following morning.

COMPASS DYCD Online Reference Manual: Page 26 "Useful Reports: A Brief Look"

101: An Overview

Question 22: Am I getting the correct amount of credit for my participants? Is my RoP inflated or deflated?

Note: These instructions apply for SONYC, High School and Option 2 programs only

- 1) Run the "Participant RoP Report" and select to run it by "day"
- 2) Run the Report in "Excel"
 - a. Examine the data. If the program runs for 3 hours a day, participants receive 3 hours or less of credit each day.
 - b. If the number each day is higher than the number of hours their program ran each day, then the hours are inflated. That means activity conflicts are present and have been marking participants present in two places at once.
 - c. If the number each day is lower than the number of hours the program runs each day, then the hours could be deflated. Causes could be that the site did not attach a full load of activities to each participant. Or attendance is missing.

Ways to get to the Root of the Issue:

- 1) Run the "Weekly Assignment Report", which shows each schedule for each participant. See if there are conflicts or gaps.
 - a. Go to the participants schedule and correct the issue
- 2) Run the "Activity Conflict Report" and see if there are conflicts.
 - a. Go to the participant record and correct the issue

COMPASS DYCD Online Reference Manual: Page 31 "Useful Activity Reports"

Question 23: How to run the activity schedule grid?

Note: The site should run for a one week period to see a sample of the current schedule.

Process:

- A. Go to the "Report Tab"
- B. Select the "Activity Schedule Grid Report"
- C. For date range select "Custom date range" off the drop down
- D. Input one week into the date range
- E. Run the report in "PDF"
- F. Examine the report to make sure that it is accurate, that there are no gaps, overlaps or missing activities.

Question 24: How to run Group or Activity attendance sheets?

DYCD Online can generate attendance sheets. It is recommended to print out attendance sheets by week.

Process:

- 1) Go to the "Report Tab"
- 2) Select the "Activity Attendance Sheet" or "Group Attendance Sheet"
- 3) For date range select "Custom date range" off the drop down
- 4) Input one week into the date range
- 5) Run the report in "PDF"

Workscope

Question 25: How can I make sure that my Workscope will meet DYCD contract requirements?

By looking through the Workscope and making sure all the components are accurately filled out. Before submitting your Workscope there is a report which can be ran in order to check if activities planned will meet DYCD requirements for structured hours, leadership, and enrichment activities. This "Workscope Activity Report" is located within the Workscope, under the "reports" tab.

Workscope Activity Report:

The report shows if an activity is listed as structured or unstructured. At the bottom of the report, typically on the last page, it lists the amount of hours you have designated towards each necessary category. This data indicates if your plan has "needs" or has an "overage" of hours that can inform schedule modification moving forward.

Question 26: How come I can't edit and submit my site's Workscope?

Only "Program Director" and "Agency Administrators" level users have access to edit the Workscope in DYCD Online. If a user has "On-Site" level of access, they have not been granted the right to create and submit the Workscope.

COMPASS DYCD Online Reference Manual: Page 32 "Adding Staff"

Staff

Question 27: How come I can't see the staff tab or staff report writer?

Only "Program Director" and "Agency Administrators" have access to see the staffing portion of the website. If someone is an "On-Site" level user they have not been granted the right to see this sensitive information.

Question 28: How to add a period to a staff record?

Note: Only "Program Director" and "Agency Administrators" have access to see the staffing portion of the website.

Note 2: If the staff member is new, they go to the "Staff" Tab and "Add Staff". They will create a new staff record for this school year.

If the staff member is returning, they should search for all the staff that worked last year, and add this school year to the staff record. A detailed guide for staff recording keeping can be found on page 34 of the manual.

COMPASS DYCD Online Reference Manual: Page 34: "Accessing & Editing Personal Staff Information"

Question 29: How come the clearance information for staff does not get added when I add a new school year to the staff record?

Note: Each year, staff clearance information dates need to be re-added. The data is not automatically imported when a new school year is added to a staff record.

Note 2: Only "Program Director" and "Agency Administrators" have access to see the staffing portion of the website.

Pull up the clearance that was entered for staff last year, make a report, print it up, and use the data to input for returning staff this year.

COMPASS DYCD Online Reference Manual: Page 34: "Accessing & Editing Personal Staff Information"



DYCD COMPASS Initiative