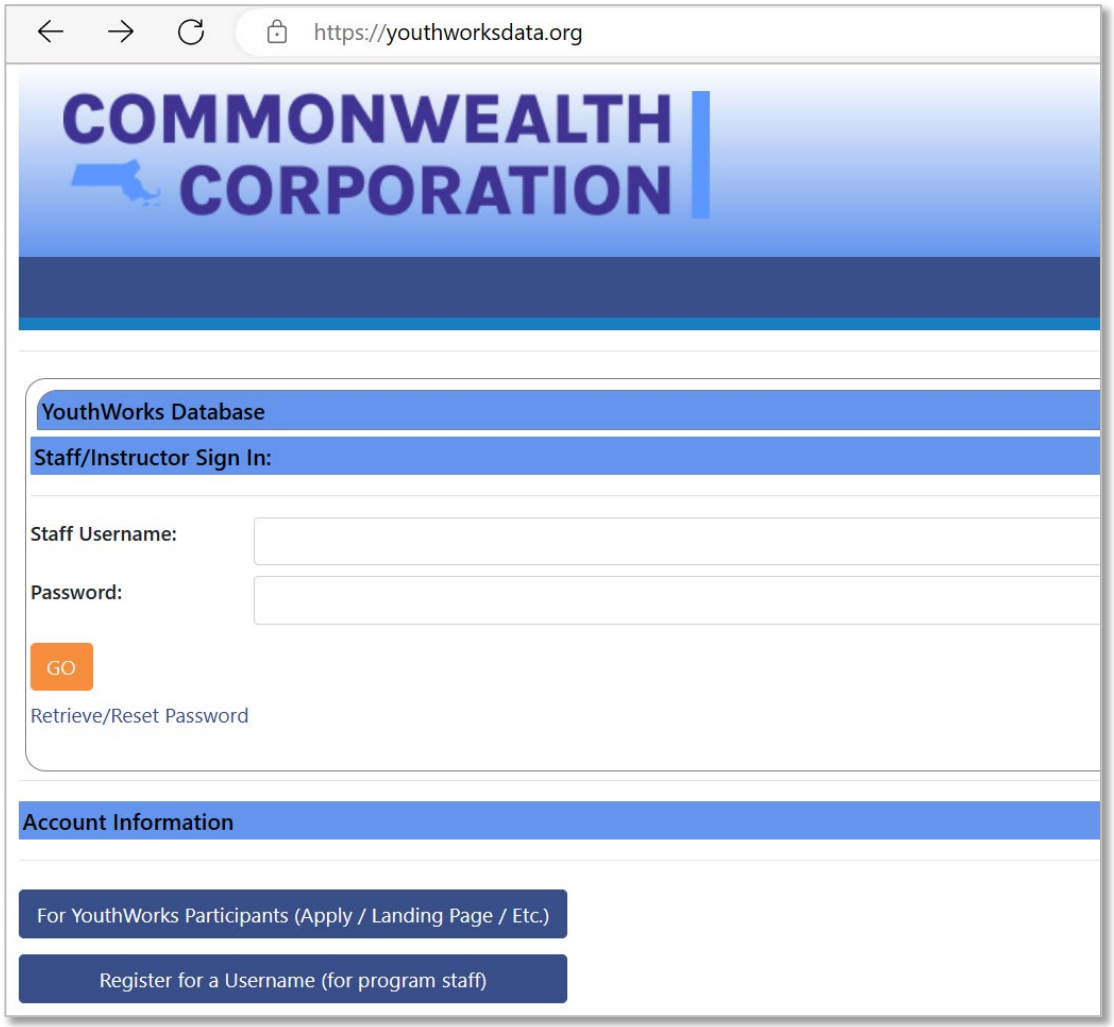
Introduction to the YouthWorks Database

Winter/Spring 2022-2023

Signing Up for a Username and Password

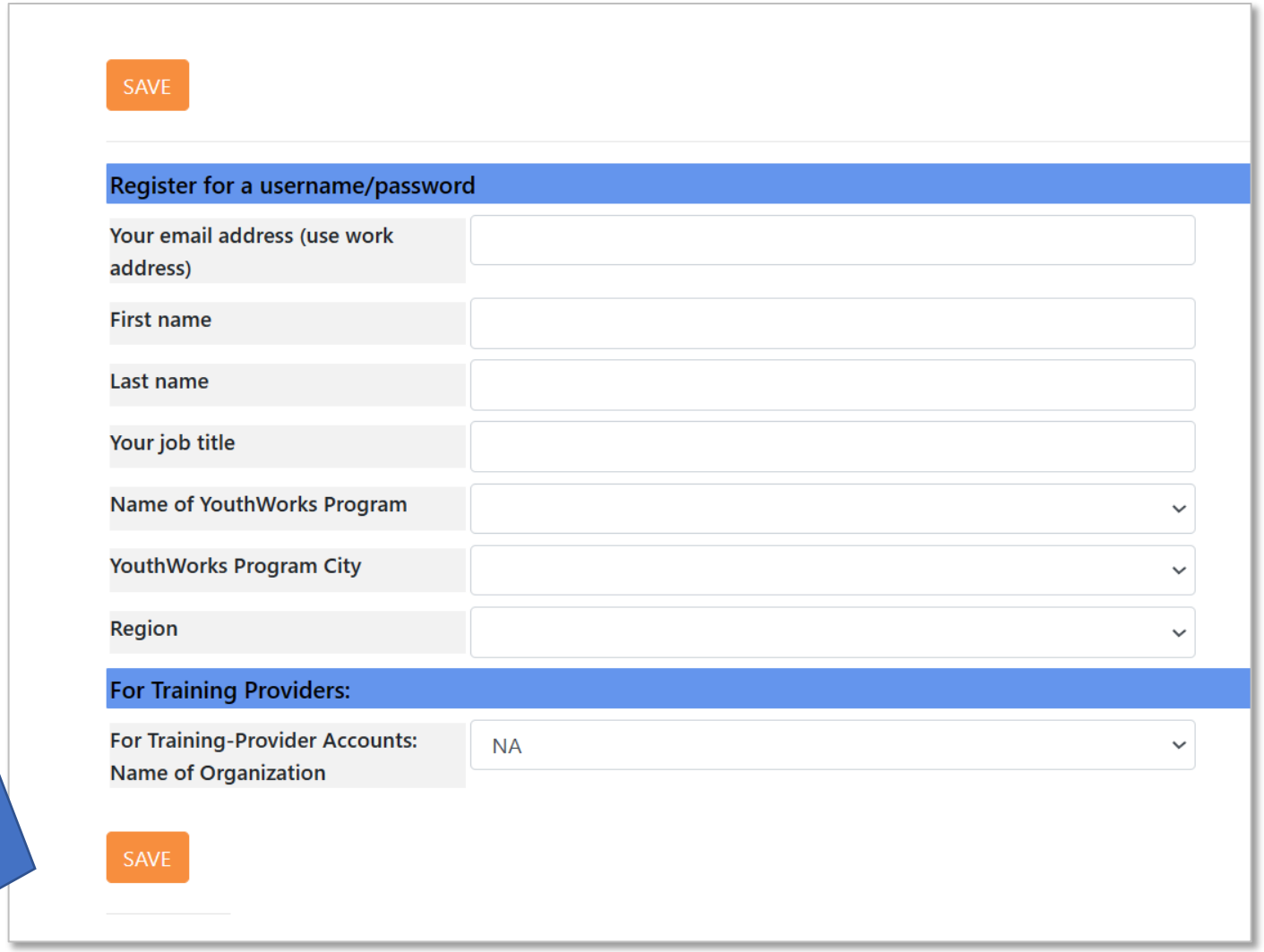
YouthWorks staff need a username and password to access the database. To sign up for a username, go to the sign-in screen at https://youthworksdata.org
At the bottom of the page select the button “Register for a Username’.



Signing Up for a Username and Password

Fill in your information and SAVE. Check with a colleague if you are not sure of your YouthWorks program or region.

Anyone with “ADMIN” access to the database can approve your account and generate an email to you with your username and password. (Check with your manager if you don’t see an email with this information within about 24 hours.)



Learning about the YouthWorks Database

1. The complete database manual with presentations and videos is available in the database. A PDF of the manual is also available via the ___ folder.

   In the database, click the ABOUT link on the footer of any page or the "information" icon on the top navigation bar to open the manual. You can also find additional information by looking for the "information" icon at the bottom of many pages in the database.

2. CommCorp provides database Q&A sessions and database workshops. See the weekly updates email for training dates or email us to find out dates or to schedule a workshop session for your program.

3. Don't hesitate to explore the database on your own and don't hesitate to ask questions! Talk to your colleagues or email us with your questions. See the "About" page in the Database Manual for email addresses.

Visualizing the Database Structure

The next section of this presentation visually outlines the basic structure of the YouthWorks database, focusing on the screens for:

- Enrolling **PARTICIPANTS;**
- Listing **WORKSITES and WORKSHOP/TRAINING OPPORTUNITIES;**
- **MATCHING**

The other sections of the database flow from these three areas. You will find that many of the database features become available once a participant is coded as Placed-YouthWorks, placed in a YouthWorks tier, and matched…..

- **Youth Landing Pages, with**:
  - Signal Success modules
  - Calendar
  - Opportunity to enroll in Micro Career Trainings
- Work-Based Learning Plans
- Attendance screens for workshop/training attendance
- Youth Completion screens
- Email composer features
- AND MORE

About the Database

The database is designed to support all aspects of the YouthWorks program, and there are a wide range of features!

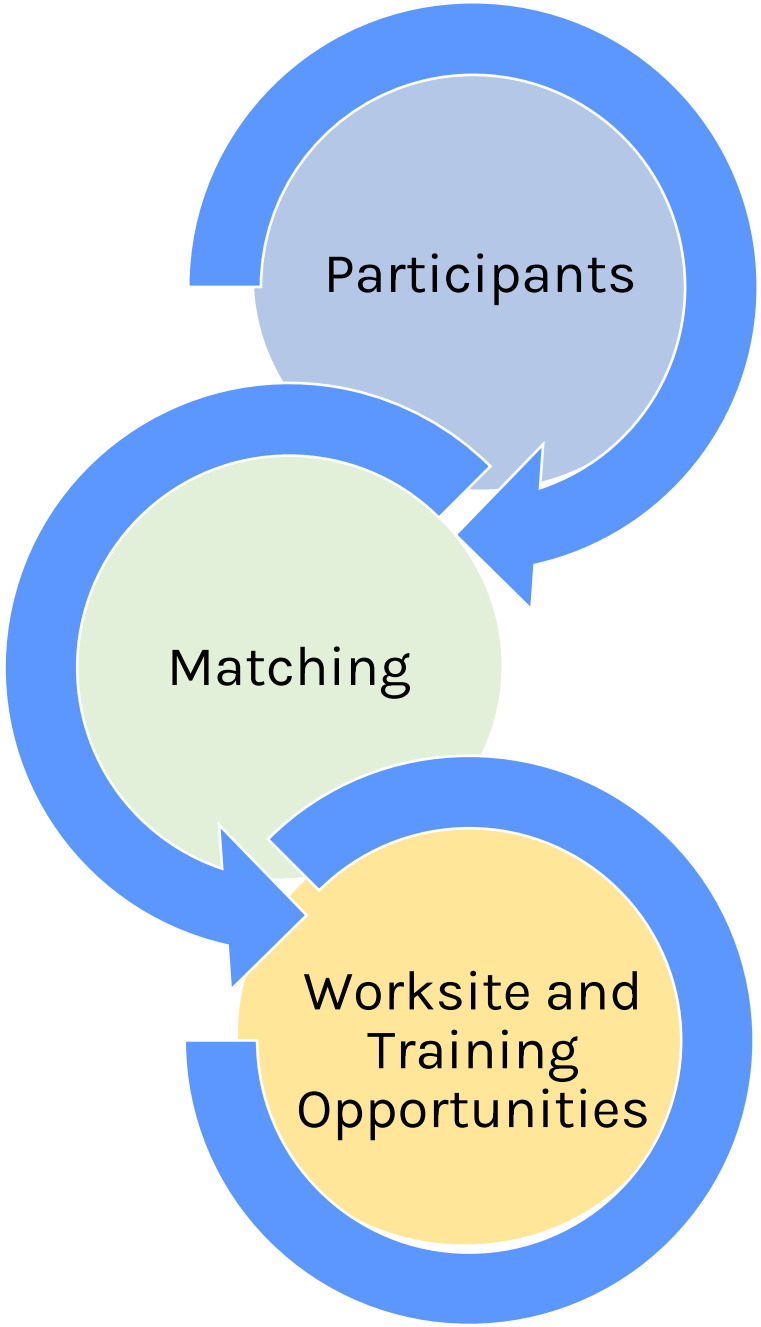
Not every staff member needs to use every feature, and you will soon become familiar with the features that you are using.

There is a chart at the end of this presentation and in the manual that lists features used in each phase of the YouthWorks program cycle. Look over this chart, and review it in meetings with colleagues, to think about which features you will be using.

This presentation provides the main features of the database. There are additional presentations, videos and materials in the database guide that will help you learn more.

YouthWorks Database Structure: Participants, Opportunities & Matching

YouthWorks Database Organization

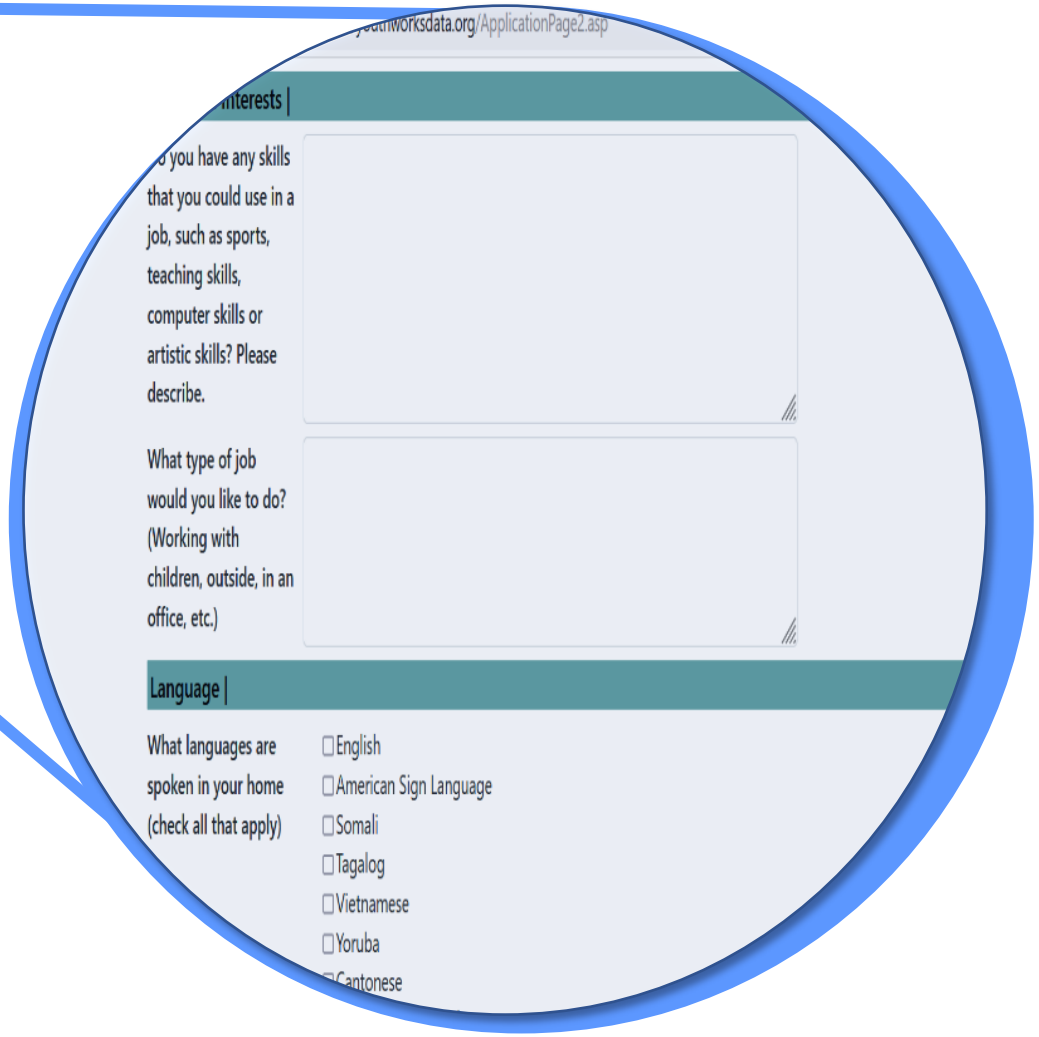


Youth participant information is gathered via the Online participant application form or youth profile screens.

Participants

Matching

Worksite and Training Opportunities

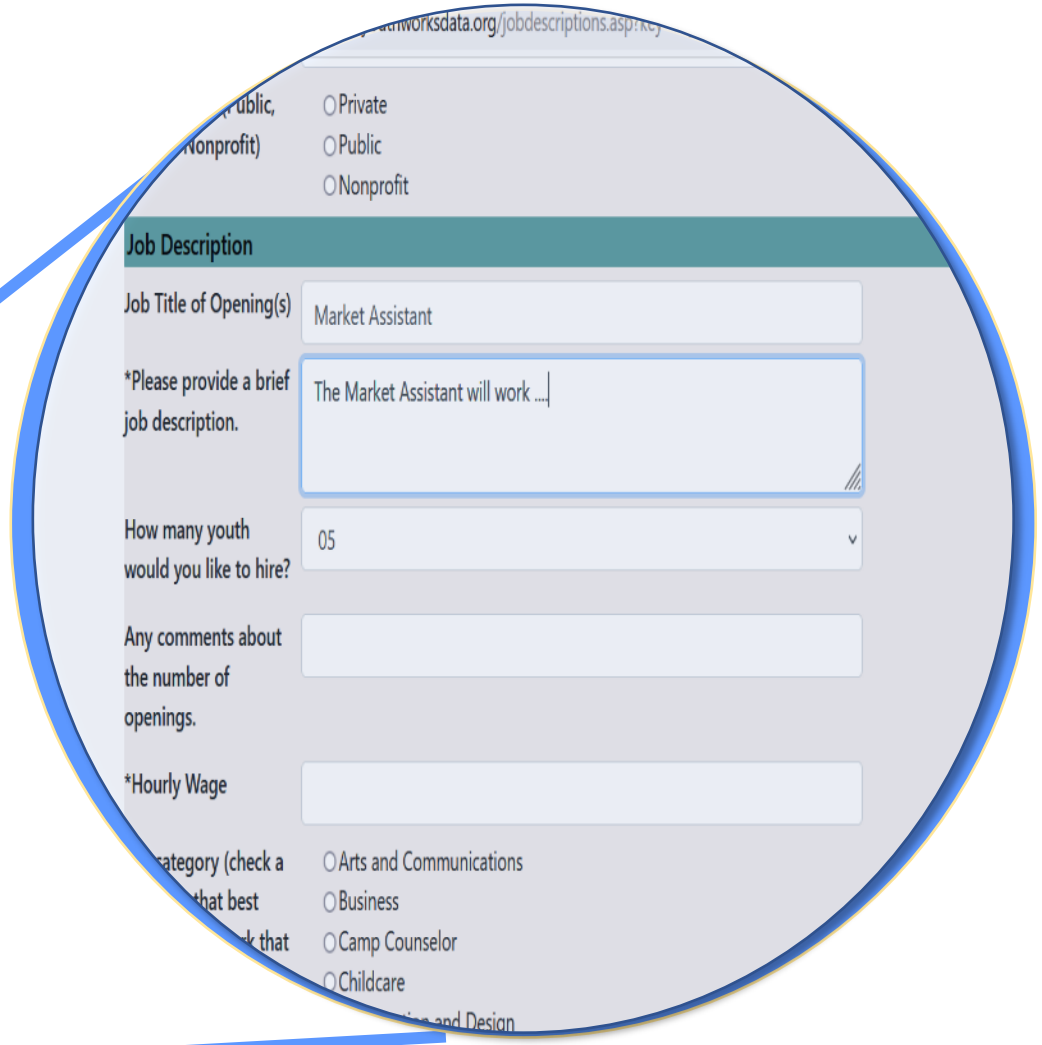


WORKSITES:
Potential employers can fill in the online worksite application form
or staff can fill in worksite information using Add/Edit Job Descriptions form.

Participants

Matching

Worksite and Training Opportunities

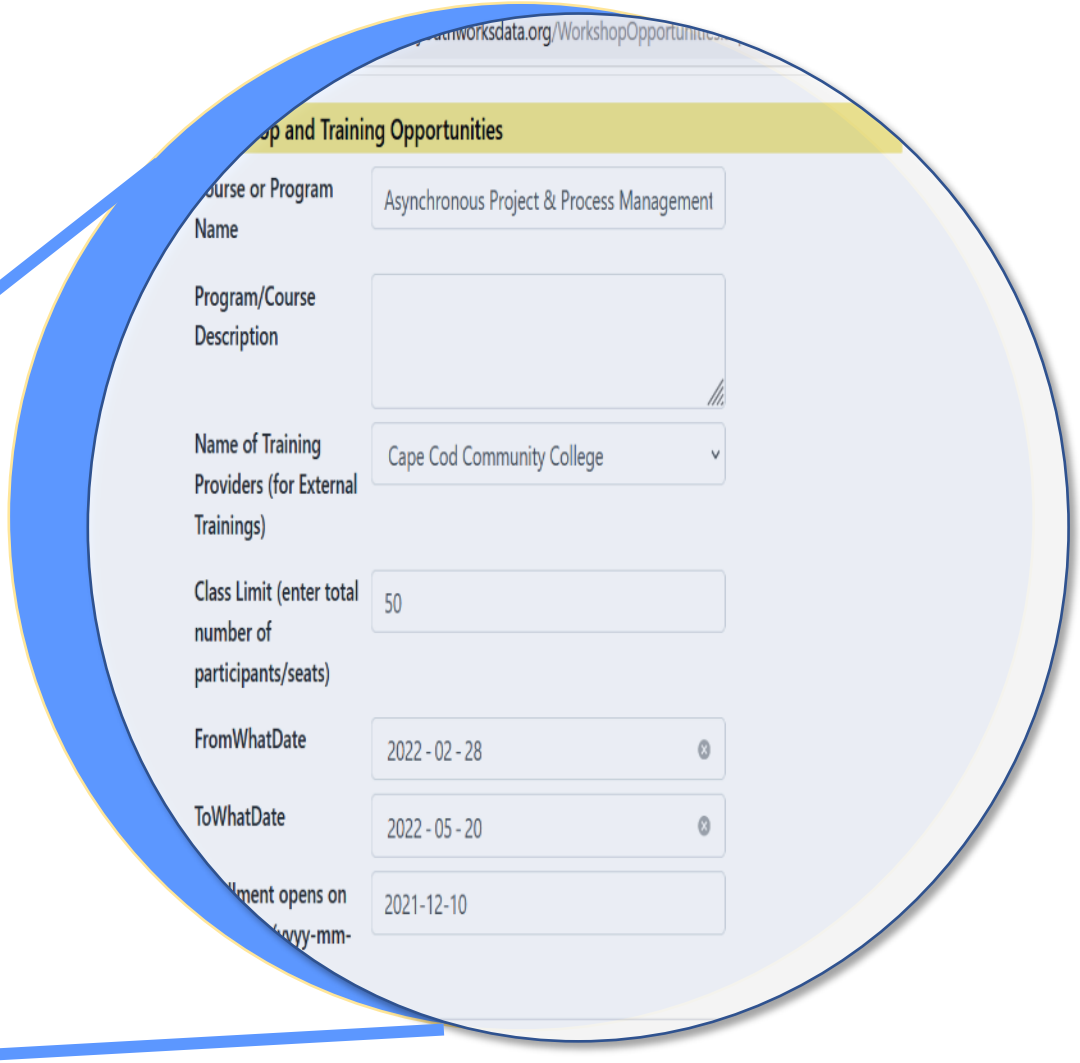


ALSO: Statewide and local/regional staff list *workshops and career training opportunities*, using the Add/Edit Workshop / Training Opportunities screen.

Participants

Matching

Worksite and Training Opportunities

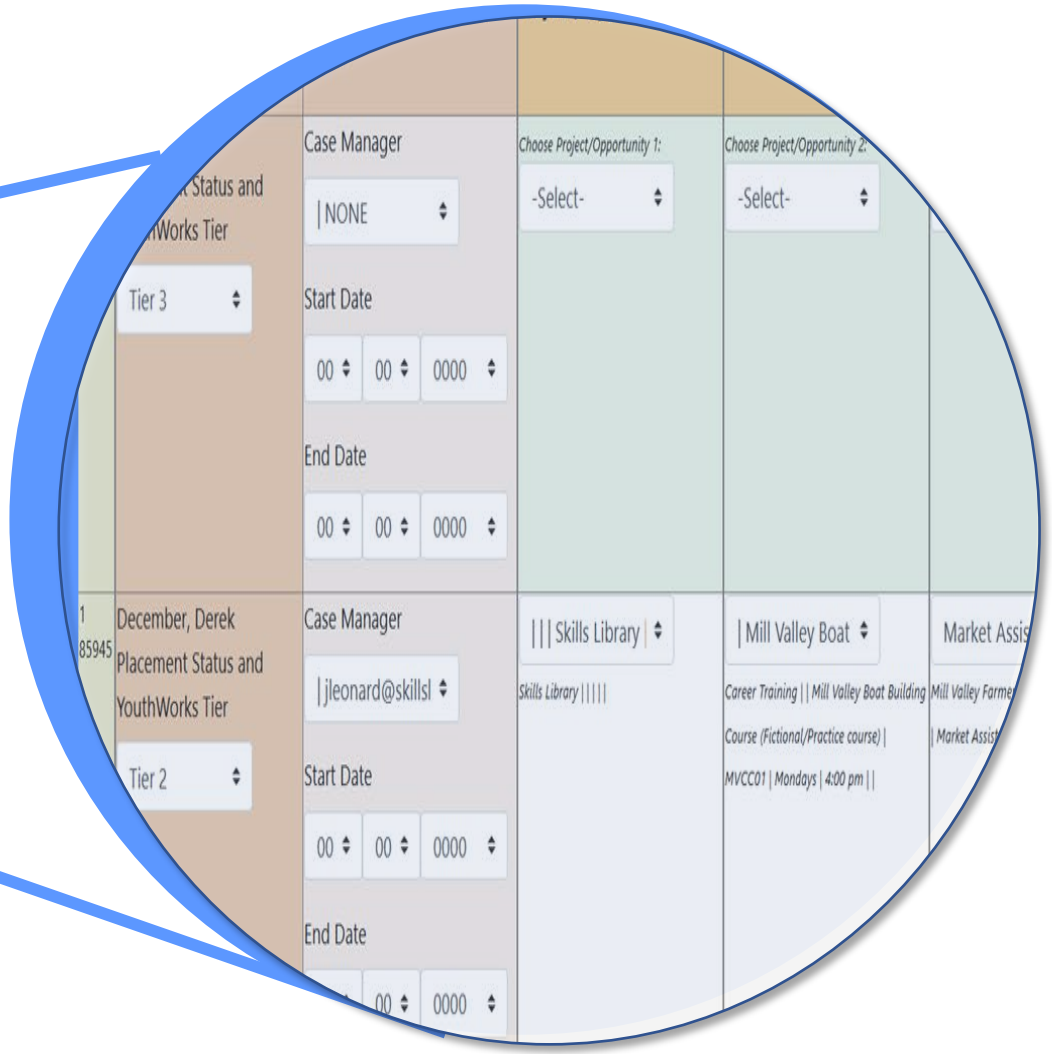


Once you have gathered this information…. the **matching screens** are used to MATCH participants with worksite and training opportunities.

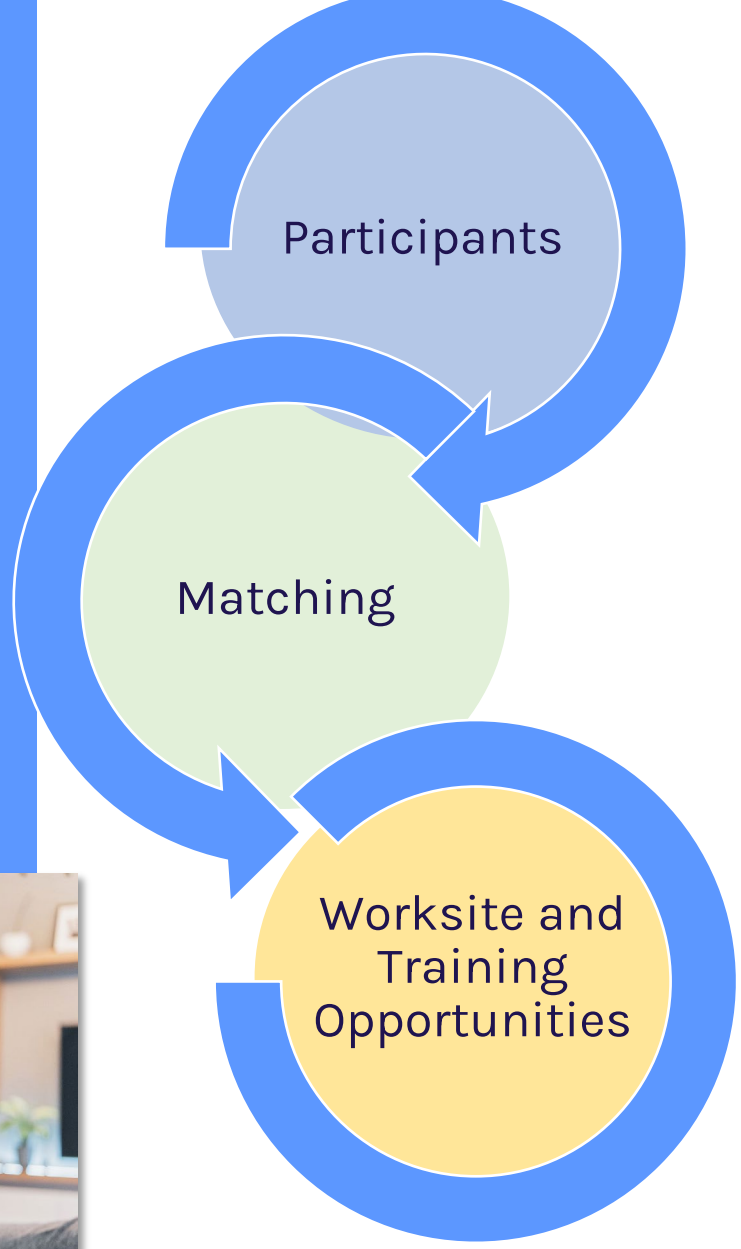
Participants

Matching

Worksite and Training Opportunities



There are three variations on the matching screen.

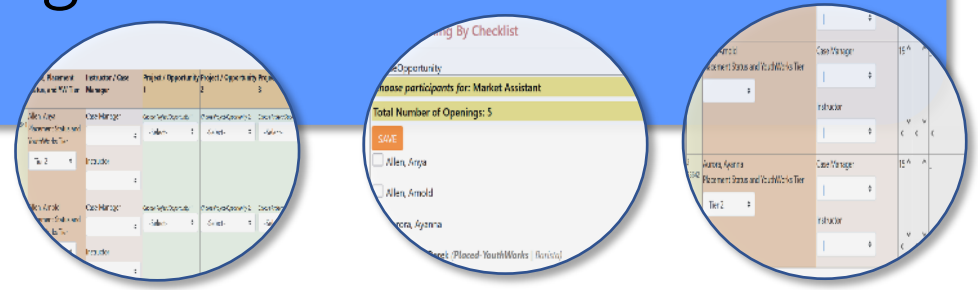


THREE VERSIONS:

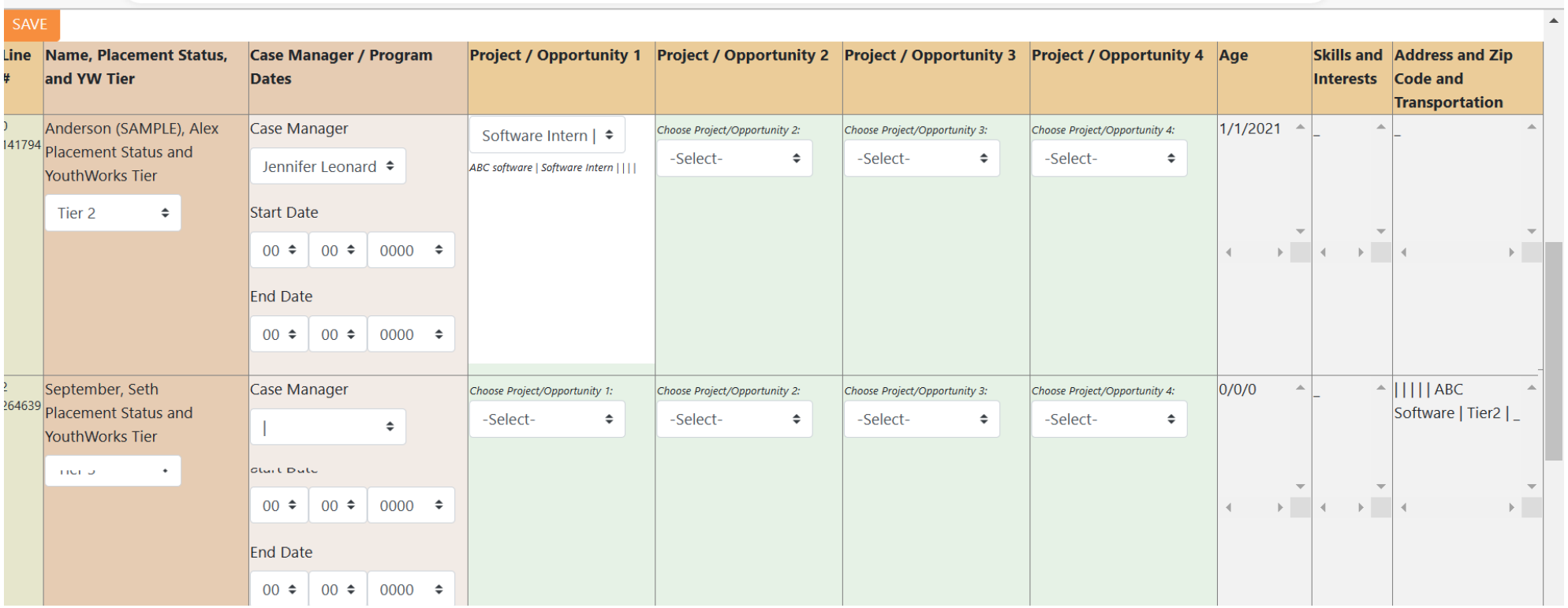
---

1. Basic matching screen
2. Checklist matching screen
3. Pre-matching screen

ALSO: Youth can match themselves with micro career training opportunities through a screen in the youth landing pages.



Matching Screen



The basic matching screen lists the participants, grouped in batches of 1, 5, 10 or 20, with columns for (a.) indicating placement status and tier; (b.) identifying a case manager; (c.) Indicating expected participation dates; and (d.) matching the participant with one or more opportunities, including a worksite, any career training opportunities, and Signal Success workshops.

Matching Screen

DROPDOWN LIST →

SAVE

Line #	Name, Placement Status, and YW Tier	Case Manager / Program Dates	Project / Opportunity 1	Project / Opportunity 2	Project / Opportunity 3	Project / Opportunity 4	Age	Skills and Interests	Address and Zip Code and Transportation
141794	Anderson (SAMPLE), Alex Placement Status and YouthWorks Tier: Tier 2	Case Manager: Jennifer Leonard; Start Date: 00 00 0000; End Date: 00 00 0000	Software Intern | ABC software | Software Intern ||||	Choose Project/Opportunity 2: -Select-	Choose Project/Opportunity 3: -Select-	Choose Project/Opportunity 4: -Select-	1/1/2021	_	_
264639	September, Seth Placement Status and YouthWorks Tier	Case Manager: |; Start Date: 00 00 0000; End Date: 00 00 0000	Choose Project/Opportunity 1: -Select-	Choose Project/Opportunity 2: -Select-	Choose Project/Opportunity 3: -Select-	Choose Project/Opportunity 4: -Select-	0/0/0	_	|||| ABC Software | Tier2 | _

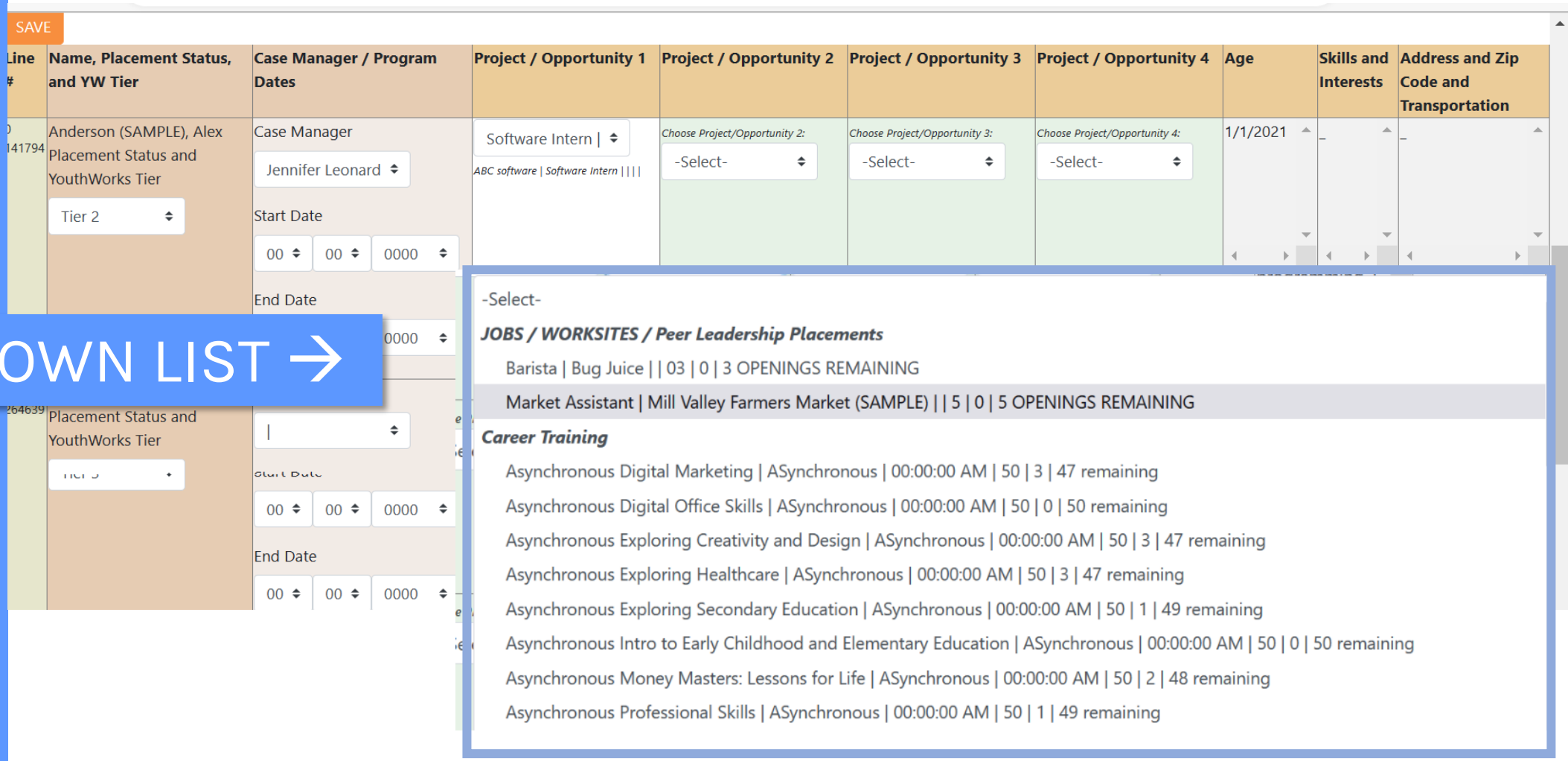
PLACED-YOUTHWORKS
- Tier 1
- Tier 2
- Tier 3
- Tier 4

Not (Yet) Placed
- Not Placed (remove from matching)
- Applied (no status yet)

Additional/all placement status options
- Applied
- Invite to interview
- Attended Interview
- Asked to reschedule interview
- Provided complete application documents

Matching Screen

DROPDOWN LIST →

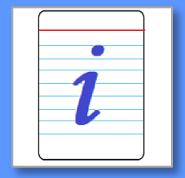


Once you have completed the matching screen, the youth landing page is available to the participant.

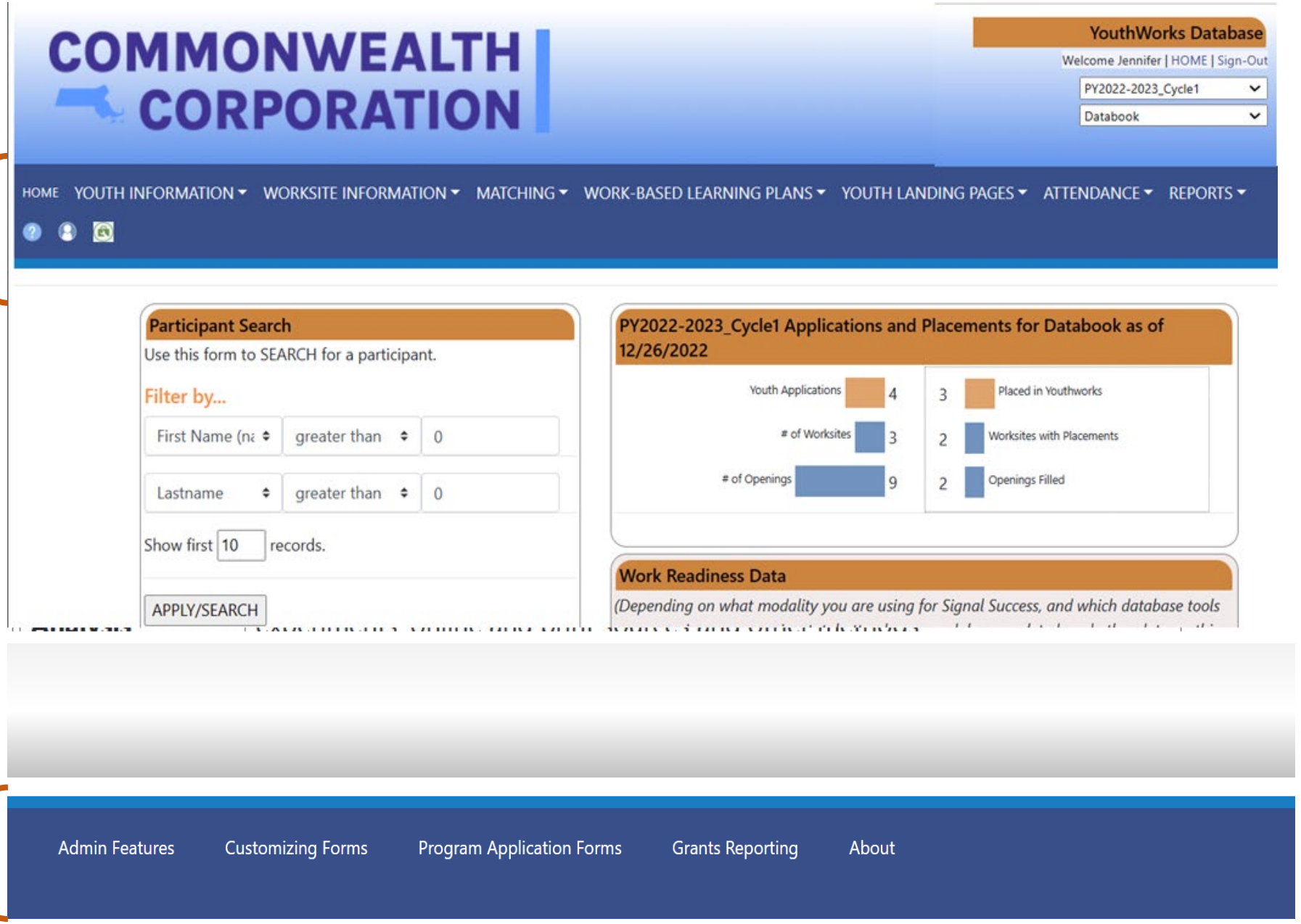
Exploring the Database...

Database features are available via the navigation bar along the top of each screen.

See the footer at the bottom of each page to find the “About” section with the database guide or via the INFORMATION icon on the navigation bar.

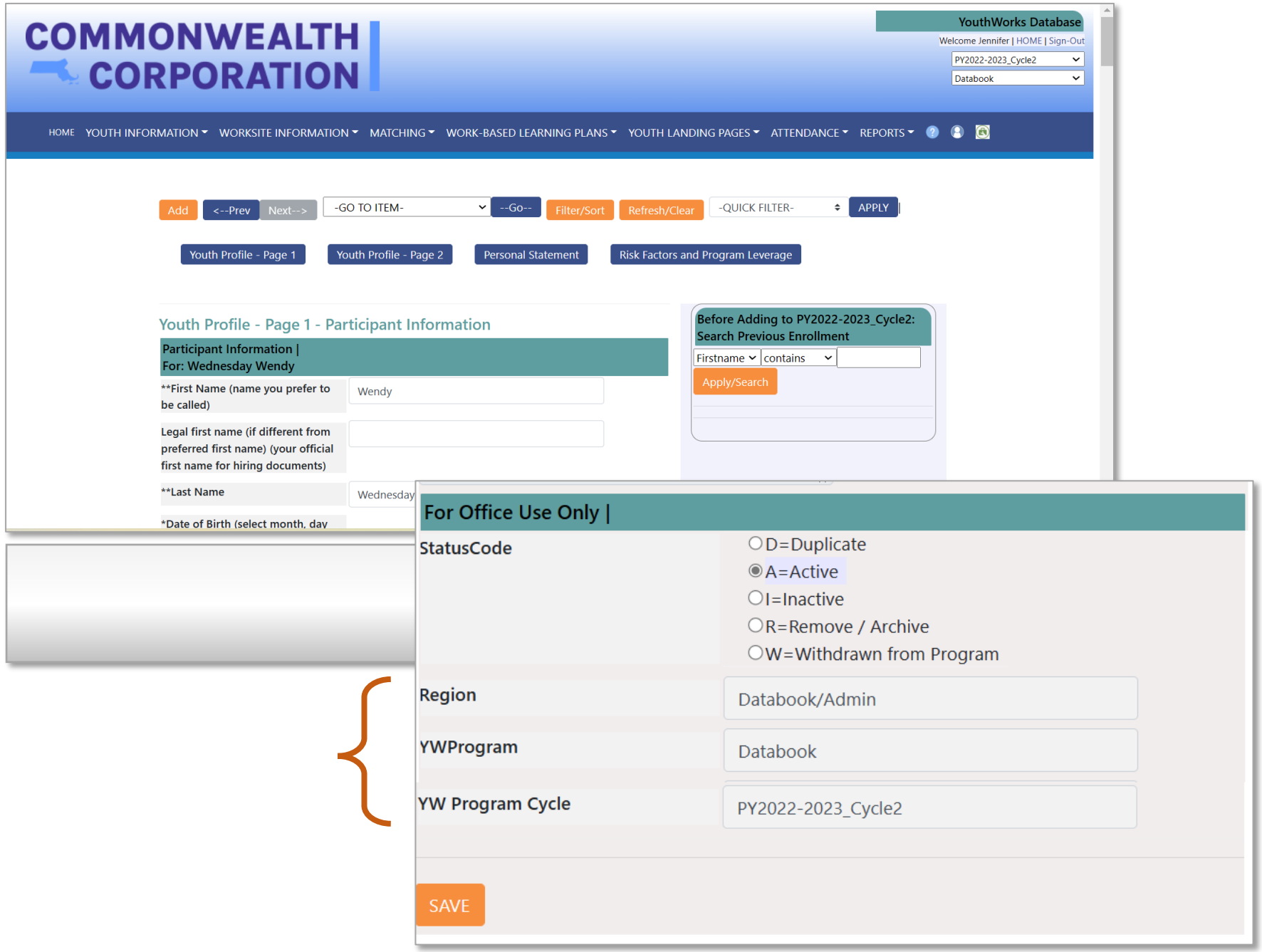


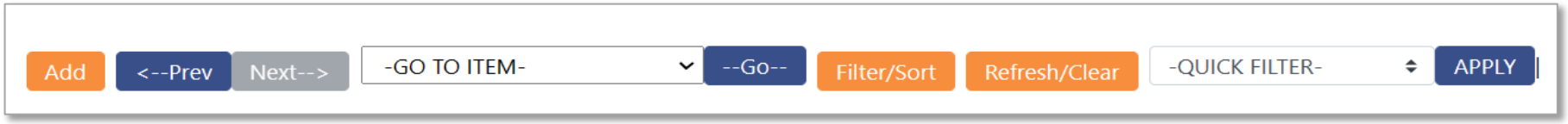
Find links to the various administrative features o the footer or click on the TOOLS icon (Admin Features) on the navigation bar.



A sample screen (Right) – this is the Youth Profile screen.

On this and other screens:
[1.] Use the navigation features at the top of the screen to navigate to a participant record.
[2.] To create a new record, always click the button to add a new, blank record (and NEVER OVERWRITE an existing record).
[3.] Always click SAVE to save any updates you have made.





As you explore the database, you can try out these navigation features, which appear on many different pages.

To go to an existing record (such as a participant, a job description, etc.), use the box that says –GO TO ITEM- to choose the record, then click the button that says –Go-.

To filter the list and see a subset of records, use the –Quick Filter- dropdown, or explore the more advanced “Filter/Sort” options.

To remove any filters, click Refresh/Clear.

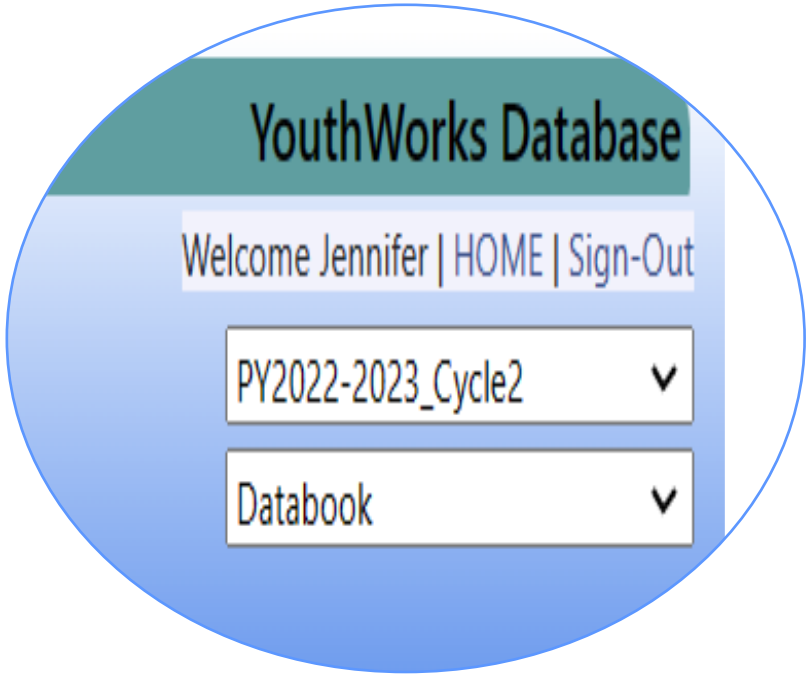
And most important: remember to use the ADD button to add a new, blank record.

On every database screen, notice these settings in the top right corner.

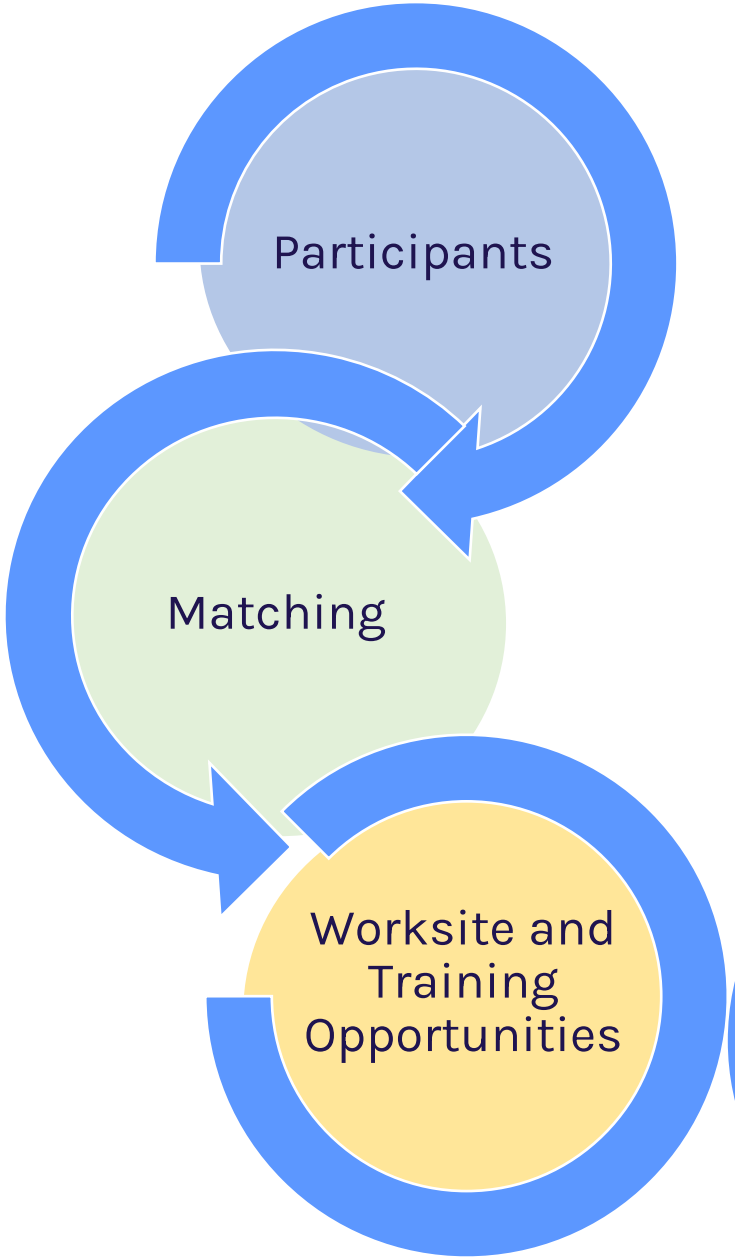
[1.] Choose the current YouthWorks program cycle from the dropdown list.

[2.] If you are a regional administrator, you may also have a dropdown list that allows you to select a YouthWorks program (referred to as the YW Program). Note that some regions have just one program regionwide while others have multiple programs within the region.

[3.] If you are browsing outside the current cycle or in the region-wide view, screens may be set to “read-only” so you can browse but not make changes. Typically, you will be working in the current cycle (or an upcoming or recently-completed cycle) and in your specific YW program setting.



As you explore, you will see connections among all these screens….



Application Documents Screens (upload W4, I9, etc.)

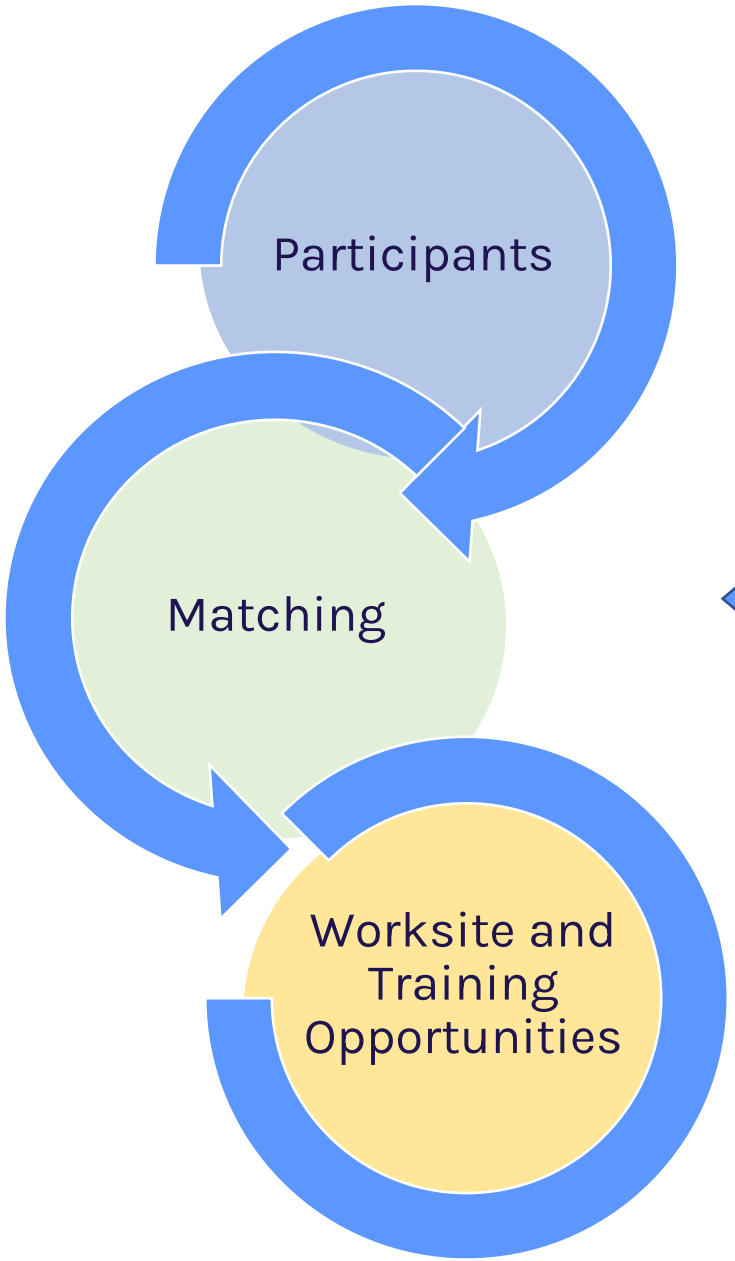
Youth Landing Pages (with calendar, Signal Success, etc.)

Youth Completion Screens

Work-Based Learning Plan Screens (with worksite info including job title, job description & skills.

Workshop & Training Attendance Screens

As you explore, you will see connections among all these screens….



Application Documents Screens (upload W4, I9, etc.)

Youth Landing Pages (with calendar, Signal Success, etc.)

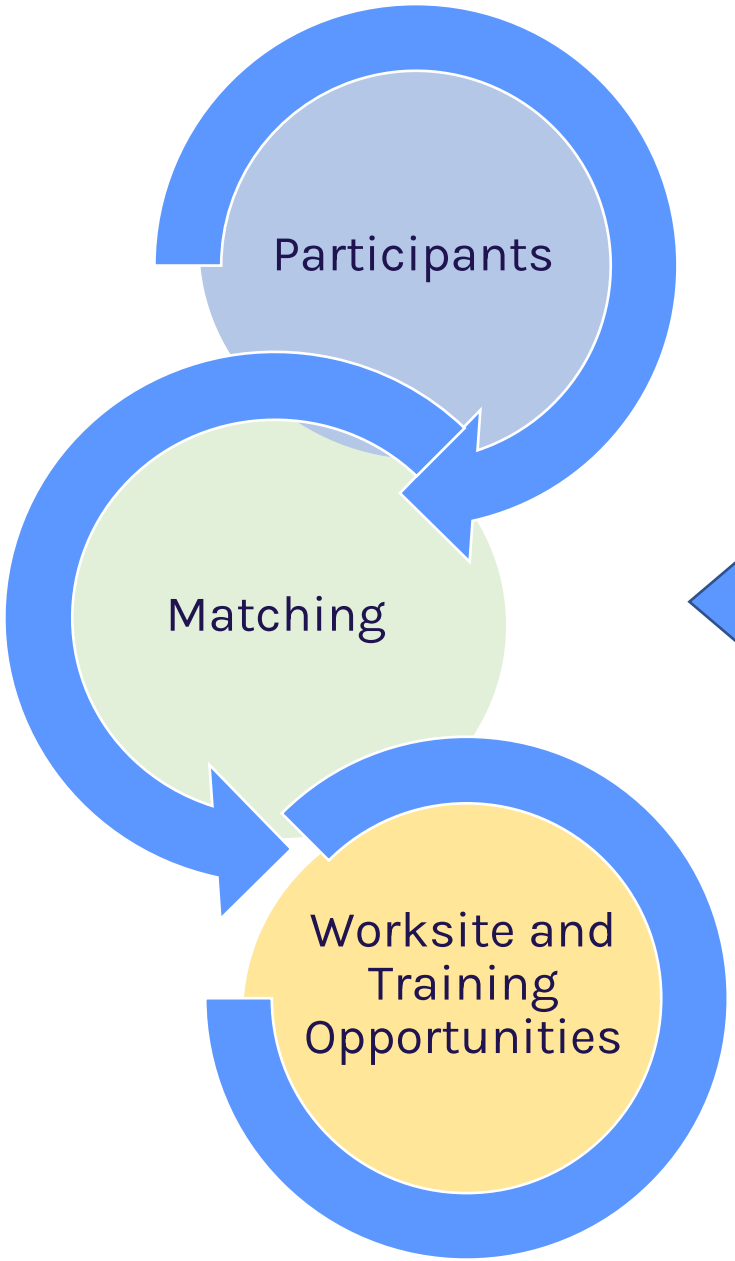
Use the REPORTS MENU to view and manage information…

Youth Completion Screens

Work-Based Learning Plan Screens

Workshop & Training Attendance Screens

As you explore, you will see connections among all these screens….



Application Documents Screens (upload W4, I9, etc.)

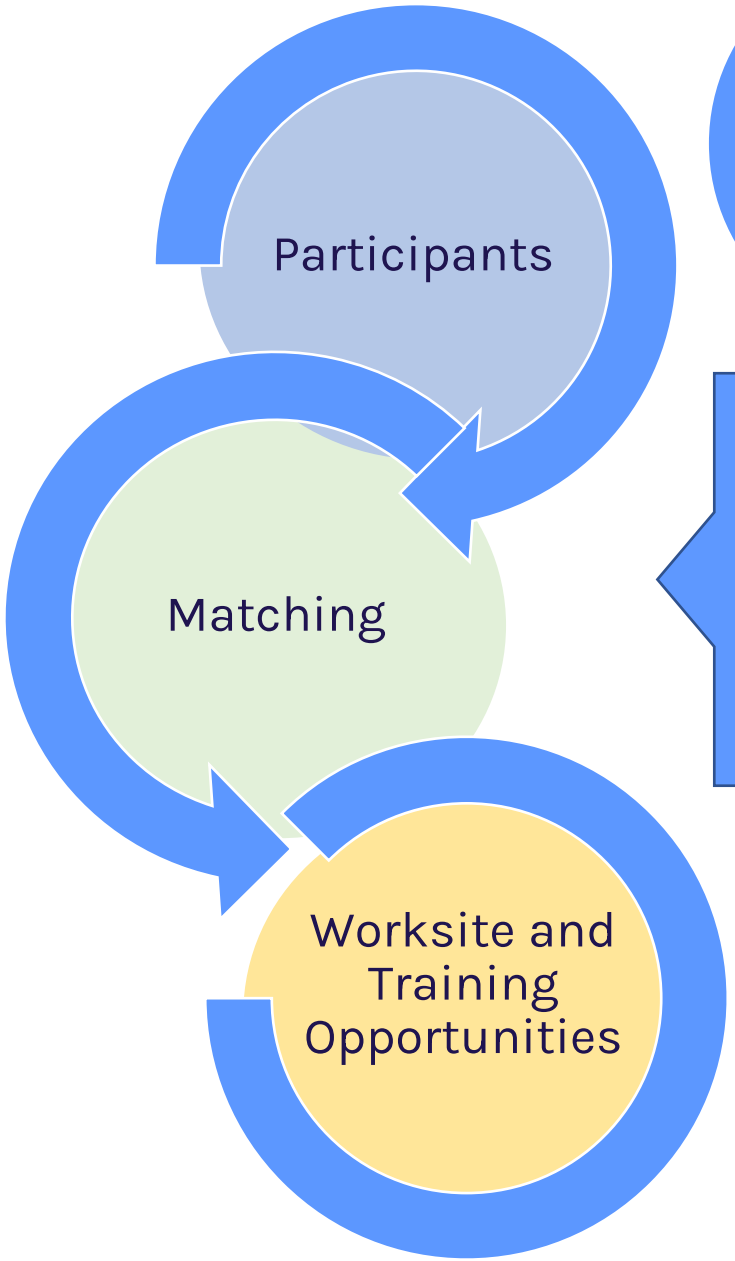
Youth Landing Pages (with calendar, Signal Success, etc.)

Use EMAIL COMPOSER to send information to participants & others about…

Other….

Work-Based Learning Plan Screens

As you explore, you will see connections among all these screens….



Application Documents Screens (upload W4, I9, etc.)

Youth Landing Pages (with calendar, Signal Success, etc.)

Regional ADMINS use the GRANT REPORTING SCREENS to report on YouthWorks data and accomplishments.

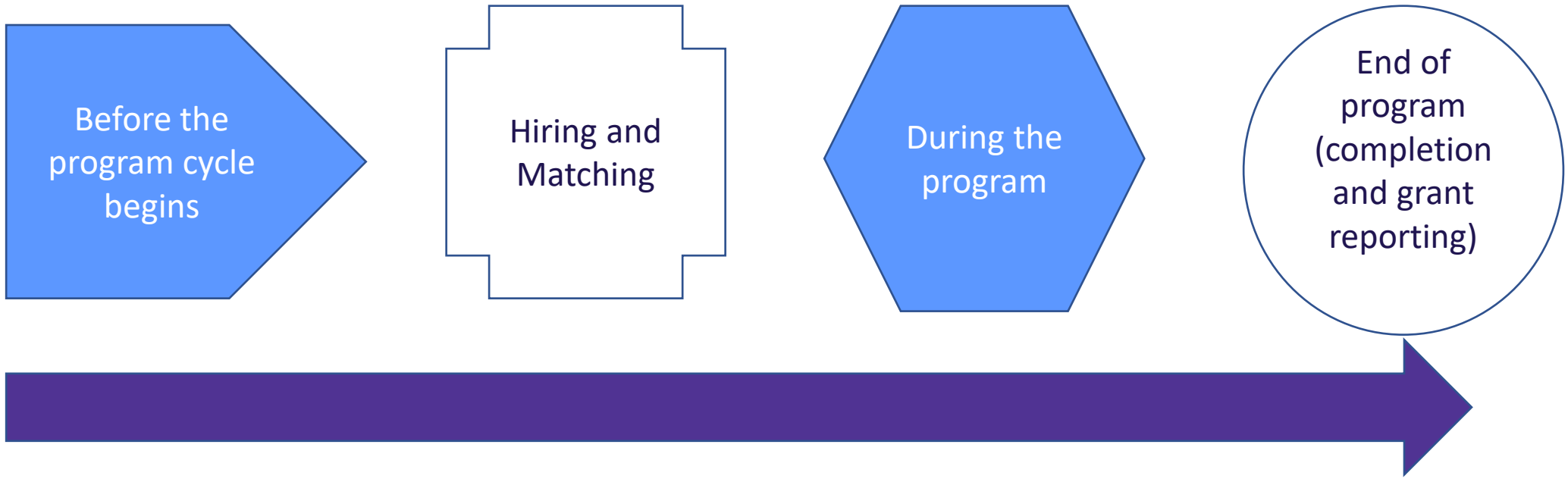
Youth Completion Screens

Work-Based Learning Plan Screens

Workshop & Training Attendance Screens

For Reference

Database Functions



Database Functions

	Database Functions	Who?	Required?	Do I?
[1.]	Staff may **customize** the online application forms by adding questions or customizing the wording of some of the questions.	Admin		
[2.]	Staff **open the online application forms** and share the links with potential youth applicants and employer worksites. (And later, close the applications at the end of the application period.)	Admin		
[3a.]	Youth fill in the **application form**.	Youth	☑	
[3b.]	**Or**, instead of the online application form, staff may (1.) **data enter** youth applications on the Youth Profile screen, (2.) **import** from a spreadsheet, or (3.) on the Youth Profile screen, **make copies** of youth records from previous cycles.	Admin; Staff		
[4.]	Employers fill in the **worksite application forms** (or staff gather information about potential worksites and fill in the form) (or make copies of worksites from previous cycles.	Employers	☑	
[6.]	Statewide admins and local/regional admins use the Add/Edit Workshop and Training Opportunities screen to **add workshop/training opportunities** including Signal Success workshops and Micro Career Training courses	State-level, Admin	☑	
[7.]	New staff apply for database **usernames**; regional admins approve these new staff.	All	☑	
[8.]	Admins fill in or update a brief **YWProgram information form**, including program contact information and a local reply-to email address for automated emails.	Admin	☑	
[9.]	Statewide database administrator adds any new Signal Success modules, Pre-Post surveys, or any other new program materials. Statewide database administrator also sets up any new grant reporting screen questions.	State-level		

Before the program cycle begins

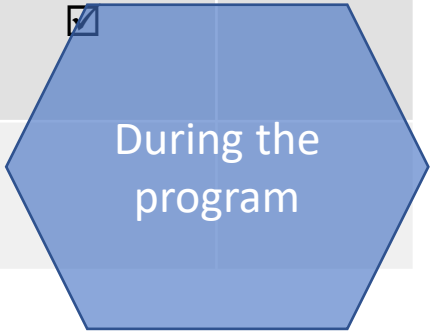
Database Functions

	Database Functions	Who?	Required?	Do I?
[1.]	Staff review applications; merge any duplicates; **prepare for hiring and matching**.	All Staff, Admins	☑	
[2.]	Staff may use **email composer features** to contact youth applicants.	All Staff, Admins		
[3.]	Local/regional admins provide to the state-level database administrator copies of any locally-specific **hiring documents** that should be posted on the application documents screen. Database Administrator posts these forms.	Admins, State-Level		
[4.]	Youth upload hiring documents, such as W-4 form, I-9 form, and release forms, via the **Applications Documents** screens.	Youth		
[5.]	Staff use matching screens to view information from the application forms, including skills. Interests, previous experience, age, type of transportation and more; **and use the matching screens to…**	All Staff, Admins	☑	
[5a.]	Track applications through the process, with designations in the placement status field such as **"invite to interview" or "attended orientation."**	All Staff, Admins		
[5b.]	Fill in the placement status field to indicate who is **Placed-YouthWorks** and assign a **YouthWorks Tier**;	All Staff, Admins	☑	
[5c.]	Identify the **case manager for each youth and fill in the expected participation dates.**	All Staff, Admins	☑	
[5d.]	**Match youth with worksites/projects, and place in training and workshops**	All Staff, Admins	☑	
[6.]	Staff set up **Work-Based Learning Plans (WBLPs)** using batch-create or individual screens. Job descriptions and the list of skills flow into the WBLP from the job description screen; or may be entered directly.	All Staff, Admins	See RFP for requirements	

Hiring and Matching

Database Functions

	Database Functions	Who?	Required?	Do I?
[1.]	Staff use automated email features to send the youth welcome information and to send youth their link to individual **Youth Landing Page with the Signal Success modules, Calendar and other features.**	All Staff; Admins		
[2a.]	Youth use the Youth Landing Page to **complete Signal Success modules**	Youth	☑	
[2b.]	Youth use the Youth Landing Page to **view their calendar**, with dates, times, and online links for workshops, trainings, etc.	Youth	☑	
[2c.]	**Youth can register for Micro-Career trainings via the Youth Landing Page**	Youth		
[2d.]	Youth complete **Pre-Post** questionnaire at the end of the program, as part of the Signal Success modules outline.	Youth	☑	
[2e.]	Optional: Upload "**Product Deliverables**" including documents, presentations, photos, and links to videos or websites	Youth		
[2f.]	Youth can access the **Work-Based Learning Plan (WBLP)** screens	Youth		
[5.]	Staff make sure the **Work-Based Learning Plan (WBLP)** screens are set up. Staff provide a paper copy (which can be printed from the database) or a generate an email with a link to the online WBLP screens.	Staff; Youth; Employers		
[6.]	Staff and instructors **use class lists and attendance screens** to manage training/workshop participation.	Instructors; Staff	☑	
[7.]	All Database users see "**dashboard**" features with key statistics on the home page; and can access and create lists and reports on the **reports menu**.	All		



Database Functions

	Database Functions	Who?	Required?	Do I?
[1.]	Staff complete ***the Youth Completion screens***, with a grid listing all youth participants. On this screen, provide completion status, hours, dates, credentials earned, and other details for each youth participant.	Staff; Admin	☑	
[2.]	Staff view a detailed report/list of their participants and fill in any missing details on the ***Youth Profile*** screen	Staff; Admin	☑	
[3.]	Regional-level admins use the ***Grant Reporting*** screen to complete end-of-program reports	Admin	☑	
[4]	Data may be ***synched*** with the Connecting Activities database; and through the Snapshot screen, staff can ***view participation history*** across programs (YouthWorks, Connecting Activities, and potentially, CVTE and Innovation Pathways)		☑	

End of program (completion and grant reporting)

Who Uses the Database?

Role	Definition	Features
Instructor	Local program staff who work in a coaching/teaching role.	Class lists and Attendance, Signal Success feedback, Work-Based Learning Plans
Statewide-Instructor	Statewide staff; similar to local instructors; lead statewide online programs.	Same; able to view statewide information using All-Regions, or regionwide or local YWProgram settings.
Training-Provider	Instructors and staff from external training providers.	Class lists and attendance for courses provided by their organization.
Staff	Program staff. This is the most common database username setting.	All features within the YWProgram view, including managing applications, worksites, matching, class lists, attendance and other features. Exception: does not view confidential hiring documents or hiring/eligibility information.
Admin1	Program manager at the YWProgram level.	All features, plus admin screens for customizing application forms, customizing program-wide Signal Success schedule, completing program/grant information, and other customizations.
Admin2	Program manager at the regional level.	Can choose to view data regionally and to view each YWProgram. Responsible for grant reporting and headcount screens.
StatewideView	CommCorp program leadership and technical assistance staff.	Can view all YWPrograms, all Regional-level views, and an All-Regions view. Can search database; can re-assign database users and youth across regions and programs.
SuperAdmin	Skills Library database administrator and CommCorp database lead staff.	Can customize all database features, including navigation menus, dropdown lists, news messages, Signal Success modules, grant reporting questions, report menu categories and more. Can create statewide training/workshop opportunities.

Next Steps

- Sign in and familiarize yourself with the features of the database.
- Share this presentation with new staff before attending a database workshop.