

# **CC YOUTHWORKS HUB**

## **Workflow for Data Input Overview**

Please see below and refer to the workflow outlined for inputting data into the YouthWorks Hub.

<b>Partners</b>	All YW Partners must be entered into the database with updated address and contacts. Please make sure to be continuously updating contacts, if need be. If you have no partners, please make sure to add your MassHire/Region as a Partner.
<b>Worksites</b>	<p>Please make sure all Worksites are added into the database. When adding Worksites, please make sure address and contact information are up to date.</p> <p>Worksite Jobs - When adding a Worksite Job, please use the following format, Organization/Worksite Name → Title → and Program Year. Please see example below:  YW Worksite Job Name: CommCorp Office Assistant FY24  Title: Office Assistant</p>
<b>Youth Profiles</b>	When transitioning a Youth Application to a Youth Profile, Under Participation Information, click status and hit “Accepted into Program” This will automatically turn an application into a Youth Profile. When manually adding Youth Profiles, please make sure to enter as much accurate information as you can.
<b>Youth Participations</b>	When labeling Youth Participation, please use the following format: Youth Name → Tier → and Month and Year of Program Youth Participation Name: Carlos Fuentes Tier III 10/24. Please remember under Youth Participations is where you will attach a youth to a worksite.
<b>Next Steps</b>	Make sure yourself and staff have access to the database. Make sure Partners who need access have access. Please ensure that all Partners and Worksites are in and updated in the hub. If you need additional training, please contact Carlos Fuentes to schedule an on-site or virtual training.

# Relevant Resources

## YouthWorks Links:

### CC YouthWorks HUB Main Contact:

Carlos Fuentes, Regional Support Manager

Email: [Cfuentes@commcorp.org](mailto:Cfuentes@commcorp.org)

### YouthWorks Youth Application:

[YouthWorks Application \(tfaforms.net\)](https://tfaforms.net)

### Regional Lead Portal Sign in:

<https://commcorp.my.site.com/YWRegionalLeadPortal/s/login>

### Partner Portal Sign in:

<https://commcorp.my.site.com/YouthWorksPartners/s/login>