



Maintaining Agency/Site Information

Looking Up An Agency

All users can look up the following information about an agency:

- Agency name
- Federal Tax ID
- VIN Number
- Contract Number
- Contact Email
- Who last changed agency information online
- Agency status
- Effective Date
- Site Information such as site ID, type, address, city, and phone number

To access this information, click on the **Agency/Site** option on the Top Nav. The **Enter Agency** screen will appear, as shown in Figure 12.

The screenshot shows a web browser window with the title "NYC ACS Head Start Staff Tracker - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header features the "nyc ACS Head Start Staff Tracker 2.0" logo and a navigation menu with tabs for "Admin", "Agency/Site", "Employee", "Reports", "Password", and "Logout". The main content area contains a form titled "Enter Agency" with a "DA Code" input field, a "Submit" button, and a "Reset" button.

Figure 12: Entering an agency code

Enter the agency code in the **DA Code** field. Click on the **Submit** button.

If an agency exists under that code, the **Agency View** screen will appear, as shown in the next image. If there is no agency with the code you entered, and your security settings will allow you to add a new agency to Staff Tracker, the **Agency Add** screen will appear. To add an agency you must be a Data Operator, a Budget Analyst, or an Application Administrator.

If no agency exists with the code you entered and you do not have permission to add an agency to Staff Tracker, you will see a system message and you will not be able to progress beyond the **Enter Agency** screen.

Adding a New Agency

If you are a Data Operator, a Budget Analyst, or an Application Administrator you can add a new agency to Staff Tracker.

To add a new agency click on the **Agency/Site** option on the Top Nav. The **Enter Agency** screen will appear. Enter the three digit agency code of the new agency in the **DA Code** field on the **Enter Agency** screen. Click on the **Submit** button.

The **Agency Add** screen will appear, as shown in Figure 13. If this screen doesn't appear, and you see the **Agency View** screen instead, that means the agency already exists in the Staff Tracker database.

NYC ACS Head Start Staff Tracker - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links

nyc ACS Head Start Staff Tracker 2.0

Admin Agency/Site Employee Reports Password Logout

Agency Add

DA Code 899

Agency Name:

Federal TaxID: -

VIN Number:

Contract Number:

Effective Date: / /

Contact Email:

Submit Cancel Reset

Figure 13: Adding a new agency



Enter information in each field. All fields are required, as all fields are marked with a small triangle.

Click on the **Submit** button when you are done. Staff Tracker will update the database and then display the **Agency View** screen, as shown in Figure 14. No sites will be displayed, as you have not yet added any sites to the agency.

Site ID	Type	Address	Borough	Phone #
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Figure 14: Viewing new agency information

Changing Agency Information

You can change agency information if you are a Data Operator, Budget Analyst, or an Application Administrator. You can change:

- Agency name
- Federal tax ID number
- VIN number
- Contract number
- Effective date
- Contact Email

To change agency information click on the **Agency/Site** option on the Top Nav. The **Enter Agency** screen will appear. Enter the agency code in the DA Code field. Click on the **Submit** button.

The **Agency View** screen will appear, as shown on page 15. Click on the **Edit** link in the upper right corner of this screen. The **Agency Edit** screen will appear, as shown in Figure 15.

NYC ACS Head Start Staff Tracker - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links

NYC ACS Head Start Staff Tracker 2.0

Admin Agency/Site Employee Reports Password Logout

Agency Edit Staffing

DA Code: 888

Agency Name: Head Start Agency

Federal Tax ID: 00 - 0000000

VIN Number: 000000000

Contract Number: 0000000000

Effective Date: 6 / 15 / 2003

Contact Email: person@nychsobc.org

Submit Cancel Reset

Figure 15: Changing agency information

The agency information will be pre-filled in the form. To make any changes, highlight the field you want to edit, and type the new information.

Click on the **Submit** button when you are done. Your changes will update the Staff Tracker database and you will see the **Agency View** screen.

Deactivating an Agency

You can deactivate an agency in Staff Tracker if you are a Data Operator, Budget Analyst, or an Application Administrator. Before you can deactivate an agency it must have no sites and no employees listed in the Staff Tracker database.

To deactivate an agency click on the **Agency/Site** option on the Top Nav. The **Enter Agency** screen will appear. Enter the agency code in the DA Code field. Click on the **Submit** button.

The **Agency View** screen will appear, as described on page 15.

Click on the **Deactivate** link in the upper right corner of the screen. The **Deactivation Date** screen will appear, as shown in Figure 16.



NYC ACS Head Start Staff Tracker - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links

NYC ACS Head Start Staff Tracker 2.0

Admin Agency/Site Employee Reports Password Logout

Deactivation Date

Please specify the date that the agency was deactivated:

/ /

Submit Cancel

Figure 16: Deactivating an agency

Enter the date the agency was deactivated, in the form DD/MM/YY.

Click the **Submit** button when you are done. You will then see the **Agency View** screen. The screen will now show the agency's status as **Inactive** and it will also display the deactivation date.

Reactivating an Agency

It is not possible to reactivate an agency once you have deactivated it.

Viewing Site Information

All users can view site information. To access site information click on the **Agency/Site** option on the Top Nav. The **Enter Agency** screen will appear. Enter the agency code in the DA Code field. Click on the **Submit** button. The **Agency View** screen will appear.

Sites are listed at the bottom of the **Agency View** screen, as shown in Figure 17.

Sites					Add
Site ID	Type	Address	City	Phone #	
015001	P	331 E 70th St	New York	212-744-5022	

Figure 17: Viewing site information

Click on the **Site ID** number for a site to see the **Site Location View** screen. This screen shows detailed information on the site, as shown in Figure 18.

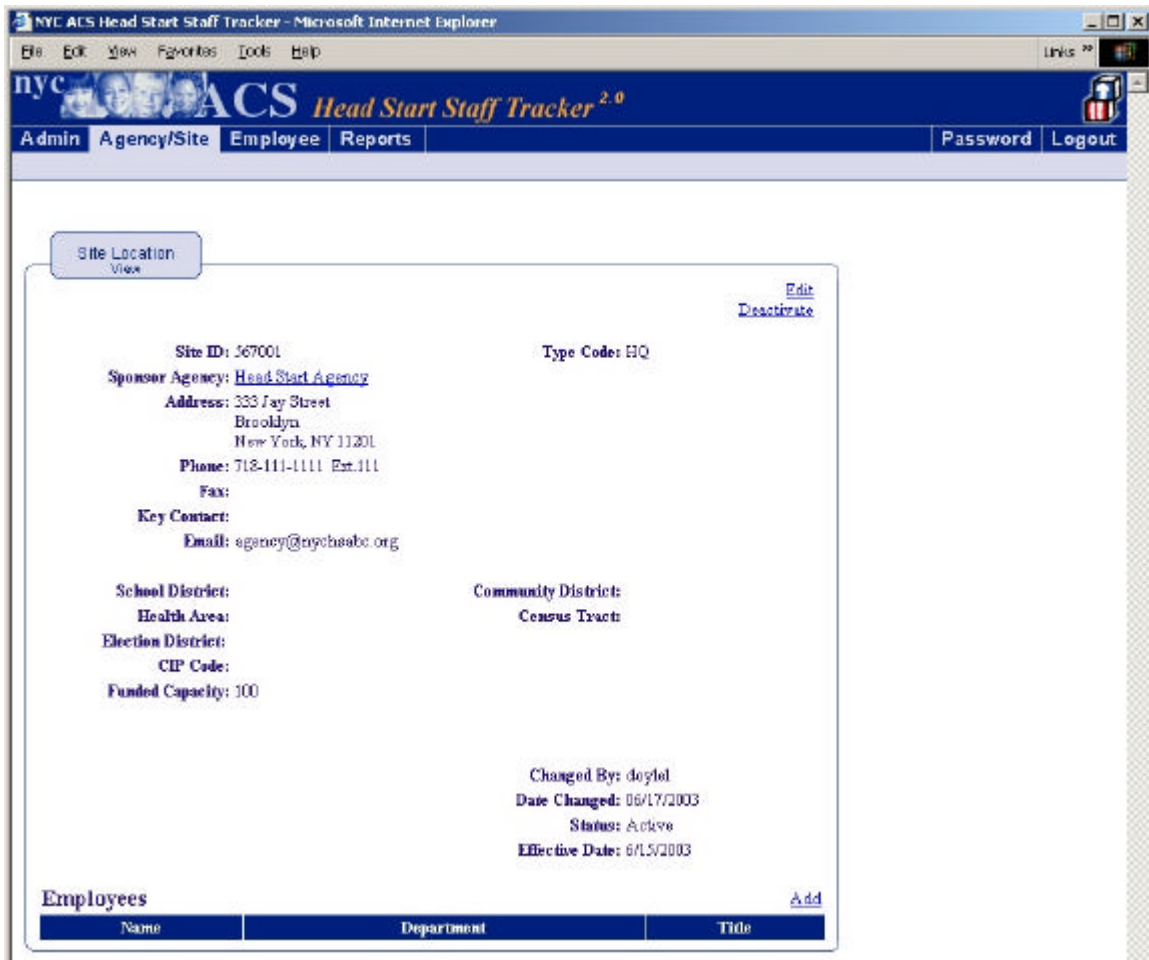


Figure 18: Viewing detailed site information

Viewing Sponsor Agency Information

You can view the agency's detail by clicking on the highlighted name of the **Sponsor Agency**. The **Agency View** screen will appear. See *Looking Up An Agency* on page 13 for details about the **Agency View** screen.

Viewing Employee Information

You can view Employee information from the **Site Location View** screen by clicking on the highlighted employee names listed at the bottom of the screen. The **Employee View** screen will appear. See page 40 for more detail.