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The Dade Partner Program is a cooperative agreement between a school and a business, professional or civic group, or governmental agency, to bring resources together to improve student achievement and enhance educational programs in our schools.

System Overview

Miami-Dade County Public Schools Information Technology Services (ITS) in conjunction with the Office of Community Services implemented a Web-based application for recording and processing Dade Partners information, which M-DCPS currently uses.

The Dade Partner Intranet application assists staff with the following:

- Creating a database of Dade Partners
- Streamlining the processing status
- Maintaining up-to-date records
**ITS Intranet Web Applications Log In**

**Getting Started**

To access the **Dade Partners System**, on the M-DCPS Intranet, logon to the Employee Portal page at [http://www.dadeschools.net/employees/employees.htm](http://www.dadeschools.net/employees/employees.htm)

The **Dadeschools.net Employees** Web page will be displayed.

![Login Screen](image)

**Select Login to Portal**

The log in screen will display.

On the Log in screen,

- **Type** your **Username**

- **Type** your **Password**

- **Select** **Login**

The **Employee Portal** Web page will display.
ITS Intranet Web Applications Log In

On the Employee Portal Web page, under Applications or under Employees Tool Box,

▼ Select Intranet

The ITS Intranet Web Applications page will display.

▼ Select Dade Partners

The Dade Partners main Web page will display.
The Miami-Dade business world joining M-DCPS schools in educating students through the Dade Partners Program.

New Dade Partners information records are added and maintained in the information files database.

This page provides links to the Dade Partners Database and update forms. Click on the links below to display the associated web page.

**CONFIDENTIALITY STATEMENT**

All information contained within the Dade Partners Program database is confidential; any indirect utilization beyond school site and designated work locations is prohibited. Monitoring of this database is the responsibility of the Office of Community Services. Anything suspicious or unauthorized use of the database will be reported to the Principal and Access Center.

**The Volunteering application that was accessed through this application has now moved to the Portal as the “School Volunteer Program” and “Be a School Volunteer” under Applications/Sites.**
**Browse/Edit Dade Partners**

To verify that a record is not already on file or to view/edit current Dade Partner information, on the Dade Partner screen,

▼ **Select** Browse/Edit Dade Partner

![Browse/Edit Dade Partners Screen]

The **Browse/Edit Dade Partners** screen will be displayed.

In the **Find a Business** field,

▼ **Type** the name of the business

▼ **Select** Go

A list of names will be displayed that match the search criteria entered.

▼ **Select** the preferred record, the information for the Dade Partners business will display
**Browse/Edit Dade Partners**

**Verifying and Updating Dade Partners Files**

If the business name is found in the **Browse/Edit Dade Partners** screen records,

▼ **Select** the name of the business

The information for the **Dade Partners** business selected will be displayed.

Submit Changes made to the Dade Partners business to update the record

Use Add A Liaison to add/edit Dade Partner Liaison information (See page 12)

▼ **Type** revised information or use the provided pull-down menu selections to complete the information

▼ **Select** **Submit Changes** at the top of the screen to save the changes

The Dade Partners information record has been added and/or edited.
Add A Dade Partner

Add a New Dade Partner

If the name of a business is not found in the current records,

▼ Select   Add Dade Partner

The Add A Dade Partner screen will be displayed.

▼ Enter   the business information by typing or using the provided pull-down menu selections

▼ Select   Submit

A confirmation screen with a summary of the Dade Partner’s business information will be displayed.
Add A Dade Partner

On the Add A Dade Partner summary screen,

- **Verify** the Dade Partner business information for accuracy.

If the summary data is incorrect or incomplete,

- **Select** the Back button of the browser to return to the data entry screen or,

If the summary data is correct,

- **Select** Submit to save the record.

A new record will be confirmed and assigned a system-generated Dade Partner number. This number is used for reference purposes only. A liaison can be added to the Dade Partner record.

To enter business liaison information,

- **Select** Add A Liaison.

Use Cancel to return to Dade Partners main page.
Add A Business Liaison

Liaison information about the person or persons from the business organization who will be working with Dade Partners can be added/edited on the Add A Business Liaison screen.

What You Do

On the Add A Dade Partner confirmation page (see page 11) or the Browse/Edit Dade Partners information screen of a specific Dade Partner (see page 8),

▼ Select Add A Liaison to enter liaison information

The Add A Business Liaison screen will be displayed.

Add A Business Liaison

Add Liaison Information

Sample Business

Title
First Name
Middle Name
Last Name
Suffix
Business Title
E-Mail

▼ Type the appropriate information

▼ Select Submit

A summary of the business liaison information that was entered will be displayed.
Add A Business Liaison

On the Add A Liaison summary screen,

▼ Confirm the liaison information

If the information on the summary screen is incorrect or incomplete,

▼ Select the Back button of the browser to return to the Browse/Edit Dade Partners screen or,

▼ Select Cancel to return to the Dade Partners screen

If the information on the summary screen is correct,

▼ Select Submit to save the liaison information

The Add A Liaison confirmation screen will be displayed.

▼ Select Return to Home Page
Dade Partner Registration

Each Dade Partner creates a registration of partnership participation in the program. This information includes:

- **Partner Information**
  Registration number, partner name, address, status and business liaison.

- **Estimated Annual Contributions**
  - Monetary - contributions are direct monies or payment of bills for goods and services
  - In-Kind - contributions are resources, materials, equipment or product donations
  - Donations/Gifts of Property - not given as part of the Dade Partnership
  - Volunteer Hours - estimated Employee Volunteer Hours at $20.25 per hour (Independent Sector/Value of Volunteer Time)
    [http://independentsector.org/programs/research/volunteer_time.html](http://independentsector.org/programs/research/volunteer_time.html)

- **Partnership Summary**
  Outline of service plans to provide as a Dade Partner

- **Participation Level**
  Number of employees to participate in the project

- **District Goals**
  Selection of goals related to the registration

- **Partnership Activities – School-Based**
  Selection of activities within a school related to the registration

- **Partnership Activities – Work-Based**
  Selection of activities at the business related to the registration

- **Partnership Activities – Connecting**
  Selection of activities linking students to the business community

- **Student Data**
  Number of students assisted through the partnership
**Dade Partner Registration**

**Browse/Edit Dade Partner Registrations**

**What You Do**

On the **Dade Partners** screen,

▼ **Select** **Browse/Edit Registration** to verify that a record is not already on file or to view/edit current Partner Registration information.

The **Browse/Edit Partnership Registration** screen will be displayed for system administrators. School sites will be redirected to the screen listing the Dade Partners registrations for their location.

▼ **Select** the appropriate Dade Partner

The **Browse/Edit Dade Partner Registration** screen will be displayed.

If a registration is not found, return to the **Dade Partners** screen and select **Add Registration** (See page 14).
The **Browse/Edit Dade Partner Registration** screen represents the information collected for a registration. Edit registration information and submit changes to update the record.

- **Edit** the appropriate information
- **Select** **Submit Changes** to update the registration information
- **Select** **Return Home** or **Return to Registration List**
Add A New Dade Partnership Registration

Create a new registration if one is not found on the Browse/Edit Dade Partners Registration screen.

On the Dade Partners screen,

▼ Select Add Registration

The Add A Partnership Registration screen will be displayed.

▼ Select desired Work Location

or,

▼ Type the work location’s name in the Find A Work Location field

▼ Select Go

The list of Dade Partner businesses will display.

▼ Select the desired Dade Partner business record
The Add A Partnership Registration screen will be displayed with the Dade Partners information (See Dade Partner Registration information on page 11).

Add A New Dade Partnership Registration

The Add A Partnership Registration screen will be displayed with the Dade Partners information. (See Dade Partner Registration information on page 11).

Add a New Dade Partnership Registration

- The Add A Partnership Registration screen will be displayed with the Dade Partners information. (See Dade Partner Registration information on page 11).
- The screen will change to display the information entered and the message “Please confirm the following information” will be displayed.

The screen will change to display the information entered and the message “Please confirm the following information” will be displayed.

- Select the appropriate check boxes

- Select Submit to update

The screen will change to display the information entered and the message “Please confirm the following information” will be displayed.
**Add A New Dade Partnership Registration**

**Partner Information**
- Partner No.: DPD0776
- Business Liaison: Name Available
- Location No.: 0340
- Location Liaison: Ms. Katrina Wilson-Davis
- Date Partnership Began: 4/5/2008

**Estimated Annual Contributions**

<table>
<thead>
<tr>
<th>Monetary</th>
<th>In-Kind</th>
<th>Donations/Gifts of Property</th>
<th>Volunteer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
</tbody>
</table>

**Participation Level**
- Number of employees in the business or organization participating in the proposal per year: 1 - 10

**District Goals**
- **Goal I:** Ensure achievement of high academic standards by all students
- **Goal II:** Develop our students so that they are able to successfully compete in the global economy
- **Goal III:** Actively engage family and community members to become our partners in raising and maintaining high student achievement

**Partnership Summary**
- Test summary

**Partnership Activities - School-Based:**
- Assist students in exploring career options
- Assist schools in linking school activities with activities in the workplace

**Partnership Activities - Work-Based:**
- Act as a mentor for students
- Provide pre-apprenticeship and youth apprenticeships

**Partnership Activities - Connecting**
- Provide assistance to student in finding jobs or continuing their education
- Provide transportation or underwrite the costs of a school initiative

**Student Data - Number of students assisted by each component above**

<table>
<thead>
<tr>
<th>School-Based</th>
<th>Work-Based</th>
<th>Connecting</th>
<th>Total Students Assisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>0</td>
<td>0</td>
<td>25</td>
</tr>
</tbody>
</table>

**Results**
- Test results

- **Add Registration**
- **Cancel**

**Verifying the Information Entered**

- **Verify**

- **Select** Add Registration
Add A New Dade Partnership Registration

The **Add Registration** confirmation screen will be displayed with the assigned registration number.

![Add A Partnership Registration](image)

▼ Select Return Home
On the **Dade Partners** main screen,

Under the **Reports** section,

▼ **Select**  **Dade Partners List**

The **Dade Partners Report** will display.
### Sample Dade Partners Report

<table>
<thead>
<tr>
<th>Dade Partners Report For Location 0000 - SNAB</th>
</tr>
</thead>
</table>
| **DPO0010**  
AllTownes, Inc.  
5775 NE 123 Street, #120  
North Miami, Florida 33161  
Telephone: 305-738-5600  
Fax: 305-738-5699  
List: Mr. Al Townes |

| **DPO0062**  
American Heart Association  
600 East 5th Avenue, Suite 200  
Miami, Florida 33131  
Telephone: 305-371-5119  
Fax: 305-371-5202  
List: Mr. Marvin Hammond  
List: Mr. Dennis Povinelli  
List: Mr. Marcelo Caprio |

| **DPO0068**  
American Legion Auxiliary Unit 257  
1005 NE 154 Terrace  
Miami, Florida 33179  
Telephone: 305-354-9731  
Fax: 305-354-9700  
List: Mr. Alina Zeller |

| **DPO0091**  
Arthur Anderson & Company  
1 Barzono Tower, Suite 2100  
Miami, Florida 33132  
Telephone: 305-374-4700  
Fax: 305-374-4700  
List: Mr. Joshua High |

| **DPO0744**  
Economic Opportunity Family Health Center  
700 Royal Palms Road  
Miami, Florida 33166  
Telephone: 305-374-4700  
Fax: 305-374-4700  
List: Mr. James L. Dorsey  
List: Mr. Elizabeth Dempf |

| **DPO0778**  
J & B Importers, Inc.  
2452 SW 23 Street  
Miami, Florida 33145  
Telephone: 238-1865  
Fax: 238-1865  
List: Mr. Jorge G. Gerz SITE: |

| **DPO0794**  
Miami Art Museum  
1413 NE 2nd Avenue  
Miami, Florida 33132  
Telephone: 305-375-3500  
Fax: 305-375-3500  
List: Ms. Ken Elder  
List: Mr. Kevin Elkins |

| **DPO0959**  
Sun-South  
331 SW 12 Avenue  
Doral, Florida 33127  
Telephone: 452-1114  
Fax: 452-1114  
List: Mr. Bob Kamin |

| **DPO1053**  
AMC, Inc./Cinemas Theaters  
1600 Biscayne Boulevard  
Miami, Florida 33132  
Telephone: 305-358-2222  
Fax: 305-358-2222  
List: Mr. Joe Jarvis |

| **DPO1066**  
American Jewish Committee  
5800 North Miami Boulevard, Suite 1510  
Miami, Florida 33138  
Telephone: 305-678-1122  
Fax: 305-678-1122  
List: Mr. Donna De La Garza |

| **DPO1087**  
ARF (Arthritis Research Foundation)  
401 NE 15th Street, #1001  
Miami, Florida 33132  
Telephone: 305-392-0260  
Fax: 305-392-0260  
List: Mr. Edward F. Benson  
List: Ms. Susan Benson |

| **DPO1088**  
Boca & Imports  
2100 Barzono Tower, Suite 2100  
Miami, Florida 33132  
Telephone: 305-374-4700  
Fax: 305-374-4700  
List: Mr. Diana Tanz |

| **DPO1064**  
Coca-Cola Bottling Company  
6550 Chemin Road  
Boca Raton, Florida 33498  
Telephone: 1-561-362-2292 Ext. 3409  
Fax: (404) 853-7177  
List: Ms. Jennifer S. Krieger |

| **DPO1105**  
John Allen Life Insurance  
1655 NE 12th Street  
Miami, Florida 33132  
Telephone: 305-441-4410  
Fax: 305-441-4410  
List: Mr. Barbara Fitzsimmons |

| **DPO1146**  
Motivated Training Center  
9229 NE 2nd Avenue  
Miami, Florida 33132  
Telephone: 305-375-3500  
Fax: 305-375-3500  
List: Ms. Mathewson Girard |

| **DPO1392**  
The Scott Company  
3501 West Lake Dr  
Miami, Florida 33171  
Telephone: 305-358-2222  
Fax: 305-358-2222  
List: Mr. Cathy J. Green |

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Whom to Contact for Assistance

For assistance with the Dade Partners System, contact the Office of Community Services at (305) 995-1857.

For additional information, you may visit the Dade Partner Web site at http://www.community.dadeschools.net/ and http://community.dadeschools.net/ldadepartners/overview.asp

For questions or comments, please complete a Self Service incident at: http://selfservice.dadeschools.net