

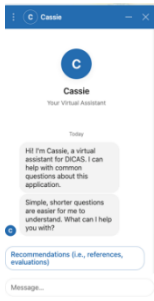


DICAS Configuration and Usage Tips for 2023-2024

As programs use the platform for the next cycle, we encourage you to view these tips and see how much the new platform has to offer programs and applicants! Please use the [DICAS and WebAdMIT](#) help pages for more detailed information and instructions.

A few key points about DICAS:

- **DICAS** was designed to be able to **work for all types of supervised practice/experiential learning programs to support the evolution in program types**. Using an application portal that works for both Didactic Program in Dietetics (DPD) graduates and applicants without a DPD background required some changes in the portal such as:
 - Requiring applicants to input all courses to ensure pre-requisites can be visible to program directors.
 - All applicants not required to label courses by DPD professional and science as not all applicants have those courses.
- **Anyone may create an account and designate programs without cost**. Charging a fee before applying creates barriers for use.
 - All individuals creating an account in DICAS who are using it to learn the platform or teach students are strongly encouraged to include the word **“TEST”** in their username.
- Chat Bot does exist for applicants. **“Cassie”** is accessible on the bottom right of the page after log in.
- There are **four Quadrants (Qs)** within the applicant platform:
 - Q1= Personal Information
 - Q2= Academic History
 - Q3= Supporting Information; this includes DPD documents
 - Q4= Program Materials (Specific Program-Required Materials)

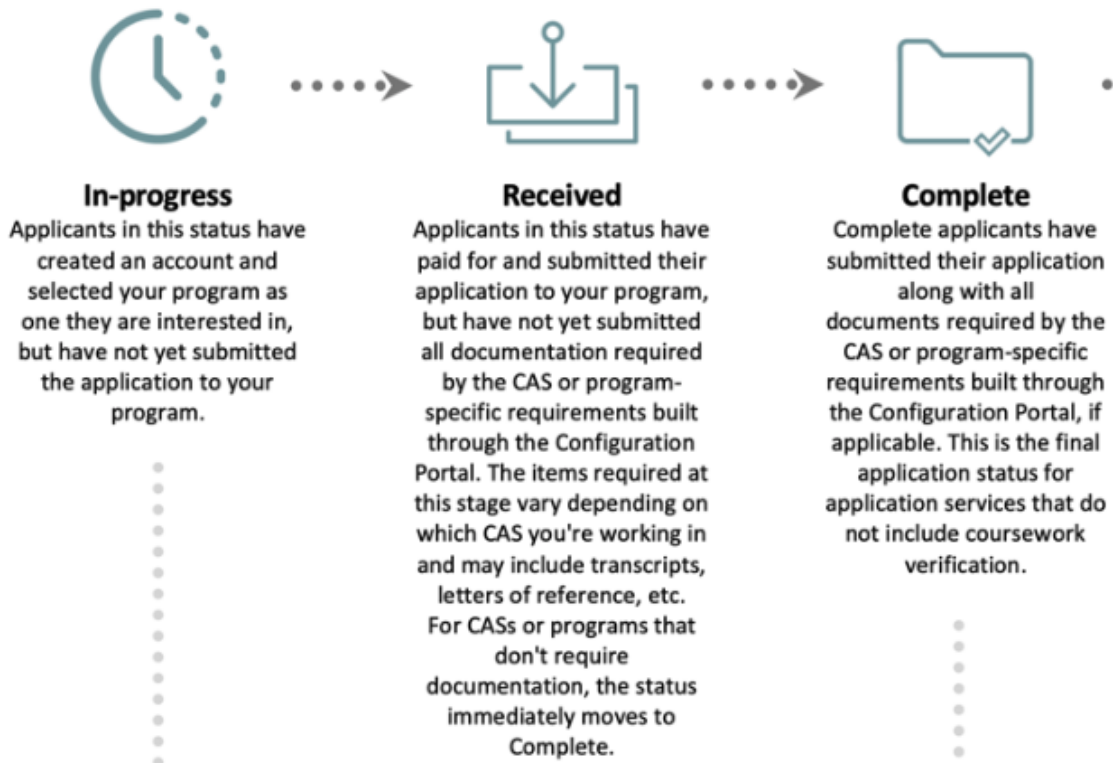


DICAS vs. D&D Digital Usage

- There is no DICAS “match”. DICAS is the application service. All supervised practice/experiential learning program types may choose to use DICAS and it is to the benefit of the applicant if all programs use the service.
- CP and GPs may establish any deadline for their application due date in DICAS. DI programs must have an application deadline of no later than February 15th (Spring) and September 25th (Fall). The application due date is not the same as the D&D Digital Match dates which occur annually in April and November.
 - D&D Digital and DICAS have not, and will not, link in any way to each other. Programs participating in the match should include instructions related to D&D Digital and the matching process on their branding page These instructions should include due dates for registering in D&D Digital and ranking deadlines.
 - Please refer to the [ACEND website](#) for more details about the match.

Application Status & Reviewing Applicants

Applications definitions:



- **In-progress Applications.** Applicants who added a program but have not submitted. Applicants might have started applications to find out the requirements to apply, ones they plan to return for another cycle, or they have changed their mind. There is no fee or risk to the applicant to keep programs “added” to their account, so it is highly probable that applicants will keep programs in their queue even if they are not applying in this cycle or ever. Instructions have been added at the top of the “Add Programs” page to explain how to remove programs. We cannot turn off viewing of in-progress applicants. Many program directors want to have access to this section to use to message applicants. See below.
 - **Received Applications.** Applicants that have paid for and submitted their application to a program but have not had all the required documentation added yet. These are likely transcripts, references or both still waiting to be processed. These items are often out of the control of the applicant, which is why they are able to submit their application without these materials. Received Applications can move into Complete status.
 - **Complete Applications.** Applicants that have paid for and submitted their application to a program along with all documents required.
- **Program directors may use Application Definitions noted above to their benefit by:**
 - Emailing In-progress applicants different messages based on timing and needs– open house information, meeting or tour opportunities, FAQs, important dates, etc.
 - Bulk messaging the Received group to let applicants know you can see their application but it isn’t complete yet.
 - Emailing Complete applicants that you have received their application, information about interview, etc.



- **Local Statuses in WebAdMIT** enable program directors to **create a workflow for applicant review**. Local statuses are specific to your organization and are not seen outside of your program.
 - Directors may add a “reviewed” designation and all reviewers can see and move them through that local status.
 - Users may choose to color code or use labels.
 - Learn more about [using Local Statuses in WebAdMIT](#).
- Programs that want to know specifics about DPD status, graduate degree status or completion, or other specific applicant variables are encouraged to create a [program customized question in Q4](#).
 - Conditional questions are a powerful function in this new platform. Examples on how this could be used include changing questions based on an applicant’s location, graduate standing, and pre-select. For more information, visit the [WebAdMIT Help Center](#).
- To sort your applicants based on the status of their DPD, create a list. [Using the List Manager – Field Lists - Liaison \(liaisonedu.com\)](#)
 - Click “DICAS Questions: My Profile Continued”
 - Select “(DICAS) Do you have either a DPD Verification Statement or Declaration of Intent?”
 - Equals – Yes, I have either a Declaration of Intent or a Verification Statement
 - Submit
 - This will filter out all applicants who answered Yes to this question.
 - If needed, create a secondary list where the sort criteria Equals – No, I do not have either. This will filter out all applicants who answered No.

GPA Calculations

- There were some issues in the October 2022-January 2023 DICAS cycle. As soon as the problem was identified within the cycle, it was resolved, and applicants were notified if they needed to make any changes.
- All GPA calculation functionality for applicants and reviewers is expected to exist in all future cycles:
 - **Applicant GPA View:**

Year	Subject	School		
	Category	Credits	Quality Points	GPA
	DPD Professional	33.00	111.70	3.38
	DPD Science	19.00	51.70	2.72

- **Program Director View in WebAdMIT:**

GPA Overview					
By Year	By Subject	By School	By Local GPA	By Prerequisite GPA	Official WES GPAs
Subject	Total Credits	Total GPA	Total Quality Points		
DPD Professional	33.00	3.38	111.70		
DPD Science	19.00	2.72	51.70		

These GPAs have been calculated by DICAS. Unverified coursework was not included.

Letters of Recommendation and Personal Statements

- These are **no longer part of the bulk application in Qs 1-3 so that programs may ask for what they want** from applicants. Programs need to create these requests on their application, and they show in Q4 for the applicants.
 - Programs may specify anything they want the applicants to address in the personal statement.
 - Programs may choose to have questions instead of, or in addition to, a personal statement.
 - Programs may specify how many letters of recommendation are needed.

- **Recommendation writers are given the opportunity** when submitting the applicant’s first recommendation **to use the same one for all programs**.
 - It is acceptable to use the same letter of recommendation for all programs if the writer wants to do so. There is no need to submit different letters for the same applicant.

Transcripts

- **Official transcripts** are collected in Q2 - Academic History.
 - Programs **may choose to request unofficial transcripts as part of their program specific documents** to initially review an applicant.
 - Official transcripts are still required for all colleges/universities entered into the system.

- **Paid Transcript Entry (PTE) is available for a fee**. The choice to use this service is made by the applicant.
 - PTE **does not begin until ALL transcripts have been received**.
 - PTE takes approximately two weeks to complete after all transcripts have been received.
 - **Applicants MUST review and finalize courses and grades after PTE**. This is when DPD courses, labs and lectures, and when repeat courses are identified by the applicant.

- Timely upload of transcripts: it takes approximately 7 to 10 business days from when transcripts are mailed to be uploaded into the platform. Electronic transcript timeline is vendor specific.

- Foreign degree applicants are not required to attach a foreign degree evaluation into DICAS to complete an application. If your program requires foreign degree evaluations or transcripts, you will need to specify that in your program-specific materials.

DPD Director Specific Information

- In “Letters by Liaison Portal”, you can **Sort By: “Type” to distinguish between Recommendations and DPD documents**.

- Sort By:
- Type:

The screenshot shows the 'Letters by Liaison Portal' interface. On the left, there are controls for 'View' (Expanded/Collapsed), 'Sort By' (a dropdown menu with 'Type' selected), and a filter section with checkboxes for 'Requested (4)', 'Completed (0)', 'Declined (0)', and 'Expired (0)', along with a 'Clear All' button. The main area displays two document entries for 'Test Test2':

Document Title	Type	Requested On	Requested By	Access	Buttons
Test Test2 - Requested (Declaration of Intent or Verification Statement - DICAS)	Declaration of Intent or Verification Statement	May 04, 2023	testytestest@gmail.com	Waived	Decline Start
Test Test2 - Requested (Letter of Recommendation - DICAS)	Letter of Recommendation	May 04, 2023	testytestest@gmail.com	Waived	Decline Start

Both documents are for 'Applying to: DICAS' and 'Programs: New Mexico State University - New Mexico State University - Dietetic Internship Program (MS/DI)'.



- The Declaration of Intent form was changed to require less data entry from the DPD Director as the applicants are entering all the coursework themselves. **See below for more DPD information.**
- **Recommendation writers are given the opportunity** when submitting the applicant’s first recommendation **to use the same one for all programs.** The choice occurs after submission of form.
 - It is acceptable to use the same letter of recommendation for all programs if the writer wants to do so. There is no need to submit different letters for the same applicant.

Applicant Specific Information

- **DPD question and documents.**

Please answer the following question(s) about your DPD standing.

* Are you **enrolled in**, or have you **completed**, a Didactic Program in Dietetics (DPD)?

If you are **unsure** if you are, or were, in a DPD program, please contact your program director for clarification.

Yes No

Note: Applicants with a Foreign Dietitian Education (FDE) Verification Statement should check YES to the question above if applying to a program that requires a DPD Verification Statement or DPD Declaration of Intent.

DPD Declaration of Intent: A form completed by your DPD Program Director if your dietetics program is currently in-progress.

DPD Verification Statement: A form completed by your DPD Program Director if your dietetics program is completed.

* Select the document required from your DPD Director:

If you do not have a DPD Declaration of Intent or a DPD Verification Statement, you are not eligible to apply to a Dietetic Internship (DI) or any other program that requires one of these DPD documents. If you are unsure which document to select, please contact your program director.

The applicant question to identify DPD standing has been updated for clarity. This question is the first question an applicant answers in the application.

An applicant **may change their answer under the “DPD Standing” tab under the drop-down menu from their name in the right hand upper corner.** The “DPD Standing” is a new title for what was called “My Profile, Continued” in the 2022-2023 cycle. The answer to this question **may not be changed after the first application submission.**

- The **DPD Course List Form** is submitted under Q3 Supporting Information: Documents.
- The **DPD Declaration of Intent or Verification Statement request** is completed under Q3 Supporting Information: DPD Documents.
- Applicants **may always add additional information under Q3: Supporting Information** such as: Achievements, Experiences, Memberships, Licenses and Certificates, Documents.
 - Applicants may update contact information under Q1: Personal Information.
 - If an applicant is having difficulty uploading a document, they should check the help center and/or contact the help center.
- Applicants **may search for programs under “Add Program”.**
 - Applicants are encouraged to use the “Filters” to find programs and should check both **Available Programs** and **Future Programs** as Future programs might be available in the current cycle but not yet open.
 - Additional Filters include: Degree Available, DPD Verification Statement requirement, State, Program Type, Start Term and Match Date.

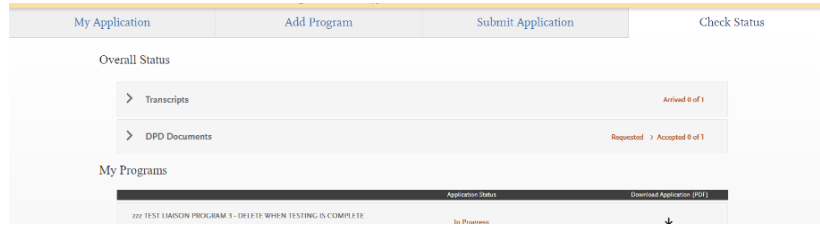
<input checked="" type="checkbox"/> Available Programs
<input type="checkbox"/> Past Programs
<input checked="" type="checkbox"/> Future Programs
> Degree Available
> DPD Verification Statement
> State
> Program Type
> Start Term
> Match Date

Re-Applicant Specific Information

- Some of the application materials will carry over; however, the following documents **will not** and will need to be completed in the new cycle:
 - Uploaded Documents including all DPD required documents.



- Custom Questions in the DICAS platform: “Are you enrolled in, or have you completed, a DPD?”
- Any program specific questions and required documents, as needed.
 - Including: Personal Statement and Letters of Recommendation
- Applicants may always go to “**Check Status**” to determine Overall Status of Transcripts, DPD Documents, References and Program Application Status.
 - A PDF of the application may be downloaded in this part of the application.



Definitions

1. **DICAS** is short for **Dietetics Inclusive Centralized Application Service**. The new DICAS platform was created to enable all types of dietetics supervised practice/experiential learning programs to utilize the application. Therefore, it is not specific to only applicants from Didactic Programs in Dietetics applying to Dietetic Internships.
2. **Liaison** is the company ACEND and NDEP contracted with to create and manage DICAS.
3. **WebAdMIT** is Liaison’s Admissions Management System. WebAdMIT is partnered with DICAS for use by program directors to review applications. The WebAdMIT system is not specific to DICAS as it is used by hundreds of application services. This makes it very powerful but also more complex. DICAS cannot make changes to WebAdMIT.