The NDEP Computer Match Committee has been working with Liaison for the past few months on the updates to the DICAS platform for the spring 2020 cycle. Below is a summary of the updates. After the summary you will find specific details on the updates. Please let us know if you have any questions.

**DICAS** (Dietetic Internship Centralized Application Services) **updates for spring 2020 cycle:** [https://portal.dicas.org/](https://portal.dicas.org/)

1. The **Spring 2020 DICAS cycle will begin on Thursday, December 5th, 2019.**
2. Costs to applicants will remain the same.
   - The cost for the first application submitted in a DICAS cycle will remain at **$45**. The cost of subsequent submitted applications within the same cycle will remain at **$20**.
3. Applicants will now be able to **submit THREE (3) supplemental materials for each program designation.**
   - I.e. an applicant may submit up to THREE (3) different files within every specific program application.
4. Applicants will now be able to **enter coursework taken outside of the U.S.**
   - I.e. if an applicant enters a foreign institution in the College(s) Attended section, the applicant will be able to enter coursework from that institution.
5. **Reference writers will now be able to upload a letter** in place of responding to the open text boxes in the Comments section of the reference.
   - Uploaded written reference documents will be imbedded into the DICAS application immediately following the first page of the reference.
   - Reference writers may not complete both the comments sections and upload a document.
   - Reference writers will be able to preview the uploaded document in the current Preview/Submit tab.
6. The following **definitions have been added in the Reference Portal for each of the Likert Criteria.**
   - Outstanding: Consistently exceeds and goes beyond expectations
   - More than satisfactory: Consistently meets minimum requirements and sometimes exceeds them
   - Satisfactory: Consistently meets minimum requirements
   - Needs improvement: Does not meet expectations some of the time
   - Unsatisfactory: Consistently does not meet expectations
   - Not Observed: No Basis for Judgement

As a reminder, the computer match is managed via **D&D Digital**. The cost to applicants to register for the computer match is $55 per application cycle. The timeline for the Spring 2020 computer match is available at the D&D Digital website and [here](https://www.dnddigital.com/ada/index.php).

DICAS Enhancements for spring 2020 application cycle

1. Allow Applicants to Delete an Entire Term.

**Problem Statement**
Deleting a Term is time consuming and requires each course to be deleted individually first. Adding an option to delete an entire Term will improve the overall applicant experience.

**Change(s):**
- Built the option for an applicant to delete an entire term on the Coursework section of DICAS. This deletion would include all subsequent courses for the term.
  - Add a validation message “Are you sure you want to delete this Term? All courses within the Term will be deleted.”
  - Yes/No radio button on the validation message.
  - Applicants would not be able to delete Completed Terms after submission.

2. Remove self-reported GPA from application.

**Problem Statement**
Applicants don’t always report the correct GPA and reviewers have had issues with accuracy.

**Change:**
- Removed the “GPA Information” section from the College(s) Attended screen.
3. Increase the number of supplemental materials that can be uploaded by applicants.

**Problem Statement**
Some programs require additional supplemental material to be provided as part of the application.

**Change(s):**
- Applicants can now upload up to three different files as Supplemental documents for each program designation.
- Each file will be listed as a separate line item and link to the document.
- Each file can be deleted without impacting the other uploaded files.

4. Allow user to enter coursework for foreign/international institution.

**Problem Statement**
Some applicants have taken coursework outside of the U.S., but also take coursework at U.S. institutions. As well as some ACEND accredited programs outside of the U.S.

**Change(s):**
- If an applicant enters a foreign institution on the College(s) Attended screen, allow the applicant to enter full coursework on the Coursework screen.
  - Entering coursework for foreign institutions will be optional.

**Problem Statement**
Currently there is no way for Reviewers to identify if an applicant’s Visa will still be valid by the program start date.

**Change(s):**
- Built a new “Date VISA will expire (MM/DD/YYYY):” question in the Citizenship Status section of Personal Information.
  - The question needs to be Required if the applicant selects Yes to the “Do You Hold a Visa?” question.
  - The question and answer will appear in the PDF.

<table>
<thead>
<tr>
<th>Citizenship Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Citizenship Status:</strong></td>
</tr>
<tr>
<td>U.S. Citizen</td>
</tr>
<tr>
<td>U.S. Permanent Resident</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Country/Territory of Citizenship:</strong></td>
</tr>
<tr>
<td><strong>Do You Hold a Visa?</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td><strong>Date VISA was issued (MM/DD/YYYY):</strong></td>
</tr>
<tr>
<td><strong>Date VISA will expire (MM/DD/YYYY):</strong></td>
</tr>
<tr>
<td><strong>If Yes, Type of Visa:</strong></td>
</tr>
<tr>
<td><strong>If Other, Please specify:</strong></td>
</tr>
<tr>
<td>Visa Number:</td>
</tr>
<tr>
<td>City of VISA Issue:</td>
</tr>
<tr>
<td>Is this visa current and valid?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Does this visa permit you to work?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
6. Add Definitions for each ranking in the Likert Criteria section of the Reference Portal.

**Problem Statement**
Adding definitions will help remove some of the uncertainty regarding which ranking should be selected.

**Change(s):**
- Added ranking pop-up messages. Likert Criteria is:
  - Outstanding: Consistently exceeds and goes beyond expectations
  - More than satisfactory: Consistently meets minimum requirements and sometimes exceeds them
  - Satisfactory: Consistently meets minimum requirements
  - Needs improvement: Does not meet expectations some of the time
  - Unsatisfactory: Consistently does not meet expectations
  - Not Observed: No Basis for Judgement

7. Update Instructions to References Portal.

**Problem Statement**
Users tend to copy and paste text into the text fields of the Reference Portal and the formatting typically needs to be corrected because it’s generally not in plain text.

**Change(s):**
- Added “Copy and paste in plain text.” to the existing “4500 character limit....” paragraph in the same font and text color on the Comments section of the Reference Portal.

Problem Statement
References typically copy and past text from a letter that is already written. Adding an option to upload their letter/comments will help to improve the overall experience of the Reference.

Change(s):
- Built a new option in the Reference Portal to allow a Reference to upload a file.
- The new “Document Upload” will appear between the existing “Comments” and “Preview/Submit” tabs.
- Reference will need to choose between completing the existing “Comments” section or the new “Document Upload” section; they cannot complete both sections.
  - Built in validation so if a file has been uploaded, the Reference cannot complete the “Comments” section.
  - Build in validation so if the “Comments” section is completed, the Reference cannot complete the “Document Upload” section.
- Reference will be able to preview the uploaded document on the “Preview/Submit” tab.
  - The uploaded document will appear in place of the “Comments” section on the PDF preview. There will be a blank page where Comments section was.
- Reviewers will be able to view the uploaded document in the application PDF in the Selection Portal. The uploaded document will need to appear after the blank Comments section on the PDF.
- The same file size and browser instructions from the DICAS applicant portal (Resume section for example) will appear at the top of the new “Document Upload” section.
  - Changed the “Note” instructions to be: “Note: if you are having problems uploading your document, please make sure you are using one of the following browsers:”

9. List Experiences Based on End Date on PDF.

Problem Statement
Reviewers are most interested in the applicants most recent experiences. Currently, the experiences are not listed in the PDF in any specific order.

Change(s):
- Made the following change to the Applicant PDF that is downloaded from the Selection portal:
The “Date”, “Date Received” or “End Month” and “End Year” will be used to determine the order in which experiences are listed on the PDF.

The most recent experience will be listed first, including if the experience is still “Present” and an End Month and End Year have not been provided. All other experiences should then be listed in reverse chronological order.

The experiences will still be listed within the corresponding experience type sections (Work Experience, Volunteer Experience, etc.).

10. Send an Automated Reminder Email in February.

Problem Statement
Currently, there is no way to proactively inform applicants of the February 15 deadline.

Change:

• Built an email template that will be systematically generated on February 1 and be sent to every applicant within the DICAS Spring cycle informing them of the February deadline and time zone each deadline expires.

11. Add Time Zone Instruction Text to Designation Screen.

Problem Statement
There is no clear indication in DICAS of when designations expire within the DICAS portal.

Change(s):

• Added additional instruction text to the top of both Internship Program Designations screens detailing the time zone that all programs expire.


Problem Statement
Adding videos to the Help Center will help to reduce the number of calls and emails to customer service.

Change(s):

• Liaison Training Department will create “How-to” videos to help guide applicants on how to complete specific sections of the DICAS portal.
• “How-to” videos will be posted within the Applicant Help Center shortly.