We are an awesome team of passionate, mission-driven change agents who make a positive impact in our communities.

We work with our neighbors – youth, adults and families – and build caring relationships with them to fully understand their strengths and their needs.

All of our work takes place in their homes or in the community. We meet families at the times they most need support, right where they live, learn, work and play.

Our cultural competence and community knowledge helps us connect families to resources that develop their strengths and maximize their potential.

And we do it all together as equal partners, with a plan that is led by the individual and family, empowering them to be the architects of their success.

Welcome to YAP!
Community-based alternatives to out-of-home placement

yapinc.org
Connecting to YAP

**Office.com**
- 1st time users: see program for username and password
- Forgot password? Use self-service pwd reset
  - Email
  - OneDrive
  - Employee Website (TeamYAP Sharepoint)
  - Document Library
  - Word, Excel, PowerPoint, One Note, Yammer, etc.

**OFFICE 365**

**e13.ultipro.com**
- HR employee management
- 1st time users:
  - Username: Last name + last 4 SSN
  - Pwd: 8 digit birthdate
  - Pay stubs
  - Benefits
  - Tax info
  - Personal contact info

**ULTIPRO**
Uses single sign-on through Ultipro

**EVOLV-CS**
[webapps.yapinc.org/evolv_cs](http://webapps.yapinc.org/evolv_cs)
- Uses same login as Office 365
- Electronic health record system
  - Client contacts
  - Case notes
  - Treatment plans

**YAP UNIVERSITY**
[yapinc.brainier.com](http://yapinc.brainier.com)
- Learning management system
- Single sign-on through Ultipro account
  - Myself>Career Development and click YAPU link
  - View and complete Assigned Trainings

Uses same login as Office 365
How YAP Supports You

**Employee Assistance Program**
Free, confidential services in the areas of legal, mental health, personal finance, childcare, elder care + more
- [www.unum.com/employees/services/life-balance](http://www.unum.com/employees/services/life-balance)
- User ID and Password: lifebalance
- Or call 1-800-854-1146
- YAP’s Benefit Administrator: Sherrona Lawrence

**TeamYAP SharePoint**
Employee website containing YAP links, document library, user manuals, news, procedure updates + more
- [yapinc75.sharepoint.com/sites/TeamYAP](http://yapinc75.sharepoint.com/sites/TeamYAP)
- Or go to SharePoint app and search “TeamYAP”

**Employee Safety & Wellness**
Our Safety and Wellness committee works to ensure policies and procedures are effective at protecting employee safety and promoting employee well-being.
- Resources and updates are available on TeamYAP SharePoint’s Safety page: [yapinc75.sharepoint.com/sites/TeamYAP/SitePages/Safety.aspx](http://yapinc75.sharepoint.com/sites/TeamYAP/SitePages/Safety.aspx)

**Training & Supervision**
The Basic Advocacy Training (BAT) is YAP’s national orientation curriculum and provides the knowledge, skills and resources necessary to do your job.
- Ongoing training is available in person at your local program, on demand in YAP University, or special topics provided by live webinar
- Weekly supervision is provided by your local program to troubleshoot specific case issues and your individual needs.

**IT Support**
In the event you experience an IT-related issue that cannot be solved by talking with your local program, you can open an IT support ticket via email or phone.
- [support@yapinc.org](mailto:support@yapinc.org)
- 717-232-7580
How You Can Support YAP

**Employee Payroll Deduction**

300+ employees contribute over $40,000/year to support YAP programs through automatic payroll deductions. You can direct your funds (as little as $1/week) to YAP’s Endowment Fund for Continuing Education or YAP’s International efforts in Guatemala or Sierra Leone. [yapinc.org/employees/payroll-deduction](https://yapinc.org/employees/payroll-deduction)

**Amazon Smile**

Shop through the Amazon Smile website and select Youth Advocate Programs as your charity of choice. 0.5% of eligible purchases will be donated to YAP. [smile.amazon.com/](https://smile.amazon.com/)

**We Need Your Feedback!**

Tell us about the great things happening in your program so we can share with the rest of YAP, and externally. [yapinc.org/employees/success-story](https://yapinc.org/employees/success-story)

Do you have ideas for improvement or concerns? Share your thoughts through our employee feedback form. [yapinc.org/employees/Comments](https://yapinc.org/employees/Comments)

**Social Media Ambassadors**

Follow us on social media and share posts with your social networks.

Twitter: [@YAPInc](https://twitter.com/YAPInc)
LinkedIn: [YAPInc](https://www.linkedin.com/company/yapinc/)
Facebook: [@YAPInc1975](https://www.facebook.com/YAPInc1975)
Instagram: [YAPInc1975](https://www.instagram.com/yapinc1975/)