

CYMS TRAINING GUIDE

CTG-A09b - FCC - THE "MAGIC C" SETUP

Updated Apr 04

There are three steps to setting up a newly certified FCC provider in CYMS to be able to receive referrals from Central Registration and to have children enrolled in her home

When a provider starts the certification process, she is entered into the FCC Provider Module where her personal information, family information, certification requirements, background checks, training, etc. is monitored.

When a provider achieves Provisional Certification, she is now able to take children into her home. In CYMS, we need to pretend that the provider is a mini-CDC to get her ready for that event. First, we have to set her up as a "facility" – and then we set her up as an "activity."

To make sure she get the right kind of referrals, we also need to make sure we log all of the age groups, program types and special services she offers.

To accomplish this, you will need to use the buttons at the right hand side of the FCC Module Menu Screen. Since the buttons are arranged in the shape of a "C," we have called this process of getting the provider ready to accept children "THE MAGIC C."

The information must be entered in the following order—each step is necessary in order to complete the next. The steps to follow are outlined below.

Hints and Tips Before You Begin

- 1 When entering information into your CYMS database, use proper capitalization, which makes the data easier to read and cleaner looking.
- 2 Picklists can be accessed by right-clicking or pressing **F9** from within any field with a dual arrow next to it . To select an item on a picklist, double click on it.
- 3 Use the **Tab** key to advance to the next field instead of the mouse. If you tab too far, you can use **Shift + Tab** to go to the previous field.
- 4 To clear the contents of a date field, use the **F8** key to start again.

Adding the Provider as a "Facility"

- 1 Go to Files → Facility → Facility Maintenance.
- 2 Click **Add**.
- 3 Right-click in the **Facility Type** field. The Facility Type Picklist will appear. Select **FCC**. (You can also simply type *FCC* in the **Facility Type** field.)
- 4 In the **Facility Location** field, type the first five letters of the providers last name. (If you have more than one provider with the same last name, be creative. For example, use the first four letters of the last name and the first letter of the first name. Please try to use all five spaces available.)
- 5 Next, press the **Tab** key. The following message will pop up: "<provider name> does not exist. Do you want to add it?" Click **Yes**. The Facility Location Core Information screen will appear.

- In the **Prt Desc** field, type the provider's last name, then first name, separated by a comma and a space. (For example: *Smith, Mary*). Next, press **Tab**. This **Loc Name** field will be filled in automatically.

CYMS Rel 9.5a3g File Maintenance 11/10/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System CYS

Core Information CYMS Rates_Times

Location **SMITH** Prt Desc **Smith, Mary**

Loc Name **Smith, Mary**

Address

City/ST/Zip

Contact

Phone

Dep G/L Code **263** Advanced Payments on Account

Dep Cst Cntr

Allow This Facility Location in TeleTrac?

Next Done Cancel

Enter the ZIP for the city in which the facility is located

- Next, click **Done**. You will return to the original screen.
- In the **Facility ID** field, type *FCC*.
- Click **Next** at the bottom of the screen.
- In the **Prt Desc** field, type the provider's last name, then first name, separated by a comma and a space. (For example: *Smith, Mary*).

CYMS Rel 9.5a3g File Maintenance 11/10/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System CYS

Core Information Restrict/Features Fees/Charges Family Tree Info

Fac Type **FCC** FCC Home Qik ID **1404** Status Active Inactive

Fac Loc **SMITH** Smith, Mary Auto Display Tickler in DP

Facility ID **FCC** Prt Desc **Smith, Mary** Allow This Facility in TeleTrac

Comments

Lite Interface Fac?

Maint ID Not Assigned View

Rsv'n ID Not Assigned View

Tickler Not Assigned View

R&R Letter View

TT Params

Max Adv Days **99,999** Capacity **0**

Setup Time **0** Cleanup Time **0**

Overlap None Parent Child

Is this a Court Module Facility?

Charge To Use Facility?

Require Manual Fee Calculation?

Question Grp

Premium

Next Done Overlaps Cancel

Enter a BRIEF PRINT DESCRIPTION to be used on forms

- 11 Click **Done**.

Adding the Provider as an “Activity”

- 1 Go to Files → Activity → Activity Maintenance.
- 2 Click **Add**.
- 3 Enter the activity number.

Note: The activity number is a six digit number that will start with 94. Therefore, your first provider can be 940000, then 940001, and so on. You will be able to sort the picklist alphabetically to make it easier to find your providers.

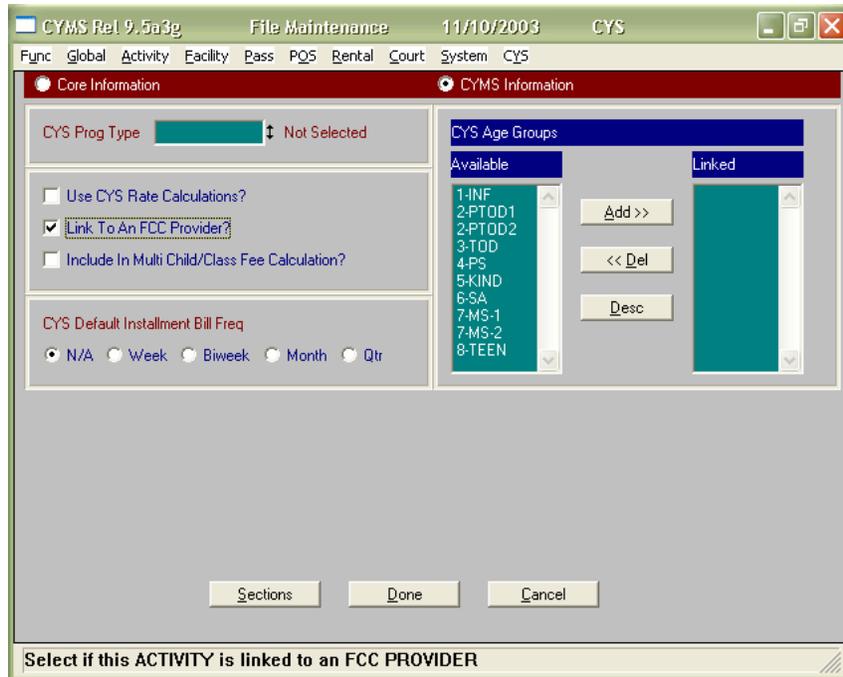
- 4 Press **Tab**. In the **Class Description** field, type the provider’s last name, then first name, separated by a comma and a space.
- 5 Press **Tab**. The **Prt Desc** field will be filled in automatically.
- 6 In the **Actv Type** field, right-click and select **FCC**.

The screenshot shows the 'CYMS Rel 9.5a3g File Maintenance' window. The 'Activity Maintenance' tab is active. The 'Core Information' section is expanded, showing the following fields:

- Actv Number: 940022
- Class Description: Smith, Mary
- Prt Desc: Smith, Mary
- Soundex: [Empty]
- Class Status: Active Inactive
- Credits Given To Each Participant: [Empty]
- Actv Type: FCC (Family Child Care)
- Actv SubType: Not Selected
- Category: Not Selected
- Waiver Ltr: Not Selected
- Prereq Actv#: Not Selected
- Day Care Fee Group: Not Selected
- TeleTrac Param: Not Selected
- Allow Installment Billing?:
- Allow Prerequisite Bypass?:
- DayCare Class?:

Buttons at the bottom include: Sections, Reserve Facility, Change Status, Next, Done, and Cancel. A legend at the bottom left indicates 'A=Active I=Inactive'.

- 7 Click **Next** on the bottom of the screen.
- 8 On the CYMS Information screen, toggle on the **Link to an FCC Provider** option.



- 9 Click **Sections**. The follow message will pop up: “No Sections Exist For This Activity. Do You Want To Add One?” Click **Yes**.
- 10 In the **Section** field, type *01*. Press **Tab**. The **Description** field will be filled in automatically.
- 11 Right-click in the **Fac Type** field. Select the location for this provider. (When the picklist appears, click the Facility Location header to re-sort the list. Type the first few letters of the provider’s last name to jump to the entries beginning with those letters.)
- 12 Enter today’s date in the **Beg Date** field. Enter *12/31/2099* in the **End Date** field.
- 13 In the **Beg Time** and **End Time** fields, enter the normal hours the provider offers care. (You will be able to enter more specific days and times when you get to the provider module.)
- 14 Toggle on all of the days of the week (even if the provider does not normally offer weekend care).

Core 1
 Core 2
 Comments
 Fees
 Finance
 Web/Tele

Beginning Age: 0.10	Beginning Grade: 0.00	Aging Date: 11/10/2003
Ending Age: 12.99	Ending Grade: 99.00	(Date Used To Calculate Ages)
Minimum Count: 0	Max Res Count: 50	Res Enrolled: 0
Maximum Count: 50	Max N/R Count: 50	N/R Enrolled: 0
Maximum W/List Cnt: 9999	Slots Available: 50	Total Enrolled: 0
		Waiting Count: 0

Allow Age Override
 Allow Resident Reg Date Override
 Allow Grade Override
 Allow Non-Res Reg Date Override
 Allow Gender Override
 Strenuous Program Flag
 Allow Resident Count Override
 Require Manual Fee Calculation?
 Allow Non-Resident Count Override
 Require Current Pass Membership
 Allow Maximum Count Override

Child Care Activity
 DayCare Install. Billing Section
 Record Visit Attendance
 Prorate Fees By Class Count

YES=Pass Membership Required NO=No Pass Is Required

21 Click **Done**.

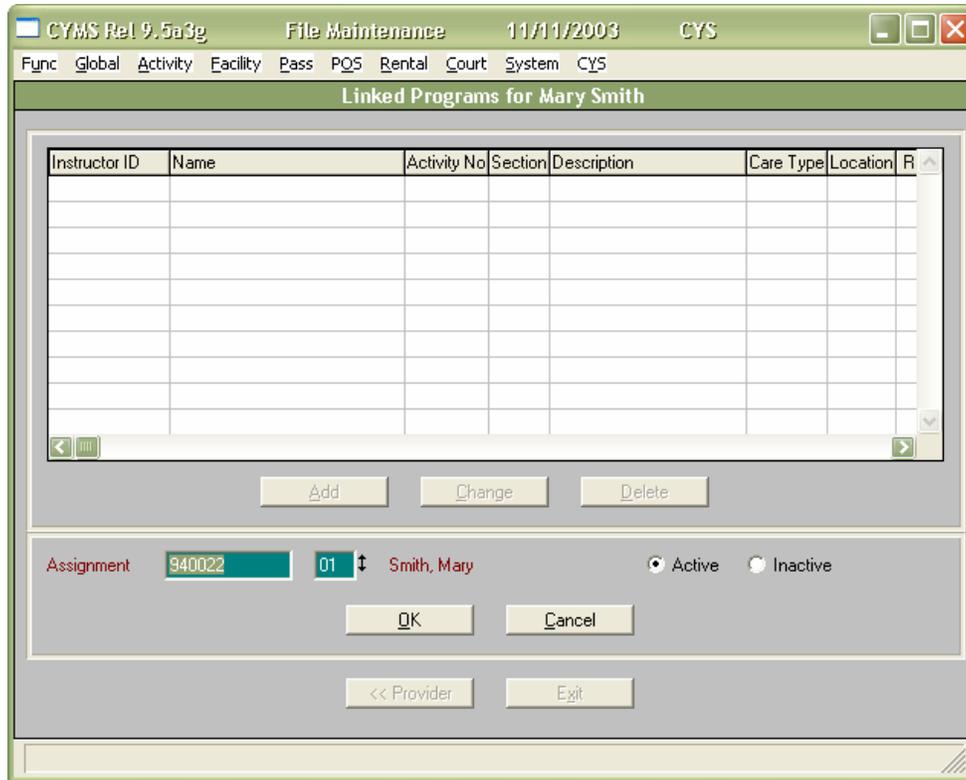
22 That's it! You are finished adding the activity. Click **Exit** to return to the Main Menu.

Adding the What the Provider Offers (The Magic C)

In this section, we will discuss in detail the rest of the information you need to enter in order for Central Registration to give out a provider list. If the screens for these next five buttons are not filled out correctly, the provider will not show up as an option when Central Registration performs a search for care. If these screens are filled out correctly, and children are properly enrolled into homes, Central Registration will have the ability to give out an up-to-date, accurate list of providers that match the parents' criteria (e.g., non-smoking, Patton housing area, etc.) and have openings. In addition, Central Registration will post referrals, which you can look up and/or print out.

Program Links Button

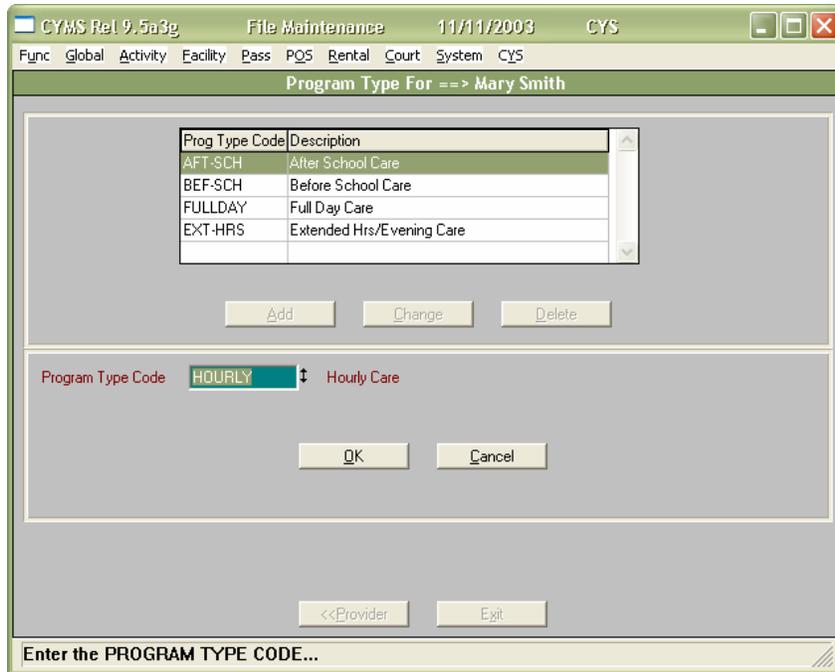
- 1 With the provider highlighted, click Program Links.
- 2 Click **Add**. Right-click in the **Assignment** field. Click the Description header to sort by this field. After the hourglass disappears, type the first few letters of the provider's last name to jump to the providers beginning with these letters. Select the provider from the list.



- 3 Click **OK**. Click <<**Provider**.

Program Type Button

- 1 Click Program Type.
- 2 Click **Add**. Right-click in the **Program Type Code** field. Select the appropriate program type from the picklist. Click **OK**.



- 3 Repeat step 5 for all of the appropriate program types for this provider. When finished, click <<Provider

Days and Hours Button

- 1 Click **Days & Hours**.
- 2 Click **Add**. Right-click in the **Days/Hours Code** field. Select the appropriate code. Enter the open and close times of the provider for that day(s). Toggle on the corresponding days of the week. Click **OK**.

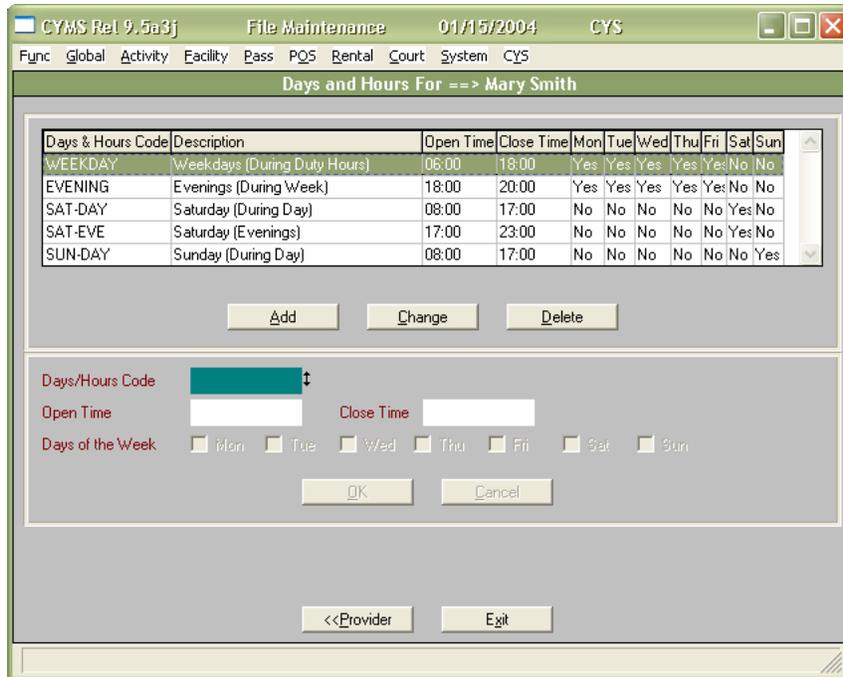
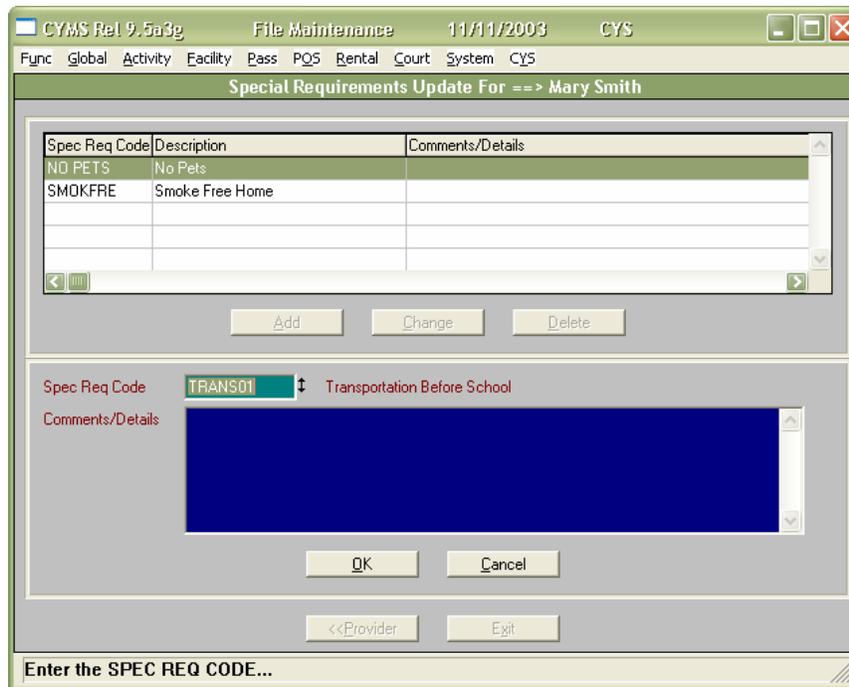


FIGURE 1

- 3 Repeat step 8 for all of the provider's available days and hours. Click **<<Provider**.
- 4 Click **Spec Req**.
- 5 Click **Add**. Right-click in the **Spec Req Code** field. Select the appropriate requirement from the picklist. Click **OK**.



- 6 Repeat step 11 for all of the special requirements that apply to this provider. Click **<<Provider**.

Age Groups Button

- 1 Click **Age Groups**.
- 2 Click **Add**. Right-click in the **Age Group Code** field and select the appropriate age group. Click **OK**.

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance 11/11/2003 CYS". The window contains a menu bar with "Func", "Global", "Activity", "Facility", "Pass", "POS", "Rental", "Court", "System", and "CYS". Below the menu bar is a title bar "Age Group Information For ==> Mary Smith". The main area contains a table with the following data:

Age Group	Description	Beginning Age	Ending Age
1-INF	Infants (6 Wk - 12 Mo)	0.10	0.99
2-PTDD1	Pre-Toddler I (12 Mo - 18 Mo)	1.00	1.49
2-PTDD2	Pre-Toddler II (18 Mo - 24 Mo)	1.50	1.99
3-TOD	Toddler (2 - 3 Yrs)	2.00	2.99
4-PS	Preschool-Age (3 - 5 Yrs)	3.00	4.99

Below the table are three buttons: "Add", "Change", and "Delete". Below these buttons is a field for "Age Group Code" with the value "5-KIND" and a dropdown arrow. To the right of the field is the text "Kindergarten-Age (Kindergarten)". Below this field are two buttons: "OK" and "Cancel". At the bottom of the window are two buttons: "<<Provider" and "Exit". The status bar at the bottom of the window contains the text "Enter the AGE CODE...".

- 3 Repeat this process for all of the age groups that the provider will accept. Click **<<Provider**.

This completes the steps necessary for your providers to show up in the results of a search for care.