CYMS TRAINING GUIDE

CTG-A09C – FCC DAILY PROCESSES

Updated Apr 04

Enrolling Children Into Provider Homes

1. Click **Program Registration**.
2. In the **Lookup** field, enter the last name of the child, then click **Family Member**.
3. Highlight the child you are enrolling click **Select** (or double-click on the child) .The program registration screen will appear.
4. The child to be enrolled will be highlighted in the Family Member Selection browser box. If not, highlight the child to be enrolled. Right-click in the **Actv No** field. Click the Description header to sort by description. Type the first few letters of the provider's last name.
5. Highlight and select the provider.

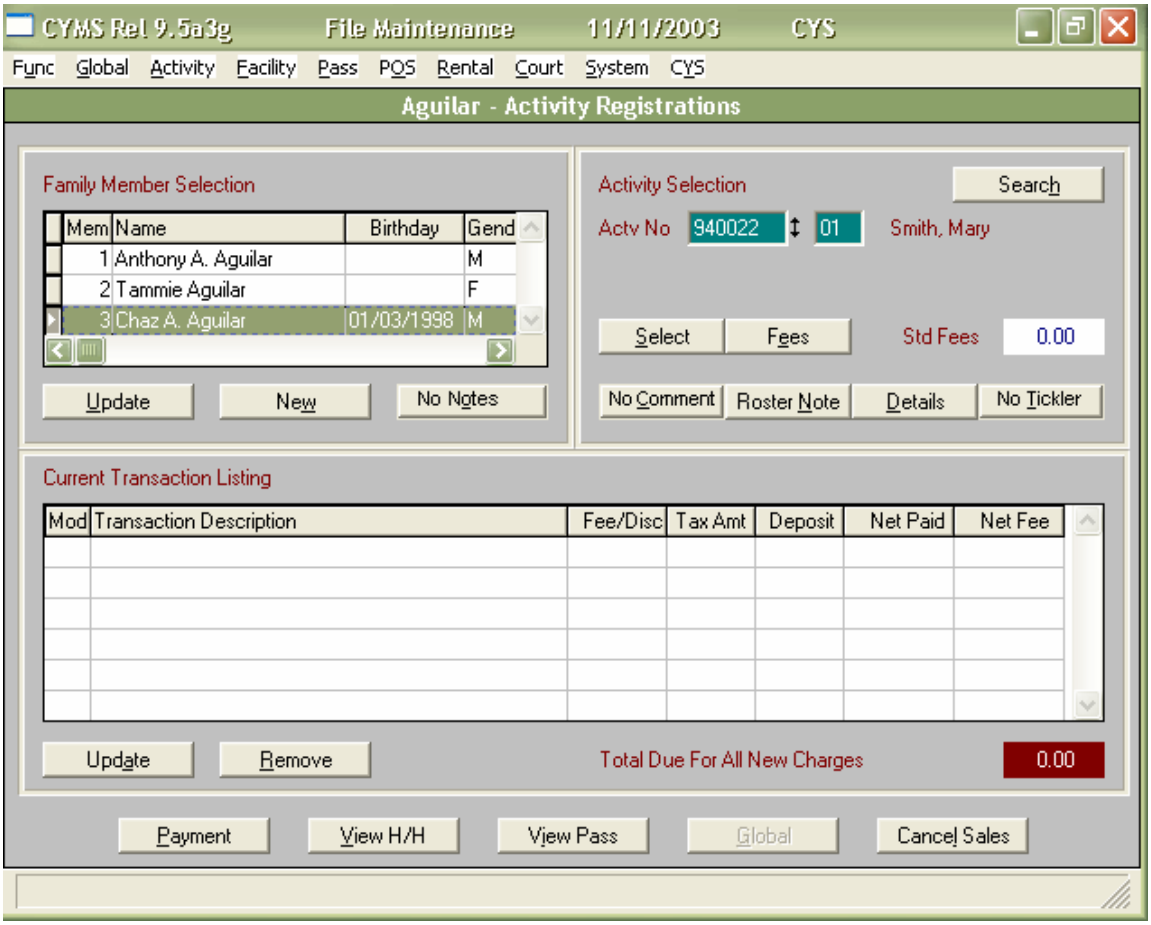

FIGURE 1

6. Click **Select**. A window will prompt you for the days and times the child will be attending the home. If you know the child's schedule, enter the information here.

Note: When you click **Select**, if you get an error message that says the child does not have an active pass, do NOT continue with the enrollment. Either the child has never been registered or, more likely, the child's registration has expired. This needs to be fixed *before* you continue.

7 To add the schedule, enter the scheduled attendance times and toggle on the appropriate days of the week. Click **Add**.

Note: For before and after school care, you will need to enter two sets of times. If the child will attend the home at different times on different days, select the day(s) of the week, enter the times, click **Add**. Repeat for each different day/time combination.

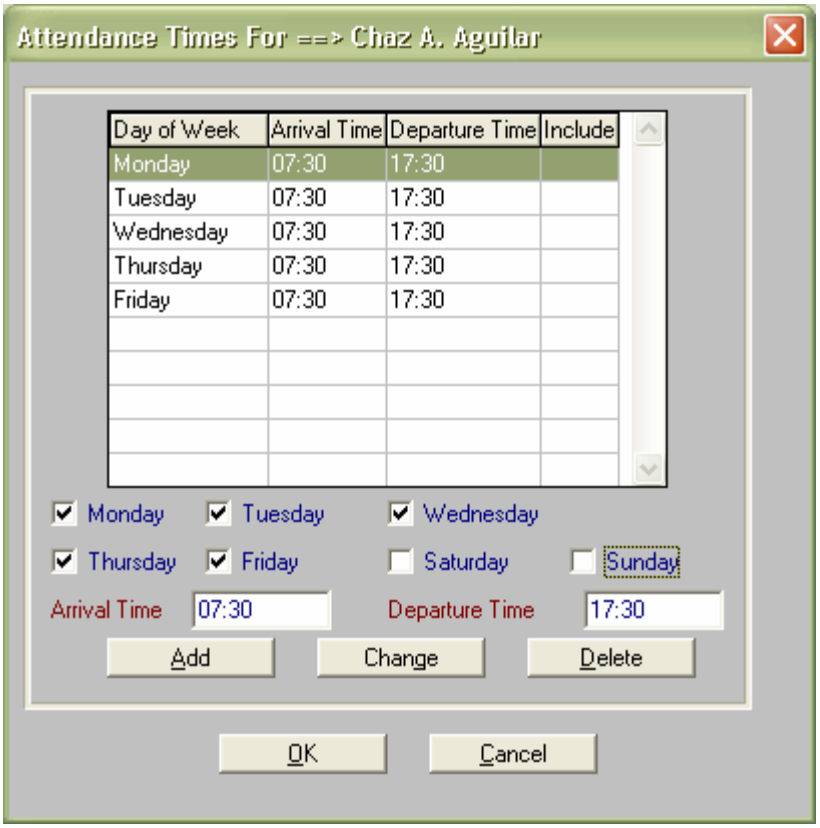

FIGURE 2

8 Click **OK**. This will move the registration to the Current Transaction Listing browser box (aka, "shopping cart") at the bottom of the screen.

9 Click **Payment**.

10 Click **No Print**. One child is now successfully enrolled!

Adding or Updating Enrollment Times After the Child is Registered

1 Go to Files → Activity → Roster Note/Install Bill Update.

2 Right-click in the **Activity Number** field, click the **description** header, then type the first few letters of the providers last name on your keyboard.

3 Select the provider from the picklist. This will take you to a screen with a roster for that provider.

4 Highlight the child and click **FCC Times** at the bottom of the screen. Here you can add new times or update/delete existing times. (See Figure 2.)

Transferring a Child From One Home to Another Home

1 Go to Period End → CYS → CYS Roster Reassignment.

2 In the **Lookup** field, enter the last name of the child. Click **Family Member**.

3 Highlight the child you are transferring and click **Select**.

4 The CYS Roster Reassignment screen will appear, listing all of the program registrations for the child.

5 Be sure to highlight the provider that you want to transfer the child *from*.

6 Right-click in the **New Actv/Sec** field. Click on the Description header to sort this list by description. Type the first few letters of the last name of the provider you want to transfer the child *to*. Select this provider.

7 Click **Reassign**.

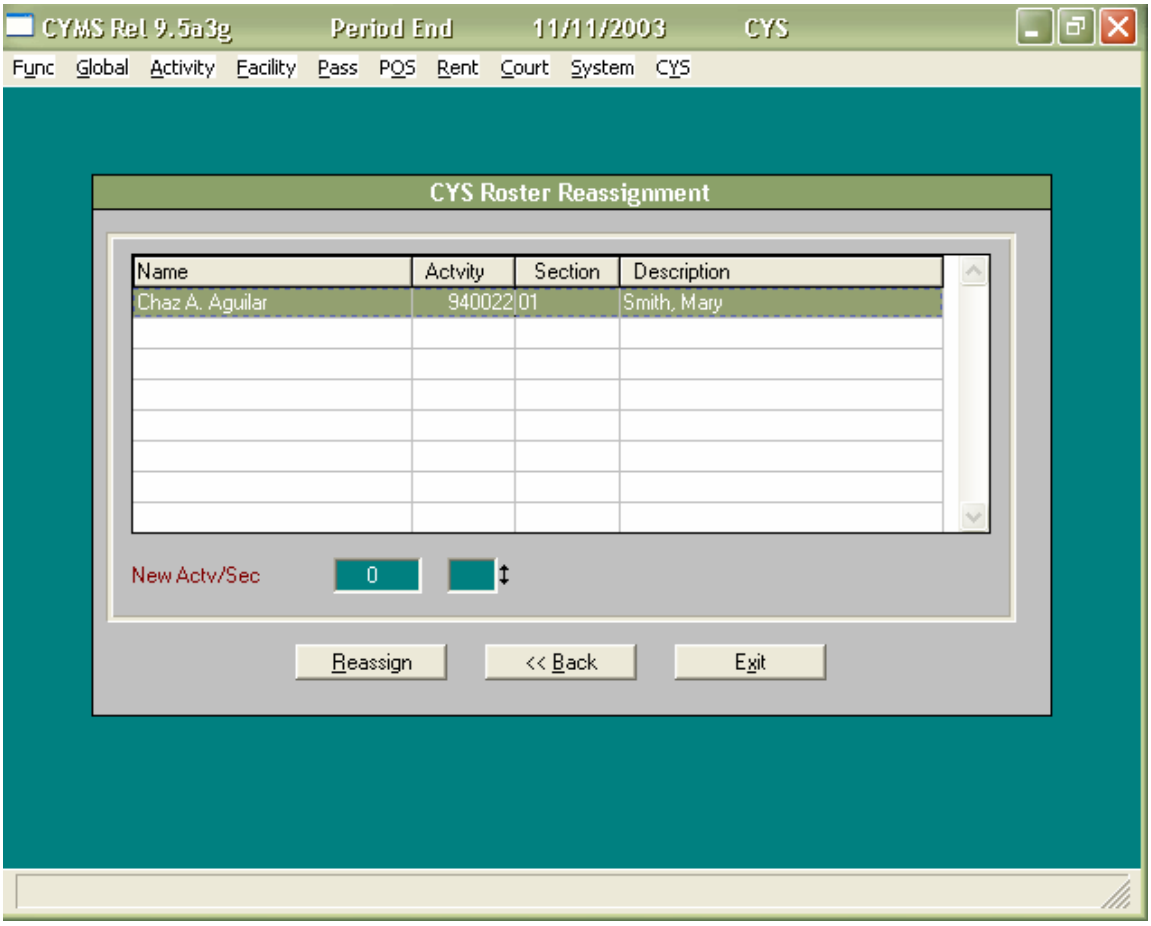

FIGURE 3

Note: This method **cannot** be used to transfer a child to the CDC or School Age programs. If a child is being transferred to a center, please use the method described in the next section to remove the child from the provider's home.

8 Click **Exit** to return to the Main Menu.

Taking a Child Out of a Provider's Home

1 Go to Period End → Activity → Activity Roster Maintenance → Roster Transfer to History (Indiv).

2 In the **Lookup** field, enter the last name of the child. Click **Family Member**.

3 Highlight the child you are transferring and click **Select**.

4 The Roster Transfer to History (INDIVIDUAL) screen will appear, listing all of the program registrations for the child.

5 Highlight the provider you want to transfer the child out of.

6 Accept the default entry in the **Transfer Posting Date** field—today's date.

7 Click **Transfer**. Click **Yes**.

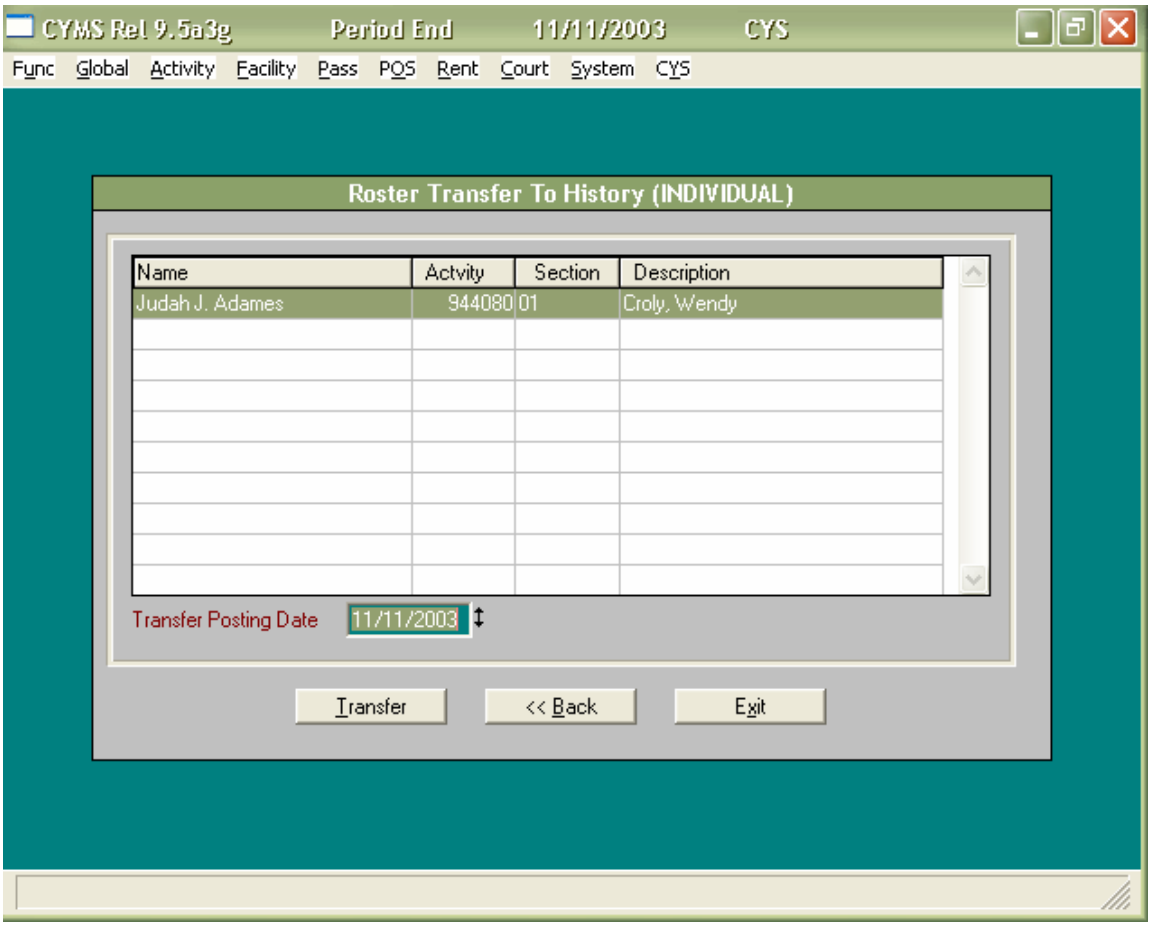

FIGURE 4

Note: This method should be used if the child is permanently leaving the home—the child is leaving the installation, moving to the CDC, or no longer needs care.

8 Click **Exit** to return to the Main Menu.

Attendance Posting

Note: Attendance posting must be done to record the child's actual attendance in the provider's home. This will allow the system to calculate attendance totals for you. It is also necessary in order for the USDA office to be able to post meals and calculate the meal reimbursement due to the provider.

1 Go to Daily → CYS → CYS FCC Attendance Posting.

2 Right-click in the **Activity No** field. Select the provider whose attendance you want to post.

3 Enter the attendance date range you are posting.

4 In the **Skip Dates** field, enter any dates the provider was closed for any reason.

Note: Once you select the provider, the roster for that provider will fill in below. Check the registration and shots for each child in the **Pass OK** and **Shots OK** columns.

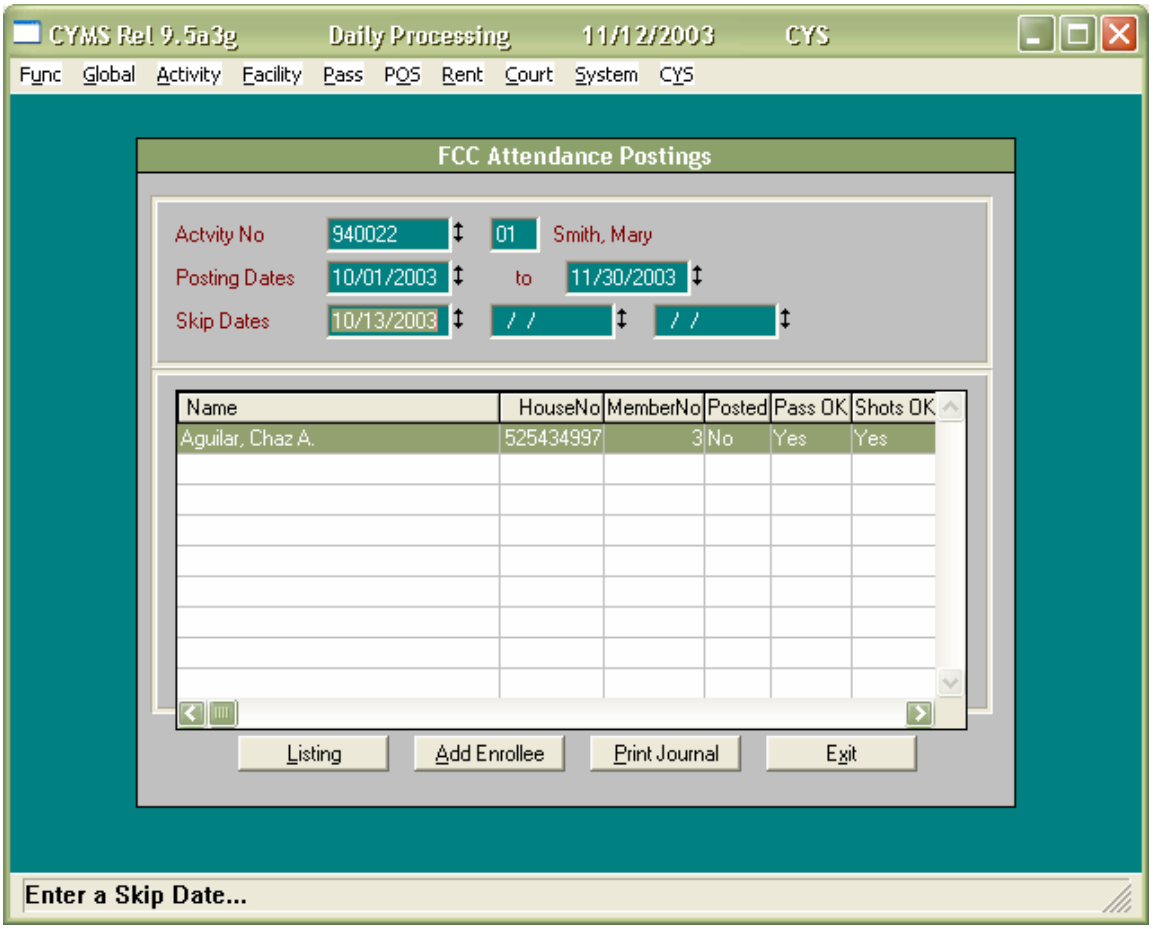

FIGURE 5

Note: For hourly children, after selecting the provider, click **Add Enrollee** and select the hourly child from the picklist. The status will automatically default to Hourly Care. When you click **Listing**, you will have to add the times for each day the hourly child attended that home. This will automatically flag this child as hourly.

5. Highlight the child whose attendance you are posting. Click **Listing**. The screen that appears shows the attendance for the selected child, based on the times you entered previously.
6. If you don't need to make any changes, click **Post Attendance**.
7. To change the times for a day, double-click the day in question. (Be sure the date you want to change is displayed on the bottom left part of the screen.) If the child was not in attendance, click **No Show**. If the arrival/departure times were different, change the times at the bottom of the screen accordingly. Click **Record in List**.
8. Click **Post Attendance** when you are finished making changes.

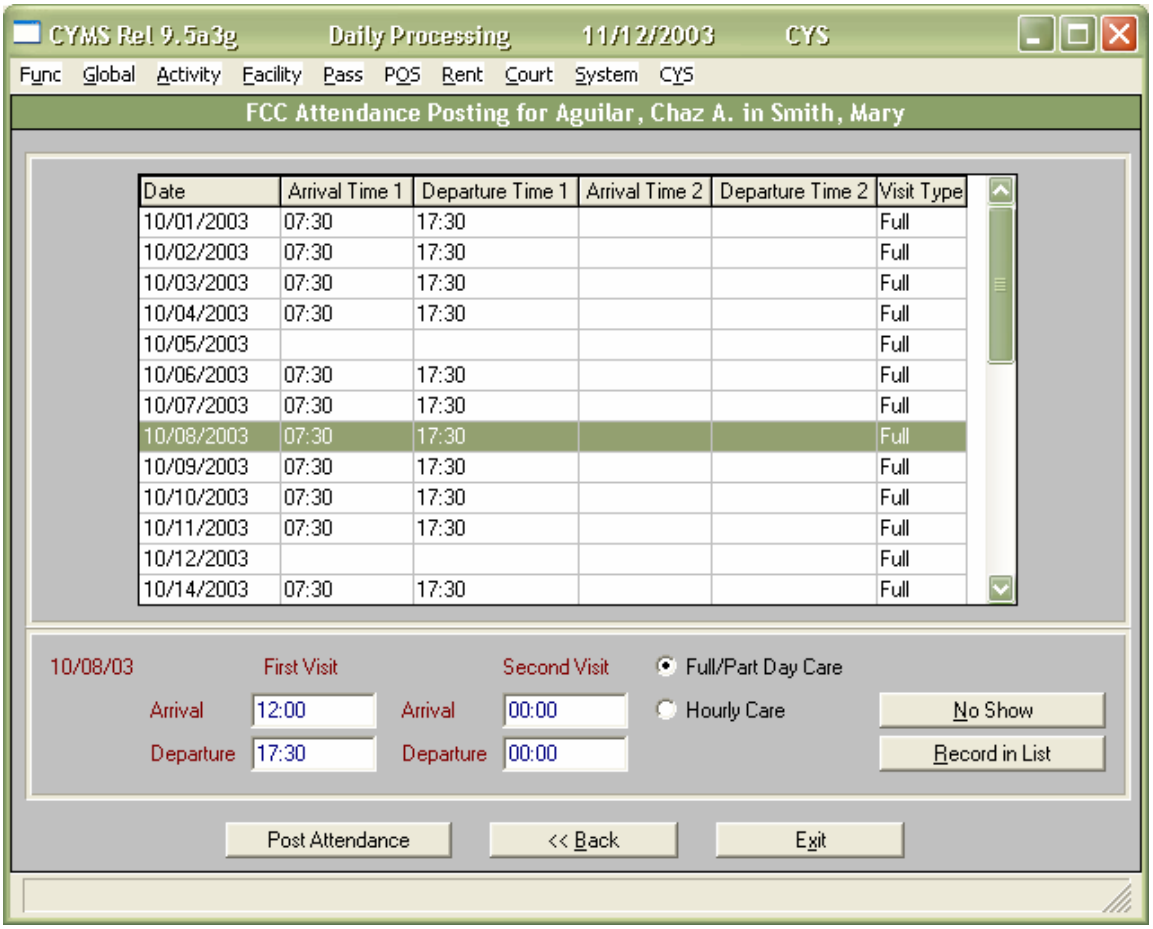

FIGURE 6

9 Repeat steps 5–8 for each child in the provider's home. Repeat the entire process for each provider.