

CYMS Inspection Checklist (Draft 15 Apr 04)	Yes	No	Comments
Child & Youth Management System (CYMS) is used to process all transactions in support of registration, daily operation and reporting requirements in CYS programs (CDC/FCC/SAS/YS/CLEOS/CYS Admin).			
✓ 100 % of CYS program and administrative sites are networked to the MWR/Installation LAN and the CYMS server.			
✓ Sufficient workstations (with access to CYMS "Live" and "Demo" databases) are available for CYS management, lead, clerical, administrative, training/curriculum (TACS/TAPS) and health staff.			
✓ Sufficient swipe stations and Point of Sale (POS) systems are set up at program sites (CDC/SAS/YS/CLEOS) to handle patron and transaction volume. Payments are NOT being taken on swipe machines. Hourly patrons are checking in/out with clerks, NOT swiping themselves in and out.			
✓ When ticklers and notices (overdue shots, expiring passes, health notices, notes to parents, etc) appear during swipe-ins or outs, clerks are interacting with parents and reinforcing reminders. When deadlines are missed, passes are expired and service denied.			
✓ At least one CYS staff is designated as a "Super User" for each program site to help monitor system usage, to provide hands-on guidance/encouragement, to coordinate/answer basic questions and to facilitate prompt interaction with the CFSC or VSI Help Lines when problems are encountered.			
✓ An installation CYMS training team (Functional Technology Specialist, TACS/TAPS, Super Users) is in place to provide comprehensive CYMS orientation (Household-Pass-Class Guide) followed by job-specific CYMS training to all new staff and to provide/facilitate ongoing CYMS refresher training and ongoing monitoring/quality assurance. CYMS Training Guides are available for all users.			
✓ Adequately trained staff and sufficient backup staff are in place in CYS programs and facilities to ensure accurate and continuous CYMS operation.			
✓ CYMS metrics/standards are enforced through a local SOP that clearly defines and coordinates local CYMS roles/responsibilities/policies.			
✓ CYMS is used to process 100% of all CYS household registration, waiting list, activity enrollment and financial transactions. The Patron Self-Registration terminal, paperless desk-side interviews and use of the CYMS Profile Print with a locally approved coversheet are encouraged.			

<ul style="list-style-type: none"> ✓ All payments are processed through CYMS on the day they are received. 			
<ul style="list-style-type: none"> ✓ CYMS-produced Daily Activity Report (DAR) packets (Cash Journal/GL Distribution Report/DAR) are approved by program managers and submitted to Financial Management for every operational day (even if no money was taken in). DAR packets are "in balance" before submission. NOTE: Pen & ink or telephonic notes/changes are not acceptable. If errors are discovered, changes must be made in CYMS and the DAR must be re-run. This also applies to errors discovered after submission to NFS - corrections or adjustments must be processed through CYMS and the paperwork resubmitted. 			
<ul style="list-style-type: none"> ✓ Installment Billing is run for the 1st and 15th of every month using a specially designated CYMS login (995-999). A GL Distribution Report and DAR (for this login) are submitted to NFS immediately following each billing process. 			
<ul style="list-style-type: none"> ✓ At the end of every month (before any transactions occur on the first work day of the new month), the Installment Billing login runs one Global Household Trial Balance report for credits [.01] and one for debits [.01-] and submits them to NFS with the final DAR packet. 			
<ul style="list-style-type: none"> ✓ Program managers are held accountable for validating their own Activity Trial Balance report to an "<u>explainable zero balance</u>" twice a month (at the end of the 1st and mid-month patron payment periods). Managers are able to verify and justify all unpaid bills. PATH: REPORTS—ACTIVITY—ACTIVITY FINANCIAL REPORTS—ACTIVITY TRIAL BALANCE 			
<ul style="list-style-type: none"> ✓ The Global Household Trial Balance reports for debits (.01) and credits (.01-) are reviewed and validated by the CYS Coordinator twice monthly. All valid amounts due and credits are <u>explained</u> by Program Managers. All discrepancies and errors are <u>researched and corrected</u> before the next billing cycle! PATH: REPORTS—GLOBAL—GLOBAL FINANCIAL REPORTS—GLOBAL HH TRIAL BALANCE 			
<ul style="list-style-type: none"> ✓ End-of-year Child Care Tax Statements are issued through CYMS. Use of manual "payment cards" has been discontinued. 			
<ul style="list-style-type: none"> ✓ Household/financial audit reports and statistical reports are used periodically (at minimum twice a year in January and August) to check overall validity of the database. 			
<ul style="list-style-type: none"> ✓ A current run of the CYMS Shot Report, Health Assessment Report and Family Care Plan Report shows patrons are in compliance with these critical ongoing requirements. Activity Roster reports and Wait List reports reflect applicable children. ✓ PATH: REPORTS—CYS—CYSGENERAL REPORTS-XXXX 			

<ul style="list-style-type: none"> ✓ Activity Roster reports (for CDC/FCC/SAS/YS/CLEOS) reflect applicable current capacity and enrolled children. PATH: REPORTS—ACTIVITY—ACTIVITY ROSTER REPORTS or INQUIRY—ACTIVITY—SECTION INQUIRY 			
<ul style="list-style-type: none"> ✓ Wait List reports for (CDC/FCC/SAS/YS/CLEOS) reflect applicable current children. PATH: INQUIRY—CYS—CYS WAITLIST INQUIRY (Class Restrict) or REPORTS—CYS—CYS GENERAL REPORTS—WAITLIST REPORTS 			
<ul style="list-style-type: none"> ✓ Annual and other periodic report data is extracted from CYMS IAW specific instructions provided by higher headquarters. 			
<ul style="list-style-type: none"> ✓ Family Child Care (FCC) provider information and program monitoring is being conducted through CYMS. PATH: FILES—CYS—FCC MODULE 			
<ul style="list-style-type: none"> ✓ Staff personnel information and daily monitoring is being conducted through CYMS. PATH: FILES—CYS—STAFF MODULE 			
<ul style="list-style-type: none"> ✓ In order to maintain CYMS accreditation, any changes to CYMS setup, configuration, approved version or standard procedures are authorized by policy changes or valid exceptions coordinated through Region/IMA/CFSC. 			
<ul style="list-style-type: none"> ✓ ISO performs CYMS server maintenance and upgrades. 			
<ul style="list-style-type: none"> ✓ ISO performs required daily back-ups and copies "live" database to "demo" on locally established schedule (monthly, quarterly) so demo can be used for practice, experimentation and training purposes. 			
<ul style="list-style-type: none"> ✓ ISO provides network user IDs and password to CYS staff in order to log on workstations. CYMS ID's and passwords are issued and maintained by CYS admin, functional technology, or super users staff (as determined locally). 			

PREPARED BY _____

DATE _____

REVIEWED BY _____

DATE _____