

Topic Doc – CYMS Transition Matrix

(10.3 – Sept 2012)

This document addresses how to use the CYMS Transition Matrix.

RULES AND ASSUMPTIONS

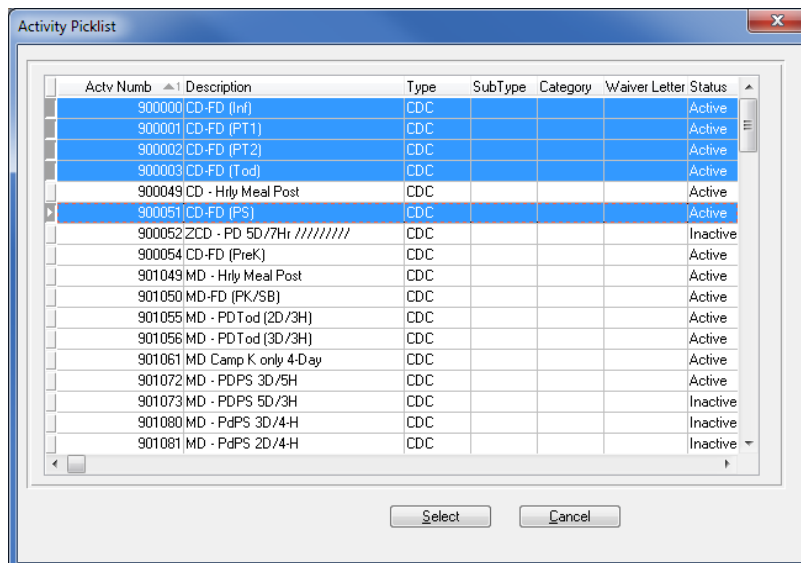
- As with the CYMS Roster Reassignment the activity/section the child is moving from must have the same Bill Codes as the activity/section the child is moving to.
- CYMS Age Groups linked to the Activity are accurate (CYMS screen in Activity Maintenance). This drives the column headers on the Matrix screen.
- Ending Age on Activity Sections is accurate without variation from standard. (This factors into Days Over calculation to determine if child is too old for their classroom.)
 - .99 - Infant
 - 1.49 - Pre-Tod1
 - 1.99 - Pre-Tod2 (or Pre-Tod combined)
 - 2.99 - Toddler
 - 4.99 - Pre-School
- **PCS Bulk Transfer to History and Future to Enrolled Status Change** processes are being run regularly.

GOING INTO THE MATRIX AND SCREEN DESCRIPTIONS

This section describes all aspects of the Matrix screen.

- Go to Daily•CYMS•**CYMS Transitioning Matrix** (cy0315.r)
- The first time you enter the **CYMS Transitioning Matrix** you will be taken directly to the Activity Picklist:
 - You will only be able to see those activities that you have permission to view.
 - Highlight the activities you will be working with.
 - Click **Select**

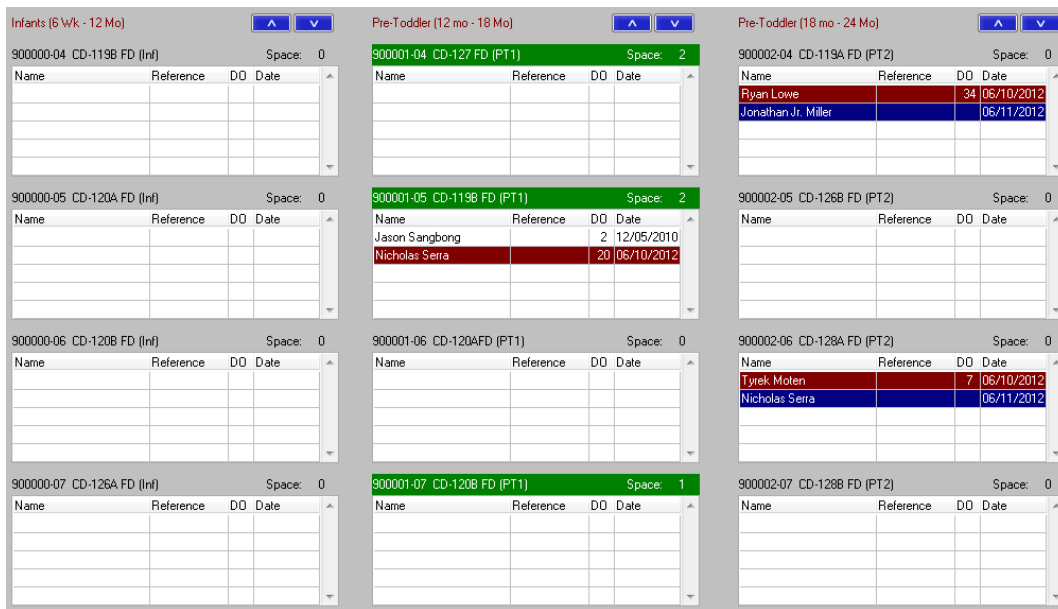
NOTE: After this first time your selection will be remembered. To reselect your activities click the **Class List** button which is located on the Transition Matrix screen.



- The Matrix will now display a column of browsers by age group. It sorts from left to right/youngest to oldest. To determine this it uses the **CYMS Age Group** link on the CYMS screen in Activity maintenance.



NOTE: If there is more than one age group **Linked** the Matrix will display the activity in the column of the youngest **Beginning Age** as defined in the age range of **Age Group Maintenance**.



- The Matrix has a maximum of three columns across.
 - Each column has a browser box per section for that age group, with a maximum of four browser boxes per column down.
 - To see beyond the third column you will use the Left/Right buttons to shift the columns to the right and back.
 - If there are more than four sections you will use the Up/Down buttons to shift the individual column down and back.
- The **Roster Aging Date** will default to your current date, the first time run and after Process & Journal is run.



- This date is used to determine who will be displayed and calculate the **DO** (Days Over) Columns in the browsers.

- To change this date simply right click in the field and select a new date from the calendar, then click **Refresh/Clear** to refresh the screen below.

NOTE: If you have selected **Save Progress** below, it will remember the date set when the save was done. This will remain true until you hit **Process & Journal**.

- The title of the column shows the Age Group Description of the Age Group used.
- The title bar of the browser shows from left to right:



- **Activity Number and Section** (i.e. 900000-05)
- **Section Description** (i.e. CD-120A FD (Inf))
- **Available Space** = Maximum Count minus Enrolled and Future stused children.
 - If the number is 0 (i.e. Space: 0) then the title bar has no highlight
 - If the number is positive (i.e. Space: 2) then the title is highlighted **green** indicating it is able to receive transitions
 - If the number is negative (i.e. Space: -1) then the title is highlighted **red** indicating it is overbooked.

NOTE: The numbers and highlights will change based on the selections you make during the Transition Matrix process.

- Children only show in a browser if one of the following conditions are true:
 - Needs Trans - Based on DOB of child as recorded in CYMS and the Roster Aging Date this child is beyond the age range for this activity and needs to be transitioned. Their DOB is shown in the Date Column.
 - **PCS** - The child has a status of PCS from PCS Pro-Rate process (this is informational only, they cannot be transitioned). Their PCS Date appears in the Date Column.
 - **Future** - The child has a status of Future from an initial enrollment, or the Transition Matrix process. Their Future Enrollment Date appears in the Date Column.
 - **Trans Out** - The child has been selected to be transitioned out of this section (seen mid process only, goes away when either **Clear Transfers** or **Process & Journal** are clicked). Their PCS Date appears in the Date Column (this will fill in automatically as 1 day prior to the **Transfer Date** (or Future Start Date) that is entered during the transition.
 - **Trans In** - The child has been selected to be transitioned into this section (seen mid process only, goes away when either **Clear Transfers** or **Process & Journal** are clicked) . Their Future Enrollment Date appears in the Date Column.
- Buttons found at the base of the Matrix screen:




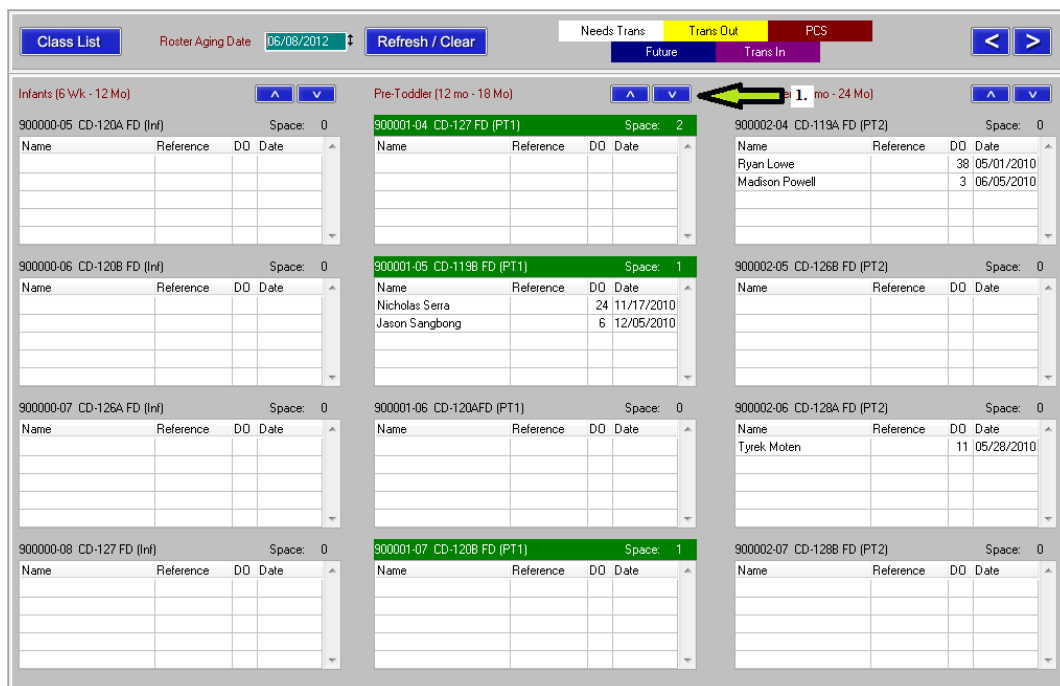
- **Clear Transfers** will clear any transfers you have selected to that point.
- **Save Progress** will save the current transitions you have selected up to that point in time. Anyone linked to the same **Location Device** that you have will see these saved settings. This allows them to pick up where you left off, or exit so you can finish.
- **View Roster** will provide a listing of the current roster you have selected above (by clicking on the section browser).

- Clicking **Yes** will **Save your Progress**, but it does not actually move the children. **Process and Journal** moves the children.
- Clicking **No** will **Clear your Transfers**.

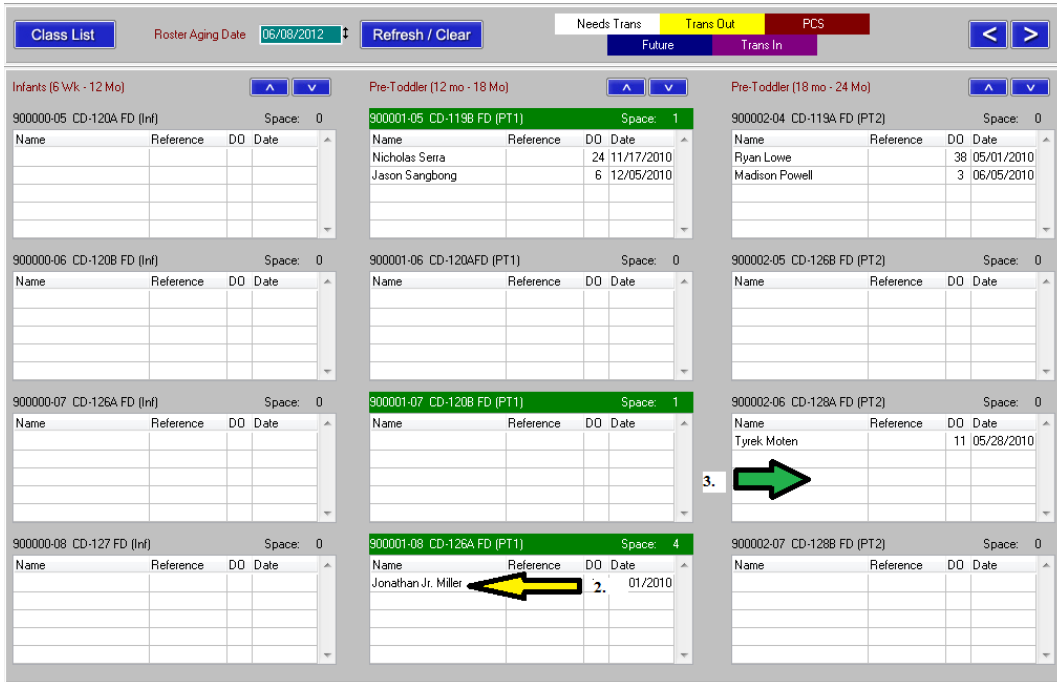
USING THE MATRIX

This section will describe how to run the Transition Matrix process.

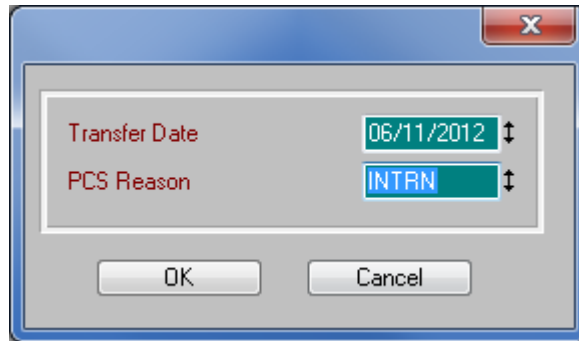
- Once you have your **Class List** and your **Roster Aging Date** selected you will have to move your screen so that the **FROM** class and the **TO** class browsers are visible.
 - For example this user is looking at the activity range of 90000 through 900003, and 900051.
 - Initially you can only see the age group columns for activities 900000, 900001 and 900002.
 - You want to move Jonathan Jr. Miller from 900001-08 to 900002-06.
 - Click on the  button to make the 900001-08 section browser visible [Arrow 1.].



- Now that you can see both activity sections you may move the child
 - Click on the child in the **FROM** Roster's browser [Arrow 2].
 - Click on the white portion of the **TO** Roster's browser [Arrow 3].



- A dialogue box will appear for them to select the Transfer Date and the PCS Reason. **Transfer Date** should be the day the child is **starting** in the new classroom. The **PCS Reason** would be something that indicates an Internal Transfer. For the Army, the CDC would use TR-CD. Army SAS would use TR-SA.
- Once you are happy with the selections click **OK**



- The child will now appear on the **FROM** Roster highlighted in yellow and on the **TO** Activity highlighted in purple.

Name	Trans. From	Trans. Out Date	Trans. To	Trans. In Date	Special Needs	Age	Class Ages
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Aging Date Used for All Calculations: 06/08/12

TRANSITIONS PROCESSED:

Nicholas Serra	900001-05	06/10/12	900002-04	06/11/12	yes	1 Year 6 Months	1.5 to 1.99
Jonathan Jr. Miller	900001-08	06/10/12	900002-06	06/11/12	no	1 Year 6 Months	1.5 to 1.99
Ryan Lowe	900002-04	06/10/12	900003-06	06/11/12	no	2 Years 1 Month	2 to 3
Tyrek Moten	900002-06	06/10/12	900003-07	06/11/12	no	2 Years	2 to 3

Name	Current Activity	Description	Max Age	Current Age	Days Overdue	Special Needs
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REMAINING DELINQUENT TRANSITIONS:

Jason Sangbong	900001-05	CD-119B FD (PT1)	1.49	1 Year 5 Months	6	no
Madison Powell	900002-04	CD-119A FD (PT2)	1.99	1 Year 11 Months	3	no

- The final page is a print out showing the **Parent Central Space Count** by activity and section.

Run Date: 06/01/12
Run Time: 16:57

Parent Central Space Count

User: 112

Activity Number	Section Description	Max Count	Current Enrolled	Space Available
900001-04	CD-127 FD (PT1)	5	3	2
900001-05	CD-119B FD (PT1)	5	3	2
900001-07	CD-120B FD (PT1)	5	4	1
900001-08	CD-126A FD (PT1)	5	0	5
				10

- The child now has a status of **Future** on the To Roster and **PCS** on the From Roster.
- The highlights for the child will have changed.
 - The child will be highlighted in **Red** on the **FROM** Roster (PCS).
 - The child will be highlighted in **Blue** on the **TO** Roster (Future).

FAQ's

1. What happens when you click **Process & Journal**?
 - a. All unbilled records on the From roster are moved to the To roster. Any outstanding balance owed on the From roster is moved to the To roster. Child is stasued as PCS on the From roster and Future on the To roster.
2. How do I undo or change a transition **before** I hit Process & Journal? **Example:** You moved a child into Room 1 instead of Room 2?

To Undo:

 - a. Highlight the child on the To roster
 - b. Click back on the original From roster

To Change:

 - a. Highlight the child on the To roster.
 - b. Click into browser on the New class.
3. When I am moving children from room to room is the roster updated immediately?
 - a. Children are not actually moved until you click **Process & Journal**.
 - b. Future Stasued children move immediately.

4. What is the Date Column showing me?
 - a. If the child is not highlighted (white), it is their Date of Birth (DOB).
 - b. If the child is highlighted Yellow or Red, it is their PCS Date.
 - c. If the child is highlighted Purple or Blue, it is their Future Enrollment date (Start Date).

5. What happens if there is a negative count on a roster when I first come into the matrix?
 - a. Prior to selecting **Process & Journal** you must select children to transition out of that roster to bring the Space count to 0 or greater.
 - b. If you cannot transition someone out call VSI for assistance.

6. If the count becomes negative while selecting transitions can I continue?
 - a. Yes, the red helps you see that space is an issue, but, you can transition someone else out. The key is we will not let you Process until the space count is 0 or greater, but we will allow you to momentarily over-enroll throughout the course of working with scenarios.
 - b. All red must be gone in order to continue with **Process & Journal**.

7. If a future status child owes money and is moved from one class to another, what happens to money?
 - a. The amount is transferred to the new activity/section, similar to a CYMS Roster Reassignment.

8. I highlighted a child in the right most column, then used the right arrow to shift the screen. Why is my highlight no longer working?
 - a. The screen refreshes with the column shift, losing the highlight. You must have both the From and To rosters showing on the screen prior to beginning the selection process.

9. I processed a child to move from the infant room to the pre-tod room using the Transition Matrix. 2 days later the parent decides they do not want the child in that room and I need to move them back to the infant room. What do I do?
 - a. In this scenario you have a child in the infant room stasured as PCS and the same child in the Pre-tod room with a Future start date.

To fix you will need to move the child to history in the Infant Room, then reassign the child from the Pre-Tod room to the Infant Room. If you process this transaction in some other way there is potential for fee and/or future billing problems.

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