

04 - CYMS Training Guide – Transitioning Children

(10.3 – Updated Dec 2011)

Background – Transitioning Children

Children transition in CYMS for a number of reasons. The most common are as follows:

- They are developmentally ready to move to a new room
- They are too old for their current room
- They are moving from one Center to another Center or into a Provider home
- They are moving from one Provider home to another Provider home or into a Center
- They are switching from full day care to part-day care
- They are leaving your CYS Program
- This guide will focus on the following transition scenarios and lists the steps required to accommodate these transitions in CYMS.
 - **Scenario 1** A child is transitioning from one classroom to another classroom in the SAME center and within the SAME cost center. OR a child is transitioning from **one Provider home to another Provider home**. See Special Note below
 - **Scenario 2** A child is moving from a **Provider’s home to a Center**.
 - **Scenario 3** A child is changing care locations on post (i.e.: changing cost centers).
 - Going from the CDC to School Age
 - Going from one CDC to another CDC
 - Going from one School Age facility to another SA facility
 - **Scenario 4** A child is leaving your CYS program due to the Sponsor PCSing.

Scenario 1 – Child Transitioning within Classrooms in Same CDC/Same Cost Center or from Provider to Provider

Child is moving from one classroom to another classroom within the SAME center and within the SAME Cost Center – see **Special Note** below.

OR

A child is moving from one Provider home to another Provider home.

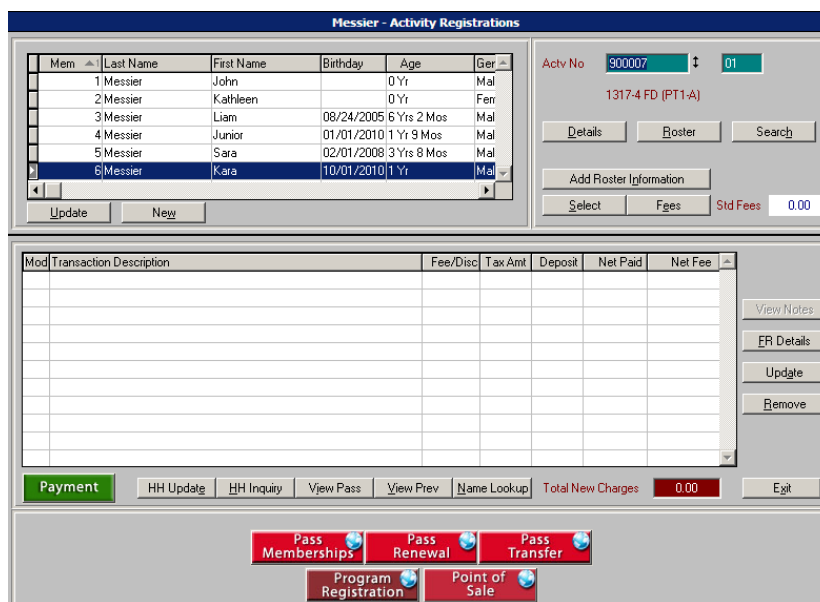
Special Note: If a child is child moving from one classroom to another classroom within the same center and cost center, you may use the Scenario 1 instructions below; however, we prefer that you use the new **Transitioning Matrix** program under Daily, CYS. See **Topic Doc – Transitioning Matrix** for more information.

The example below illustrates a CDC transition as there are fees involved and more to explain because of that.

Scenario 1 Example: A child is transitioning from a full day Infant room to a full day Pre-Toddler room within the same CDC.

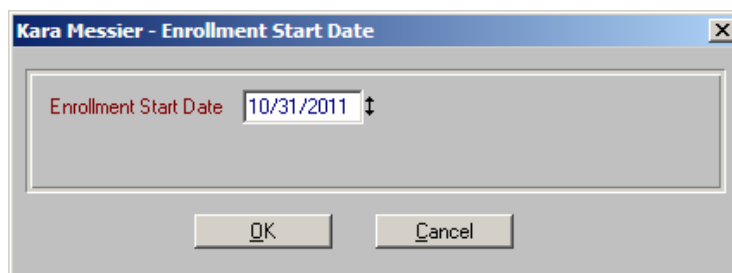
Description of the Program you will use in this process:

- **CYS Roster Reassignment:**
 - Transfers the child to history from the old room/program
 - Enrolls the child into the new room/program



11 Click **Select**

12 Enter the **Enrollment Start Date** for the child and click **OK**.



Note: If the **Enrollment Start Date** is a future date the child's status on the roster will be set to **Future** automatically.

Example of How the Semi-Monthly Prorate is Determined When Child is Starting in the First Half of the Month (the 2nd thru 14th): If the center is billing this patron on a semi-monthly basis and the **semi-monthly rate** is \$107 and the child Start Date is **Nov 3 2011** here is how the prorated amount is determined.

First we find the daily rate. Semi-monthly is done twice per month. It bills patrons from the 1st thru the 14th and from the 15th thru the end of the month. There are always 10 business days (including holidays) from the 1st thru the 14th.

In our example the child is starting in the first half of the month so we will use 10 business days.

$\$107/10$ business days = \$10.7 per day. We **do not** round this value at this point.

Since the child is starting on Nov 3, they should be charged for 8 business days (Nov 3 thru Nov 14).
 $\$10.7$ per day x 8 business days = \$85.60 – we then always round up to the nearest dollar or \$86.

During the initial enrollment/prorate on a **semi-monthly billing cycle**, if a patron's start date is between the 2nd and 14th of the month we will prorate their fee through the 14th of the month. Their first installment billing record will be created for the 15th of the month.

During the initial enrollment/prorate on a **semi-monthly billing cycle**, if a patron's start date is between the 16th and the end of the month we will prorate their fee through the end of the month. Their first installment billing record will be created for the 1st of the following month.

During the initial enrollment/prorate on a **semi-monthly billing cycle**, if the patron's start date is exactly the 1st or 15th of the month they **will not** be charged a prorated amount. Instead, their installment billing record will begin on the 1st or 15th and billing will handle their fee.

Example of How the Semi-Monthly Prorate is Determined When the Child is Starting in the Second Half of the Month (16th thru the end of the month): If the center is billing this patron on a semi-monthly basis and the **semi-monthly rate** is \$107 and the child Start Date is **Nov 22 2011** here is how the prorated amount is determined.

The number of business days from the Nov. 15 2011 thru Nov 30 = 12 days. The number of business days from the 15th thru the end of **other** months may vary. We will always use the exact number for the month of the Start Date.

$\$107/12$ business days = $\$8.91666666$ per day. We **do not** round this value at this point.

Since the child is starting on Nov 22, they should be charged for 7 business days (Nov 22 thru Nov 30).

$\$8.91666666$ per day x 7 business days = $\$62.41666666$ – we then always round up to the nearest dollar or \$63.

Refer to the **Transitioning – Question and Answers** section at the end of this document for **Monthly** and **Weekly** Prorate scenarios.

- When a Child's Start Date is greater than today they will be stasured as 'Future'. This status will help you identify children who will be starting in your classroom at a later date.
- A program called **Future to Enrolled Status Change** (Period End → CYS → CYS Future to Enrolled Status Change) moves children from Future status to an Enrolled status. This program can be run manually on a daily or weekly basis. However, it is typically scheduled to run on the appserver. If a child's future date has arrived and their status on the roster is still **Future**, please contact VSI. It may mean that the app server has stopped running.
- For help running this new program manually, refer to the **Transitioning Key Points** section of this document OR press **F1** on your keyboard from within the program for field level help.

13 The registration will move to the **Transaction** browser box (the "shopping cart"), which is located in the middle of the screen. **Depending on your billing frequency for this patron and potentially their Start Date** the amount might represent fees thru the end of the week, first half of the month, second half of the month or through the rest of the month.

In our semi-monthly billing example above with a Start Date of Oct 31 the fee represents a prorated amount for the **last day of October** and the customer's first billing record will begin on 11/1/2011. Fees due will be displayed in the **Total New Charges** field, located under the "shopping cart." .

14 Click **Payment** to process the registration listed in the Transaction Listing browser box. You will proceed to the **Global Payment Update** screen. Complete the transaction by making an appropriate payment if necessary and clicking **OK** and **Process** or **No Print**.

Scenario 3 – From One Cost Center to Another (CDC → SA, CDC1 → CDC2, etc)

A child is changing care locations on post (i.e.: changing cost centers) under one of the following scenarios:

- Going from the CDC to School Age
- Going from one CDC to another CDC
- Going from one School Age facility to another

In this example, there is one or more child transitioning from CDC to School Age. Their last day at the CDC will be 8/22/2011 and first day at the School Age building will be 8/23/2011. CDC and School Age programs are billed semi-monthly.

Quick Steps: Moving from CDC to SA

- Step 1 PCS Prorate for Installment Billing** should be run **prior** to the 8/15 billing cycle. Typically this will be run by the CDC.
- Step 2** If **Step 1** was run *after* the 8/15 billing, go to **Global Cancel/Change** and **Update Charges** on the enrollment(s). Again, if this step is necessary, it would be done by the CDC. If **Step 1** was run prior to the 8/15 billing, proceed to **Step 3**.
- Step 3 Bulk Pass Transfer** *from* existing CHILD pass *to* SA pass. Must be done COB on 8/22 and before 8/23. Whoever does this process will need access to the CDC activities – because of this it might become a CDC function. The Bulk Pass Transfer will only need to be performed if the child is changing care type facilities, like CDC to SA. If the child remains in the **same** care type facility (i.e. going from CDC1 to CDC2) you will not perform a pass transfer.
- Step 4 PCS Bulk Transfer to History** program (Period End → CYS → CYS PCS Bulk Transfer to History) and then look at the roster to insure the child got moved to History. Again, typically done by the CDC.

Step 5 Program Registration into the SA program prior to 8/23 and after the Bulk Pass Transfer. Typically this would be done by SA.

Description of two (2) Programs you will use in this process:

- **PCS Prorate for Installment Billing**

- Prorates the last installment bill.
- Cancels all remaining bills after the **Last Attendance Date**.
 - The **Last Attendance Date** you enter during this process will populate the **PCS Date** field on the child's roster entry (not to be confused with the DEROS/PCS field on the household) and can be printed on the Roster by selecting **CYS Vacancy Date** on the **Details** screen.
- Changes the child's enrollment status in the current Program(s) from *Enrolled* to *PCS*, thus making that roster eligible for **Bulk Transfer To History** on or after the nominated PCS date.
 - Children with PCS status are no longer counted in the enrolled count for their Programs. The PCS status allows Central Registration to fill that spot before the child is transferred to history.
- Can be run by Household and/or by Family Member and/or by Activity (so, one or more individuals across many households).
- Can be run in Undo Mode. **Example:** You picked the wrong Last Attendance Date and you wish to undo all of the above items.

Note: The PCS Prorate for Installment Billing program will **NOT** prorate bills if billing has already occurred. It will, however, still cancel all remaining bills and change the child's enrollment status from Enrolled to PCS and show you what the prorate on the last bill **would have been** to make the Update Charge steps below easier. (**For example:** You bill semi-monthly on the 1st and 15th. You've run billing for August 15 and on 8/16 the family gives you a PCS date of August 22. The 8/15 bill will not be prorated retroactively; you will have to use **Global Cancel/Change → Update Charges to decrease the fees on that enrollment**. However, all bills from 9/1 forward will be cancelled and the child's enrollment status will be changed to PCS.)

- **PCS Bulk Transfer to History**

The CYS PCS Bulk Transfer to History program:

- Finds all children with an enrollment status of *PCS* and transfers them to history within the Program range and cutoff date selected.
 - This program should be run daily or at least weekly to keep your Program Rosters current. **HOWEVER**, at the time of the year when multiple children are moving from CDC to SA, be sure that this process is run **AFTER** the Bulk Pass Transfer process. If you move everyone to history before the Bulk Pass Transfer process is done you will have to process individual pass transfers on all your children
- If the PCS Bulk Transfer to History program is being run daily, you will only need to verify that the children who are leaving your program have been moved to history.
- When a child is transferred to history using the Bulk or Individual method, the child is moved from the current roster to the previous year roster (history).
- Any balance still owed on the old activity will become a **Previous Balance** on the household. PLEASE make sure any amounts owed for this class are correct BEFORE you do the transfer. It is OK to send a record to history with an amount due as long as the balance owed is a **valid** amount (meaning it has been prorated already or adjusted using **Update Charges**).

Detailed Steps

Scenario Reminder:

In this example, there is one or more child transitioning from CDC to School Age. Their last day at the CDC will be 8/22/2011 and first day at the School Age building will be 8/23/2011. CDC and School Age programs are billed semi-monthly.

- 1 Prorate the Installment Bill. Typically would be done by the CDC. **Just prior to the 8/15 billing**, go to Period End → CYS → CYS PCS Prorate for Installment Billing.
- 2 Enter the last day the children will be in attendance in the **Last Attendance Date** field. In this example we will use 8/22/2011.
- 3 Enter a **PCS Reason**. In our example, you would want to select the reason code that relates to transitioning from CDC to SA. Reason Codes are able to be reported on using the PCS Report under Reports, CYS, Admin Reports.

Note: DO NOT run in Undo Mode. Please see section titled **Transitioning – Questions and Answers** for information on when to use Undo Mode.

Member Name	Last Attendance Date	PCS Reason	Undo Mode	Activity	Section	Description
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- 4 On the right side of the screen you would select at least one of the following lookup options:

Select at least one add method below:

Add a Full Household's Rosters

Add A Family Member's Rosters

Selected CYS Actv/Sec [] [] Wildcard Selection

Add Rosters From A Selected CYS Actv/Sec

By Household – this option will allow you to search by household and show all the rosters available for prorate. Permissions are applied here so if you only have access to the CDC programs you will only see CDC rosters.

By Family Member – this option will allow you to search by family member and show that child's rosters that are available for prorate.

By Activity/Section – this option will allow you to search by Activity and select which children from the roster you wish to work with.

Note: Understand that you may use 1 or all of the options at the same time and you may pick multiple households, family members or activities. You would simply find the first family member, select them into the browser and then search again.

In this example I will right click in the **CYS Activity/Sec** field and choose my pre-kinder program because I have several children who will be moving up to the School Age program.

Roster For Activity ==> 900003:02 1317-9 FD PreKinder

Last Name	First Name	Enroll Date	Age	Total Due	Resident	Status	Total Fees	Total Disc	Total Paid	Birthday	Home Pho
Austin	Cameron	06/25/2008	7.40	980.00	Yes	Enroll	1,715.00	0.00	735.00	06/06/2004	(760)267-48
Baca	Mia Raquel	07/09/2008	7.79	724.00	Yes	Enroll	1,086.00	0.00	362.00	01/15/2004	(760)386-42
Blas	Juliana	07/09/2008	7.41	1,088.00	Yes	Enroll	1,632.00	0.00	544.00	05/31/2004	(760)252-37
Castaneda	Alicia	07/09/2008	7.68	1,080.00	Yes	Enroll	1,296.00	0.00	216.00	02/24/2004	(760)718-31
Cozart	Nazhai	08/04/2008	7.59	781.00	Yes	Enroll	901.00	0.00	20.00	03/26/2004	(216)255-95
Crawford	Jahzara	07/21/2008	7.66	608.00	Yes	Enroll	760.00	0.00	152.00	03/02/2004	(760)386-1E
Galeastrojo	Victor	07/09/2008	7.45	608.00	Yes	Enroll	912.00	0.00	304.00	05/17/2004	(760)256-67
George	Jacob	07/09/2008	7.09	816.00	Yes	Enroll	1,632.00	0.00	816.00	09/27/2004	(760)386-4C
Gonzales	Jasmine	07/09/2008	7.67	735.00	Yes	Enroll	1,475.00	0.00	740.00	02/27/2004	(760)386-3C
Harris	Taryn	07/09/2008	7.66	1,088.00	Yes	Enroll	1,632.00	0.00	544.00	03/03/2004	(760)386-31
Hayes	Jocelyn	07/09/2008	7.04	652.00	Yes	Enroll	978.00	0.00	326.00	10/14/2004	(760)386-24
Hood	Elias	07/09/2008	7.05	724.00	Yes	Enroll	1,091.00	0.00	367.00	10/10/2004	(760)634-7E
Hustead	Gunnar	06/25/2008	7.21	1,034.00	Yes	Enroll	1,904.00	0.00	870.00	08/12/2004	(760)386-2E
Ili	Reivensymor	07/09/2008	7.24	490.00	Yes	Enroll	985.00	0.00	495.00	08/02/2004	(760)386-44
Irving	Crystal	07/01/2008	7.61	735.00	Yes	Enroll	1,694.00	0.00	959.00	03/20/2004	(760)386-9E
Kile	Austin	07/14/2008	7.76	648.00	Yes	Enroll	1,427.00	0.00	779.00	01/27/2004	(760)386-9E
Lytle	Nicole	07/09/2008	7.12	776.00	Yes	Enroll	1,164.00	0.00	388.00	09/17/2004	(760)386-2E
McDaniels	Jessica	07/09/2008	7.28	1,088.00	Yes	Enroll	1,637.00	0.00	549.00	07/17/2004	
Ordaz	Aalyssa	08/04/2008	7.55	648.00	Yes	Enroll	1,060.00	0.00	412.00	04/13/2004	(760)386-9E
Powell	Madison	07/14/2008	7.90	1,088.00	Yes	Enroll	1,672.00	0.00	584.00	12/04/2003	(760)386-81
Purvis	Kyle	07/09/2008	7.31	904.00	Yes	Enroll	1,632.00	0.00	728.00	07/08/2004	(760)386-07

Select Exit

After selecting the program you will be taken to a screen that shows all the enrollees. While holding the **CTRL** key highlight each child that is moving up to the SA program and then click **Select**.

CYS PCS Prorate for Installment Bill/Auto-Debit

****Choose****
 Last Attendance Date: 08/22/2011
 PCS Reason: CDCSA
 ****OR**** Run in 'Undo' Mode?

Select at least one add method below:

 Selected CYS Actv/Sec: 900003 02 1317-9 FD PreKin

Member Name	Last Attendance Date	PCS Reason	Undo Mode	Activity	Section	Description
Alicia Castaneda	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Cameron Austin	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Gunnar Hustead	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Isaiah Robinson	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Jasmine Gonzales	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Jessica McDaniels	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Jocelyn Hayes	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder
Madison Powell	08/22/2011	CDCSA	No	900003 02		1317-9 FD PreKinder

Remove Entries Process Exit

5 You will be returned to the PCS Prorate Screen.

If your browser is empty it could mean that the class the child is enrolled in a class with a Section End Date that is less than the Last Attendance Date. Our assumption here is that if the class is over there shouldn't be anything to prorate. If this is a bad assumption you should update your

section end dates in Activity Maintenance. Arguably the end date on CDC and SA programs (except camp) should be 12/31/2099.

If you need to remove a child from the browser – highlight them and click **Remove Entries**.

If you have more children from another program that you want to add, repeat Step 4 for the next program.

Every child in the browser will be prorated/affected when you click Process so make sure the list is accurate.

Realize that you can also manipulate the Last Attendance Date field and PCS Reason for EACH child if necessary. For instance, you might have selected a program that contains children in multiple school districts and some children’s last day is 8/22 and some are 8/24. You do not have to do these in two separate transactions – you can simple select them all and manipulate the Last Attendance Date accordingly.

- 6 Make sure your list is accurate, Last Attendance Date is valid, and PCS Reason is valid.
- 7 Click **Process** and **Yes** to the challenge message.
- 8 VSI recommends that you print the PCS Prorate Journal.
- 9 Click **Ok** to the Prorate Process Complete message.

Note: The journal shows the amount of the Household’s last bill and indicates that all subsequent bills have been cancelled. Cancelling the bills will prevent the household from being charged for a program they are no longer in, even if the roster is not transferred to history prior to the next billing.

You will want to review the Note column for every child on the report. Bills that were successfully prorated will show the date of the bill and Bill Prorated.

Bills that WERE NOT successfully prorated will show the date of the bill and See Note Below. For any bills that were not prorated successfully you will need to go to **Step 12** below. There will be information on the journal that will come in handy if this is necessary.

See additional explanations about the PCS Prorate Program in the Key Transitioning Points section at the end of this document OR press **F1** on your keyboard from within the program for field level help.

Output showing that a Bill Was Prorated Successfully:

Actv #	Sec	Household	FM #	Name	Orig Amt	Amt Adj	New Amt	Tot Days	Days Adj	Note
900003	02	0	3	Acrisniada Seals	272.00	146.00	126.00	13	7	08/15/11 Bill Prorated

Output showing that a Bill Was Not Prorated Successfully – if you have children where the prorate was not successful, you will need to proceed to **Step 12** below and manually Update Charges for these patrons. The good news is that the output shows you what their prorated amount should be – so that will help you Update Charges.

Actv #	Sec	Household	FM #	Name	Orig Amt	Amt Adj	New Amt	Tot Days	Days Adj	Note
900003	02	0	4	Anyssa Solis	216.00	116.00	100.00	13	7	08/15/11See Note Below

NOTE: This bill was not adjusted as its status was not 'Unbilled'. The bill must be adjusted manually (the adjusted amounts above are what VSI calculated as an adjustment).

- 10 If you wish to spot check a few enrollments, go to Files, Global, **Global HH Installment Billing Update**.
- 11 Select your household. Highlight the enrollment and click **Change Bill**.
In our example, the 8/15 bill should be prorated and stasured as unbilled-adj. All future bills for this child in this program should be Cancelled.

- *Unbilled-Adj prevents Installment Bills from being recalculated back to the 'normal/full' rate the household is used to paying.*

Date ▲1	Status	Bill Amt	Disc Amt	AutoPay	Net Bill Amt
08/01/2011	Billed	245.00	0.00	0.00	245.00
08/15/2011	Unbilled-Adj	114.00	0.00	0.00	114.00
09/01/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
09/15/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
10/01/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
10/15/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
11/01/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
11/15/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
12/01/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
12/15/2011	Cancelled-PCS	0.00	0.00	0.00	0.00
01/01/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
01/15/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
02/01/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
02/15/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
03/01/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
03/15/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
04/01/2012	Cancelled-PCS	0.00	0.00	0.00	0.00
04/15/2012	Cancelled-PCS	0.00	0.00	0.00	0.00

- 12 REMEMBER** – You only need to complete this step if you ran the PCS Prorate program *after* billing and/or you have children showing on the report that indicate the prorate *was not* successful. Typically done by the CDC.

Go to **Global Cancel Changes**.

Lookup the household and **Select** it.

Highlight the enrollment you wish to work with and click **Update Charges**.

Right-click in the **Fee Amount** field and enter the amount you wish to reduce the fee by followed by the negative symbol (Example: 116.00-). The PCS Prorate journal will have the amount you need to subtract in the **Amount Adj** column.

Click **Ok** twice.

Then click **Payment** or **Refund** and finish as normal. It would also be a good idea to make a note in the **Pay Reference** field as to why you decreased this patron's fee.

- 13 Run Bulk Pass Transfer.** The timing on this is critical. You need to run this process at the close of business on 8/22 and BEFORE you run PCS Bulk Transfer to History and before children enter the SAS building. Whoever runs this process will need access to the CDC programs.

Go to Period End → CYS → Bulk Pass Transfer.

- 14** Assuming that the children in this example are moving from CDC to SA, in the **Old Pass** field select your Child Pass.

- 15** Assuming that the children in this example are moving from CDC to SA, in the **New Pass** field select your SA Pass.

- To select individual names, press and hold the **<Ctrl>** key and use your mouse to highlight the rosters you wish to transfer to history.

Last Name	First Name	Activity	Section	Description	PCS Date
<input checked="" type="checkbox"/>	Austin	Cameron	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Castaneda	Alicia	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Gonzales	Jasmine	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Gutierrez	Elizabeth	900003 02	1317-9 FD PreKinder	08/22/2008
<input type="checkbox"/>	Hayes	Jocelyn	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Hustead	Gunnar	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	McDaniels	Jessica	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Powell	Madison	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Robinson	Isaiah	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Seals	Acrisniada	900003 02	1317-9 FD PreKinder	08/22/2011
<input type="checkbox"/>	Solis	Anyssa	900003 02	1317-9 FD PreKinder	08/22/2011

- Click **Process** and **Yes** to complete the transfer.
- You will receive challenge messages if a balance exists on any of the Rosters you are transferring.
 - Any balance still owed on the old activity will become a previous/history balance on the household. PLEASE make sure any amounts owed for this class are correct BEFORE you do the transfer. It is OK to send a record to history with an amount due as long as the balance owed is a valid amount, meaning it has been prorated already or adjusted using **Update Charges**.
 - To make a payment against a previous balance, go to **Daily → Global → Prev Year Payments**.

18 To verify the enrollment was transferred to history: Go to Inquiry → Activity → Section Inquiry Highlight your class and click **Roster**.

- If the child is NOT listed on the **Current Year** but **IS** listed on the **Previous Year** roster, you are done.
- If the child is still listed on the **Current Roster**, you will need to move him to history. Go to the next **Step** below

19 To transfer the child to history **manually**

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

Note: Refer to the Transfer to History screen shot in Scenario 2.

- Look up the household and select it. **Do not** backdate the Transfer Posting Date, as this will cause Annual Report, Labor Schedule Tool and USDA posting problems.
- Highlight the enrollment and click **Transfer**. You will receive a challenge message asking whether you want to transfer the child from the program. Click **Yes** to complete the Transfer. You will be taken back to the Individual Transfer to History Household Selection screen.

20 Program Registration: Should be done prior to 8/23 but **after** the Bulk Pass Transfer. Typically done by SA.

Go to **Global Sales**

Find the **Household** and select it.

Click the **Activity or Program Registration** button located at the bottom of the screen.

Select the Family Member you wish to enroll into the SA program.

Note: Refer to the Program Registration screen shots and description in **Scenario 2, Steps 10-14 – Moving from Provider to CDC**, above.

18 Right-click or press **F9** in the **Activity No** field. Highlight the SA program(s) and click **Select**.

19 Click **Select** again.

20 Enter the **Enrollment Start Date** (08/23/2011 in our example) and click **OK**.

21 The registration will move to the Transaction Listing browser box (the “shopping cart”). The system will prorate the enrollment accordingly and an installment billing schedule will be created for this enrollment beginning on 9/1/2011.

Fees due will be displayed in the **Total New Charges** field, located under the “shopping cart.

For more information on how the Initial Prorate is calculated, please refer to the Transitioning – Question and Answers Section of this document.

22 Repeat **Steps 18-21** for any additional enrollments for this child.

23 Click **Payment** to proceed to the **Global Payment Update** screen and complete the transaction.

Scenario 4 – A Child is Leaving Post (PCS)

A child is leaving CYS care at your installation, due to the family PCSing. You must take several steps to ensure:

- The Household gets charged properly during the final billing cycle.
- Any future bills get cancelled.
- The child is removed from all enrollments.
- All passes are expired so the child will not show up on reports as an active registration.
- Household information is uploaded to the Global CYMS database (ARMY Only).

In this example, a parent notifies you that the family is PCSing and that the child’s last day of care will be November 25. The center runs billing on a semi-monthly basis.

Quick Steps: PCSing

Step 1 PCS Prorate for Installment Billing for the enrollment prior to the **November 15** billing cycle.

Step 2 If **Step 1** was run *after* the November 15 billing, go to **Global Cancel/Change and Update Charges** on the enrollment. If **Step 1** was run prior to the November 15 billing, proceed to **Step 3**.

Step 3 PCS Bulk Transfer to History program (Period End → CYS → CYS PCS Bulk Transfer to History) and then look at the roster to insure the child got moved to History. Local policy determines who performs this task

Step 4 Expire the Pass using the **Registered Member Update** program.

Step 5 Upload the Household data to the Global CYMS database. This is only required for Army installations.

Detailed Steps

Note: Refer to **Scenario 3 – From One Cost Center to Another** above for detailed descriptions of the following Steps:

- **Step 1:** PCS Prorate for Installment Billing (Scenario 3 Steps 1-11 but run prior to the 11/15 billing, select the proper last attendance date and reason code. Can use the Household or Family Member Lookup).
- **Step 2:** Global Cancel/Changes/Updating Charges (Scenario 3, Step 12. Only need to do this step if Step 1 was done after the 11/15 billing).
- **Step 3:** PCS Bulk Transfer to History (Scenario 3, Step 17). Would run this process at COB on 11/25.

- 1 **To Expire the Pass.** If this child is truly leaving post you should also expire their pass(es).
Go to Files → Pass → Pass Member Maintenance.
- 2 Look up the CHILD and **Select**.

Pass Num	Pass Type	Member Date	Expire Date	Status	Vst Left	Renewals	Last Vst Date	Last Vst Time	Partial Features List	Part
13436	CY-CHILD	03/24/2008	08/12/2012	Actv	N'App	1	08/18/2008	11:46	No Features	
13439	CY-MZZ	03/24/2008	08/12/2012	Actv	N'App	1		00:00	No Features	

- 3 Highlight the pass you wish to expire and click **Select**.
- 4 In the **Current Expiration Date** field, select yesterday's date (in our example, 11/24/2011).
 - Do not touch the **Original Membership Date** or the **Current Membership Date** fields.
- 5 Use the drop down list and change the **Current Pass Status** located in the upper right-hand corner to **Expired**.

Allison Bryant - Detail For Pass ==> 13436

Core Info Finance/Features Fees/Charges Golfer Info

Type: **CY-CHILD** Child Pass Current Pass Status: **Expired**

Original Membership Date	06/26/2007	Last Visit Date	08/18/2008
Current Membership Date	03/24/2008	Last Visit Check-In Time	11:46
Current Expiration Date	11/24/2011	Last Visit Check-Out Time	Not Apply
Cancelled As-Of Date	/ /	Current Visits	203.00
Beginning Suspension Date	/ /	Prch Vst Left	0.00
Ending Suspension Date	/ /	Lifetime Visits	238.00

Membership In Months: 12 Current Renewal Count: 1 Free Hrs Left: 0.00

User Id That Sold Pass: 708 Associated Guest Visits: 0.00 Prch Hrs Left: 0.00

Comment: Family PCS'd 11/25/2011 - JMM

Next Done History Cancel

- 6 In the **Comment** field, enter a note explaining why you expired the pass. (For example: "Family PCS'd on 07/25/07 – rbs")
- 7 Click **Done**.
- 8 Repeat **Steps 1-7** to expire any other active passes held by this Family Member and for any other Family Members from this Household at your Center.

Scenario 4, Step 5 – Real Time Military Data Import/Export (Army Only)

Since this household is PCS'ing you will want to export their data using the Global Data Transfer process. Upon arrival at their new destination Parent Central Services will import the household/family member information to jump start the household's registration.

For detailed instructions on how to use the Global Data Transfer process, see **CTG-36 OS-CYMS Global Data Transfer (Household)**.

Transitioning – How CYMS Pro-Rates the Installment Bills When Using the CYS PCS Prorate Program

CYS PCS Prorate for Installment Billing: If run at the proper time – before the child’s last Installment Bill is run – this program will prorate the final bill in the class the child is leaving and cancel all future bills.

- The child’s roster record will be statused as PCS and assigned a PCS Date. The PCS status and PCS Date is critical to the Bulk Transfer to History Process.
- To see/change someone’s PCS Date field go to **Files→Activity→Roster Update**. Pick the class and double click the child. Note: This will not readjust the child’s installment bill.
- The **PCS Date** field and **Enrollment Status** are available for print on the **Activity Roster Report**.
- Children with **Future** or **PCS** statuses **will not** be skipped during billing.
- Most Activity Reports allow you to skip or include PCS and/or Future statused children.
- **In the event that someone’s PCS Date falls through:**
 - Refer to the Transitioning – Questions and Answers Section of this document for running the PCS Prorate process in Undo Mode.

Note: For the CYS PCS Program to **prorate** an Installment Bill, it must be run for a date in a *future* unbilled billing period. This program will NOT prorate bills if it is run for a date within the current billing period.

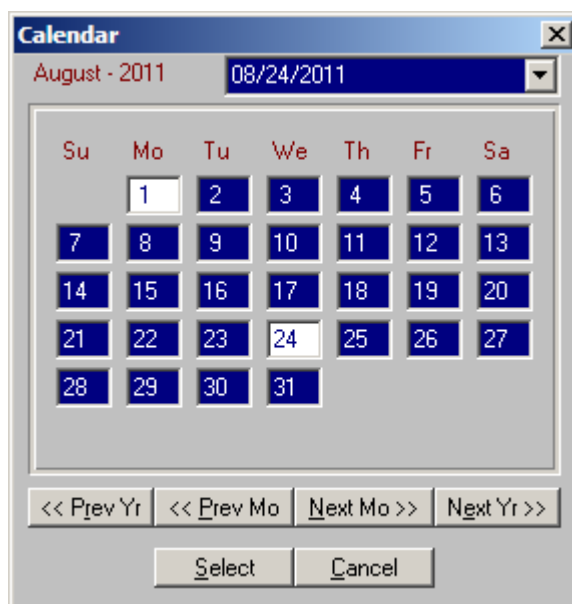
However, the PCS Prorate program still should be run even if billing for the current period has been run, as it will change the child’s enrollment status to ‘PCS’ with an assigned date which will be critical when using the **PCS Bulk Transfer to History** program. If PCS Prorate is run for a date in the current billing period, you will have to **Update Charges** on the household.

To calculate the prorated bill amount:

- The PCS Prorate takes the **Bill Amount** and **divides** by the **exact number of business days** in the upcoming **billing period** to find the **Daily Rate**.
- The PCS Prorate then counts the number of business days in the upcoming billing *up to and including* the **Last Attendance Date** and multiplies that by the **Daily Rate** to find the **Prorated Amount**. This Prorated Amount will become this customer’s last Installment Bill Amount.

Example:

- Sponsor A has one child in your center and is billed \$200 semi-monthly, on the 1st and 15th.
- On 8/9/2011, the Sponsor tells you that his family is PCSing and that his child’s **Last Attendance Date** will be 8/24/2011.



- PCS Prorate counts the number of business days (13) in the 15 – 31 August 2011 billing period.
- To find the **Daily Rate** we divide the Semi-Monthly bill amount (\$200) by the business days in the period (13). $\$200 / 13 = \15.3846153846
- To find the **Prorate Amount** we multiply the **Daily Rate** (\$15.3846153846) by the number of Business Days (8) between 8/15 and 8/24 and round **UP to the nearest whole dollar**. ($\$15.3846153846 \times 8 = \123.07 , rounded up to \$124.00)

Note: The number of business days in each month's semi-monthly or monthly billing cycles will vary. For example: There are always ten (10) business days during from the 1st thru the 14th of any month. But from Sept 15, 2011 thru Sept 30 there are 12 business days. We will always use the exact number of days in the affected billing cycle and holidays that fall during the week are always counted as business days because rates in CYMS are established *inclusive* of Federal Holidays.

Transitioning - Key Points

Roster Reassignment: This is used only for same center transitions within the same cost center and for Provider-to-Provider moves.

- It transfers the child to history on the old program
- Enrolls the child into the new program
- Transfers the billing from the old program to the new one

When Roster Reassignment is used, no money goes to history so the household will NOT end up with a previous balance. *Use this program only for situations found in **Scenario 1 –Same Cost Center**.*

Special Note: If you have a child that is transitioning from one classroom to another classroom in the **SAME** center and within the SAME cost center VSI recommends that you use the new ***Transitioning Matrix*** program under Daily, CYS. See ***Topic Doc – Transitioning Matrix*** for more information.

CYS PCS Prorate for Installment Billing: If run at the proper time – before the child's last Installment Bill is run – this program will pro-rate the final bill and cancel all of this child's future bills for this class. Bill amounts

that have been changed as a result of running this process will not be recalced back to the household's normal/full rate.

- The child's roster record will be statused as PCS and assigned a PCS Date. The PCS status and PCS Date is critical to the Bulk Transfer to History Process.
- To see/change someone's PCS Date field go to **Files→Activity→Roster Update**. Pick the class and double click the child. Note: This will not readjust the child's installment bill.
- The **PCS Date** field and **Enrollment Status** are available for print on the **Activity Roster Report**.
- Children with **Future** or **PCS** statuses **will not** be skipped during billing.
- Most Activity Reports allow you to skip or include PCS and/or Future statused children.
- **In the event that someone's PCS Date falls through:**
 - Refer to the Transitioning – Questions and Answers Section of this document for running the PCS Prorate process in **Undo Mode**.

Roster Transfer to History (Indiv): This process is one of several steps used when transitioning between different centers. It moves the child from the current roster to the previous (history) roster. If the household owes a balance on the class from which the child is being transferred, the balance will move to history with the roster and become a **Previous Year Balance**.

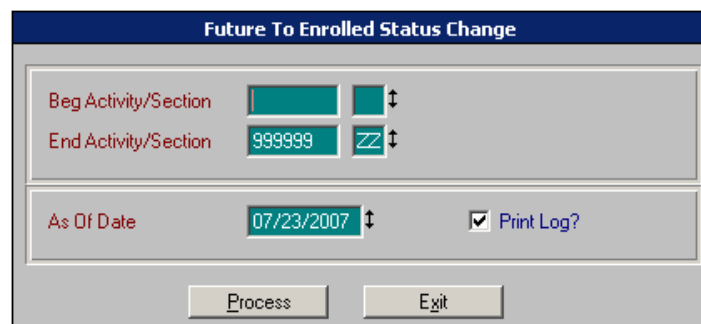
- **DO NOT** back date the Transfer Posting Dates, as this will cause Annual Report, Labor Schedule Tool and USDA posting problems.

Previous Balance: There is only one program you can use to pay a previous balance. It is located in **Daily → Global → Global Prev Year Payments**.

- See the *Questions and Answers* section below for tips on paying off an **invalid** Previous Year Balance.

Future to Enrolled Status Change: When a child is enrolled in a program and given an Enrollment Start Date in the future, the child's status on the roster is Future. This status allows you to see who will be starting in your programs at a later date.

- The **Future to Enrolled Status Change program should be run at least once per week** to ensure children who are flagged as Future are changed to Enrolled when their Start Date is no longer a Future Date. The Future to Enrolled Status Change can be run by one person for all centers or it can be scheduled on the AppServer.



PCS Bulk Transfer to History: This program will move children to history if their PCS Date is less than or equal to the As Of Date. Anyone that meets this criteria will be displayed. You can choose who to move to history or choose **Process All Rosters** on this list. Messages will pop if the child still owes money on the roster. See screen shots below for details.

- This process should be run at least once per week by *each center* for their class range.

Transitioning - Questions & Answers

Question: *How does CYMS prorate the initial fee during an enrollment when the customer is being charged on a MONTHLY basis? Data: Monthly Bill Amount = \$400. Child is starting in the program on 11/3/2011.*

Answer: During the initial prorate/enrollment on a **Monthly** billing cycle, if a patron's Start Date is between the 2nd and the last day of the month, we will prorate their fees **thru the end of the month**.

During the initial prorate/enrollment on a **Monthly** billing cycle, if a patron's Start Date is 1st of the month they **will not** be charged a prorated amount. Instead, their installment billing record will begin on the 1st and billing will handle their fee.

In our example above, November 2011 has 22 business days (holidays are included). The number of business days in each month can vary. We will always use the exact number of business days in the month of the start date.

To get a daily rate for Nov 2011: $\$400/22 = \18.1818181818 .

From 11/3 thru 11/30 there are 20 business days.

20 business days x $\$18.1818181818 = \363.636363 – rounded up to nearest dollar = \$364.

Question: *How does CYMS prorate the initial fee during an enrollment when the customer is being charged on a WEEKLY basis? Data: Monthly Bill Amount = \$100. Child is starting in the program on 11/3/2011.*

Answer: During the initial prorate/enrollment on a **Weekly** billing cycle, if a patron's Start Date is between Tuesday and Friday we will prorate their fees **thru the end of that week**.

During the initial prorate/enrollment on a **Weekly** billing cycle, if a patron's Start Date is Monday the patron **will not** be charged a prorated amount. Instead, their installment billing record will begin on that day and billing will handle their fee.

In our example above, there are 5 business days from 10/30 thru 11/4. There are always 5 business days in a weekly billing cycle.

To get a daily rate: $\$100/5 = \20 .

From 11/3 thru 11/4 there are 2 business days.

2 business days x $\$20 = \40

Question: *A week ago a parent came in and said they were PCS'ing on 11/10/2011, so I ran the PCS Prorate process. Today, that same parent came in and said the orders fell through and they are not leaving or their date is changing.*

Answer: In 10.3 we now have the ability to run the PCS Prorate process in Undo Mode. Go to Period End, CYS, CYS PCS Prorate for Installment Billing.

Choose the Run in Undo Mode option and select your family member(s).

Click Process.

This process will:

Change the child's status from PCS back to Enrolled.

Re-establish any Auto Pays that may have been set up on the child.

Change the patron's last billing record from Unbilled-Adj to Unbilled.

Re-status future bills from Cancelled to Unbilled.

Re-add them to the Enrolled count on the roster.

If the PCS date is changing, after you run the PCS Prorate in undo mode, simply re-run the PCS Prorate process (de-select Undo) with the proper date.

Question: *I run Installment Billing on 08/01/2011. On 08/03/2011, a Sponsor informs me that he and his family are PCSing on Tuesday, 8/7/2011. How can I fix the household balance?*

Answer: In this scenario you have overcharged the household. If the billing has already taken place, you will still run the PCS prorate process. The PCS Prorate journal will have the amount you need to subtract in the **Amount Adj** column.

Go into Global Cancel/Changes and Update Charges. Once in Update Charges, you need to right-click in the **Fee Amount** field and enter the amount that needs to be reduced followed by a 'negative' sign (For example: 125.00-). Then finish through the payment/refund process.

Question: *Same question as above, except I transferred the child to history and now the household has an inflated previous balance.*

Answer: Unfortunately, the only way to get rid of an invalid **previous** balance is to pay it off. There is no process at this time that allows you to adjust a **previous** balance. The invalid portion of the previous balance should be paid with a Pay Code 7 (Journal Payment). Only limited staff should have the ability to use Pay Code 7. The Pay Reference should clearly explain why this code was used. All Journal Payments (Pay Code 7) must be reported to Finance and are subject to review and audit.

Current Balances should never be paid with a Pay Code 7! Invalid **current** balances should be fixed using Global Cancel/Changes and Update Charges.

Question: *When a household that owes money on a program is reassigned, why doesn't the outstanding balance for that program become a previous balance?*

Answer: Since the only time you will use the Roster Reassignment program is when you are moving from one 'like' class to another (Provider to Provider, or full day to full day within the same center, cost center, and bill code), we don't have to move the balance to history. We can simply move the balance to the new program. When the customer makes a payment, the money will automatically go to the correct general ledger and cost center accounts.

Question: *Is there a report I can run to show children who are due to transition because of their age?*

Answer: Yes. Go to **Reports → CYS → CYS Admin Reports → CYS Transition Report**. This report lists children by age by activity. It helps you identify children who may be approaching the transition age or who are beyond the age range for their current activity. These children may be ready to transition to another activity.

For example, show me anyone in need of transition as of 01 September 2011.

- Select the Class Range you wish to run this for using Range and Browser or Browser Only.
- Enter *09/01/2011* in the **Future Transition Cutoff Date** field.
- Select the **Include Delinquent Transitions** option.

With this setup, the system will look at the age of every child in your classrooms as of September 1, 2011 and compare that to the age range set on their class (Activity Maintenance, Core Info screen) and display the children who will be too old for their room. It sorts by child, by room by most delinquent. This is a great tool for identifying future transitions.

VSI also recommends that you use the **Transition Matrix** program to identify and move your children from room to room. The Transition Matrix is located under Daily, CYS, Transition Matrix. See the **Topic Doc – Transition Matrix** for more details.