

## # 12 - CYMS Training Guide – Reports (CYS Reports)

(10.3 – Updated June 2013)

### INDEX – Reports Included

#### Heath/Medical Reports

- Shot Report
- Medical Conditions Report
- Health Assessment/Physical Report
- Special Needs RecConnect

#### Administrative Reports

- Transition Report
- Family Care Plan Report
- Income Report
- Facility Usage Report
- Labor Scheduling Tool
- Hourly Visit Report
- Visit Report
- HH/FM Profile Print
- Auto-Pay Report
- Agency Reimbursement Report

#### USDA Reports

- USDA Category (Child)
- USDA Category (Household)

#### Waitlist Reports

- Waitlist Report
- Waitlist Placed Statistics Report

#### Provider Reports

- See CTG-54

#### Staff Reports

- See CTG-62

#### System Reports

- See CTG-11

### Basic Concepts

This guide contains a sampling of reports found within various the Menu Bar for **CYS**. A separate guide (**CTG-11 System Reports**) covers reports found under other Menu Bar headings.

All reports in CYMS can be run multiple ways. Selection criteria include different locations, dates, times, sorts, detail/summary, ages/grades etc. The best way to “learn” about reports is to jump in and experiment with them. You can’t hurt anything in the database by running a report. Start with a small selection of data where you can validate the results – try different settings and views until you find the look you need for the task at hand!

You can press **F1** from any screen in CYMS to obtain field level help.

Before running a report it is extremely important to understand the concept of **Range and Browser vs. Browser Only**. Refer to CTG-15-CORE-Reports Range and Browser for more information.

## CYS Health / Medical Reports

### Shot Report

**Path to:** Reports → CYS → Health/Medical Records → Shot Report

This report is used to identify children who are coming due or are overdue for shots. You can run this report for a range of classrooms, Provider homes, by Pass Type or for anyone in the database. There is a RecConnect version of this report (ability to email or text patrons).

- Select your **Report Option** then select the appropriate Class, Pass or Member Range.

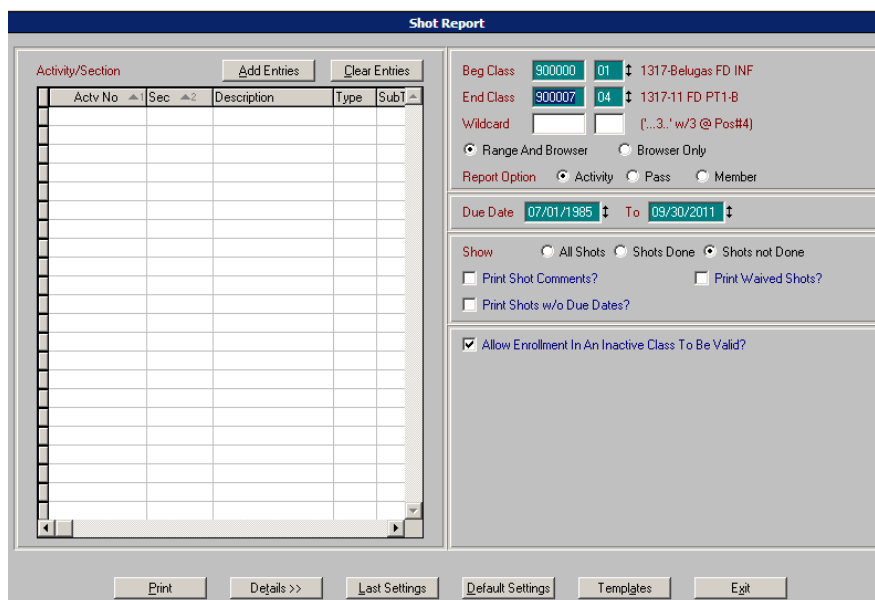
**Note:**

If you select **Pass** the system will only report on children with **Active** or **Suspended** passes with an expiration date greater than today.

If you select **Member** the member browser is on the Details screen.

- **Date Ranges:**

- To list anyone with a shot due any day thru "today," the **Due Date** range would be 07/01/1985 thru the current date. ***This is the recommended way to run the report.***
- You may also elect to run this report proactively, meaning in April or May, list anyone with a shot coming due in June. The **Due Date** range would be 06/01/xx thru 06/30/xx (where 'xx' = the current year).
- Select the **Show** option **Shots not Done** to list all shots due.



**Figure 5: The Shot Report main selection screen showing shots due through the end of September 2011 for all children enrolled in a single center**

- On the **Details** screen
  - Leave the Member range wide open, or <blank> thru ////////////////////.
  - Select the **Skip Family Member if Household is Inactive** options.
  - In the **Shot Range** choose Range and Browser and leave as <blank> thru ////////////////////.

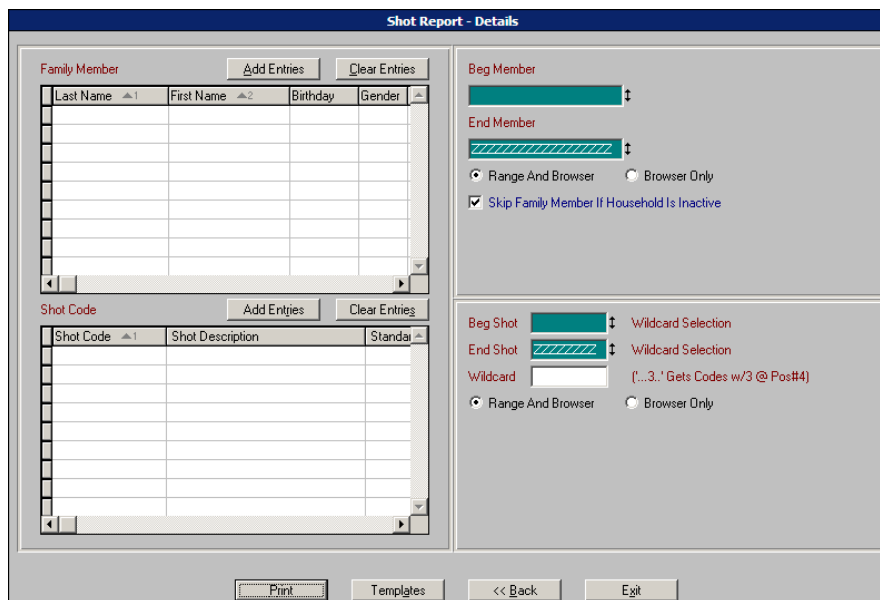


Figure 6: The Shot Report Details selection screen.

### **Medical Conditions Report (cy0556)**

**Path to:** Reports → CYS → Health/Medical Records → Medical Conditions Report

This report can be run by **Activity** (current roster, children in history or both) or by **Pass Type**

It can be sorted by **Name** or by **Room/Pass**

It can print **Allergies** and/or **Medical Conditions** and/or **Medications** and/or **Basic Care** items and/or **Special Needs** and/or **Illnesses**.

It allows you to print the **Reaction** and **Treatment** information.

**Comments:** If selected, this option will print Special Needs Comments

It allows you to print the child's name once or multiple times (**All Records for Child**) – this could be handy if running for a range of camp activities.

It allows you to print the **Child's Photo**.

It also allows you to target children who are due for Review (**Require Review Only**).

- **Review Date Range**
  - The **Review Date** range is irrelevant, unless the **Req Review Only** option is selected.
  - If you toggle Req Review date, the system is looks at the next review date linked to the allergy, medical condition, etc in the family member file and compares it to the **Review Date** range.

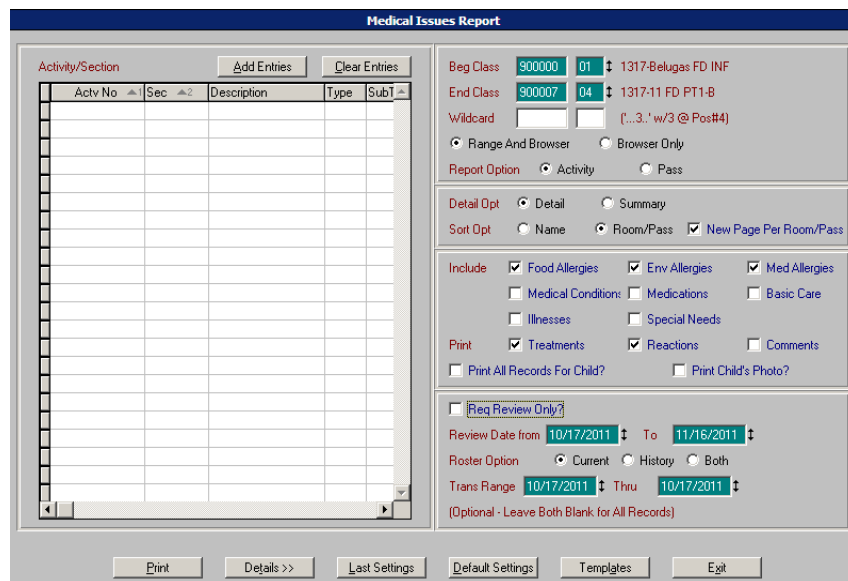


Figure 7: Screen Shot showing how to run for a Class Range for anyone with Allergies along with Treatments and Reactions, sorted by Room.

- On the **Details** screen:
  - You may elect to run for specific Allergies, Medical Conditions, etc or for certain Illnesses within a certain Illness date range.
  - If the **Include** column is empty we include everything by default. If one or two items are on the Include side, we filter the report to those one or two items accordingly.

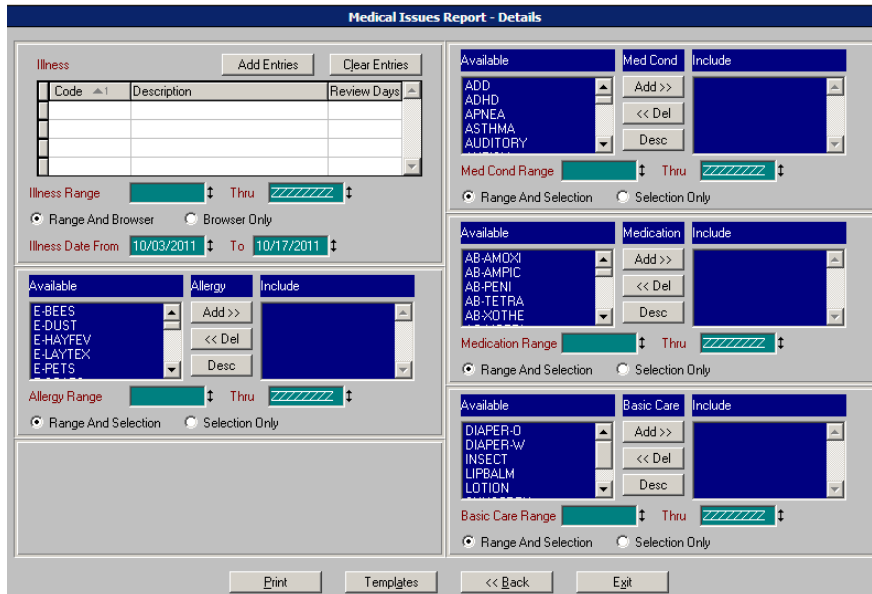


Figure 8: The Allergy Report Details screen with Sort By option



- Typically you would toggle to **Skip Family Member If Pass Is Expired** option.
- **Class Range**
  - Decide whether you wish to run for a specific **Class** range.
  - If you decide to run for a specific class range, you need to toggle the **Require Class Match Based On Class Range Above?** Option.
  - To look at everyone in the database, hourly children and children in programs, do NOT select the **Require Class Match Based On Class Range Above?** Option and key on a specific Pass(es).

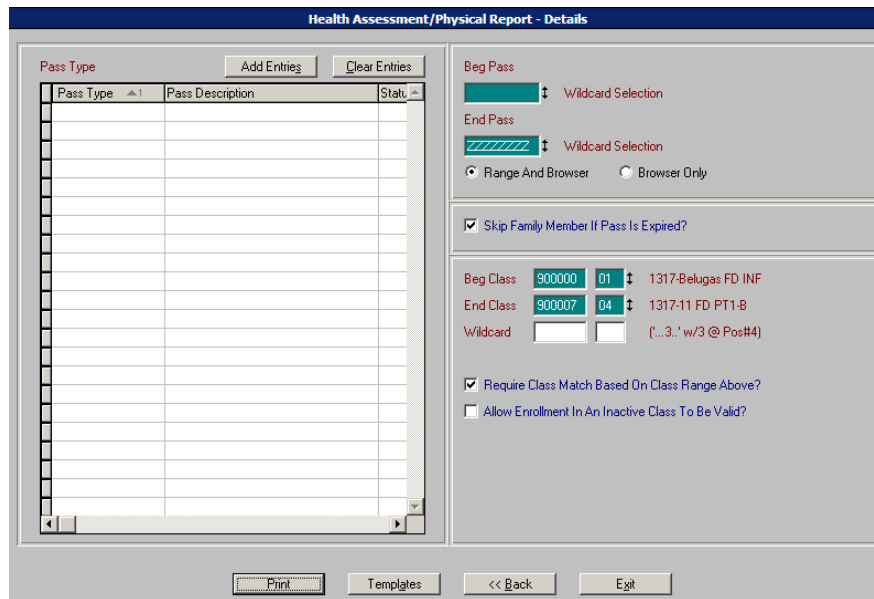


Figure 10: The Health Assessment Report Details screen for a specific Class range

### Special Needs RecConnect

**Path to:** Reports → CYS → Health/Medical Records → Special Needs Labels/Letters

**Note:** If you are trying to see how many children have special needs by Activity or Pass Type, you may also use the **Medical Conditions Report** under Reports → CYS → Health/Medical Records.

The Special Needs RecConnect report also allows you to report on how many children have special needs by **Activity** or **Pass** or for everyone in the database, however, **it also allows you to report on the following:**

- Of the children with Special Needs, how many are enrolled in the Exceptional Family Member Program
- And, because it is a RecConnect program, you can target parents for emails or text messages.
- Refer to **CTG-11** for assistance with running RecConnect programs.

## CYS Admin Reports

### Transition Report

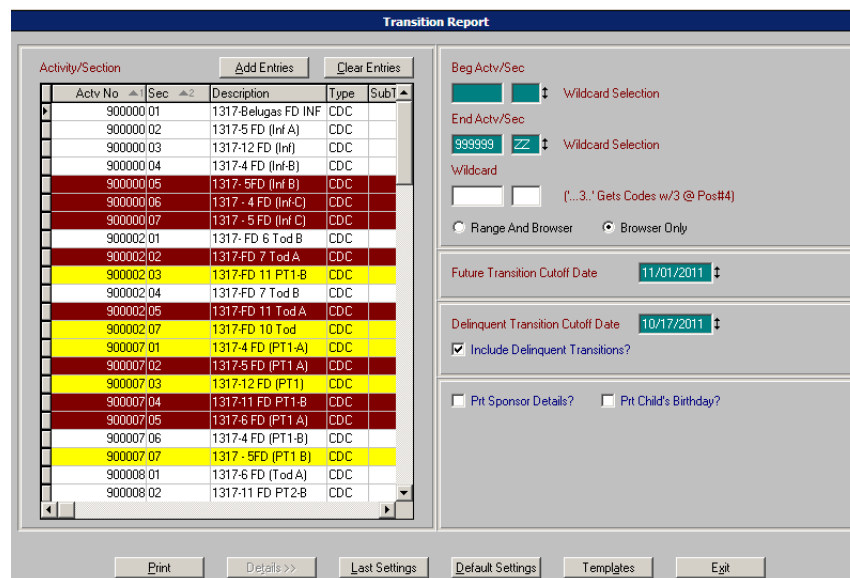
**Path to:** Reports → CYS → CYS Admin Reports → Transition Report

This report is used to identify children who are approaching or beyond the age range for their current activity and may be in need of transition. It sorts by classroom by most delinquent child.

The **Transition Matrix** program (cy0315) is also a very effective Transitioning Tool. It not only identifies children who is too old for their program but also allows you to see the Future and PCS statused children in your programs. It also allows you to play with room scenarios and, if you like what you see, make classroom moves with just a few clicks. Please refer to **Topic Doc – Transition Matrix** for more details.

Typically, the CDC will run this report on a monthly basis for their Infant thru Toddler programs.

- **Example:** I want to see anyone who will be too old for their classroom as of 11/1/2011.
  - Select your Beg/End Activity Range and/or use **Browser Only** and Add programs accordingly.
  - In the **Future Transition Cutoff Date** field, enter *11/01/2011*.
  - Select to **Include Delinquent Transitions**.
  - The system will look at the age of every child in the selected rooms as of 11/1/2011 and compare that to the **Age Range** of the room as listed in **Activity Maintenance/Section Core screen** and print the children who will be too old for their classroom.
    - The *Days* column on the report lists the number of days delinquent the child will be for transition as of the **Future Cutoff Date**.
  - This is a useful tool to identify where your future transition needs are going to be.



**Figure 11: The Transition Report selection screen showing how to run for children in need of transition as of 11/1/2011.**

## **Family Care Plan Report**

**Path to:** Reports → CY5 → CY5 Admin Reports → Family Care Plan Report

This report is used to show you single active military or dual active military households whose Family Care Plan (FCP):

- Has not been received
- Is due or overdue for renewal
- Has been received

This report can be run a range of Activities, a range of Passes, a mix of both or the entire database.

**Note:** To be included in this report, a household **MUST** have the **Family Care Plan Required?** toggle enabled on the **Sponsor Info** screen in Household Maintenance.

- **Households Without a Family Care Plan** toggle

- Use this option to list households whose initial FCP has *NOT* been received.
- This toggle looks for a date in the **FCP Received Date** field on the household. If that field is blank, this toggle matches the date in the household's **FCP Due Date** field against the **Beg Plan/Due Date** and **End Plan/Due Date** range and displays households whose **FCP Due Date** falls within that range.
- **Households With a Family Care Plan** toggle
  - Use this toggle to list households whose FCP is coming due or is overdue for renewal.
  - This toggle looks at the date in the **FCP Received Date** field, matches it against the **Plan/Due Date** range and displays households whose **FCP Received Date** falls within the range.
    - To report on households whose FCP is due for renewal during August 2011 only, you would use a date range of 8/1/2010 thru 8/31/2010.  
Family Care Plans are valid for one year.  
This date range will yield results from any household whose FCP was received during August 2010 only and is therefore up for renewal in August 2011.
    - To report on households whose FCP is/was due anytime *prior* to September 1, 2011, you would use a date range of 07/01/1985 – 08/31/2010. This date range will yield results from any household whose FCP was received *on any date* prior to 01 September 2011.
- **Print Households Without a Family Care Plan Due Date?** toggle
  - Select this toggle to list households with the **Family Care Plan Required** option selected on the household screen but no **Family Care Plan Due Date** entered on the Financial Info screen. This toggle will list those households regardless of your selections above.

The screenshot shows the 'Family Care Plan Report' selection screen. The title bar reads 'Family Care Plan Report'. The interface is divided into several sections:

- Date Range:** 'Begin Plan/Due Date' is set to 07/01/1985 and 'End Plan/Due Date' is set to 09/30/2011.
- Pass Selection:** 'Beg Pass' and 'End Pass' are both set to 'Wildcard Selection'.
- Class Selection:** 'Beg Class' is 900000 01 (1317-Belugas FD INF) and 'End Class' is 900007 04 (1317-11 FD PT1-B). 'Wildcard' fields are empty.
- Run Options:** 'Run Opt' has radio buttons for 'Pass Only', 'Activity Only' (selected), and 'Both'.
- Include Options:** Under 'Include', there are radio buttons for 'Households with Family Plan?' and 'Households without Family Plan?' (selected).
- Print Option:** A checkbox 'Print Households Without a Plan Due Date?' is checked.
- Buttons:** At the bottom, there are buttons for 'Print', 'Details >>', 'Last Settings', 'Default Settings', 'Templates', and 'Exit'.

**Figure 12: The Family Care Plan report selection screen set to look for CDC households that are due for their *initial* FCP on or by September 30, 2011**

**Figure 13** The Family Care Plan report selection screen set to look for any CDC household whose current FCP was signed prior to October 2010. These patrons are due for renewal in September 2011.

## Income Category Report

**Path to:** Reports → CYS → CYS Admin Reports → CYS Income Category Report

This report can be run 3 different ways:

**By Category:** This will show a breakdown of your enrollments by Income Category. This view shows how many Unique Households and Total Family Members along with percentages.

**Rate Detail:** This will show a breakdown by income category of who, how many and what percentage of your patrons are paying first child vs second child rates.

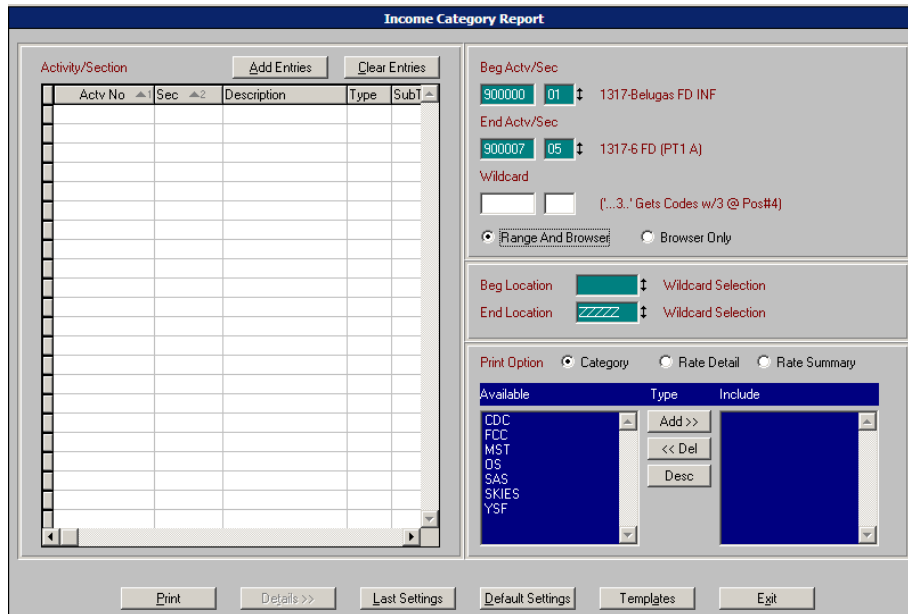
**Rate Summary:** This will show a breakdown by income category of who, how many and what percentage of your patrons are paying first child vs second child rates along with percentages.

This report should be run on a monthly basis.

**Note: When running By Category,** the report counts unique households and family members by the **class range** rather than by **each individual class**, meaning if you run for a class range that includes Before and After School, a child who is in both programs will be counted as one (1) Family Member and one (1) Household. Her twin brother in the same Programs would be counted as a second single Family Member for the same Household.

**When running By Rate Detail or Rate Summary,** the report counts **enrollments** for the class range, meaning if you run for a class range that includes Before and After School, a child who is in both programs will be counted **twice**. If this same household had a brother or sister in both programs they would be an additional two count.

- Select the **Activity** you wish to report on and leave the **Location** <blank> thru ZZZZZ.
- Choose the **Print Option:** Category, Rate Detail or Rate Summary.
- Decide whether you wish to use the **Activity Type** dual selection list to further filter your results. Leaving the Include side blank will default to including all types.



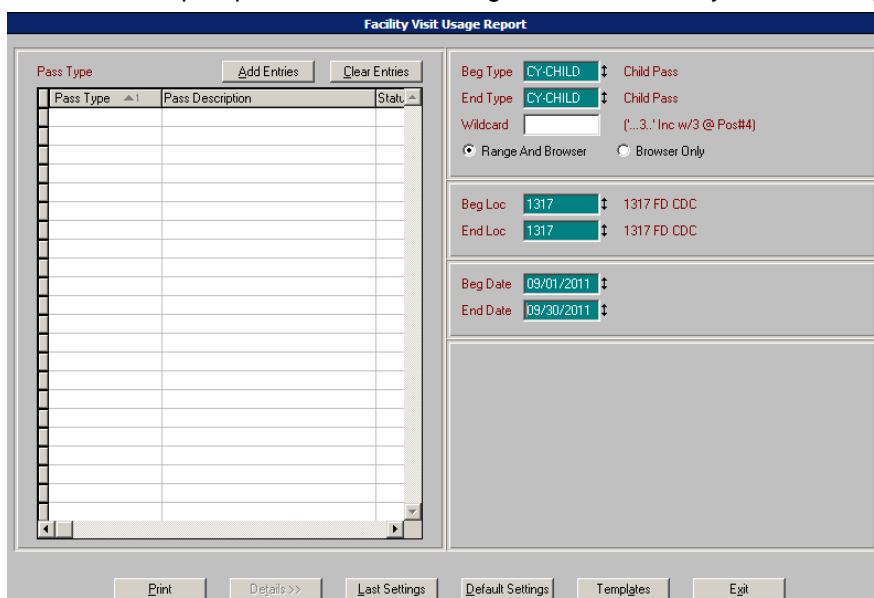
**Figure 15: The Income Category Report selection screen set to look at a range of CDC programs/activities**

### **Facility Usage Report**

**Path to:** Reports → CY5 → CY5 Admin Reports → CY5 Facility Visit Usage Report

This report tallies unique visits per day broken down by child’s gender and Sponsor’s Military Status (M-Active, DoD Civilian, Retired, etc...).

- The report will tally unique visits per child per day.
  - If ‘John Smith’ has five (5) visits – one for each day of the week - over the date range being reported, the total visit count on the report will be 5.
  - If ‘Jane Smith’ has two visits on the same day, such as a visit Before school and a visit After school, she will be a 1 count for the day.
  - If ‘Jane Smith’ visits twice on Monday (Before and After) but only once on Tuesday (After only), she will be a two count on the report provided the date range includes Monday and Tuesday.



**Figure 16: The Facility Visit Usage Report selection screen set to look for visits to one center**

## **Labor Schedule Tool**

**Path to:** Reports → CYS → CYS Admin Reports → CYS Labor Schedule Tool

**Please Note:** Any facility location that has a comma (,) will need to be converted before running this report.

The Labor Schedule Tool can now be run four different ways:

**Run Option Hourly:** Will list the number of hourly children that were in your building, by age group, along with High Count for the day, Low Count and Average Count and Most Frequent Count for a given week and time range. The time block can be selected as 15 minutes or 1 hour and prints by the week. Age group is determined by how old the child was on the day of the swipe. The report can be run for multiple locations and pass types. Each location with a visit will be its own tab on the excel output.

**Run Option Full Day:** Will list the number of full day children (children swiped in as full day) that were in your building, by age group, along with High Count for the day, Low Count and Average Count and Most Frequent Count for a given week and time range. The time block can be selected as 15 minutes or 1 hour and prints by the week. Please see the special section on **How Age Groups Are Determined** below.

The report can be run for multiple locations and pass types. Each location with a visit will be its own tab on the excel output.

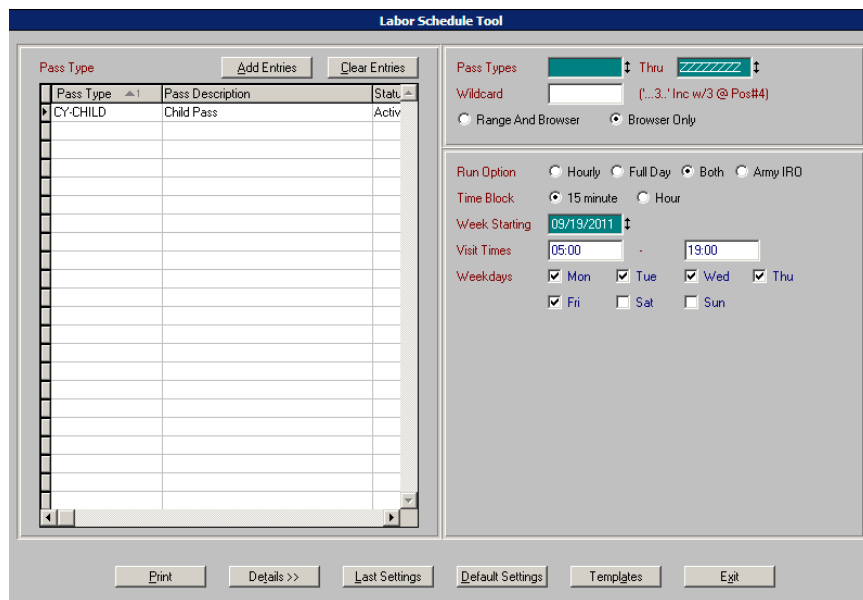
**Run Option Both:** Will list the number of hourly and full day children (children swiped in as full day) that were in your building, by age group. The output **will not** print High Count for the Day, Low Count and Average Count and Most Frequent Count. The time block can be selected as 15 minutes or 1 hour and prints by the week. Please see the special section on **How Age Groups Are Determined** below.

The report can be run for multiple locations and pass types. Each location with a visit will be its own tab on the excel output.

**Run Option Army IRO:** Will list the number of hourly and full day children (children swiped in as full day) that were in your building, by age group. The output **will not** print High Count for the Day, Low Count and Average Count and Most Frequent Count. The time block will automatically print in **1 hour blocks** and will print by the month and automatically include Saturday and Sunday. Please see the special section on **How Age Groups Are Determined** below.

The report can be run for multiple locations and pass types. Each location with a visit will be its own tab on the excel output.

When running for the Army IRO option for ALL locations, bases must save/name the excel file in the following manner: Installation Code\_Installation Name\_MMDDYYYY (First Date of the Month being reported on). **Example:** TN\_Knox\_07012010



**Figure 17: The Labor Schedule Tool selection screen**

- **Time Block**

Select which time block you wish to plot your visits in – 15 minutes or 1 hour. When running for the ARMY IRO option the report automatically plots your visit in 1 hour time blocks.

The program ultimately determines how long each child was in the building and credits each 15-minute or 1 hour “bucket” with a count of one (1) as appropriate

- **Example:** Child’s visit was from 8:03 to 15:12.
- This child will represent a “1 count in 29 consecutive “buckets” (assuming 15 minute blocks) from the 8:00 bucket thru the 15:00 bucket.(1 Hour = 4 buckets)

- **Week Starting/Month Starting**

Select which day of the week you wish to start running the report for (usually Monday). When running for the ARMY IRO option you should choose the first day of the month – 5/1, 6/1, etc.

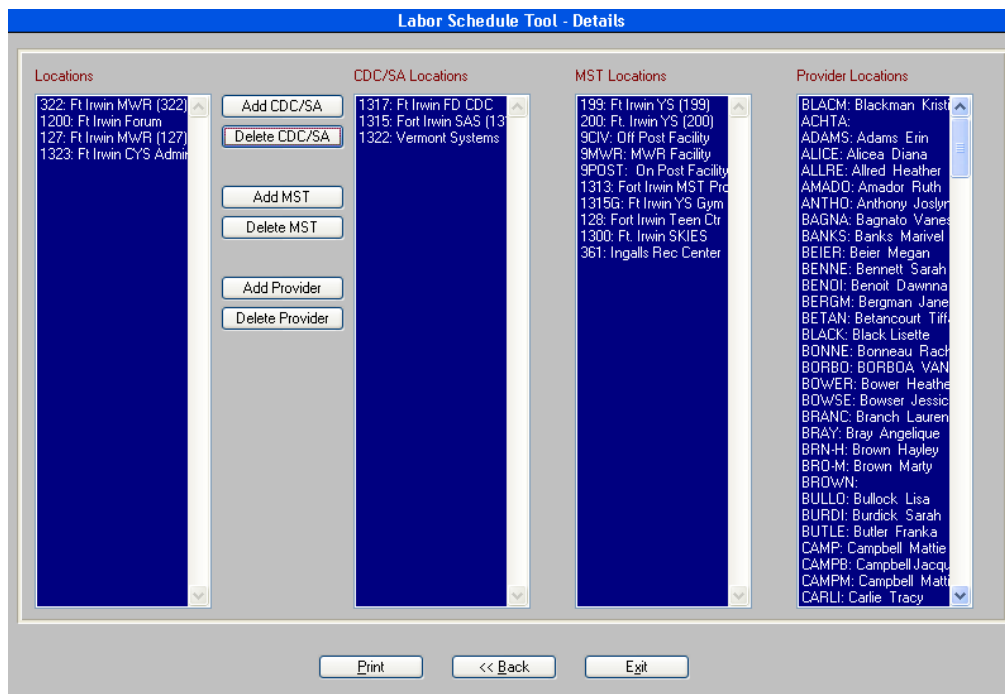
- **Visit Times**

- VSI recommends that you enter a begin time that is 2 hours prior to your real open time and an end time 2 hours beyond your normal closing time. **Example:** Center’s normal open/close time is 6:00-19:00. VSI recommends that you use 04:00-21:00.

- **Weekdays**

Select which days of the week you wish to include. When running for the Army IRO option every day of the week will automatically be included in the output.

- **Click Details – you should always visit the Details screen on this report to make sure your locations are properly selected! Failure to link your locations correctly can cause Age Group problems on your report.**



- How you select your locations on the **Details** screen is **critical** to how Age Groups are determined on the output.
- If you are running the report for a **CDC** and **SA** location, select it from the **Locations Browser** and click **Add CDC/SA**. **Note:** If you are running for more than one CDC or SA, make sure all CDC/SA locations are in the CDC/SA Location Browser.
- If you are running the report for an MST location, select it from the **Locations Browser** and click **Add MST**. **Note:** If you are running for more than one MST or Youth location, make sure all MST and Youth locations are in the MST Locations Browser.
- If you are running for your Provider locations, select them from the **Locations Browser** and click **Add Provider**.

- **How Age Groups Are Determined**

- As mentioned above, how you select the locations is extremely important to how the report calculates the Age Group of the child it needs to plot.

**CDC/SA Locations:** When full day visits are found for a location that is deemed a 'CDC/SA location', a child's age group is determined by the **program** they were enrolled in on the day of the swipe. The age group is derived by looking on the **CYMS Information** screen in **Activity Maintenance**. CYMS will use the age group linked to the **class**, **not** the age of the child. If two age groups are linked to the class, the child will be counted in the youngest age group.

**Example:** A child's current age group is Toddler; however, the child is still in a Pre-Tod room. If the CYMS Information Screen has PTod1 and PTod2 codes linked, the child will be counted as a PTod1 on the output.

**Note:** We recommend linking one age-group per activity only. PTod1 and PTod2 should be set up as separate activities.

**Note:** A 'CYMS' or 'Camp' enrollment is determined by whether the **Use CYS Rate Calculations** is toggled on the **CYMS Information** screen in Activity Maintenance. 'Camp' activities are further identified by having the **"Camp Class?"** toggle enabled on the same screen.

- **Full-day Swipes and Children Who Have PCS'ed**

- If a full-day swipe is found for a child who is no longer on a current roster, the program will look in history for an entry with a Transfer Date that is greater than the Week Starting Date and use the Age Group linked to that program.

- **Reassigned Child Notes**

- **Example 1:** A child is enrolled in a PTod2 class on 4/13/2007 and reassigned to a Toddler class on 8/8/07, so the Toddler Class enrollment Date is 8/8/2007.
  - If the above child has visits on 4/12, 8/7, 8/8 and 8/9:
    - Child will show on the Exception List on 4/12 because there is no class enrollment prior to 4/13.
    - Child will show as a PTod2 on 8/7, which is the day before the reassignment.
    - Child will show as a Tod on 8/8 and 8/9, which are after reassignment to the Toddler room.
- **Example 2:** A child's Enrollment History is as follows:
  - Infant Class: Enrolled 9/01/06 and Transferred 12/09/2006
  - PTod1 Class: Enrolled 12/09/2006 and Transferred 6/21/2007
  - PTod2 Class: Enrolled 6/21/2007 and Transferred 2/24/2008
  - If the child has visits on:
    - 08/01/2006: Child will print on the exception list because he is not enrolled.
    - 10/01/2006: Child will show as an Infant because he is enrolled in the infant room.
    - 12/10/2006: Child will show as a PTod1, because he is enrolled in the PTod1 room.
    - 06/21/2007: Child will show as a PTod1 – See note below
    - 06/22/2007: Child will show as a PTod2, because he is enrolled in PTod2

**Note on the 6/21/2007 Visit:**

- This may look inconsistent with the Example 1 scenario, but in Example 1 there is a current roster entry and the program looks first for 'Current Enrollments' and finds the older class.
- In Example 2, there is not a current enrollment. The system searches history and finds the first hit on 6/21/2007, which happens to be the younger class. We don't really see this as a problem since it is just as likely the child was in the PTod1 class as the PTod2 class.

- **MST Locations:** When full day visits are found for a location that is deemed an 'MST location', a child's age group is determined by how old the child was **on the day of the swipe**.
- **Provider Locations:** When full day visits are found for a location that is deemed a 'Provider location', a child's age group by how old the child was **on the day of the swipe**.
- **Hourly Swipes:** All hourly swipes will plot the child's age group by how old they were **on the day of the swipe**.

- **No matter which Run Option you use, an exception list will be created for children who**

- Have no Swipe Out time
- Are swiped in as full-day, but have no 'CYMS' or 'Camp' enrollment.
- Have a Swipe Out time before a Swipe In.

- Are swiped in as full-day, are enrolled in a CYMS or Camp class, but there is no Age Group link on the CYMS Activity Information screen.
  - Example: If the report is being run for location 4820 and a child has a swipe at Building 4820, but her CYMS or Camp enrollment is at Building 5000, the child will be listed on the Exception List as having no class.

## Hourly Visit Report

**Path to:** Reports → CYS → CYS Admin Reports → CYS Hourly Visit Report

This report will provide a list of all children who used your Hourly Care facilities during the date range selected. Totals on the report include Visits, Hours, Fees, Late Fees (if applicable) Total Paid, Total Due (if applicable) and income Category statistics. You may also elect to print Age Group Statistics.

- Select your **Pass Type** range
- **Beginning/Ending Pass Number** can be used to target individual pass holders.
- Select your **Date Range** of the visits you wish to report on.
- Decide whether you wish to see how many unique Households/Family Members are using hourly as well as Income Category Breakdowns by Household and by Family Member (**Print Unique Visit Stats**).

Decide whether you wish to see **Age Group Stats**. Report will show Unique By Visits Per Day, Unique By Visit Per Day as a Percent and Unique By Family Member.

The Age of the child is determined on the day of each swipe.

**Example 1: Unique – By Visits Per Day:** 9/1 is a Monday. Joey is an infant and has two visits on 9/1, this will show as 1 Infant Monday visit on the report.

**Example 2: Unique – By Visits Per Day** If Joey has 2 visits on 9/1 and 2 visits on 9/8, the report will show 2 Infant Monday visits.

**Example 3: Unique – By Family Member.** If Joey has 2 visits on 9/1 and 2 visits on 9/8 the report will show 1 Infant Monday visit.

- **Report Type**
  - **Detail** lists all of the child's individual visits during the date range selected
  - **Summary** provides the child's totals over the date range selected
- **On the Details Screen**
  - Select how you would like the report sorted and the **Location Range** you wish to report on.

Figure 18: The CYMS Hourly Visit Report main selection screen

## CYS Visit Report

Path to: Reports → CYS → CYS Admin Reports → CYS Visit Report

The CYS Visit Report displays the usage totals of pass holders either by Visits or Hours over a range of selection criteria. This is an excellent tool for identifying individuals who are close to exceeding or have exceeded set usage limits for Hourly and Fullday care. However, it also provides valuable data for Hourly or Fullday/Partday total visits, total hours, total fees, age group statistics and day of the week breakdowns.

- Select your **Pass Type** range
- **Beginning/Ending Pass Number** can be used to target individual pass holders.
- Select your **Visit Date Range** of the visits you wish to report on.
- **Detail** lists all of the child's individual visits during the date range selected.
- **Summary** provides the child's visit totals over the date range selected.
- Decide how you wish to Sort – **Date or Household**
- Decide whether you wish to print **Age Group Stats**. Age group of the child will be determined on day of the swipe and visits will be broken down by day of the week.

**If you opt to print Age Group Stats you will get 3 looks at the data:**

1. *Unique Visits Per Day by Age Group By Day of the Week.*

Unique - By Visit Per Day:								
Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
Infants (6 Wk - 12 Mo)	0.00	0.00	0.00	2.00	0.00	NA	NA	2.00
Pre-Toddler (18 Mo - 24 Mo)	0.00	0.00	1.00	1.00	0.00	NA	NA	2.00
School-Age (1st - 5th)	0.00	1.00	0.00	0.00	0.00	NA	NA	1.00
<b>Totals:</b>	0.00	1.00	1.00	3.00	0.00	NA	NA	5.00
<b>Percentage:</b>	0.00%	20.00%	20.00%	60.00%	0.00%	NA	NA	100.00%

**Example:** *If running the report for a 1 week time frame (9/5/2011 thru 9/9/2011):* An Infant with two visits on Thursday will show as a 1 count for Thursday.

For the date range above, an Infant with 2 visits on Monday and 2 visits on Tuesday will be a 1 count for Monday and a 1 count for Tuesday.

*If running the report for one month (9/1/2011 thru 9/30/2011):* An infant with 2 visits for every Thursday in the date range (there are 5 Thursdays in the month of Sept 2011) will show as a 5 count for infants for Thursdays.

2. *Unique Visits By Family Member by Age Group by Day of the Week.*

Unique - By Family Member:								
Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
Infants (6 Wk - 12 Mo)	0.00	0.00	0.00	1.00	0.00	NA	NA	1.00
Pre-Toddler (18 Mo - 24 Mo)	0.00	0.00	1.00	1.00	0.00	NA	NA	2.00
School-Age (1st - 5th)	0.00	1.00	0.00	0.00	0.00	NA	NA	1.00
<b>Totals:</b>	0.00	1.00	1.00	2.00	0.00	NA	NA	4.00
<b>Percentage:</b>	0.00%	25.00%	25.00%	50.00%	0.00%	NA	NA	100.00%

**Example:** *If running the report for a 1 week time frame (9/5/2011 thru 9/9/2011):* An Infant with two visits on Thursday will show as a 1 count for Thursday.

For the week date range above, an Infant with 2 visits on Monday and 2 visits on Tuesday will be a 1 count for Monday and a 1 count for Tuesday.

If running the report for one month (9/1/2011 thru 9/30/2011): An infant with 2 visits for every Thursday in the date range (there are 5 Thursdays in the month of Sept 2011) will show as a 1 count for infants for Thursdays.

For the month date range above, an Infant with 2 visits on every Monday and 2 visits on every Tuesday in Sept 2011 (there are 4 Mondays and 4 Tuesdays) will be a 1 count for Monday and a 1 count for Tuesday.

### 3. Percentage of Visits by Age Group by Day of the Week.

This will use the visit logic from the Unique Visit Per Day section above and plot what percentage of visits came from Infants vs Pre-Tods, etc by day.

- Select the Beg/End Location you wish to report on.
- Use the **Only Show If Child Exceeded** field to filter the report and then select whether you want to filter by **Hours** or **Visits**.
- **For Example:** Your Center may have a rule that says a child cannot use the hourly program for more than 25 hours per week. You could run this report on Monday for the prior week to see who exceeded that amount by entering **25.00** in the **Exceeded** field and selecting **Hours** and selecting **Hourly Visits** as the **Include Option**.
- Select which **Days of the Week** you wish to report on.

**Figure 19: The CYMS Visit Report selection screen set to show all children who have exceeded 25 hours of Hourly Care in Building 1317 during a week in October**

## HH/FM Profile Print

**Path to:** Files → Activity → Household Maintenance → Select a Household → Click 'Members' → Select Child → Click 'Profile Print'

Use this report to print any combination of the Household and Family Member screens. Profiles can also be printed from the HH Inquiry → Family Member Listing screen.

- Aside from the obvious uses of this feature, some bases use it to give their Providers information about the children in their homes.

- With an approved coversheet, complete with legal jargon, the profile print can become the hard copy of the Household's file and used in place of the current Army, Air Force, Navy or Marines forms.
- **To Run a Household Profile Print**
- From the Household Sponsor Screen, click **Members**. You will proceed to the Family Member Listing screen.
- Highlight the **child** and click **Profile Prt**, which is located at the bottom of the screen.
- On the Profile Print Details screen select whether you wish to print information for the **Selected Member**, **All Members** (this includes Sponsor and Spouse) or **Children Only** (Family Member #3 and up) and select the appropriate HH and FM data options.

**Figure 20: The Military Household & Family Member Profile Print – Details selection screen**

**Note:** You can print Household Profiles for an activity range, too! Go to **Reports → System → Other Reports and Listings → HH/FM Profile Print**.

## **CYS Auto-Pay Report**

**Path To:** Reports → CYS → CYS Admin Reports → CYS Auto Pay Report

**Note:** Auto Payments **do not** relate to your Auto Debit patrons. Auto Payments are being used for things like vacation credits, AFC Benefits (Army), hardship discounts, etc.

The **CYS Auto Pay Report** allows you to see patrons who have these payments/discounts set up. As a by-product of the billing process the system will automatically make these payments.

At a minimum this report should be run every month by the manager just prior to billing to see who is scheduled to receive an Auto Pay (All Bills with an **Auto Pay in the Date Range**).

- Select your **Activity Range**.
- Select the **Billing Date Range** you wish to report on. Typically this would be the next 'unbilled' billing date.

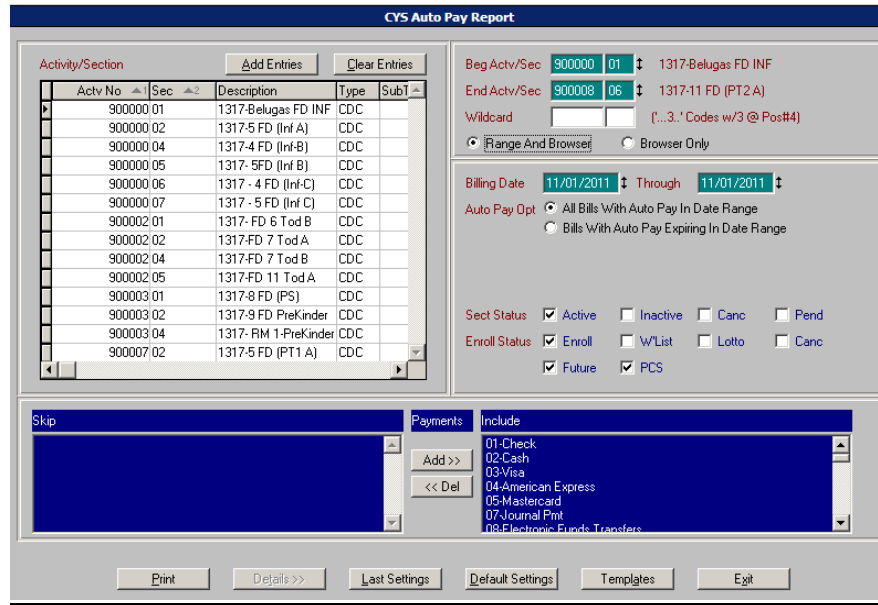
Select the **Auto Pay Option**:

- **All Bills With Auto Pay In Date Range:** This option, will show the Activity/Section, Family Member's Name, all Billing Dates within the date range selected, the Auto Pay Amount, whether auto pay is flat rate or Percentage, the Auto Pay Pay code, the Bill Amount and the Total Bill after the benefit/entitlement Auto Pay. **From a manager perspective** it would be good to run this report just prior to billing to see

who is scheduled to receive an auto payment. **Example:** Run on 10/31/2011 for the 11/1/2011 bills. Maybe there are people scheduled to receive one that shouldn't be!

If the Auto-Pay is flat rate, the Percentage column will be blank.

- **Bills With Auto Pay Expiring in the Date Range:** When running for this option the *Expiration Date* is the first billing date after the auto pay expires. The Army requested this option report on patrons who had AFC benefits that were ending.
- Regardless of which option you run for, you should Include **all** pay codes.



## **CYS Agency Reimbursement Report**

**Path To:** Reports → CY5 → CY5 Admin Reports → CY5 Agency Reimbursement Report

There are 3 ways/reasons to run the CY5 Agency Reimbursement Report:

- To bill the Agency (Print Household Agency Payments)
- To see Agency Reimbursements made to your Center using the CY5 Misc Income Posting program (Print Agency Reimbursements)
- To compare what you have Billed your Agencies to the Agency Reimbursements you have received. This in effect allows you to see the outstanding agency receivable.

The report displays *Agency Payments and Agency Reimbursements in separate sections. For each section, the report lists the Agency/Discount Pay code, Pay code Description, Total Credit Amount, Credit Transaction Count, Total Debit Amount, Debit Transaction Count and Net Amount.*

**Note:** This report should be used in lieu of the Pay code Summary Cash Report as a means of tracking Agency Reimbursements to cost centers.

**Option 1:** To Bill the Agency

- Select to **Include** your **Cost Centers**
- Select to **Include** the appropriate **Agency Pay Codes**
- Toggle to **Print Household Agency Payments**

- Enter the **HH Date Range** – typically you would run for the prior month. **Example:** In October for September.
- De-Select **Print Agency Reimbursements**
- Toggle to **Print Detail** – this will print one ‘bill’ per Agency.

**Option 2:** To report on Agency Reimbursements made through the **CYS Misc Income Posting** program.

- Select to **Include** your **Cost Centers**
- Select to **Include** the appropriate **Agency Pay Codes**
- De-Select to **Print Household Agency Payments**
- Toggle to **Print Agency Reimbursements**
- Enter the **Agency Date Range** you wish to report on.
- Toggle to **Print Detail**.

**Option 3:** To report on HH Payments and Agency Reimbursements made through the CYS Misc Income Posting program.

- Select to **Include** your **Cost Centers**
- Select to **Include** the appropriate **Agency Pay Codes**
- Toggle to **Print Household Agency Payments**
- Enter the **HH Date Range** – this could be tricky as you would need to look at all agency payments that have come in thru the end of the prior month (the idea being any payments made in the current month have not been billed yet).
- Toggle to **Print Agency Reimbursements**
- Enter the **Agency Date Range** you wish to report on – this could be tricky as well as agencies are typically 2-3 months ‘late’ in their reimbursement. So to determine what the receivable is at this moment you would need to enter a date range of way back in time thru today as you could have received a reimbursement today.
- Toggle to **Print Detail**.
- The difference between what you have billed the agencies and what you have received for reimbursement is the net receivable for that agency.

**USDA Reports**

**USDA Category Report (Child)**

**Path to:** Reports → CYS → USDA Reports → USDA Category (Child)

The USDA Category Report (Child) lists enrollee counts by USDA reimbursement categories; Free, Reduced, and Paid. This report can be run for:

- o A Single Activity or a Range of Activities
- o Full day Visits over a date range
- o Hourly Visits over a date range

To be included in the report, the child must have a valid pass membership; children with expired passes are skipped.

Children are counted as individuals on this report. For example: A Free household with four (4) children will count as 4 Free records.

- To run for an activity range
  - **Location** range, enter <blank> thru ZZZZZ.
  - **Beg Class/End Class:** Enter the range of classes on which you want to report.
  - Select the **Enrollment Status(es)** you want to include.
    - *Enrolled, Future* and *PCS* are selected by default
  - Select the **Sort Option**
  - Select **Activities** only from the **Check** fields at the bottom of the report.
  - The report will include Free, Reduced, and Paid totals on the children enrolled in the class range. T
  
- To run for **Full Day** and/or **Hourly Visits** at a selected Center during a certain date range
  - **Location** range: Select the Center on which you want to report.
  - **Visit Range:** Enter the date range over which you want to search, such as 07/01/2011 – 07/31/2011
  - **Activity Range:** Leave these fields wide open, or 0/<blank> through 999999/zz
  - Select **Full Day Visits** and **Hourly Visits** from the **Check** fields at the bottom of the report.
  - The report will include one (1) Free, Reduced, or Paid count for *every child* who swiped into the center at least once during the date range selected. Children with multiple swipes will be counted once per date range.
  
- Selecting the **Print Each Detail Record** option will show the name of each included child. De-selecting this option will show only Free, Reduced, and Paid totals for your selection criteria.
- **Sort Option:** Select whether you wish to sort the report by USDA income category or by the children's age.





- **Select which Age Group you want to use** – do you want the report to print based on the *kind* of care the child is waiting for (Waitlist Age Group) or based on how old the child is today (Current Age Group)/. Most people select Waitlist Age Group.
- **Program Types to Include:** Most people want to see everyone on the waitlist regardless of what they are waiting for. To do this you may leave the Include column blank.  
However, some people will also narrow their Age Group to the Preschool children and then Include just the Fullday program type (to see how many of their preschoolers are waiting for fullday care). Then run again and Skip Fullday and Include PDPS 2 – find that number, etc.
- **Waitlist Status Option:** Typically people want to see their **Active** Waitlist.
- **Print Option:** Detail or Summary. **Detail** is most often chosen as it shows names and some search details.  
**Summary** does not show names.

## Waitlist Placed Statistics Report

**Path to:** Reports → CYS → Central Reg/Waitlist Reports → CYS Waitlist Placed Statistics Report

The Waitlist Placed Statistics Report allows you to view statistics related to the number of days family members spent on a waitlist prior to being placed in a program and also allows you to see how many people were placed into programs within a selected date range.

The report subtotals by Age Group and also displays Grand Totals by Waitlist Priority Code. The report will also show the Average Wait, Shortest Wait and Longest Wait.

- The **Detail** option will list individual names, the child's 'Placed' date and the number of days spent on the waitlist.
- The **Summary** option will list totals placed, average time on the list and longest and shortest time by Age Group

**Waitlist Placed Statistics Report**

Skip	Prog Type	Include
AFT-KIND	Add >>	
AFT-SCH	<< Del	
BEF-KIND	Desc	
BEF-SCH		
CAMPK-F		
CAMPK-SP		
CAMPK-SU		
CAMPK-W		
CAMPM-SU		
CAMPS-F		
CAMPS-SP		
CAMPS-SU		
CAMPS-W		
COMP		
COMP-UPC		

Beg Age Group	Wildcard Selection
End Age Group	Wildcard Selection
Print Option	<input type="radio"/> Detail <input checked="" type="radio"/> Summary
Placed Range	09/01/2011 To 09/30/2011
Beg Loc	Wildcard Selection
End Loc	Wildcard Selection

**Annual/Demographic Reports**

**Boys & Girls Club Report, CYS Demographics Report, CDP, SA and Youth Annual Summaries (the DOD Annual Reports) and the Military Status Statistics Report**

- Due to the complexity of these reports, they each have their own handouts.
- These “annual” reports can be run anytime during the year to obtain valuable usage and demographics data for review, analysis, command inquiries, briefings and etc.