

51 - CYMS Training Guide – Setting Up a Certified Provider (10.3 – Updated Aug 2011)

- Once a Provider achieves **Provisional Certification**, there are four administrative steps that must be taken before you can begin offering the Provider referrals and enrolling children into their household through CYMS.
- For purposes of referrals and vacancies, CYMS views the Provider as a “**mini CDC**” – so you have to take steps to establish the Provider in CYMS just as you would establish a new CDC and the classrooms in the CDC. You must also specify when Providers offer services and what kind of special services they provide.
- The following steps must be completed **in order** before children can be enrolled into the Provider’s home:
 - You must complete the “**Magic C**” (using the buttons located on the far right-hand side of the Provider Module Main screen).
 - You must identify the **type of home** the Provider has been certified to operate (multi-age, infant/toddler, etc) and specify the **maximum number of children** and the **number of children under two years of age** that the Provider can have in the home at any one time.
 - You must validate the Provider’s **meal times** and **USDA reimbursement rates**.
 - You must create a list of the Provider’s approved **Backup Providers** and enter them into CYMS.

Completing the “Magic C” (5 Critical Buttons)

- In this section, we will discuss the information you need to enter for Central Registration to give out a **Provider referral list**. If the screens for these next five buttons are not filled out accurately, the Provider may not show up as a valid referral option when Central Registration performs a Search for Care.
- If these screens are filled out correctly, and children are properly enrolled into homes with contract hours, Central Registration will have the ability to print an up-to-date, accurate list of Providers that match the parents’ criteria (e.g., a non-smoking, bi-lingual provider that provides full day infant care, etc.) and have openings.
- In addition, Central Registration can post referrals to help you keep count of how many times a Provider’s name was given to parents.
- The “**Magic C**” consists of the following setup tables:
 - **Program Types** – This is where you list the type(s) of care the Provider offers, such as Fullday, Part Day, Before and/or After school, Extended Hours, etc....
 - **Days and Hours** – This is where you specify which days of the week and which hours of the day the Provider offers care.
 - **Special Requirements** – This is where you list unique features and services that the Provider offers which can be matched against patron needs, such as a smoke free home, no pets, wheelchair access, Spanish speaking, etc.
 - **Age Groups** – This is where you list the age groups the Provider is willing to supervise, such as Infant, Pre-Tod, Toddler, School Age, etc.
 - **Program Links** – This is where CYMS sets up the Provider as a “mini-CDC”. It creates a Facility for the Provider and an Activity into which children will be enrolled.

- To complete the “Magic C,” go to Files → CYS → Provider Module.

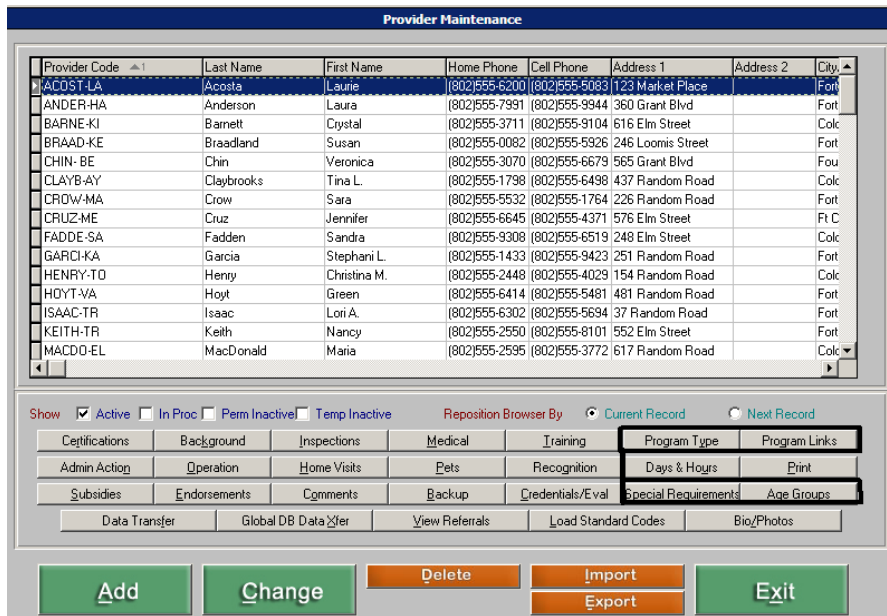


Figure 1: The Buttons which Comprise the ‘Magic C’

Program Type:

- With the Provider highlighted, click the Program Type button.

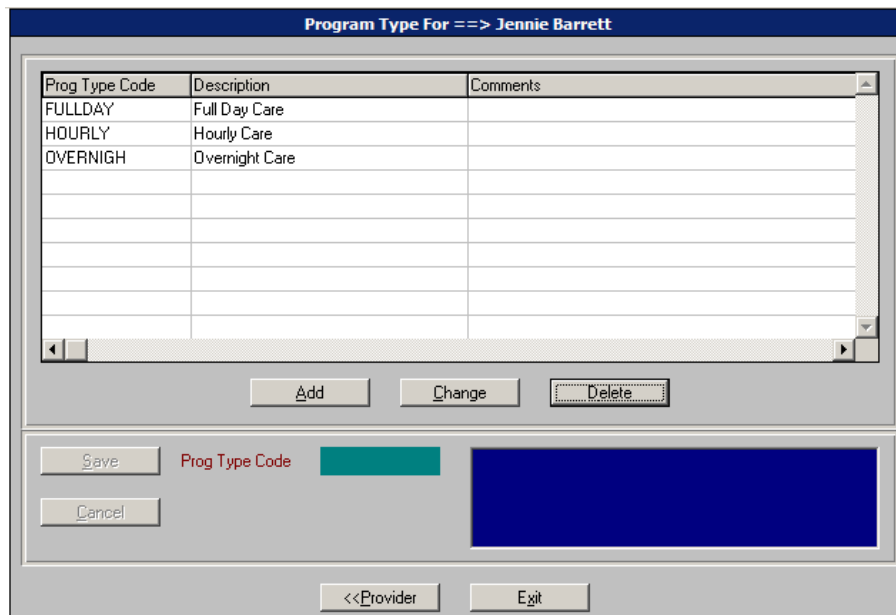


Figure 2: The Program Types screen

- Click Add.

- 3 Multi-select all of the program types the Provider will offer. Hold down the <Ctrl> button on your keyboard and click on the codes located in the browser
- 4 Click **OK**. Then click <<**Provider**.

Days & Hours:

- 1 With the Provider highlighted, click the **Days & Hours** button.

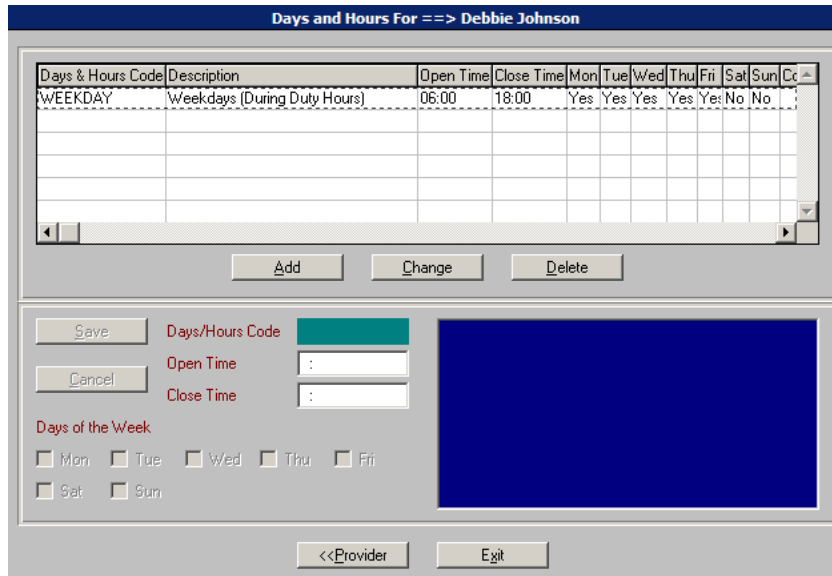


Figure 3: The Days and Hours screen

- 2 Click **Add**.
- 3 Select an appropriate code in the browser (weekdays, evenings, Sat-AM, Sun-PM, etc) and the times and days to go with it.
- 4 Click **OK**. Repeat this process for all time blocks during which the Provider is willing to accept children into care.
- 5 When finished, click <<**Provider**.

Special Requirements:

- 1 With the Provider highlighted, click the **Spec Req** button.
- 2 Click **Add**.
- 3 Multi-select all of the special services the Provider offers (Bilingual-German, Special Diet, Wheelchair Access, Smoke Free, etc) from the browser by holding down the CTRL button on your keyboard as you click on each code.
- 4 Click **OK**. Click <<**Provider**.

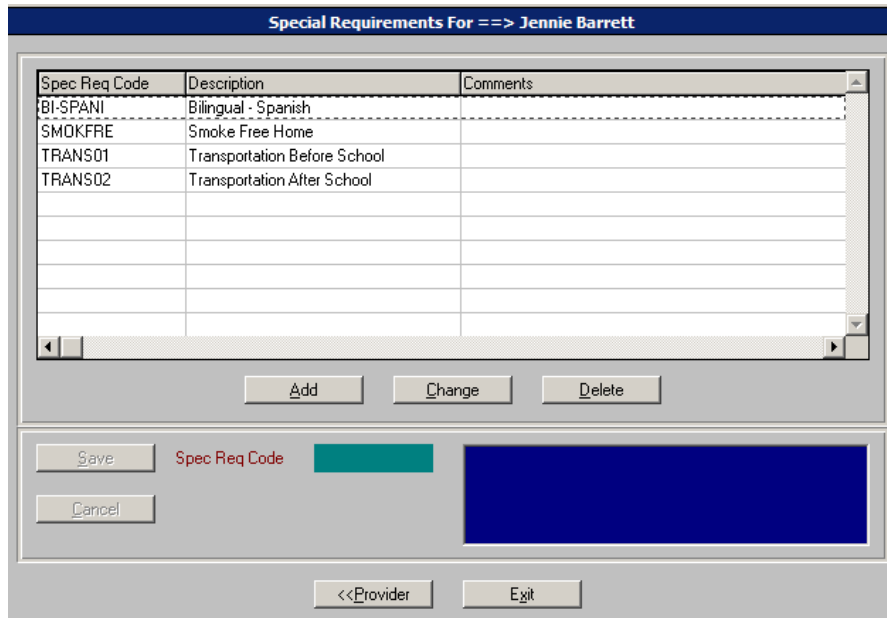


Figure 4: The Special Requirements screen

Age Groups:

- 1 With the Provider highlighted, click the **Age Groups** button.

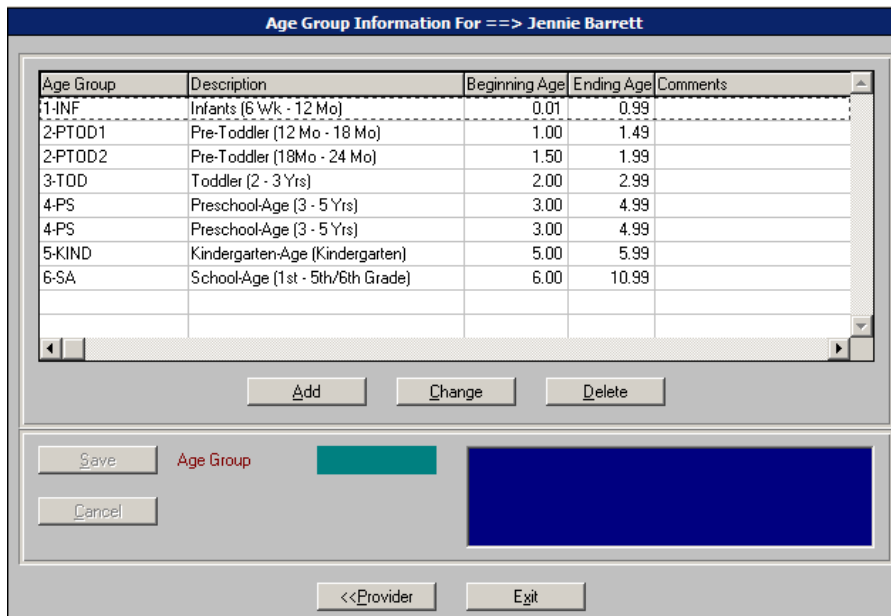


Figure 5: The Age Group Information screen

- 2 Click **Add**.
- 3 Multi-select all of the age groups the Provider is willing to accept from the browser by holding down the CTRL button and clicking each code.

- 4 Click **OK**. Click <<**Provider**.

Program Links:

- 1 With the Provider highlighted, click the **Program Links** button.
- 2 Click **Add** and select to **Create a New Activity** in the **Add Option** field

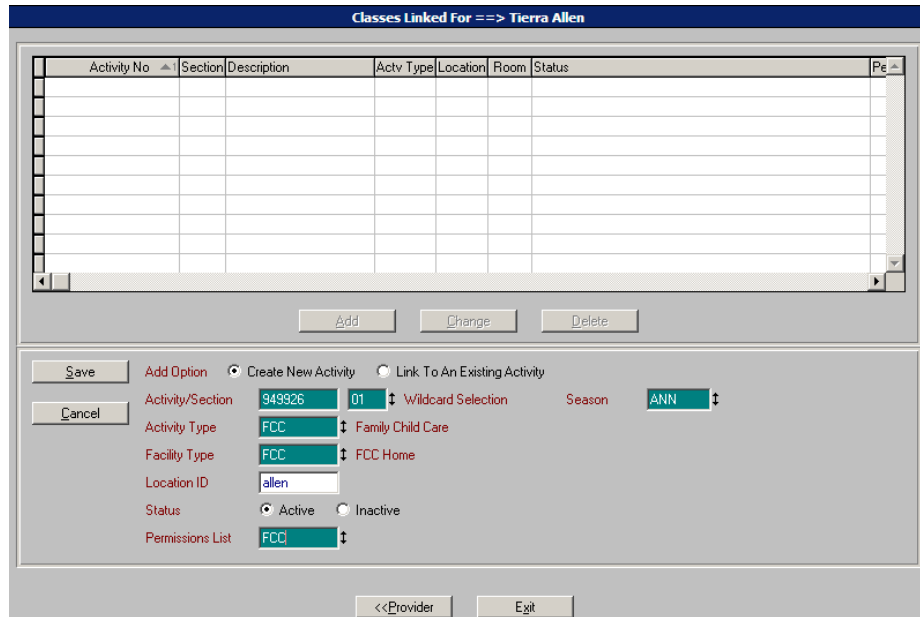


Figure 6: The Program Links screen

- 3 To find the next available Provider activity number, you can **right click** in the **Activity** field and find your Provider Activities. If you know your provider numbering scheme you could type the first two digits and it should bring you to the first Provider number. **Scroll down** until you find the last Provider number, **make a note of that number**, then click **Cancel**.
- 4 Type the next available 6-digit activity number into the **Activity Number** field. Hit **Tab**.
- 5 Type "01" into the **Section Number** field. The section will always be "01." Hit **Tab**.
- 6 Type "FCC" or "CDH" in the **Activity Type** and **Facility Type** fields. Hit **Tab**.
- 7 Type the first 5 letters of the Provider's **last** name in the **Location ID** field.
 - o If this ID has been used already, you will get a warning when you try to leave the screen. (This means you have another Provider with the same or similar last name).
 - o To resolve this, you may have to get creative with the 5 letters you type. As a rule, you should avoid using commas and special characters as it will cause issues with some browsers in 10.3 and the Labor Schedule Tool report.
- 8 The **Status** toggle will default to Active, this is correct.
- 9 In the **Permissions List**, right click and select the **Permissions Code** that you want linked to the Activity and Facility.
- 10 Click **Save**. Make sure the browser (the area above the Add, Change Delete buttons) gets populated with information accordingly. If it does not, you must re-do all of the above Program Link steps.

Your Provider is now linked as a **Facility** and **Activity**. To see this, go to **Program Sections** button, and look up your Provider by activity number or name.

- You will see the **Maximum Count** listed as **50** – don't panic! This is correct – do not try to change this. CYMS needs this large number to be able to accommodate scheduling before/after school children and other types of part-time care. CYMS will control the number of children enrolled at any given hour by the information you put into the “Maximum Children” section described in the next section.

Identifying the Home Type and Maximum Children

- Once a Provider has been certified, you must tell CYMS what **type of home** the Provider has been certified as (Multi-Age, Infant/Toddler, Special Needs, etc). This information is required for the DOD Annual Report
- You must also establish the **maximum number of children** and **number of children under 2** years of age that the Provider can have in her home at any one time. (Note: This number will include the Provider’s own children. The Provider’s eligible children must be officially enrolled into her home just like the outside children).

1 To complete these fields, go to **Files → CY5 → Provider Module**.

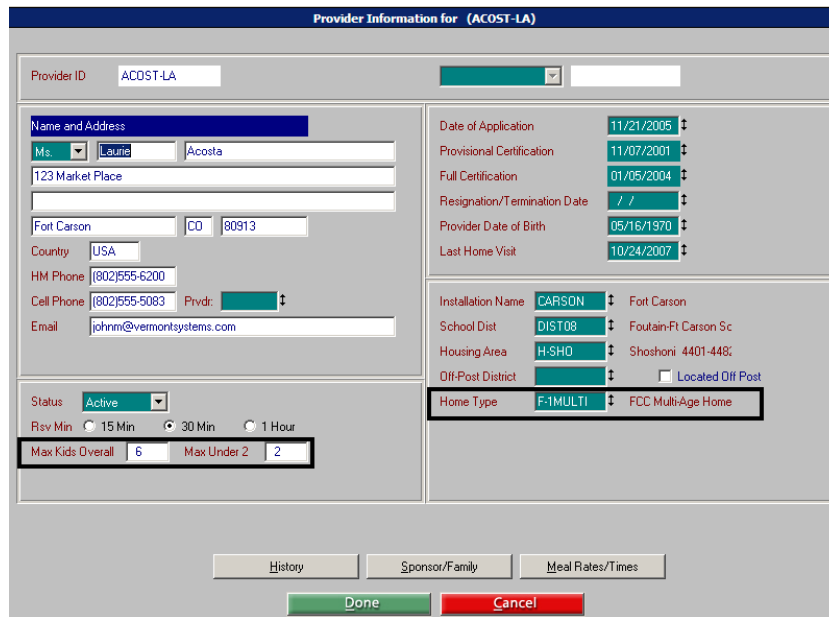


Figure 7: The Provider Core Information screen highlighting Max Kids and Home Types

- 2 Highlight the Provider and double click.
- 3 Enter the authorized number of children in the fields for:
 - **Maximum Kids Overall** (for a Multi-Age home this is usually 6)
 - **Maximum Kids Under 2** (for a Multi-Age home this is usually 2)
- 4 Go to the bottom right corner. Right click in the **Home Type** field. Double click to select.
- 5 Click **Done** to return to the main Provider Module screen.

Adjusting the Provider Meal Times and USDA Reimbursement Rates

- Once a Provider has been certified, you need to make sure the meal times and USDA reimbursement rates match the services the Provider is offering. By doing this, CYMS can assist you in completing or validating your USDA reporting requirements.
 - Default rates are carried forward to the screen when the Provider record is first established. These defaults must be adjusted when the Provider is certified.
1. To change or validate these fields, go to **Files → CY5 → Provider Module**
 2. Highlight the Provider and double click. Go to the **Meal Rates/Times** screen.

Meal Reimbursement Rates/Times for Laurie Acosta (ACOST-LA)			
Rates	Free	Reduced	Paid
Breakfast	1.12000	1.12000	1.12000
AM Snack	0.62000	0.62000	0.62000
Lunch	2.08000	2.08000	2.08000
PM Snack	0.62000	0.62000	0.62000
Dinner	2.25000	2.25000	1.24000
Load CYMS Defaults			
Meal Times	Beginning Time	Ending Time	
Breakfast	07:00	07:30	
AM Snack	24:00	24:00	
Lunch	11:15	11:45	
PM Snack	14:30	15:00	
Dinner	24:00	24:00	
Permissions List: FCC			
Core Info		History	
Done		Cancel	

Figure 8: The Provider USDA Rates and Meal Times screen

3. Enter the actual times the Provider is offering meals. Enter 24:00 thru 24:00 if a particular meal or snack is **not** served.
4. Make any changes in the reimbursement rates to reflect tiers or other local setup.
5. When finished, click **Done**.

Identifying Backup Providers

- 1 With the Provider highlighted, click the **Backup** button.
- 2 Click Add and list the authorized **Backup Providers** for this newly certified Provider or if this Provider's backups are already in your database, **right click** in the **Provider Link** field and select a provider from the picklist. Then click **Save**.

Backup Information For ==> Penny Lane

Provider ID	Last Name	First Name	Home Phone	Cell Phone	Address 1	Ad
	MaBelle	Michelle	(802)465-7412	()	4 Rubber Soul 1A	
	Meterna	Rita	(802)547-2546	(802)327-4114	281F Abbey Road	

Provider Link:

First/Last Name:

Address Line 1:

Address Line 2:

City/State/Zip:

Home Phone:
 Cell Phone:

Figure 9: The Backup Provider screen

NOTE: The data entry outlined in this guide is CRITICAL to your CYMS system operating properly. In order for Central Registration to do a Search For Care that yields accurate results and referrals the information you just read, along with keeping your Provider rosters up to date with current enrollments and withdrawals, is vital. If you have any questions at all regarding this information, please contact a member of your local CYMS Team or Vermont Systems.