Tips on Cleaning Up Your Data

The following is a list of things that every NAVY base can do today to start cleaning up their data. After the initial clean up, VSI recommends that you run these processes on an ongoing basis to ensure data integrity going forward.

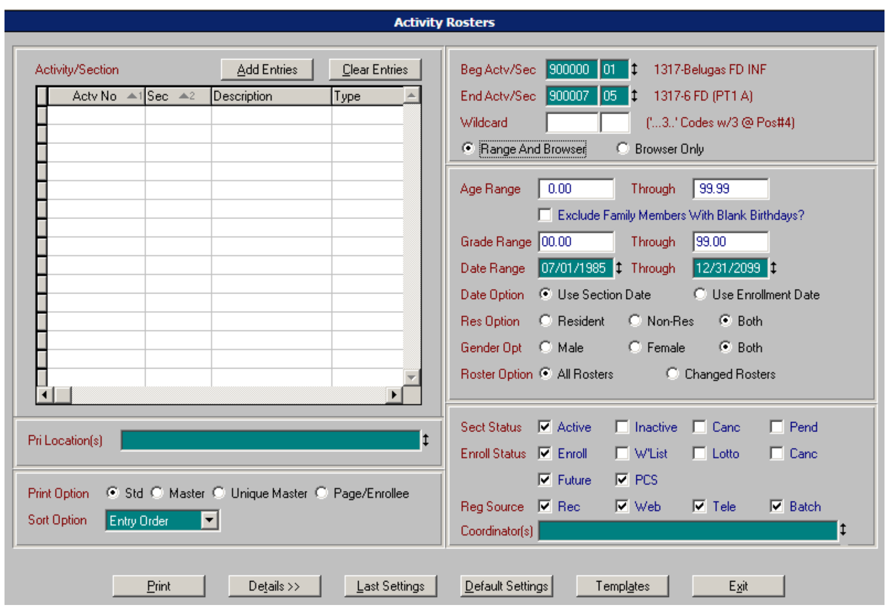
Ticklers

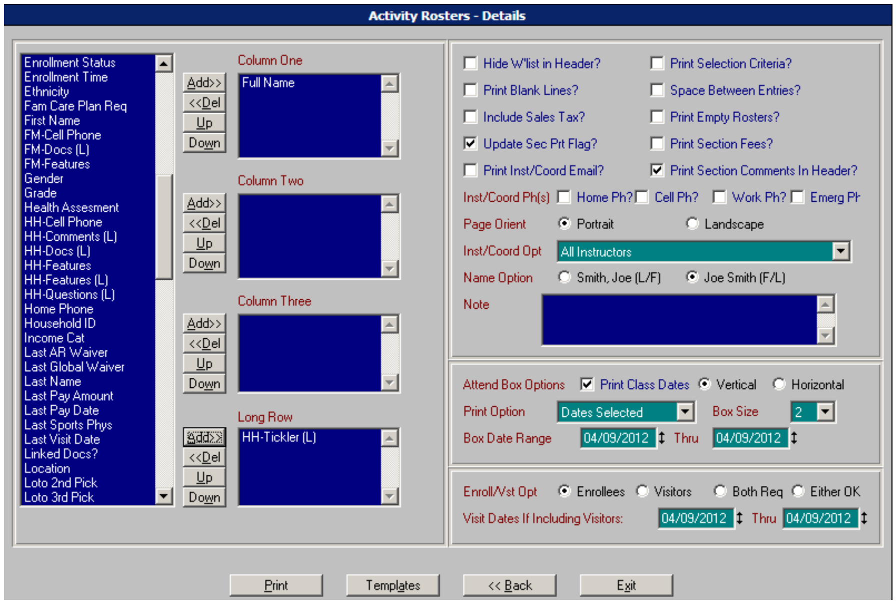
How to clean up your Household Ticklers?

Frequency: Quarterly

Household Ticklers pop every time you look up a household and every time the household swipes in and out. Household Ticklers are very handy and necessary but we find that bases forget to remove them once the tickler has been satisfied. For instance, we see ticklers pop that a household needs a second emergency contact only to discover that they already provided that information. So, it is important to remove ticklers that are not longer relevant. See below for details.

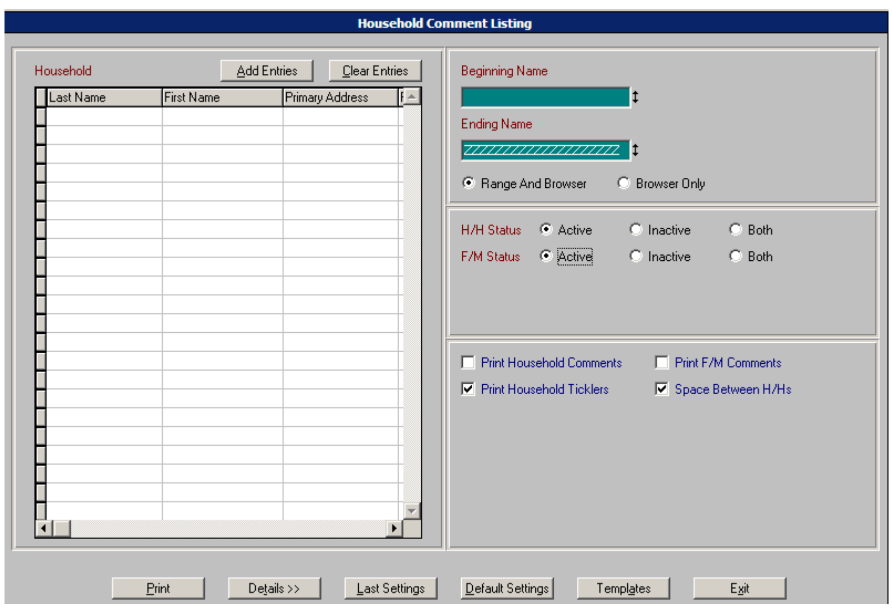
- If you wish to work on households **with ticklers in your center**, you can use the Activity Roster Report. **Reports** – **Activity** – **Roster Reports** – **Activity Rosters**. Select programs you wish to report on using either Range and Browser or Browser Only.
- Go to the **Details** screen and select to include the HH- Tickler (L) Option.





- To delete an outdated/satisfied ticklers, go to HH Member Update – Go to the **Emerg/Misc Info Screen** – delete the message in the **Household Tickler** field at the bottom of the screen.

- When adding a new tickler it is always a good idea to initial and date the message – this will help with future Household Tickler cleanup.
- To get a listing of **every** Household Tickler in the database go to **Reports** – **System** – **Household/Family Member Reports** – Household Comment Listing. Select the option to Print Household Ticklers. This will get you a listing for the entire database.



Overdue Shots

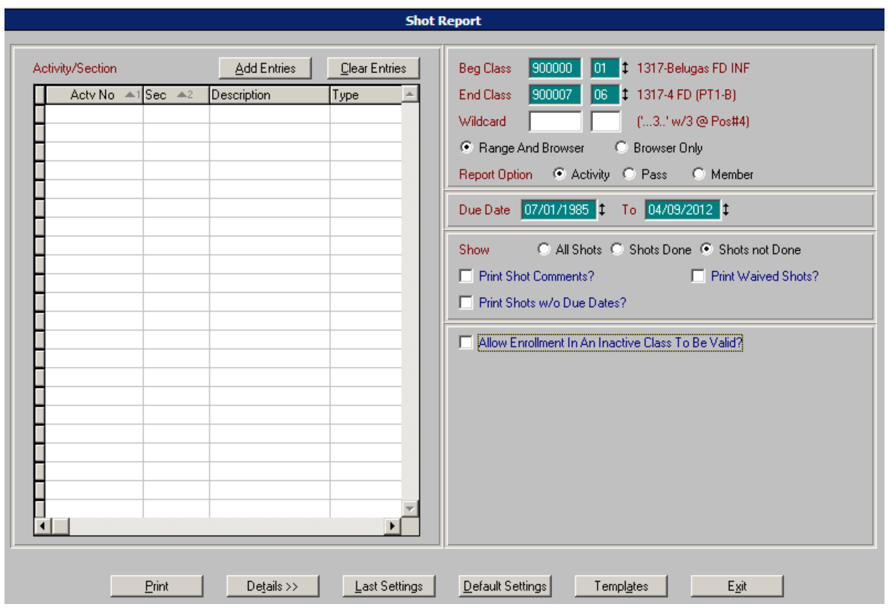
Overdue or coming due shot messages pop on every swipe in. This slows down the swipe process. Sometimes we find that the shots that are showing as due are not even 'standard' shots anymore or old shots that have been satisfied but simply not accounted for in CYMS. For these reasons it is important to work your shot report. If a child is 'due' for a shot that is no longer valid – the shot should be waived. If the shot has been satisfied – enter a completed date based on the Shot Record in your file.

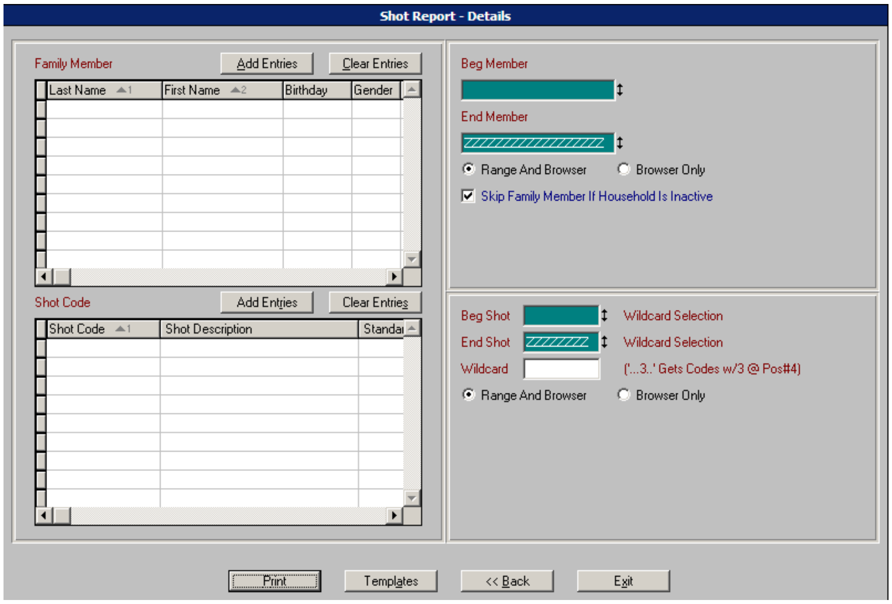
Shot Report

Frequency: Monthly to see who is overdue shots.

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 Labels and Letters version of this report.





Balances

Are the household balances in your database correct/valid? Do you still have a Payment Book that you record payments in along with recording them in CYMS? This might be the single most telling piece of information about the integrity of the data in your database.

If balances are accurate in CYMS there is a good chance other things are happening as they should – transitions, billing, payments, etc. Unfortunately there are still bases using CYMS and a payment book to log payments. The problem is that CYMS and the payment book will likely not be in synch. The reason for this is the fact that parents can prepay and there is no guarantee that a payment that crossed your SA counter as a pre-payment will actually hit your SA program. The payment might hit the CDC balance instead. If it does, I suspect no one at the CDC updates their payment book. For this reason and others, ***it is extremely important to get your balances in order in CYMS and then get rid of the payment books.*** VSI realizes this is a big step for some people, but it is necessary and until it is done you will likely continue to have data/balance issues. Remember, CYMS is the source that feeds your financials – CYMS has to be right and CYMS has to be where clerks go to tell parents what their balance is. If something is wrong it needs to be fixed in CYMS not the payment book.

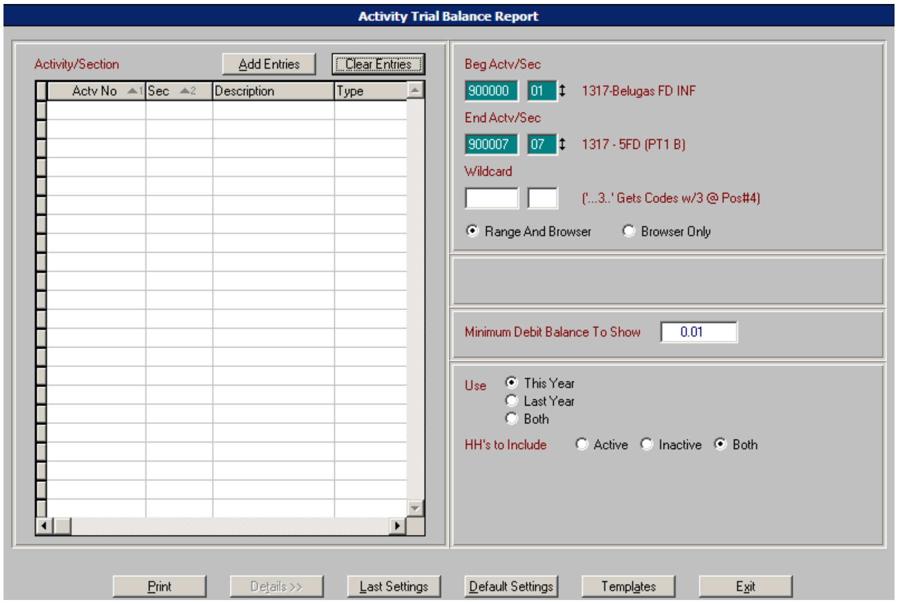
Activity Trial Balance

Frequency: Twice per month. Run the report using the "This Year" option at times when program balances should be zero (if you use semi-monthly billing typically this would be around the 6th and 25th of the month).

Once per month. Run it using the "Last Year" option to ensure history balances aren't becoming a problem.

In 10.3 the Activity Trial Balance will be scheduled to run by site. Managers can find their report in Utilities → System → Rectrac File Explorer. If you are unable to find your report please contact VSI immediately.

To Manually Run: Reports→Activity→Financial Reports→Activity Trial Balance



If you discover invalid current year balances: Research them. Call VSI for help if you need to. Look at Transaction History. You ultimately might need to use Global Cancel/Change and Update Charges to fix – but do not do it blindly. Have you been overcharging the customer? Have you been under-charging the customer? Remember, you really can't rely on your payment book for what the balance should be.

If you discover invalid Previous Year balances (balances in History) please call VSI for assistance.

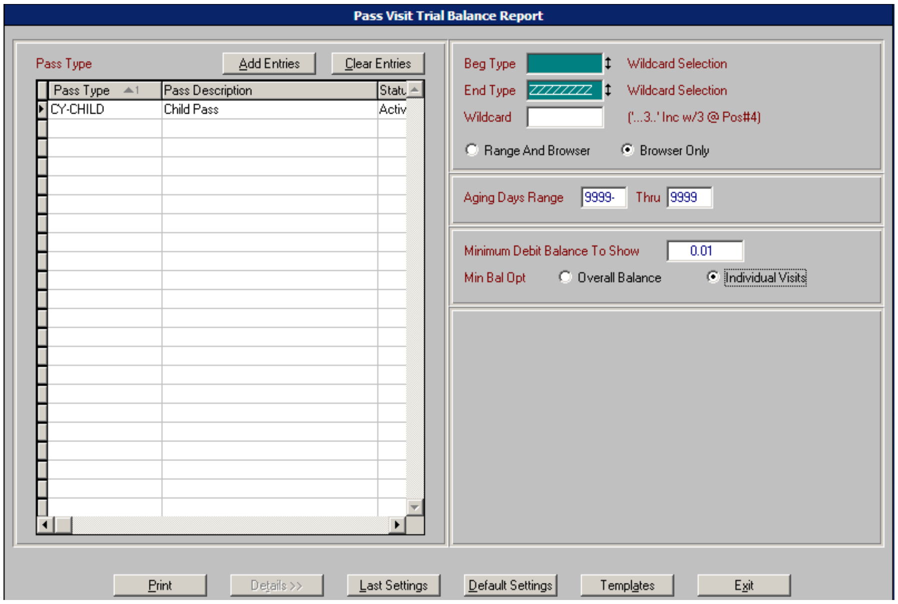
Remember if you are not looking at these balances and correcting accordingly they will stay in the database forever. It is extremely difficult to troubleshoot the validity of balances from many months or years ago. They need to be caught in the moment and handled. Imagine going to the bank and getting a receipt from a teller that shows the wrong amount in your savings account. This is important stuff! We need to make sure balances are accurate in CYMS.

Pass Visit Trial Balance

Frequency: Monthly

The Pass Visit Trial Balance will list patrons with unpaid Hourly Care and/or Late Pickup fees. It can be printed by Pass Type to isolate specific centers.

To Run: Reports→Pass→Financial Reports—Pass Visit Trial Balance



Global Trial Balance II

Frequency: At least monthly during a time when parents shouldn't owe money and likely haven't pre-paid – for instance the 22nd of every month.

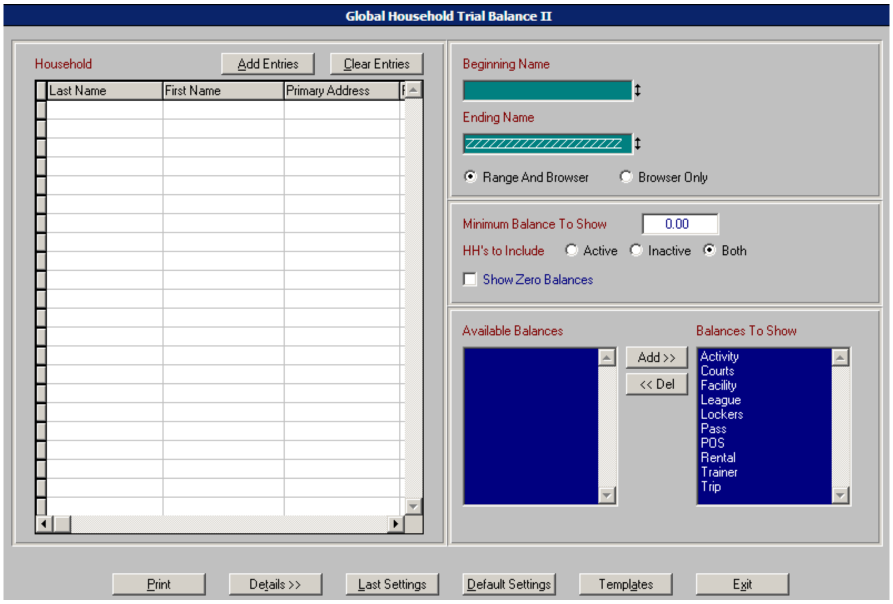
In 10.3 the Global Trial Balance II will be scheduled to run by site. Managers can find the report in Utilities → System → Rectrac File Explorer. If you are unable to find the report please contact VSI immediately.

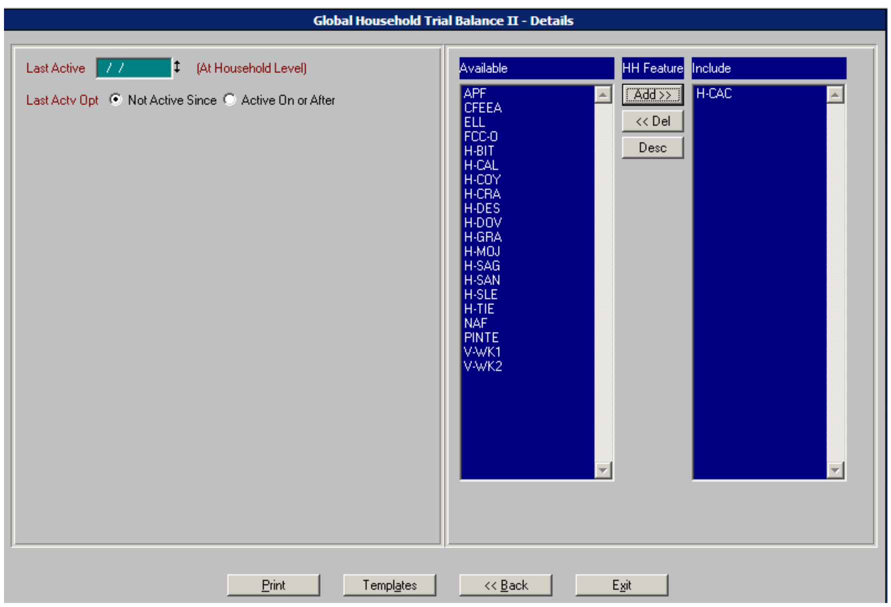
The Global Trial Balance II shows any patron at any center with any balance in the entire region or for your **Base** if you visit the Details screen and use the **HH Feature** filter. It cannot be run by center. It can be run to show households with Credit balances (pre-pays), Debit balances (people who owe money) or Both.

Research credit balances and balances. Why does household A have a $1,000 credit? They keep paying – but are they being billed properly? Are they even on the roster? Conversely, why does Household B have a $1,000 balance? Is their child still in the center? Should you think about denying care? Call VSI if necessary.

To Manually Run: Reports → Global → Global Financial → Global Trial Balance II

Run for 0.01 to see balances. Run for -0.01 to see credits. Run for 0.00 to see both credits and balances.





Health Assessment and Physicals

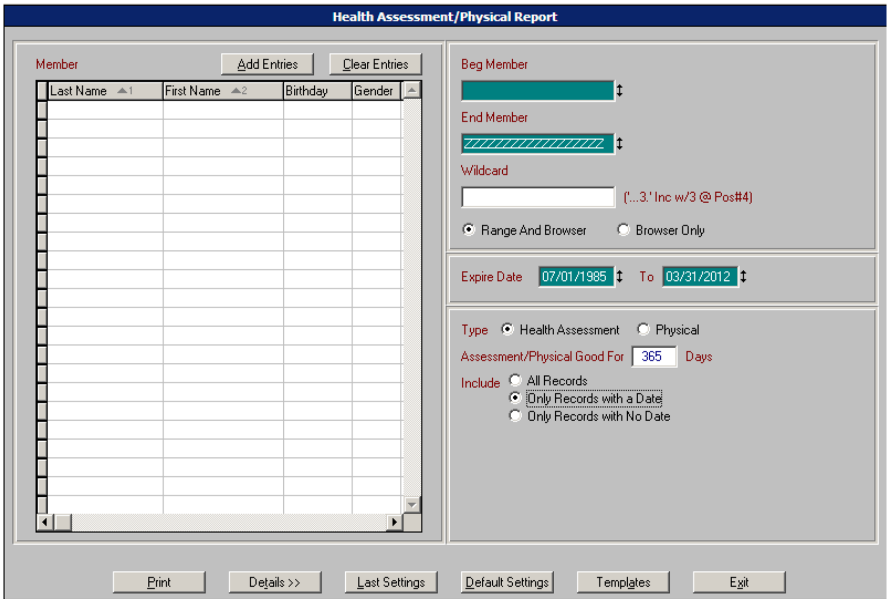
It is important that you track people who are overdue for their Health Assessments and Physicals. This report will help keep your records up to date.

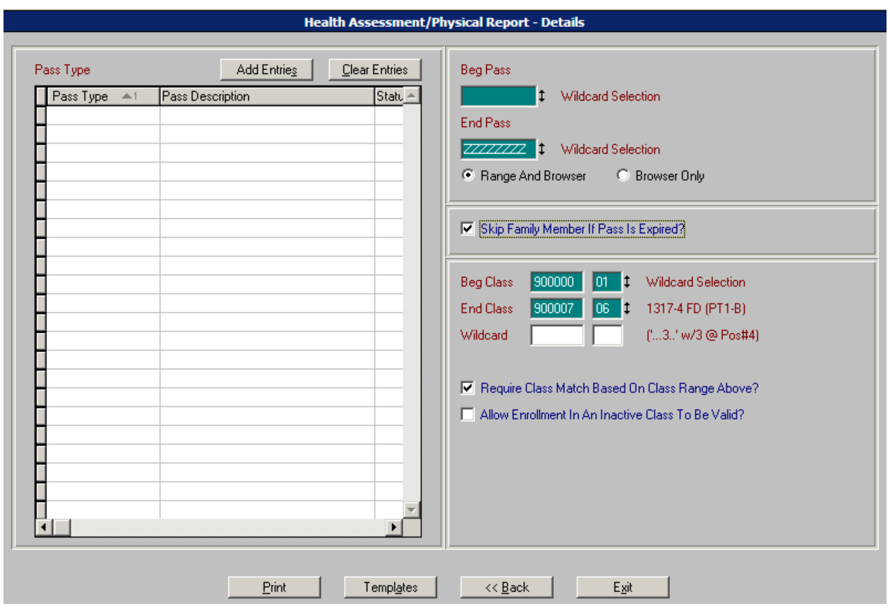
Health Assessment/Physical Report

Frequency: Monthly to see who has overdue physical and/or health assessments. It can also be run proactively to see children with physicals or health assessments that are coming due.

Reports → CYS → Health/Medical Records → Health Assessment/Physical Report

This report provides a list of children whose health assessments or physicals are overdue or are coming due within the date range selected. It can also be run to list children with no Health Assessment or Physical date on their record. The report can be run for a class range or for the entire database. It should be run twice every month – once for Records with a Date and once for Records with no Date. There is a Labels and Letters version of this report.





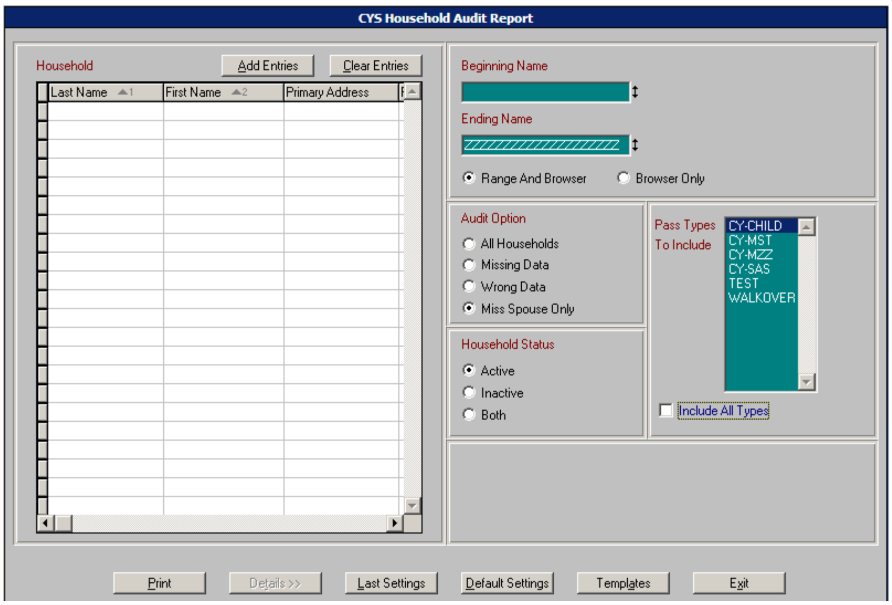
HH Audit

Frequency: Monthly

To Run: Reports, CYS, Admin Reports, HH Audit

This report will help indentify households with Military Status problems. Households with these kinds of problems will not be reported properly on the annual report. For instance, if a sponsor or spouse has an M-Status (M-Active, M-CoastG, etc) and they don't have a grade, rank or branch linked – they will show on this report. They are other reasons someone might show up as well, but mostly related to status, grade, rank or branch issues. These households should be researched and fixed immediately.

It can be run by pass type to target your center and should be run for an Audit Option of Miss. Spouse Only and for Active households. Be sure to de-select Include All Types and select just your center's pass.



Rosters

Keeping your rosters ***current*** is extremely important for accountability and inspection purposes. VSI recommends that you compare your room rosters from CYMS with the children who are actually sitting in your classrooms. Have the children that pcs'ed weeks ago been moved to history (See the section below titled **PCS Bulk Transfer to History**)? Do you have a lot of Future statused children who should now show as Enrolled (see section below titled **Future to Enrolled Status Change**)? Has everyone who should have been transitioned been moved accordingly in CYMS? Is the child who started in your center last week on the roster and getting billed? The goal is for CYMS to match your classrooms.

Activity Roster

Frequency: Weekly to make sure your rosters are accurate.

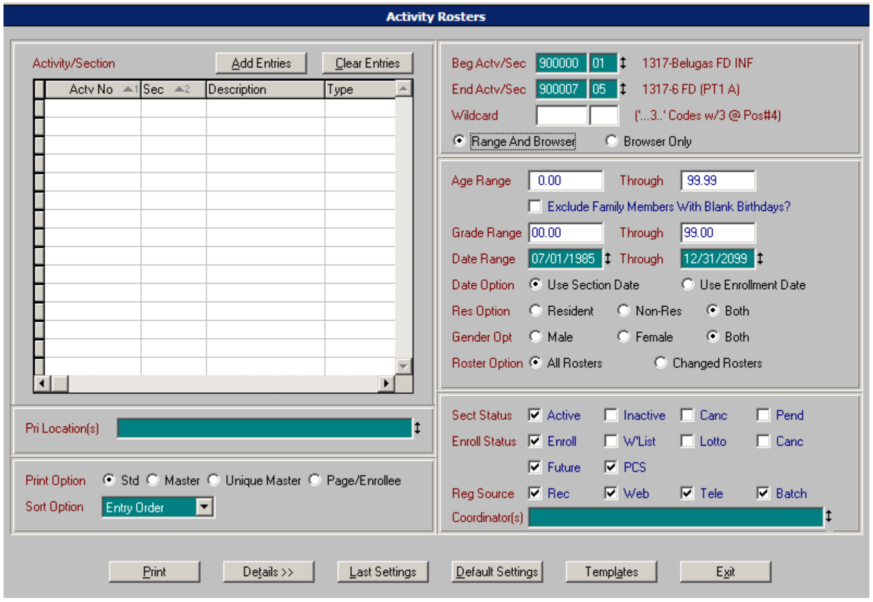
Path to: Reports → Activity → Roster Reports → Activity Rosters

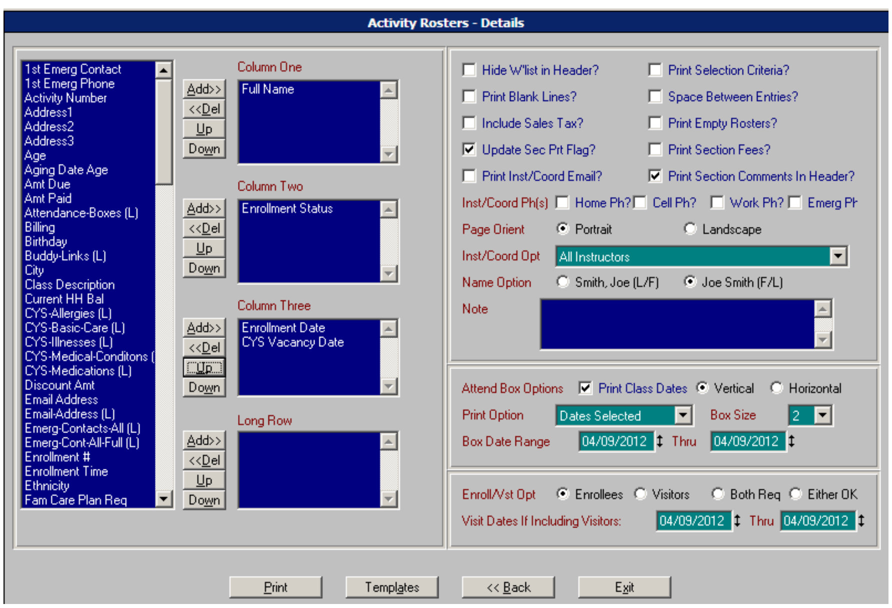
This report lists the children enrolled in CDC, School Age and Youth Programs as well as children 'enrolled' in Provider homes.

It is run by Activity (classroom, sport, Provider home, etc) and has over **90** options available for print and several ways to sort. This allows you to custom-design the report to your needs.

Some good options to include to make the match up to your classrooms easier: Full Name, Age, Enrollment Status, Enrollment Date, CYS Vacancy Date.

The roster can also be used to verify income categories, children's allergies, medical conditions, medications, # of emergency contacts. This is a very versatile report with many uses besides the traditional classroom roster.



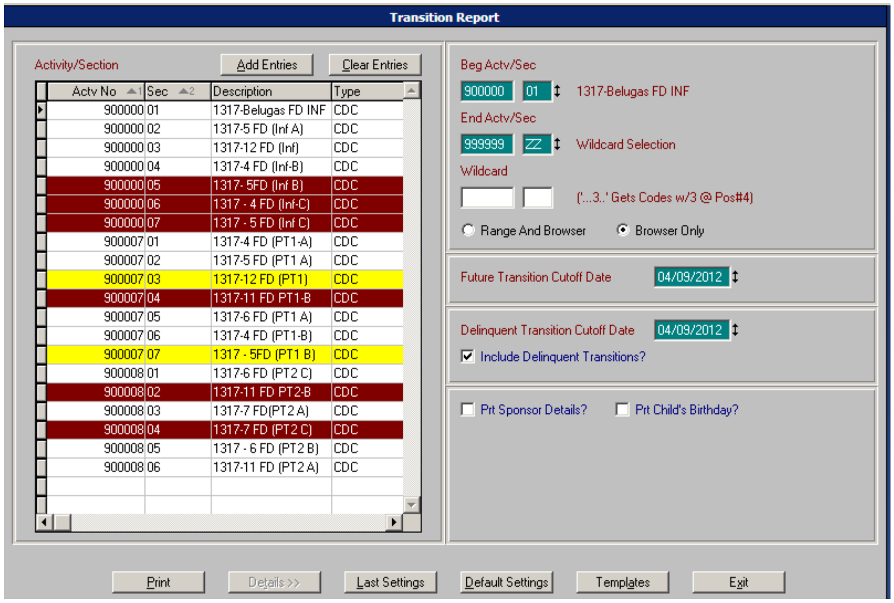


Transition Report or Transition Matrix

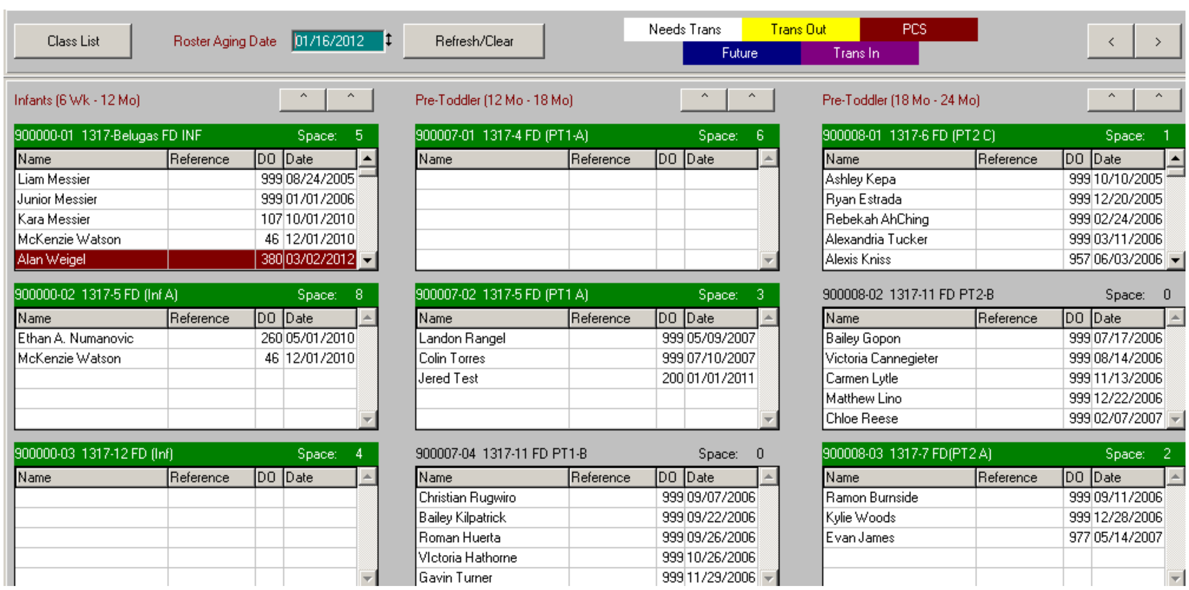
Frequency: Run the Transition Report at least monthly to see who is due to transition.

Or Transition Matrix (cy0315) will allow you to see children in need of transition based on age, as well as your 'Future' Enrollees and children who are PCS'ing. The matrix will also allow you to move children from room to room within the same center. The output from this program can be used by Resource and Referral to identify/classroom vacancies. The Transition Report lists children enrolled in CYS Programs who currently exceed the maximum age for that class and are therefore ready to be transitioned to another class in an older age group. It sorts by classroom by child most in need of transition. When using today's date as the Future Transition Cut-Off date, the report will show who is overdue to be transferred from their classroom and how many days delinquent.

To Run: Reports→CYS→CYS Admin Reports→CYS Transition Report



To Run: Daily →CYS→Transition Matrix (Slated for release 10.3m or 10.3n). See Topic Doc - Transition Matrix Guide for more details on running this process.



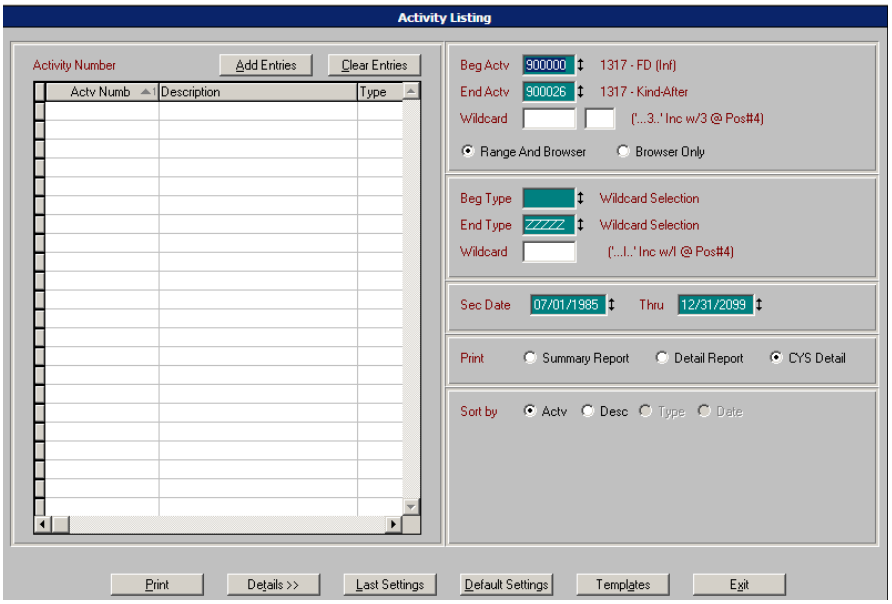
Activity Listing

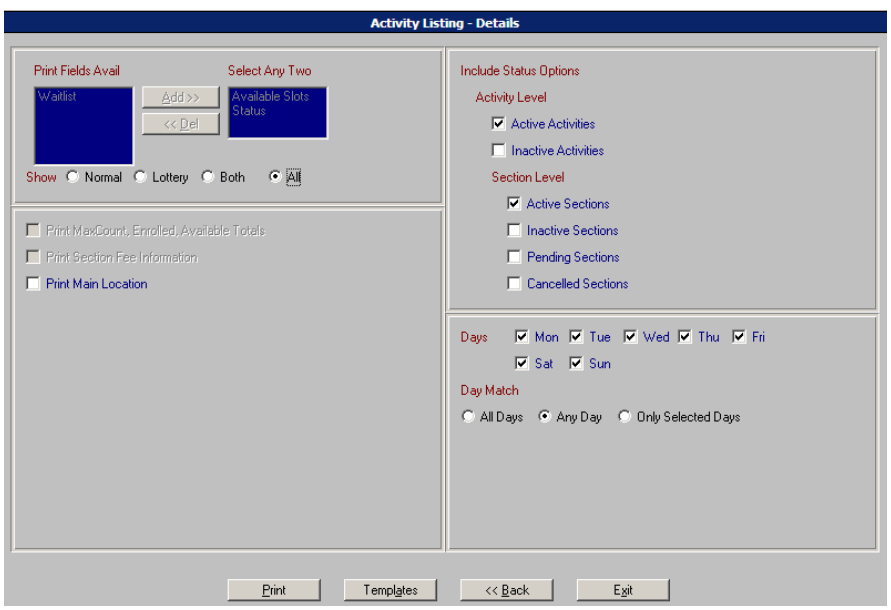
This report will help show enrollments and vacancies in your program. This information is important if you have a waitlist. Once your transitions have been processed it is important to start filling vacancies from the waitlist.

In 10.3 the Activity Listing will be scheduled to run by site. Managers can find their report in Utilities → System → Rectrac File Explorer. If you are unable to find your report please contact VSI immediately.

To Manually Run: Reports → Activity → Status Reports → Activity Listing

Frequency: At least monthly. VSI recommends that you keep this report as it is also a great snapshot of your enrollment for a date in the past.





Miscellaneous

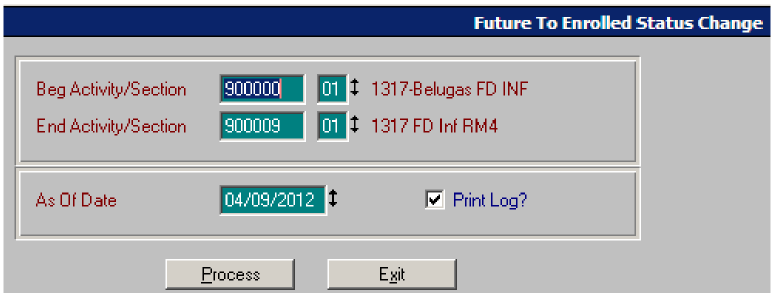
Future to Enrolled Status Change

Frequency: At least every Monday before Rosters are printed – with an As of Date of the previous Friday.

This process ensures that children who had Future Start Dates become Enrolled as that Start Date arrives.

In 10.3 The Future to Enrolled Status Change will be scheduled to run. If your rosters are showing children with Enrollment Dates in the past and yet they are still flagged as 'Future' children contact VSI immediately.

To Manually Run: Period End → CYS → CYS Future To Enrolled Status Change



PCS Prorate for Installment Billing

Frequency: The PCS Prorate program should be run as soon as a parent informs you they are leaving your center.

To Run: Period End, CYS, PCS Prorate For Installment billing.

The CYS PCS Prorate for Installment Billing does the following:

- Prorates the last installment bill for all (or selected) Programs associated with the selected Household.
- 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).
- Changes the child's enrollment status in the current Program(s) from *Enrolled* to *PCS*, thus making that roster eligible for the **PCS Bulk Transfer To History** process outlined above.
- 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.

> Note: This program will **NOT** prorate bills if it billing has already been run. It will, however, still cancel all remaining bills and change the child's enrollment status from Enrolled to PCS. (**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 24. 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.)

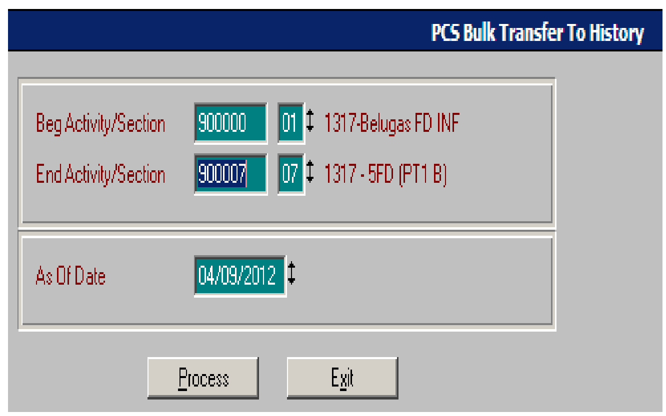
PCS Bulk Transfer to History

Frequency: Daily or at least Weekly prior to printing your rosters.

To Run: Period End, CYS, 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. Children are statused as PCS when the PCS prorate is run. See section above titled **PCS Prorate for Installment Billing.**
- 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).



Waitlist

Is your waitlist up to date in CYMS? Do you have a paper waitlist? Are you trying to maintain a paper waitlist ***and*** a CYMS waitlist? If you are trying to maintain in two places one will inevitably get out of synch. You need your waitlist to be in CYMS.

In 10.3 the Waitlist Report will be scheduled to run 3 times – once for Projected, once for Excess and once for Preference for Care. Managers can find the report in Utilities → System → Rectrac File Explorer. If you are unable to find the report please contact VSI immediately.

Waitlist Report

Frequency: Run this report monthly.

To Manually Run: Reports → CYS → Central Reg/Waitlist Reports → CYS Waitlist Report

The Waitlist Report allows you to print your waitlist(s) in various formats using the same search criteria families used when having their children placed.