

## # 04 - CYMS Quick Guide – Transitioning Children (10.3 - Updated May 2011)

**Daily Processing Device Assumption:** Global Sales Default = **Activity Registration**  
(For guidance on *Daily Processing Device Assumption*, See CTG #01c – Daily Processing Device)

*When to Use:* When you need to move a child from one program or class to another. There are several reasons to transition a child. They may be PCS'ing or don't need care anymore, moving from one room to another, or moving from one program to another (CDC to SA, FCC to CDC, etc).

To move a child from one room to another room in the same center (MUST be the same cost center) or to move a child from one FCC home to another:



1. Click on the **CYS Roster Reassignment** button.
2. Look up the child and select them
3. Highlight the proper activity you want to transfer the child out of.
4. Right-click in the **New Actv/Sec** field and select the activity you want to transfer the child into.
5. Click **Reassign**.
6. Confirm that you chose the proper activities and click **Yes**.
7. The child will be moved to history on the old class and become enrolled in the new class. Any balance owed on the old class will become a balance on the new class. Billing will continue uninterrupted.

To remove an *individual* child from a room because they are leaving care OR because they are moving to a different center or program (different cost center):

1. **\*\*STEP 1: As soon as you know** a child is PCS'ing (or moving to another center or program with a different cost center), use the **PCS Prorate** process to adjust their last bill, cancel all future bills, status the child as PCS on the roster and update the PCS Date field on the roster record. **Note:** The PCS Prorate only adjusts the child's last bill if installment billing has not yet been run; however, you should do this step for **all PCS'ing children** so the process in Step 3 (Bulk Transfer to History) works properly.
2. **STEP 2: If Step 1 was done after billing** (example -- you found out on 7/3 the child was leaving on 7/11 and billing had already been run), you must use **Global Cancel/Changes** and **Update Charges** immediately to adjust their fees. Otherwise, go to Step 3.
3. **\*\*STEP 3:** The losing center should run the **PCS Bulk Transfer to History** program **EVERY DAY or at least at the end of every week**. This moves all children with a PCS roster status to history based on their PCS Date. Do not backdate the **Transfer Posting Date** – this will cause Annual Report, Labor Schedule Tool and USDA posting problems.
4. **\*\*If the child is moving to a different center**, the gaining center should use **Global Sales** to perform a **Pass Transfer**, if needed. Example: Child is moving from CDC to SA. Then enroll the child in the new activity using **Program Registration**.
5. **If the child is truly PCS'ing**, the losing center should expire all of the child's passes using **Registered Member Update**. Do **not** inactivate the household or family members.

6. **If the child is truly PCS'ing and if Army**, Parent Central Services should export the household data using **Global Data Transfer**.

**\*\*Note:** CYMS has the ability to run PCS Prorate in bulk for multiple children across multiple programs. CYMS also has the ability to do the Pass Transfers in bulk. Because both of these processes are roster driven the timing of when you run the PCS Bulk Transfer to History is important. In the example above the order is correct if you were working with one child. If working with multiple children you will want to refer to guide CTG-04 CORE-Transitioning.