Army Presentation Training Agenda

**TOPIC:** Using the CYMS Transition Matrix

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tuesday 20 March 2018</td>
<td>0800 (Central)</td>
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<tr>
<td>Thursday 22 March 2018</td>
<td>1400 (Central)</td>
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**DCS LINK:** [https://conference.apps.mil/webconf/WebinarsForArmyCYMSUsers](https://conference.apps.mil/webconf/WebinarsForArmyCYMSUsers) (We will primarily use DCS sound for this session; use alternate phone connection if sound is not available)

**PHONE:** 888-909-7654 (719-785-1711 if not able to use toll-free numbers)  **Pass Code:** 893058#

(Note: all attendees should sign into DCS by name; if attending in a group, have someone go into the DCS Chat Box and enter the names of all attendees so training credit can be tracked. If connecting via phone, please keep phone line muted!)

**TARGET AUDIENCE:**
- CDC Staff/Trainers responsible for transitioning children from room to room within the center
- Parent and Outreach Services staff responsible for filling CDC spaces from MCC.com
- CYS Coordinator/Program Operations Specialist responsible for monitoring and ensuring rapid turnaround of vacant spaces.

**PURPOSE OF TRAINING:**
Increase familiarity with the CYMS Transition Matrix screens and functions and explore roles/relationships between the Child Development Center (CDC) Management, Parent Central Services and CYS leadership in making this process work.

**GOAL:**
Following the training, all garrisons will fully use the Transition Matrix to process internal child movements. Army-wide use of this automated method will give upper management and inspectors a uniform vehicle for viewing/evaluating current enrollment status and should shorten the time between vacancies and enrollments.

**KEY TOPICS:**
- Overview – how the process works and how it helps you manage slots
- Roles and responsibilities of CDC, Parent Central Services, Management oversight (shared custody)
- Rules & assumptions – facilities, age groups, CYMS periodic roster processes
- Display and navigation in the matrix
- Using the matrix - moving children
- Journal vs. process mode
- Vacancy listing for Parent Central Services and other related reports
- Tips and hints

**TRAINING RESOURCES:**
- Topic Doc – Transition Matrix
- Recorded Content – Transition Matrix (available after training)
- Garrison-developed shared training materials (SharePoint location will be provided)