

Parents do not need to request a transfer. CYS programs will automatically post records for all departing families to the secure centralized database.

CYS will develop a process so individuals who first know families are leaving (Directors, front desk staff, P&OS, etc.) can easily initiate and process the export. The admin conducting the clearing process should verify the email address used to export the file, reminding the patron this will be requested at the gaining installation.

IMPORTING TRANSFERS

Import Process - allows for the "receiving" installation to safely move individual household files from the IMCOM site to the local CYMS databases. Downloading files for incoming household must be done by the Parent and Outreach Services staff. All staff in Parent and Outreach Services Offices will be trained on importing transfers from the database.

IS SPECIAL COMPUTER EQUIPMENT NEEDED FOR IMPORTING AND EXPORTING?

There is no longer an extensive process needed to make a computer ready to process transfers.

The only requirement is that (behind the scenes) the workstations must have the Tunnel-Connection device linked to it.

The Functional Technology Specialists (FTS) also needs to add some hot buttons to the menus of individuals who regularly import or export files.

POINTS OF CONTACT TO ASSIST WITH TROUBLESHOOTING?

If an installation is experiencing issues with GDT, please elevate these issues through your Functional Technology Specialist (FTS). If the FTS is not able to resolve, installations should elevate unresolved issues through the Vermont Systems (VS) and Family Morale, Welfare, Recreation (Family & MWR) help desks with a cc to the ID and the CYS tech inbox at IMCOM: usarmy.jbsa.imcom-hq.mbx.cys-technology@army.mil Installations can also refer to the CYMS Training Guide - CYMS Global Data Transfer (Households) which can be found on Share Point.



UNITED STATES ARMY CHILD & YOUTH SERVICES



CHILD AND YOUTH MANAGEMENT SYSTEM (CYMS) GLOBAL DATA TRANSFER (GDT)

The CYMS Global Data Transfer is designed to streamline the relocation process for military and civilian families. Standard data elements (such as names, birth dates, child health records, etc.) should follow these families to their new duty stations and make the local CYS registration procedure shorter and simpler.

GDT will save clerks data entry time and is more a precise method of adding household information to the local databases. Most important, it keeps the Family from having to provide CYS with redundant information and reduces the time to register their children.

WHAT IS INCLUDED IN THE EXPORT AND IMPORTS?

Export Process - allows select household and Family member information from the "losing" installation to be safely transferred to a secure centralized database maintained by the U.S. Army Installation Management Command (IMCOM).

Only limited elements of the household files are exported. It is not an export of the complete household history.



The export includes:

- Select information from the Sponsor and Spouse, screens (names, military grade/status, cell phone number, Family size, etc.)
- Almost all of the core Family member information (name, ethnicity, birth date, special needs, medical conditions, allergies, shots, illness information, medical action plans, etc.)
- Documents linked to the Household and Family Member in CYMS database (waivers, shot records, health records, etc.)

The export does not include:

- Data that will be different at the new location (addresses, employer info, emergency contacts, DoD/USDA income, etc.)
- Data that is for exclusive use by the losing installation (user codes, passes, activity enrollments, outstanding balances, transaction history, household comments, ticklers, etc.)
- The import/export processes one household at a time. Data import/export for relocating families should become part of the regular CYS in and out processing protocol. As soon as any CYS program learns a Family is PCSing, the file will be exported.

- The sponsor's or spouse's email address is the "unique factor" needed to identify data on the IMCOM site. This email address stays with the Family no matter where they are assigned (If the Family does not have a government email, a commercial email address can be inserted, however, this may not remain constant as email providers change and may eventually result in "lost" data.
- If the old Household that is being exported already exists in the global database, the old information will be overwritten with new export.



WHO CAN PROCESS DATA TRANSFERS?

The garrison will locally identify and train individuals responsible for processing transfers. Trained individuals are located at all points where parent interaction occurs (P&OS, CDC, SAC, FCC, YP, Sports, etc.). Ensure all administrators and managers have the global data import/export feature for processing transfers.

**Garrisons are required to have sufficient staff members designated/trained to ensure records of ALL departing families are promptly and consistently exported.*