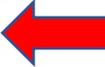


# Inclusion Support

## Turning On Inclusion Support

From the Blue Toolbar and click on **Settings - Centre Details**. On the Right side there are some tick boxes. Tick the Box for “Enable Inclusion Support”. Save and Close.

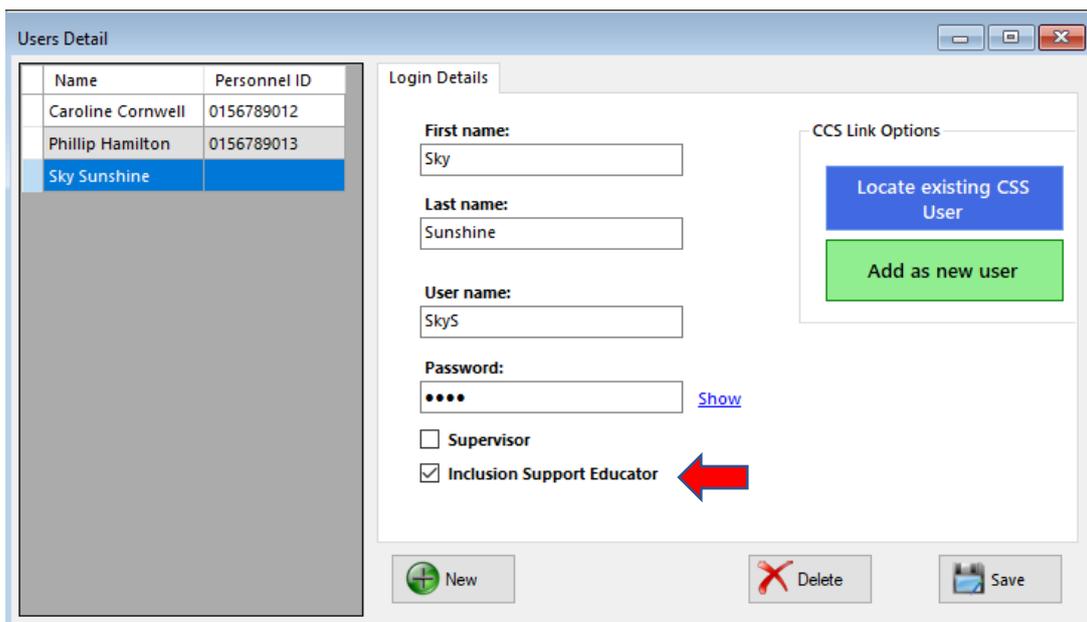
Display CCMS ToolBar	<input type="checkbox"/> Yes
Display CCS ToolBar	<input checked="" type="checkbox"/> Yes
Estimate CCS	<input checked="" type="checkbox"/> Yes
Enable Inclusion Support	<input checked="" type="checkbox"/> Yes 
Use Transport Option	<input type="checkbox"/> Yes

## Nominating your Inclusion Support Teachers

Green Toolbar - **CCS Account - Personnel**.

On the right side of the screen you will see a list of all staff who have been set up in Kindy Manager, if you require to enter any further staff, please

1. Click on “New” (bottom left corner)
2. Enter the Staff member’s First Name and Last name in the relevant boxes
3. Use a simple password if they are not going to use Kindy Manager. Something like the first letter of the name as their User Name and the first letter of their last name for their Password. This can be changed at any time.
4. Please tick the box next to “Inclusion Support Educator”
5. Click on Save and Close



The screenshot shows the 'Users Detail' window with a table of users and a form for adding a new user. The 'Inclusion Support Educator' checkbox is checked and highlighted with a red arrow.

Name	Personnel ID
Caroline Cornwell	0156789012
Phillip Hamilton	0156789013
Sky Sunshine	

**Login Details**

First name: Sky

Last name: Sunshine

User name: SkyS

Password: ●●●● [Show](#)

Supervisor

Inclusion Support Educator 

**CCS Link Options**

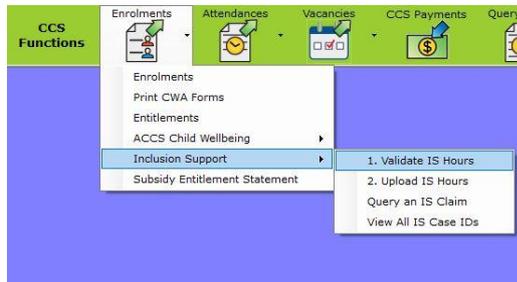
[Locate existing CSS User](#)

[Add as new user](#)

[New](#) [Delete](#) [Save](#)

# Inclusion Support

## Synchronizing Inclusion Support Cases



In the Green toolbar click on ***Enrolments - Inclusion Support - View all IS Case IDs***

Click on the Blue “Synchronise IS Cases” button in the top left corner.

All your current and expired IS cases should be displayed.

## Uploading your Inclusion Support Attendance

After you have uploaded your attendances for the week, you can now upload your Inclusion Support hours.

### ***Enrolments - Inclusion Support - Validate IS Hours.***

Just like uploading your attendances to CCS, you will need to validate your IS Hours before you can upload.

Now that you have validated your week, you can now upload.

### ***Enrolments - Inclusion Support - Upload IS Hours***

**Create IS Case Claim**

Case ID: [Dropdown] ←

Year Week: 2031

Week Ending: 09/08/2020

Payment Type: [Dropdown] ←

Service Provision: [Dropdown]

Hours Claimed: [Text Box]

I declare that the Additional Educator/s listed were engaged to increase the staff to child ratio above that required by state or territory licensing and regulatory requirements

I Declare

Payment Type drop down must reflect Payment Type found in comment box.

Attendances NOT uploaded to CCS | IS Hours uploaded to CCMS

Using the Drop Down arrow, select the correct Case ID.

Ensure the Year/Week (and Week Ending) are correct.

**Payment Type:** Referring to the diagram above. Please select the Payment type as specified at the bottom right of your screen in the large box.

Payment Type

Service Provision

Hours Claimed

IDF Subsidy-Centre Based Care  
IDF Subsidy-Pupil Free Day  
IDF Subsidy-Immediate Support  
IHC-Inclusion Support  
IHC-Pupil Free Day

# Inclusion Support

**Service Provision:** For all days and sessions attended you use the “Face to Face” Service Provision. If the child was absent “Non Face to Face” should be selected.



Service Provision [ ]  
 Hours Claimed Face-to-Face  
 Non Face-to-Face

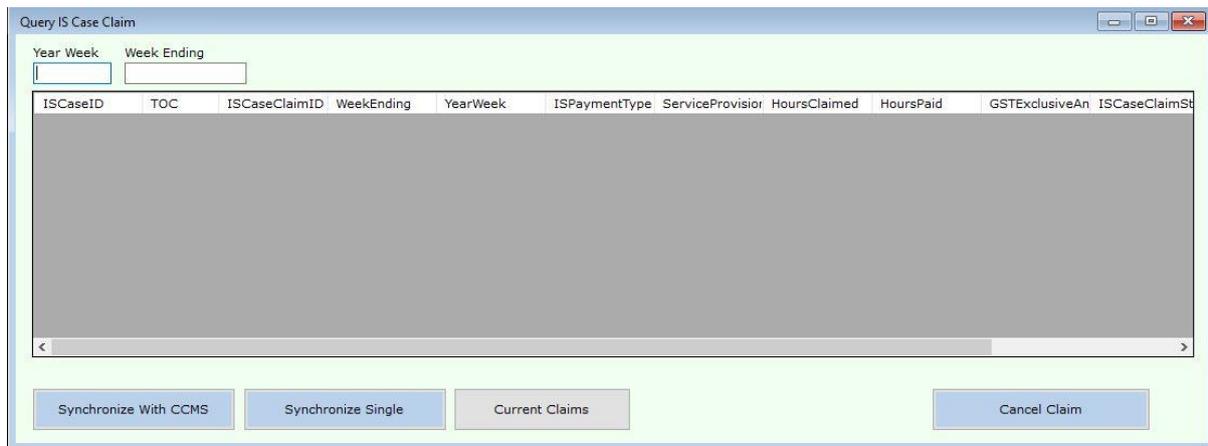
ISS cannot be claim if the service is closed.  
 i.e. Public Holidays.

In the attendance box (where the children and the days they attended are listed) you will need to assign an educator. Click on the Drop Down menu and all your Educators should be listed.

Read the Declaration statement and if agree, tick the box on the left side that states that “You Declare” and Click on “Send Claim”.

## Query A Claim

### ***Enrolments - Inclusions Support - Query A Claim.***



Query IS Case Claim

Year Week: [ ] Week Ending: [ ]

ISCaseID	TOC	ISCaseClaimID	WeekEnding	YearWeek	ISPaymentType	ServiceProvisor	HoursClaimed	HoursPaid	GSTExclusiveAn	ISCaseClaimSt
[Empty Table]										

Synchronize With CCMS   Synchronize Single   Current Claims   Cancel Claim

Insert the week number and click on Synchronize with CCMS. Your claims should be displayed. Using the scrolling bar, scroll to the far right of the screen and you will see a column “ISCaseClaimStatus” this is where you will see the status of your claim. It might be Submitted, Processed or Cancelled.

If you need to cancel a claim, you need to be in this screen and click on the claim that you wish to cancel and then click on Cancel Claim. If you cancel the claim that has been **Processed**, you will need to wait until the next day before you can resubmit.

If upon querying your claim you see that your claim has been **Rejected**, Cancel Claim and re-upload again immediately, there is no need to wait the 24 hours.