

# **CCS Care Provided and Vacancies**

CCS Vacancies may be submitted to CCSS via your software. Submitted vacancy reports are then published to the mychild.gov.au website.

The CCS Vacancies may be submitted and viewed via the 'Vacancies' page located in the 'Processing' menu:

RBS Child Care Service	s - RBS Child Care Centre	Child Care 👻	Processing -	Accounts -
Home			Daily Sessions	
			Attendance Re	cords
			CCS Session F	Reports
			Payments/Rem	ittances
			CCS Payments	6
			FDC Exemptio	n Register
			Vacancies	
			Finalise	

## **Creating and Submitting Vacancy Reports**

o create a new vacancy report, you will need to click the	🕀 Create CCS Vac	ancy button
VACANCIES	Create CCMS Vacancy	• Create CCS Vacancy
Search Keyword Search Reset		Displaying <b>0</b> out of <b>0</b>
There are no records to display		

This will open the 'Create CCS Vacancy' window. You will need to select your approval and enter the week starting date for the period you are submitting vacancies for. Vacancies must always be submitted in advance.

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You will then need to select your entry from the grid and click the **Edit** button.

This will open the 'Care Provided and Vacancy' window:

CARE PROVIDED AND VACANCY		📰 Submit 🖺 Save
Details Vacancies Fees		
Details	Contacts	
Week Starting (Monday)	Email	Website
16/07/2018	Phone	Mobile
Display Vacancy Data     Display Fee Data		
Operational Details		
There must be at least 1 and maximum of 3 sessions per day		

Please note that the first time this process is completed, all details will need to be completed. Once submitted, new vacancy reports created will remember the values entered for the previous report.

Next you will need to enter your vacancy details.

### Details Tab

If you wish for your vacancy and fee data to be published to the mychild website, please check the below boxes:

Details	
Week Starting (Monday)	
16/07/2018	
Display Vacancy Data	Display Fee Data

Next you will need to add in your service's contact information:

Website
Mobile

The final section to be completed in the 'Details' tab is 'Operational Details':



Operational Details							
There must be at least	1 and maximum of 3 se	ssions per day					
Monday			O Add Ses	sion Tuesday			Add Session
Services Offered	Is Open	Open Time	Close Time	Services Offered	Is Open	Open Time	Close Time
	No sessio	ons found			No ses	sions found	
Vednesday			• Add Ses	sion Thursday			Add Session
Services Offered	Is Open	Open Time	Close Time	Services Offered	Is Open	Open Time	Close Time
	No sessio	ons found			No ses	sions found	
Friday			Add Ses	sion Saturday			Add Session
Services Offered	Is Open	Open Time	Close Time	Services Offered	Is Open	Open Time	Close Time
	No sessio	ons found			No ses	sions found	
Sunday			O Add Ses	sion			
Services Offered	Is Open	Open Time	Close Time				
	No sessio	ons found					

You will need to indicate your service's operational hours and services offered within this section.

Please note that this is your service's operational hours/services. Actual vacancy data for the week is specified elsewhere.

Click the	Add Session	button:
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There must be at least	1 and maximum of 3	sessions per day		
londay				ld Sessi
Services Offered	Is Open	Open Time	Close Time	
Services Offered	Is Open	Open Time	Close Time	

This will open a new window for the session details to be recorded within:

Add Session for Monda	y ×
Service Offered	
Select Open Time	♥ Close Time
06:00 AM	05:00 PM
Is Open	
	Save Cancel

Select the service offered from the dropdown menu:



Add Session for Monday	×
Service Offered	
Select Non OSHC	
OSHC – Before school care OSHC – After school care OSHC – Vacation care	
	Save Cancel

Next, record the opening and closing times by clicking into the time box and using the time selector:

Add Session for Monday	×
Service Offered	
Non OSHC	•
Open Time	Close Time
06:00 AM	05:00 PM
06 : 00 AM	Save Cancel
V V Midnight	

Next, tick the 'Is Open' check box to indicate your service is open and operational. This box may be unchecked in the future for closures.

Once you have clicked the Save button, the entry will display for the day:

Operational De			
There must be at l	east 💋 nd maximum of 3 ses	sions per day	
londay			Add Sami
londay Services Offered	Is Open Open Time	Close Time	Add Sessi

Please note that you may edit or delete each entry recorded:

Operational De	tails			
There must be at I	east 1 and max	kimum of 3 sessi	ons per day	
londay				O Add Sess
fonday Services Offered	Is Open	Open Time	Close Time	Add Sess

Please note that this process will need to be completed for each day your service has operational hours.





#### Vacancies Tab

Open the 'Vacancies' tab to record your vacancies for each day:



Select an option for the first day using the dropdown menu:

CARE	PROVID	ED AND	VACAN	CY		
Details	Vacancies	Fees				
A max	kimum of 5 ses	sions allowed p	oer day	_		
Monda	y Tuesday	Wednesday	Thursda	Friday	Saturday	Sunday
Vacano	ies Available?		•			
		Yes No				
		110				

If a vacancy (or vacancies) exist for your service on this day, select 'Yes'.

If no vacancy exists, select 'No'.

Click on the next day and repeat the process:

CARE P	ROVIDE	ED AND	VACAN	CY		
Details	Vacancies	Fees				
A maxim	um of 5 sessi	iopr mowed p	er day			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Vacancies	Available?	-	•			
·						

Ensure that a value is set for all days.



## Fees Tab

Open the 'Fees' tab:

CARE PROVIDED AND VACANCY		🔚 Submit 🖺 Save
Details Vacancies Fees		
Fees Website/URL	If there is no link to the fees on a website, you can manually add fee information below	
A maximum of 5 sessions allowed • Add Session		

Within this window, you may record your fee details to be published to the mychild website.

If your fees are published to your service's website, you may include your website's URL:

If there is no link to the fees on a website, you can manually add fee information below

Alternatively, to display your fees in full, click the • Add Age Range button. Please note that you will only be able to click this button if you have not entered a website/URL in the above box.

This will allow you to specify fees for up to 5 different services/age groups:

Fees Website/URL	If there is no link to the fees on a website, you can manually add fee information below
A maximum of 5 sessions allowed	
Full Day Half Day After School Care Before School Care	Hourly
• Add Age Range	
Age Range 1	@ Delete
Age Group Select   Usual Fee Amount (\$) Inclusions	
Afternoon Tea	🔲 Morning Tea
Breakfast	Nappies
Education Programs	Other Meals
Excursions Incursions	Transport
Lunch	

Select an age group from the dropdown menu:



Output Add Age Age Range			通 Delete
Age Group	0-12 MONTHS	Usual Fee Amount (\$)	
	Select		
Inclusions	0-12 MONTHS		
Afternoo	13-24 MONTHS	Morning Tea	
Atternool	23-33 1001011113	Morning rea	
Breakfas	36-PR MONTHS OVER PRE AGE	Nappies	
Education	n Programs	Other Meals	
Excursion	ns Incursions	Transport	
Lunch			

## Next, enter the usual fee amount:

Add Age Range		
Age Range 1		n Delete
Age Group 0-12 MONTHS	✓ Usual Fee Amount (\$) 100	
Inclusions		
Afternoon Tea	Morning Tea	
Breakfast	Nappies	
Education Programs	Other Meals	
Excursions Incursions	Transport	
Lunch		

You may then check the boxes next to any of the services included within the fee:

Add Age Range		
Age Range 1		會 Delete
Age Group 0-12 MONTHS	<ul> <li>Usual Fee Amount (\$)</li> </ul>	
Inclusions		
Afternoon Tea	Morning Tea	
Breakfast	Nappies	
Education Programs	Other Meals	
Excursions Incursions	Transport	
Lunch		

If you wish to add fees for additional age groups, click the Odd Age Range button again and repeat the process:





O Add Age Range		
Age Range 1		會 Delete
Age Group 0-12 MONTHS	Usual Fee Amount (\$)	
Inclusions		
<ul> <li>Afternoon Tea</li> </ul>	Morning Tea	
Breakfast	Nappies	
Education Programs	Other Meals	
Excursions Incursions	Transport	
Lunch		
Age Range 2		i≣ Delete
Age Group Select 🔹	Usual Fee Amount (\$)	
Inclusions		
Afternoon Tea	Morning Tea	

Repeat this process for each care type tab and age group as required.

Once you have recorded the relevant data on each tab, you may click the **Submit** button to submit the vacancy record to CCSS.

Once the record has been submitted, it will display on the main page in the status of 'Submitted':

Search Keyword   Current Search Options: Approval: All	Search Reset					Displaying 3 out of 3
Approval	Approval Info	Week Ending O	Status	Report Id	Vacancies Sent	
Family Day Care	190016362L	15/07/2018	Not Submitted		0	Edit Q View
Family Day Care	190016362L	8/07/2018	Not Submitted		0	Edit Q View
Family Day Care	190016362L	1/07/2018	Submitted		0	Edit Q View

Alternatively, you may click the button instead to save your progress and submit at a later stage. These entries will display in the status of 'Not Submitted'.

You may edit and resubmit these records by clicking the **Edit** button:

Search Keyword	▼ Sea	rch Reset				Displaying 3 out of
Current Search Option	is: Approval: All	Approval Info	Week Ending	Status Report Id	Vacancies Sent	
Family I	Day Care	190016362L	15/07/2018	Not Submitted	0	Edit Q View
Family I	Day Care	190016362L	8/07/2018	Not Submitted	0	🖉 Edit 🔍 View
Family I	Day Care	190016362L	1/07/2018	Submitted	0	Edit Q View