

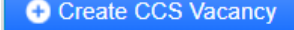
CCS Care Provided and Vacancies

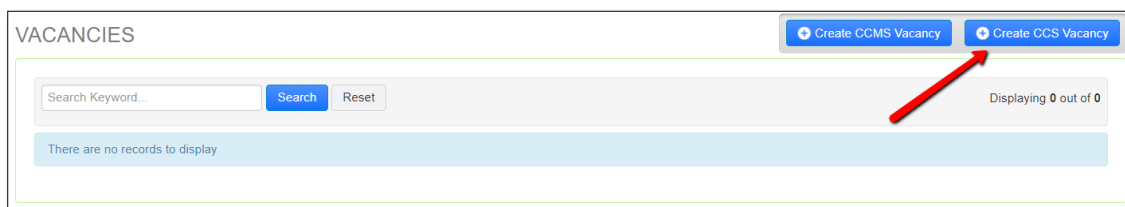
CCS Vacancies may be submitted to CCSS via your software. Submitted vacancy reports are then published to the mychild.gov.au website.

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



Creating and Submitting Vacancy Reports

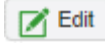
To create a new vacancy report, you will need to click the  button:



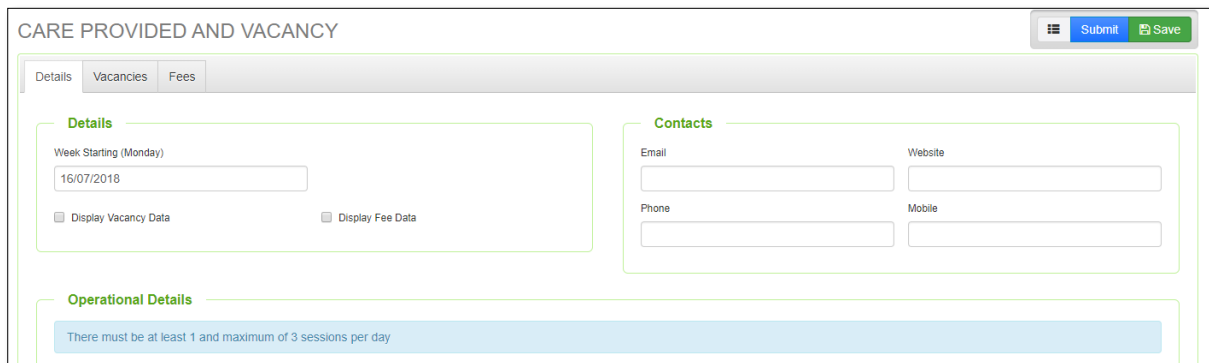
This will open the 'Create CCS Vacancy' window. You will need to select your approval and enter the week starting date for the period you are submitting vacancies for. Vacancies must always be submitted in advance.

Click the  button.



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

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

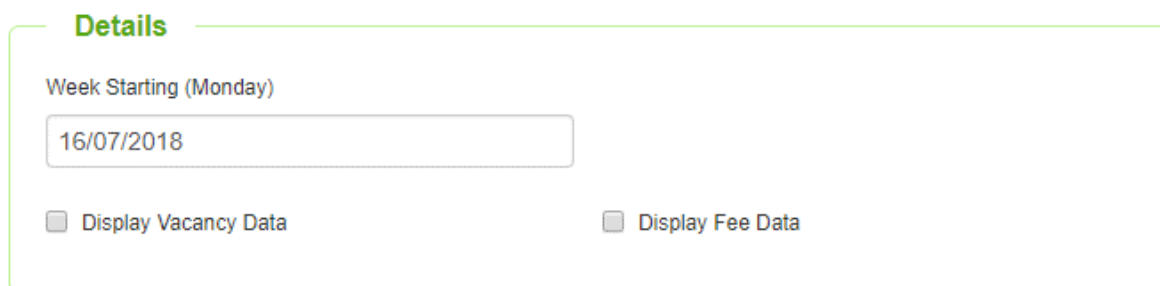


Please note that the first time this process is completed, all details will need to be completed. Once submitted, new vacancy reports created will remember the values entered for the previous report.

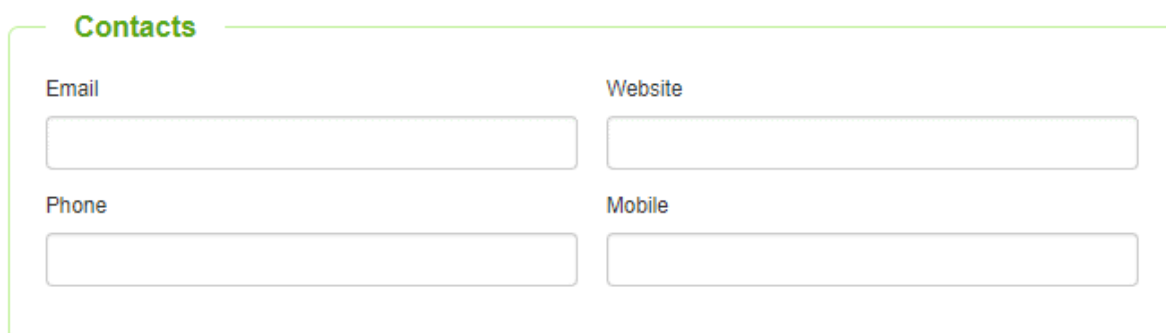
Next you will need to enter your vacancy details.

Details Tab

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



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



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 sessions per day

Monday	Tuesday																
<table border="1"> <thead> <tr> <th>Services Offered</th> <th>Is Open</th> <th>Open Time</th> <th>Close Time</th> </tr> </thead> <tbody> <tr> <td colspan="4">No sessions found</td> </tr> </tbody> </table>	Services Offered	Is Open	Open Time	Close Time	No sessions found				<table border="1"> <thead> <tr> <th>Services Offered</th> <th>Is Open</th> <th>Open Time</th> <th>Close Time</th> </tr> </thead> <tbody> <tr> <td colspan="4">No sessions found</td> </tr> </tbody> </table>	Services Offered	Is Open	Open Time	Close Time	No sessions found			
Services Offered	Is Open	Open Time	Close Time														
No sessions found																	
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Wednesday	Thursday																
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Services Offered	Is Open	Open Time	Close Time														
No sessions found																	
Services Offered	Is Open	Open Time	Close Time														
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Friday	Saturday																
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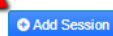
You will need to indicate your service’s operational hours and services offered within this section.

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

Click the  button:

Operational Details

There must be at least 1 and maximum of 3 sessions per day

Monday 

Services Offered	Is Open	Open Time	Close Time
No sessions found			

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

Add Session for Monday

Service Offered

Open Time: Close Time:

Is Open

Select the service offered from the dropdown menu:

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

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  button, the entry will display for the day:

Services Offered	Is Open	Open Time	Close Time	
Non OSHC	<input checked="" type="checkbox"/>	6:00 AM	6:00 PM	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

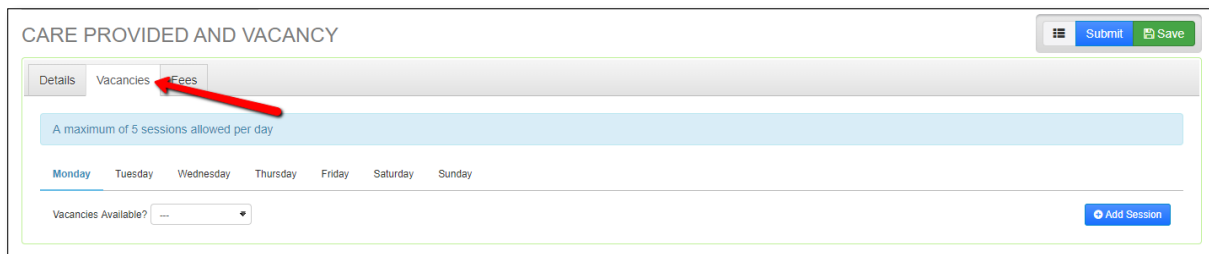
Please note that you may edit or delete each entry recorded:

Services Offered	Is Open	Open Time	Close Time	
Non OSHC	<input checked="" type="checkbox"/>	6:00 AM	6:00 PM	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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

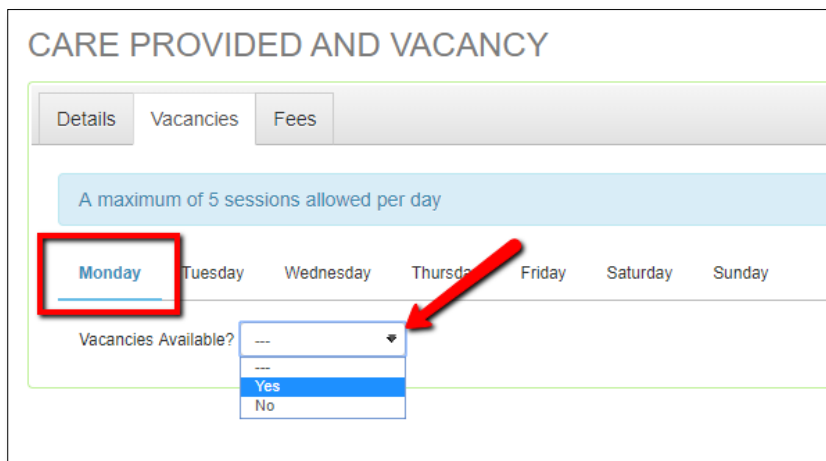
Vacancies Tab

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



The screenshot shows the 'CARE PROVIDED AND VACANCY' interface. At the top right, there are 'Submit' and 'Save' buttons. Below the title, there are three tabs: 'Details', 'Vacancies', and 'Fees'. A red arrow points to the 'Vacancies' tab. Below the tabs, there is a light blue banner that says 'A maximum of 5 sessions allowed per day'. Underneath, there are seven days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. At the bottom left, there is a dropdown menu labeled 'Vacancies Available?' with a downward arrow. At the bottom right, there is a blue button labeled 'Add Session'.

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

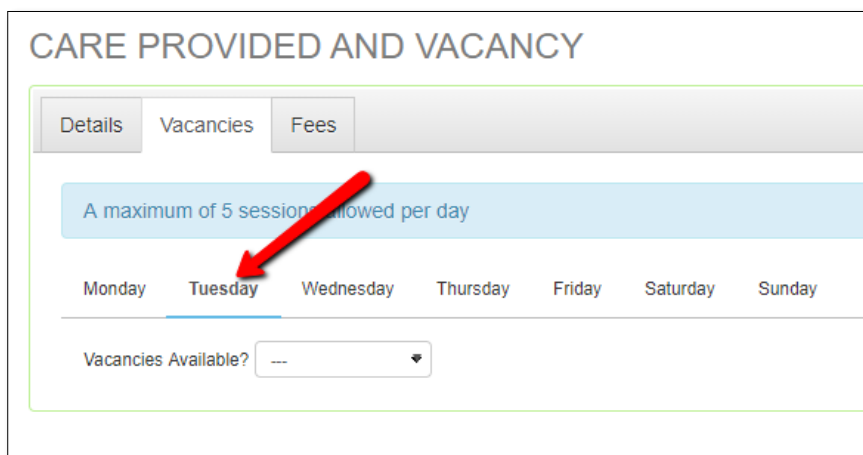


The screenshot shows the 'CARE PROVIDED AND VACANCY' interface. The 'Monday' tab is highlighted with a red box. The 'Vacancies Available?' dropdown menu is open, showing three options: '---', 'Yes', and 'No'. A red arrow points to the 'Yes' option.

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:

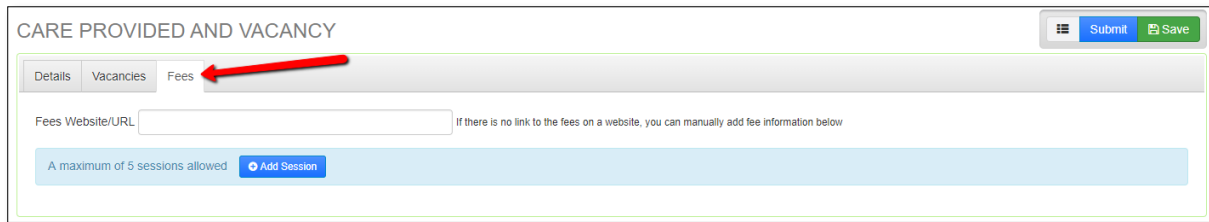


The screenshot shows the 'CARE PROVIDED AND VACANCY' interface. The 'Tuesday' tab is highlighted with a red arrow. The 'Vacancies Available?' dropdown menu is closed.

Ensure that a value is set for all days.

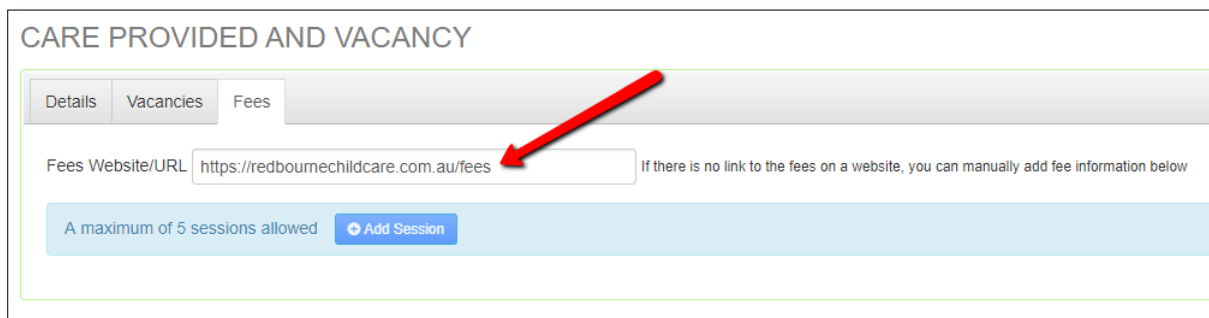
Fees Tab

Open the 'Fees' tab:



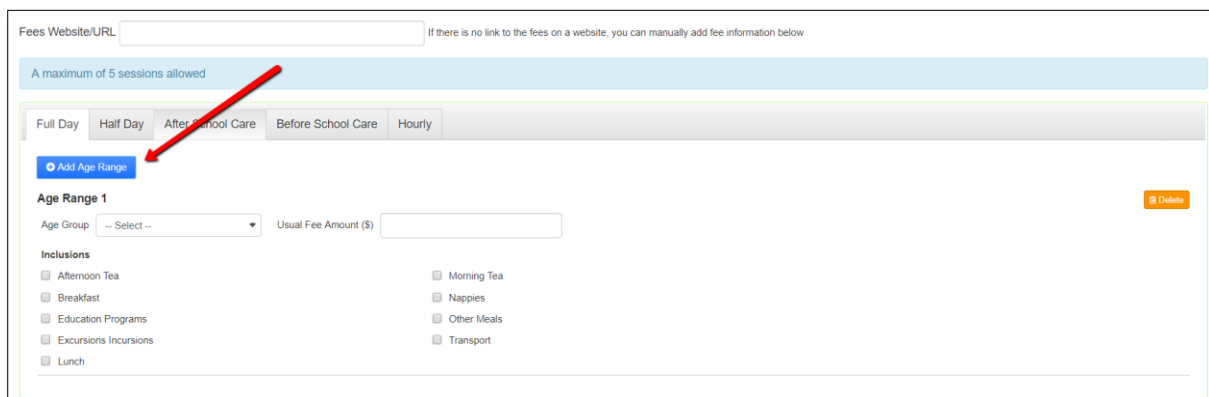
Within this window, you may record your fee details to be published to the mychild website.

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

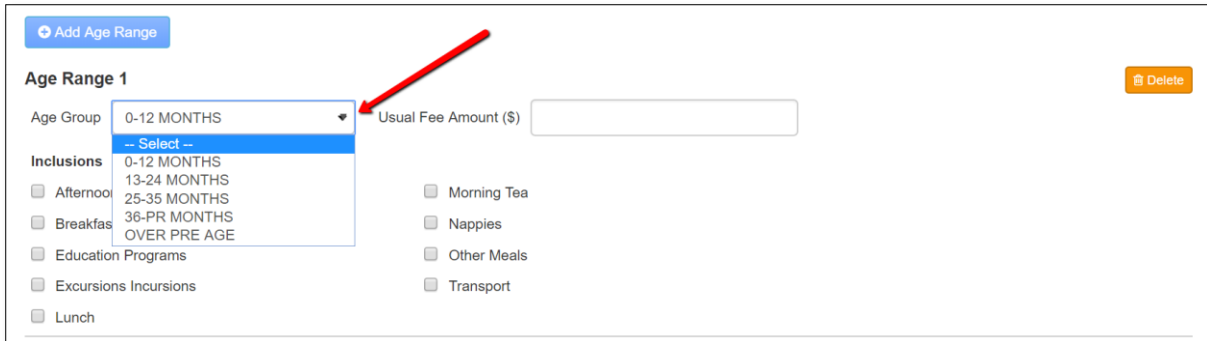


Alternatively, to display your fees in full, click the [Add Age Range](#) button. Please note that you will only be able to click this button if you have not entered a website/URL in the above box.

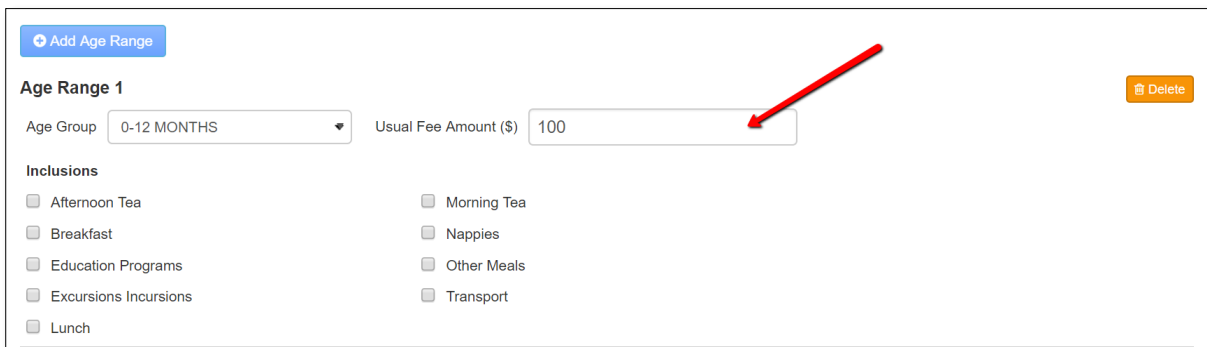
This will allow you to specify fees for up to 5 different services/age groups:



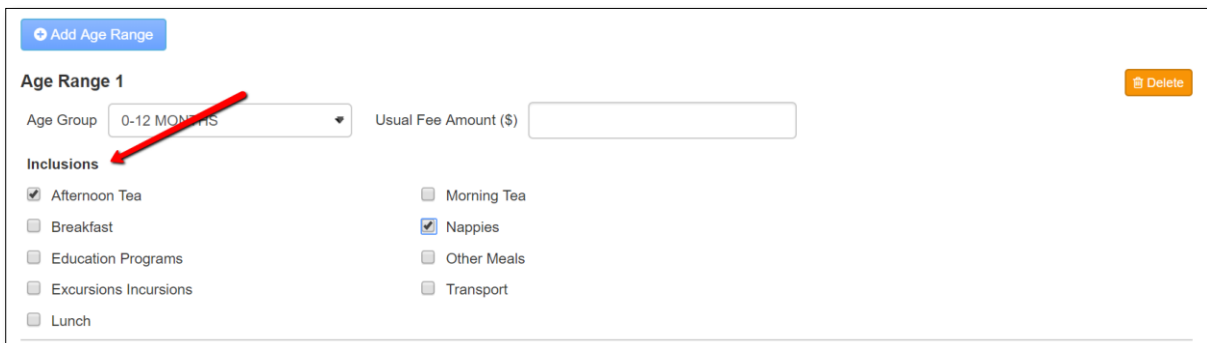
Select an age group from the dropdown menu:

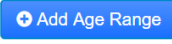


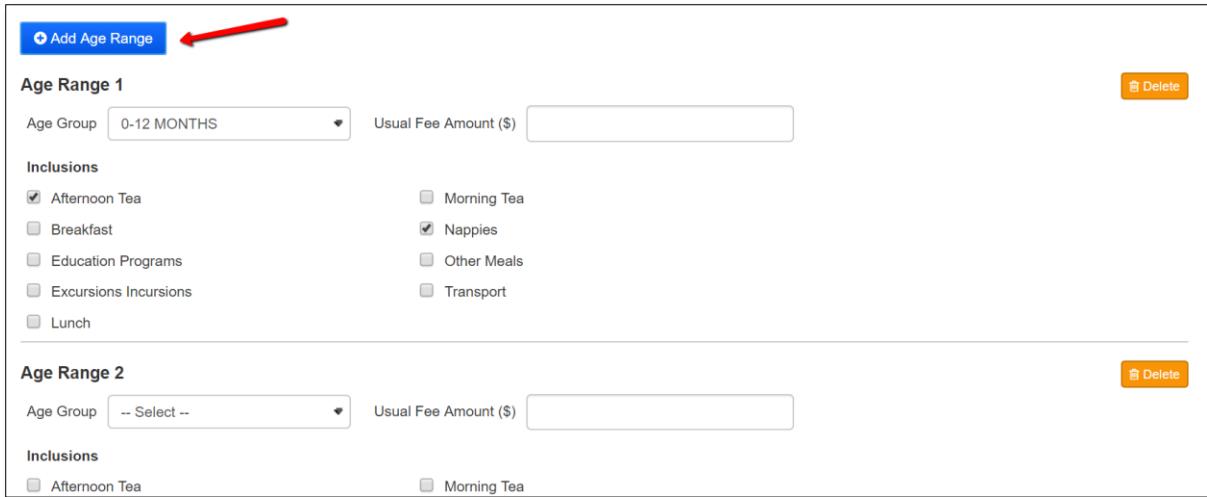
Next, enter the usual fee amount:



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



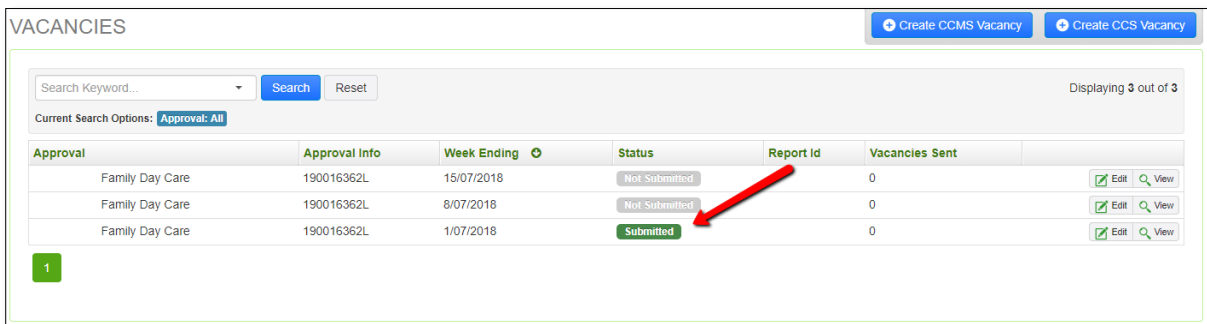
If you wish to add fees for additional age groups, click the  button again and repeat the process:



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.

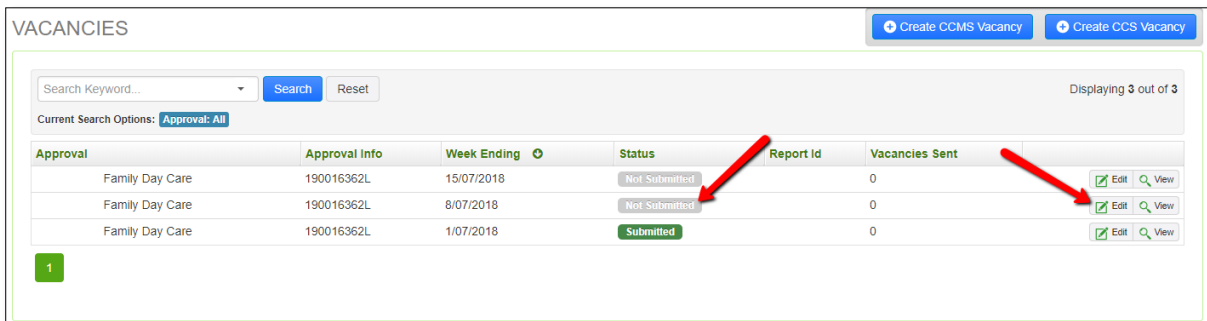
Once the record has been submitted, it will display on the main page in the status of 'Submitted':



Approval	Approval Info	Week Ending	Status	Report Id	Vacancies Sent	
Family Day Care	190016362L	15/07/2018	Not Submitted		0	Edit View
Family Day Care	190016362L	8/07/2018	Not Submitted		0	Edit View
Family Day Care	190016362L	1/07/2018	Submitted		0	Edit View

Alternatively, you may click the **Save** 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:



Approval	Approval Info	Week Ending	Status	Report Id	Vacancies Sent	
Family Day Care	190016362L	15/07/2018	Not Submitted		0	Edit View
Family Day Care	190016362L	8/07/2018	Not Submitted		0	Edit View
Family Day Care	190016362L	1/07/2018	Submitted		0	Edit View