

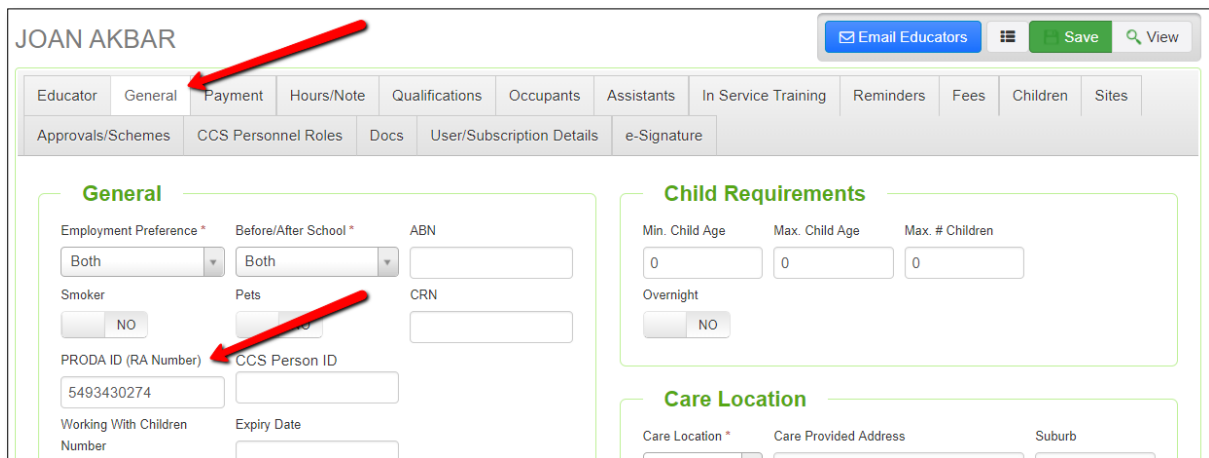
Educators

In order to submit session reports to CCSS and claim subsidy etc, you will first need to submit Educators to CCS and obtain an Educator CCS Personnel ID.

If you have not already created the Educator within Harmony Web, please refer to the tip sheet 'Educators' and create the record.

Before submitting the Educator to CCS, you must **first** record the Educator's PRODA ID (RA Number) within their record.

This is located within the 'General' tab of the Educator record:



JOAN AKBAR

Email Educators Save View

Educator General Payment Hours/Note Qualifications Occupants Assistants In Service Training Reminders Fees Children Sites

Approvals/Schemes CCS Personnel Roles Docs User/Subscription Details e-Signature

General

Employment Preference * Before/After School * ABN

Both Both

Smoker Pets CRN

NO

PRODA ID (RA Number) CCS Person ID

5493430274

Working With Children Number Expiry Date

Child Requirements

Min. Child Age Max. Child Age Max. # Children


0 0 0

Overnight

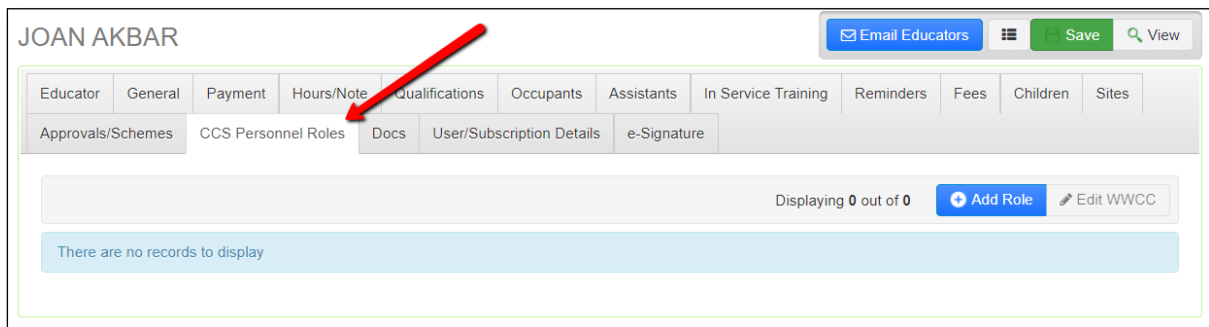
NO

Care Location

Care Location * Care Provided Address Suburb

If you have not done so already, enter the PRODA ID and click the  button.

Next, open the 'CCS Personnel Roles' tab:



JOAN AKBAR


Email Educators Save View

Educator General Payment Hours/Note Qualifications Occupants Assistants In Service Training Reminders Fees Children Sites

Approvals/Schemes CCS Personnel Roles Docs User/Subscription Details e-Signature

Displaying 0 out of 0 Add Role Edit WWCC

There are no records to display

Click the  button. This will open the 'Create Personnel' window:

Create Personnel: Joan Akbar

PRODA ID (RA Number) CCS Personnel Id
5493430274

Service Role

Role: Start Date:

Approval: Authorised By:

Declaration

Have you sighted:

WWCC

A working with children card check issued by the authority responsible for working with children cards in the State or Territory in relation to care provided by a child care service of the Approval. Yes No N/A

Card No. Expiry Issuing State

Police Check

An Australian National Policy Criminal History Check obtained from the relevant state or territory police service or an agency accredited by the Australian Criminal Intelligence Commission, and obtained no more than six months. Yes No N/A

Supporting Document No file chosen
 Allowed Document Types: ".pdf", ".png", ".tiff", and ".jpg".

Have the above checks revealed any adverse events? Yes No N/A

You will need to select the approval from the dropdown menu, followed by the personnel authorising the submission.

Next, you will need to complete the declaration details and upload any relevant documentation.

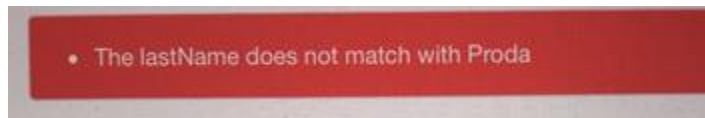
Once this has been completed, click the button. The Educator's record will be submitted to CCS.

Once the record has been submitted, the returned CCS ID will display in the 'CCS Personnel Roles' tab within the educator record:

PRODA ID (RA Number)	Person Id	Approval	Start Date	End Date	Role	Submitted At	
5447398791	0110205013	Redbourne Family Day Care	7/05/2018	31/12/9999	Educator	13/06/2018 11:27 AM	<input type="button" value="Edit"/>

Errors from Educators as at 23/07/18:

Last Name does not Match Proda

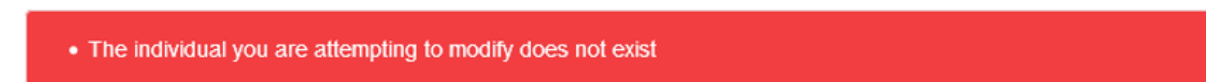


PRODA generates an RA number as soon as an educator starts the registration process (i.e. logs a username and password). At this point the educator either finalises their registration with all of their identity documents and this is converted to an active account, or the application is saved and they need to lodge manual documents with PRODA. Where follow up is required, PRODA allows 60 days for the registration to be completed. If no actions are taken after this time the RA number is cancelled and the user needs to start again.

For an educator to be added into CCS they must have an active PRODA account.

Please check with your educators they have completed the PRODA activation fully.

The educator you are attempting to modify does not exist

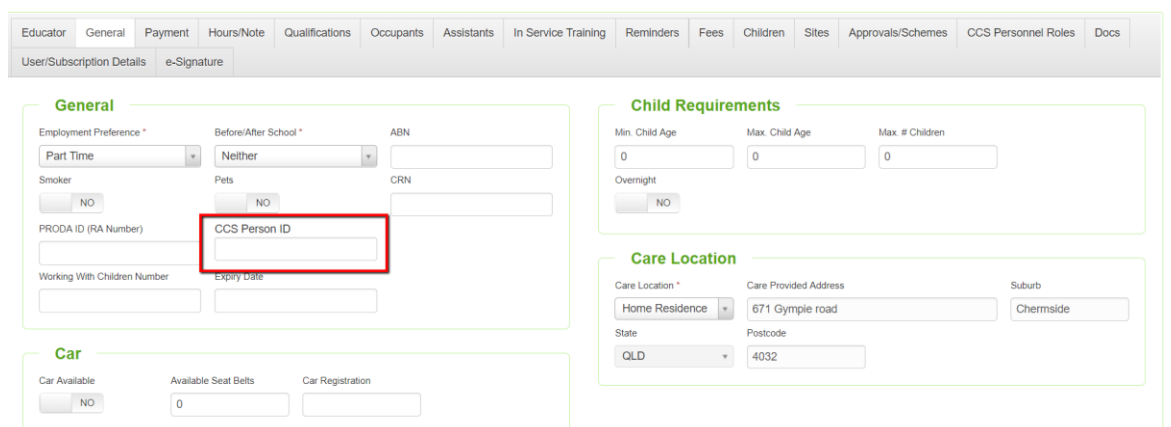


This error occurs when you have end dated the educator in the Provider Entry Point (PEP) and the CCS Person ID is still entered on the educator record. You need to contact the Harmony help desk so we can remove this and then you will be able to submit the educator again.

The relationship you are attempting to add already exist



This error will occur when you have entered the educator through the PEP and not through Harmony Web. To fix this you must get the CCS Person ID from the PEP and enter it onto the educators record on the general tab




Next you will need to query your CCS Approvals in the cog in the right-hand corner and under Approvals

APPROVALS

[Create CCS Approval](#) [Create CCMS Approval](#)

Keywords Search Displaying 2 out of 2

Approval	Approval Type	System	CCB/CCS Id	CCB/CCS Status	Active	DEEWR Link	
Harmony Registration 1.7	FDC	CCMS	4-3QCVOHW	Current	Yes	DEEWR	View
	FDC	CCS	190005262S	Current	Yes		CCS Service Profile Edit

1

CCS SERVICE

[Query Service Profile](#)

This will then pull through the details from the PEP onto the educators record under CCS Personal


SALLY BROWN

[Email Educators](#) [Save](#) [View](#)

Educator General Payment Hours/Note Qualifications Occupants Assistants In Service Training Reminders Fees Children Sites Approvals/Schemes **CCS Personnel Roles** Docs

User/Subscription Details e-Signature

Displaying 1 out of 1 [Add Role](#) [Edit WWCC](#)

PRODA ID (RA Number)	Person Id	Approval	Start Date	End Date	Role	Submitted At	
9470516592	0110205053		2/04/2018	31/12/9999	Educator	30/05/2018 11:44 AM	Edit

1

If there are no details under the Submitted at, please select edit at the end of row and submit the details through and it will then update