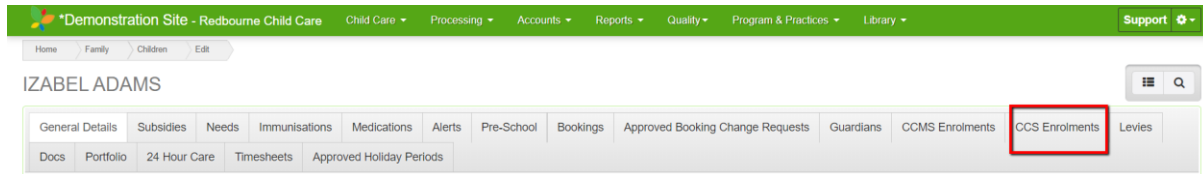


# Enrolments and Bookings

## Enrolments:

Under CCSS all enrolments are now under the CCS Enrolment tab in the child record



In CCS, the 'Family Assistance Administration Act' requires the service and the individual/organisation to enter an arrangement for the child care for the child. Some details of the arrangement must be submitted to CCS in the form of an 'Enrolment Notice'.

There are two sections of the Act that define the rules for creating and updating an enrolment notice. These sections are:

**200A** - creating an enrolment notice.

**200D** - updating an existing enrolment notice.

The enrolment notice type (200A or 200D) must be submitted with the enrolment notice when the service submits a new enrolment notice (ie creates new enrolment) or updates an existing enrolment notice.

Creating and updating an enrolment notice in CCS is very similar to creating and updating an enrolment notice in CCMS.

The CCS **200D Update** replaces the CCMS **Formalise** and **Update** enrolment options and will most commonly be used to update CRNs and booking session details.

## Enrolment Arrangements

There are 4 different CCS enrolment arrangements that can occur between a service and an individual or organisation.

Once an enrolment notice has been submitted to CCMS with an arrangement type, the arrangement type cannot be altered by an update.

### **Complying Written Arrangement (CWA)**

- This enrolment arrangement is similar to the existing Formal/Informal CCMS enrolments.
- If the parent and child CRNs and DOBs are supplied, the child may receive CCS or ACCS.
- Parents must confirm the initial enrolment via their 'myGov' login.
- Services must submit the initial enrolment and update enrolment occurrences within a specified timeframe.

### **Relevant Arrangement (RA)**

- There is no equivalent for this enrolment arrangement in CCMS.
- If this arrangement is made between the service and the parent, the arrangement does not have to meet the legal requirements of a CWA arrangement.
- CCS will never be paid on sessions of care submitted under this enrolment arrangement.
- This arrangement would normally be used for parents that do not intend to claim CCS.

### **Arrangement with Organisation (OA)**

- This enrolment arrangement is similar to the existing AMEP/Other CCMS enrolments.

- This is an arrangement made between a service and an organisation who is liable to pay the child care fees under the enrolment.
- If this arrangement is made between the service and the parent, the arrangement does not have to meet the legal requirements of a CWA arrangement.
- This arrangement would most commonly be used where an organisation, such as an employer, is paying all of the child care fees.

### Child Wellbeing Provider Eligible (ACCS)

- This enrolment arrangement is similar to the existing Service CCB CCMS enrolments.
- This arrangement is used where the service provides care to a child where no eligible individual (parent) can be identified.
- Typically, this arrangement is used when a child is at risk.
- ACCS child wellbeing may be paid for sessions of care for this enrolment.

**Create Enrolment**
✕

**Service Details**

Approval:  Authorised Person:

**Child / Guardian Details**

Child:  Date Of Birth:  CRN:

Child/Guardian Details:  Date Of Birth:  CRN:

Enrolment Educator Sessions

**Enrolment**

Enrolment Id:  Notice Type:  Arrangement:  Start Date:  End Date:

Late Submission Reason:

Most information will prepopulate from the child and parent/guardian record. You now also need to include the educator that the child is booked with

Enrolment Educator Sessions

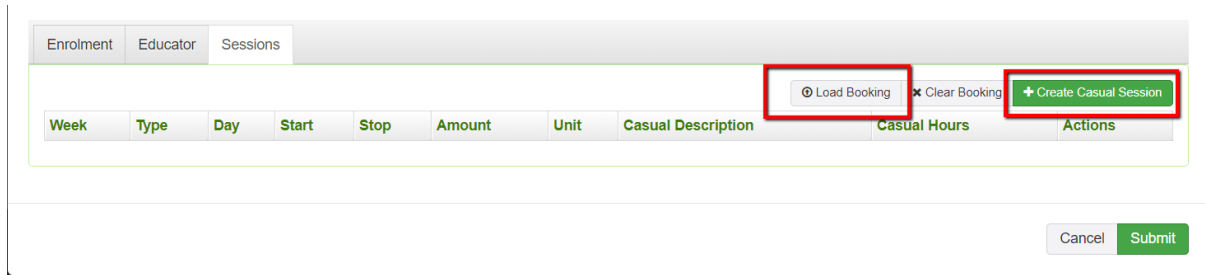
Educator:  CCS Person Id:

Address Line 1:

Address Line 2:

Suburb:  State:  Postcode:

Along with the sessions of care, this information will prepopulate from the booking or you can hit the load booking button to load the sessions.



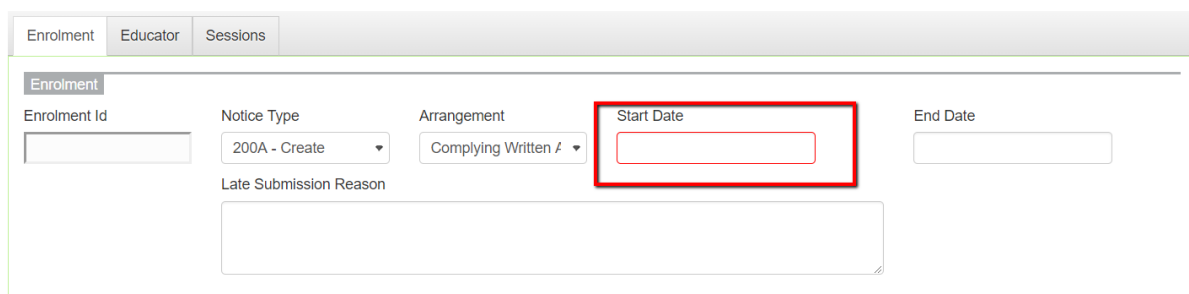
Once all this information is completed you can then submit

## Errors from Failed Enrolments as at 23/07/18:

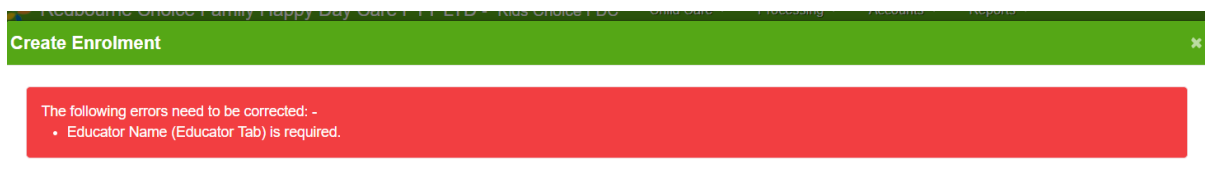
### Start date is required



Must remember to enter the start date on the enrolment page



### Educator must be selected on the enrolment



You must enter the educator the child is booked in with

Enrolment **Educator** Sessions

Educator:  CCS Person Id:

Address Line 1:

Address Line 2:

Suburb:  State:  Postcode:

If the child is booked in with more than one educator, under CCS you are only able to select one educator on the enrolment. We advise to select the educator with the most care hours with the child.

### At least one session is required

The following errors need to be corrected: -

- At least one session is required (Sessions Tab).

You need to enter at least one session on the enrolment to create the enrolment, you can do this by using the load booking button or creating a casual session if there is no regular booked session

Enrolment Educator Sessions

Week	Type	Day	Start	Stop	Amount	Unit	Casual Description	Casual Hours	Actions

If you select casual session you must enter the fee, unit, hours and a description

### Create Casual Session

Fee

Unit

Total Hours In Session

Description

You must submit at least 1 hour of care and the fees for this

**Load Booking error:**

**Load Booking**

The following errors need to be corrected: -

- Booking cannot be found for booking date, child, guardian, educator.

Booking Date

Close
Load Booking

If this error occurs there are few areas to check:

- Make sure there is a booking
- Make sure the educator is attached to the booking
- Make sure a guardian is selected
- Make sure the start date of the booking falls in the enrolment start date
- Make sure the subsidy scheme is CCS for a complying written arrangement type or exempt if it a relevant arrangement or arrangement with an organisation

If it still does not load delete the sessions and add them in again directly on the booking. It then tricks, the system into thinking it is a new booking and will then load it.

**Overlapping Enrolment error:**

Overlap detected on Enrolment E8000005984. Start Date: 02/04/2018, End Date: N/A, Enrolment Type: ACCS, Enrolment Status: Received.

As like CCMS you can only have one complying written arrangement enrolment at any time. You need to ensure the dates do not overlap.

**CRN and DOB does not exist**

Please correct the following errors:

- Individual CRN and DOB do not exist

This is a true error from CCS, you need to confirm the details with the parent/guardian as to what is in their my gov account in order to enrol the child under the correct details. If you confirm with the parent the details are correct you will need to contact CCS.

## Bookings as at 23/07/18:

There are no significant changes to bookings under CCSS but there are some tips to be aware of:

- When creating your updating a booking make sure you are now selecting CCS as the subsidy scheme in order for this to link to the enrolment
- Session cannot be longer than 12 hours. If a child is in care for more the 12 hours you will need to split the session

**BOOKINGS**

Christy-Lee Demo   Kirra Bloom

← Back Save

Start Date: 08/01/2018   End Date (This template never ends):   Fee Schedule: Main Fee   Template State: Approved   Approval Date: 10/01/2018   Approved By: Christy-Lee Cox

Week 1 JFA

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 5:00 PM Brendan Adams (CCB)	8:00 AM - 5:00 PM Brendan Adams (CCB)	8:00 AM - 6:00 PM Christy C (CCB)	8:00 AM - 5:00 PM Brendan Adams (CCB)	8:00 AM - 8:00 PM Brendan Adams (CCB) <span style="color: red;">Edited</span>	+	+
+	+	+	+	8:00 PM - 11:45 PM Brendan Adams (CCB) <span style="color: blue;">New</span>	+	+

+ Add Week

- Before and After School hours no longer need to spilt in blocks like they used to under CCMS
- Complying Written and Child Well Being arrangement types are the only enrolments that will allow bookings with CCS subsidy schemes
- Relevant Arrangement and Arrangement with an Organisation need to have the exempt subsidy