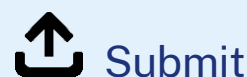
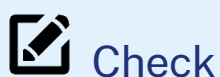


# Fee relief data submission guide

## 2023 Start Strong for Long Day Care

### Three stages of fee relief data submission



### Download the fee relief data from your software

- Open your software system.
- Select the required data for the period 01 January 2023 to 30 June 2023 for children where full or partial consent has been given through a declaration and consent form.
  - Unconsented child information refers to the data of children whose families did not submit a signed declaration and consent form
  - If available through the software, apply filters on the date range and declaration and consent form status. You must manually remove unconsented child information from the downloaded data where a filtering capability is not available.
- Select the data extract/export/download option in the software and wait for the data file to be generated.
- Save the downloaded file to an accessible location on your computer.
- Ensure that the downloaded file is in CSV format.

To check if a downloaded file is in CSV format:

1. Locate the downloaded file on your computer.
2. Right-click on the file and select "Properties".
3. In the Properties window, view the file type or file extension. Files in CSV format will have a file type or extension of ".csv."

If the downloaded file is in an excel format other than CSV, you can save it as a CSV file using the following steps:


1. Open the file in Microsoft Excel
2. Click on the "File" menu and select "Save As" or "Save a Copy."
3. In the "Save As" dialog box, choose a location on your computer to save the file.
4. In the "Save as type" dropdown menu, select "CSV (Comma delimited)".
5. Provide a name for the file and click on the "Save" or "OK" button to save the file as a CSV.



## Check you have all the required fee relief data

- Open the downloaded CSV data file.
- Verify that the downloaded data only includes children with "Yes" indicated for the declaration and consent form.
- Review each child's consent status to determine whether they have provided full or partial consent:
  - **Full consent:** the parent/carer/guardian completed and signed the declaration and consent form with their child's personal details, fee relief preference and checked the additional information box. The child's personal details and additional information can be submitted to the department.
  - **Partial consent:** the parent/carer/guardian completed and signed the declaration and consent form with their child's personal details and fee relief preference but did not check the additional information box. In this case, the parent/carer/guardian only consents to their child's personal details listed on the first page of the form being submitted and not the additional information such as Enrolment ID, language diversity, First Nations identity and numbers of days enrolled.
- Use the Data Field Definitions table below to check that the information provided aligns with the child consent status.
- Check that the downloaded data file is accurate and complete. You are encouraged to manually add the information if the field is not included in the data file, where possible.













### Data field definitions

Data fields marked with  should not be provided where only partial consent has been provided.

Data fields marked with  should be provided where full or partial consent has been provided.

















## Service details







Information on your service.

Data field	Definition	Example	Full Consent	Partial Consent
SE-ID	A unique Service ID is assigned to an education and care service upon Approval and relates to the individual site/premises and the type of care provided e.g., centre-based (which includes long day care). Your Service ID can be found in NQA ITS. The format is "SE-followed by 8 numeric values."	SE-12345678		
Service Name	Trading name of service, as recorded under the service's approval in NQA ITS.	Happy's Long Day Care		
Street address line 1	Street address line 1 of the specific service approval aligning with the street address as recorded in NQA ITS.	1 Happy St		
Street address line 2	Street address line 2 of the specific service approval aligning with the street address as recorded in NQA ITS.			
Suburb or Town	Suburb/Town of the specific service approval aligning with the Suburb/Town as recorded in NQA ITS.	Happyville NSW		
Postcode	Postcode of the specific service approval aligning with the postcode as recorded in NQA ITS.	2999		

## Child details







Information on the children eligible for fee relief at your service. Services must have a signed declaration and consent form from parents/carers/guardians to submit the details below. **You must not submit any child information without consent.**

Data field	Definition	Example	Full Consent	Partial Consent
Child's First Name	The child's first name only	Jane		
Child's Surname	The child's surname/last name in full	Smith		
Enrolment ID	The ID number allocated to the child by your software system (if applicable)	123456		
Child's Gender	The child's gender in the format: "Male" or "Female"	Female		
Child's Date of birth	The child's date of birth in date format: dd/mm/yyyy	01/01/2019		
Child's Address Line 1	The unit/street number, street name and street type of the child's residential address. Note: This address should be where the child primarily resides (this should not be a PO Box address)	10/56A Pirrama Rd		
Child's Address Line 2	Other address details (such as building or property name) where the child primarily resides (this should not be a PO Box address)			
Child's Suburb or Town	The name of the suburb or town where the child primarily resides (this should not be a PO Box address)	Pyrmont		

Data field	Definition	Example	Full Consent	Partial Consent
Child's Postcode	The postcode of the address where this child primarily resides (this should not be a PO Box address)	2009		
Aboriginal or Torres Strait Islander	If the child has been identified on their enrolment form as Aboriginal and/or Torres Strait Islander, enter "Y". Otherwise select "N". Note: The information on the enrolment form may have been obtained verbally from the child's parent or guardian	Y		
Language Background Other Than English (LBOTE)	If the child has a Language Background Other Than English (LBOTE) including Australian Sign Language (Auslan) or Aboriginal language, or if the child's parents or primary care givers speak another language (even if the child speaks English), enter "Y". Otherwise enter "N"	N		







## Enrolment details

Information on the child's enrolment.

Data field	Definition	Example	Full Consent	Partial Consent
Days/Sessions Attended	Total number of days/sessions attended between 1 January and 30 June 2023 inclusive	78		
Hours Attended	Total number of attended hours between 1 January and 30 June 2023 inclusive (round up to the nearest whole number)	560		
Days/Sessions Absent	Total number of enrolled days/sessions absent between 1 January and 30 June 2023 inclusive	10		









## Cost details

Information on the cost of care.

Data field	Definition	Example	Full Consent	Partial Consent
Total fee charged	Total of all fees charged by your service for the child specifically for the period between 1 January and 30 June 2023 inclusive	\$7,020.00		
Total Child Care Subsidy (CCS)	Total Child Care Subsidy (CCS) deductions applied to service fees for this child between 1 January and 30 June 2023 inclusive	\$5,616.00		
Total Additional Child Care Subsidy (ACCS)	Total Additional Child Care Subsidy (ACCS) deductions applied to service fees for this child between 1 January and 30 June 2023 inclusive	\$0.00		

## Fee relief details

Information on the fee relief provided to families under the Start Strong for Long Day Care program.

Data field	Definition	Example	Full Consent	Partial Consent
Declaration form signed and collected	Indicate whether the family has signed and submitted the declaration form to consent to sharing child information	Yes		
Total fee relief reduction	Total Fee Relief applied as a weekly reduction to a session or gap fee (after CCS/ACCS has been applied) allocated across the service's total number of operating weeks for the calendar year between 1 January and 30 June 2023 inclusive	\$1055		
Date/week of first fee relief payment	The date (or week 1 to 26) that the fee relief was first applied. If reporting week 1 to 26, provide the number of the week based on the calendar year, not your service's weeks of operation	03/01/2023 or Week 1		
Date/week of last fee relief payment	The date (or week 1 to 26) that the fee relief was last applied. If reporting week 1 to 26, provide the number of the week based on the calendar year, not your service's weeks of operation	30/06/2023 or Week 26		



## Submit the fee relief data

Your Sp-Admin can submit fee relief data in Early Childhood Contract Management System (ECCMS) for each of your service’s Start Strong for Long Day Care (SSL) funding specifications.

Your Sp-Admin will need to repeat the following steps for each -SSL funding specification.

Steps for SP-Admin/SP-User	
<ul style="list-style-type: none"> <li>Login to ECCMS</li> <li>Click on the <b>“Funding Specification” (1)</b> option on the left menu.</li> </ul> <p>Filter the funding specifications by program name <b>Start Strong For Long Day Care</b>. You are only required to submit fee relief data under this program. You can also identify the correct program’s funding specifications from its ending <b>“-SSL”</b>.</p> <ul style="list-style-type: none"> <li>Click on the funding specification ending in <b>“-SSL” (2)</b> that you need to submit fee relief data for.</li> </ul>	
<ul style="list-style-type: none"> <li>Click on the <b>"Data Submission" (3)</b> tab and then on the <b>"01 Jan-30 Jun" (4)</b> row. This will display a pop-up window with further instructions.</li> </ul>	
<ul style="list-style-type: none"> <li>Enter the number of operating weeks in the designated text field labelled <b>"Operating Weeks" (5)</b></li> <li>Click on <b>"Add Document" (6)</b>. A pop-up window will appear, giving you the option to <b>"Choose"</b> the file you wish to upload.</li> </ul>	
<ul style="list-style-type: none"> <li><b>"Choose" (7)</b> the file and click on the <b>"Open"</b> button to proceed.</li> <li>Click on the <b>"Upload" (8)</b> button to start the file upload process in ECCMS.</li> <li>Click on <b>"Close" (9)</b> and then <b>"OK"</b>.</li> </ul>	

- Read the content displayed, and then click on the checkbox located under the **Declaration (10)**.
- Click on the "Submit" button to finalise the data submission process.
- Please note that only SP-Admin users can **"Submit" (11)** the data.
- SP-Users can only "Save" the data in ECCMS but do not have the permission to "Submit" it.
- If you are an SP-User and have saved the data in ECCMS, inform the SP-Admin user to "Submit" the data.

UPLOAD DATA SUBMISSION DETAILS

	<a href="#" style="color: #4f81bd; text-decoration: none;">↑ Add Document</a>
<b>Upload File</b>	✔ Free Relief_2023-01-Jan-30Jun-53553-SE-000 <span style="float: right; font-size: small;">csv</span>
<b>Upload By</b>	
<b>Upload Date</b>	26/06/2023 01:40 PM

DECLARATION

**Read, Agreed and Accepted** 10

I confirm the data submission is for **Happy's Long Day Care - SSL** and sepa other services under **Happy's Children Center**

Save
11
Submit
Close

## Case study – Happy’s Long Day Care fee relief data submission

There are 9 children enrolled at Happy’s Long Day Care eligible for fee relief including:

- 2 children whose parent/carer/guardian have not completed a declaration and consent form.
- 5 children whose parent/carer/guardian have completed the declaration and consent form, provided full consent, and receive fee relief from the service.
- 1 child whose parent/carer/guardian has completed the declaration and consent form, provided full consent, and does not receive fee relief from the service.
- 1 child whose parent/carer/guardian has completed the declaration and consent form, provided partial consent and receive fee relief from the service.

Happy’s Long Day Care has downloaded the required data in a CSV file from their software. The downloaded file includes data for the period 01 January 2023 to 30 June 2023 for the 7 children where full or partial consent has been provided.

As seen in the table below, Happy’s Long Day Care has ensured that the information provided aligns with each child’s consent status.

Description						
Columns A to F represent the service details.	A	B	C	D	E	F
	SE-ID	Service Name	Street address line 1	Street address line 2	Suburb or Town	Postcode
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
Columns G to Q represent the Child’s personal details and additional information.  Where partial consent has been provided for child Name7, the highlighted data fields are left blank.	G	H	I	J	K	L
	Child's First Name	Child's Surname	Enrolment ID	Child's Gender	Child's DOB	Child's Address Line 1
	Name1	Surname1	12345	Male	13/01/2019	10 North St
	Name3	Surname3	14567	Female	23/09/2017	102 West St
	Name2	Surname2	13456	Male	6/07/2019	10/58 South St
	Name4	Surname4	15678	Male	30/03/2020	54 East St
	Name5	Surname5	16789	Female	11/12/2019	2 Northwest St
	Name6	Surname6	17890	Female	10/10/2018	19 Southeast St
	Name7	Surname7		Male	2/04/2018	1 Northeast St
	M	N	O	P	Q	
	Child's Address Line 2	Child's suburb or town	Child's postcode	Aboriginal or Torres Strait Islander	Language Background Other Than English (LBOTE)	
		Happyville	2999	Y	N	
	Building A	Sleepyville	2943	N	N	
	Funnyville	2986	N	N		
	Happyville	2999	N	N		
	Smartville	2913	Y	Y		
	Sleepyville	2943	N	Y		
	Happyville	2999				



Columns R to W represent Enrolment details and Cost details.

Where partial consent has been provided for child Name7, the highlighted data fields are left blank

R	S	T
Days/Sessions Attended	Hours Attended	Days/Sessions Absent
44	308	6
66	462	9
19	133	0
42	336	2
71	426	4
47	329	3

U	V	W
Total fee charged	Total Child Care Subsidy (CCS)	Total Additional Child Care Subsidy (ACCS)
\$6,350.00	\$5,025.00	
\$9,525.00	\$1,905.00	
\$2,413.00	\$1,219.20	
\$5,588.00	\$3,863.20	
\$9,525.00	\$4,762.50	
\$6,350.00	\$3,175.00	\$3,175.00
\$6,350.00	\$5,025.00	

Columns X to AA represent Fee relief details.

Child Name2 has not opted to receive fee relief from Happy's Long Day Care. The highlighted data fields will be 0 or blank.

X	Y	Z	AA
Declaration form signed and collected	Total fee relief reduction	Date/week of first fee relief payment	Date/week of last fee relief payment
Y	1055	2	26
Y	0		
Y	675.2	2	17
Y	717.4	5	21
Y	1055	2	26
Y	0	2	26