

5. Add child details

Complete the following steps to add each child who was enrolled during the representative fortnight at the current service location.

1. Click the **Child** tab.

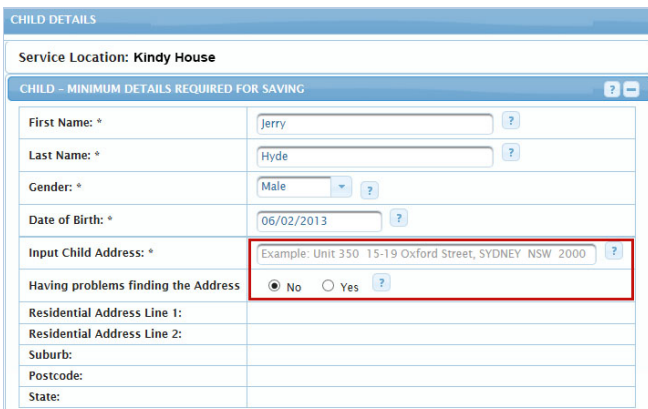


First Name	Last Name	Date of Birth	Gender	Aboriginal or Torres Strait Islander Indicator	Low Income Family Indicator	Diagnosed Disability Indicator	LBOTE Indicator	Daily Fee	Status
Suzy	Loo	29/01/2001	Female	Aboriginal but not Torres Strait Islander origin	No	No	No	\$50.00	Completed
Zac	Zackery	20/01/2011	Male	Neither Aboriginal nor Torres Strait Islander origin	No	No	No	\$50.00	Draft

2. Click **Add Child** to open the **Child Details** window.

The details in the top pane of the window (**Child – Minimum Details Required for Saving**) must be entered before you can save a child record.

The details in the bottom pane (**Child – Additional Details Required for Completion**) must be entered before a child record is complete.



3. Type the child's **First Name** and **Last Name** in full.
4. Select the child's **Gender** from the list.
5. Type the child's **Date of Birth** in dd/mm/yyyy format. Or select it in the calendar.
6. In **Input Child Address**, start typing the unit number (if applicable), street number and street name of the child's residential address, e.g. 5/34 Green Avenue. After you type seven characters or more, any potential address matches display in a dropdown list.

This address should be where the child normally resides; it should not be a P.O. Box address.

7. If the child's correct address displays, select it and then proceed to step **13**. Otherwise, if the child's address does not display, follow steps **8** to **12** to enter the address.
8. For **Having Problems Finding the Address**, select the **Yes** check box.

If you selected **Yes** for question **8**, ECCMS displays 4 extra fields.

9. In **Residential Address Line 1**, type the unit/street number and street name where the child lives, e.g. 5/34 Green Avenue.
10. If applicable, in **Residential Address Line 2**, type address details such as the building or property name, e.g. Green Point Towers.
11. Start typing the name of the child's residential **Suburb**, and then select it from the list. ECCMS automatically inserts the correct **Post Code**.
12. For **State**, accept the default of **NSW**. Otherwise, select the appropriate state in the list.

If you change the state, you will need to reselect the suburb. Some suburb names (e.g. Surry Hills) occur in more than one state.



13. For the **Aboriginal or Torres Strait Islander Indicator**, select the appropriate option.

A child is of Aboriginal and/or Torres Strait Islander origin if they have been identified as such by their parent or guardian.

14. Type the **Date First Enrolled** (i.e. when the child was first scheduled to attend your preschool service), in dd/mm/yyyy format. Or select it from the calendar.
15. For the **Low Income Family Indicator**, if the child's family holds a Commonwealth Health Care Card, select **Yes**. Otherwise select **No**.
16. For the **LBOTE Indicator**, if the child has a Language Background Other Than English (LBOTE), select **Yes**. Otherwise select **No** or **Don't know**.

17. If you selected **Yes** for question 16, you must select an answer for **English Language Assistance Required**. If the child requires assistance with English language needs, select **Yes**. Otherwise select **No**.
18. For **Child has a Diagnosed Disability**, if the child has been diagnosed by a relevant professional as having a disability, select **Yes**. Otherwise select **No** or **Don't know**.
19. For the **Triplets/Quadruplets Indicator**, if the child is **not** from a higher order multiple birth (e.g. triplets, quadruplets, quintuplets or more); accept the default of **No**. Otherwise select **Yes**.
20. Type the **Daily Fee (\$)** charged for the child's enrolment at your service during the representative fortnight.

This amount should not include any fees for extended care hours. If this fee varies over the representative fortnight, enter the average fee per day.

21. For **Face to Face Supervision by Qualified Early Childhood Teacher**, if the child received a preschool program for at least one hour per week during the representative fortnight that was delivered by a qualified early childhood teacher, select **Yes**. Otherwise select **No**.

A 'degree' qualified teacher meets the requirements of the National Quality Framework for Early Childhood Education and Care. An equivalent qualification includes early childhood teaching qualifications, as defined by ACECQA and/or recognised skills and experience.

DAYS ENROLLED										
	Monday, 12-Jun	Tuesday, 13-Jun	Wednesday, 14-Jun	Thursday, 15-Jun	Friday, 16-Jun	Monday, 19-Jun	Tuesday, 20-Jun	Wednesday, 21-Jun	Thursday, 22-Jun	Friday, 23-Jun
Full Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DAYS ATTENDED										
	Monday, 12-Jun	Tuesday, 13-Jun	Wednesday, 14-Jun	Thursday, 15-Jun	Friday, 16-Jun	Monday, 19-Jun	Tuesday, 20-Jun	Wednesday, 21-Jun	Thursday, 22-Jun	Friday, 23-Jun
Attended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Under **Days Enrolled**, select the relevant check box for each day the child was enrolled during the representative fortnight. If the child was enrolled at the service location on a day for:
 - **more than half** of the service location's operating hours on that day, select **Full Day**
 - **half or less than half** of the service location's operating hours on that day, select **Half Day**.

A child cannot be enrolled in a 'full day' and a 'half day' on the same day. However, a child can be enrolled in full day(s) and half day(s) on different days of the same week. For example, a child might be enrolled for a full day on Monday and a half day on Tuesday.

23. Under **Days Attended**, select the relevant check box for each day that the child attended the service location they were enrolled in.

A child's attendance data must only be added after the end of the representative fortnight.

24. If you are finished entering the child's data, click **Save**.
25. Repeat steps 2 to 24 for each child who was enrolled at the service location during the representative fortnight.

How to edit or delete a child record

On the **Child** tab, click to open the child record that you want to edit or delete. To edit, make your changes and then click **Save**. To delete, click **Delete**.

6. Add staff details

1. Click the **Staff** tab.



First Name	Last Name	Main Role	Hours Worked in ECEP Delivery	Level of Highest Qualification in Early Childhood Education	Education Field of Highest Qualification	Status
Jack	Blue	Non contact worker	0	Not applicable (No qualification)		Complete
Mary	Boyd	Group leader/ teacher	24	Bachelor degree (honours)	Teaching (early childhood related)	Complete
Susan	Hill	Group leader/ teacher	12	Bachelor degree (honours)	Other early childhood related	Complete
Sarah	Smith	Assistant/ aide	25.5	Certificate level 1 or 2	Other early childhood related	Complete

2. Click **Add Staff** to open the **Staff Details** window.
3. Type the staff member's **First Name** and **Last Name** in full.
4. Select the staff member's **Gender** from the list.
5. Type the staff member's **Date of Birth** in dd/mm/yyyy format.
6. Select the staff member's **Employment Status** in the list.
7. In the **Level of Highest Qualification in Early Childhood Education** list, select the highest qualification in early childhood education that the staff member has attained.

Otherwise, select **Not applicable (No qualification)**. This will 'grey out' the next two fields and you can skip to question 10.

8. In the **Education Field of Highest Qualification** list, select the field of education in which the staff member has attained their highest qualification relevant to early childhood education and care.
9. In **Year of Completion**, type the year when the staff member completed this qualification, e.g. 2005.
10. If the **Staff Member is Currently Completing an Early Childhood Qualification**, select **Yes**. Otherwise, accept the default of **No**.

If you selected **Yes** for question 10, ECCMS displays three extra fields and you must complete questions 11 to 13. Otherwise, skip to 14.

11. In **Level of Qualification in ECE Under Completion**, select the appropriate qualification.
12. In the **Education Field of Qualification Under Completion** list, select the field of education of the qualification currently being completed.
13. Type the **Expected Year of Completion** for this qualification, e.g. 2019.
14. For **Degree Qualified (or Equivalent) Early Childhood Teacher**, select either **Yes** or **No**.

A 'degree' qualified teacher meets the requirements of the National Quality Framework for Early Childhood Education and Care. An equivalent qualification includes early childhood teaching qualifications, as defined by ACECQA and/or recognised skills and experience.

15. In the **Main Role** list, select the staff member's usual job/role at the service.
16. In the **Main Type of Work Performed** list, select the type of work that the staff member spends most of their time carrying out.
17. In **Number of Hours Worked in Early Childhood Education Program Delivery During Representative Fortnight**, type the number of hours this staff member spent delivering preschool program(s) during the representative fortnight. Enter part hours as a proportion of an hour rather than as minutes. For example, enter 2 hours 45 minutes as 2.75.

These hours only relate to face-to-face delivery of a preschool program. They do not include preparation time or other unrelated work.

18. If the staff member spent one or more hours delivering face-to-face preschool programs, proceed to step 19 to enter their teaching days. Otherwise, if they worked 0 hours, proceed to step 20.

19. Under **Teaching Days**, for every day that the staff member spent time delivering preschool programs at the service location during the representative fortnight, select the appropriate check box.

TEACHING DAYS										
Monday, 12 Jun	Tuesday, 13 Jun	Wednesday, 14 Jun	Thursday, 15 Jun	Friday, 16 Jun	Monday, 19 Jun	Tuesday, 20 Jun	Wednesday, 21 Jun	Thursday, 22 Jun	Friday, 23 Jun	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

20. If you are finished entering the staff member's data, click **Save**.

Repeat steps 2 to 20 for each staff member who was employed at the service location during the representative fortnight.

How to edit or delete a staff record

On the **Staff** tab, click to open the staff record that you want to edit or delete. To edit, make your changes and then click **Save**. To delete, click **Delete**.

Add a staff member who works at multiple mobile service locations

If a service has a staff member who works at multiple service locations attached to a mobile service, you can enter the staff member's details once and then copy their details to other mobile service locations.

1. On the **Staff Details** window, type the staff member's **First Name** and **Last Name** in full.
2. Click **Copy Staff Detail**. (This button only displays when a mobile service has more than one service location.)

ECCMS copies the staff member's details into the window. However, details that are particular to a service location will not be copied.

3. Check that the staff member's **Main Role** and **Main Type of Work Performed** are correct for this service location.
4. Enter other details such as hours worked and if applicable, assign teaching days. For full instructions, see [Add staff details](#).
5. Click **Save**.

7. Submit the census data

The August census data can only be submitted if all records have a **Complete** status.

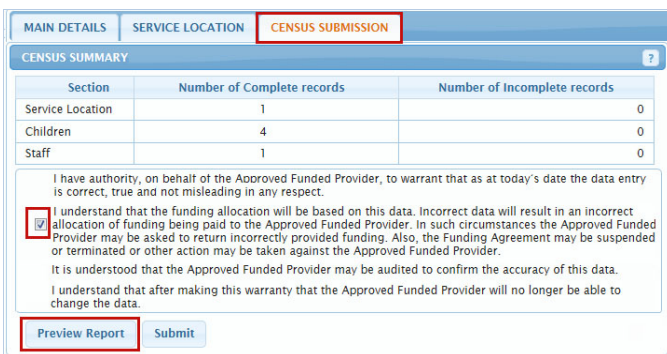
A **service** is **Complete** when all of its service locations are **Complete**. (Many services will only have one service location.)

A **service location** is **Complete** when it has at least 1 child enrolled and 1 staff member with teaching days recorded. In addition, all children and staff must have **Complete** statuses.

A staff record is **Complete** when all required fields (marked with an asterisk *) are complete. A staff member does not have to be assigned to any teaching days, e.g. if they are a non-contact worker and did not deliver an Early Childcare Education program.

A child record is **Complete** when all fields are complete and the child is enrolled for at least half a day during the representative fortnight.

1. Click the service's **Census Submission** tab.



The screenshot shows the 'CENSUS SUBMISSION' tab selected. Below it is the 'CENSUS SUMMARY' section with a table:

Section	Number of Complete records	Number of Incomplete records
Service Location	1	0
Children	4	0
Staff	1	0

Below the table is a confirmation section with a checked checkbox and the text: "I understand that the funding allocation will be based on this data. Incorrect data will result in an incorrect allocation of funding being paid to the Approved Funded Provider. In such circumstances the Approved Funded Provider may be asked to return incorrectly provided funding. Also, the Funding Agreement may be suspended or terminated or other action may be taken against the Approved Funded Provider. It is understood that the Approved Funded Provider may be audited to confirm the accuracy of this data. I understand that after making this warranty that the Approved Funded Provider will no longer be able to change the data." At the bottom are 'Preview Report' and 'Submit' buttons.

2. Ensure there is a **0** for each item in the **Number of Incomplete** records column. (This means there are no incomplete records.)
3. Ensure the numbers for all items in the **Number of Complete records** column are correct. For example, if you have 12 children enrolled, 12 must display in the **Children** row.
4. Click **Preview Report** to preview the Census Summary Report and check what you have entered.
5. If applicable, make any necessary changes.
6. If you are sure all the details are correct, select the **I have authority, on behalf of the Approved Funded Provider...** check box.
7. Click **Submit**.

On the **Main Details** tab, in the **Census Submission** section, the **Census Submission Status** will change to **Submitted** and your name and today's date will display.

In addition, in the Preschool Census Service List, a **Download** button will display in the **Census Summary Report** column.

Census Status	Last Updated Date	Census Summary Report
Not Operational	29/06/2017 12:05 PM	
Draft	06/07/2017 01:49 PM	
Submitted	26/06/2017 10:42 AM	Download
Draft	06/07/2017 12:42 PM	

8. In the **Census Summary Report** column, click the **Download** button, and then either view the report on screen or save it to your computer for your records.

Congratulations - you've finished entering the August census data!

8. Follow up

DoE staff will review the submitted census data to check for possible errors and confirm the ECCMS census function is working as intended. DoE may need to contact you to confirm or correct aspects of the data you have submitted.