Adding children with additional and ongoing high support needs to the Inclusion Support Portal when accessing Inclusion Development Support Options.

This document provides information and a step by step guide to support ECEC services to add child/ren, with additional and high ongoing support needs, to the IS Portal and link them to Inclusion Development Fund (IDF) Subsidy cases.

It has been developed to support services to understand and work with IS Portal enhancements, released in December 2023. It is anticipated that amendments to this document may be required in the future. Services are encouraged to access the most current version of this document by visiting the <u>Resources page</u> of the IDFM website.

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Adding children with additional needs to the IS Portal

When eligible ECEC services are seeking funding from the Inclusion Development Fund Manager, (IDFM) to assist educators to support the inclusion of a child/ren with additional and high ongoing support needs, they are required to:

- Develop a Strategic Inclusion Plan (SIP) to document their inclusion planning,
- Add the child/ren with additional and high ongoing support needs to the IS Portal, and
- Link the child/ren to an IS Case.

Children with additional needs

Under the Inclusion Support Program (ISP) Children with additional and ongoing high support needs may include:

- children who have a disability or developmental delay, or are currently undergoing assessment for disability;
- children who have a serious medical or health condition, including mental health;
- children who are presenting with challenging behaviours or trauma related behaviours

When to add a child to the IS Portal

Services are required to add children with additional and ongoing high support needs to the IS Portal when they are applying to access IDF for:

- An Additional Educator
- Immediate/Time Limited Support
- Family Day Care Top Up

When adding children with additional and ongoing high support needs, services must ensure that:

- The Child has been enrolled in the service's Child Care Subsidy System (CCSS) software; and
- Parent/guardians have completed the Department of Education's <u>Permission to share</u> <u>personal Information form</u>. *Note:* It is essential that the service name documented on this form is written exactly the same as the name the service is known by in the CCSS.





To add a child with additional and ongoing high support needs;

1. Choose the Children tile from the services IS Portal homepage



The Children with Additional Needs page will open. If the service has previously identified children with additional and ongoing high support needs, their names will be displayed.

2. Select Add.

Children with	Additional Needs						
These are the children t	that have been identified with a	dditional and ong	joing high support nee	ds at your ECEC service	. To update the	child status or	see a list of case
To apply for IDF to supp Support Cases' tile. The	ort educators to include the ch	to the list, select	onment with their typi	cally developing peers,	create an IS casi	e from the hor	ne page 'Inclusio
support cases the, the	child must be listed here to add	a them to a case.				Add	T View filter
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UAT HOGPICKER	UAT SUNFREAK	F	12/12/2018		Active	1	Update
UAT KIRRILY	UAT WILLOUGHBY	r.	12/12/2018	1240885338	Active	1	Update
UAT HOLLIE	UAT SIMMS	P.	12/12/2018	372224807T	Active	2	Update
UAT BARRY	UAT STANFORD	F	12/12/2018	304138203L	Active	2	Update
UAT KAM	UAT AYERS		12/12/2018	926708299X	Active	1	Update
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3. Search for a child currently enrolled in the service, **enter** their **details in at least one of the name fields** and **click Search**. (refer to the image on the next page)

Notes:

- Children who have previously been added will not appear in the list of results.
- A CRN number will be visible for children who are formally enrolled.

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If the child cannot be found:

- Check that the details you are entering are correct (e.g. spelling);
- Try locating the child by using only their first of last name;
- Ensure the child has an enrolment in your CCS software;
- When the child has a formal enrolment in your CCS software but is still unable to be located, contact the parent/caregiver to ensure that they have <u>confirmed their child's</u> <u>enrolment details for Child Care Subsidy</u> in their Centrelink online account via MyGov
 it will appear as an outstanding task if they haven't.

If the child still cannot be located after trying all of the above options, please contact either the:

- Inclusion Development Fund Manager (IDFM) Helpline Phone: 1800 824 955 between 9 am and 5 pm AEDT Monday - Friday. Email: <u>idfm@ku.com.au</u>
- Inclusion Support Portal (ISP) Helpdesk
 inclusionsupportportalhelpdesk@education.gov.au

When seeking assistance from the IDFM or ISP helpdesk to locate a child, you will need to be prepared to provide the following details:

- Service name, CCS ID and SIP ID (if known);
- A screenshot of the child's enrolment page from the services CCS software or PEP that that includes:
 - The child's FULL name
 - DOB
 - CRN number

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- Enrolment ID 0
- Type of enrolment 0
- Enrolment Status 0
- Enrolment start date 0
- 4. Locate the relevant *child* in the search results.
- 5. Visually identify if the child has/does not have a CRN number.
- 6. Select the *Action button* and then *Add child*.

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•	UN996708061-0001	UAT MAREE	UAT BRINLEY	12/12/2018		Add child

- 7a. If the child has a CRN number, **click** Confirm.
- 7b. If a child does not have a CRN number, the service must identify their gender. Click on the drop down box to choose a gender and then Click Save and confirm.

Note: Details in the other three fields can also be updated, if necessary.

onfirm add child		
Review the child's details and update if required. If you make a change here to the child's details.	e it is highly recommended that you make the same up	pdate in your child care software
Select Save and confirm to apply your updates and add the child to the plan		
Remember, only add children with additional and ongoing high support r environment.	eeds and you intend to seek IDF Subsidy to support th	eir inclusion in the care
		* required
First name:*	Last name:*	
UAT PAUL	UAT GIBSON	
Gender:*	Date of birth: dd/mm/yyyy*	
Please Select	✓ 12/12/2018	(2)
F		Save and confirm
M		
x	12/12/2018	Actions*





The child has now been added to the IS Portal, linked to the services SIP and removed from the list of children visible on the *Search for a child's enrolment(s)* page.

8. To identify another child, repeat steps 3-7.

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Viewing a list of children with additional needs who the service has added to the IS Portal

A list of children with additional needs who have been added to the IS Portal can be seen by simply accessing the Children tile from the services IS Portal home page.

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Inactivating a child

Once added to the IS Portal, children cannot be removed. Children can however be inactivated. If the service needs to inactivate a child, this must occur before the child has been linked to an IS Case.

Navigating the IS Portal

1. To inactivate a child, **choose** the *Children* tile from the services IS Portal homepage.



2. Locate the child and click update.



The Update child screen will be displayed.



- 3. **Open** the *dropdown menu in the Status field* to **change** the **status** of the child *to Inactive*.
- 4. Select Save and continue.

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First name:				Last name:	
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The child will no longer appear on the list of children who appear on the *Children with Additional Needs* page.

Linking a child to an IS Case

Services are only required to link a child/ren to and IS Case when applying to access IDF for:

- An Additional Educator
- Immediate/Time Limited Support
- Family Day Care Top Up

A child can be linked to a new IS Case or to an IS Case that has been started but not yet submitted.



1. To link a child/ren, with additional and high ongoing support needs, to an IS Case, **click** on the **Inclusion Support Cases** tile on the services IS Portal homepage.



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- 2a. To start creating a new case, Click create an Inclusion Support Case.
 Note: A suit of step by step guides are available to assist services to create new IS Cases.
- 2b. If an IS Case has been started but has not yet been submitted, **click** on the **arrow next to Service Provider action required** to open the dropdown menu.

inclusion support cuses	
In IS Case is used by ECEC services to apply for funding for an additional educato in the inclusive needs of a specific care environment where a child/ren with ongo ervices you provide support to.	r or the FDC Top Up through the IDF. Applications for the IDF will be assessed based sing high support needs are enrolled. This page allows you to view all IS Cases for the
ll Inclusion Support Cases	
View Inclusion Support claims	Search Inclusion Support cases
View all payments	Create an Inclusion Support case

- 3. Locate the relevant case and **choose** the corresponding *Actions button,* then *View case.*
- 4. When the case opens, **choose** the **Children and Enrolments tile** to link a child. (refer to the image on the next page)



Inclusion Suppo	rt Cases					
An IS Case is used by ECEC ser on the inclusive needs of a spi services you provide support t	vices to apply for funding cofic care environment w o.	g for an additional educ there a child/ren with o	cator or the FDC Top Up ingoing high support nee	through the IDF. A ids are enrolled. Tr	pplications for the IDF wi his page allows you to vie	II be assessed based w all IS Cases for the
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Return to Home Page						View Case Copy Case Withdraw Case
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The Children page is displayed. Children who have previously been linked to the case are listed.

5. To add a child, click Add Children.

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In partnership with

- 6. Complete at least one search field and select Run search, or
- 7. To view a list of all children, leave all fields empty and select Run search.

dd children from	the Strategic Inclusion Plan (SIP))
To find a child to add to an IS 0 seen found, select the child or sees not appear in the list bek	ase, enter at least one search item. To show all children on the SIP, leave all fields empty and select 'Run search'. Once the children ha children from the list below to add to the IS Case. Select 'confirm selection' to add the child or children selected to the case. If the child w, you can select 'search again'. The child must be on the SIP to appear in the list below.	ve
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- 8. From the list of search results, select the child/ren to link to this IS Case by **ticking** the **box** next to their name. **Note:** More than one child can be chosen.
- 9. Click Confirm Selection.

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	UAT HOLLIE	UAT SIMMS	12/12/2018	372224807T	F	
	UATISSAC	UAT KNIGHT	12/12/2018	301743116T	F	
	UAT KAM	UAT AYERS	12/12/2018	9267082990	F	
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	BULAH	FEOKTIST	02/05/2017	9937174665	F	
			< 1-10	>		
	Discard and Close				Confirm Selection	

The Children page is displayed. This is where parent or guardian permission and information about each eligible child/ren is included on the IS Case.



Parent or Guardian Permission

Prior to the service uploading any information about a child to the IS Case, they must obtain parent or guardian written consent authorising the sharing of personal information about the child.

Parents or guardians are require to complete a <u>Permission to Share Personal Information</u> for the purposes of the Inclusion Support Program Form.

- It is essential that the service name documented on this form is written exactly the same as the name the service is known by in the Child Care Subsidy System (CCSS).
- The child's parent/guardian must have signed the form.
- This is a two page document. Both pages must be uploaded together. Pages cannot be uploaded singularly.

Navigating the IS Portal

1. To add parent/guardian permission, locate the child, **click** on the **Actions button** and then **choose** *Provide consent.*

-19	Andre has Chevrosove Experimental Chevrosove		🔍 Hom	e <u>About (</u>	<u>hange role / Manage access</u>	Logout
U	ISES - CLAIMS & PAYMENTS -	REVIEWS & PROVISIONING - SEAR	сн-			
				the You a	re currently viewing: cksoh 1	10550859AS At Sve
Ch	ildren					
When	e an ECEC service requires suppor	t from the IDF, information about the elig	ble child/ren must be inc	luded on the IS	Case.	
	Children					
	Children					
						Add Children
	Last name	First name	Status	Child details complete	Highling	
•	Last name UAT WILLOUGHEY	<u>First name</u> UAT KIRRILY	Status	Child details complete	Eligibility Not Yet Determined	Artions+
•	Last name UAT WILLOUGHBY BLOCK	First name UAT KIRRILY BENNY	Status Accive Accive	Child details complete	Eligibility Not Yet Determined Not Yet Determined	Actions+ Provide consent
* * *	LAST NAME UAT WILLOUGHBY BLOCK FEOKTIST	First name UAT KORRLY BENNY BULAH	Status Active Active Active	Child details complete	Eligibility Not Vet Determined Not Vet Determined Not Vet Determined	Actions+ Provide consent Remove child Actions+



2. Open the Personal Information consents section by **clicking** on *the triangle*.

And a film (Communit) Department of 2010 at its	۹,	Home About Change	role / Manage access Logout
CASES - CLAIMS & PAYMENTS - REVIEWS & PROVISE	ONING- SEARCH-		
		🐴 You are curr	ently viewing: cksoh 10550859AS At 5
Child			
there an ECEC service requires support from the IDF, informat	ion about the eligible child/ren must	be included on the IS Case.	
Name	Date of birth	CRN	Gender
UAT KIRRILY UAT WILLOUGHBY	12/12/2018	124088533B	F
Personal Information Consents			
You have not up uploaded a Yournation Share Form for this	child		
rou nave not yes uproduced a consent to share port i no uno-			
Consent to Share Personal Information	0		
Prior to uploading any documentary evidence for this child	the parent or guardian must provide	written consent authorising	the sharing of personal
information. Permission must be given for this child to inclu	ide them in an application.		the second of persons
Declaration			
I confirm that permission to has been obtained from the	o share personal information for t parent or guardian and the signed	he purposes of the ISP Pr of Consent to Share Perso	ogram
Information form, agreeing	to the disclosure, has been uploa	ded:	
No			
O Yes			
Consent to Access Prior Documentary	Evidence (Optional)		
The system may already hold documentary evidence uploa	ded by another ECEC service for this (hild. To gain visibility of the	te, the parent or guardian must
Provide written consent autoinsing your service to access	ina information. If permission is not j	pven, you can sell proceed v	and the application.
Has the parent or guardian documentary evidence prev	provided consent on the uploade riously provided to other ECEC ser	d form to the sharing of vices?	
No O Yes			
Attachments			
There are currently no records to display			
		Jupload Consent	to Share Personal Information
C			
Cases			
and changes and return			Sav

- 3a. When parent or guardian Consent to Share Personal Information has been obtained, **click Yes**.
- 3b. If parent or guardian Consent to Share Personal Information has not yet been obtained, **click** *No*. The service will be unable to upload any personal information about the child to this IS Case.

Consent to Share Perso	anal Information
Prior to uploading any documental information. Permission must be g	y evidence for this child, the parent or guardian must provide written consent authorising the sharing of personal ven for this child to include them in an application.
Decla	ation
I conf has b Inform	irm that permission to share personal information for the purposes of the ISP Program een obtained from the parent or guardian and the signed Consent to Share Personal nation form, agreeing to the disclosure, has been uploaded:
00	No Yes

Consent to Access Prior Documentary Evidence

The system may already hold documentary evidence, uploaded by another ECEC service, for this child. To gain visibility of these, the parent or guardian must provide written consent authorising your service to access this information. If permission is not given, the service can still proceed with the application.

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Before completing the **Consent to Access Prior Documentary Evidence** section, the service must review the parent/caregiver's response to the following question, located on the bottom of page 2 of their completed Permission to Share Personal Information form.

I/we agree to sharing documentary evidence previously provided for the purposes of administering the ISP to the ECEC service stated above. We understand that this means that my/our child's documentary evidence will be disclosed and transferred to the ECEC service stated above.

Navigating the IS Portal

- 1a. Choose Yes if the box has been ticked.
- 1b. Choose No if the box has been left empty.



2. **Upload** a copy of the completed *Consent to Share Personal Information Form* from your computer system. Both pages must be uploaded together. Pages cannot be uploaded singularly.

Attachments	
There are currently no records to display	
	Upload Consent to Share Personal Information

- 3. Choose *Consent to Share form* as the Document Type.
- 4. Click Save and Close. The children page will be displayed.

Add Consent to S	hare Form	Х
Please upload the Consent to above.	Share Form. Make sure the form is signed by a parent/guardian and the consents on the form align with the consent declarations provide	d
	* required	1
	Document type: Consent to Share Form	
	Attachment name (Size restricted to 25MB);* Original Message (1	
Discard changes and close	Save and close	



Adding or Updating Information About the Child



Navigating the IS Portal

1. From the Children page, locate the child, **click** on the *Actions button* and then **choose** *Update child details.*

	ASES + CLAIMS & PAYMENTS +	REVIEWS & PROVISIONING - SEAF	RCH+	ch You a	re currently viewing: cksoh	10550859A5 At Sve
Ch	hildren					
Vher	re an ECEC service requires suppor	t from the IDF, information about the elig	gible child/ren must be in	cluded on the IS	Case.	14
ote:	All children's details must be comp	leted before the IS case can be submitted	d.			
	Children					
Ad	Children					Add Children
Ad	Children d Children			Child		Add Children
Ad	Children d Children	<u>First name</u>	Status	Child details complete	Eligibility	Add Children
Ad	Children d Children Last name UAT WILLOUGHBY	<u>First name</u> UAT KIRRILY	Status Active	Child details complete	<u>Eligibility</u> Nat Yet Determined	Add Children Actions+
Ad	Children d Children Last name UAT WILLOUGHBY BLOCK	<u>First name</u> UAT KIRRILY BENNY	Status Active Active	Child details complete	Eligibility Not Yet Determined Not Yet Determined	Add Children Actions= Actions=
Ad	Children d Children Last name UAT WILLOUGHBY BLOCK	First name LIAT KIRRILY BENNY	Status Active Active	Child details complete	Eligibility Nat Yet Determined Nat Yet Determined	Add Children Actions+ Actions=

The Child page will be displayed. Refer to the image on the next page.

The following child details need to be added/updated:

- Demographic Details
- Additional needs
- Attachments only required for Additional Educator and Family Day Care Top up IS Cases



Ander Same		0 ,	Home About Changer	ole / Manage access
CASES+ CLAIMS & PAYMENTS + REVIEWS & PR	iovisioning = _ searc	н-		10000
			You are curre	ntly viewing: cksoh 1055085945 At Sve
† Child				* required
Where an BCBC service requires support from the IDF, inf	formation about the eligib	ie childiren must l	be included on the IS Case.	
Any child details that are updated on this page, such as ad associated IS Cases.	Iditional need information	i, attachments or e	iemographic details, will also	be updated on the child's record in all
This page provides the child details for the child identified	below. To enter informati	ion about the child	l, select each drop down and	complete the information required.
Name	Date	e of birth	CRN	Gender
BENNY BLOCK	08/0	9/2017	361861433A	м
Personal Information Consent	s			
Uploaded Consent Form is displayed in Attachments se	c504.			
Prior to uploading any documentary evidence for this information. Retmission must be given for this child to Declaration I confirm that permiss has been obtained for Information form, agr No @ No	: child, the parent or guan to include them in an appl so no share personal it in the parent or guardi weing to the disclosure,	dian must provide lication. Information for ti an and the signe has been uploar	written consent authorising he purposes of the ISP Pro d Consent to Share Persor ded:	the sharing of personal gram hal
The system may already hold documentary evidence provide written consent authorising your service to a	uploaded by another ECE occess this information. If p	ptional) IC service for this e permission is not g	hild. To gain visibility of these (ven, you can still proceed wi	s, the parent or guardian must th the application.
Declaration Has the parent or gua documentary evidenc	ndian provided consent e previously provided t	t on the uploader o other ECEC ser	d form to the sharing of vices?	
No O Yes				
Demographic Details lease indicate if the child is in one of the cohorts below, as is	dentified by the parent or	guardian. In addit	ion, indicate if specialist equ	ipment is required for the child and
Outrurally and line inclusion Ager	ю.	Indianous-*		
Yes	~	TSI but not A	boriginal	~
Specialist equipment required:*		Refugee/Hum	anitarian:*	
Unsure	~	No		~
Additional needs				
Attachments				
Cases				
Enrolments				
here are currently no enrolments associated with this child.				

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Demographics Details



- 1. Open the Demographic Details section by **clicking** on *the triangle*.
- 2. Access the individual dropdown menus by **clicking** on *the relevant arrow*. Choose a *response* for each of the cohorts and indicate if Specialist Equipment is required.

Example of a competed Demographic Details page.

rrent or guardian. In addition, indicate if specialist equipment is required for the child a
Indigenous:*
TSI but not Aboriginal
Refugee/Humanitarian:*
NO

Additional Needs



Navigating the IS Portal

- 1. Open the Additional needs section by **clicking** on *the triangle*.
- 2. Click Add additional need.

Note: More than one additional need can be added if supported by documentary evidence.

▼	Addition	nal needs				
Indicat	es additional n	eed information for this child.				
	Primary	Date Created	Additional need type	Disability type	Evidence	
•	Y	19/04/2023 04:37:15 PM	With Diagnosis	Hearing Impaired		Actions+
					Ado	additional need
	Attachn	nents				
	Cases					

 If the information being recorded relates to the child's primary additional need, tick the box next to *Primary*.

Note: Only one additional need can be identified as Primary.



Select the child's addition	al need type. Tick Primary if the information you are recording relates to the child's primary additional need.	
More than one additional	need type can be selected if supported by documentary evidence.	
		* required
	Primary	
	Additional need type: ⁴	
	With Diagnosed Disability	
	Disability type:*	
	Angelman syndrome	
	Evidence: Q	
	Not Assessed	

- 4. Access the dropdown menu to **select** the child's **Additional needs.** Options include:
 - $_{\odot}~$ With diagnosis
 - Undergoing Disability Assessment
 - With Diagnosed Disability
 - Serious medical/health condition
 - With challenging behaviours
 - \circ $\;$ With trauma related behaviours $\;$
- 5. Access the dropdown menu to **select** the child's **and Disability type**. Options include:

Not applicable	Aspergers Disorder
Intellectual	C/hood Disintegrative Disorder
Psychiatric	Autistic Disorder
Physical	Cerebral Palsy
Acquired Brain Injury	CHARGE Syndrome
ADD/ADHD	Cornelia Du Chat Syndrome
Autism Spectrum Disorder	Sown Syndrome
Deafblind (Dual sensory)	Kabuki Syndrome
Hearing impaired	Microcephaly
Neurological	Fragile X syndrome
Specific learning	PSS-NOS
Speech	Prader Willi syndrome
Angelman syndrome	Rett's Disorder
Visually Impaired	Sensory unknown
Williams Syndrome	Smith-Magenis Syndrome
Other	

6. Select Save and close.





Select the child's additional	need type. Tick Primary if the information you are recording relates to the child's primary additional need.	
More than one additional n	eed type can be selected if supported by documentary evidence.	
		* required
	Dienary Dienary	
	Additional need type:*	
	With Diagnosed Disability	
	Disability type:*	
	Angelman syndrome	

Removing an additional need

An additional need can only be updated or removed prior to the IS Case being submitted to the Inclusion Agency (IA) for Endorsement.

To remove a child's additional need from a case after it has been submitted to the IA for Endorsement, the service must contact their Inclusion Professional (IP).

If a case has been endorsed by the services IP and is in a status of Submit for approval or Pending approval, the service must contact the IDFM to for assistance to remove a child's additional needs.

A service may need to update or remove a child's identified additional need when:

- The additional need was chosen in error.
- The child's additional need has changed e.g., a child who was originally identified as a child undergoing a disability assessment has received a disability diagnosis.
- The child is no longer eligible to support the services request IDF.



Navigating the IS Portal

1. From the Children page, locate the child, **click** on the *Actions button* and then **choose** *Update child details.*



		REVIEWS & PROVISIONING - SEA	RCH+	th You a	re currently viewing: cksoh	10550859A5 At Sve
Cł	hildren					
Whe	re an ECEC service requires suppor	t from the IDF, information about the elig	gible child/ren must be inc	cluded on the IS	Case.	
Vote:	All children's details must be comp	leted before the IS case can be submitted	d.			
•	Children					
-						Add Children
Ad	Children			Child		Add Children
Ad	Children Id Children	<u>First name</u>	Status	Child details complete	Eligibility	Add Children
×	Children dd Children Last name UAT WILLOUGHBY	<u>First name</u> UAT KIRRILY	Status Active	Child details complete	Eligibility Not Yet Determined	Add Children
× 	Children dd Children Last name UAT WILLOUGHBY BLOCK	First name UAT KIRRILY BENNY	Status Active Active	Child details complete N	Eligibility Nat Yet Determined	Add Children Attions+ Actions+
	Children dd Children Last name UAT WILLOUGHBY BLOCK FEOKTIST	First name UAT KIRRILY BENNY BULAH	Status Active Active Active	Child details complete N	Eligibility Not Yet Determined Not Yet Determined Not Yet Determined	Add Children Actions+ Actions+ Update child det

The Child page will be displayed.

2. Open the Additional needs section, by **clicking** on the *triangle*.

lease indicate if the child is in one of the cohorts below, a	identified by the parent (or quardian. In addition, indicate if specialist equipme	nt is required for the child and
ou intend to request the equipment from the Inclusion Ag	ency.	a Concernent of Annual An	
Culturally and linguistically diverse:*		Indigenous:*	
Yes	~	TSI but not Aboriginal	~
Specialist equipment required:*		Refugee/Humanitarian:*	
Unsure	~	No	~
Additional needs Attachments			
Cases			
inrolments			

3. Click the Actions button and then Remove or Update additional need.

•	Addition	nal needs					
Indicate	s additional n	eed information for this child					
	Primary	Date Created	Additional need type	Disability type	Evidence		
Þ	Y	19/04/2023 04:37:15 PM	With Diagnosis	Hearing Impaired		Acti	ons+
						Add additio Remo	ve additional need
						Updat	e additional need



4. If Remove additional need has been chosen, confirm by **choosing OK**.



5. When choosing Update additional need, **update** the required *fields* and **click** *Save and Close*.

Update additional nee	ł	х
		* required
~	Primary	
Additi	nal need type:*	
With	Diagnosis 👻	
Disabi	ity type:*	
Autis	m Spectrum Disorder	
Discard changes and Close		Save and Close

Attachments – Documentary Evidence

Services are required to upload documentary evidence for each child linked to an Additional Educator or Family Day Care Top Up IS Case. Documentary evidence is not required to access the Immediate/Time-Limited Support funding stream.

The evidence provided must confirm the child's additional need/s and demonstrate the child has

ongoing high support needs. More than one document can be added.

Documentary Evidence must:

- Be current (dated within the last 12 months)
- Be complete all pages of the document are provided
- Confirm that the child has additional and ongoing high support needs.
- Must be signed by the relevant medical/health practitioner or welfare professional.

An additional document focusing on <u>Documentary Evidence</u> is available to assist services to meet documentary evidence requirements when applying for IDF support. This information supplements Section 5.5 Provision of documentary evidence in the <u>ISP</u> <u>Guidelines</u>.





- 1. Open the Attachments section by **clicking** on *the triangle*.
- 2. **Click Add attachment** to upload documentary evidence that supports the Additional need/s identified.

Note: Documents need to be attached, one at a time.

 Attachm 	ients			
lease attach all docu	mentary evidence that supports the addition	al need above.		
Date of upload	Attachment Name	Document type	Evidence for	
Date of upload 19/04/2023	Attachment Name KMR doc test	<u>Document type</u> Permanent Disability	Evidence for	Actions+

3. **Select** a *documentary evidence* document from your computer system that confirms the child's additional needs and demonstrates the child has ongoing high support needs.

Attach the documentary e assess child eligibility for t of document you are uplo	vidence that confirms the child's additional needs and demanstrates the child has ongoing high support needs. Th he program, which is one of the criteria for IDF Subsidy for an Additional Educator or FDC Top Up eligibility. Please adine.	is will be used to help also indicate what type
		* require
	Document type:*	
	Please Select	
	Attachment name (Size restricted to 25MB):*	
	UPDATE_1	

4. Access the dropdown menu to **select** the **Document type**.

Document types include:

- o Permanent Disability
- o Undergoing Assessment
- o Health Care Card
- o NDIS Participant
- o Report
- o Referral
- o Family Consent Form
- o Other
- 5. Select Save and close.



assess child eligibility for of document you are uplo	ovidence that confirms the child's additional needs and demonstrates the child has ongoing high support needs. This the program, which is one of the criteria for IDF Subsidy for an Additional Educator or FDC Top Up eligibility. Please all adding.	will be used to help so indicate what type
	·	* require
	Document type:*	
	Please Select	
	Attachment name (Size restricted to 25MD):*	
	UPDATE_1	

6. To add additional documentary evidence, repeat steps 2-5.

Removing an attachment

Documentary evidence attachments can only be removed from a case, prior to it being submitted to the IA for endorsement.

To remove documentary evidence from a case after it has been submitted to the IA for Endorsement, the service must contact their Inclusion Professional (IP).

If a case has been endorsed by the services IP and is in a status of Submit for approval or Pending approval, the service must contact the IDFM to for assistance to remove documentary evidence.



- 1. Open the Attachments section by **clicking** on *the triangle*.
- 2. Click Actions and then Remove.

Primary Date Created Additional need type Disability type Evidence Y 19/04/2023 04:37:15 PM With Diagnosis Hearing Impaired	
Y 19/04/2023 04:37:15 PM With Diagnosis Hearing Impaired	
	Actions+
Add additi	View

3. Click OK to confirm the attachment is to be removed.



Viewing a list of children who have been linked to an IS Case

A list of children who have been linked to an IS Case can be seen by accessing the Children tile in the IS Case.





1. Click the *Children tile* on the IS Case dashboard.



A list of children linked to the IS Case is displayed

\$	Australius Germaneed By answer of Delevition		🧆 <u>н</u>	ome <u>About</u>	Change role / Manage access	Logout
C	SES + CLAIMS & PAYMENTS + REVIEW	VS & PROVISIONING - SEAF	RCH -			
				di Yo	are currently viewing: cksoh 1	0550859AS At Sve
🛉 Ch	ildren					
When	e an ECEC service requires support from the	IDF, information about the elig	gible child/ren must be	included on the	IS Case.	
•	Children					
Add	i Children					Add Children
	Last name	First name	Status	Child details complete	Eligibility	
Þ	BLOCK	BENNY	Active	✓Y	Not Yet Determined	Actions+
•	FEOKTIST	BULAH	Active	✓r	Not Yet Determined	Actions+
Ret	um to case					Continue

Removing a child from an IS Case

A service can only child removed a child from an IS Case prior to it being submitted to the IA for endorsement.

To remove a child from a case after it has been submitted to the IA for Endorsement, the service must contact their Inclusion Professional (IP).

If a case has been endorsed by the services IP and is in a status of Submit for approval or Pending approval, the service must contact the IDFM to for assistance to remove a child.



1. Access the *children tile* on the IS Case.





2. Locate the child to be removed from the case, **click** the **Actions** button and then **Remove Child**.

19 A	An den line Clover marrel Department of Education		م الم	e <u>About (</u>	<u>hange role / Manage access</u>	Logout
CAS	ES + CLAIMS & PAYMENTS +	REVIEWS & PROVISIONING + SEAR	сн-			
				do You a	re currently viewing: cksoh 1	10550859AS At Sve
Chil	ldren					
Where a			ible child/ren must be in	cluded on the 15	Case.	
	an ELEC service requires support	t from the IDF, information about the eligi				
-	Children	from the IDF, information about the elig				
Add	Children Children	trom the IDF, information about the elig				Add Children
Add	Children Last name	from the lof, intormasion about the eig <u>First name</u>	Status	Child details complete	Elistbility	Add Children
Add	Children Children Last name UAT WILLOUGHBY	From the LOP, intormation about the eig <u>First name</u> LIAT KORRILY	Status Active	Child details complete	<u>Elinthility</u> Not Yet Determined	Add Children
Add	Children Children Last name UAT WILLOUGHEY BLOCK	First name UAT KIRRILY BENNY	Status Active Active	Child details complete	Eliptibility Not Yet Determined Not Yet Determined	Add Children Actions• Provide consent

3. **Click** *OK* to remove the child from the case.

