

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 [Resources page](#) 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 [Permission to share personal information form](#). *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.



Navigating the IS Portal

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

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

The screenshot shows the IS Portal homepage. The user is logged in as 'dicki 10550899AS At Site'. The main heading is 'Hi AJMAL. Welcome to the Inclusion Support Portal.' Below this, there are several navigation tiles: 'Manage SIP and Approvals', 'Service Profile', 'Care Environments', 'Authorised Personnel', 'Report', and 'Reviews'. Under the 'Cases and claims' section, there are six tiles: 'Children' (highlighted with a red border), 'Inclusion Support Cases', 'Innovative Solution Cases', 'Inclusion Support Case Claims', 'Innovative Solutions Case Claims', and 'Payments'.

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*.**

The screenshot shows the 'Children with Additional Needs' page. It includes a header with navigation links and a user profile. Below the header, there is a section titled 'Children with Additional Needs' with a brief explanation of the data. A table lists the children with columns for First Name, Last Name, Gender, Date of birth, CRN, Status, and Cases. An 'Add' button is highlighted in red. Below the table, there is a 'Return to Strategic Inclusion Plan' button.

First Name	Last Name	Gender	Date of birth	CRN	Status	Cases	
UAT PENE	UAT ALLEN	F	12/12/2018	955608018B	Active	1	Add Update
UAT SHANE	UAT CUMMINS	F	12/12/2018		Active	0	Update
UAT HOGPICKER	UAT SUNFREAK	F	12/12/2018		Active	1	Update
UAT KIRILY	UAT WILLOUGHBY	F	12/12/2018	124088533B	Active	1	Update
UAT HOLLIE	UAT SIMMS	F	12/12/2018	372224807T	Active	2	Update
UAT BARRY	UAT STANFORD	F	12/12/2018	304138203L	Active	2	Update
UAT KAM	UAT AYERS	F	12/12/2018	926708299X	Active	1	Update
UAT ISSAC	UAT KNIGHT	F	12/12/2018	301743116T	Active	2	Update
ANTWON	YUVENALIY	M	13/04/2018	266243819X	Active	3	Update
BENNY	BLOCK	M	08/09/2017	361861433A	Active	4	Update

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.

Search for a child's enrolment(s)

Enter a search criteria to filter the list of currently enrolled children in the results. You must enter criteria in at least one of the name fields. Children already on the SIP will not appear in the results list.

Review the results matching the search criteria. To add a child to the SIP, select 'Add child' on the appropriate row.

Note: When a child is added and the system returns to this screen, the selected child's enrolments will not appear in the list. The child has been added to the SIP. Search again to add another child.

First name:

Last name:

[Clear search](#)

[Cancel Search](#)

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 or 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 [confirmed their child's enrolment details for Child Care Subsidy](#) 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: idf@ku.com.au
- **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

- Enrolment ID
 - Type of enrolment
 - Enrolment Status
 - Enrolment start date
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**.

Search for a child's enrolment(s) * required

Enter a search criteria to filter the list of currently enrolled children in the results. You must enter criteria in at least one of the name fields. Children already on the SIP will not appear in the results list.

Review the results matching the search criteria. To add a child to the SIP, select 'Add child' on the appropriate row.

Note: When a child is added and the system returns to this screen, the selected child's enrolments will not appear in the list. The child has been added to the SIP. Search again to add another child.

First name: Last name:

[Clear search](#) [Cancel Search](#) [Search](#)

Enrolment Id	First name	Last name	Date of birth	CRN	Actions
UA996701027-0001	UAT CHARLEEN	UAT AVERILL	12/12/2018	270826572H	Actions
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.

Confirm add child

Review the child's details and update if required. If you make a change here it is highly recommended that you make the same update in your child care software to the child's details.

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 needs and you intend to seek IDF Subsidy to support their inclusion in the care environment.

First name:* Last name:*

Gender:* Date of birth: dd/mm/yyyy*

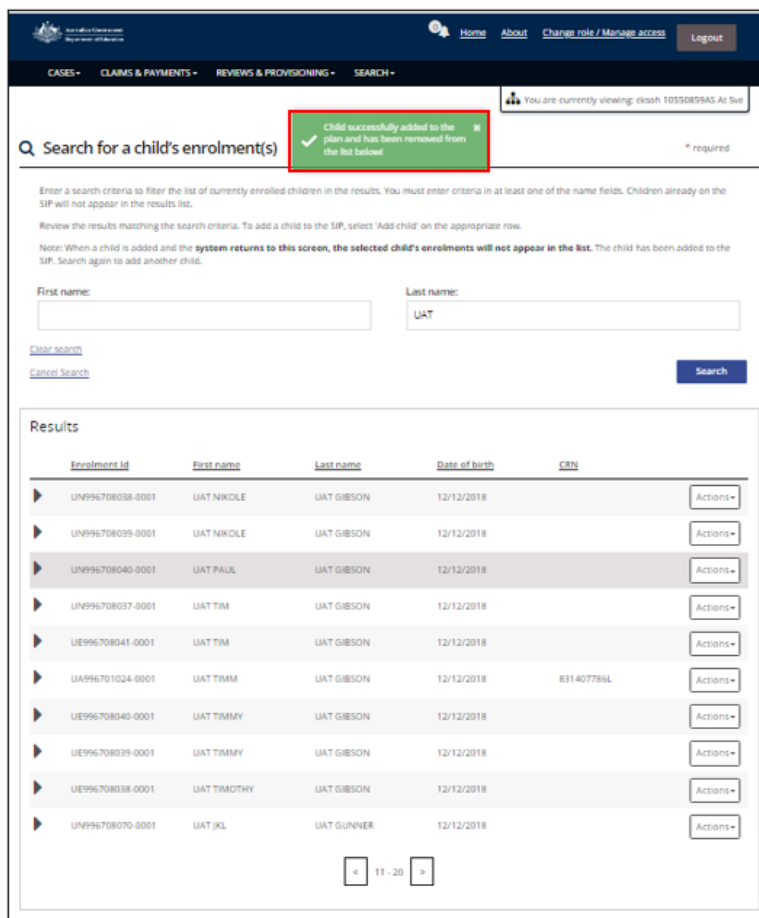
F
M
X

[Save and confirm](#)

12/12/2018 Actions

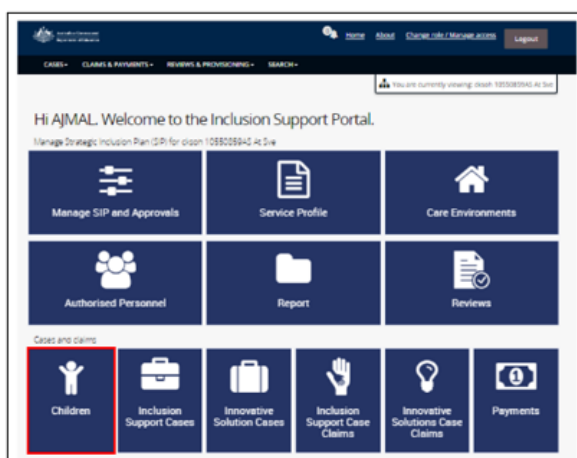
The child has now been added to the IS Portal, linked to the services SIP and removed from the list of children visible on the *Search for a child's enrolment(s)* page.

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



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.



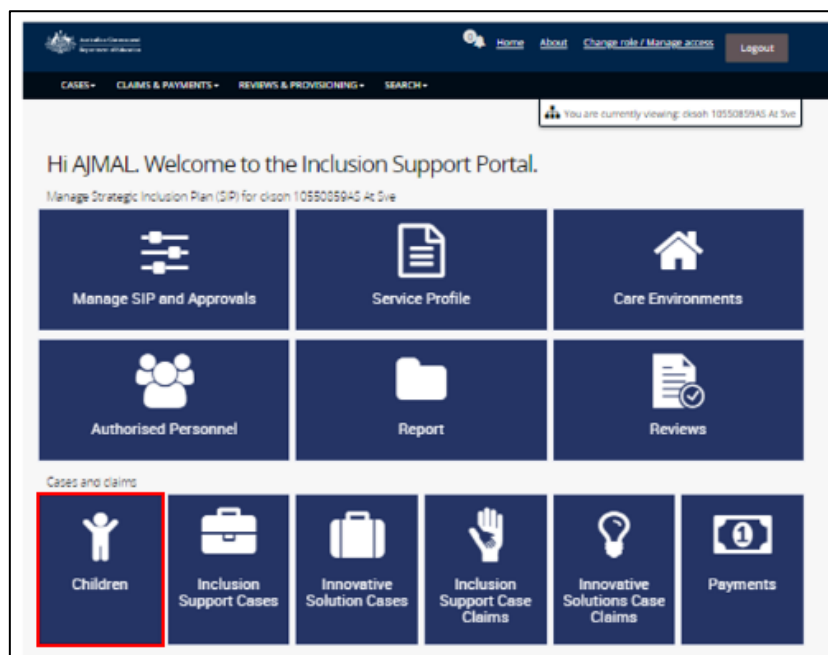
Inactivating a child

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.

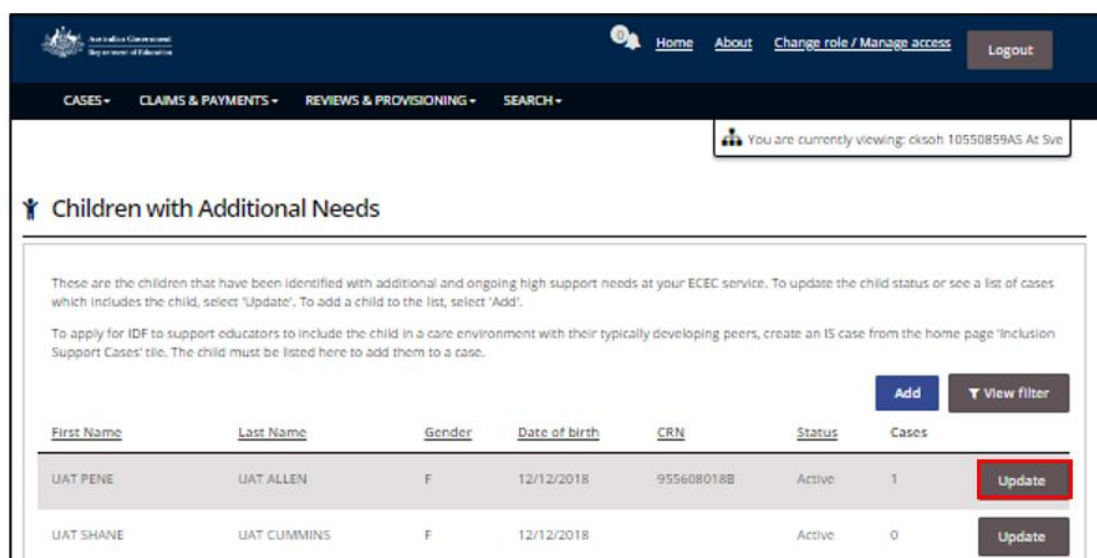


Navigating the IS Portal

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*.**

Update child

Child Details

First name: UAT PENE	Last name: UAT ALLEN
Gender: F	Date of birth: mm/yyyy 12/12/2018
CRN: 9556080188	Status: inactive

Linked enrolment Id(s):
Matched by user for the Enrolment Id(s) UN996708047-0001 on 09/11/2023 14:17:24

Cases

Care Environment	Status	Case type	Start date	End date	Purpose of application
Infant Room 1_UPDATED Again and then Again on 07072023 Updated 14072023 Updated 25072023	Started	IDF Subsidy			

[View case](#)

[Discard changes and return](#)

[Save and continue](#)

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:

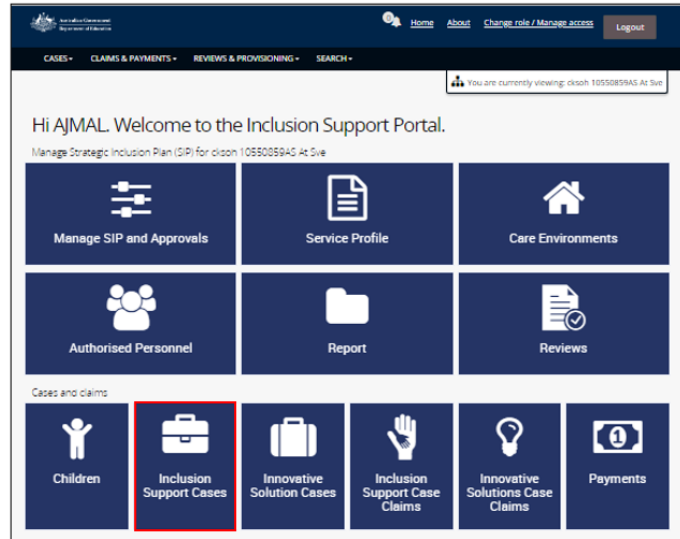
- An Additional Educator
- Immediate/Time Limited Support
- Family Day Care Top Up

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

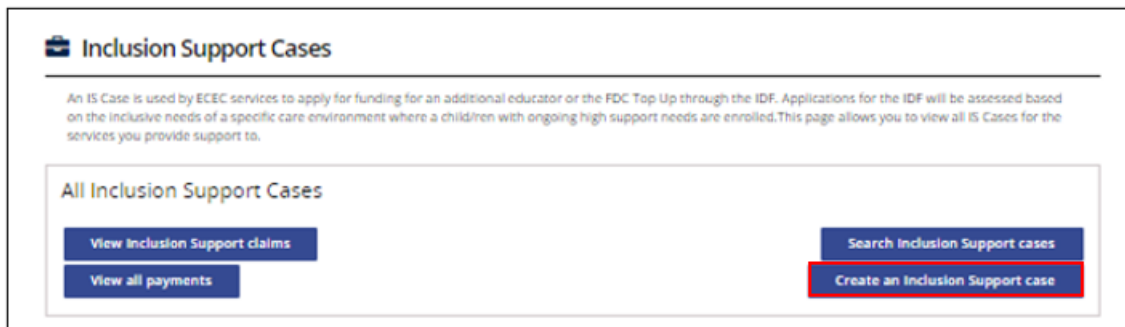


Navigating the IS Portal

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.



- 2a. To start creating a new case, **Click create an Inclusion Support Case.**
Note: A suite 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.



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 Support Cases

An IS Case is used by ECEC services to apply for funding for an additional educator or the FDC Top Up through the IDF. Applications for the IDF will be assessed based on the inclusive needs of a specific care environment where a child/ren with ongoing high support needs are enrolled. This page allows you to view all IS Cases for the services you provide support to.

All Inclusion Support Cases

View Inclusion Support claims Search Inclusion Support cases
View all payments Create an Inclusion Support case

Service Provider action required

Case ID	Status	Care environment	Start date	End date	Service action required
4-IS4BC7L	Started	Example	21/08/2023	18/08/2024	Not yet submitted

Return to Home Page

Actions+
View Case
Copy Case
Withdraw Case

Care Environment Available
Children Complete
 Care Week Profile Available
 Day Summary Unavailable
 All Support Hours Unavailable
 Authorised Personnel Complete
 Notes Available
 Agree and Submit Case Unavailable
 Endorsements
 Approval

The Children page is displayed. Children who have previously been linked to the case are listed.

5. To add a child, **click Add Children.**

Home About Change role / Manage access Logout

CASES CLAIMS & PAYMENTS REVIEWS & PROVISIONING SEARCH

You are currently viewing: oksoh 10550859AS At Site

Children

Where an ECEC service requires support from the IDF, information about the eligible child/ren must be included on the IS Case.

Children **Add Children**

Last name	First name	Status	Child details complete	Eligibility
BLOCK	BENNY	Active	✓	Not Yet Determined
FEOKTIST	BULAH	Active	✓	Not Yet Determined

Return to case Continue

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**.

Add children from the Strategic Inclusion Plan (SIP) X

To find a child to add to an IS Case, enter at least one search item. To show all children on the SIP, leave all fields empty and select 'Run search'. Once the children have been found, select the child or 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 does not appear in the list below, you can select 'search again'. The child must be on the SIP to appear in the list below.

First name:

Last name:

Date of birth: dd/mm/yyyy

CRN:

Gender:

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.**

Add children from the Strategic Inclusion Plan (SIP) X

To find a child to add to an IS Case, enter at least one search item. To show all children on the SIP, leave all fields empty and select 'Run search'. Once the children have been found, select the child or 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 does not appear in the list below, you can select 'search again'. The child must be on the SIP to appear in the list below.

	First name	Last name	Date of birth	CRN	Gender
<input type="checkbox"/>	ART	KUHN	18/08/2017	745612142L	M
<input checked="" type="checkbox"/>	UAT KIRRILY	UAT WILLOUGHBY	12/12/2018	124088533B	F
<input type="checkbox"/>	JAZLYN	POLIKARP	15/12/2018	369338953C	M
<input type="checkbox"/>	ANTWON	YUVENALIY	13/04/2018	266243819X	M
<input type="checkbox"/>	UAT HOLLIE	UAT SIMMS	12/12/2018	372224807T	F
<input type="checkbox"/>	UAT ISSAC	UAT KNIGHT	12/12/2018	301743116T	F
<input type="checkbox"/>	UAT KAM	UAT AYERS	12/12/2018	926708299X	F
<input type="checkbox"/>	BENNY	BLOCK	08/09/2017	361861433A	M
<input type="checkbox"/>	UAT BARRY	UAT STANFORD	12/12/2018	304138203L	F
<input type="checkbox"/>	BULAH	FEOKTIST	02/05/2017	993717466S	F

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 required to complete a [Permission to Share Personal Information 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**.

The screenshot shows the 'Children' page in the IS Portal. At the top, there is a navigation bar with 'Home', 'About', 'Change role / Manage access', and 'Logout'. Below this is a secondary navigation bar with 'CASES', 'CLAIMS & PAYMENTS', 'REVIEWS & PROVISIONING', and 'SEARCH'. A user notification indicates 'You are currently viewing: cks0h 10550859AS At Svc'. The main content area is titled 'Children' and includes a note: 'Where an ECEC service requires support from the IDP, information about the eligible children must be included on the IS Case.' Below this is a table with the following data:

Last name	First name	Status	Child details complete	Eligibility	Actions
UAT WILLOUGHBY	UAT KIRRLY	Active	N	Not Yet Determined	Actions
BLOCK	BENNY	Active	Y	Not Yet Determined	Provide consent
FEOKTIST	BULAH	Active	Y	Not Yet Determined	Actions

Buttons for 'Add Children', 'Return to case', and 'Continue' are also visible.

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

Child

Where an ECEC service requires support from the IDP, information about the eligible children must be included on the IS Case.

Name	Date of birth	CRN	Gender
LIAT KIRRIILY LIAT WILLOUGHBY	12/12/2018	124088533B	F

Personal Information Consents

You have not yet uploaded a 'Consent to Share Form' for this child.

Consent to Share Personal Information

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 include them in an application.

Declaration
I confirm that permission to share personal information for the purposes of the ISP Program has been obtained from the parent or guardian and the signed Consent to Share Personal Information form, agreeing to the disclosure, has been uploaded:

No
 Yes

Consent to Access Prior Documentary Evidence (Optional)

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, you can still proceed with the application.

Declaration
Has the parent or guardian provided consent on the uploaded form to the sharing of documentary evidence previously provided to other ECEC services?

No
 Yes

Attachments

There are currently no records to display

[Upload Consent to Share Personal Information](#)

[Cases](#)

[Discard changes and return](#) [Save](#)

- 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 Personal Information

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 include them in an application.

Declaration
I confirm that permission to share personal information for the purposes of the ISP Program has been obtained from the parent or guardian and the signed Consent to Share Personal Information form, agreeing to the disclosure, has been uploaded:

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.

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.

Consent to Access Prior Documentary Evidence (Optional)

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, you can still proceed with the application.

Declaration
Has the parent or guardian provided consent on the uploaded form to the sharing of documentary evidence previously provided to other ECEC services?

No
 Yes

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 Share Form

Please upload the Consent to Share Form. Make sure the form is signed by a parent/guardian and the consents on the form align with the consent declarations provided above.

* required

Document type:

Attachment name (Size restricted to 25MB):*

[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**.

The screenshot shows the 'Children' page in the IS Portal. At the top, there is a navigation bar with 'Home', 'About', 'Change role / Manage access', and 'Logout'. Below this is a secondary navigation bar with 'CASES+', 'CLAIMS & PAYMENTS+', 'REVIEWS & PROVISIONING+', and 'SEARCH+'. A user notification box indicates 'You are currently viewing: cksah 10550859AS At Site'. The main heading is 'Children' with a sub-heading: 'Where an ECEC service requires support from the IDF, information about the eligible child/ren must be included on the IS Case.' A note states: 'Note: All children's details must be completed before the IS case can be submitted.' Below this is a table of children. The table has columns: Last name, First name, Status, Child details complete, and Eligibility. There are three children listed: LIAT WILLOUGHBY, BLOCK BENNY, and FEOKTIST BULAH. The 'Actions' dropdown menu for the 'BLOCK BENNY' row is open, showing options: 'Update child details' (highlighted in red), and 'Remove child'. There are also 'Add Children' buttons and a 'Continue' button at the bottom right.

Last name	First name	Status	Child details complete	Eligibility	Actions
LIAT WILLOUGHBY	LIAT KIRRILY	Active	! N	Not Yet Determined	Actions-
BLOCK	BENNY	Active	✓ Y	Not Yet Determined	Actions- Update child details Remove child
FEOKTIST	BULAH	Active	✓ Y	Not Yet Determined	

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

Australian Government
Department of Education
Home About Change role / Manage access Logout

CASES + CLAIMS & PAYMENTS + REVIEWS & PROVISIONING + SEARCH +

You are currently viewing: dksah 1055085945 At Site

Child * required

Where an ECEC service requires support from the IDF, information about the eligible children must be included on the IS Case.

Any child details that are updated on this page, such as additional need information, attachments or demographic details, will also be updated on the child's record in all associated IS Cases.

This page provides the child details for the child identified below. To enter information about the child, select each drop down and complete the information required.

Name	Date of birth	CBN	Gender
BENNY BLOCK	08/09/2017	351861433A	M

Personal Information Consents

Uploaded Consent Form is displayed in Attachments section.

Consent to Share Personal Information

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 include them in an application.

Declaration
I confirm that permission to share personal information for the purposes of the ISGP Program has been obtained from the parent or guardian and the signed Consent to Share Personal Information form, agreeing to the disclosure, has been uploaded:

No
 Yes

Consent to Access Prior Documentary Evidence (Optional)

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, you can still proceed with the application.

Declaration
Has the parent or guardian provided consent on the uploaded form to the sharing of documentary evidence previously provided to other ECEC services?

No
 Yes

Demographic Details

Please indicate if the child is in one of the cohorts below, as identified by the parent or guardian. In addition, indicate if specialist equipment is required for the child and you intend to request the equipment from the Inclusion Agency.

Culturally and linguistically diverse:* <input type="text" value="Yes"/>	Indigenous:* <input type="text" value="TSI but not Aboriginal"/>
Specialist equipment required:* <input type="text" value="Unsure"/>	Refugee/Humanitarian:* <input type="text" value="No"/>

▶ Additional needs

▶ Attachments

▶ Cases

Enrolments

There are currently no enrolments associated with this child.

Demographics Details



Navigating the IS Portal

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 completed Demographic Details page.

Demographic Details

Please indicate if the child is in one of the cohorts below, as identified by the parent or guardian. In addition, indicate if specialist equipment is required for the child and you intend to request the equipment from the Inclusion Agency.

Culturally and linguistically diverse: *
Yes

Indigenous: *
TSI but not Aboriginal

Specialist equipment required: *
Unsure

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.

Additional needs

Indicates additional need information for this child.

Primary	Date Created	Additional need type	Disability type	Evidence	Actions
<input checked="" type="checkbox"/>	19/04/2023 04:37:15 PM	With Diagnosis	Hearing Impaired		Add additional need

Attachments

Cases

3. 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.

Add additional need

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 need type can be selected if supported by documentary evidence.

Primary

Additional need type:*

With Diagnosed Disability

Disability type:*

Angelman syndrome

Evidence:

Not Assessed

[Discard changes and Close](#) [Save and Close](#)

4. Access the dropdown menu to **select** the child's **Additional needs**.

Options include:

- With diagnosis
- Undergoing Disability Assessment
- With Diagnosed Disability
- Serious medical/health condition
- With challenging behaviours
- 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.**

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.**

Children

Where an ECEC service requires support from the IDF, information about the eligible children must be included on the IS Case.

Note: All children's details must be completed before the IS case can be submitted.

Children

Add Children

Last name	First name	Status	Child details complete	Eligibility	Actions
UAT WILLOUGHBY	UAT KIRRILY	Active	N	Not Yet Determined	Actions-
BLOCK	BENNY	Active	Y	Not Yet Determined	Actions-
FEOKTIST	BULAH	Active	Y	Not Yet Determined	Update child details Remove child

Return to case

Continue

The Child page will be displayed.

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

Demographic Details

Please indicate if the child is in one of the cohorts below, as identified by the parent or guardian. In addition, indicate if specialist equipment is required for the child and you intend to request the equipment from the Inclusion Agency.

Culturally and linguistically diverse:*
Yes

Indigenous:*
TSI but not Aboriginal

Specialist equipment required:*
Unsure

Refugee/Humanitarian:*
No

Additional needs

Attachments

Cases

Enrolments

There are currently no enrolments associated with this child.

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

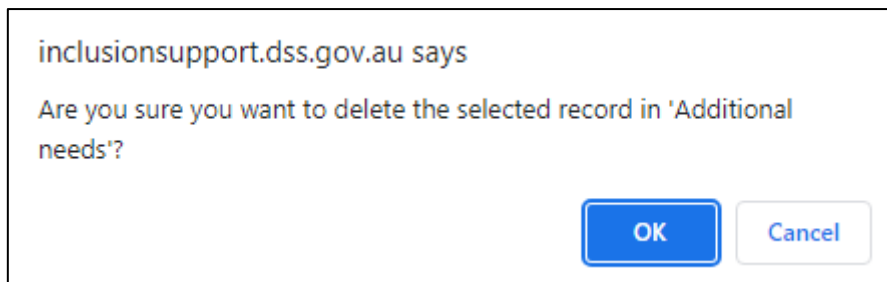
Additional needs

Indicates additional need information for this child.

Primary	Date Created	Additional need type	Disability type	Evidence	Actions
Y	19/04/2023 04:37:15 PM	With Diagnosis	Hearing Impaired		Remove additional need Update additional need

Add 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 need X

* required

✓ Primary

Additional need type: *

With Diagnosis

Disability type: *

Autism 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 [Documentary Evidence](#) 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 [ISP Guidelines](#).



Navigating the IS Portal

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.

Date of upload	Attachment Name	Document type	Evidence for	
19/04/2023	KMR doc test	Permanent Disability		Actions
19/04/2023	KMR doc test 1	Family Consent Form		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 evidence that confirms the child's additional needs and demonstrates the child has ongoing high support needs. This will be used to help assess child eligibility for the program, which is one of the criteria for IDF Subsidy for an Additional Educator or FDC Top Up eligibility. Please also indicate what type of document you are uploading.

* required

Document type:*

Please Select

Attachment name (Size restricted to 25MB):*

UPDATE_1

[Discard changes and close](#) [Save and close](#)

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***.

Add Attachment

Attach the documentary evidence that confirms the child's additional needs and demonstrates the child has ongoing high support needs. This will be used to help assess child eligibility for the program, which is one of the criteria for IDF Subsidy for an Additional Educator or FDC Top Up eligibility. Please also indicate what type of document you are uploading. * required

Document type:*

Please Select

Attachment name (Size restricted to 25MB):*

UPDATE_1

[Discard changes and close](#) **Save and close**

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.



Navigating the IS Portal

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

Additional needs

Indicates additional need information for this child.

Primary	Date Created	Additional need type	Disability type	Evidence	Actions
▶ Y	15/04/2023 04:37:15 PM	With Diagnosis	Hearing Impaired		View Remove

Add additional **View** **Remove**

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

inclusionsupport.dss.gov.au says

Are you sure you want to delete the selected record in 'Attachments'?

OK **Cancel**

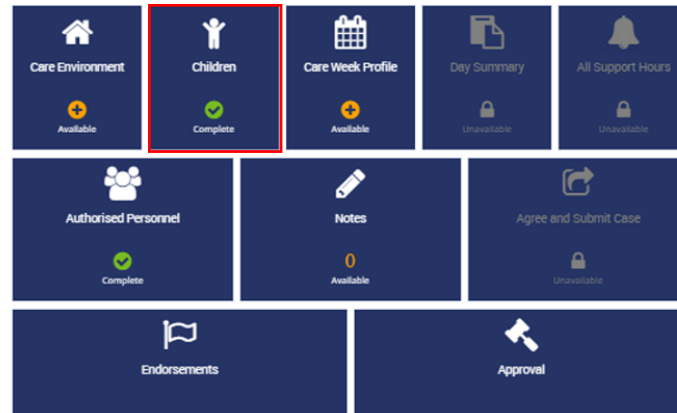
Viewing a list of children who have been linked to an IS Case

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

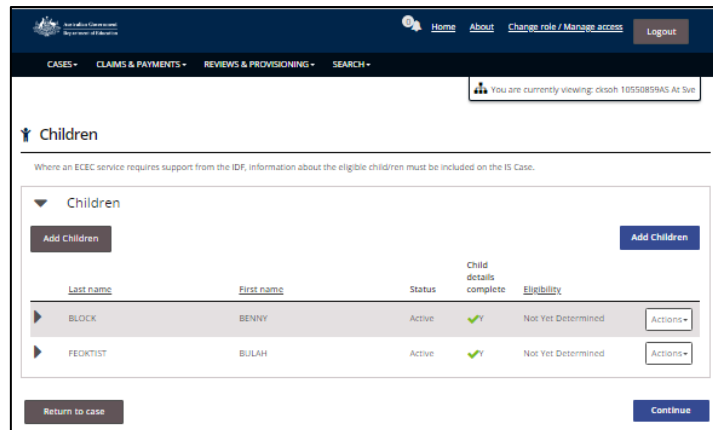


Navigating the IS Portal

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



A list of children linked to the IS Case is displayed



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.

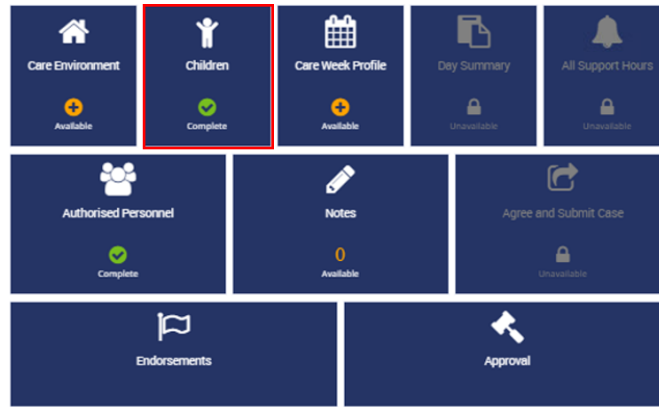
To remove a child from a case after it has been submitted to the IA for Endorsement, the service must contact their Inclusion Professional (IP).

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.

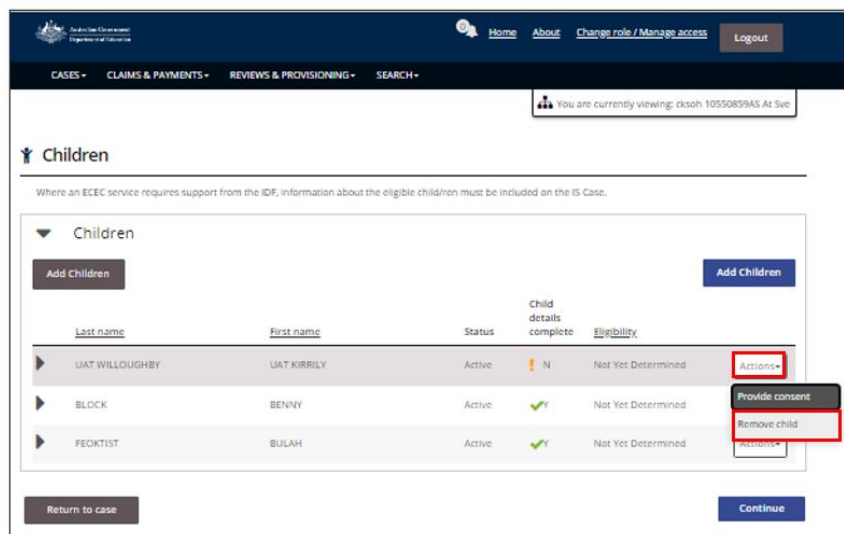


Navigating the IS Portal

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***.



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