



IS Portal task card

Completing a Strategic Inclusion Plan (SIP)

For child care services

This task card is to support child care services use the Inclusion Support Portal (IS Portal) when completing their Strategic Inclusion Plan (SIP).

Support for the IS Portal can also be found in the [ISP User Guide](#) and [IS Portal Frequently Asked Questions](#), published on the [Inclusion Support Portal information](#) page of the department's website.

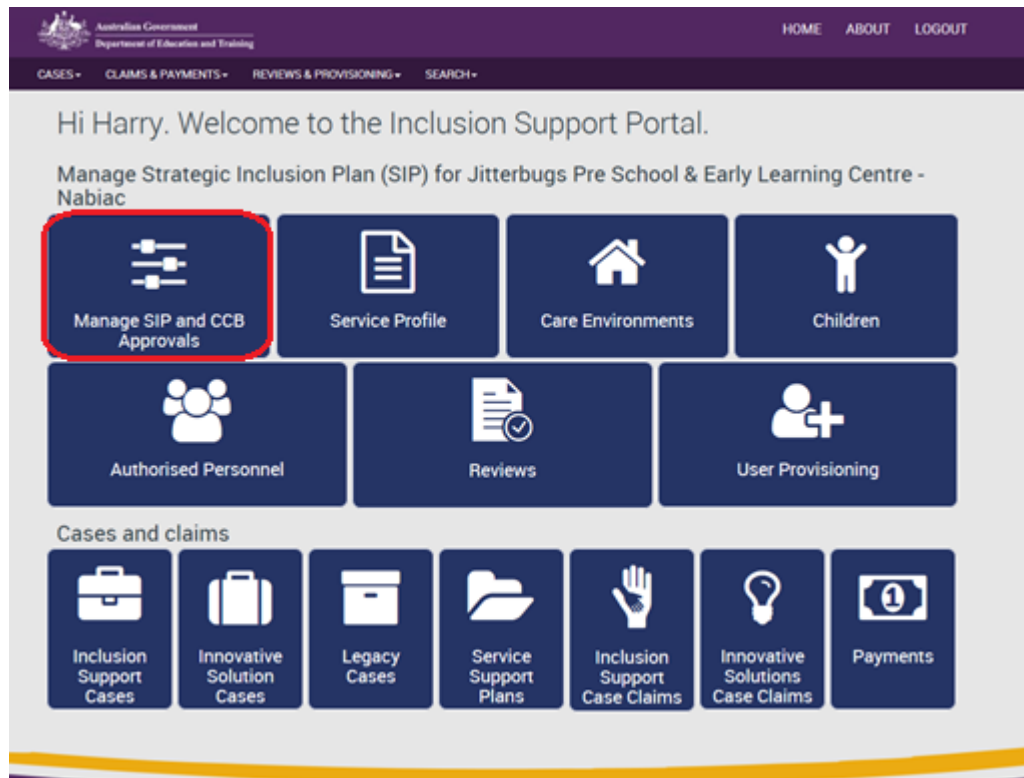
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1. Review the email address used to send emails from the IS Portal

Child care services will receive emails about their Strategic Inclusion Plans (SIP), Inclusion Support or Innovative Solutions cases from the IS Portal. This communication will include emails indicating further action is required by the service on their SIP or IS Case as notified by their IP or the IDFM, and letters advising the service about the outcome of funding. Services are responsible for ensuring the email address is correct in the system.

1. Select 'Manage SIP and CCB Approvals'.



2. View 'Service Provider details'. The email address displayed is the email address on the Message Preferences of the CCB Approval ID. For Outside School Hours Care (OSHC) services, it will be the Message Preferences email address on the primary CCB Approval selected in the SIP.
 - a. To update this email address, the user must submit an "Update Profile" request via their Child Care Management System (CCMS) software. Once updated in the software, the information will be updated on the IS Portal.

Note: some software providers such as Qikkids require a two-stage process. Services should confirm with their software provider if this is the case.

Manage Strategic Inclusion Plan and CCB Approvals

A SIP is a self-guided assessment and planning tool that includes short and longer term strategies for improving and embedding inclusive practice. The development of a SIP recognises current inclusive capacity and capability and outlines objectives for inclusion practices. This page displays the contact information for the service, UK and IDF Manager. It also identifies the primary CCB Approval ID.

Strategic Inclusion Plan (SIP) details

SIP details

Service provider details

Organisation name:
Jitterbugs Pre School & Early Learning Centre - NABIAC

ABN:
7982899583

Address:
12 Martin Street, NABIAC, NSW, 2312

Contact:
Sharon Thompson

Phone:
6554 1140

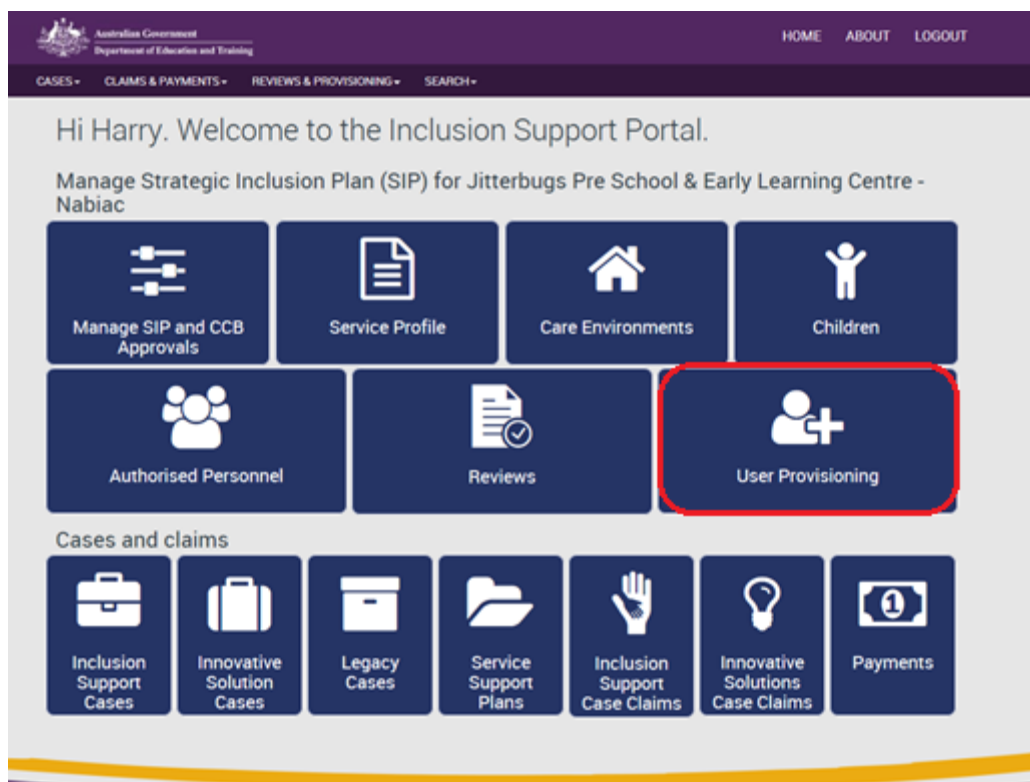
Email:
FADT.Testing@des.fms.gov.au

Region:

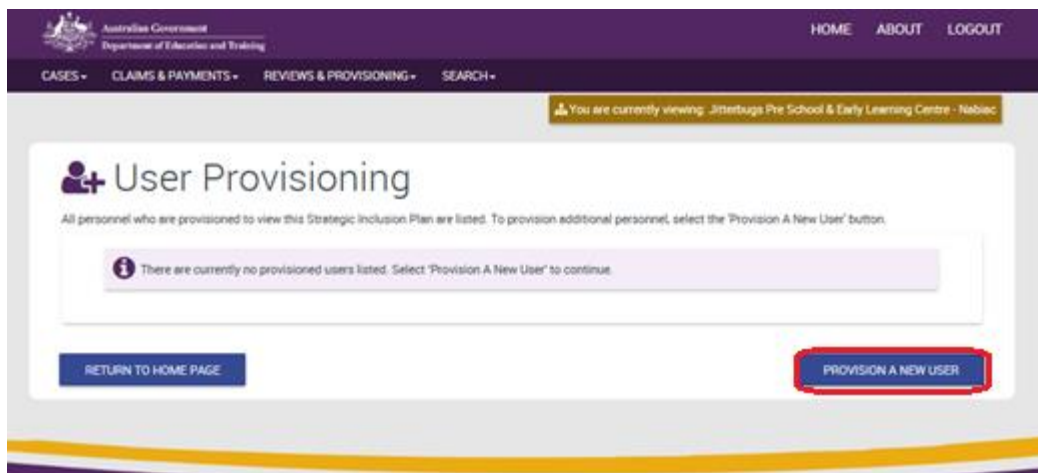
2. Provisioning another user at the child care service with access to the IS Portal

The first person provisioned access to the SIP by the Inclusion Professional (IP) or Inclusion Development Fund Manager (IDFM) can then provision user access for other staff at the service. Access to the IS Portal is designed to be at the individual service level so directors and educators at the service can develop and manage their SIP with their IP.

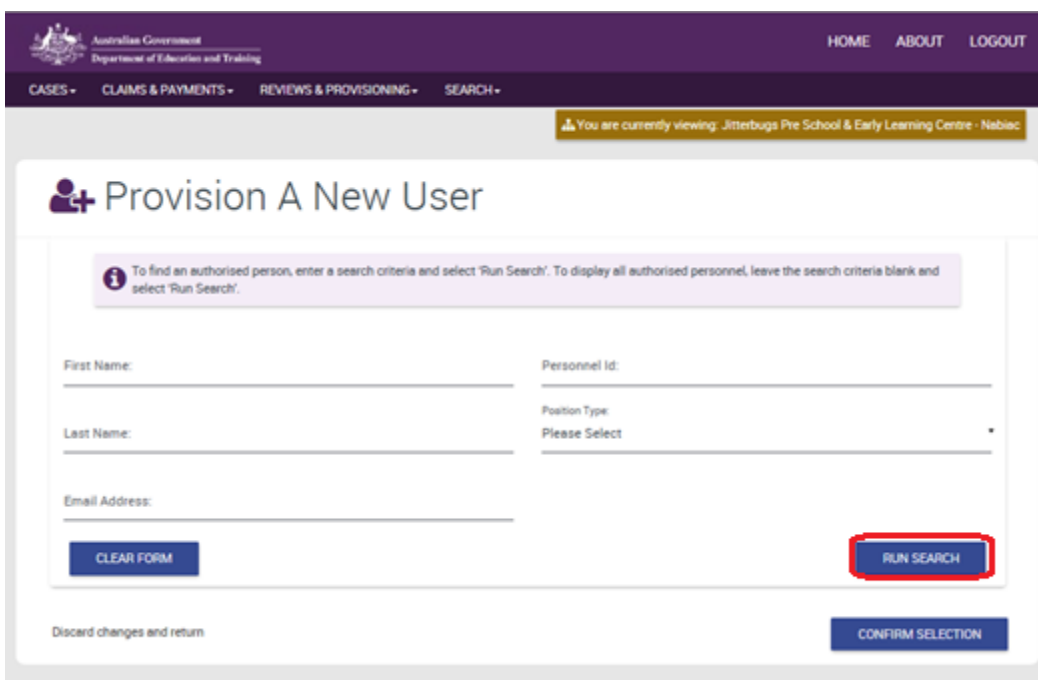
1. Select 'User Provisioning'.




2. Select 'Provision a New User'.



3. To find a person to provision, enter search criteria and select 'Run Search'. To display all key or authorised personnel in the service, leave the search criteria blank and select 'Run Search'.
 - a. Only people who are identified as a 'Key' or 'Authorised' Person in the service's CCMS software and who have an email address on their personnel record will be displayed in the search results. If a service needs to update this information, it can be done through their Personnel Records in their CCMS software.



4. The Results will be displayed below the search fields. The user must confirm the user has access to the email account before providing access and selecting 'Confirm Selection'. An email with an activation code will be sent to this email address. The activation code must be entered the first time the user accesses the IS Portal.




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CASES
 CLAIMS & PAYMENTS
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 SEARCH

You are currently viewing: Jitterbugs Pre School & Early Learning Centre - Nabiac

Provision A New User


 To find an authorised person, enter a search criteria and select 'Run Search'. To display all authorised personnel, leave the search criteria blank and select 'Run Search'.

First Name:

Last Name:

Email Address:

Personnel Id:

Position Type:

Please Select

CLEAR FORM
 RUN SEARCH

Results (1)

First Name	Last Name	Personnel Id	Position Type	Email Address
Sharon	Thomson	3-J0T035	Director	jitterbugs2@bigpond.com

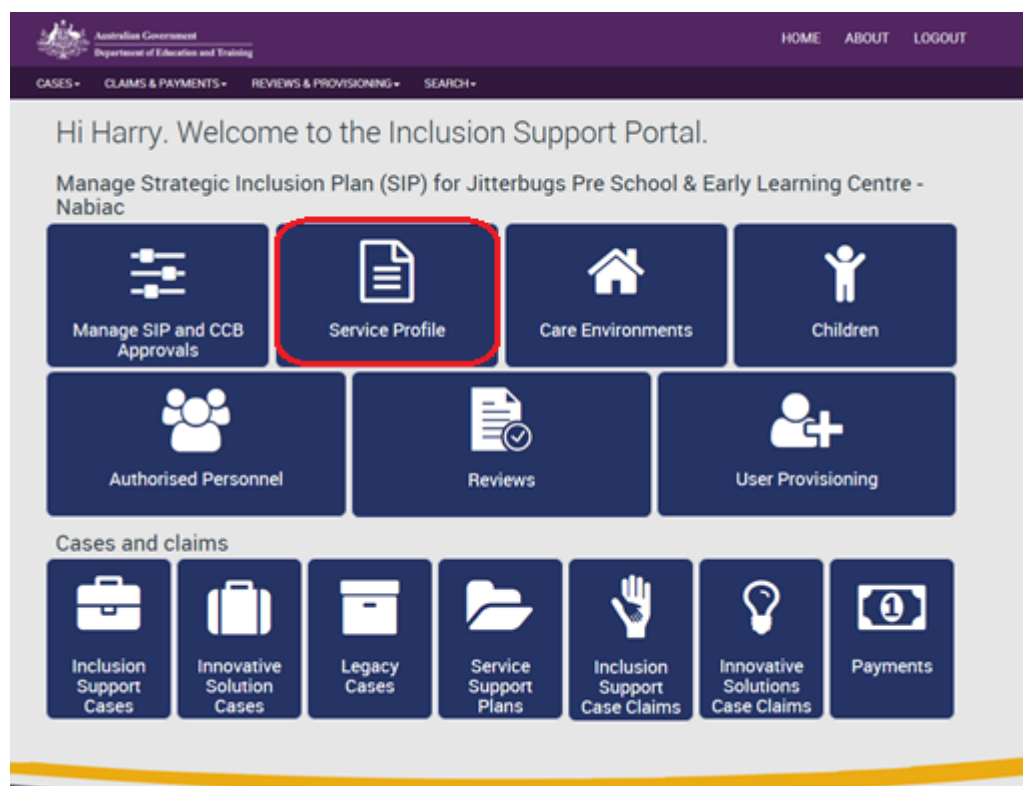
Discard changes and return

CONFIRM SELECTION

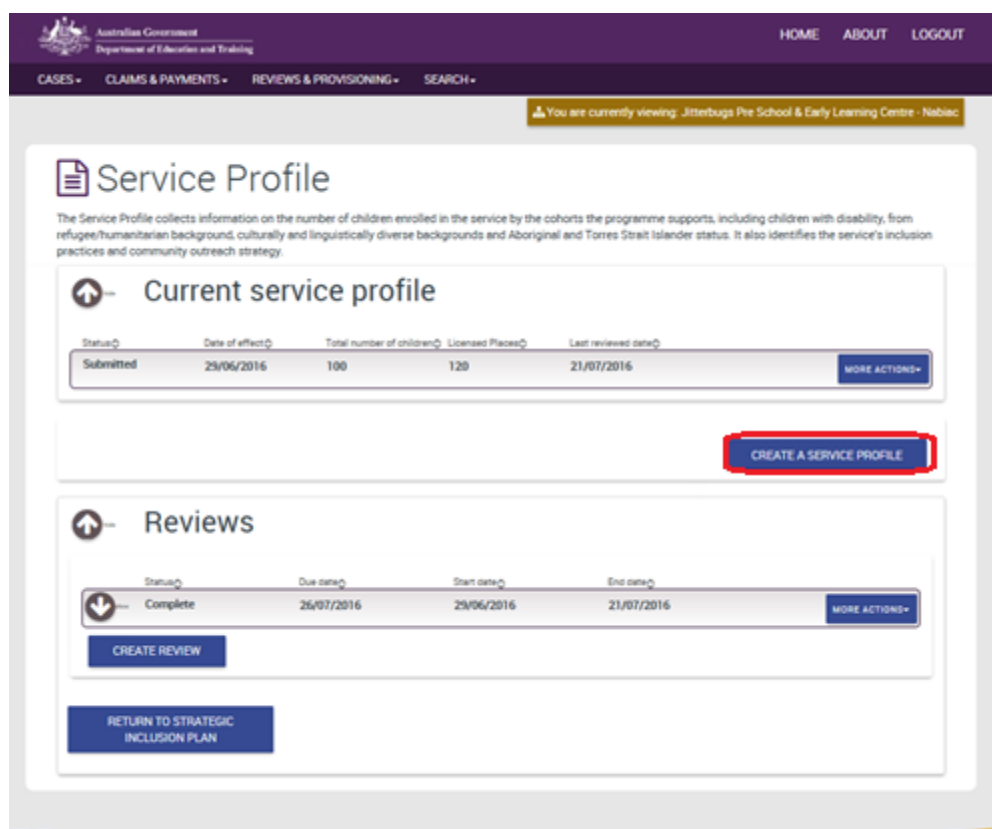
3. Completing a Service Profile

The purpose of the Service Profile is to build a profile of the service as the first step in the inclusion planning process. It provides opportunity for the service and IP to identify the service's current capacity and capability to include children with additional needs.

1. Select 'Service Profile'.



2. Select 'Create a Service Profile'. In the example used for the screen shots below, a Service Profile has already been completed. The service can create a new Service Profile at any time with today or a future date of effect.



3. Enter the information for each of the questions.

- For advice on responses to 'Service Inclusion Practices' and 'Community Outreach Strategies', the service should review Page 14 and 15 of the [ISP User Guide](#).
- The Date of Effect can be today or a date in the future. Once the Date of Effect is reached, and the Service Profile is submitted, the information in the Service Profile cannot be changed.
- Select '*Save and Submit*' when the information is ready for review from the Inclusion Professional.
- Select '*Save as Draft*' if the service wants to amend information at a later date.
- Select '*Created in Error*' if the service profile has been submitted, but it was completed incorrectly and no longer needs to be used.

The screenshot shows the 'Create service profile' form within the Australian Government Department of Education and Training system. The header includes the department's name and navigation links (HOME, ABOUT, LOGOUT). A breadcrumb trail indicates the current location: 'You are currently viewing: Jitterbugs Pre School & Early Learning Centre - Nabiac'. The form is titled 'Create service profile' and includes a note: 'The Service Profile should be completed in the context of the whole service and the numbers are correct as at the date of effect of this profile.' The form is divided into three main sections: 'Service details', 'Type of support', and 'Service Inclusion Practices'. The 'Service details' section contains eight text input fields for various statistics, each marked with an asterisk to indicate it is required. The 'Type of support' section has a dropdown menu for 'Did your service receive support under the Inclusion and Professional Support Program (IPSP)?' with 'Yes' selected. Below this is a purple information box with an icon and text: 'Use the "Select a support type" button to select the supports your service has received.' A blue button labeled 'SELECT SUPPORT TYPE' is positioned to the right of the information box. The 'Service Inclusion Practices' section features a text area with a rich text editor toolbar and a character count '0/4000'.

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You are currently viewing: Jitterbugs Pre School & Early Learning Centre - Nabiac

Create service profile ^{*required}

The Service Profile should be completed in the context of the whole service and the numbers are correct as at the date of effect of this profile.

Service details

Total number of children enrolled at the service: *

Total number of licensed places: *

Total number of staff: *

Number of enrolled children with a disability or undergoing assessment: *

Number of enrolled children from a Culturally and Linguistically Diverse background: *

Number of enrolled Aboriginal or Torres Strait Islander children: *

Number of enrolled children from refugee or humanitarian background: *

Number of enrolled children with language/speech delays: *

Number of enrolled children with challenging behaviours: *

Type of support

Did your service receive support under the Inclusion and Professional Support Program (IPSP)? *

Yes

Use the "Select a support type" button to select the supports your service has received.

SELECT SUPPORT TYPE

Service Inclusion Practices

How does your service promote learning experiences, interactions and participation to build on children's strengths and encourage involvement?

0/4000

Community outreach

How will your service engage with families in the community who do not currently access early childhood and childcare services?

Font - Size -

0/4000

Date of effect

Date of Effect: *dd/mm/yyyy

Discard changes and return

CREATED IN ERROR

SAVE AS DRAFT

SAVE AND SUBMIT

- If the service needs to create a new Service Profile, they can 'Copy' the previous profile. This allows them to update the information that has changed rather than complete the whole profile.

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Service Profile

The Service Profile collects information on the number of children enrolled in the service by the cohorts the programme supports, including children with disability, from refugee/humanitarian background, culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander status. It also identifies the service's inclusion practices and community outreach strategy.

Current service profile

Status	Date of effect	Total number of children	Licensed Places	Last reviewed date	MORE ACTIONS
Submitted	04/10/2016	100	100		View Profile Update Profile Copy Profile Notes

Previous service profiles

CREATE A SERVICE PROFILE

Reviews

Status	Due date	Start date	End date	MORE ACTIONS
Complete	26/07/2016	29/06/2016	21/07/2016	MORE ACTIONS
Scheduled	18/10/2016	04/10/2016	18/10/2016	MORE ACTIONS

CREATE REVIEW

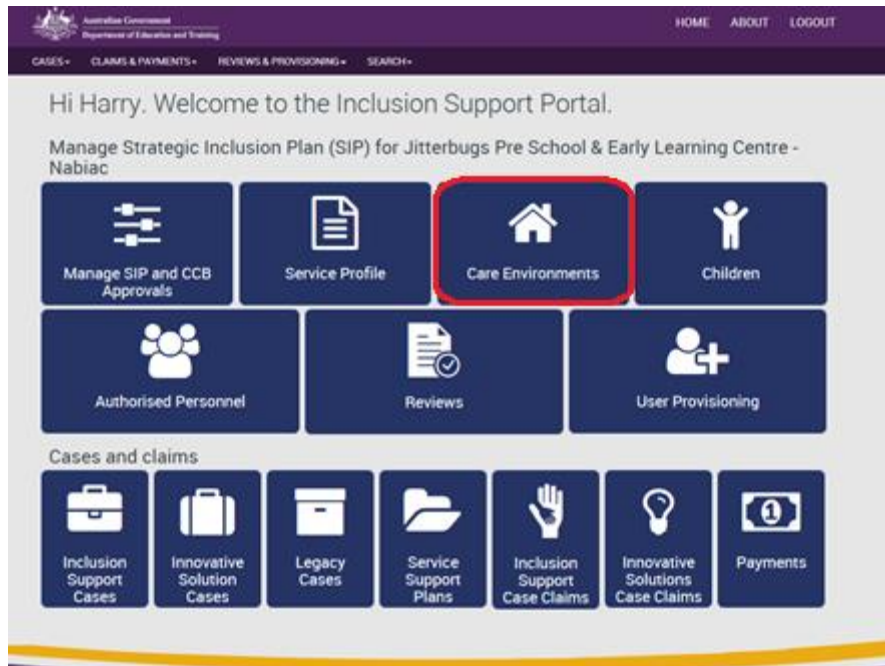
RETURN TO STRATEGIC INCLUSION PLAN

5. Identifying barriers, strategies and action items for a Care Environment

A care environment is a specific setting, room or grouping of children in care. For centre-based services, the service will identify a care environment name. For Family Day Care (FDC) services, the care environment is the educator seeking support.

Inclusion support through ISP is aimed at supporting services address and overcome inclusion barriers in the care environment, which will build service capacity and capability to include children with additional needs.

1. Select 'Care Environments'.



2. Inclusion support under ISP is targeted to each care environment.
 - a. To create a new Care Environment, select 'Create a Care Environment'.
 - b. To view or update a Care Environment previously created, select the 'View Care Environment' button on the relevant care environment.

Care environments

A care environment is a specific setting, room or grouping of children in care. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.

Name of environment	Status	Inclusion Profile	Barriers and Strategies	
Joey's Room	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Kangaroo's	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Test	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Wombat's Room	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT

Select Format, Press Export, and Save Download

Format: [EXPORT](#)

[RETURN TO STRATEGIC INCLUSION PLAN](#)

[CREATE A CARE ENVIRONMENT](#)

3. The first time a service is creating a Care Environment, they will be asked for the Care Environment Name, Description and Status. The Status will default to 'Active'.
 - a. The Status must be 'Active' to allow the service to make changes to the Inclusion Barriers and Strategies, and to create and submit an IS Case or Innovative Solutions Case.
 - b. The Status can be changed to 'Inactive' once support is no longer required for that care environment.

Create care environment *required

To create a care environment, enter the name and a short description of the care environment requiring inclusion assistance from the ISP. The short description can be updated by the service at any time. A care environment must have a status of 'Active' to access support through the IDF.


Care environment name:

Description of care environment:

Status:

[Discard changes and return](#) [SAVE AND CONTINUE](#)


4. The 'View Care Environment' page will display. The red exclamation mark (!) indicates that the section has not been completed. The service should select the Show button on each of the sections to show more.

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 View Care environment


A care environment is a specific setting, room or grouping of children in care. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.


Name of environment


Taskcard

UPDATE CARE ENVIRONMENT

 Inclusion profile

 Barriers and strategies

 Cases

 Reviews

RETURN TO ALL CARE ENVIRONMENTS

5. Select 'Create an Inclusion Profile'.

The Inclusion Profile is in the context of the care environment. It aims to assist the service consider the characteristics of the care environment which may impact their inclusion capacity and capability.

The screenshot shows the 'View Care environment' page. At the top, there's a navigation bar with 'HOME', 'ABOUT', and 'LOGOUT'. Below it, a breadcrumb trail shows 'You are currently viewing: Jitterbuggs Pre School & Early Learning Centre - Nabiac'. The main content area has a title 'View Care environment' and a description: 'A care environment is a specific setting, room or grouping of children in care. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.' Below this is a form for 'Name of environment' with the value 'Taskcard' and an 'UPDATE CARE ENVIRONMENT' button. The 'Inclusion profile' section is highlighted with a red box around the 'CREATE AN INCLUSION PROFILE' button. A message states: 'There are currently no inclusion profiles for this environment. Select 'Create an inclusion profile' to continue.' Below this are sections for 'Barriers and strategies', 'Cases', and 'Reviews', each with a dropdown arrow. At the bottom is a 'RETURN TO ALL CARE ENVIRONMENTS' button.

6. Enter the information for each of the questions.

- a. The Date of Effect can be today or a date in the future. Once the Date of Effect is reached, and the Inclusion Profile is Submitted, the information in the Inclusion Profile cannot be changed.
- a. Select 'Save and Submit' when the information is ready for review by the Inclusion Professional.
- b. Select 'Save as Draft' if the service wants to amend information at a later date.

The screenshot shows the 'Create inclusion profile' page. At the top, there's a navigation bar with 'HOME', 'ABOUT', and 'LOGOUT'. Below it, a breadcrumb trail shows 'You are currently viewing: Jitterbuggs Pre School & Early Learning Centre - Nabiac'. The main content area has a title 'Create inclusion profile' and a description: 'The Inclusion Profile is in the context of a care environment in the service and provides information on the total number of staff and total number of children present in the care environment. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.' Below this is a form titled 'Inclusion profile details' with the following fields:

- What is the total number of children in the care environment per standard week? *
- What is the total number of staff in the care environment per standard week (excluding additional educators)? *
- Age of the youngest child in the care environment (Years)? *
- Age of the youngest child in the care environment (Months)? *
- Age of the oldest child in the care environment (Years)? *
- Age of the oldest child in the care environment (Months)? *
- On average, how confident are the educators in the care environment to include children with additional needs? *
- Please Select *
- Are Kindergarten or Preschool programmes offered in this care environment that receive child based State Government funding? *
- Yes
- No
- Date of Effect: *dd/mm/yyyy

 At the bottom, there are two buttons: 'SAVE AS DRAFT' and 'SAVE AND SUBMIT', both highlighted with red boxes. A 'Discard changes and return' link is also visible.

7. To identify the barriers to inclusion in the selected care environment, select 'Create Barrier'.

A barrier impacts a service's capacity or capability to include children with additional needs alongside their typically developing peers in the care environment.


The screenshot shows the 'View Care environment' page. At the top, there is a navigation bar with 'HOME', 'ABOUT', and 'LOGOUT'. Below this is a breadcrumb trail: 'You are currently viewing: Jitterbugs Pre School & Early Learning Centre - Nabiac'. The main content area is titled 'View Care environment' and includes a description: 'A care environment is a specific setting, room or grouping of children in care. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.' Below this is a form for 'Name of environment' with the value 'Taskcard' and an 'UPDATE CARE ENVIRONMENT' button. The 'Inclusion profile' section is collapsed. The 'Barriers and strategies' section is expanded, showing an information icon and text: 'The SIP identifies the barriers that impact the service's capability to include children with additional needs and the proposed strategies the service will implement to address inclusion barriers.' Below this is a 'Barriers' section with an information icon and text: 'There are currently no barriers selected for this care environment. Select 'Create barrier' to continue.' A 'CREATE BARRIER' button is highlighted with a red box. At the bottom of the page are sections for 'Cases' and 'Reviews', and a 'RETURN TO ALL CARE ENVIRONMENTS' button.

Inclusion Barriers are identified one at a time and are selected by the drop down box. To add a barrier which is not in the list, select "Other" from the drop down box.

Information about Inclusion Barriers, including definitions can be found on Pages 16 and 17 of the ISP User Guide.

8. To add a strategy from the pre-defined list of strategies (available on Pages 17 and 18 of the [ISP User Guide](#)), select 'Add Strategies to Barrier'.

For each barrier identified, the service must identify one or more strategies they will put in place to address and overcome the barrier to inclusion.

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Create/Update barrier *required

The SIP identifies the barriers that impact the service's capability to include children with additional needs and the proposed strategies the service will implement to address inclusion barriers. Services can associate existing barriers or strategies to a care environment, create new barriers or strategies and update existing barriers and strategies.

Barrier details

 Identify the barriers that impact the service's capability to include children with additional needs. For further information, refer to the ISP User Guide.

Identify the barrier that impacts the care environment

Barrier Category: *
Please Select

Barrier: *
Please Select

If other, please specify:


Barrier Start Date: *dd/mm/yyyy

If the barrier will no longer impact the care environment, provide an end date and reason.

Barrier End Date: dd/mm/yyyy

Barrier End Reason:

Strategies

 No Strategies exist information message.

ADD STRATEGIES TO BARRIER

SAVE BARRIER AND CREATE A CUSTOM STRATEGY

Discard changes and return

SAVE AND RETURN

SAVE AND CONTINUE

- Enter a word in the Strategy Name and select 'Find' to display a list of search results. The Strategy Name can also be left blank and when 'Find' is selected, the complete list of pre-defined strategies will display.

Add Strategies to Barrier

 What strategy/strategies will assist with the barrier?

Strategy name:

Discard changes and return

FIND

10. Select the appropriate Strategies and select '*Confirm Selection*'. More than one strategy can be selected. If no results were found, select '*Search Again*'.

The screenshot shows a web form titled "Add Strategies to Barrier". At the top right is a "SEARCH AGAIN" button. Below the title is a text input field with a question mark icon and the placeholder text "What strategy/strategies will assist with the barrier?". Underneath is a section labeled "Strategy name(s)" containing a list of ten strategies, each with a checkbox and a text input field:

- ☐ Changes to Physical environment
- ☐ Knowledge sharing between educators
- ☐ Attend appropriate staff training
- ☐ On the job learning
- ☐ Revise staff structure
- ☐ Staff meetings to assist in planning
- ☐ Implement a supervision plan
- ☐ Adjust program structure and activities
- ☐ Attend appropriate language courses
- ☐ Roster for planning time

Below the list are navigation buttons: "Previous", "1 to 10", and "Next". At the bottom left is a link "Discard changes and return". At the bottom right is a red-bordered button labeled "CONFIRM SELECTION".

11. A custom strategy can also be created by selecting '*Save Barrier and Create a Custom Strategy*'. Custom strategies provide flexibility for services to identify how they will address the barrier.

Create/Update barrier *required

The SIP identifies the barriers that impact the service's capability to include children with additional needs and the proposed strategies the service will implement to address inclusion barriers. Services can associate existing barriers or strategies to a care environment, create new barriers or strategies and update existing barriers and strategies.

Barrier details

Identify the barriers that impact the service's capability to include children with additional needs. For further information, refer to the SIP User Guide.

Identify the barrier that impacts the care environment

Barrier Category: *
Please Select

Barrier: *
Please Select

If other, please specify:

Barrier Start Date: *dd/mm/yyyy

If the barrier will no longer impact the care environment, provide an end date and reason.

Barrier End Date: dd/mm/yyyy

Barrier End Reason:

Strategies

No Strategies exist information message.

ADD STRATEGIES TO BARRIER

SAVE BARRIER AND CREATE A CUSTOM STRATEGY

Discard changes and return

SAVE AND RETURN **SAVE AND CONTINUE**

12. Enter the Strategy to be implemented to address the barrier and select 'Create Strategy'.

Create Custom Strategy

Strategy:

Discard changes and close

CREATE STRATEGY

13. If the system finds a similar strategy, it will display as a 'Potential Match'. The service can choose to use the information they provided or the pre-defined strategy. Select 'Save and Continue'.

- a. Once a custom strategy has been added to one Care Environment, it will be available from the list for the service to select in other Care Environments. It will not be shared with other services.

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Home icon

Potential matches:

Strategy ☐ Equipment

Or use information provided

☐ Equipment

Discard changes and return

SAVE AND CONTINUE

14. Select 'Save and Continue' to add new or view existing Action Items to each of the Strategies identified.

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Home icon Create/Update barrier ^{*required}

The SIP identifies the barriers that impact the service's capability to include children with additional needs and the proposed strategies the service will implement to address inclusion barriers. Services can associate existing barriers or strategies to a care environment, create new barriers or strategies and update existing barriers and strategies.

Barrier details

Identify the barriers that impact the service's capability to include children with additional needs. For further information, refer to the SIP User Guide.

Identify the barrier that impacts the care environment

Barrier Category ^{*}
Child specific barriers

Barrier ^{*}
Aboonder

If other, please specify:

Barrier Start Date: dd/mm/yyyy
04/10/2016

If the barrier will no longer impact the care environment, provide an end date and reason.

Barrier End Date: dd/mm/yyyy

Barrier End Reason:

Strategies

Identify the strategy/strategies that will be used to modify this barrier.

Strategy

Changes to Physical environment	REMOVE STRATEGY
On the job learning	REMOVE STRATEGY
Roster for planning time	REMOVE STRATEGY
Equipment	REMOVE STRATEGY

ADD STRATEGIES TO BARRIER

SAVE BARRIER AND CREATE A CUSTOM STRATEGY

Discard changes and return

SAVE AND RETURN

SAVE AND CONTINUE

15. The Strategies page displays the list of Strategies identified for the care environment. Selecting a strategy from the list below will display the barriers the strategy has been identified for (once the 'Show' button is selected near the Barriers heading) and Action Items for each strategy.
- A strategy can only be deleted if there are no Action Items identified for the strategy.

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Strategies

Services must enter an action item against each strategy identified to address an inclusion barrier. This should outline how you will implement the strategy in the care environment and what, if any, resources you will use.

Strategies

Strategy Applet Instruction.

Strategy

- ☒ Changes to Physical environment
- ☐ On the job learning
- ☐ Roster for planning time
- ☐ Equipment

Barriers

These strategies relates to the following barrier.

Category	Name	Other Barrier	Start date	End date	End reason
Child specific barriers	Absconder		04/10/2016		

Action Items

You don't currently have any action items. Select 'Create action item' to continue.

CREATE ACTION ITEM

RETURN TO PREVIOUS PAGE

16. To identify how a Strategy will be implemented an Action Item is created. Select the Barrier to show the Strategies linked to the Barrier. Select 'Create Action Item'.

Each strategy should have at least one action item that will outline how the service will implement the strategy. Where the 'IDF Funding' strategy is used, all Action Items and Progress Notes will be used by the IDFM in their assessment of the IS or Innovative Solutions Case. Progress notes are added for each action item, once the service starts implementing their SIP, to identify the progress made in implementing the strategy and relation action items.

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Strategies

Services must enter an action item against each strategy identified to address an inclusion barrier. This should outline how you will implement the strategy in the care environment and what, if any, resources you will use.

Strategies

i Strategy Applet Instruction.

Strategy

- ☒ Changes to Physical environment
- ☐ On the job learning
- ☐ Roster for planning time
- ☐ Equipment

Barriers

i These strategies relates to the following barrier.

Category	Name	Other Barrier	Start date	End date	End reason
Child specific barriers	Absconder		04/10/2016		

Action Items

i You don't currently have any action items. Select 'Create action item' to continue.

CREATE ACTION ITEM

RETURN TO PREVIOUS PAGE

17. Complete the information in the questions to outline the action, and how and when it will be implemented as well as any resources required. The Status is to indicate if you have started to implement the Action. Select 'Save and Close'.
- Action Items in a status of 'Not Started', 'In Progress', 'Completed' and 'No Longer Required' cannot be deleted.
 - Action items must be in 'Not Started' to add or adjust information in the questions.

Strategies

Services must enter an action item against each strategy identified to address an inclusion barrier. This should outline how you will implement the strategy in the care environment and what, if any, resources you will use.

Create action item

What is the action to address this strategy?

How and when will you implement this action?

What resources will be used to implement this action?

Status:
Not Started

Discard changes and close

SAVE AND CLOSE

18. To save the Action Items to the Strategy, select 'Return to Previous Page'.

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Strategies

Services must enter an action item against each strategy identified to address an inclusion barrier. This should outline how you will implement the strategy in the care environment and what, if any, resources you will use.

Strategies

Strategy Applet Instruction.

Strategy

- ☒ Changes to Physical environment
- ☐ On the job learning
- ☐ Roster for planning time
- ☐ Equipment

Barriers

Action Items

Please select the "Return to Previous Page" button to save the Action Items

Status	Action Item
In Progress	Taskcard example

MORE ACTIONS

CREATE ACTION ITEM

RETURN TO PREVIOUS PAGE

19. To add a new Barrier to the same Care Environment, return to Step 7.

To add a new barrier to a different care environment, select '*Return to All Care Environments*' and continue to step 20.

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View Care environment

A care environment is a specific setting, room or grouping of children in care. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.

Name of environment
Taskcard UPDATE CARE ENVIRONMENT

▼ Inclusion profile

▼ Barriers and strategies

▼ Cases

▼ Reviews

RETURN TO ALL CARE ENVIRONMENTS

20. Select '*View Care Environment*' of the Care Environment a new barrier is to be added to. Return to step 7.

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Department of Education and Training

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CASES CLAIMS & PAYMENTS REVIEWS & PROVISIONING SEARCH

You are currently viewing: Jitterbugs Pre School & Early Learning Centre - Nablac

Care environments

A care environment is a specific setting, room or grouping of children in care. A separate Inclusion Profile will be completed for each care environment the service is requiring inclusion assistance with.

Name of environment	Status	Inclusion Profile	Barriers and Strategies	
Joey's Room	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Kangaroo's	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Taskcard	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Test	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT
Wombat's Room	Active - Pending Review	✓ Y	✓ Y	VIEW CARE ENVIRONMENT

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) EXPORT

CREATE A CARE ENVIRONMENT

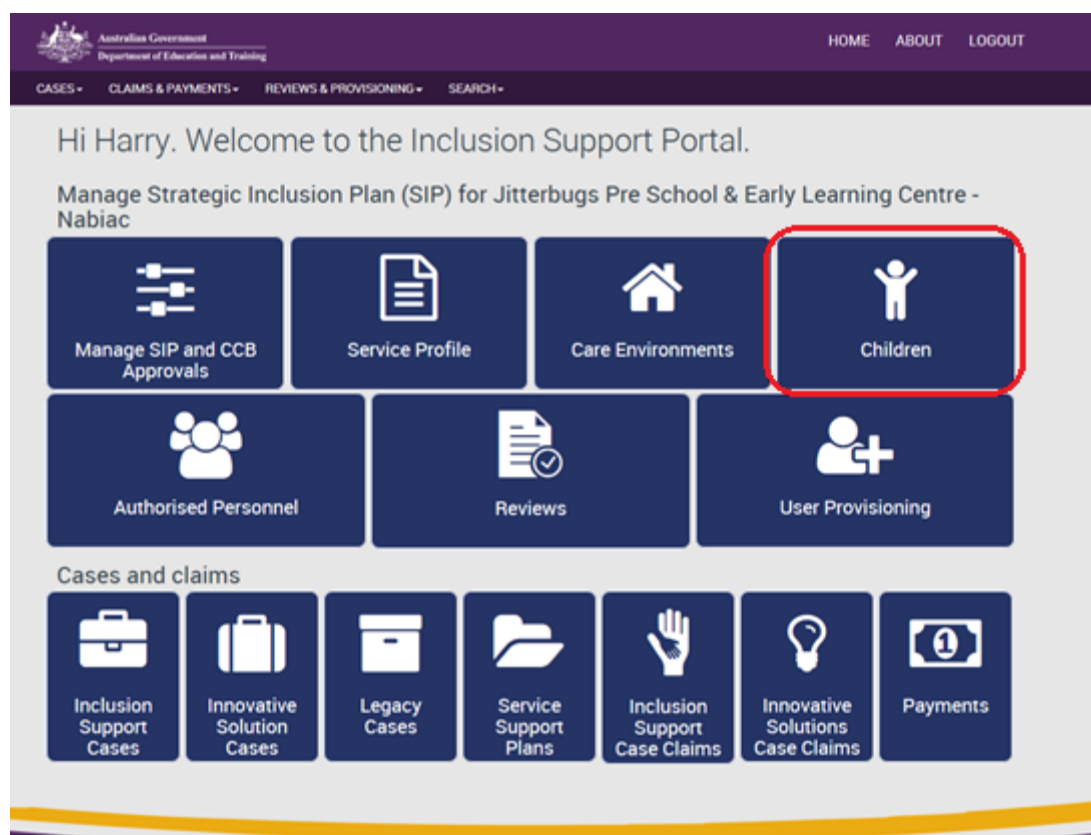
RETURN TO STRATEGIC INCLUSION PLAN

6. Adding Children to a SIP

Where a service requires support from the Inclusion Development Fund (IDF) for an Additional Educator, Immediate/Time Limited Support and FDC Top Up, the service is required to include information about the specific child that supports their request for funding.

Information about the eligible child/ren will be added to the SIP. The child can then be added to each relevant case for the IDF.

1. Select 'Children'.



2. The Children page allows new children to be added to the SIP, and displays all Children previously associated to the SIP. There are different pathways depending on if the child has a formal enrolment. To add a new child with a **formal enrolment**, select '*Add enrolled children*'.
 - a. Formal enrolment – The child care service have used the child's Customer Reference Number (CRN) to create a formal enrolment in their CCMS registered software product.

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Children

The Children Page allows you to manage all eligible child/ren to be included in the care environment the service is requiring inclusion assistance with. These children will be able to be added to an IS Case when applying for support through the IDF. Once a child is added to an IS Case, they cannot be deleted from the SIP but the child record can be made 'inactive'.

Search children already added to the SIP

First name: _____ CRN: _____

Last name: _____ Gender: _____

Date of birth: dd/mm/yyyy _____

CLEAR FORM RUN SEARCH

Name	Date of birth	CRN	Gender	Demographic details provided	Disability diagnosis provided	All attachments provided	
URIT SINGHAPHANH	27/04/1973	420603148H	M	N	N	N	UPDATE CHILD
VINITA RAVINDRANAT HAN NAIR	06/01/1972	207660042C	F	Y	Y	Y	UPDATE CHILD
WAFIKA ROLSKI	07/04/2001	209346158H	F	Y	Y	Y	UPDATE CHILD
KAIASH SLANSKY	15/11/1990	505065712K	M	Y	Y	Y	UPDATE CHILD
THEB GAM MCALISTER ORR	25/05/1993	281202907S	F	Y	Y	Y	UPDATE CHILD

ADD ENROLLED CHILDREN CREATE CHILD

RETURN TO STRATEGIC INCLUSION PLAN

3. Enter at least one search field to identify the child and select 'Run search'. The information entered to search for the child must match the details of the child's formal enrolment.
 - a. It is recommended to search for the child's CRN or date of birth.

Search Children

First name: _____

Last name: _____

Date of birth: dd/mm/yyyy _____

CRN: _____

Gender: Please Select _____

Discard changes and Close RUN SEARCH

4. Select the child and select '*Confirm Selection*'.
 - a. The '*Child Not Found*' button will create a child, which will then need an enrolment manually linked to the child record. This is the same pathway as creating a child for an **Informal Enrolment**.

Results

[SEARCH AGAIN](#)

	First name	Last name	Date of birth	CRN	Gender
<input type="checkbox"/>	THEB GAM	MCALISTER ORR	26/05/1993	281202907S	F
<input type="checkbox"/>	KAIASH	SLANSKY	15/11/1990	505065712K	M
<input type="checkbox"/>	KAI-DEE	POTTERTON	22/12/1998	402299879L	M
<input type="checkbox"/>	WAFIKA	ROLSKI	07/04/2001	209346158H	F
<input type="checkbox"/>	ELLANEY	MARCELENE	31/10/1997	205820386B	M
<input type="checkbox"/>	URIT	SINGHAPHANH	27/04/1973	420603148H	M
<input type="checkbox"/>	VINITA	RAVINDRANATHAN NAIR	06/01/1972	207660042C	F
<input type="checkbox"/>	ROUPEN	FOLAMI	30/12/2006	407143811B	M
<input type="checkbox"/>	AITAN	IVANTRY	09/11/1944	209444692J	M
<input type="checkbox"/>	TIMUKUDZEISHE	TANGEMAN	25/06/1956	203386925H	M

[Previous](#)
[1 to 10](#)
[Next](#)

Discard and Close

[CHILD NOT FOUND](#)
[CONFIRM SELECTION](#)

5. To add a new child to the SIP that has an **Informal Enrolment**, select '*Create Child*' from the Children homepage.
 - a. Informal enrolment – The child care service have not been provided CRN details for the child and have created an informal enrolment in their CCMS registered software product.
 - b. An informal enrolment can be used for families participating in the Adult Migrant English Program (AMEP).

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Children

The Children Page allows you to manage all eligible child/ren to be included in the care environment the service is requiring inclusion assistance with. These children will be able to be added to an IS Case when applying for support through the IDF. Once a child is added to an IS Case, they cannot be deleted from the SIP but the child record can be made 'inactive'.

Search children already added to the SIP

First name: _____ CRN: _____

Last name: _____ Gender: _____

Date of birth: dd/mm/yyyy _____

CLEAR FORM RUN SEARCH

Name	Date of birth	CRN	Gender	Demographic details provided	Disability diagnosis provided	All attachments provided	
URIT SINGHAPHANH	27/04/1973	420603148H	M	N	N	N	UPDATE CHILD
VINITA RAVINDRANAT HAN NAIR	06/01/1972	207660042C	F	Y	Y	Y	UPDATE CHILD
WAFIKA ROLSKI	07/04/2001	209346158H	F	Y	Y	Y	UPDATE CHILD
KAIASH SLANSKY	15/11/1990	505065712K	M	Y	Y	Y	UPDATE CHILD
THEB GAM MCALISTER ORR	26/05/1993	281202907S	F	Y	Y	Y	UPDATE CHILD

ADD ENROLLED CHILDREN CREATE CHILD

RETURN TO STRATEGIC INCLUSION PLAN

6. Enter the child details and select 'Save and Close'.

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Create child

*required

First name: *

Last name: *

Date of birth: *dd/mm/yyyy _____

Gender: *

Please Select

Discard changes and close

SAVE AND CLOSE

7. Updating Child information on a SIP

1. To provide additional information about the child, select 'Update Child'.

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Children

The Children Page allows you to manage all eligible child/ren to be included in the care environment the service is requiring inclusion assistance with. These children will be able to be added to an IS Case when applying for support through the IDF. Once a child is added to an IS Case, they cannot be deleted from the SIP but the child record can be made 'inactive'.

Search children already added to the SIP

First name: _____ CRN: _____

Last name: _____ Gender: _____

Date of birth: dd/mm/yyyy _____

CLEAR FORM RUN SEARCH

Name	Date of birth	CRN	Gender	Demographic details provided	Disability diagnosis provided	All attachments provided	
URIT SINGHAPHANH	27/04/1973	420603148H	M	N	N	N	UPDATE CHILD
VINITA RAVINDRANAT HAN NAIR	06/01/1972	207660042C	F	Y	Y	Y	UPDATE CHILD
WAFIKA ROLSKI	07/04/2001	209346158H	F	Y	Y	Y	UPDATE CHILD
KAIASH SLANSKY	15/11/1990	505065712K	M	Y	Y	Y	UPDATE CHILD
THEB GAM MCALISTER ORR	26/05/1993	281202907S	F	Y	Y	Y	UPDATE CHILD

ADD ENROLLED CHILDREN CREATE CHILD

RETURN TO STRATEGIC INCLUSION PLAN

2. The Status of the Child can be updated to 'Inactive' if they leave the service.
 - a. The Status cannot be changed to 'Inactive' if the child is listed on an active IS Case.

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CASES CLAIMS & PAYMENTS REVIEWS & PROVISIONING SEARCH

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Update child *required

Child Details

First name:
TASKCARD

Gender:
F

Last name:
EXAMPLE

Status:
Active

Date of birth: dd/mm/yyyy
01/01/2016

Updated Information:

CRN:

Demographic Details


Disability

Attachments

Discard changes and return

SAVE AND CONTINUE


3. Complete the information required. To add information about the child's diagnosis, select 'Add Diagnosis' and the appropriate Attachments through the 'Add Attachment' button.
 - a. Note that all children being entered onto the IS Portal must include a completed 'Family Consent Form' for ISP. This form is available from the [ISP Page](#) of the department's website. Both pages of this form must be completed and uploaded to the IS Portal.



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HOME ABOUT LOGOUT

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

 You are currently viewing: Jitterbugs Pre School & Early Learning Centre - Nabiac

Update child *required

Child Details

First name:
 TASKCARD

Gender:
 F

Last name:
 EXAMPLE

Status:
 Active

Date of birth: dd/mm/yyyy
 01/01/2016

Updated Information:

CRN:

Demographic Details


Culturally and linguistically diverse: *
 Please Select

Indigenous: *
 Client was not asked

Specialist equipment required: *
 Please Select


Refugee/Humanitarian: *
 Please Select


Disability

 You currently don't have any disability information selected.

ADD DIAGNOSIS

Attachments

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

 No attachments have been attached to this child. If an attachment is required, select the 'Add Attachment' button.

ADD ATTACHMENT

4. A new feature of ISP is the ability for documentary evidence of a child's diagnosis to be shared with a different service, with consent from the parent. This is done through:
 - a. The parent completing the following on Page 2 of the 'Family Consent Form'

This feature will work if a previous service has uploaded documentary evidence to the child's record.

Consent to access documentary evidence

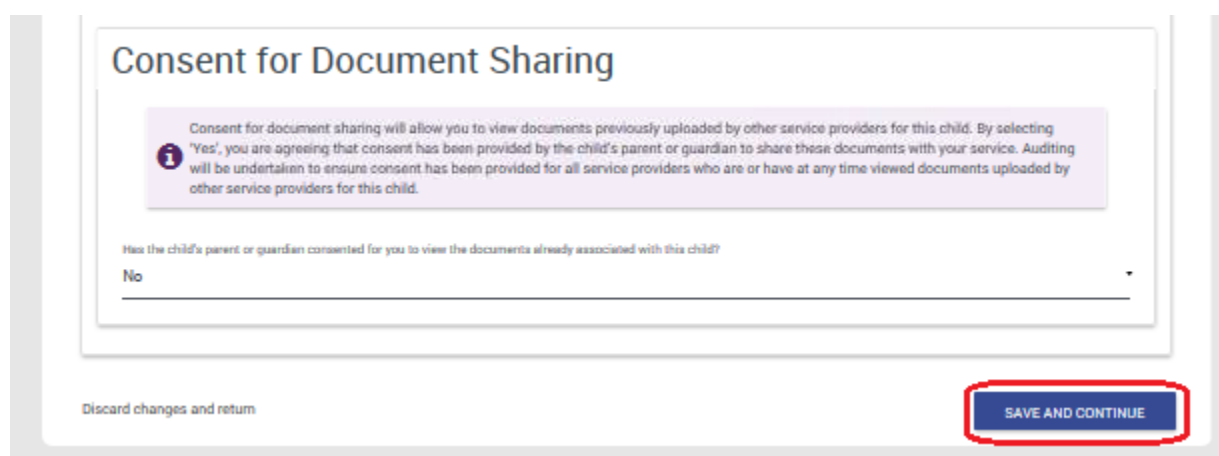
Where a parent/guardian has previously provided documentary evidence of their child's diagnosed disability or medical condition (or evidence of current and ongoing assessment for disability) to an ECCC service **from 1 July 2016**, this evidence can be made available to their child's current ECCC service, as stated above, by selecting the check box below.

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

Please note: The ISP Guidelines require documentary evidence of a child undergoing assessment of disability to be dated within two years of an application being submitted for IDF. New documentary evidence will be required if the documentary evidence provided previously for ISP is dated greater than two years.

b. The service indicating they have consent to access documentary evidence previously uploaded for the child.

5. Select 'Save and Continue' to return to the Children homepage.

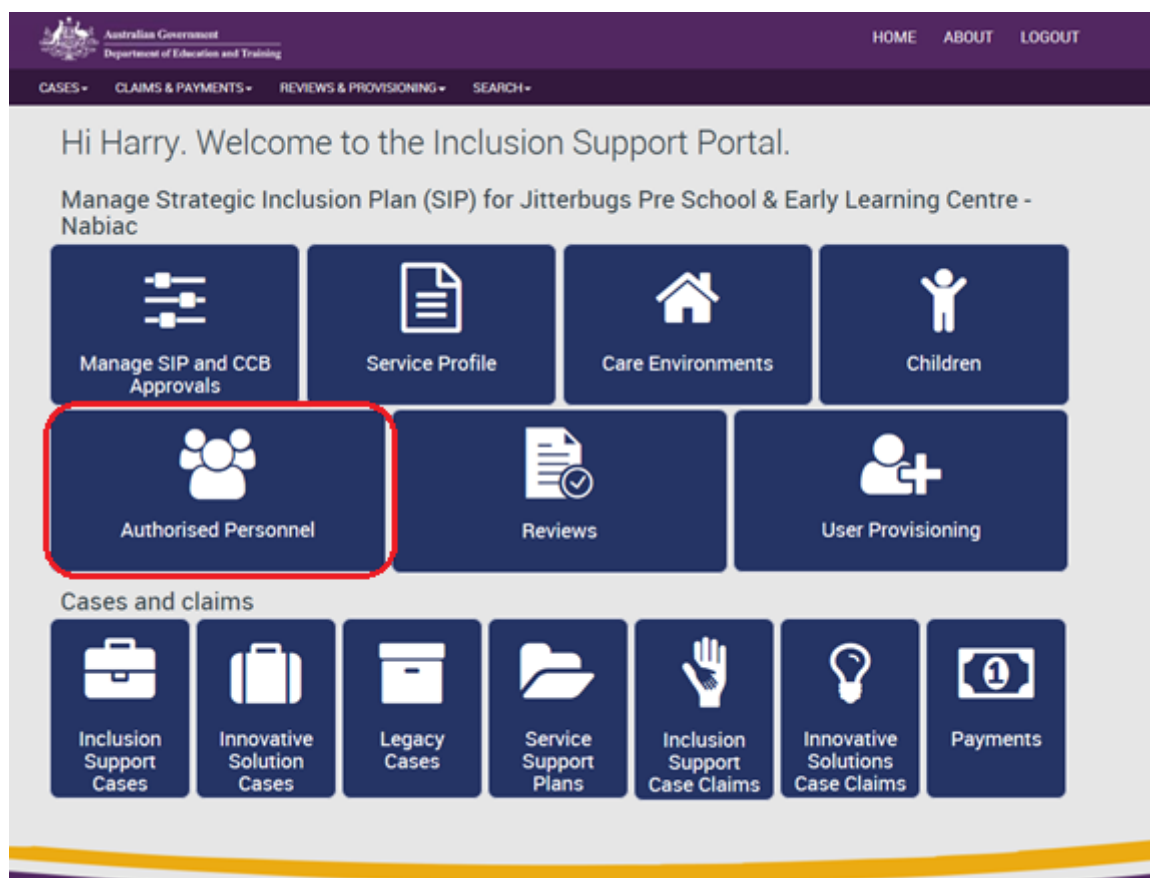


The screenshot shows a web form titled "Consent for Document Sharing". It contains a purple information box with a question mark icon and text explaining that consent allows viewing documents from other service providers. Below this is a question: "Has the child's parent or guardian consented for you to view the documents already associated with this child?". The answer "No" is entered in the text field. At the bottom left is a link "Discard changes and return", and at the bottom right is a blue button labeled "SAVE AND CONTINUE" which is highlighted with a red rectangle.

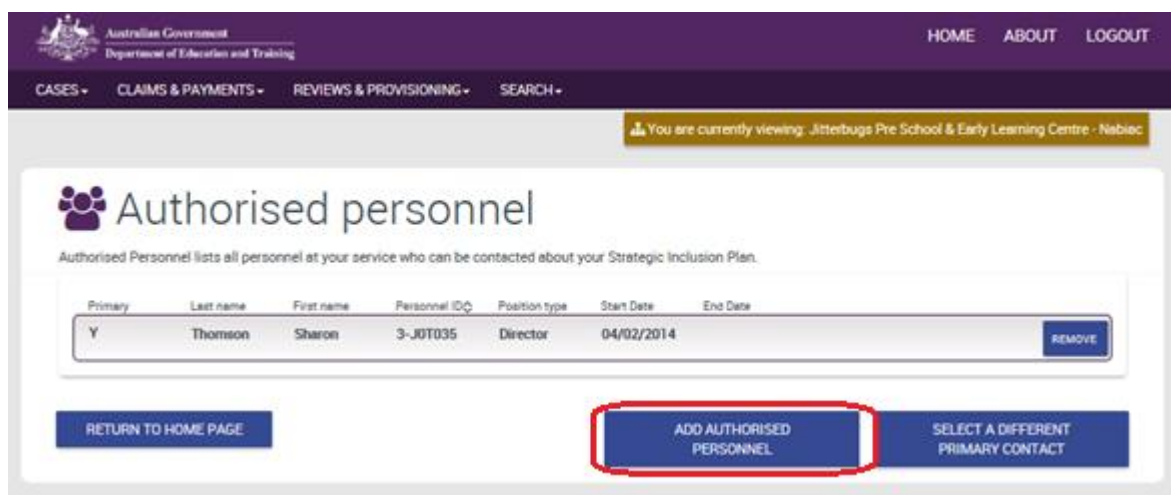
8. Adding Authorised Personnel to the SIP

A SIP will include at least one contact within the service, which will be the primary contact for the SIP.

1. Select 'Authorised Personnel'.



2. Authorised Personnel can be added to the SIP through the 'Add Authorised Personnel' Button.



3. Enter one or more search items and select 'Run Search'. The search results will display people who are identified as a key or authorised person in their CCMS software. If a person is not showing in the results, the service can update this in their CCMS software.

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HOME ABOUT LOGOUT

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Add authorised personnel

i To find an authorised person, enter a search criteria and select 'Run Search'. To display all authorised personnel, leave the search criteria blank and select 'Run Search'.

First Name: _____

Last Name: _____

Personnel Id: _____

Position Type:
Please Select _____

CLEAR RUN SEARCH

Discard changes and return to authorised personnel

- Select the person displayed and 'Add Selected Authorised Personnel'.

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Add authorised personnel

i To find an authorised person, enter a search criteria and select 'Run Search'. To display all authorised personnel, leave the search criteria blank and select 'Run Search'.

First Name: _____

Last Name: _____

Personnel Id: _____

Position Type:
Please Select _____

CLEAR RUN SEARCH

Results (1)

	First Name	Last Name	Position Type	Email	Personnel Id
<input type="radio"/>	Sharon	Thomson	Director	jitterbugs2@bigpond.c om	3-J0T035

Previous 2 to 1 Next

Discard changes and return to authorised personnel

ADD SELECTED AUTHORISED PERSONNEL

5. If there are more than one authorised personnel, the first person added will default to be the 'primary' contact. The service can update this through 'Select a different primary contact'.

The screenshot shows the 'Authorised personnel' page for 'Jitterbugs Pre School & Early Learning Centre - Nablac'. The page header includes the Australian Government logo, Department of Education and Training, and navigation links: HOME, ABOUT, LOGOUT. Below the header is a menu bar with CASES, CLAIMS & PAYMENTS, REVIEWS & PROVISIONING, and SEARCH. A yellow banner indicates the current service. The main content area has a title 'Authorised personnel' and a subtitle 'Authorised Personnel lists all personnel at your service who can be contacted about your Strategic Inclusion Plan.' Below this is a table with columns: Primary, Last name, First name, Personnel ID#, Position type, Start Date, and End Date. The table contains one row for Sharon Thomson, ID# 3-J0T035, Director, Start Date 04/02/2014. A 'REMOVE' button is next to the row. At the bottom are three buttons: 'RETURN TO HOME PAGE', 'ADD AUTHORISED PERSONNEL', and 'SELECT A DIFFERENT PRIMARY CONTACT'. The 'SELECT A DIFFERENT PRIMARY CONTACT' button is highlighted with a red rectangle.

Primary	Last name	First name	Personnel ID#	Position type	Start Date	End Date
Y	Thomson	Sharon	3-J0T035	Director	04/02/2014	

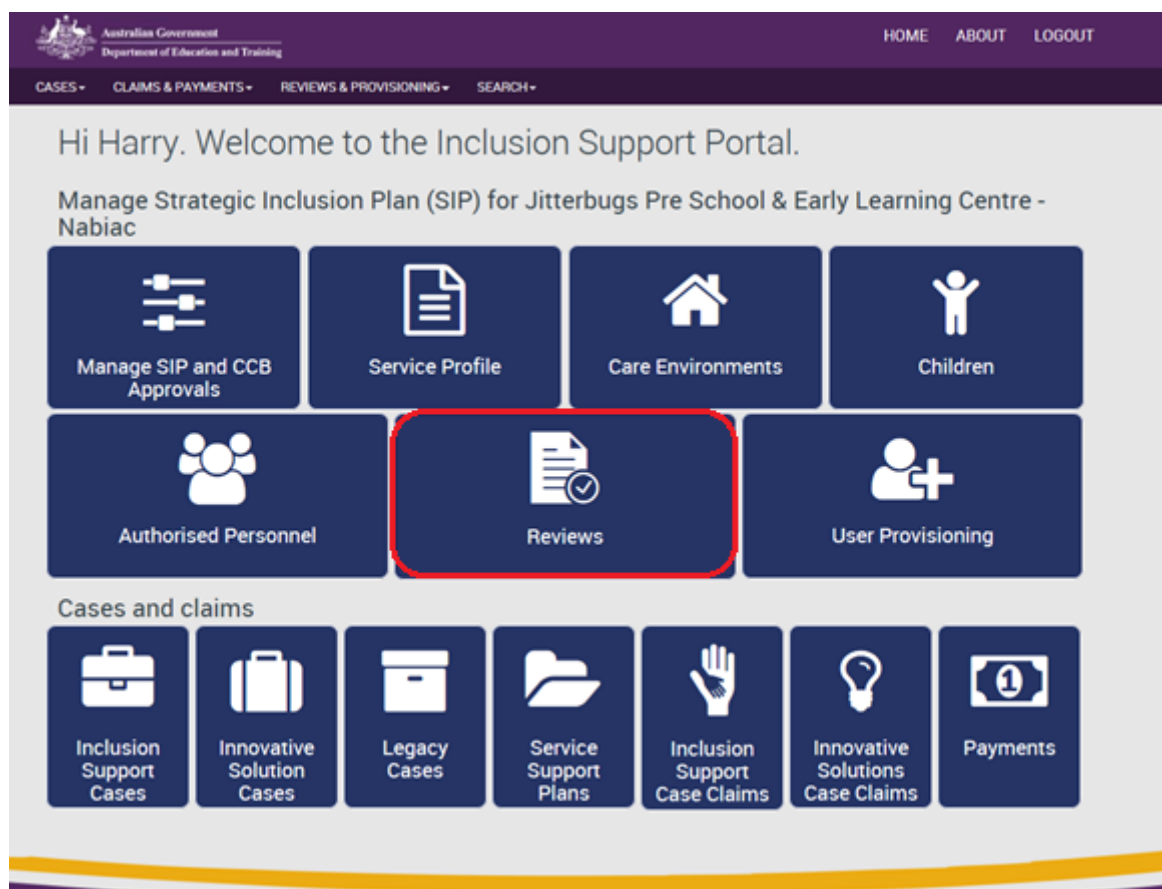
6. Select 'Return to Home Page' to return to the SIP homepage.

This screenshot is identical to the previous one, showing the 'Authorised personnel' page. In this instance, the 'RETURN TO HOME PAGE' button at the bottom left is highlighted with a red rectangle.

9. Viewing Reviews of the SIP

The Inclusion Professional is responsible for reviewing the SIP. Information about their reviews will be displayed to the service through the 'Reviews' tile of the SIP homepage. They are also available from the Service Profile and Care Environment page.

1. Select 'Reviews'.























2. Inclusion Professionals are responsible for reviewing the SIP through three types of reviews.
 - a. Service Profile review
 - b. Care Environment review
 - c. Yearly SIP review

The findings of the reviews will be available through selecting 'More Actions' – 'View Review'.

Reviews

The Review Page lists all reviews for this SIP. The IA can create, update or complete reviews for a SIP.

Review Type	Status	Due date	Start date	End date	
 Yearly Review	Scheduled	12/07/2017	28/06/2017	12/07/2017	
Findings:					
 Care Environment	Scheduled	18/10/2016	04/10/2016	18/10/2016	
 Service Profile	Scheduled	18/10/2016	04/10/2016	18/10/2016	
 Care Environment	Scheduled	08/09/2016	25/08/2016	08/09/2016	
 Care Environment	Scheduled	08/09/2016	25/08/2016	08/09/2016	
 Care Environment	Scheduled	08/09/2016	25/08/2016	08/09/2016	
 Care Environment	Complete	09/08/2016	26/07/2016	09/08/2016	
 Care Environment	Complete	27/07/2016	29/06/2016	21/07/2016	
 Service Profile	Complete	26/07/2016	29/06/2016	21/07/2016	
 Care Environment	Complete	05/07/2016	02/07/2016	21/07/2016	

Previous 1 to 10 Next

CREATE A YEARLY REVIEW

RETURN TO STRATEGIC
INCLUSION PLAN



View Strategic Inclusion Plan Review

The IA can update or complete reviews from this page. Details of the review are available below.

SIP ID	Service Provider	Status
4-3157-101	Jitterbugs Pre School & Early Learning Centre - Nablac	Active

The fields on this review will be locked until the Start Date has been reached.

Review Details

Review Type:

Yearly Review

Review Status:

Scheduled

Start Date: dd/mm/yyyy

28/06/2017

End Date: dd/mm/yyyy

12/07/2017

Due date: dd/mm/yyyy

12/07/2017

Review Items

Have you reviewed the Current Service Profile?

Please Select

Have you reviewed all Barriers and Strategies for all Care environment?

Please Select

Have you reviewed the Current Inclusion Profile?

Please Select

Review Findings

Findings:

Discard changes and return