



Quick Guide

Getting to know the Care Environment Plan Navigation Menu on the IS Portal

A Strategic Inclusion Plan (SIP) is the Inclusion Support Program’s (ISP) inclusion assessment and planning tool that supports educators in Early Childhood Education and Care (ECEC) services to engage in reflective practice and planning to improve and embed inclusive practice. This is the first step to accessing ongoing support from the Inclusion Support Program (ISP).

When developing a SIP, individual Care Environment Plans are created for each Care Environment seeking to engage in inclusion planning. A navigation menu is used manage their inclusion planning.

Care Environment Plan Overview

The top section of this menu provides key information about the Care Environment including a brief summary of the current inclusion planning. This information is automatically updated as the Care Environment Plan is implemented, updated or changed by the service.

Navigation Menu

The menu located below the Care Environment overview provides quick access to each part of the Care Environment plan.

Menu options can be accessed as required to update and manage inclusion planning to ensure that it reflects the educators’ current needs.

A PDF copy of the current Care Environment Plan can be printed or saved by accessing the Care Environment Plan Report.

Related Reviews and Cases

Reviews are completed by the service Inclusion Professional (IP).

A list of all Care environment reviews, and the findings documented by the IP, can be accessed via the *Environment Reviews* menu option.

A list of Inclusion Development Fund (IDF) Cases, linked to the Care Environment Plan, can be viewed and new cases created by service representatives with Inclusion Support ECEC user access.

Care environment plan

Environment: Toddler room 1
Age group: 1 yr/0 m to 2 yr/0 m
Status: Active
Inclusion Profile date of effect: 11/08/2023
Active barriers: 3
Active strategies: 7
Active actions: 8
Latest progress note: 18/08/2023
Care environment plan Id: 4-61JHL7Q
[Back to all care environment plans](#)

Manage care environment details

Manage inclusion profile

Add barriers

Manage barriers and strategies

View strategies and manage actions

View actions and manage progress notes

Care environment plan report

Related reviews and cases

Environment reviews

Environment cases

Getting to know the Care Environment Plan Navigation Menu

Manage Care Environment Details

- View and update the Care Environment name, age group and description.
- View the history of any Care Environment name changes.
- Inactive the Care Environment if it no longer exists.

Manage Inclusion Profile

- Add, view, update or copy an Inclusion Profile.
- Change the status of a profile from Submitted to 'Created in error'.
- Remove a profile that is in the status of Draft.

Add Barriers

- Identify the inclusion Barriers impacting the Care Environment.
- Choose a Barrier from a list of pre-defined Barriers or create a Custom Barrier.

Manage Barriers and Strategies

- Add Strategies to Barriers
- Choose a Strategy from a list of pre-defined Strategies or create a Custom Strategy.
- Finalise/end a Barrier. (After Final Progress Notes have been added)
- Reopen a Barrier that has been closed by mistake.

View Strategies and manage Actions

- Add Actions.
- Update or remove Actions in the status of Draft.

View Actions and manage Progress Notes

- Add Progress notes to Actions.
- Remove Progress Notes in the Status of Draft.
- Close Actions by adding Final Progress Notes.

Care Environment Report

- Print or save a PDF copy of the current inclusion planning occurring in the Care Environment.