![Australian Government - Department of Social Services]

CCMS Fact Sheet – 2014 Changes (1)

June 2014

Overview

This fact sheet provides an overview of all the system changes that will be made to the CCMS in June 2014. Updates to implement these changes will be progressively rolled out by your CCMS Software Provider in June and July 2014. Detailed information about each individual component of change is contained in two separate CCMS Fact Sheets.

Your Software Provider will be in contact to provide you access to the latest version of the software and reference materials. For specific instructions on how to use the new functions in your CCMS software, you will need to consult your software's reference material or contact your CCMS software support staff.

What are the changes?

Process changes for returning fee reductions that cannot be passed to a family

The CCMS Fact Sheet – 2014 Changes (2) outlines the automation of the process for passing Child Care Benefit (CCB) and Child Care Rebate fee reductions back to the department when they could not be credited to a family. This will replace the current paper based form process. More information can be found in Section 11.9 of the Child Care Service Handbook.

Changes to Inclusion Support Claim requirements

The CCMS Fact Sheet – 2014 Changes (3) contains information on changes made to Inclusion Support (IS) claims, including:

• Limiting the claim period to 60 days from the fortnight the child attended the service. This is not a policy change. Rather, the system will now validate claims automatically.
• Allowing multiple care services (i.e. services that deliver more than one care type in the same environment) to submit one application per care type for the same approval period.
• Declaring details of the additional educator for an Inclusion Support Case.

Existing requirements for approved child care services

We would like to reiterate and remind services about some of their existing requirements as approved child care services. The following fact sheets are to assist services with record keeping obligations, choosing the appropriate registered CCMS software, and notification of authorised personnel.

Record Keeping for Child Care Services

The purpose of this fact sheet is to provide information about record keeping requirements for CCB approved child care services.

Questions to ask your Child Care Management System (CCMS) Software Provider

This fact sheet will provide assistance to child care services who are:

• A newly approved CCB service, currently selecting a Registered CCMS Software Product.
• An existing service transferring from one CCMS Registered Software Product to another.
• A service wanting to know more about choosing a CCMS Registered Software Product.

The questions in this fact sheet are not exhaustive and should only be used as a guide. You should seek independent advice if you require assistance selecting a Registered CCMS Software Product. The department discourages services from using two CCMS Software Products concurrently as this may cause data discrepancies.

Please note that if you download historical data (that was not submitted by your current CCMS Software Product) from the CCMS, it will only contain data that was submitted to the CCMS as required by the Family Assistance Law. For example, attendance records would include data such as the total number of hours attended and the amount charged, but would not include data such as the room name the child attended for a given day, or the family's account balance at the time the record was submitted.

Authorised Personnel

If your service would like to learn more about Authorised Personnel, **CCMS Fact Sheet – 2012 Changes (3)** and **CCMS Fact Sheet 2012 Changes (4)** have detailed information on 'Personnel' (both Authorised and Key) and 'Notifiable Events'.

We would like to bring to your attention that if a service would like to change their financial information, **two** Authorised Persons at the service will need to authorise the changes. Financial information includes the financial email address which a service elects to have remittances sent to, and bank account details.

It is recommended that your service should have (at least) two persons at their service nominated as Authorised Personnel.