



CCMS Fact Sheet – 2014 Changes (3)

Changes to the Inclusion Support Subsidy Claim requirements

This fact sheet contains information on changes being made to CCMS for the Inclusion Support (IS) claim process to come into effect after **16 June 2014**, including:

- Limiting the claim period to 60 days from the fortnight the child attended the service.
- Allowing services that deliver more than one care provision in the same care environment (multiple care services) to submit one application per care provision for the same approval period.
- Declaring details of an Additional Educator for an IS Case.

Claim period limitation

The Inclusion and Professional Support Programme (IPSP) Guidelines state that Child Care and Early Learning services must make any claims for IS payments within 60 days of the fortnight the child attended the service. The following changes will be made to the CCMS to ensure that any IS claims submitted to CCMS will adhere to these guidelines:

- If a service submits a claim more than 60 days after the fortnight the child attended the service, the claim will be rejected in the system and an error message will be displayed.
- If a service does not submit any claims within 60 days of the child's first fortnight of attendance, the status of the Case will automatically be set to Withdrawn.
- If a service does not submit any claims for more than 60 days during the approval period, the status of the IS Case will automatically be set to Inactive.
- Future claims will not be able to be made for Inactive or Withdrawn IS Cases.
- If service providers require Inactive or Withdrawn IS Cases to be reactivated, they should contact the National Inclusion Support Subsidy Provider (NISSP).

Multiple care services

Service types that deliver more than one care provision in the same care environment are known as 'multiple care services'. Multiple care services may include, for example, a Family Day Care service that deliver, in the same care environment, 'regular care school' after school care during the school term and 'school holidays only' care during the school holidays.

The IPSP Guidelines require services to submit a separate IS application for each care provision delivered in a care environment during the approval period. The maximum IS approval period is 52 weeks. This policy requirement remains unchanged.

However, for situations where a service was required to submit up to 8 different applications for a 52 week period (one for each school term and school holiday period within the 52 weeks), this system enhancement will simplify the multiple care service application process as follows:

Where a service:

- delivers more than one care type in the same care environment during the same approval period and
- the circumstances of each care type are expected to remain the same throughout the approval period,

the service may submit one IS application per care type, covering the full approval period. For example, a service delivering after school care and vacation care in the same care environment during a 52 week approval period may have:

- one IS application for after school care covering all four school terms, and
- one IS application for vacation care covering all four school holiday periods in the same year for that care environment.

This system enhancement will have no impact on the current process for approved OSHC services, as a unique CCB Approval is provided for each of Before School Care, After School Care and Vacation Care.

Declaration of additional educator

All centre based services (and home based services submitting out-of-home excursion claims) must identify the Additional Educator engaged for the IS sessions when submitting a claim for payment. Multiple Additional Educators can be selected.

A new system enhancement will allow this information to be quickly provided against an IS Claim by utilising the existing Update Personnel functionality within registered CCMS software. Once a service has submitted a personnel record to CCMS for a staff member, they can select this staff member against an IS Claim to indicate that they were engaged for the IS sessions.

While a new Relationship type called 'Additional Educator' will be made available for services uploading Personnel records to CCMS, the person identified on the IS Claim as the additional educator is not required to have this Relationship type on their Personnel record. If the Personnel record already has the Relationship type of 'Staff' this is acceptable.

If you require assistance with submitting a new personnel record to CCMS, or identifying the Additional Educator when submitting a claim to CCMS, you may need to consult your CCMS software manual or contact your CCMS software provider.