



CCMS Fact Sheet

Number 1

June CCMS Changes

Enrolments

In this fact sheet:

- How to report a child’s Indigenous status
- How to report a child’s disability status
- How to report a child’s special needs status
- How to collect family details for enrolment records
- How to report a Service Special CCB enrolment
- Using a client identifier code

How to report a child’s Indigenous status

This indicator will collect statistics about Aboriginal and Torres Strait Islander children. The reason for collecting this information is to help the Government measure its progress towards reducing disadvantage in the Indigenous population and is for reporting purposes only. You will need to choose one of the values below and report on the enrolment record in your software:

Aboriginal Origin
Torres Strait Islander Origin
Both Aboriginal and Torres Strait Islander Origin
Neither Aboriginal nor Torres Strait Islander Origin
Not stated or inadequately described

- You may like to use the below question and answer format on your paper based enrolment form* (see How to collect family details for enrolment records below) to collect Indigenous details:
 - Is your child of Aboriginal or Torres Strait Islander origin?
 - No
 - Yes, Aboriginal
 - Yes, Torres Strait Islander
- If the question is unanswered, record the value as “Not stated or inadequately described”.
- A child may be identified as both Aboriginal and Torres Strait Islander.
- Do not make assumptions based on appearance or other factors.
- Only children who are indigenous to Australia are identified as “Aboriginal Origin”. Do not include those who may be indigenous to another country (e.g. Maori or Inuit children).
- This information is based on the family’s self-identification. If you are asked what the question means, you can tell people we use a commonly accepted definition of an Aboriginal or Torres Strait Islander person, which has three parts—that the person:
 - is of Aboriginal or Torres Strait Islander descent,
 - identifies as an Aboriginal or Torres Strait Islander, and
 - is accepted as such by the community in which they live.

How to report a child's Disability status

This is a Yes/No flag to collect statistics about children with a disability and the date that the service became aware of the disability. The reason for collecting this information is to help the Department assess the effectiveness of its programs, without having to ask you to provide this information separately.

Your software may collect the information in the form of a drop-down list or a check box to indicate Yes or No. You do not need to record information about the nature of the disability.

Record the date that your service first became aware that the child has a disability in your CCMS Registered Software. This date cannot be earlier than the child's date of birth and it cannot be in the future.

Definition of a Child with a Disability

Does this child have a need for additional assistance in any of the following areas, compared to children of a similar age, that is related to an underlying long-term (lasting for more than 6 months) health condition or disability? The categories include:

- Learning and applying knowledge, education
- Communication
- Mobility
- Self Care
- Interpersonal interactions and relationships
- Other – including general tasks, domestic life, community and social life

This category should only be chosen if the child's parents/guardians have identified and/or confirmed that the child has a need for assistance in one or more of these areas.

The definition of a child with a disability does not include children with a medical condition that is short term (lasts for 6 months or less) or episodic. For example:

- Asthma
- Allergies
- Eczema
- Infectious diseases

How to report a child's Special Needs status

This is a Yes/No indicator to collect statistics about children with special needs and the date that the service became aware of the special needs. Children with special needs are those from the priority groups listed below.

Your software may collect the information in the form of a drop-down list or a check box to indicate Yes or No. You do not need to record information about the exact nature of the child's special needs.

Record the date that your service first became aware that the child had special needs in your CCMS Registered Software. This date cannot be earlier than the child's date of birth and it cannot be in the future.

Definition of a Child with Special Needs

Children with special needs are those from the priority groups listed below.

- Children from culturally and linguistically diverse backgrounds
- Children with a refugee background who have been subjected to trauma
- Indigenous children
- The child's place has been sought by a state or territory child protection worker
- The child is in the care of the state, or other forms of out of home care

*How to collect family details for enrolment records

The method you use to collect the family details is your decision, but it is good practice to collect them in writing, on the child enrolment form, when the child begins care at your service. If you also collect CRNs and dates of birth with a parent signature at this time, you can be confident you are reporting the correct details provided by the family and have the evidence available if a family later queries the information you provided.

You can start collecting this information as new children enrol at your centre.

How to report a Service Special CCB Enrolment

As a CCB Approved service, where no one is eligible to claim CCB for a child who you think is at risk of abuse or neglect, you can make the service eligible to claim Service SCCB for the child in certain circumstances.

We have created a new enrolment type for recording Service Special Child Care Benefit. Create the enrolment type as Service SCCB and report the child's attendance information against that enrolment.

Nothing else in the policy or procedures for Service SCCB is changing in June. To receive payment, you must hold documentation to support the decision to make the service eligible to claim SCCB for the child. You must also complete an "Application for Special Child Care Benefit for a child at risk when no one is receiving Child Care Benefit" claim form (available from the DEEWR website) and fax or email it to the CCMS Helpdesk – ccmshelpdesk@deewr.gov.au. For more information about Service SCCB, see Chapter 14 of the Child Care Service Handbook.

Important: You can only use this enrolment type when you are claiming Special Child Care Benefit for a family who is not assessed as eligible for Child Care Benefit.

Using a client identifier code

Client identifier codes (IDs) have been introduced to prevent many of the problems services have experienced around formalising Informal enrolments. The purpose of this client identifier is to prevent duplication and/or overlapping of enrolment records, for the same parent/guardian and child combinations.

The identification codes for the child and the parent/guardian may be generated by you or your software. Services may already be aware of a client reference number for each child and parent record. This will become mandatory for all enrolment types. CCMS will prevent two enrolments with the same parent and

child Client ID combination from being submitted for Formal and Informal enrolments where any date of the enrolments overlap. Two enrolments with the same Client ID combination can be submitted where one of the enrolments is an AMEP/Other enrolment. The client identifier code is not to be confused with a child or parent/guardian CRN which is the identifier issued by the Family Assistance Office.

Important: If you are trying to update or formalise an enrolment your software will prevent you from creating a duplicate or overlapping enrolment record. It should never be necessary for a service to submit multiple enrolments for the same child and the same, or overlapping dates, to the CCMS unless the family's circumstances require one of the enrolments to be an AMEP/Other enrolment.

For more information:

The CCMS Helpdesk is open from 8am to 6pm (Eastern Time), Monday to Friday.

- The Helpdesk phone number is 1300 667 276.
- If contacting by phone, once you have made a queue selection, you can exit the queue at any time by pressing the # key on your phone and leave a voicemail message for your call to be returned – usually within 1 business day.
- You can send your enquiry by email to CCMShelpdesk@deewr.gov.au or by fax to 1300 663 429.