NSW Department of Education

ECCMS Service Provider Guide

Early Childhood Contract Management System

Version 1.0

February 2024

Contents

Introduction

The Department of Education (the department) regulates the operation of Early Childhood Education (ECE) services for children from birth to school age. Examples of these services include preschool, long day care, mobile services, and vacation care. As well as performing a regulatory function, the department also delivers funding programs to service providers of child education services.

The Early Childhood Contract Management System (ECCMS) provides secure access via the internet to service providers funded by the department. ECCMS enables registered service provider users to view their funding information, update service details and other data, and accept Terms and Conditions online.

Audience

This document is intended for service providers who have SP Admin, SP User, and FS User accounts in ECCMS. For more information about user roles, see Managing users.

Assumptions

The following assumptions have been made when preparing this guide:

- Service providers know how to use a web browser, such as Google Chrome.
- Service providers are familiar with the department's funding guidelines.

Exclusions

Information on the department's grants programs has been excluded from this document. For specific information about each of the individual grants programs, visit the Grants and Funded Programs page on the department's website.

Symbols in this user guide

Because the ECCMS Service Provider Guide is intended for three types of service provider users with different levels of access, a blue shaded line of text (see below) is used at the front of each procedure to indicate which user types can perform the procedure.

For: SP Admin, SP User and FS User

Notes

When information is important and should be emphasised in the *ECCMS Service Provider Guide*, it is highlighted as shown below.

> This is a note which you should read carefully.

Glossary

Acronyms and terms that are specific to this document are recorded in the following table.

Table 1: Glossary

Term	Definition
Allocation	The amount of funds that the department provides a service provider for services carried out via a funding specification.
ARIA Classification	The Accessibility/Remoteness Index of Australia which is used to rate funding specifications.
CCS	Child Care Subsidy is a payment from the Australian Commonwealth Government that helps families with the cost of child care.
Delivery Setting	The type of location from which the service is delivered, e.g. centre-based school, general community setting. This information is relevant to census data.
Funding specification	A funding specification is the details of contracted services (e.g. activities, client groups and number of children) that are provided in one outlet by a service provider in return for funding. A service may have multiple funding specifications depending on the funding programs that they are participating in.
Hub	NSW regions in ECCMS have been reorganised into hubs to assist the internal management of funding. To view a map of the hubs, see Appendix A: Early Childhood Education hubs.
Payment schedule	A list of the payments to be made to a service provider under the terms of a particular agreement.
Payments	The payments to be paid under a funding agreement for a funding specification for the provision of services.
RCTI	A Recipient Created Tax Invoice provided by the department to service providers.
Service provider	An approved organisation/entity which is legally contracted to provide agreed services via a funding specification.
SEIFA Classification	A Socio-Economic Index for Areas Classification is based on the Australian Bureau of Statistics index which ranks areas according to relative socio-economic advantage and disadvantage.
Terms and Conditions (T&C)	An agreement that outlines the Terms and Conditions for organisations that provide a service to the department or to families.

About ECCMS

The Early Childhood Contract Management System (ECCMS) provides secure access to all funded service providers via the internet. ECCMS supports contract and funding administration, provides visibility of service details, coordinates data maintenance and promotes accountability and monitoring.

Key ECCMS functions

The key functions of ECCMS are:

- **Service Provider Management** – the management of service provider organisations that run one or more services (i.e. funding specifications) providing early childhood education services.
- **Funding Specification Management** – where renewals, allocations, payments, accountability, and data management is handled for funding specifications.
- **Payment Management** – the calculation of allocations, scheduling of payments and handling of indexation and variations.
- **Census Data Collection** - where service-level data is collected by the department, including enrolment and attendance.
- **Fee Relief Data Submission** – where child-level data is collected every 6 months by the department, to calculate current service fee relief expenditure and to forecast expenditure for the following period.
- **User Management** – the management and creation of users with appropriate levels of access to ECCMS.

ECCMS requirements

The minimum requirements for successfully running ECCMS on a computer are listed below. If you are unsure about any of these requirements, check with your organisation's IT Service Desk or phone the department's information and enquiry team on 1800 619 113 or email ecec.funding@det.nsw.edu.au.

Operating system and memory

The following operating systems and memory requirements are supported by ECCMS.

Table 2: Operating systems and meomory requirements

Operating system	Memory requirements
Windows 10	4 GB
Windows 11	4 GB
Mac OS X 10.7 or above (using Firefox)	4 GB

Internet speed

To support efficient loading of ECCMS data, an internet speed of 1.5 Mbps downstream and 256 Kbps upstream is necessary.

Hardware

While ECCMS will operate most optimally on a desktop PC device, ECCMS will run suitably on a laptop or tablet device.

It is not recommended to use ECCMS on mobile devices as functionality may be limited and ECCMS pages may not be scaled to a smaller screen.

Browser software

Because ECCMS is a web-based application, each user must have one of the following web browsers installed on their computer:

- Google Chrome
- Mozilla Firefox 43.0 or above (Windows and Mac OS X)
- Windows Edge

PDF reader

Each SP Admin and SP User must have a PDF reader (such as Adobe Reader) installed on their computer so they can view documents such as the Terms and Conditions document, which is created in PDF format. (For more information about user roles, see Types of Users.)

> PDF is an abbreviation for Portable Document File. PDFs are the best way to ensure information is presented in the intended way, independent of fonts installed on your computer.

It is recommended that the latest version of your PDF reader is installed on computers. To install the latest version of Adobe Reader, visit Adobe's download page.

The Australian Government Digital Identity System

The Australian Government Digital Identity System is a safe, secure, and convenient way for you to prove who you are online by using your choice of identity provider, such as myGovID.

For more information on how to use the Digital Identity System to log into ECCMS, see Logging into ECCMS using Digital Identity.

Support for the Australian Government Digital Identity can be found at www.digitalidentity.gov.au.

myGovID and Relationship Authorisation Manager (RAM)

To log into ECCMS, you must already be verified and logged in through myGovID. Your myGovID also needs to be linked to the provider (via ABN) in RAM.

As the administrator of myGovID and RAM, the Australian Tax Office (ATO) provides support and handles enquiries regarding myGovID and RAM.

Support for myGovID can be found at https://www.mygovid.gov.au/need-help. Support for RAM can be found at https://info.authorisationmanager.gov.au/help.

User access levels

Each ECCMS user is assigned a role which has a set of associated permissions that controls access to functions such as updating banking details and viewing payment history.

If a user does not have the correct permission levels in ECCMS, access to the various functions will not be granted even if they authenticate via myGovID and RAM.

For more information about permission levels, see Types of users.

Getting started

This chapter contains information to help you to log in, navigate and understand how to use ECCMS.

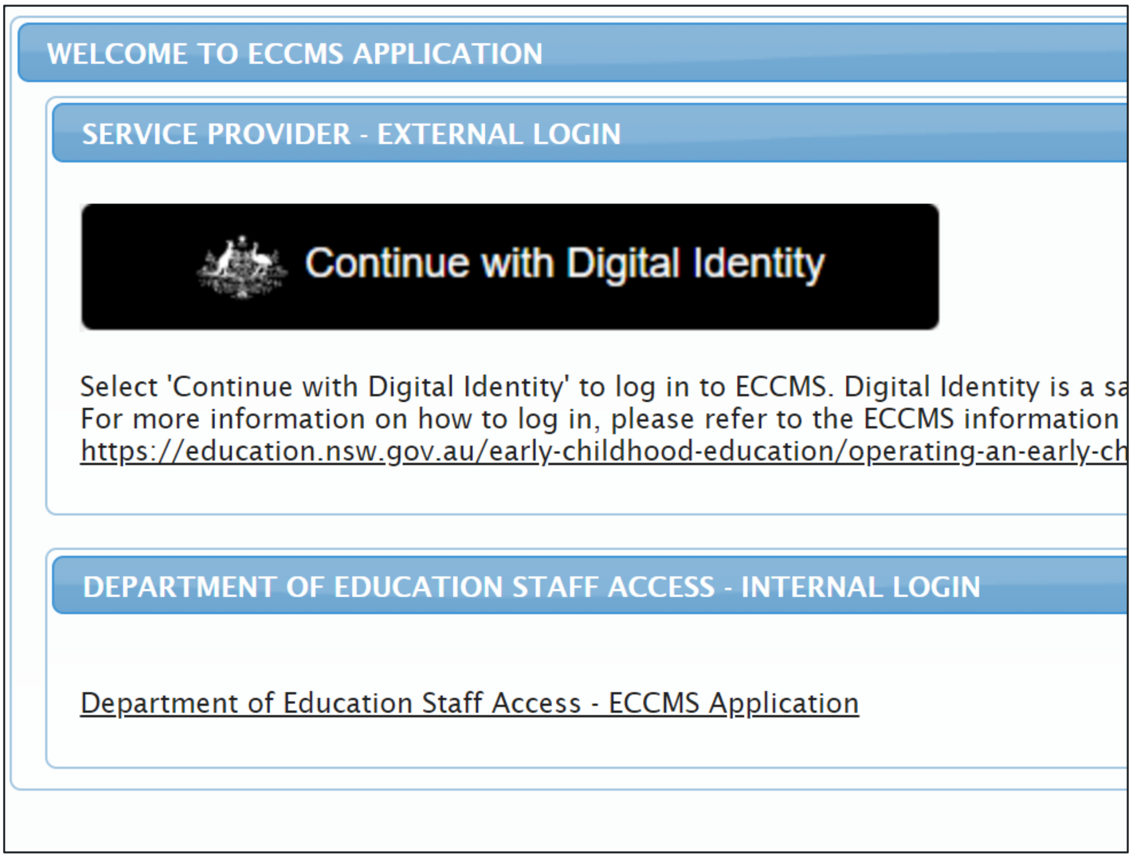
New users: Logging in for the first time

As a new user of ECCMS, you will receive your Registration Key and login details from the department via email. The first time that you log in, you will need to enter your Registration Key. For more information, see the ECCMS page on the department's website.

To log into ECCMS, you must already be verified and logged in through the Digital Identity System and myGovID. Your myGovID also needs to be linked to the provider (ABN) in the Relationship Authorisation Manager (RAM). The Australian Taxation Office (ATO) provides support and handles enquiries regarding myGovID and RAM.

For: SP Admin, SP User and FS User

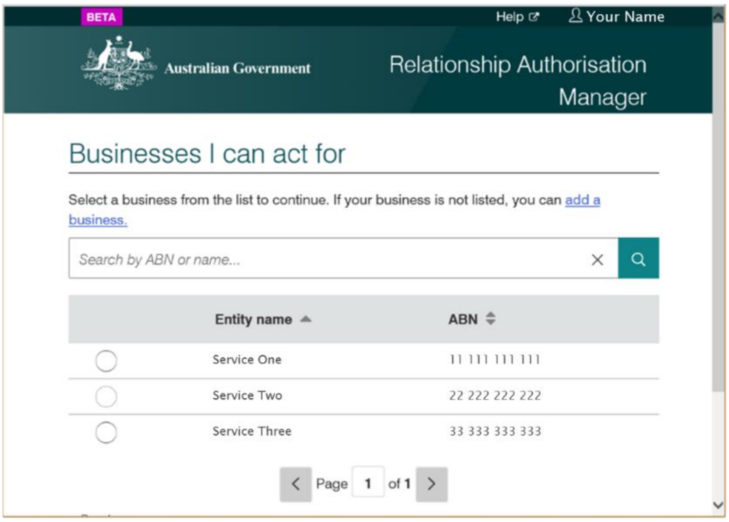
1. Access the ECCMS page on the department's website.
2. Select 'Continue with Digital Identity' to log in to ECCMS.



3. Select "MyGovID" as your identity provider. You may wish to set this as your default.
4. Enter your myGovID email address, and verify your login through the myGovID **mobile app.**

5. If you are only linked to a **single ABN**, proceed to **step 6**.

   If you are linked to multiple ABNs, the Relationship Authorisation Manager (RAM) 'Businesses I can act for' page is displayed. Select the service you wish to act for.



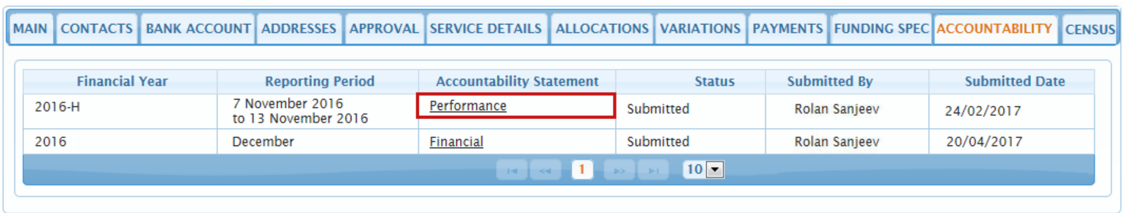
6. Give your consent to share your details with ECCMS.
7. The ECCMS Registration screen opens and displays your user name and your organisation's ABN.

This screen only displays the first time you log into ECCMS.

8. Enter the Registration Key received by email from the department. It will look similar to the Registration Key below.

The registration key must be entered exactly as it appears in the email. This includes all dashes, numbers and letters.

If you copy and paste the registration key, ensure you do not accidentally add a space to either the beginning or the end of the key



9. Click **Submit**.

The ECCMS welcome screen (or To-Do List if you are an SP Admin) will display.

If you encounter any issues attempting to log into ECCMS, you can call the department for assistance on 1800 619 113 or email ecec.funding@det.nsw.edu.au.

Logging into ECCMS using Digital Identity

For: SP Admin, SP User and FS User

Logging in to ECCMS:

1. Access the ECCMS page on the department's website.
2. Select 'Continue with Digital Identity' to log in to ECCMS.
3. Select your preferred identity provider. You will be redirected to your identity provider's authentication page.
4. Verify your identity and select a business to act on behalf of (if required).
5. Give your consent to share your details with ECCMS.

No further action is required on your end. Digital Identity will allow you to use your existing myGovID login credentials to access ECCMS. The Digital Identity system provides additional privacy and security assurances for you.

More information

- For more information on the Australian Government Digital Identity System, please refer to the Digital Identity website.
- For information about myGovID, and for help with set up, please visit the myGovID website.
- For information and support with RAM, please visit the Relationship Authorisation Manager website.
- The department can provide support for issues logging into ECCMS. For technical assistance regarding ECCMS, please contact the department at ecec.funding@det.nsw.edu.au or call 1800 619 113.

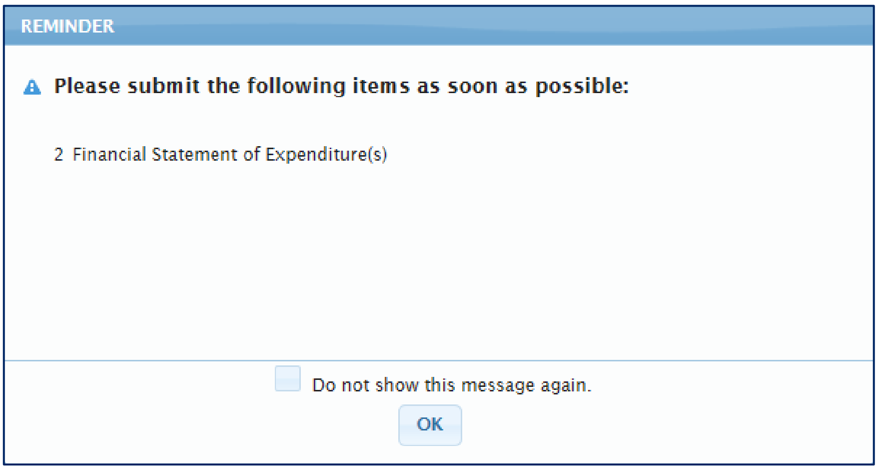
If you are an SP Admin user, a **Reminder** message may display and then the **To-Do List**. For more information, see View and manage the Reminder and Understand the To-Do List.

View and manage the Reminder

Only SP Admin users (Service Provider Administrators) receive a **Reminder** message when they log in or access the To-Do List. This message lists any outstanding items (such as a Statement of Expenditure) that the service provider must submit.

To clear this message, click **OK**.

To stop this message from displaying again, select the **Do not show this message again** check box, and then click **OK**



Exit ECCMS

To exit ECCMS, simply close the browser tab or window.

Understand the To-Do List

Only SP Admin users (i.e. Service Provider Administrators) have access to the To-Do List. The To-Do List provides a visual display so that SP Admin users can quickly see what tasks and documents in ECCMS are outstanding.

SP Admin users should check the To-Do List at least once a week to ensure all tasks are complete.

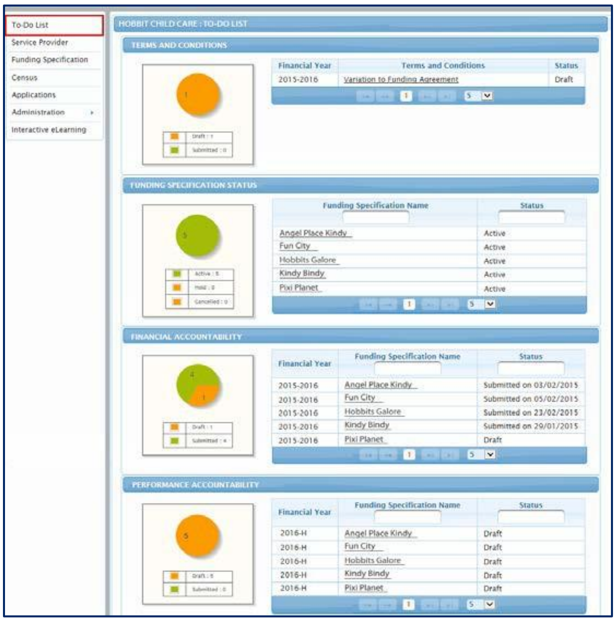
These 4 areas are represented in the To-Do List by pie charts:

- **Terms and Conditions** – indicates whether the Terms and Conditions have been accepted (see Accepting the Terms and Conditions).
- **Funding Specification Status** – indicates how many of the service provider's funding specifications have a status of **Active, Hold** or **Cancelled**.
- **Financial Accountability** – indicates whether any Statements of Expenditure need to be submitted (see Completing the Statement of Expenditure).
- **Performance Accountability** – indicates whether any Performance Accountability Statements need to be submitted (see Complete a Performance Accountability Statement).

If any of these areas are not applicable, "No records found" may display.

When viewing the charts, the colour orange indicates a task or document is in draft form and must be submitted. The colour green indicates a task or document has been submitted. In the Funding Specification Status section, orange indicates that a funding specification is on hold or cancelled – whereas green indicates a funding specification is active.

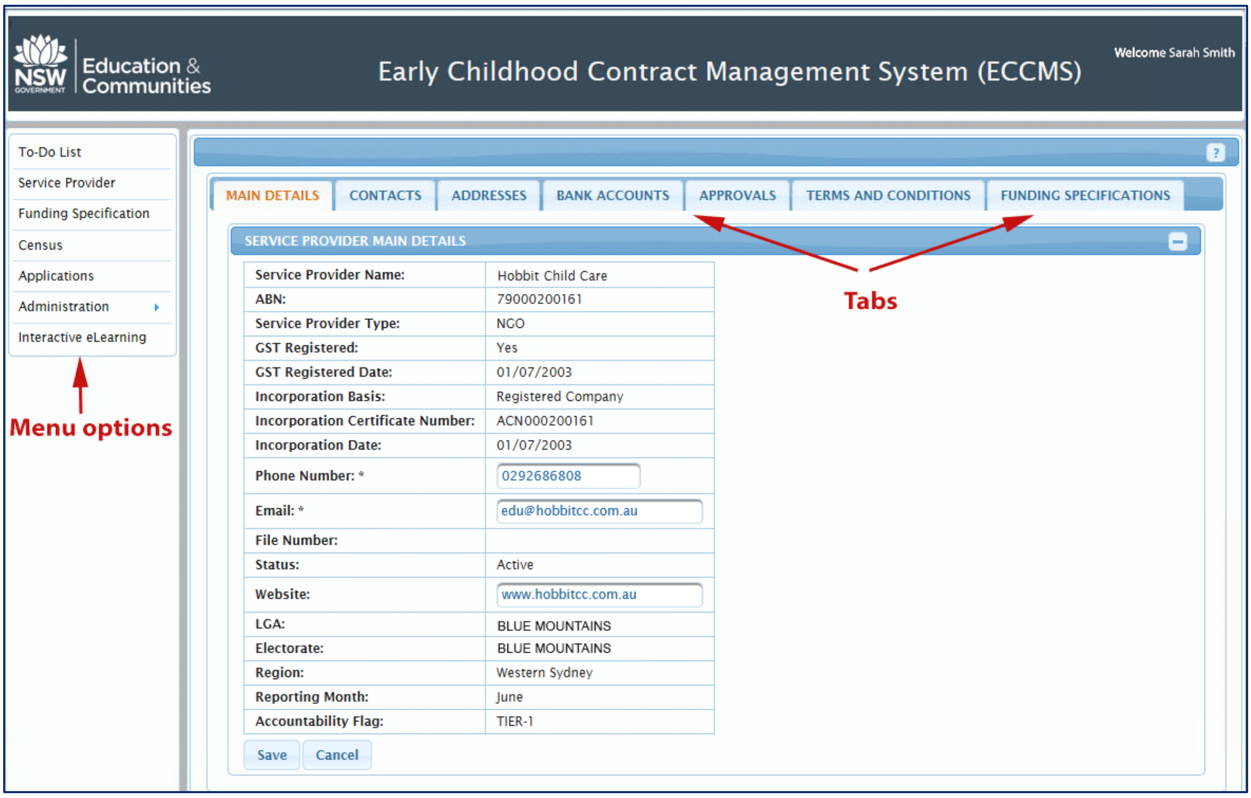
Click on a hyperlink (e.g. a Funding Specification Name) to access the task or document which must be submitted. Funding specifications are listed by name.



Navigate menus

Objects and functions in ECCMS are grouped into menus and tabs.

To access a menu option, click the appropriate option on the left navigation pane. Then click a horizontal tab to view more details.



The **To-Do List, Administration** and **Applications** menu options are not visible to SP Users or FS Users.

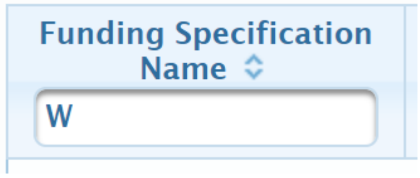
The **Service Provider** menu option is not visible to FS Users.

Navigate lists

Filter a list

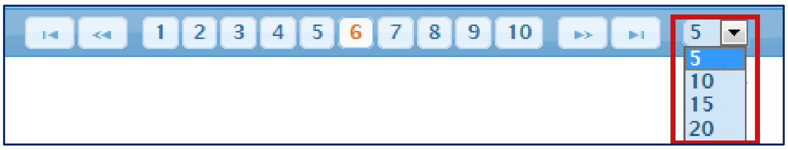
Most lists in ECCMS can be filtered by one or more column attributes. For example, the list of funding specifications can be filtered **Funding Specification Name**.

To filter by an attribute, type the first letter or letters of the attribute in the search box. For example, type **w** in the **Funding Specification Name** search box to list all funding specifications starting with **w**.



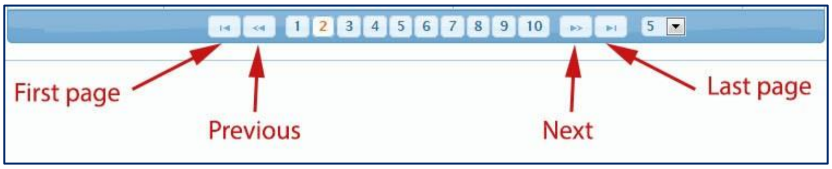
Display more list items

To display more list items on your screen, select a larger number (e.g. **15** or **20**) in the number list.



Browse a list

You can navigate through a list of items, by clicking a navigation button.



Click this button...	To go to the...
First page	Beginning of the list
Last page	End of the list
Next	Next page
Previous	Previous page

Sort a column

Many lists in ECCMS can be sorted according to the alphabetical or numerical order of a particular column. A column can be sorted if it has UP and DOWN arrows next to the column name, as shown below.

Maximum Capacity	Approval Status	Approval Date
30	Approved	31/08/2013
11	Under assessment	03/09/2013
33	Refused	05/09/2013
33	Cancelled	05/09/2013
40	Approved	25/01/2012
30	Approved	25/01/2012
40	Lapsed	25/01/2012

To sort from 'A to Z' or from '0 to 9', click the UP arrow.

To sort from 'Z to A' or from '9 to 0', click the DOWN arrow.

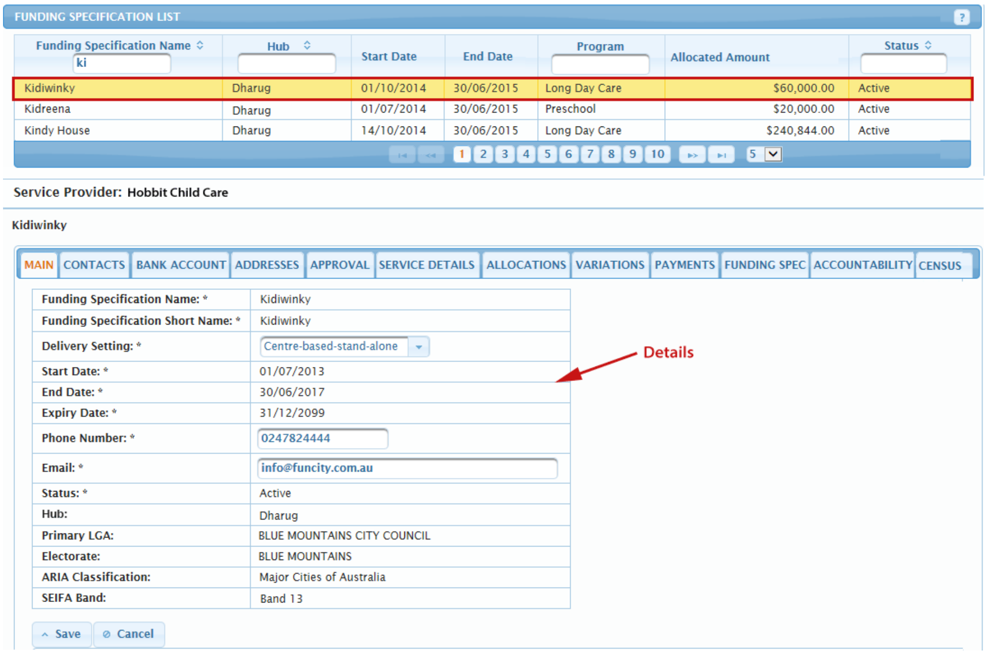
When you click an UP or DOWN arrow for the first time, the column name and the other arrow change colour to orange. The clicked arrow disappears. As soon as you click an arrow in another column, the arrows in the previous column resume their original state.

Maximum Capacity	Approval Status	Approval Date
30	Approved	31/08/2013
40	Approved	25/01/2012
30	Approved	25/01/2012
33	Cancelled	05/09/2013
40	Lapsed	25/01/2012
33	Refused	05/09/2013
11	Under assessment	03/09/2013

View details

In many lists in ECCMS it is possible to click a row to view more details.

To view or edit the details of an item, click on the item's row. The selected row is then highlighted in yellow and the item's details open in the bottom part of the screen.

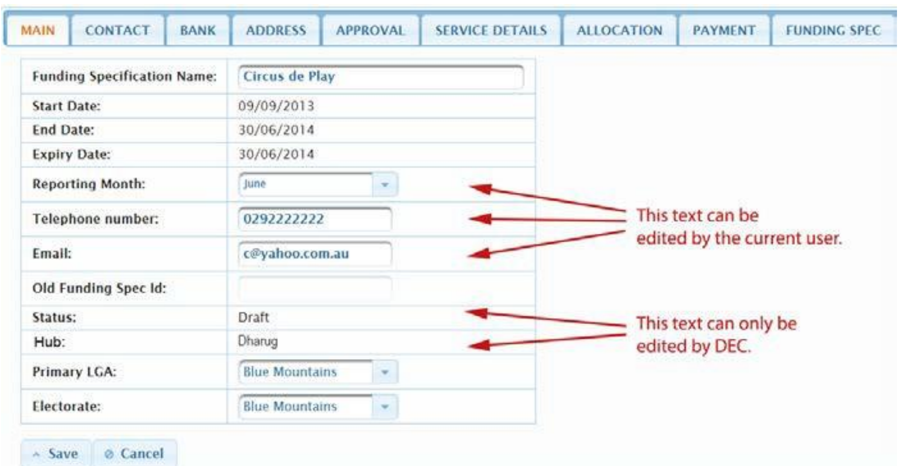


Update details in screens

Your access to update details in a screen depends on your user access level in ECCMS and whether a record has been approved or made active.

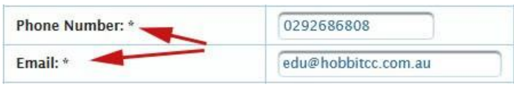
In ECCMS, fields with black text or faded text are protected and cannot be changed.

Only active fields or fields with blue text can be changed.



Recognise required fields

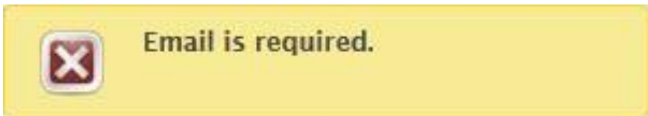
Required information, that is information which **must** be entered when creating or editing an item in ECCMS, is marked with an **asterisk (*)**.



Understand success and error messages

When you perform a function such as **Save** in ECCMS, a gold 'success' or 'error' message displays briefly at the top right corner of your screen.

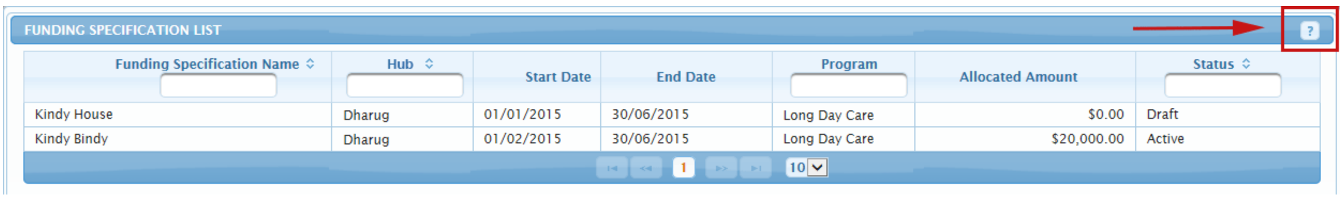
It is important to take note of these messages because not only do they confirm your changes are successful, they also (if applicable) advise you why an error has occurred.



In addition, if you forget to complete a required field or if you enter information in an incorrect format, ECCMS also outlines fields in red and changes field names from black to red.

Access online help

On the top-right corner of each screen in ECCMS there is a **Help** button which opens the online help in a popup window. The online help provides an overview of the current screen and any actions you can perform while on that screen.



Add and select contacts, addresses and bank accounts

In ECCMS, adding a contact or an address to a funding specification consists of **2** steps – an **add** step and a **select** step.

1. **Add the contact or address** via the appropriate tab on the Service Provider Main Details screen.

> Only SP Admin, SP User and department users can complete this step. FS Users cannot add a contact or an address.
>
> SP Admin, SP User, FS User and department users can complete this step. Only department users can select a street address.
>
> The steps for adding a bank account in ECCMS are similar. However, after a bank account is added in ECCMS, an *Application for Direct Electronic Funds Transfer* form is sent to the service provider for completion. The department then processes the form and makes the bank account active. See Add a New Bank Account.

2. **Select the** contact **or postal address** via the appropriate tab on the Funding Specification screen.

Auditing

All significant additions and changes made by users in ECCMS are recorded for auditing and security purposes. Only the department has access to this audit information.

Performing administrator responsibilities

SP Admin users have the following responsibilities.

Complete tasks on time

The SP Admin user should check the To-Do List at least once a week to ensure all tasks are complete. The To-Do List provides a visual display so that SP Admin users can quickly see what tasks and documents in ECCMS are outstanding. For more information see Understand the To-do List.

Maintain data and contact details

ECCMS holds all the details for your service in relation to department funding, including addresses, contact details and bank details. It is important that these are accurate and up to date, so regularly make time to ensure that details in ECCMS are correct.

Ensure ECCMS registration is up to date

If staff who are registered for ECCMS are leaving your organisation or are going on holidays, you must carefully manage linked ECCMS users on Relationship Authorisation Manager (RAM) so that access to ECCMS is maintained. The ATO provides support and handles enquiries regarding RAM.

Notify the department about major changes

If major changes occur to your service provider organisation and/or funding specification(s), you are required to immediately advise the department of these changes as they may affect your access to ECCMS and/or your payments. You must inform the department about any changes to:

- operational status, e.g. the closure of a service
- service provider name
- funding specification name
- ABN
- GST requirements
- bank details
- a funding specification's street address.

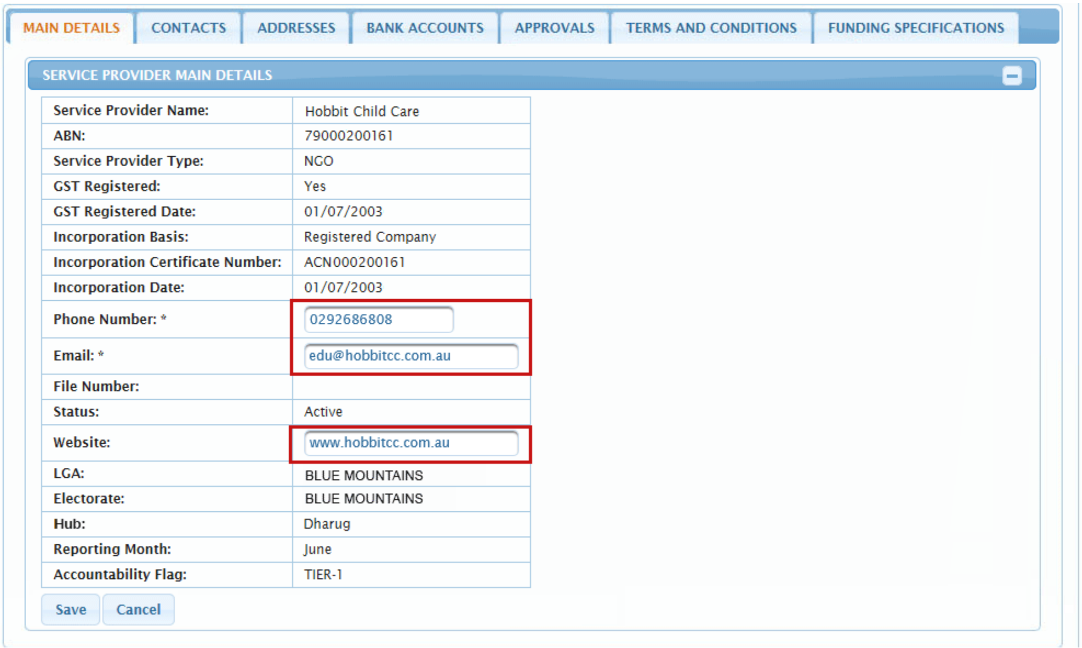
Updating service provider details

A new service provider can only be added in ECCMS by the department. However, an SP Admin and an SP User are able to update service provider details.

Update service provider main details

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider.**



On the **Main Details** tab, fields with black text such as **Service Provider Name, ABN, Service Provider Type** and **GST Registered** are protected and cannot be changed. Only active fields and fields with blue text can be changed.

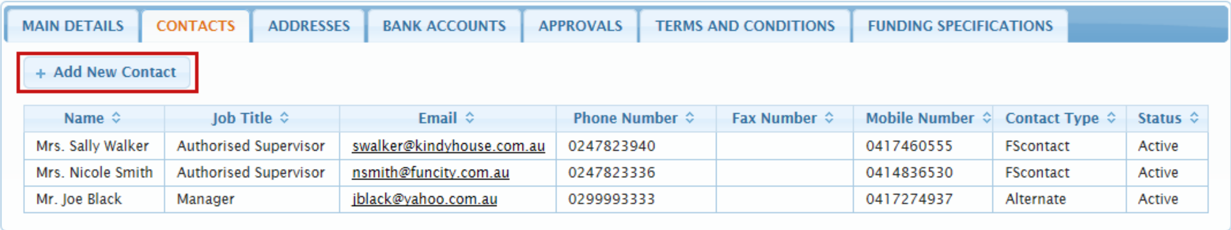
2. Type your service provider organisation's main **Phone Number**. It must have 10 numbers and no spaces, e.g. 0299452344.
3. In **Email**, type the main contact email address for your service provider organisation.
4. In **Website**, type the URL for your organisation's website.
5. Click **Save**.

Add a new contact

It is possible to add an **Alternate** and a **Primary** contact for your service provider organisation and to add FScontact contacts for associated funding specifications. An **FScontact** can be a funding specification's Primary Contact, RCTI Contact or Alternate Contact.

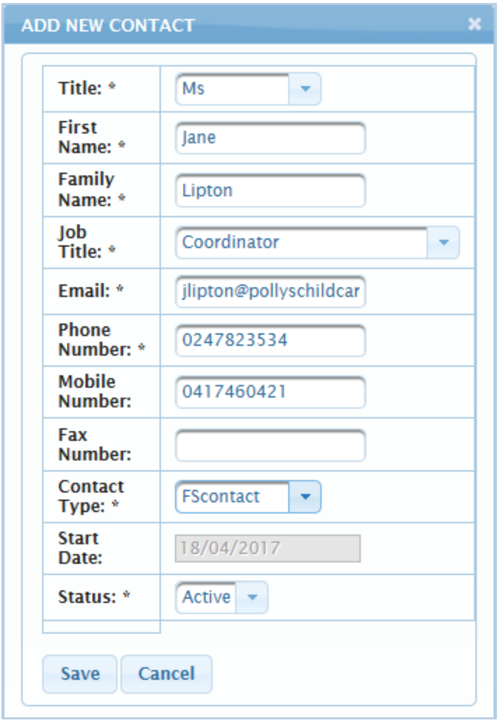
For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Contacts** tab.



3. Click **Add New Contact**.

   The **Add New Contact** dialog box displays.



4. In the **Title** list, select the appropriate title for the contact.
5. Type the contact's **First Name** and **Family Name**.
6. In the **Job Title** list, select the appropriate title.
7. In **Email**, type the contact's email address.

8. Type the contact's **Phone Number**. It must have 10 numbers and no spaces, e.g. 0247832534.
9. Type the contact's **Mobile Number**. It must have 10 numbers and no spaces, e.g. 0417460421
10. Type the contact's **Fax Number**. It must have 10 numbers and no spaces, e.g. 0247832533.
11. In the **Contact Type** list, select **Alternate, Primary** or **FScontact**.

The Alternate and Primary contacts are for your service provider organisation.

FScontact contacts are for associated funding specifications.

A service provider may only have one Primary contact but can have numerous Alternate contacts.

12. When adding a new contact, the Start Date defaults to today's date.

    If you want to change this date, after saving the new contact, click on the contact row and then select another date. For more information, see Edit a Contact.
13. For **Status**, accept the default of **Active.**
14. Click **Save.**
15. To attach an **FScontact** contact to a funding specification, access that funding specification, click the **Contact** tab and then select the contact. For more information, see Select a Funding Specification's Contact.

Edit a contact

For: SP Admin and SP User

1. On the ECCMS menu, click Service Provider.
2. Click the Contacts tab.
3. Locate and click the contact that you want to edit.

   The **Edit Contact** dialog box displays.

4. Make any necessary changes, while noting the following:
   - The **Phone Number, Mobile Number** and **Fax number** must each have 10 numbers and no spaces.
   - If you change a **Contact Type** to **Primary** and the service provider already has a Primary contact, that Primary contact will automatically change to an **Alternate** contact.
   - To change the **Start Date** (which defaults to today's date when adding a new contact), select a date in the calendar.

For more information about contact details, see Add a New Contact.

5. Click **Save**.

Making a contact inactive

To make either a service provider's or a funding specification's Primary contact **Inactive**, you must:

1. Select another contact as the Primary contact.
2. Make the old Primary contact **Inactive**.

To make a funding specification's RCTI contact **Inactive**, you must:

1. Select another contact as the RCTI contact.
2. Make the old RCTI contact Inactive.

When you select another contact as a funding specification's Primary or RCTI contact, they remain in the service provider list as an FScontact.

Only a funding specification's Alternate contact can directly be made ***Inactive***.

Make a contact inactive

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Contacts** tab.
3. Locate and click the contact that you want to make inactive. The **Edit Contact** dialog box displays.

4. In the End Date calendar, select today's date or the date on which the contact became inactive.
5. In the Status list, select Inactive.
6. Click Save.

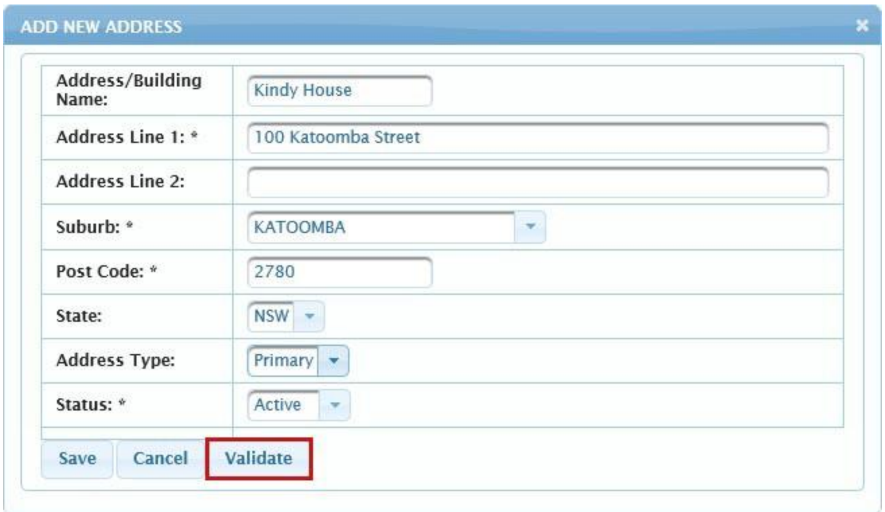
Add a new address

ECCMS enables you to add a ***Primary*** and a ***Postal*** address for your service provider organisation and to add ***Other*** addresses for associated funding specifications. An ***Other*** address can be a funding specification's Street Address or Postal Address.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Addresses** tab.
3. Click **Add New Address**.

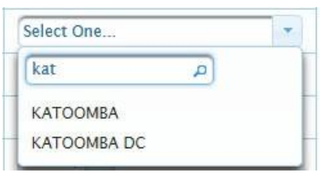
   The **Add New Address** dialog box displays.



4. In **Address/Building Name**, type the building or address name, e.g. Kindy House.
5. In **Address Line 1**, type the street number and name.

   Or if the address contains additional information, e.g. suite and/or floor number, type that information in **Address Line 1** and the street number and name in **Address Line 2**.
6. In the **Suburb** list, type the first letter (e.g. ***k*** for Katoomba), and then click the suburb.

   Otherwise, type the first part of the name in the search box that displays at the top of the list.



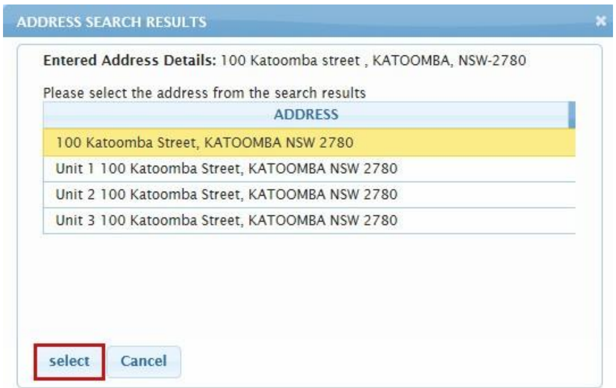
Only suburbs that have been entered in ECCMS are available for selection. If your suburb is not available, contact ecec.funding@det.nsw.edu.au

7. Type the Post Code.
8. For State, accept the default of NSW.
9. In the Address Type list, select Other, Primary or Postal.

The Primary and Postal addresses are for your service provider organisation. Other addresses are for associated funding specifications.
There may be numerous addresses with the types of Other and Postal.
To change a service provider's **Primary** address, you must add a new Primary address. This will automatically change the old **Primary** address to an **Other** address.

10. For Status, accept the default of Active.
11. Click Validate.

    ECCMS checks the validity of the address and displays any matching addresses in the Address Search Results dialog box.



12. Select the matching address and then click **Select**.

    ECCMS automatically adds the correct **LGA** and **Electorate**, which will then display on the Service Provider Main details screen and in the **Edit Address** dialog box.

If no matching addresses are found, click **Cancel** and proceed to the next step to save the new address. The **LGA** and **Electorate** will not be updated, but this information is not critical as it is mainly required for reporting.

13. Click **Save**.
14. To attach an Other address as a funding specification's postal address, access that funding specification, click the Addresses tab and then select the address. For more information, see Select a Funding Specifications Postal Address.

Only the department can attach an **Other** address as a funding specification's street address

Edit an address

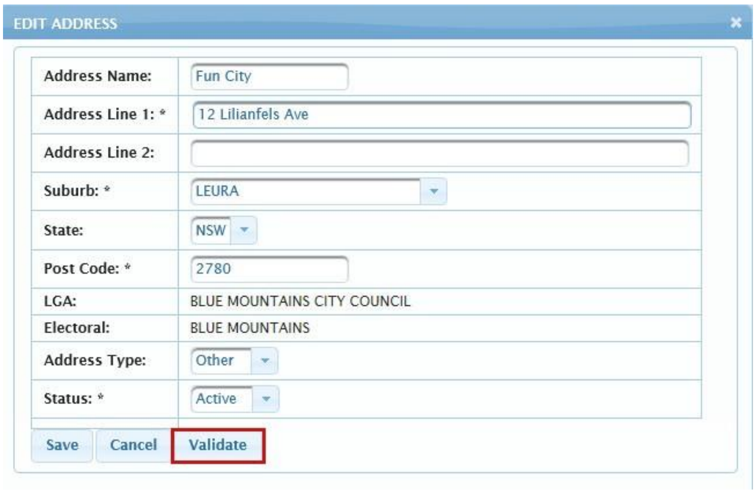
It is possible to edit a service provider's **Primary** address and any **Postal** address. You can also edit a funding specification's street address (i.e. **Other**) as long as the department has not yet attached the address to the relevant funding specification.

Only the department can make changes to a street address when it is attached to a funding specification.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Addresses** tab.
3. Locate and click the address that you want to edit.

   The Edit Address dialog box displays.

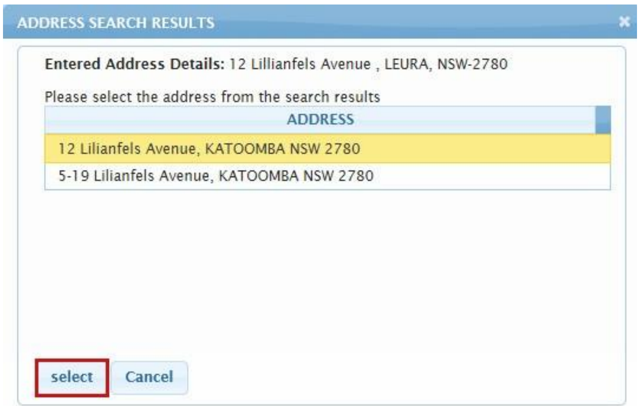


4. Make any necessary changes.

For more information about address details, see Add a New Address.

5. Click **Validate**.

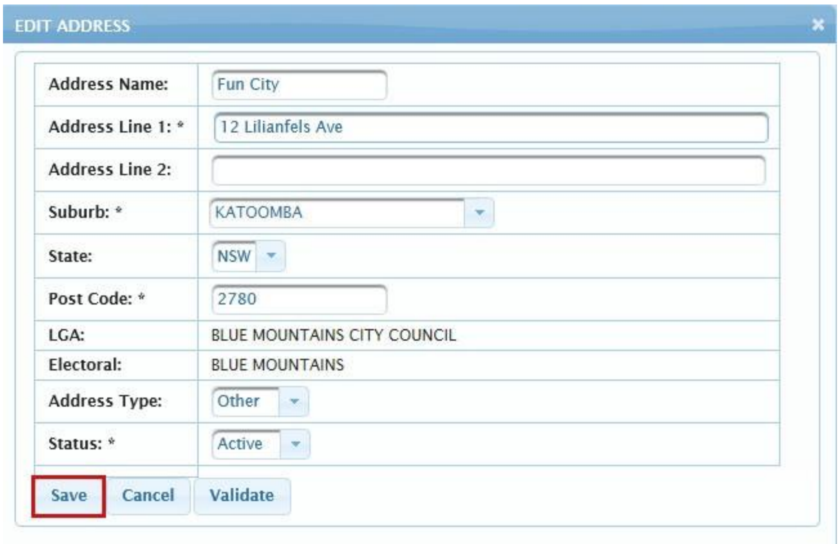
   ECCMS checks the validity of the updated address and displays any matching addresses in the **Address Search Results** dialog box.



6. Select the matching address and then click **Select**.

   ECCMS automatically adds the correct **LGA** and **Electorate**.

If no matching addresses are found, click **Cancel** and proceed to the next step to save the new address. The **LGA** and **Electorate** will not be updated, but this information is not critical as it is mainly required for reporting.



7. Click **Save**.

About making an address inactive

It is possible to make a service provider's **Primary** address and any **Postal** address **Inactive**. You can also make a funding specification's street address (i.e. **Other**) inactive if it is no longer attached to the funding specification.

Make a Primary address inactive

For: SP Admin and SP User

1. Add a new Primary address which will then automatically change the old Primary address to an **Address Type** of **Other**.
2. Make the old Primary address **Inactive**.

Make a Postal or Other address inactive

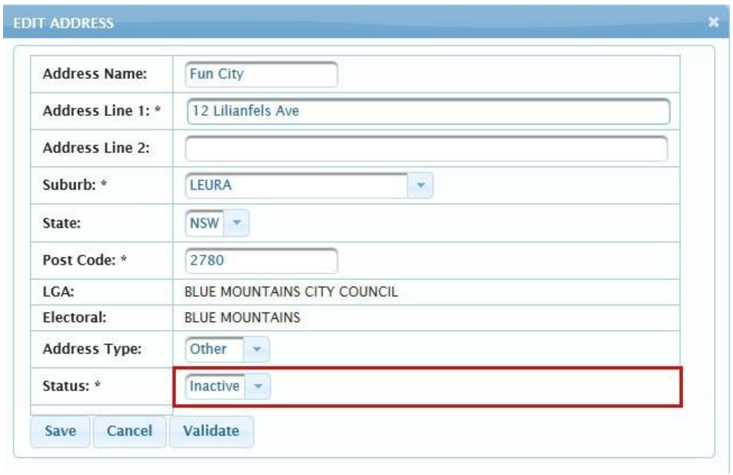
It is possible to make a **Postal** address **Inactive**. You can also make a funding specification's old street address (i.e. **Other**) **Inactive** as long as it is no longer attached to the funding specification.

Only the Department can make changes to a street address when it is attached to a funding specification.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Addresses** tab.
3. Locate and click the address that you want to make inactive.

   The **Edit Address** dialog box displays.



4. In the Status list, select **Inactive.**
5. Click **Save.**

Add a new bank account

When a service provider (or the department) adds a new bank account, the **Status** defaults to **Draft** and an Application for Direct Electronic Funds Transfer form is automatically sent to the service provider. After processing the completed form, the department changes the bank account's **Status** to **Active**. For information on editing a bank account, see Editing a Bank Account.

Allow at least 2 weeks for the department to process the activation of a new bank account. Each service provider must have **only one** nominated and approved bank account.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Bank Accounts** tab.
3. Click Add New Bank Account.

   The Add New Bank Account dialog box displays.

4. In Account Name, type the name of the account e.g. Kindy House.
5. Type the bank's BSB Number. It must have 6 numbers and no spaces, e.g. 636382.
6. Type the Account Number, e.g. 9484727.
7. Type the Bank Name, e.g. Westpac.
8. In Suburb, type the suburb where the bank is located, e.g. Leura.
9. When adding a new bank account, the Active Date defaults to today's date.
10. When adding a new bank account, Status defaults to **Draft.**

While the **Status** is **Draft**, an SP Admin and SP User can edit all of the details entered in this procedure. However, after the **Status** is changed to **Active**, an SP Admin and SP User can only edit the **Account Name**.

11. Click Save.

When a new bank account is created in ECCMS, an email is automatically sent to advise the service provider's Primary contact as well as the department.

The Primary contact will also receive (as an email attachment) an *Application for Direct Electronic Funds Transfer (EFT)* form. This form must be completed for the new bank account and then returned to the department as soon as possible. When the department processes the form and sets up the new bank account in the SAP payment system, they will change the bank account's **Status** to **Active** and advise you via email.

It may take the department up to two weeks to process a completed EFT form and make a new bank account active.

It is the service provider's responsibility to attach a new bank account to each of their funding specifications.

12. To attach a bank account to a funding specification, access that funding specification, click the **Bank Account** tab and then select the bank account. For more information, see Select a Funding Specification's Bank Account.
13. If the new bank account is to replace an old account, after attaching the new bank account to all of your funding specifications, advise the department so they can make the old bank account inactive.

Edit a bank account

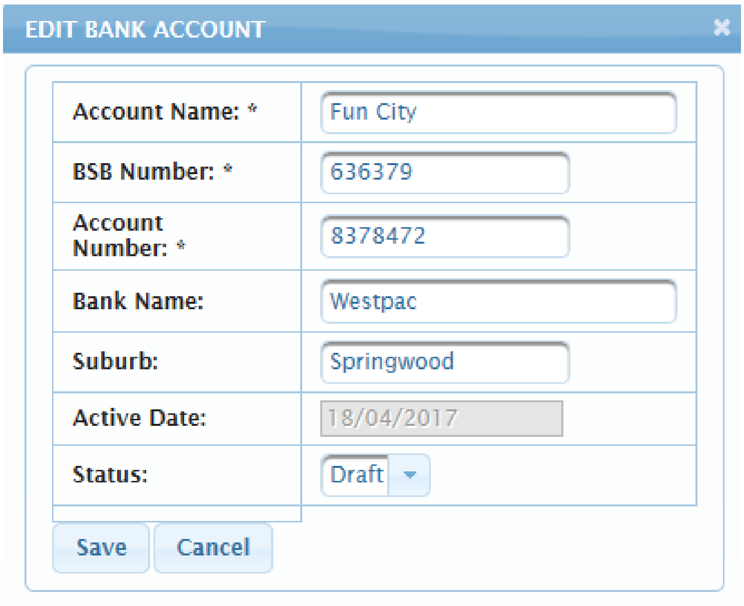
When a bank account in ECCMS has a ***Draft* Status**, it can be updated by an SP Admin or SP User.

If you update a bank account's details, you will be required to submit a revised *Application for Direct Electronic Funds Transfer* form to the department.

After the department gives a bank account an ***Active* Status**, the only change that an SP Admin or SP User can make is to change the **Account Name**. If other details need to be changed, you must contact the department.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Bank Accounts** tab.
3. Locate and click the bank account that you want to edit. The **Edit Bank Account** dialog box displays.



4. Make any necessary changes.

For more information about bank details, see Add a New Bank Account.

5. Click **Save**

When a bank account in ECCMS is modified, an email is automatically sent to advise the service provider's Primary contact and the department.

Accepting the Terms and Conditions

All service providers are required to accept the Terms and Conditions of the Early Childhood Education (ECE) Grants Program and with the guidelines for the relevant grants program(s) to be considered for funding under the program. The Terms and Conditions include, but are not limited to:

- acceptance of relevant program guidelines
- financial and outcomes reporting
- data collection requirements
- government access requirements
- general audit requirements
- random departmental audits
- conditions of funding withdrawal.

A service provider has to accept the Terms and Conditions each year in ECCMS.

Variation to Terms and Conditions

If there are changes to the ECE Grants Program during the year, or if a 6-month extension is awarded, a **Variation to Funding Agreement** or **Variation to Terms and Conditions** document may be released for service providers to accept. The duration of a 6-month extension has the format of year-H, for example, 2023-H.

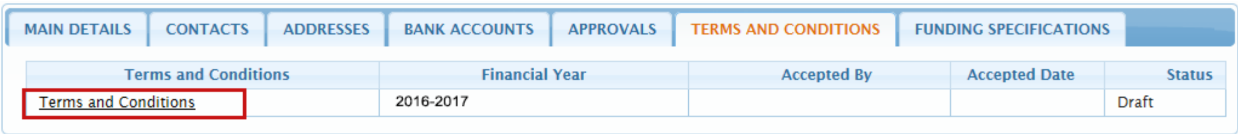
Save or print the draft Terms and Conditions

ECCMS enables service providers to print and/or save the draft Terms and Conditions agreement so that other staff members in their organisation may review it.

For information on how to save or print an accepted agreement, see Save or Print the Accepted Terms and Conditions.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Terms and Conditions** tab.



3. Click the **Terms and Conditions** hyperlink.

   The Terms and Conditions agreement opens in another window in your browser.

4. At the bottom of the agreement, click **Print Preview**. The 'open or save' message displays.

5. Click **Open**.

   The Terms and Conditions agreement displays as a PDF file in a new browser window.

6. To save the agreement so you can view it without being logged into ECCMS:
   - On the **File** menu, click **Save As**.
   - Browse to the location where you want to save the file.
   - Click **Save**.
7. To print the agreement:
   - On the **File** menu, click **Print**.
   - Make any necessary selections in the **Print** dialog box.
   - Click **Print**.

   (To close the Terms and Conditions windows, click the close button on the top right corner of each window.)

Accept the Terms and Conditions

When required by the department, service providers must accept the Terms and Conditions.

The online Terms and Conditions document replaces the paper document used in previous years. Once accepted, it becomes part of the contractual record for funding and can be accessed in the future.

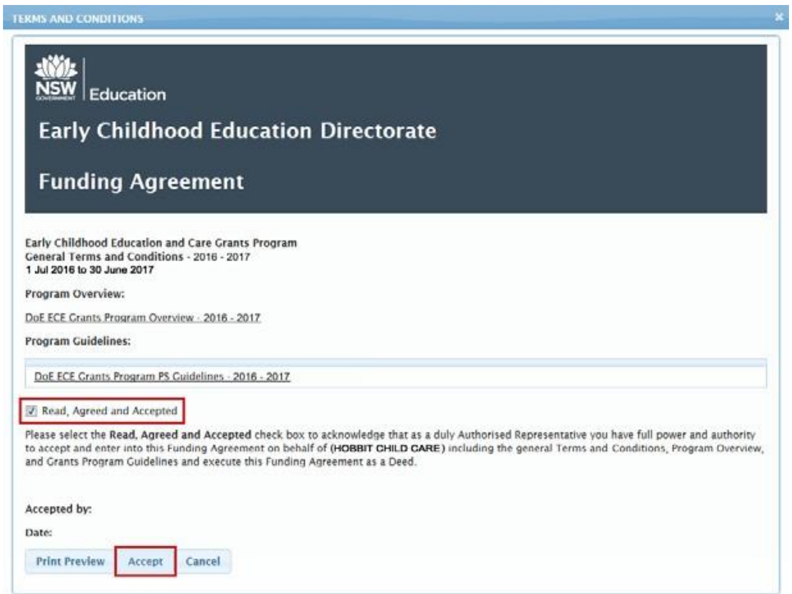
For: SP Admin

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Terms and Conditions** tab.

3. Click the Terms and Conditions hyperlink.

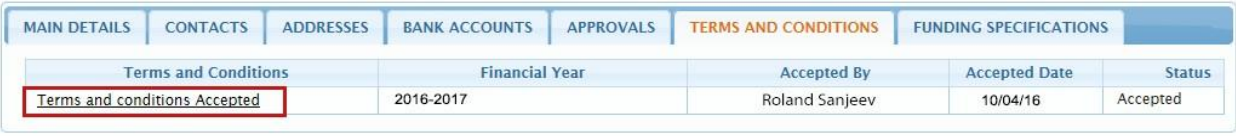
   The Terms and Conditions agreement opens in another window in your browser.

4. Click the **DoE ECE Grants Program Overview** hyperlink and read the overview.
5. Under **Program Guidelines**, click the **DoE ECE Grants Program Guidelines** hyperlink and read the guidelines.



6. When you are certain that you have read and understood all the Terms and Conditions and associated Guidelines, click **Accept**.

   The Terms and Conditions document will now have a **Status** of **Accepted,** the **Accepted Date** is set to today's date, and the name of the person who accepted displays under **Accepted By**.



Terms and Conditions	Financial Year	Accepted By	Accepted Date	Status
Terms and conditions Accepted	2016-2017	Roland Sanjeev	10/04/16	Accepted

The acceptance of the Terms and Conditions is final and cannot be changed.

Save or print the accepted Terms and Conditions

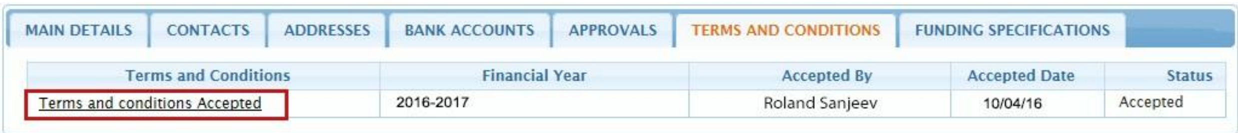
After a Terms and Conditions agreement has been accepted, ECCMS converts it to a PDF file which can be retrieved at any time so that you can view, save or print it.

For information on how to save or print a draft agreement, see Save or Print the Draft Terms and Conditions.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.

   Click the **Terms and Conditions** tab.



Terms and Conditions	Financial Year	Accepted By	Accepted Date	Status
Terms and conditions Accepted	2016-2017	Roland Sanjeev	10/04/16	Accepted

2. Click the **Terms and Conditions Accepted** hyperlink.

   The Terms and Conditions agreement displays as a PDF file in a new browser window or tab.

3. To save the agreement so you can view it without being logged into ECCMS:
   - On the **File** menu, click **Save As**.
   - Browse to the location where you want to save the file.
   - Click **Save**.
4. To print the agreement:
   - On the **File** menu, click **Print**.
   - Make any necessary selections in the **Print** dialog box.
   - Click **Print**.

You can also print or save the agreement by moving your mouse over it so the navigation pane buttons display. Then click the **Save a copy** button to save the PDF file to your computer, or click the **Print file** button to print a copy.If the navigation pane does not display, right-click on the agreement and then on the menu, click **Show Navigation Pane Buttons**.

Managing funding specifications

Only the department is able to add a new funding specification in ECCMS. After verifying details provided by a service provider, the department may add a new funding specification (with a Draft Status) at any time during the year. After completing final eligibility checks, the department will approve the funding specification and change the Status to Active.

During the creation of the new funding specification, based on its street address, ECCMS will automatically assign the correct Hub and a SEIFA Band, both of which are used for statistical reporting and internal processing.

A SEIFA (Socio-Economic Index for Areas) Band is based on the Australian Bureau of Statistics index which ranks areas according to relative socio-economic advantage and disadvantage.

An SP Admin and an SP User can update details for all funding specifications that operate under their service provider. FS users can only view and make limited updates to their linked funding specification.

Add details for a new funding specification

After a new funding specification is added, a service provider is responsible for ensuring all the following details for the new funding specification are complete and accurate.

Add and select contacts

1. If they are not already recorded in ECCMS, add the funding specification's Primary Contact and RTCI Contact (and if applicable, the Alternate Contact). For more information, see Add a New Contact.
2. Select the funding specification's Primary Contact and RTCI Contact. If applicable, also select an Alternate Contact. For more information, see Select a Funding Specification's Contact.

Add and select a bank account

1. If it is not already recorded in ECCMS, add the funding specification's bank account. For more information, see Add a New Bank Account.
2. After receiving the *Application for Direct Electronic Funds Transfer* form, complete it and return it to the department.

   After the department makes the bank account **Active**, attach it to funding specification(s). For more information, see Select a Funding Specification's Bank Account.

Add and select addresses

1. If they are not already recorded in ECCMS, add the funding specification's street address (and if applicable, postal address). For more information, see Add a New Address.
2. If applicable, select the funding specification's postal address. For more information, see Select a Funding Specification's Postal Address.

> During the creation of a new funding specification, the department will select the funding specification's street address.

Add the service details

1. Under the Funding Specification add the service information, the number and demographic characteristics of the children enrolled, and staffing information. For more information, see Adding a Funding Specification's Service Details.

Update funding specification details

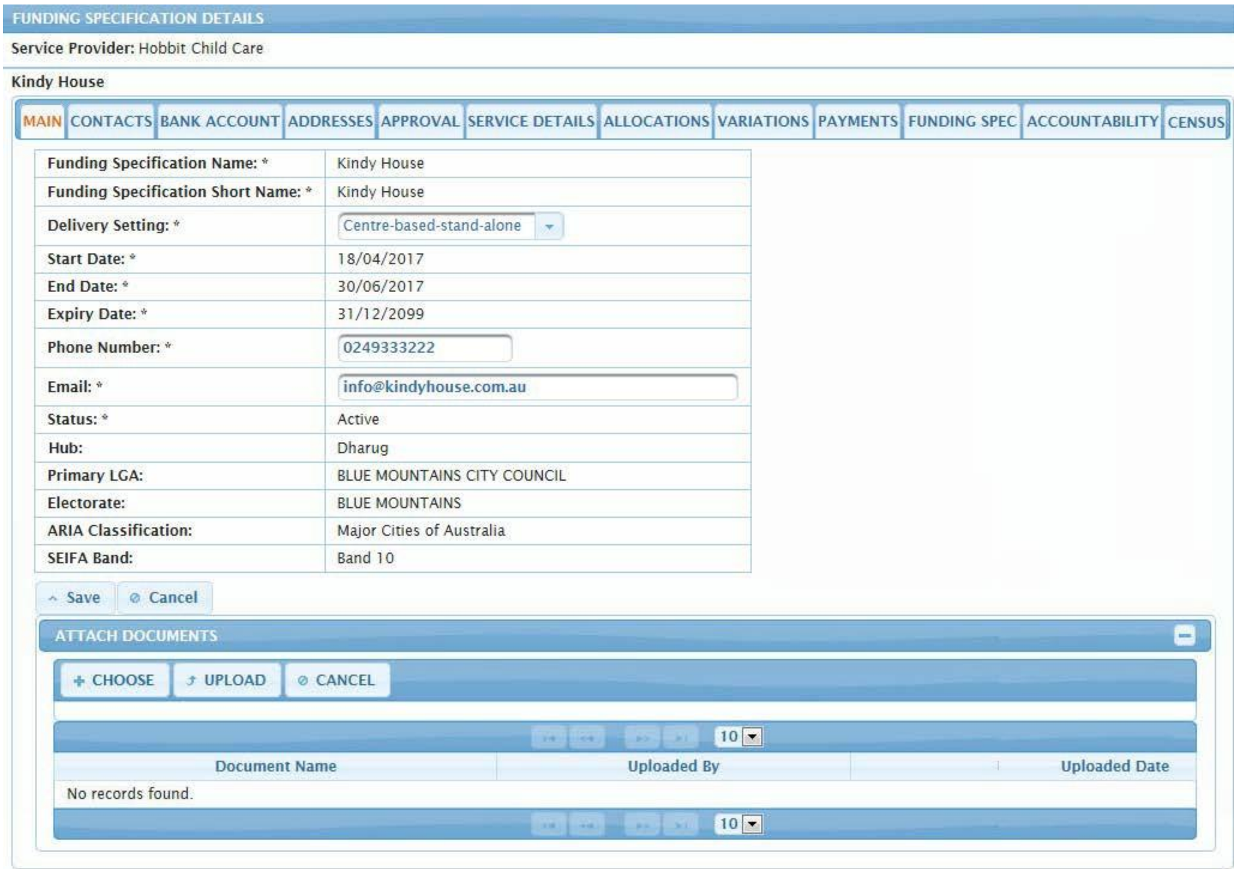
An SP Admin and SP User are able to view and update **all** the funding specifications for their service provider, whereas an FS User only has access to one funding specification. For more information, see Types of Users.

Although the following instructions about updating funding specifications are written specifically for an SP Admin and an SP User, the same principles will apply for an FS User.

Locate and view a funding specification

For: SP Admin and SP User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to view.



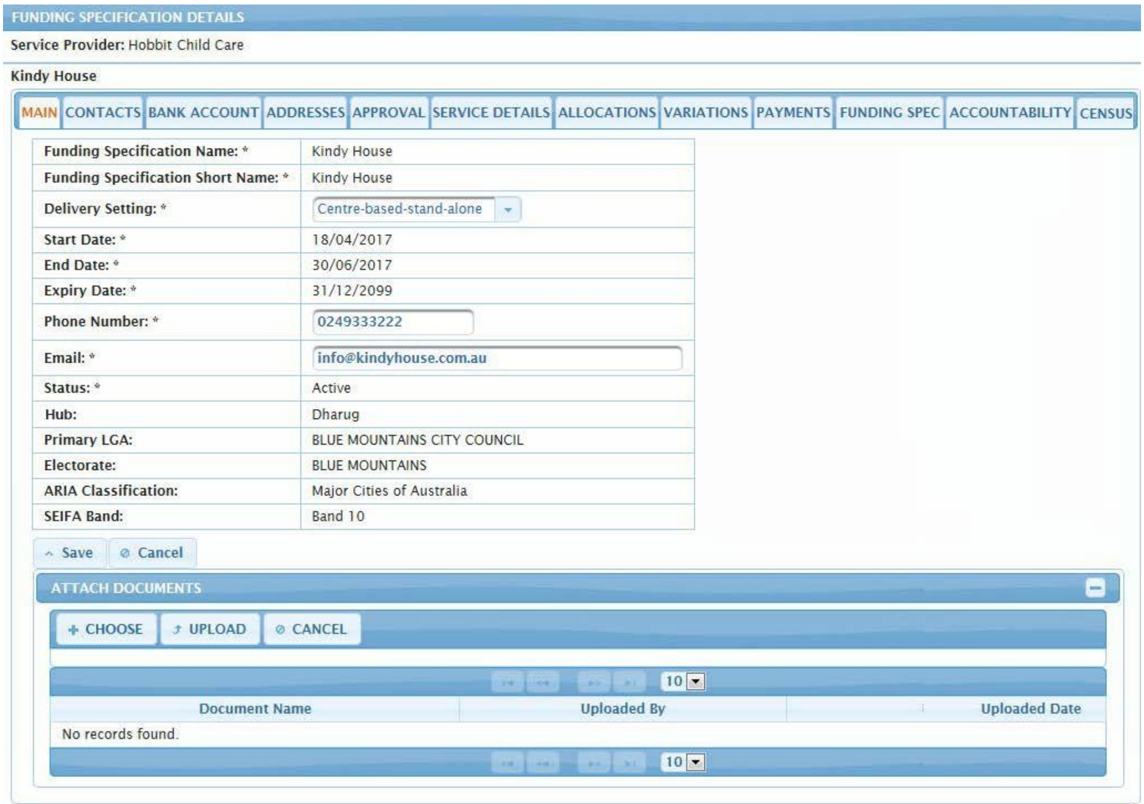
You can also locate the list of funding specifications by clicking the **Service Provider** menu option and then clicking the **Funding Specifications** tab.

The **Funding Spec** tab is no longer used in ECCMS but is retained for historical records. Service providers who accepted the previously required Funding Spec documents are able to view them here.

Update a funding specification's main details

For: SP Admin and SP User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to update.



3. Make necessary changes.

An SP Admin can change the Delivery Setting, Phone number and Email on the **Main** tab. An SP User can only change the **Phone number and Email**. The **Phone number** must have 10 numbers and no spaces.

4. Click **Save**.

Add and select contacts, addresses and bank accounts

1. **Add the contact or address** via the appropriate tab on the Service Provider Main Details screen.

Only SP Admin, SP User and department users can complete this step. FS Users cannot add a contact, address and/or bank account.

SP Admin, SP User, FS User and department users can complete this step. Only the department can select a street address.

The steps for adding a bank account in ECCMS are similar. However, after a bank account is added in ECCMS, an *Application for Direct Electronic Funds Transfer* form is sent to the service provider for completion. The department then processes the form and makes the bank account active. See Add a New Bank Account.

2. **Select the contact or postal address** via the appropriate tab on the Funding Specification List screen.

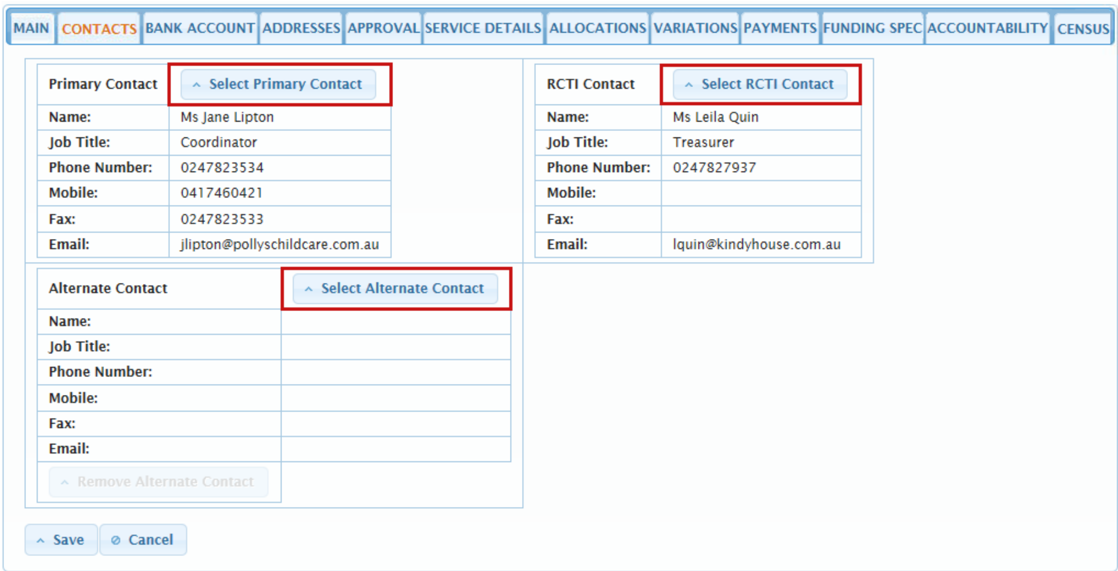
Select a funding specification's contacts

Contacts are selected from the list that has previously been added on the Contacts tab of the Service Provider screen. For more information, see Add a New Contact.

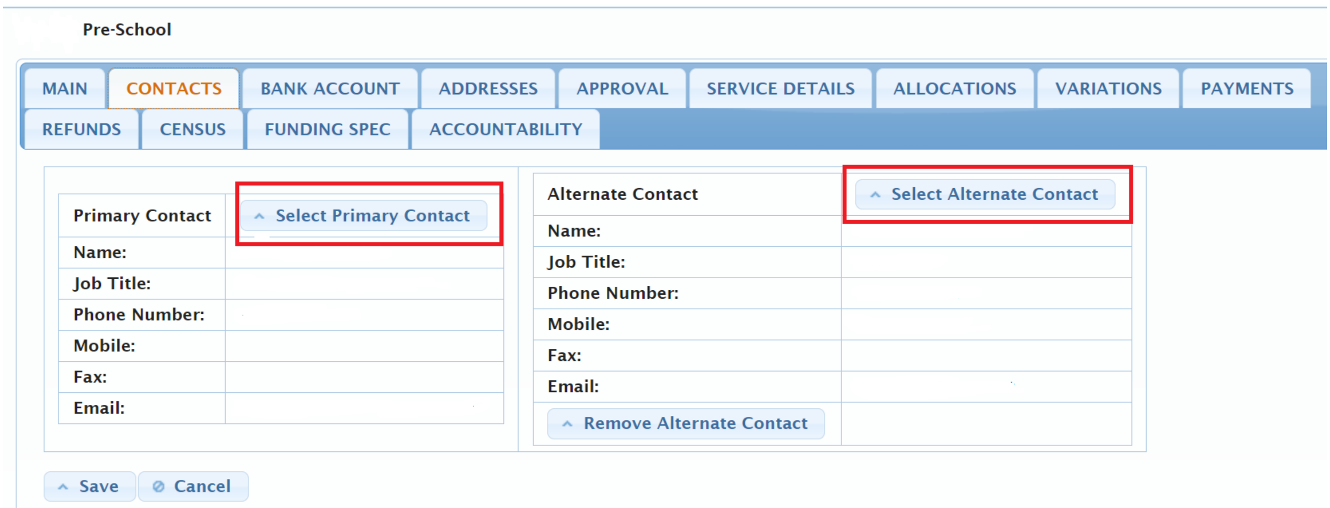
A contact can only be made **Inactive** on the **Contacts** tab of the service provider screen. For more information, see About Making a Contact Inactive.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification.**
2. Locate and click the funding specification that you want to modify.
3. Click the **Contacts** tab.



All funding specifications must have a Primary Contact and a RCTI Contact (the person to whom the RCTI is sent).



4. To change or add a contact, click the appropriate button, e.g. **Select Primary Contact**, **Select Alternate Contact** or **Select RCTI Contact**.
5. In the selection list, click the circle next to the contact you want to select, and then click **Select**.

   The selection list closes and the selected contact now displays on the **Contact** tab.
6. Click **Save**.

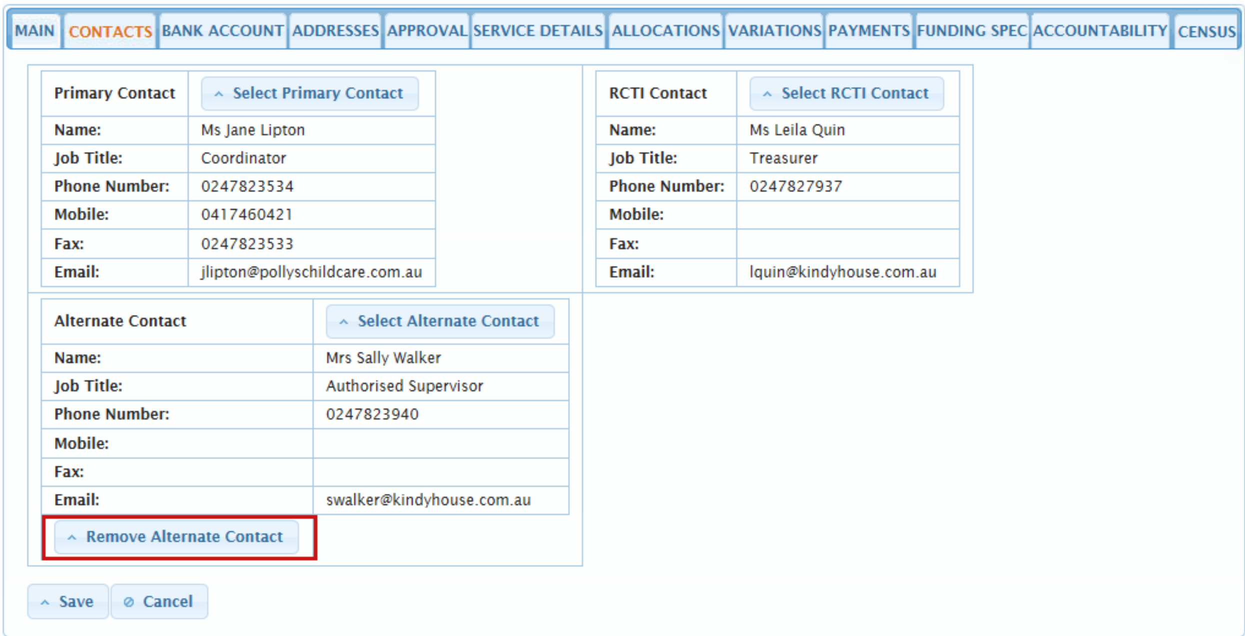
Remove a funding specification's alternate contact

Complete these steps if you want to remove an Alternate Contact and do not want to select a replacement contact.

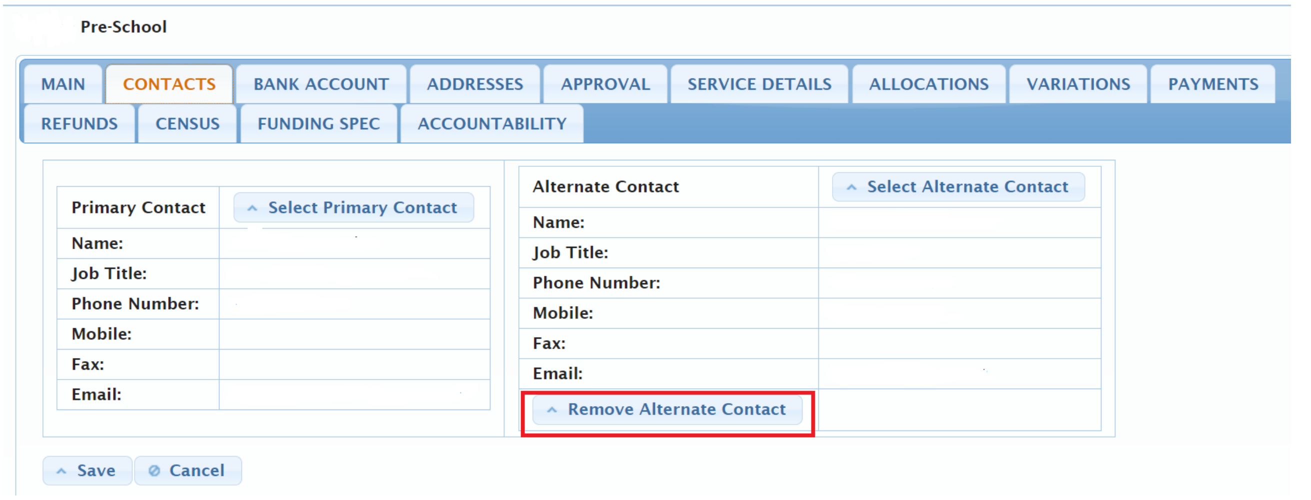
It is not possible to remove the Primary Contact and RCTI Contact. These contacts can only be changed.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to remove the Alternate Contact from.
3. Click the **Contacts** tab.



4. Click Remove Alternate Contact.
5. Click **Save**.

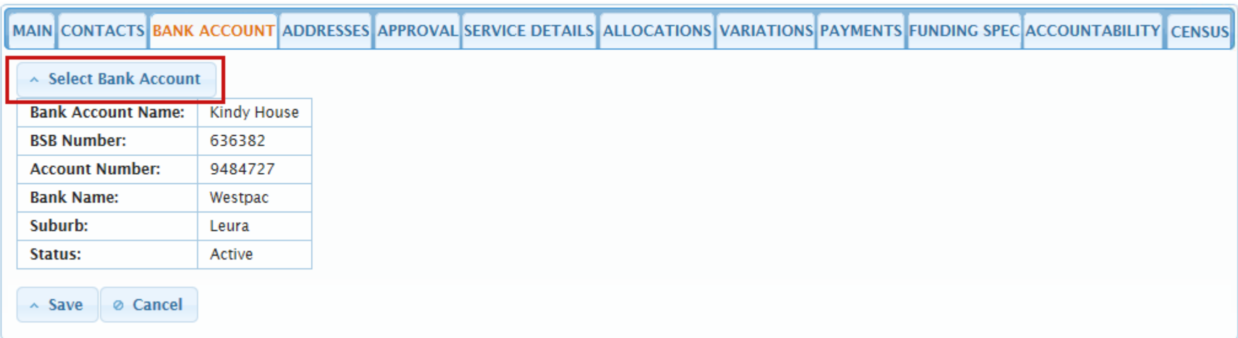


Select a funding specification's bank account

Bank accounts are selected from the list of Active bank accounts that have previously been added on the Bank Accounts tab of the Service Provider screen. For more information, see Add a New Bank Account.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to modify.
3. Click the **Bank Account** tab.



4. To add or change the bank account, click **Select Bank Account**.
5. The Select Bank Account for Funding Specification window displays and lists the service provider's bank accounts that have an **Active Status**. In the selection list, click the blue circle next to the bank account that you want to add, and then click **Select**.

   The selection list closes and the selected bank account now displays on the **Bank Account** tab.
6. Click **Save**.

Select a funding specification's postal address

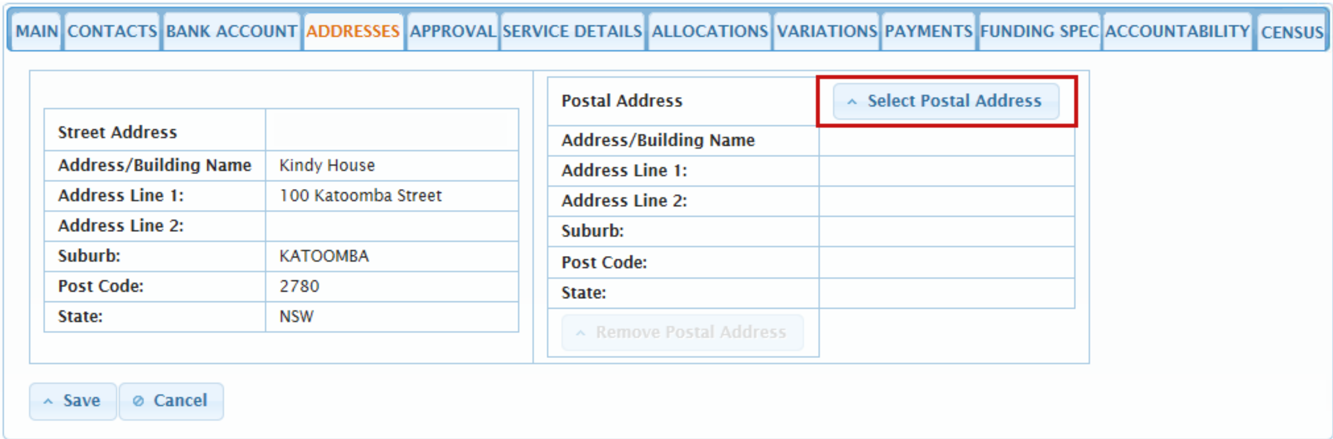
A postal address is selected from the list that has previously been added on the **Addresses** tab of the Service Provider screen. A postal address is optional. For more information, see Add a New Address.

It is not possible for a service provider to select or change a funding specification's street address. Only the department can do this as the street address determines a funding specification's SIEFA Band.

An address can only be made **Inactive** on the **Addresses** tab of the service provider screen. For more information, see About Making an Address Inactive.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to modify.
3. Click the **Addresses** tab.



4. To add or change the postal address, click **Select Postal Address**.
5. In the selection list, click the blue circle next to the address that you want to add, and then click **Select**.

   The selection list closes and the selected address now displays on the **Addresses** tab.
6. Click **Save**.

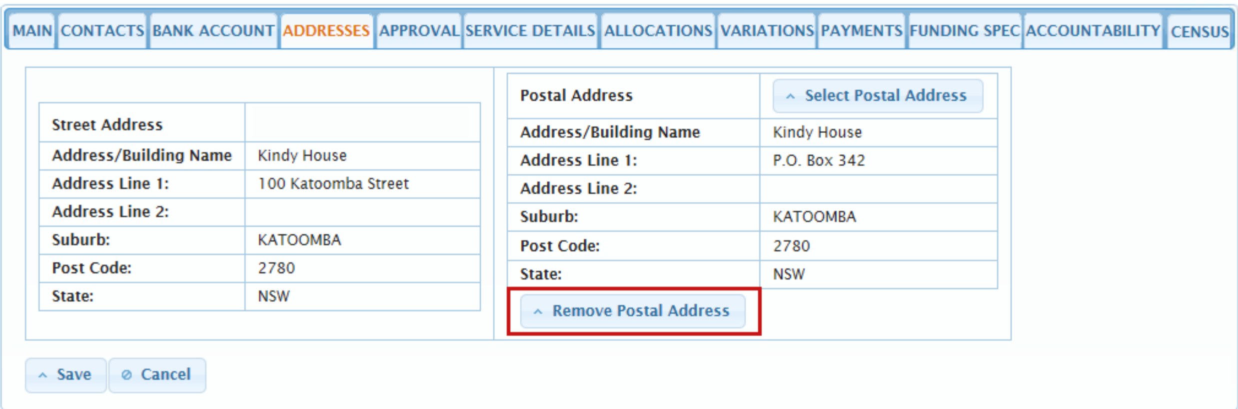
Remove a funding specification's postal address

Complete these steps if you want to remove a postal address and do not want to select a replacement.

Only department users can remove or change a street address.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to remove the postal address from.
3. Click the **Addresses** tab.



4. Click Remove Postal Address.
5. Click Save.

Attach a document to a funding specification

It is possible to attach documents such as letters and other communications to a funding specification in ECCMS. To fulfil the requirements of the State Records Act 2000, all documents uploaded to ECCMS are stored in TRIM which is the department's electronic document management system.

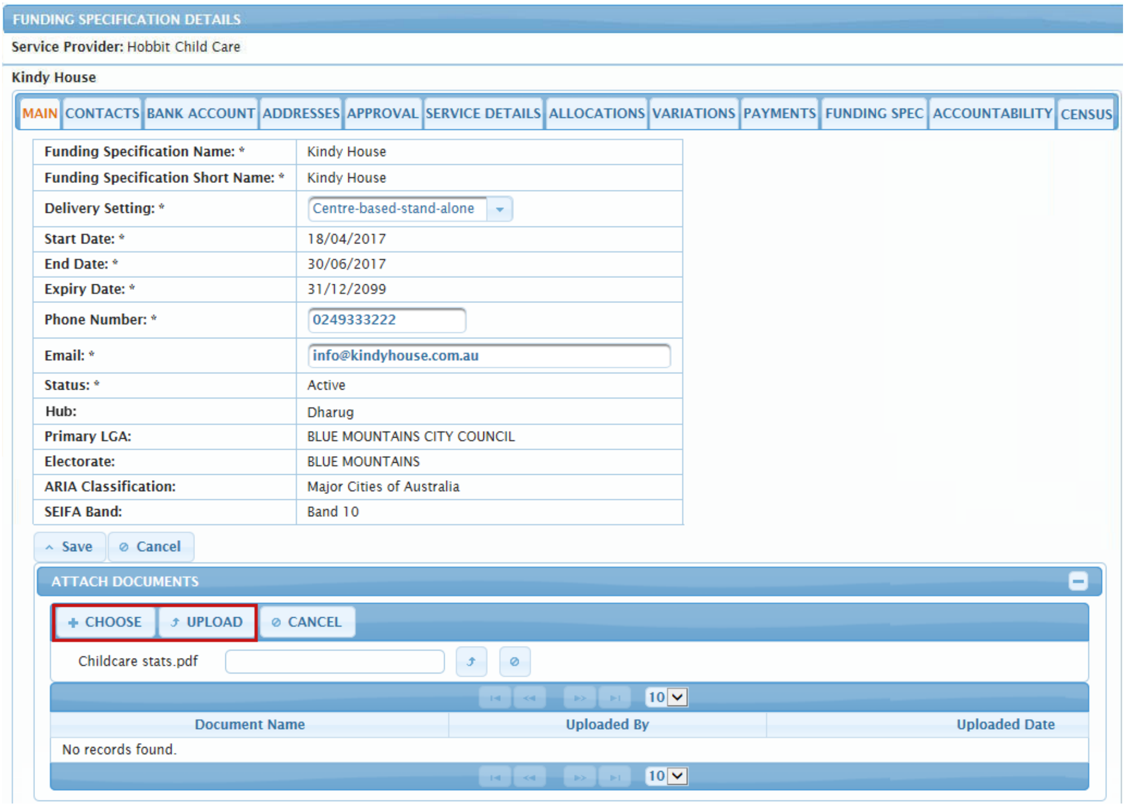
ECCMS requires all uploaded documents (excluding Fee Relief Data Submission files) to be in PDF format. PDF documents should be no more than 10 MB in size.

PDF documents can be created by using the 'Save As' function in Microsoft Word or by scanning a document and choosing PDF as the output.

ECCMS requires all Fee Relief Data Submission files to be in CSV format. For further information on the Fee Relief Data Submission requirements, please refer to the department's website.

For: SP Admin and SP User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to add a document to.



3. On the **Main tab**, under **Attach Documents**, click **Choose**.

   The **Choose File** to Upload dialog box displays.

4. Browse to and select the PDF document that you want to attach, and then click **Open**. The name of the document displays on the screen.
5. Click **Upload**.

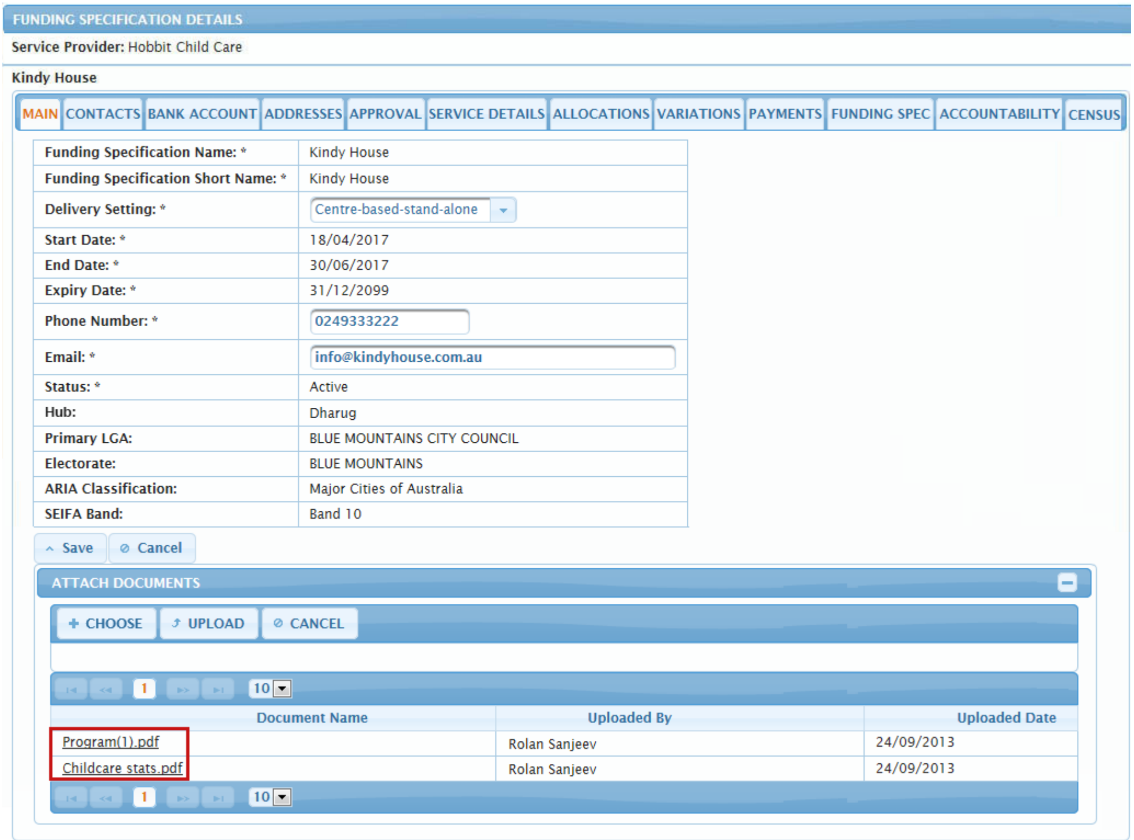
   ECCMS uploads the document. The document name, your name (i.e. the person who uploaded the document) and the date displays on the screen.

To upload documents successfully, ensure file names are free of symbols (e.g. apostrophes).

View an attached document

For: SP Admin and SP User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that has the attached document.
3. On the **Main** tab, under **Attach Documents**, click the document that you want to view. The PDF document opens in a new window.



Cancelling a funding specification

If a service provider finds it is necessary to close a service, they should immediately advise the department of the situation so the funding specification can be cancelled in ECCMS.

When the cancellation is recorded in ECCMS, the payment allocation and all scheduled payments are automatically cancelled from the funding specification. If a recovery of payment is required, this will be done outside the system.

Viewing approvals

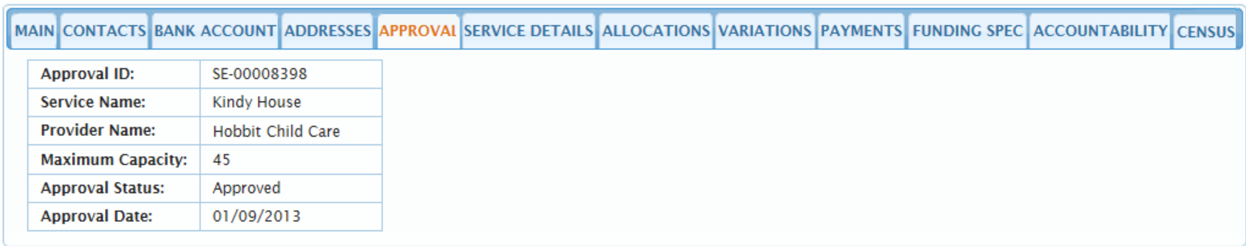
An approval is given to a service provider as an approved provider to run a childcare service. Each approval is uploaded from the National Quality Agenda IT System (NQA ITS) into ECCMS and then checked and approved by the department.

It is the department's role to attach the correct approval to each funding specification.

View a funding specification's approval

For: SP Admin, SP User and FS User

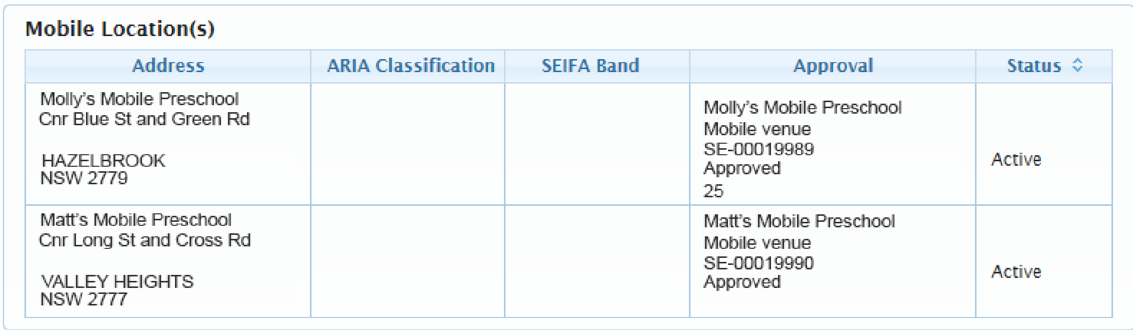
1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to view.
3. Click the **Approval** tab.



Approval ID:	SE-00008398
Service Name:	Kindy House
Provider Name:	Hobbit Child Care
Maximum Capacity:	45
Approval Status:	Approved
Approval Date:	01/09/2013

4. View the details:
   - **Approval ID** – from the NQA ITS system.
   - **Service Name** – usually the name of the funding specification.
   - **Provider Name** – the service provider name.
   - **Maximum Capacity** – maximum number of children the service is licensed to have. This will be blank or 0 if approval is for service provider.
   - **Approval Status** – a status uploaded from NQA ITS.
   - **Approval Date** – when approval was given in NQA ITS.

If a funding specification is a mobile preschool, each of its mobile locations will also have an approval which will display underneath the funding specification's approval as shown below.



Mobile Location(s)

Address	ARIA Classification	SEIFA Band	Approval	Status
Molly's Mobile Preschool Cnr Blue St and Green Rd HAZELBROOK NSW 2779			Molly's Mobile Preschool Mobile venue SE-00019989 Approved 25	Active
Matt's Mobile Preschool Cnr Long St and Cross Rd VALLEY HEIGHTS NSW 2777			Matt's Mobile Preschool Mobile venue SE-00019990 Approved	Active

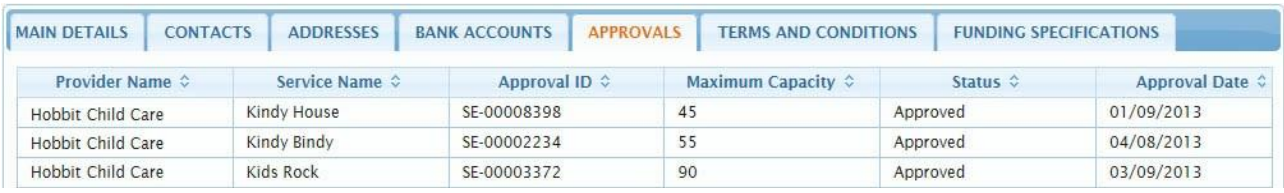
View all service provider approvals

Approvals for funding specifications are uploaded into ECCMS from the NQA ITS system.

For: SP Admin and SP User

1. On the ECCMS menu, click **Service Provider**.
2. Click the **Approvals** tab.

   All the approvals for your service provider are displayed here.



Provider Name	Service Name	Approval ID	Maximum Capacity	Status	Approval Date
Hobbit Child Care	Kindy House	SE-00008398	45	Approved	01/09/2013
Hobbit Child Care	Kindy Bindy	SE-00002234	55	Approved	04/08/2013
Hobbit Child Care	Kids Rock	SE-00003372	90	Approved	03/09/2013

3. View the details:

   – **Service Name** – usually the name of the associated funding specification.

   – **Approval ID** – from the NQA ITS system.

   – **Maximum Capacity** – maximum number of children the service is licensed to have.

   – **Status** – approval status uploaded from NQA ITS.

   – **Approval Date** – when approval was given in NQA ITS.

Adding a funding specification's service details

The amount of funding that a service provider receives for a funding specification is calculated on the basis of the program and services they offer. The service details for a funding specification may change from year to year, but generally includes a standard set of service delivery indicators such as service information, the number and demographic characteristics of children enrolled at the service, and staffing information.

Service providers must check service details of a new funding specification, which has been added in ECCMS by the department. The service details are for a reporting period in the year that is nominated by the department.

The service details determine a funding specification's allocation for the new year.

For more information, see Annual Renewal of Funding Specifications.

Service details entered by service providers are also used as a base against which performance accountability is assessed during the year. For more information, see Managing Accountability Requirements.

After the department approves a funding specification's allocation, it is not possible to change the service details.

Add or update service details

Until the department approves a funding specification's allocation, it is possible to change the service details.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to modify.
3. Click the **Service Details** tab.

   If the funding specification has been rolled over for the next year, the values from the previous year will display in the **Client Groups** and **Service Capacities**. If the funding specification is new, all values will be 0.

The groups and capacities that display are different for every program. The example in this topic is for the **Long Day Care** program.

Financial Year: 2017-F

Program Name	Program Short Name
Long Day Care	LDC

Client Groups:

Client Group (Age as at 31 July 2017)	Values as of 2017
0-1 year old	2
1year old	8
2 years old	29
3 years old	24
4 years old	18
5 and 6 years old	0
Total number of Aboriginal children	0
Total number of Non-Aboriginal children whose family receives the maximum CCB rate	24
Total number of children requiring ESL support	1
Total number of enrolled children	81

Service Capacities:

Service Capacity	Unit of Measurement	Values as of 2017
Average daily fee *	Number	107
Days open per week *	Days	5
Hours open per day *	Hours	11
Number of casual staff	Number	12
Number of full-time staff	Number	15
Number of part-time staff	Number	2
Number of qualified early childhood teachers delivering education programs to 4 & 5 year olds	Number	2
Number of staff with Advanced Diploma/Diploma qualification	Number	4
Number of staff with Bachelor Degree & above qualification	Number	3
Number of staff with Certificate Level 3 or 4 qualification	Number	8
Number of staff with below Certificate 3 qualification	Number	0
Number of staff with no qualification	Number	1
Number of staff with other qualification	Number	2
Service Capacity (number of Approved Places per day)	Number	65
Weeks open per year	Weeks	50

*** Values for Average Daily Fee, Hours Open per Day and Days Open per Week may have been rounded to full numbers.**

Save Cancel

4. Ensure the correct year displays in the **Financial Year** list.
5. In the **Client Groups** and the **Service Capacities** sections, if the rolled over values are different from the actual values, type over them with the correct values. Otherwise, if the values are the same, leave them as they are.

   If the funding specification is new and the values are all 0, type the correct values.

Numbers, including dollars, must not contain a decimal point.

6. Click **Save**.

Tracking allocations and payments

The annual payment allocation for a funding specification is calculated when a funding specification is renewed for the next year or when a new funding specification is created (which can occur any time during the year). Payment allocations are calculated according to service activities, client groups and the number of children included.

Service providers can track the department's approval processes for both allocations and payments in ECCMS.

About indexation, variations and RCTI

Indexation

Payments to a funding specification are subject to adjustment based on the consumer price index (CPI). Generally, this happens once a year.

Indexation is applied to a funding specification's annual allocation at a program level and new amounts are calculated for remaining payments for the year. Indexation details are entered in ECCMS by the department.

Variations

During a year, changes to a funding specification's service details as result of data collection, accountability reporting or a change in a program's funding model may necessitate a variation of the approved allocations. A variation may result in either an increase or reduction of the annual allocation and future payments. For more information, see Track a Variation.

RCTI

ECCMS, combined with other departmental systems, automatically generates a Recipient Created Tax Invoice (RCTI) against each payment made to a service provider for a funding specification.

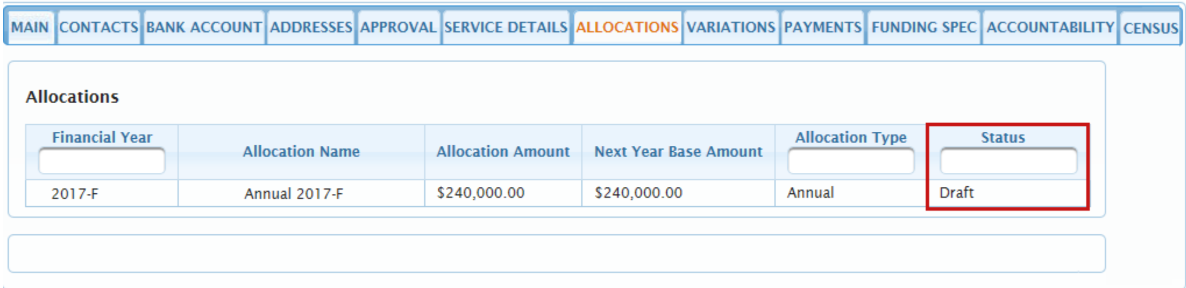
An RCTI will have itemised information about payments made and is for the service provider's tax records.

View a funding specification's allocation

All funding specifications receive **annual** allocations which are listed on the **Allocations** tab. However, if there is an approved requirement for additional funding, a **one-off** allocation may be made.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to view.
3. Click the **Allocations** tab.



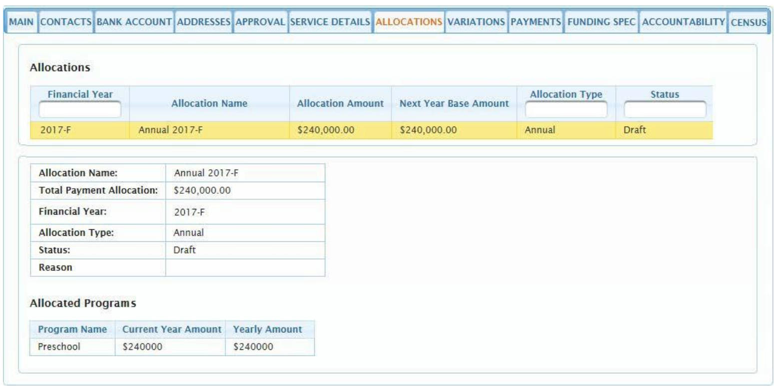
If an allocation's **Status** is:

- **Draft**, the department has entered the allocated amount, which is waiting to be certified by a Department of Education manager.
- **Certify**, a Department of Education manager has certified the amount which must now be approved by another Department of Education manager.
- **Approved**, a Department of Education manager has approved the allocated amount, and quarterly draft payments have been scheduled in the system. The quarterly payments will now be listed on the **Payments** tab with a **Status of Draft** (or **Certified** if the department has certified them).

Allocation Types may be Annual or One Off. One off allocations are made for allocations with multiple funding types, ad hoc payments and/or variations.

The Allocation Amount is the amount allocated for the current year. The Next Year Base Amount is the amount that will be rolled over for the next year and then adjusted.

4. Click the allocation row to view further details, e.g. the reason for a one-off payment.



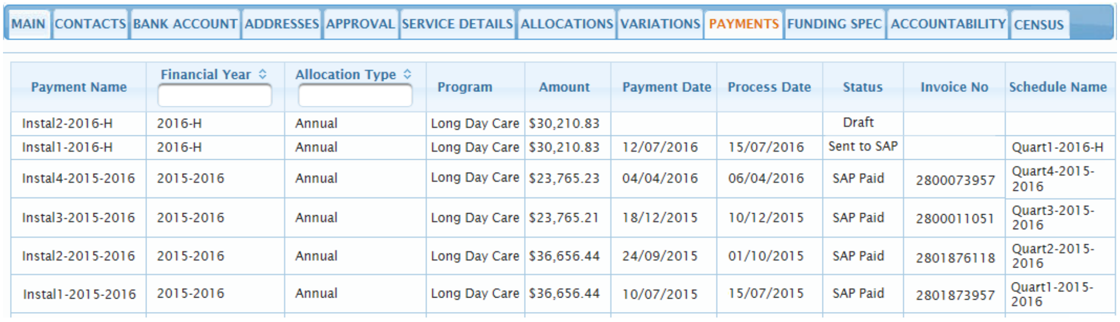
View a funding specification's payments

After the department certifies and approves a funding specification's allocation, quarterly payments for the year are automatically scheduled in ECCMS. On the scheduled dates, electronic payments are made to service provider bank accounts via the department's SAP system.

Service provider users are able to view payments (historical and future) for their own funding specifications.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification that you want to view.
3. Click the **Payments** tab.



Payment Name	Financial Year	Allocation Type	Program	Amount	Payment Date	Process Date	Status	Invoice No	Schedule Name
Instal2-2016-H	2016-H	Annual	Long Day Care	$30,210.83			Draft		
Instal1-2016-H	2016-H	Annual	Long Day Care	$30,210.83	12/07/2016	15/07/2016	Sent to SAP		Quart1-2016-H
Instal4-2015-2016	2015-2016	Annual	Long Day Care	$23,765.23	04/04/2016	06/04/2016	SAP Paid	2800073957	Quart4-2015-2016
Instal3-2015-2016	2015-2016	Annual	Long Day Care	$23,765.21	18/12/2015	10/12/2015	SAP Paid	2800011051	Quart3-2015-2016
Instal2-2015-2016	2015-2016	Annual	Long Day Care	$36,656.44	24/09/2015	01/10/2015	SAP Paid	2801876118	Quart2-2015-2016
Instal1-2015-2016	2015-2016	Annual	Long Day Care	$36,656.44	10/07/2015	15/07/2015	SAP Paid	2801873957	Quart1-2015-2016

4. To view the payment details for a particular year, type that year (in part or full) in the **Financial Year** search box.
5. View the payment details:

   The type of allocation displays under **Allocation Type**. The most common type of allocation is an ***Annual*** allocation. However, some service providers may qualify for a ***One-Off*** payment. For more information, see Track a One-Off Allocation.

   - The annual allocation for each program is split into quarterly payments which display in the **Amount** column.
   - The date on which a payment is intended to be paid is the **Payment Date**.
   - The date on which a payment is actually processed is the **Process Date**.
   - If a payment has a:
     - Draft Status, the allocation has been approved, but the payment is not yet certified by the department.
     - Certified Status, the payment has been certified and will be paid at the scheduled date.
     - Sent to SAP Status, the details of the payment have been sent to SAP which is the department's financial payments system.
     - SAP Paid Status, the payment has been made to the funding specification's nominated bank account.
   - The **Invoice No** is the number generated by SAP when a payment is made.

Track a one-off allocation

If annual payments have already been scheduled for a funding specification and there is an approved requirement for additional funding, a one-off allocation may be made.

A one-off allocation will initially display on the **Allocations** tab of the Funding Specification screen with a **Status** of **Draft.** It must then go through the same approval and certification process as an annual allocation.

One-off allocations are not rolled over to the next year when the funding specification is renewed.

Track a variation

During the year, changes to a funding specification's service details or a funding program change may necessitate a variation of the approved allocation. Each payment variation is applied to the annual funding allocation and future payments are adjusted.

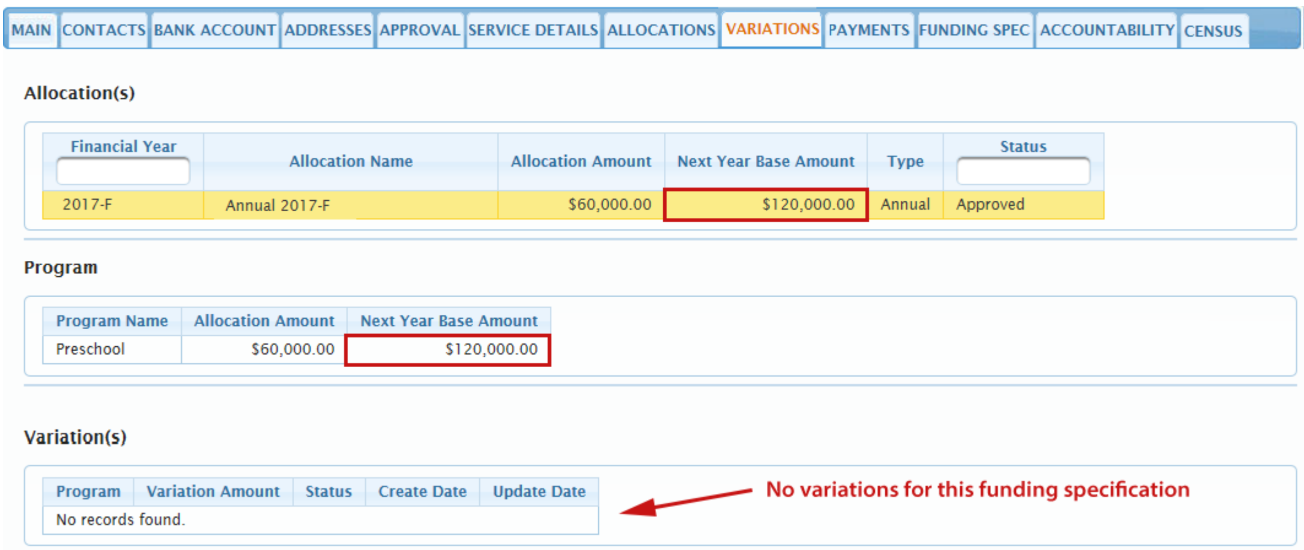
When the department records a variation in ECCMS the allocation amount is updated so that it either reduces or increases future payments. If an increase is determined, future payments may be increased and/or an ad hoc payment may be made as an adjustment.

The following example takes you through a positive variation of $3,000 that is applied to the remaining payments for a year.

Allocations and payments before a variation

The below screenshot shows the Variations tab of a new funding specification (created half way through the year) that has a base annual allocation of $120,000 and an Allocation Amount of $60,000 for the remainder of the year.

No variations have been applied to the funding specification's annual allocation.



The next screenshot shows the **Payments** tab for the same funding specification which shows the

MAIN | CONTACTS | BANK ACCOUNT | ADDRESSES | APPROVAL | SERVICE DETAILS | ALLOCATIONS | VARIATIONS | PAYMENTS | FUNDING SPEC | ACCOUNTABILITY | CENSUS

Payment Name	Financial Year	Allocation Type	Program	Amount	Payment Date	Process Date	Status	Invoice No	Schedule Name
Instal2-2016-H	2017-F	Annual	Long Day Care	$30,000.00			Draft		
Instal1-2016-H	2017-F	Annual	Long Day Care	$30,000.00	12/07/2016	15/07/2016	Sent to SAP		Quart1-2017-F

two remaining quarterly amounts of $30,000 (making a total of $60,000) to be paid for the remainder of the year.

Allocations and payments after a variation

The below screenshot shows the **Variations** tab of the funding specification which has now been granted a positive variation of $3,000. As a result, the base annual allocation of $120,000 has increased to $123,000.

MAIN | CONTACTS | BANK ACCOUNT | ADDRESSES | APPROVAL | SERVICE DETAILS | ALLOCATIONS | VARIATIONS | PAYMENTS | FUNDING SPEC | ACCOUNTABILITY | CENSUS

Allocation(s)

Financial Year	Allocation Name	Allocation Amount	Next Year Base Amount	Type	Status
2017-F	Annual 2017-F	$60,000.00	$123,000.00	Annual	Approved

Program

Program Name	Allocation Amount	Next Year Base Amount
Preschool	$60,000.00	$123,000.00

Variation(s)

Program	Variation Amount	Status	Create Date	Update Date
Preschool	$3,000.00	Approved	02/05/2017	02/05/2017

There is an approved $3,000 variation amount for this funding specification

The next screenshot shows the funding specification's **Payments** tab which shows the two remaining amounts of $30,000 to be paid for the year. These amounts have each been increased by $1,500 ($3,000 divided by 2, or, the variation amount of divided by the number of remaining payments).

MAIN | CONTACTS | BANK ACCOUNT | ADDRESSES | APPROVAL | SERVICE DETAILS | ALLOCATIONS | VARIATIONS | PAYMENTS | FUNDING SPEC | ACCOUNTABILITY | CENSUS

Payment Name	Financial Year	Allocation Type	Program	Amount	Payment Date	Process Date	Status	Invoice No	Schedule Name
Instal2-2016-H	2017-F	Annual	Long Day Care	$31,500.00			Draft		
Instal1-2016-H	2017-F	Annual	Long Day Care	$31,500.00	12/07/2016	15/07/2016	Sent to SAP		Quart1-2017-F

Managing accountability requirements

The department must have appropriate documentary evidence regarding the use of public funding so the department can meet its financial accountability obligations to demonstrate and justify the use of public resources to government, the Parliament and the community. Service providers must therefore meet financial and performance accountability requirements to ensure funded programs achieve government policy objectives and are consistent with eligibility rules. To fulfil these requirements, service providers must submit the following statements in ECCMS for each funding specification:

- **Financial Accountability Statements (Statement of Expenditure)** are generally due in June and December each year.
- **Performance Accountability Statement** due at the end of September each year.

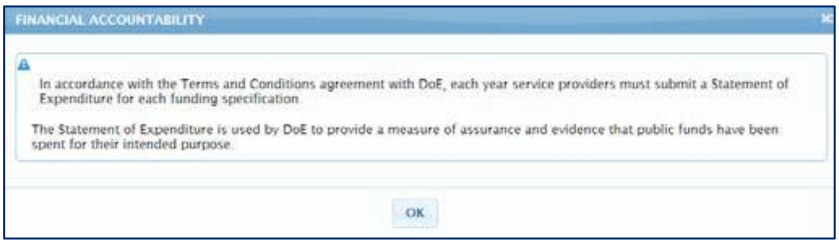
Both statements may be completed by SP Admin, SP User and FS Users, however, only an SP Admin has the authority to submit a statement on behalf of a service provider and legally bind it. After a Financial Accountability Statement or Performance Accountability Statement has been submitted, a copy that contains all the information submitted, can be viewed, saved and printed by all users.

After the statements are submitted, the department will assess them to check whether service providers have complied with their contractual obligations, and to ensure funds can be accounted for and have been used as intended. If there is a problem with a statement, a departmental officer will contact the service provider's primary contact and request that the statement be resubmitted with the required information.

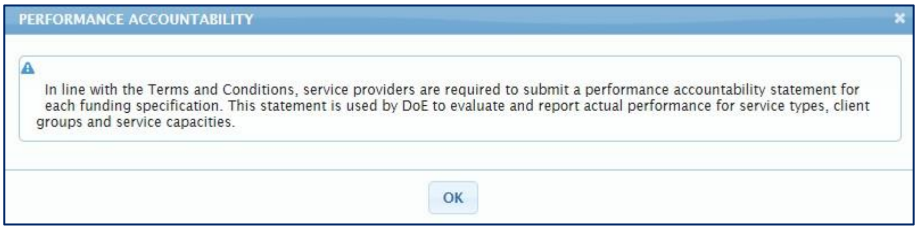
Reminders

If a funding specification's Financial Accountability Statement or Performance Accountability Statement is due for submission, the notification goes to the email on the provider's main page (see View and Manage the Reminder) as well as a 'Financial Accountability' or a 'Performance Accountability' message when they access the funding specification via the To-do List (see Understand the To-Do List). To clear an 'accountability' message, click OK.

Financial accountability message



Performance accountability message



Financial accountability statement

In accordance with the Terms and Conditions agreement with the department, each year service providers must submit a Financial Accountability Statement for each funding specification. The Financial Accountability Statement is used by the department to provide a measure of assurance and evidence that public funds have been spent for their intended purpose.

Depending on the service provider's reporting period, in May or November , an email notification will be sent to the primary contact of each provider to advise them that the year's Financial Accountability Statement is ready for completion and has been added to the **Accountability** tab in ECCMS. Service providers who have June as their reporting month must submit their Financial Accountability Statement by December in that year. Service providers who have December as their reporting month must submit their statement by July the following year.

Performance accountability

Each year, service providers must submit, for each of their funding specifications, a **Performance Accountability Statement** that covers a 2-week period of operation. This statement is used by the department to monitor actual performance against the estimates for service types, client groups and service capacities as recorded on each funding specification's **Service Details** tab.

At least six weeks before a Performance Accountability Statement is due, an email notification will be sent to the primary contact of each funding specification to advise them that the statement has been added to the **Accountability** tab in ECCMS and is ready for completion.

Accountability flag

When a new service provider is added in ECCMS, the department enters all the relevant details, and then assigns an **Accountability Flag**. The purpose of the flag is to categorise the service provider and associated funding specifications as either a Tier-1 or a Tier-2 organisation for the department's financial accountability reporting.

Tier 1 associations are those whose:

- Total revenue as recorded in the income and expenditure statement (i.e. gross receipts) for a financial year is more than $250,000 or current assets* are more than $500,000.

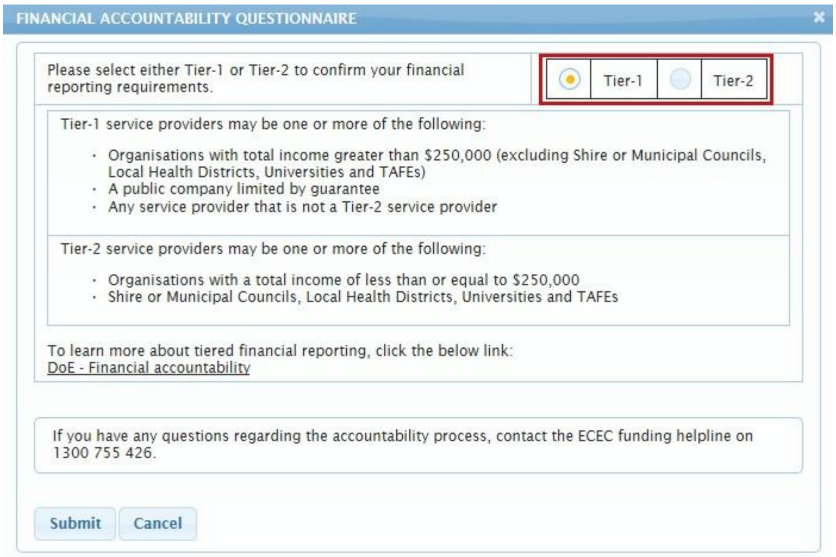
Tier 2 associations are those whose:

- Total revenue as recorded in the income and expenditure statement (i.e. gross receipts) for a financial year is $250,000 or less, and current assets* are $500,000 or less.

https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association/financial-reporting-requirements

Financial accountability questionnaire

Once every year the **Financial Accountability Questionnaire** displays when a service provider clicks the **Financial** link to complete the Financial Accountability Statement. If a service provider's income or commercial arrangements have changed, this provides an opportunity to decide which tier their organisation now belongs to for reporting purposes.



Financial documents for Tier-1 and Tier-2 service providers

Before completing the Statement of Expenditure, you must have the following financial documents ready, as per Financial Accountability Return Guide.

Tier-1	Tier-2
Audited Financial Statements (including audit certificate)	Statement of Income
Profit and Loss Statement	Profit and Loss Statement
Standard Chart of Accounts (if available)	Balance Sheet and Statement of Equity
Any other supporting document	Any other supporting document

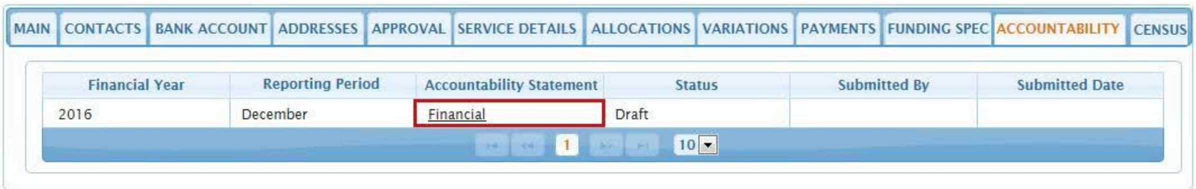
ECCMS requires all Accountability documents to be in PDF format for upload. PDF documents should be no more than 10 MB in size. Only use alpha-numeric characters in the file name.

Complete the Financial Accountability Statement

When a Statement of Expenditure is added to a funding specification's Accessibility tab in ECCMS, it has a Status of Draft. After the statement is submitted, its Status changes to Submitted.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click Funding Specification.
2. Locate and click the funding specification with the Financial Accountability Statement that you want to complete.
3. Click the Accountability tab.



4. Locate the correct Financial Year, and then under Accountability Statement, click the Financial hyperlink.

   For information on how to complete financial accountability statement, please refer to below links

   https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/financial-accountability

   https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/financial-accountability/accountability-return-guide

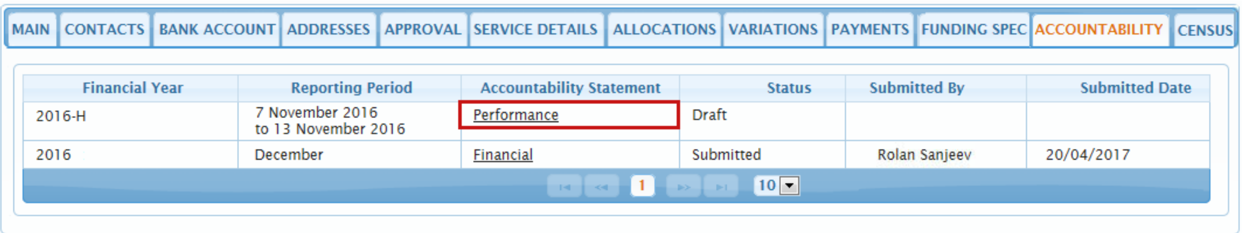
Complete a Performance Accountability Statement

Preschool organisations do not need to complete the Performance Accountability Statement because their service details are uploaded from the Children's Services Data Collection (CSDC) tool. However, preschools still have to submit the Performance Accountability Statement. For more information, see Submit a Performance Accountability Statement. Before completing the Performance Accountability Statement collect the funding specification's client group and service capacity statistics for the required Reporting Period as specified in the email notification that you received from the department.

When a Performance Accountability Statement is added to a funding specification's **Accessibility** tab in ECCMS, it has a **Status** of **Draft**. After the Performance Accountability Statement is submitted, its **Status** changes to **Submitted**.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification with the Performance Accountability Statement that you want to complete.
3. Click the **Accountability** tab.



4. Locate the correct **Financial Year** and **Reporting Period**, and then under **Accountability Statement**, click the **Performance** hyperlink.

The **Performance Accountability Statement** opens in a new window and displays information in the **Previously Recorded** and **Actual Value** columns, which you previously entered on the **Service Details** tab.

PERFORMANCE ACCOUNTABLITY

NSW GOVERNMENT | Education

2016-H Performance Accountability Statement

Hobit Child Care
Kindy House

The target groups for Early Childhood Education and Care Grants Programs vary across each program. Client groups to be covered by services provided under this Funding Specification, including Aboriginal and Torres Strait Islander and Children with English as a second language are set out below. Service capacity details are also listed.

Please enter data in the fields provided for the reporting period: 7 November 2016 to 13 November 2016

Program # Long Day Care

Client Group (Age as at 31 July 2016)	Previously Recorded Value	Actual Value (07/11/2016 - 13/11/2016)
0-1 year old *	4	2
1year old *	6	2
2 years old *	9	17
3 years old *	16	12
4 years old *	21	15
5 and 6 years old *	2	10
Total number of Aboriginal children *	0	0
Total number of Non-Aboriginal children whose family receives the maximum CCB rate *	0	0
Total number of children requiring ESL support *	43	22
Total number of enrolled children *	58	60

Service Capacity	Previously Recorded Value	Actual Value (07/11/2016 - 13/11/2016)
Average daily fee * *	105	105
Days open per week * *	5	5
Hours open per day * *	11	11
Number of casual staff *	11	7
Number of full-time staff *	6	6
Number of part-time staff *	5	8
Number of qualified early childhood teachers delivering education programs to 4 & 5 year olds *	3	3
Number of staff with Advanced Diploma/Diploma qualification *	9	6
Number of staff with Bachelor Degree & above qualification *	3	1
Number of staff with Certificate Level 3 or 4 qualification *	7	10
Number of staff with below Certificate 3 qualification *	0	1
Number of staff with other qualification *	3	0
Service Capacity (number of Approved Places per day) *	40	40
Weeks open per year *	48	48

5. For each applicable **Client Group**, type over any out-of-date values in the **Actual Value** column with the correct values for the **reporting period.**

Numbers, including dollars, may not contain a decimal point.

6. For each **Service Capacity**, type over any out-of-date values in the **Actual Value** column with the correct values for the **reporting period.**
7. Click **Save**. The 'saved successfully' message displays.

The Performance Accountability Statement's **Status** remains as **Draft.**

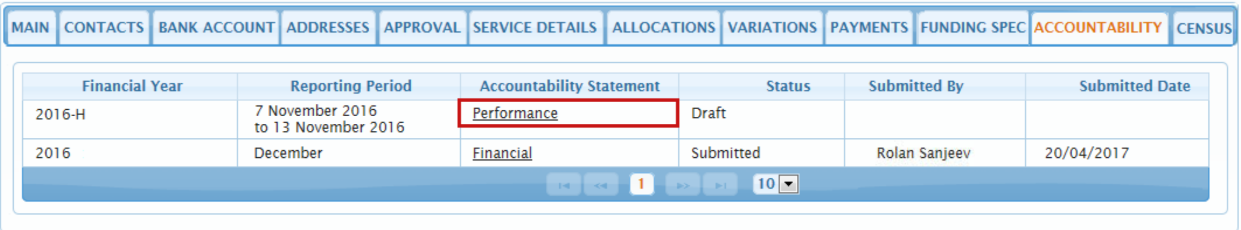
Submit a Performance Accountability Statement

Only the SP Admin is authorised to submit a funding specification's Performance Accountability Statement.

After the Performance Accountability Statement is submitted, its **Status** changes from **Draft** to **Submitted**. Department staff will then review the statement and either approve or reject it. An approved statement has an **Approved Status** and a rejected statement reverts back to a **Draft Status**.

For: SP Admin

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification with the Performance Accountability Statement that you want to submit.
3. Click the **Accountability** tab.



4. Locate the correct **Financial Year** and **Reporting Period**, and then under **Accountability Statement**, click the **Performance** hyperlink.

   The **Performance Accountability Statement** opens in a new window.

5. Check that the values in the **Actual Value** column are correct for the **Reporting Period**, and then make any necessary changes.

Preschool organisations are not able to change the numbers because their service details are uploaded from the Children's Services Data Collection (CSDC) tool. However, preschools still have to submit the Performance Accountability Statement.

Preview, save and print the Performance Accountability Statement

6. Scroll down to the bottom of the statement, and then click **Preview**. The 'open or save' message displays.

7. Click **Open**.

   The Performance Accountability Statement displays as a PDF file in a new browser window.

8. To save the Performance Accountability Statement so you can view it without being logged into ECCMS:

   – On the **File** menu, click **Save As**.

   – Browse to the location where you want to save the file.

   – Click **Save**.

9. To print the Performance Accountability Statement:

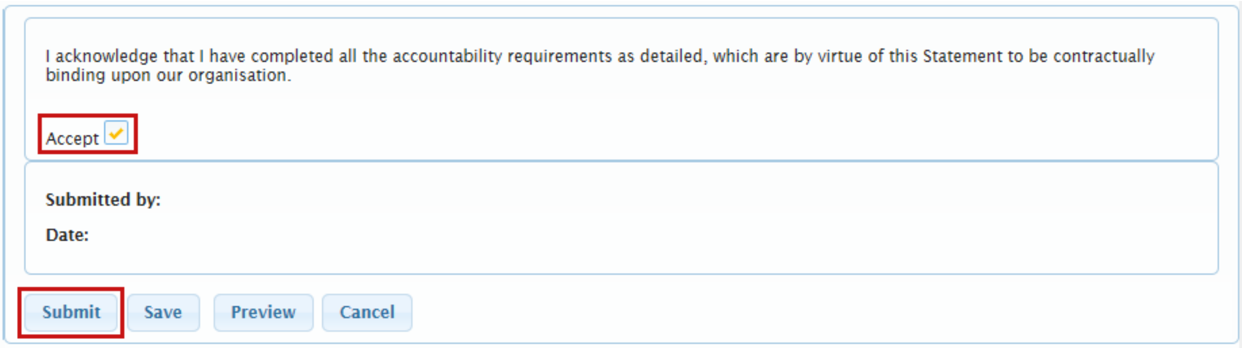
   – On the **File** menu, click **Print**.

   – Make any necessary selections in the **Print** dialog box.

   – Click **Print**.

   (To close the statement window, click the close button on the top right corner of each window.)

Submit the Performance Accountability Statement



10. If you are sure all numbers are correct, select the **Accept** check box.

11. Click **Submit**.

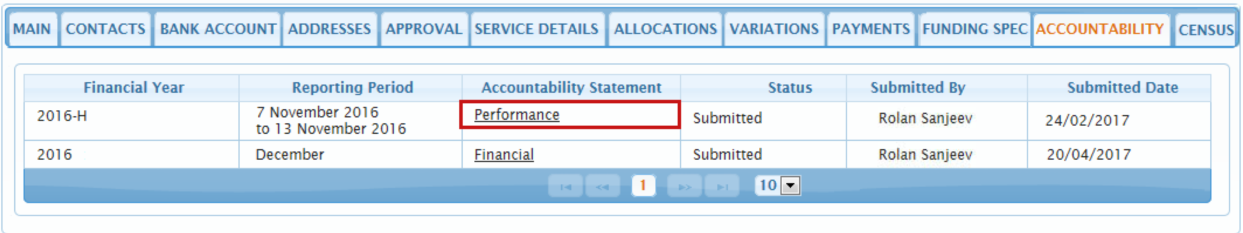
    The 'submitted successfully' message displays, the Performance Accountability Statement's **Status** changes to **Submitted**, and an email is sent to the department where staff then check the details and either accept or reject your statement.

View a submitted Performance Accountability Statement

After the Performance Accountability Statement is submitted it is stored in TRIM, the department's electronic document management system, from which it can be viewed in ECCMS.

For: SP Admin, SP User and FS User

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification with the submitted statement that you want to view.
3. Click the **Accountability** tab.



4. Locate the correct **Financial Year** and **Reporting Period**, and then under **Accountability Statement**, click the **Performance** hyperlink.

   The 'open or save' message displays.

5. Click **Open**.

   The Performance Accountability Statement displays as a PDF file in a new browser window.

6. To save the Performance Accountability Statement so you can view it without being logged into ECCMS:
   - On the **File** menu, click **Save As**.
   - Browse to the location where you want to save the file.
   - Click **Save**.
7. To print the Performance Accountability Statement:
   - On the **File** menu, click **Print**.
   - Make any necessary selections in the **Print** dialog box.
   - Click **Print**.

   (To close the statement window, click the close  button on the top right corner of each window.)

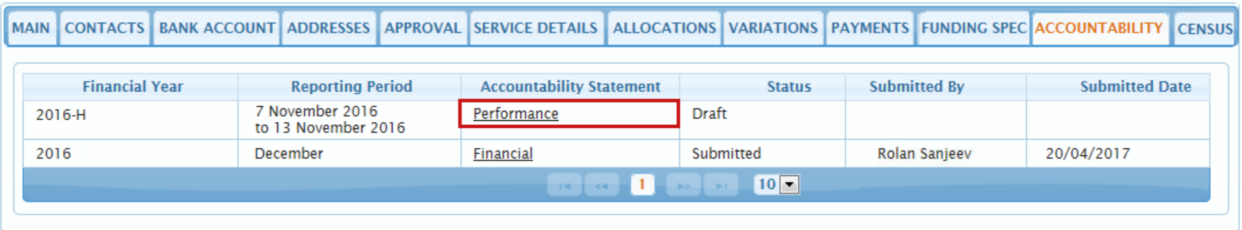
Resubmit a Performance Accountability Statement

If there is a problem with your Performance Accountability Statement, a department staff member will contact you and advise what additional information is required. They will then reset your Performance Accountability Statement in ECCMS so its **Status** of **Submitted** reverts to **Draft**. You must then make the required changes and resubmit the statement.

> Preschool organisations will not need to resubmit their Performance Accountability Statement because it is based on approved data from the Children's Services Data Collection (CSDC) tool.

For: SP Admin

1. On the ECCMS menu, click **Funding Specification**.
2. Locate and click the funding specification with the Performance Accountability Statement that you want to resubmit.
3. Click the **Accountability** tab.



4. Locate the correct **Financial Year** and **Reporting Period**, and then under **Accountability Statement**, click the **Performance** hyperlink.

   The **Performance Accountability Statement** with your previously entered values opens in a new window.

5. Make any necessary changes to the values.

Preview, save and print the Performance Accountability Statement

6. Scroll down to the bottom of the statement, and then click **Preview**. The 'open or save' message displays.

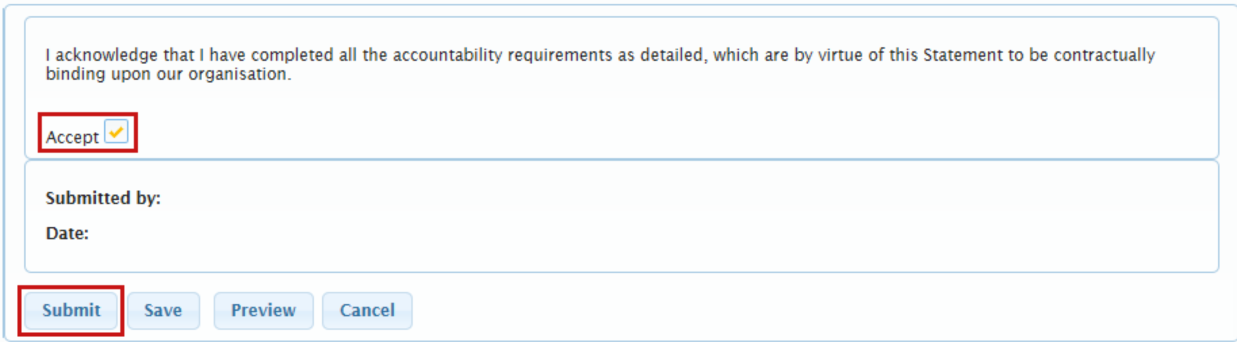
7. Click **Open**.

   The Performance Accountability Statement displays as a PDF file in a new browser window.

8. To save the Performance Accountability Statement so you can view it without being logged into ECCMS:
   - On the **File** menu, click **Save As.**
   - Browse to the location where you want to save the file.
   - Click **Save.**
9. To print the Performance Accountability Statement:
   - On the **File** menu, click **Print.**
   - Make any necessary selections in the **Print** dialog box.
   - Click **Print.**

   (To close the statement window, click the close button on the top right corner of each window.)

Submit the Performance Accountability Statement



10. If you are sure all numbers are correct, select the **Accept** check box.
11. Click **Submit.**

    The ‘submitted successfully’ message displays, the Performance Accountability Statement’s **Status** changes to **Submitted**, and an email is sent to the department who then checks the details and either accepts or rejects your statement.

Managing applications

The Applications function in ECCMS is occasionally used to gather information for specialised grants, for example for rural and remote preschools.

It is only necessary to complete an application, if you are directed to do so by the department.

For: SP Admin

1. On the ECCMS menu, click **Applications**.

   Any applications or sub programs that are applicable to your service provider organisation for the current year will display.

2. In the **Applications** list, under **Application Status**, click **Draft**.
3. Complete and submit the application as instructed by the department.

Managing users

An SP Admin user (i.e. Service Provider Administrator) is able to create ECCMS user accounts for their own staff. An SP Admin user is created by the department when setting up a new service provider or when advised that an existing SP Admin user is leaving the service provider organisation.

Because an SP Admin user is responsible for the security of their organisation's banking details, as well as user accounts, they must ensure appropriate control is maintained over this information. For example, an SP Admin should promptly make a user inactive, if that user is no longer employed by their organisation. For audit purposes, service providers should have only one active SP Admin user.

To log into ECCMS, you must already be verified and logged in through the Australian Government Digital Identity System and myGovID. Your myGovID also needs to be linked to the provider (ABN) in Relationship Authorisation Manager (RAM). The ATO provides support and handles enquiries regarding myGovID and RAM.

Types of users

Each service provider may have three types of users who have varying levels of access to ECCMS. These users are:

- **SP Admin** – A user with the highest level of access within a service provider organisation. The SP Admin can update service provider details, accept Terms and Conditions agreements, and create SP Users and FS Users.
- **SP User** – Users who manage data for a service provider's funding specifications.
- **FS User** – Users who have limited view and update access to a single funding specification's data.

The following table lists the ECCMS tasks and functions that each type of user can perform.

ECCMS tasks and functions	SP Admin	SP User	FS User
View/update service provider main details	✓	✓	×
Add new contacts	✓	✓	×
Make a contact inactive	✓	✓	×
Add new addresses	✓	✓	×
Mad an address inactive	✓	✓	×
Add new bank accounts	✓	✓	×
Edit draft bank accounts	✓	✓	×
View list of service provider approvals	✓	✓	×
View Terms and Conditions	✓	✓	×

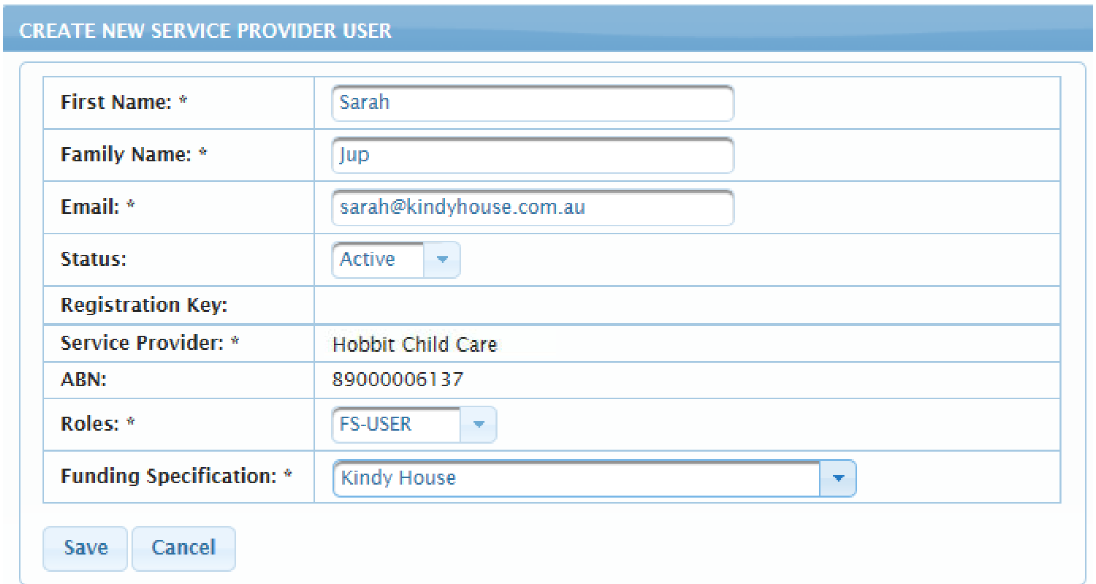
ECCMS tasks and functions	SP Admin	SP User	FS User
Accept Terms and Conditions	✓	×	×
Update funding specification’s phone number and email address	✓	✓	×
Update funding specification’s delivery setting	✓	×	×
Attach and upload documents for a funding specification	✓	✓	×
Select a funding specification’s contact, postal address and bank details	✓	✓	✓
Remove a funding specification’s alternate contact	✓	✓	✓
Remove a funding specification’s postal address	✓	✓	✓
View a funding specification’s approval	✓	✓	✓
Add a funding specification’s service details	✓	✓	✓
View a funding specification’s allocations	✓	✓	✓
View a funding specification’s variations	✓	✓	✓
View a funding specification’s payments	✓	✓	✓
Complete, save and view financial and performance accountability details	✓	✓	✓
Submit financial and performance accountability details	✓	×	×
Enter and view application data	✓	×	×
Manage SP Users and FS Users	✓	×	×
Enter and/or view census data	✓	✓	✓
Submit census data	✓	×	×
Submit Fee Relief data	✓	×	×

Add a new user

For: SP Admin

1. Ensure the new user has created a myGovID, and has been linked to the provider (ABN) in Relationship Authorisation Manager (RAM). The ATO provides support and handles enquiries regarding myGovID and RAM.
2. Click **Add New Service Provider User**.

   The **Create New Service Provider User** dialog box displays.



CREATE NEW SERVICE PROVIDER USER

First Name: *	Sarah
Family Name: *	Jup
Email: *	sarah@kindyhouse.com.au
Status:	Active
Registration Key:	
Service Provider: *	Hobbit Child Care
ABN:	89000006137
Roles: *	FS-USER
Funding Specification: *	Kindy House

Save Cancel

3. Type the contact's **First Name** and **Family Name**.
4. In **Email**, type the user's email address.
5. When adding a new user, **Status** defaults to **Active**.
6. In the **Roles** list, select either
   - **SP-USER –** Can update information regarding your organisation and associated funding specifications.
   - **FS-USER –** Can view information regarding a single funding specification (selected in step 8).

Make sure you assign the correct user role as it determines the new user's authorisation level.

Service Provider and **ABN** cannot be changed.

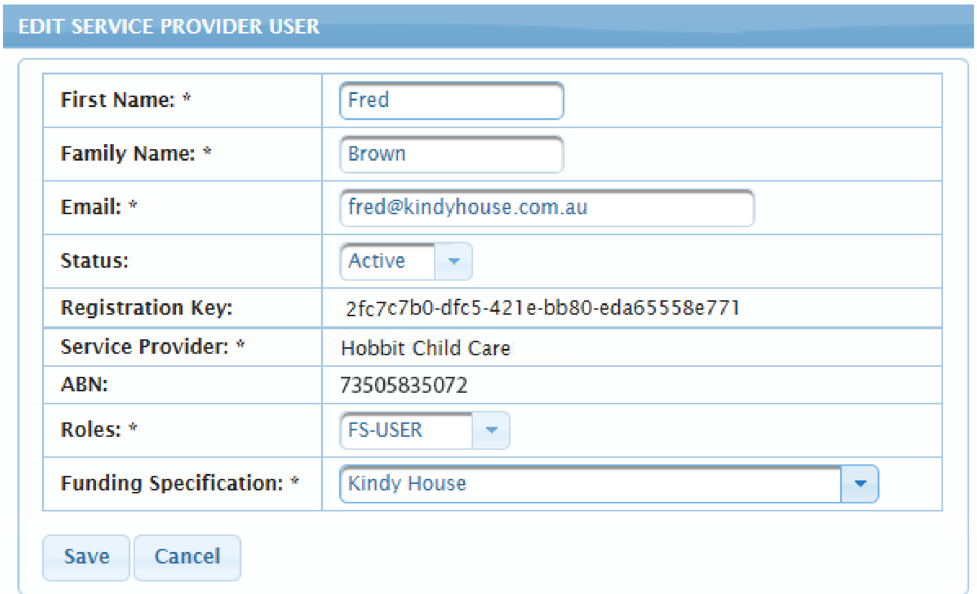
7. If the user is an ***FS-User***, select the appropriate **Funding Specification** from the list.
8. Click **Save**.
9. An email is sent to the new user advising them of their ECCMS registration, unique registration key and login details.

Edit a user

For: SP Admin

1. On the ECCMS menu, point to Administration, and then select User Details.
2. Locate and select the user you want to edit.

   The Edit Service Provider User dialog box displays.



3. Make any necessary changes, while noting the following:
   – **SP-USER** – Can update information regarding your organisation and associated funding specifications.
   – **FS-USER** – Can only view information regarding a single funding specification. If the user is a FS-User, select the appropriate **Funding Specification** from the list.
4. Click Save.

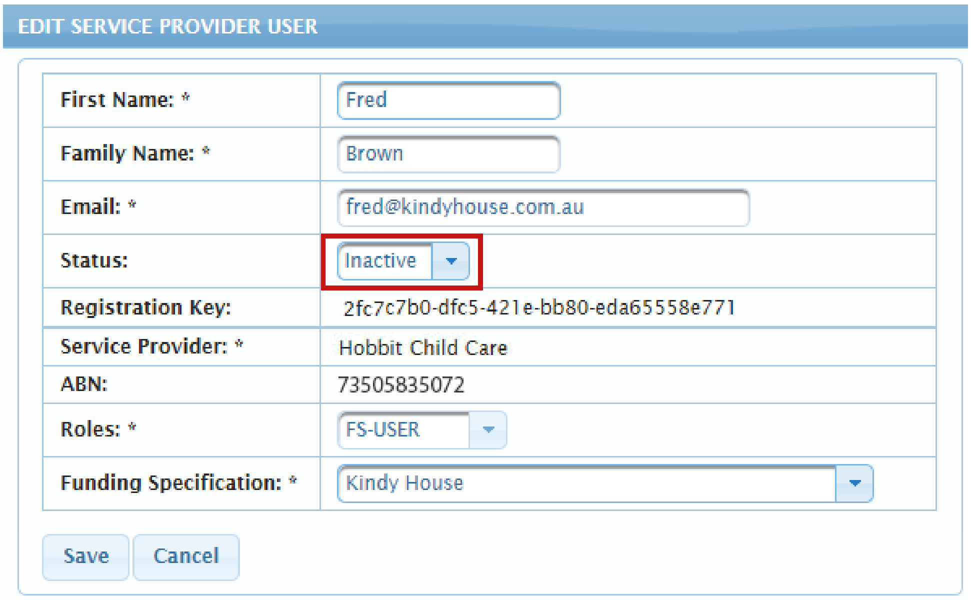
Make sure you assign the correct user role as it determines the new user's authorisation level. For more information about user details, see Add a New User

Service Provider, ABN and **Registration Key** cannot be changed.

Make a user inactive

For: SP Admin

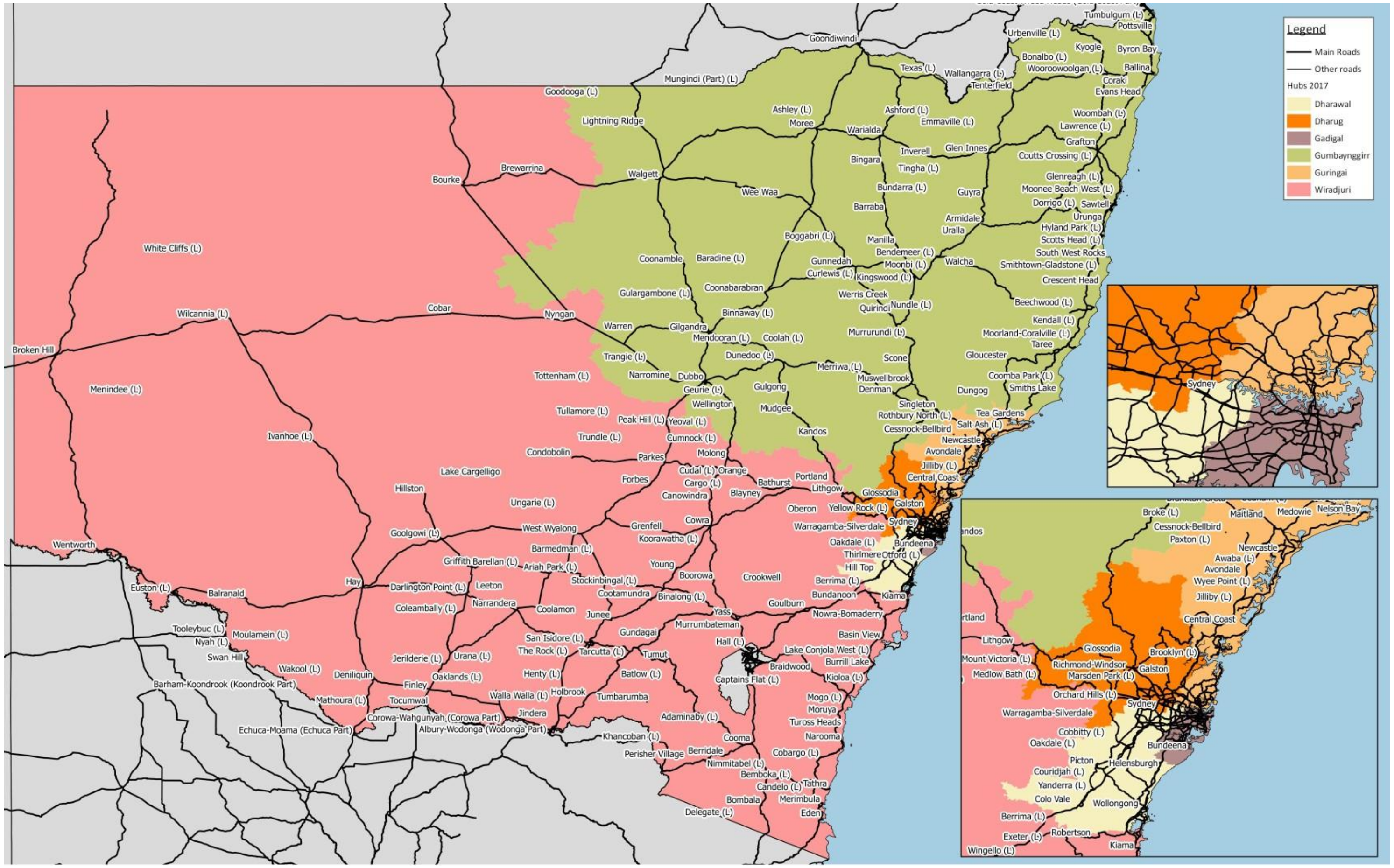
1. On the ECCMS menu, point to **Administration**, and then click **User Details**.
2. Locate and click the user you want to make inactive. The **Edit Service Provider User** dialog box displays.



3. In the **Status** list, select **Inactive**.
4. Click **Save**.

Appendix A: Early Childhood Education hubs

The following map shows the location of the Early Childhood Education hubs which have been implemented to assist internal management.



Appendix B: Other

Data migration

As a result of the NSW government's restructure of its departments in previous years, the early childhood education function moved from then Family & Community Services (FACS) (now Department of Communities and Justice) to the Department of Education.

Historical and master data from the FACS application of Community Online Management System (COMS) has been migrated to ECCMS. However, because COMS did not collect exactly the same data as ECCMS, some historical data is not available.