



Transitioning to SmartFees CCMS

Information for Services

As you are aware the Government has introduced a new system for reporting attendances and claiming CCB. This system is called CCMS (Child Care Management System) and it will be phased in for all Child Care Services by June 2009.

All Services will be required to transition to CCMS as an ongoing condition of CCB funding. It will be compulsory to use a software product which is registered with DEEWR (Department of Education, Employment and Workplace Relations) for CCMS. SmartFees CCMS was officially registered on 26 September 2007.

SmartFees CCMS is not an upgrade, but a new system, which will require your data to be migrated from the old SmartFees Version 13 to **SmartFees CCMS**. The timing and method of transferring each data file to and from us will be arranged for each service prior to transitioning.

SmartFees CCMS has a completely different data structure, in order to match the CCMS. For example:

- There is no concept of a family any longer, only parents and children
- A child can belong to multiple parents, e.g. in a split family situation.
- Multiple Services are allowed in the same data file (same version for OSHC and LDC).
- Children can attend multiple services

You will also be required to retain SmartFees Version 13 for any fee adjustments, and subsequent CCB submissions for periods prior to your transition date. Centrelink will be able to query and/or audit your records for up to 3 years. So, in effect, you will run two systems for this period, although your day to day operations will occur in **SmartFees CCMS**.

If you have a current **SmartCover** Plan, you will need to make a one off payment to Abdat of \$1000 per service, which includes the new software **SmartFees CCMS** and your data conversion. This amount will be completely covered by government funding (please see below). Your ongoing **SmartCover** plan, which will maintain its current anniversary date will cover both **SmartFees CCMS** and SmartFees Version 13 (with any necessary upgrades).

Those Services who do not have a current SmartCover Plan will pay more than \$1000 when making the transition to **SmartFees CCMS**. Renewing your

SmartCover Plan by its due date will ensure the most cost effective method for you to transition to CCMS. **Please be aware that the nature of the transition process to the CCMS will make SmartCover a necessity, and therefore a compulsory annual fee when using SmartFees CCMS.**

In order to operate **SmartFees CCMS** you will need a computer with the following:

- Windows XP or Vista
- Pentium Processor or higher
- At least 1 GB of RAM
- A Windows supported printer
- A permanently connected high speed Broadband Internet connection on the same computer as SmartFees®
- An active email account

If your computer needs replacing or updating, you can apply for additional government funding so there is no out of pocket cost to you (see below).

Government funding for Transitioning to CCMS

In recognition that all services will incur costs to make the transition to CCMS, the government is providing a one-off \$1000 payment to all services. Services that experience significant costs over and above this will also be able to apply for additional assistance (up to \$2100 for additional assistance above the initial \$1000 payment). If you require a new computer, an upgrade to your existing computer or an upgrade to your internet connection, we suggest you apply for additional funding.

All services approved for CCB before 1 January 2008 will be eligible to receive the transition payment. You will not have to apply for the initial transition payment; DEEWR will write to all service operators to arrange for the payment. Long Day Care operators should receive their payment between September and October 2007, whilst OSHC programs should receive their payment between March and April 2008.

What you can do to prepare for CCMS

1. Dates of birth for parents and children

In the new **SmartFees CCMS** system, you will need to store dates of birth for all children and all parents. (Again a CCMS requirement). You will not be able to add parent dates of birth until your data is converted to **SmartFees CCMS** as we currently do not store this information for parents. You can, however, ensure that your current SmartFees data file has accurate dates of birth stored for all children and begin to collect

parent dates of birth now in readiness for entering into the new system
This will save you time at transition to CCMS.

2. No full-time rates or sessions

As the CCMS requires all services to submit daily session information for each weekly attendance record, you will need to convert any full-time sessions you offer to an equivalent daily session and rate. For example, if you have a full-time care type with a fee of \$300 per week, you will need to create a new daily session with a daily rate of \$60. You may want to call this **daily week** so as not to confuse it with your usual **daily** rate which may be higher than \$60 for those children who do not attend full-time.

3. No normal care

SmartFees CCMS will no longer use the concept of normal care for creating fees. All fees will be created from Booking records. If you currently do not use Bookings to create fees, start to think about your session structure. Some examples of session codes include day, am or pm, before school, after school, etc depending on the type of care you offer.

4. Start to document any split families and other families with unusual situations

Before we convert your data, we will ask you for details of such families and children so that they can be migrated into the new structure correctly. Ensuring that you have accurately documented all such cases, will save you adjusting records when you get your converted data file from us.

5. Which families and children do you want converted?

Many SmartFees clients have used SmartFees for a number of years and have inactive families and children that they may not wish to convert to the new data file. When we convert your data, we will ask you for a date. We will migrate only families and children with fees on or after this date. If you would prefer all children to be migrated, we can do that too.

Start thinking about which children and families you want to convert.

6. The conversion of Balances owing

All parents in the new **SmartFees CCMS** will have a balance brought forward at your transition date. This will be their old beginning balance plus all fees minus all payments. The new balance will be brought forward as the new b'f balance and its As at date will be the latest fee or payment date (whichever is later) from your old SmartFees data file. It is essential that you have accurately entered all fees and payments in your old SmartFees data file before we migrate it for you. Any changes you subsequently make to fee or payments on your old SmartFees will affect

the new balance brought forward on **SmartFees CCMS** and you will have to remember to manually alter it if this happens.

7. What we're doing to help you understand CCMS

Online Courses

- Transitioning to the CCMS
- Introduction to SmartFees CCMS

These online courses have been specifically written for our transitioning clients to complete prior to transition.

CCMS Seminars

Prior to transition clients are required to attend a CCMS seminar. This seminar is designed to assist our SmartFees CCMS clients achieve a smooth transition to the new system.

We will also be regularly updating this webpage and SmartNews, and welcome any questions on our Discussion board regarding CCMS.

We hope that you will also use the CCMS Information Sheet for Parents located on this web page to print off and hand out to your service's parents.

Make sure you also read your copy of Child Care News Special Edition from DEEWR.

http://www.dest.gov.au/sectors/early_childhood/programmes_funding/child_care_management_systems_ccms.htm

