Introduction

The 2016 bi-annual preschool census is compulsory for all preschools funded under the Preschool Funding Model. From 2016, preschool data will be collected every March and August by the Department of Education (DoE).

This Quick Reference Guide outlines the steps for the March Census.

For help with the census, call DoE on 1300 951 381 or email your enquiry to ececcollection@det.nsw.edu.au.

Calls from mobile phones may be charged at a higher timed call rate.

Update your service details

If any of your service or service provider details (e.g. contact details) in ECCMS are out-of-date or incorrect, you should update these details before entering census data.

To make these updates, you must access your service provider and/or funding specification record(s) via the Service Provider and Funding Specification menu options. For more information, see the ECCMS Service Provider Guide.

Have a backup plan

Only an SP Admin user of ECCMS can submit census data. Therefore if your regular SP Admin user will be away for the recording or submitting of census data, it is important to nominate another staff member who can act in their absence. This staff member will need to be given SP Admin permissions by DoE and have a working AUSkey on their computer. For more information, see the ECCMS Service Provider Guide.

To have DoE set up a staff member as an SP Admin user, phone DoE on 1300 755 426 or email ecec.funding@det.nsw.edu.au.

Online help

The ECCMS census function has two types of online help to assist you with data entry:

- **Tooltips** – click a Help icon next to a field to display a description of what is required.
- **General** – click a Help icon on the top right corner of a window or section to display more detailed instructions and explanations.

eLearning

On the DoE website there are eLearning modules which provide interactive training on how to complete the census. Use these eLearning modules to learn what you need to know at your own pace.

Access the eLearning via this link: www.det.nsw.edu.au/media/downloads/marchcensus

Enter data for the March census

**15th February to 13th March 2016**

ECCMS will be open for data entry from Monday 15th February to Sunday 13th March 2016.

For the March census you are required to enter data for the representative fortnight of Monday 22nd February to Sunday 6th March.

Data collected in March consists of service location hours, days enrolled and enrolled children.

To complete the March census, follow the steps in sections 1 to 5.
In ECCMS, the days that a service location is open and the number of days that children are enrolled are interlinked. Therefore to prevent having to edit child enrolment data, you should first add service location opening hours, next you should add enrolled children.

1. **Select a service**
   1. On the ECCMS menu, click Census to open the Preschool Census Service List.
   2. If your organisation has more than one preschool service listed, click a service that you want to record census data for.
   3. Otherwise, if your organisation has only one preschool service listed, you do not need to click it – the service’s details will automatically display on the Main Details, Service Location and Census Report tabs.

   Complete sections 2 to 5 for each service in the Preschool Census Service List.

2. **Select a service location**
   1. Click the Service Location tab.
   2. If the service has more than one service location listed, click a service location that you want to record census data for.
      Otherwise, if the service has only one service location listed, you do not need to click it – the service location’s details will automatically display on the Service Location Details and Child tabs.

   If your service has more than one service location, complete sections 3 and 4 for at least one service location that was in operation during the representative fortnight.

3. **Add service location opening hours**
   1. On the Service Location Details tab, scroll down and click Edit Service Location Days Open Details to open the window.
   2. In Total Weeks Open Per Year, type the number of weeks that the service location is open.
   3. For each day of the representative fortnight, select the service’s Open Time and Close Time from the dropdown lists.
      If the service is closed on a day, accept the default of Closed for both the Open Time and Close Time.

   The number of days that you select open and close times for will determine the number of days which are available when you select each child’s number of Days Enrolled.

   4. When you are finished, click Save.

4. **Add child details**

   Because the census function in ECCMS is new, for March 2016 you must manually add each child who was enrolled in an ECE Program during the representative fortnight. From 2017 onwards, child data from the August census will be rolled over to reduce data entry.

   An Early Childhood Education (ECE) Program is run at a preschool service location. It is a structured, play-based learning program, delivered by a qualified teacher and aimed at children in the year or two before they commence full-time schooling. Service locations may run one or more ECE Programs.
1. Click the **Child** tab.
2. Click **Add Child** to open the **Child Details** window.

3. Type the child’s **First Name** and **Last Name** in full.
4. Select the child’s **Gender** from the list.
5. Type the child’s **Date of Birth** in dd/mm/yyyy format. Or select it from the calendar.
6. Select the number of **Days Enrolled** from the list.

A child must be enrolled for at least 0.5 days during the representative fortnight.

The total number of **Days Enrolled** should take half-day enrolments into account. For example, if a child is enrolled for three mornings (i.e. half-days) per week during the representative fortnight, then **Days Enrolled** is calculated as 3 x 0.5 days x 2 weeks = 3.

7. For the **Aboriginal or Torres Strait Islander Indicator**, select the appropriate option.

A child is of Aboriginal and/or Torres Strait Islander origin if they have been identified as such by their parent or guardian.

8. For the **Low Income Family Indicator**, if the child’s family holds a Commonwealth Health Care Card, select **Yes**. Otherwise select **No**.
9. For **Child has a diagnosed disability**, if the child has been diagnosed by a relevant professional as having a disability, select **Yes**. Otherwise select **No** or **Don’t know**.
10. For the **LBOTE Indicator**, if the child has a Language Background Other Than English (LBOTE), select **Yes**. Otherwise select **No** or **Don’t know**.
11. If you selected **Yes** for question 10, you must select an answer for **English Language Assistance Required**. If the child requires assistance with English language needs, select **Yes**. Otherwise select **No** or **Don’t know**.

12. If you are finished entering the child data, click **Save**.

Repeat steps 2 to 12 for each child enrolled at the service location during the representative fortnight.

**To edit a child record**
1) On the **Child** tab, click to open the child record that you want to edit.
2) Make the required changes to any of the fields in the **Child Details** window.
3) Click **Save**.

**To delete a child’s enrolment**
1) On the **Child** tab, click to open the child enrolment record that you want to delete.
2) Next to **Enrolment Status**, click the green tick so it changes to a red cross.
3) Click **Save**.

ECCMS changes the child’s **Enrolment Status** to **Deleted** and their number of **Days Enrolled** to 0.

**To update the Enrolment Status and/or Days Enrolled for multiple children**
The bulk update function allows you to change the **Enrolment Status** and/or the **Days Enrolled** for multiple children without opening their individual records.

1) On the **Child** tab, click **Bulk Update** to open the **Children Bulk Update** window. (The **Bulk Update** button displays after you have added at least one child.)
2) For each deleted child enrolment record that you want to change to ‘enrolled’, in the **Enrolment Status** column, click the red cross so it changes to a green tick.
3) For each child enrolment record that you want to delete, in the **Enrolment Status** column, click the green tick so it changes to a red cross.
4) For each child record that you want to change the **Days Enrolled**, select the correct number in the column list.
5) Click **Save**.
5. Submit the census data

The March census data can only be submitted for a service when at least one of its service locations are Complete.

A service location is Complete when it has at least 1 child enrolled. In addition, all enrolled children must each have a Complete status.

A child record is Complete when all fields are complete.

Note: Many services will only have one service location.

1. Click the service’s Census Report tab.

2. Ensure there is a 1 for Service Location in the Number of Complete records field. (This means there is at least 1 Complete service location record.)

3. Ensure the Number of New Children is correct.

Because you must manually add each enrolled child in the March 2016 census, the Number of Continuing Children and Number of Non-Continuing Children will be zero (0).

4. Click Print Preview to preview the Census Summary Report and check all the entered census details.

5. If applicable, make any necessary changes.

6. If you are sure all the details are correct, select the I warrant that I have full power and authority... check box.

7. Click Submit.

On the Main Details tab, in the Census Submission section, the Census Submission Status will change to Submitted and your name and today’s date will display.

In addition, in the Preschool Census Service List, a PDF icon in the Census Summary Report column will display.

8. Click the Census Summary Report icon and either view it on screen or save it to your computer for your records.

Congratulations - you’ve finished entering the March census data!

6. Follow up

DoE staff will review the submitted census data to check for possible errors and confirm the ECCMS census function is working as intended. DoE may need to contact you to confirm or correct aspects of the data you have submitted.