

ISF IS Case Checklist



Children's Services
Since 1895
In partnership with

Include Me.
Child and Family
Inclusion Programs.

This checklist is to assist ISFs to support services with completing an IS Case on the IS Portal, and to check all information has been provided, and is correct, before endorsing an IS Case. *This checklist does not need to be attached to the IS Case.*

IS Case ID	CCB Approval ID	IIP ID

- A search of all the service's IS Cases, using their CCB Approval ID, has been done.** If the search shows this IS Case impacts on another IS Case, a change of circumstances IS Case has also been created to adjust this approval.

- NISSP Activity ID** on Case Details tab is correct i.e. **1-PH84P0**

- Funding Model** on Payee tab is correct, i.e. Inclusion Support plus service type

- Purpose of application is correct**
 - *New application* – there is no current ISS approval for the care environment.
 - *Change of circumstances* – a decrease or increase in ISS is required, including a new child entering an ISS funded care environment, or a change in the care environment impacts on the ISS approval, eg. A state funded kindergarten program commences, there is a significant staffing change.
 - *Renewal* – the current approval period is ending and another period of funding is required for the care environment. A renewal also applies if the care environment has had funding which ceased less than three month ago, and requests for extensions to approvals.

The Inclusion Improvement Plan (IIP) is provided

Please note the service cannot attach or view documents on the IIP Record

- IS Case is linked to the IIP record for the care environment.** The IIP record includes the name and/or age group for this care environment.

- For a New or Renewal application, a new IIP** is attached to the IIP record and includes **the date** it was created.

- For a Renewal application, **an IIP Evaluation and progress notes for the previous IIP** is attached to the IIP record.

- For a **Change of Circumstance** application and the care environment has been funded for four months, **progress notes** in the Progress Notes column have been added, and the IIP has been updated if needed.

All IS Case attachments are provided – Attachments which are clearly labeled (with type of attachment & care environment/child's name) and saved as PDF and word documents, assist the NISSP with processing efficiently.

- A **Parent/Guardian Permission to Share Personal Information Form** is attached for each new child included in the IS Case. A new consent form is not required while the child remains at the same service.

Documentary Evidence

- For a **New Application** documentary evidence is attached for each child in the IS Case, unless notification has been provided by the NISSP that the child has permanent disability status while at this service.
 - For a **Change of Circumstance Application** documentary evidence is attached for a new child entering the care environment, unless notification has been provided by the NISSP that the child has permanent disability status while at this service. Documentary evidence is not required for existing children in a change of circumstance application, unless a child was undergoing continuing assessment for disability and now has confirmation of a diagnosed disability.
 - For a Renewal Application** current documentary evidence is attached for each child in the IS Case, unless notification has been provided by the NISSP that the child has permanent disability status while at this service.
 - State Funded Kindergarten or Preschool Program Information Form** LDC care environments including children aged 4 and over must attach this form, or state in the notes tab that this program is not operating in the care environment.
 - The **HBS Supplementary Information Form** has been completed and attached for Home Based Services.
 - The **Exemption Supplementary Information** form has been completed and attached for Exemption requests.
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- Contact details** have been provided on the IS Case Contact tab, including email **and** phone numbers for the service and ISA.
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- Children and Support Hours**
 - Details of all children with ongoing high support needs included in the care environment are provided in the Children and Support Hours tabs.
 - The Maximum Carer hours represent the total number of ISS hours the service is requesting on each day.
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- Notes tab** has been used to provide a brief outline of the reason for the application and also any significant information which is not provided elsewhere in the application.

Key questions – Setting and Children (see ISS Application Guide)

- The Child profile is provided for each child included in the IS Case in the **text box only** on the children tab.
- The Setting tab shows the specific strategies staff will use to support all children, including children with ongoing high support needs.
 - In Centre Based services** the service has considered the specific strategies educators will implement differently or more effectively with an increased staff to child ratio to facilitate inclusion in the care environment.
 - In Home Based services** the service has considered the specific strategies which will be implemented by the educator across the developmental areas (as per IPSP Fact Sheet 7) considering times of the day and children attending.
 - A response to **Key Question 2** has been provided, if the service is requesting more than one additional educator in the care environment.

***Remember after endorsing an application - set the IS Case to submit for approval
(as per Task Card 3 for ISAs, Step 8 & 9)***

Where can you access more support?

Resources

Task Cards: there are 10 task cards available on the "Literature" tab of the IS Portal which will take you step by step through submitting an ISS application using the IS Portal.

ISS Manual for ISFs: the NISSP has developed a comprehensive ISS Manual to support ISFs to guide and advise services through the application process, which is available via this link www.ku.com.au/inclusion-support.

ISS Application Guide: the NISSP has developed a guide to help guide services through the ISS application process, which is available via www.ku.com.au/inclusion-support.

Contacts

The NISSP can be contacted on:

- **1800 824 955; or**
- by email to:
 - issinfo@ku.com.au if you are located in NSW, ACT, VIC, WA or SA **OR**
 - iss@includeme.com.au if you are located in QLD, NT or TAS.

For technical assistance with the IS Portal contact the Inclusion Support Help Desk (for ISAs & the NISSP only)

- on 1300 667 276, or
- by email to inclusionsupporthelpdesk@education.gov.au

To view the operational hours of the Helpdesk go to: www.education.gov.au/when-contact-child-care-management-system-helpdesk