

NISSP Update: 1 November 2011



Children's Services
Since 1895

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Paper Applications

Thank you for your patience with applications sent in to the NISSP between 12-30 September which are being entered online by the NISSP. These are progressing slowly due to technical access issues but these are being resolved. We have added some additional temporary resources to our team to assist with speeding up the process. If your ISA is supporting services to submit any priority previously submitted paper applications online to obtain a speedier approval please :

- Check the IS Cases linked to the service to ensure the NISSP has not already entered that IS Case and then
- Email the NISSP to let the team know which ones you are entering prior to doing so (the NISSP and the service is not trying to enter the same application at the same time).
- When submitting an IS Case for one of these paper applications, in the Key Questions boxes, i.e. the Care Environment Profile and Child Profile sections you only need to write "see attached application" and scan a copy of the original application. You do not need to retype the information in these boxes.

Updating an SSP record

An SSP record for a care environment can store a series of SSPs and SSP evaluations. An SSP record will start with a completed, scanned and attached SSP, then the Progress and Future Directions page will be completed, scanned and attached, then a new SSP will be scanned and attached and so on. The SSP record will show a history, as well as the current SSP the service is implementing.

With the current approvals that were automatically loaded onto the IS Portal an SSP record was created. This SSP record can now be updated to include the specific details for the care environment. This will make it easier for you to identify the care environments already funded and avoid creating duplicate SSPs when you are creating IS Cases for variation and renewal purposes. To complete this task:

1. Find the SSP using the query function.
2. Change the SSP status to Varied.
3. The SSP record can then be updated with the following information:
 - Room name and/or age group to identify the care environment
 - The ISF and ISA Team Leader
 - Scan and attach the current SSP
 - When you are finished remember to save and change the status back to Active.

After you have updated the Room Name on the SSP record, any Cases linked to that SSP will automatically be updated. You won't need to change the Case Room Name after you have updated the SSP record.

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Vacation Care Applications

- From November 1 2011 all new, renewal and variation Vacation Care applications must be submitted online through the IS Portal. Further information about submitting variation applications for all care types will be provided by DEEWR soon.
- Vacation Care services can choose to submit an online application even though there has been no change in the care environment if they wish to move to claiming via CCMS at any point. Otherwise the claims will remain on the paper system until there is a change in the care environment or a need for a renewal application.
- Vacation Care services who are claiming via the paper system can make claims every fortnight through the Xmas/Jan period to provide equity with services claiming via CCMS. For other Vacation periods, services will submit a paper claim after the end of the 2 week Vacation period as normal.

Parent/Guardian Consent to share personal information

DEEWR have advised that all IS Cases must have a signed parent/guardian consent form attached to them. A copy of this form is attached to this email. It is also available on the Literature tab of the IS Portal and on the NISSP website.

Please ensure that services complete this form and attach it to all IS Cases submitted to the NISSP. DEEWR are providing further guidance on this issue which will be distributed to all ISA through your State/Territory Office.

Please can you ensure that if you are submitting the consent form for **applications submitted on paper between 12-30 September** clearly write the **IS Case ID** on the form so that the NISSP can attach it to the correct IS Case. If the application does not yet have a IS Case please write the **CCB Approval ID** on the form.

IS Portal questions

The NISSP is working on how the IS Portal operates for more tricky applications and is also keen to provide this information to ISAs. If you have any queries regarding how the IS portal operates in more complex situations, that you do not already have answers for, please send them through to issinfo@ku.com.au and we will work with DEEWR to provide answers to all ISAs.

The NISSP roadshow presentation is also available under the FAQs section of the NISSP website <http://www.ku.com.au/inclusion-support/subsidy/faqs.aspx>

Again, many thanks for your patience whilst we all get to grips with the new system and many thanks to those ISFs who are already becoming experts and are assisting others in their teams.