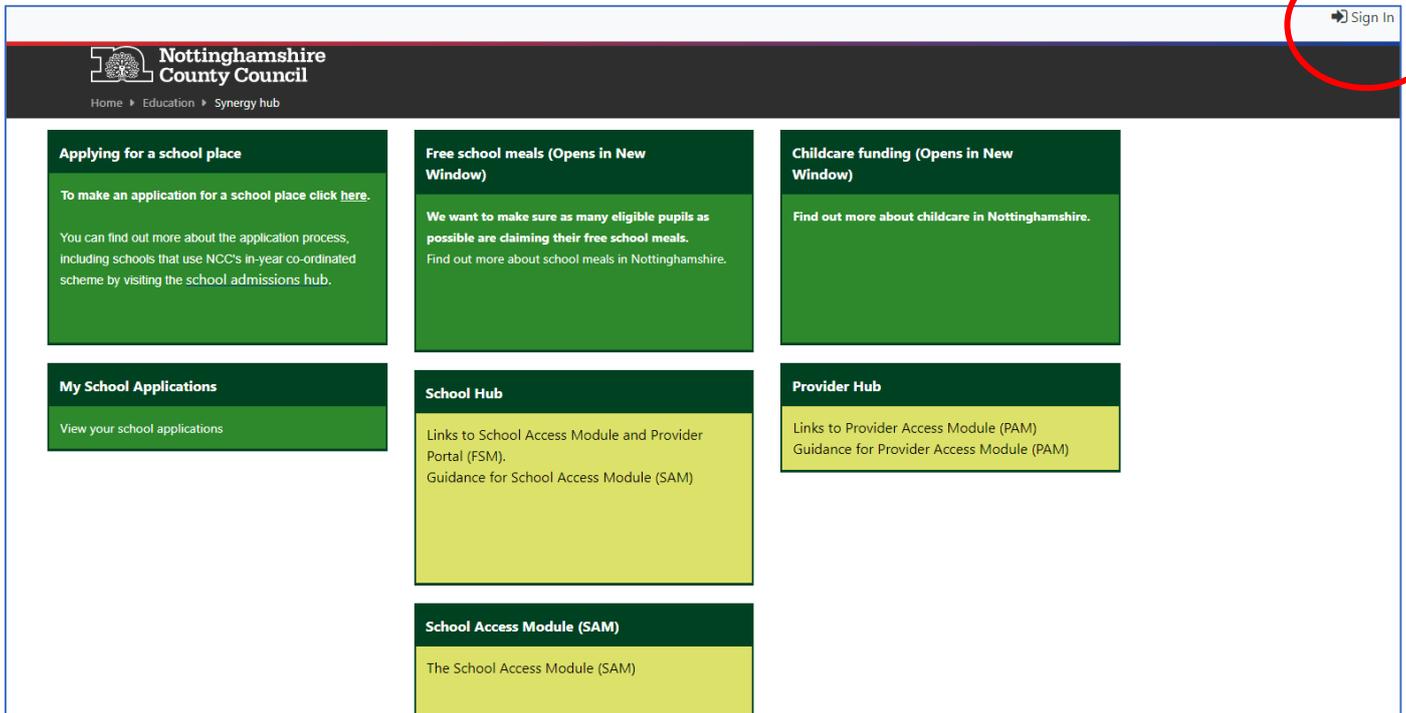


Early Childhood Services – Synergy Headcount Instructions

1. Login using this link:

<https://notts.cloud.servelec-synergy.com/SynergyWeb/>

Sign in top right..



2. You will need to enter your user name and password which has been sent to you in a separate email and you will need to change the password immediately.

3. Accept the Synergy Code of Confidentiality/Conditions of use

4. Click on the Provider Hub tile.

Provider Hub

Links to Provider Access Module (PAM)
Guidance for Provider Access Module (PAM)

This will take you to the Provider Hub home page.

Nottinghamshire County Council
Home ▶ Education ▶ Synergy hub

PROVIDER HUB

Welcome to the Provider Hub.
User guides can be downloaded in the GUIDANCE panel on the right. Spring term Key Dates timeline can be found in the LATEST NEWS panel in the centre. PVI providers are able to request adjustments to their Spring Term 2023 headcount return (see 4. Adjustments in the Guidance panel). The deadline for submitting adjustments is 8th March 2023.

[Follow this link for more information for early years and childcare providers operating in Nottinghamshire County \(excluding the City\)](#)

IMPORTANT

PVI providers are able to request adjustments to their Spring Term 2023 headcount return (see 4. Adjustments in the right hand Guidance Panel). The deadline for submitting adjustments is 8th March 2023.

LATEST NEWS

Date	News
24/02/2023	Spring Term Key Dates

PAM

Click here to access PAM, this is where you can submit head counts and update your provider details.

GUIDANCE

- [How to Sign In to PAM](#)
- [Headcount Instructions](#)
- [30H Eligibility](#)
- [Adjustments](#)
- [Sufficiency Instructions](#)

Help and Support
Email eypp@nottsc.gov.uk

Click on the PAM tile to access the home page screen.

Home page/Home Tab

Organisation: XXX Notts Test Headcount Provider
Provider: XXX Notts Test Headcount Provider (Childminder)

Home Forms Funding Reports

Welcome to FIS Provider Portal

Please make a selection from the above menu to proceed

Headcount Instructions

- Click on the Funding tab – select 2022-2023 Spring and one of the funding types 2yr Old Funding or 3yr/4yr Old Funding – note these are **two separate headcount returns** – different to what you are used to in Capita.

Home	Forms	Funding	Reports
Summary Estimates Actuals Adjustments Eligibility Checker			
Summary Head Count Records for 2022 to 2023 - Spring			
2022 to 2023			
Summer		Funding Type	
Spring		2 Year Old Funding	
Autumn		3yr/4yr Old Funding	
2021 to 2022			
2020 to 2021			
2019 to 2020			
2018 to 2019			
2017 to 2018			

Detailed instructions to follow for each of the funding tabs – follow the order in these instructions:

- Funding Summary (p3&8)
- Funding Actuals – add individual children – several screens per child (p4-6)

Child Details	Parent / Carer Details	Funding Details	Documents	Notes
---------------	------------------------	-----------------	-----------	-------

- Funding Estimates (p6-7)
- Notes about 30 hours codes including error messages (p9)
- Eligibility Checker (p9)
- Funding Adjustments (p10-11)
- Running Reports (p12-13)
- Sufficiency Instructions (p14-15)

Funding Summary Tab

This screen shows a summary of your estimate and actual hours and payments – more on this later.

Organisation: XXX Notts Test Headcount Provider		Provider: XXX Notts Test Headcount Provider (Childminder)	
<div style="display: flex; justify-content: space-between;"> Home Forms Funding Reports </div>			
Summary Estimates Actuals Adjustments Eligibility Checker			
Summary: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE			
<p>Estimates</p> <p>Term Length (Weeks) 11.00</p> <p>▶ Provider Rate applied £4.53</p> <p>Estimate Funding</p> <p>Hours Per Term 0.00</p> <p>Term Funding Amount £0.00</p> <p>Interim % 60.00%</p> <p>Interim Amount Payable £0.00</p> <hr/> <p>Total Interim Amount Paid to Date (before Adj) £0.00</p> <hr/> <p>Interim Amount Payable Balance £0.00</p> <hr/> <p>Number of Payments Due 2 / 2</p> <p>Next Payment Amount Due (before Adj) £0.00</p> <hr/> <p>Fully Processed No</p>		<p>Actuals</p> <p>Term Length (Weeks) Term Time 11.00</p> <p>▶ Provider Rate applied to child funding £4.53</p> <p>Universal Funding</p> <p>Funded Hours for Term 165.00</p> <p>Funding Amount @ Provider Rate £747.45</p> <hr/> <p>Universal Funding Amount £747.45</p> <p>Extended Funding</p> <p>Funded Hours for Term 165.00</p> <p>Funding Amount @ Provider Rate £747.45</p> <hr/> <p>Extended Funding Amount £747.45</p> <p>Totals</p> <p>Funded Hours for Term 330.00</p> <p>Funding Amount @ Provider Rate £1494.90</p> <p>Child Weightings £0.00</p> <hr/> <p>Term Funding Amount £1494.90</p> <p>Interim Amount Paid (before Adj) £0.00</p> <hr/> <p>Term Funding Amount Balance £1494.90</p> <p>Adjustments Paid with Final Payment £0.00</p> <hr/> <p>Actual Amount Paid (Inc. Adj) £0.00</p>	
<p>Rate x Hours may not equal Totals as rounding is applied per child.</p> <p>The totals shown are the sum of the funding amounts per child.</p>			

Funding Actuals Tab

You can add hours to existing children or add new children using this screen.

Organisation: **XXX Notts Test Headcount Provider**
Provider: **XXX Notts Test Headcount Provider (Childminder)**

Home Funding Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2022 to 2023 Autumn - 3yr/4yr Old Funding CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕		Yikes, Ryan (01-Oct-2018)	210.00	210.00	£1881.60		23-Aug-2022 - 01-Dec-2022 Grace Period: 31-Dec-2022

Add Child Send Claim

6. Click on an existing child to populate any missing details including hours

Amend or Add Child to Actuals - Enter data under each tab in turn:

➤Child details

Organisation: **XXX Notts Test Headcount Provider**
Provider: **XXX Notts Test Headcount Provider (Childminder)**

Home Funding Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

➤ Parent/Carer Details including consent to check for EYPP/30H

Organisation: **XXX Notts Test Headcount Provider**
Provider: **XXX Notts Test Headcount Provider (Childminder)**

Home Funding Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Jemima"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Gardling"/>	Surname	<input type="text"/>
DOB	<input type="text" value="01-Jan-1971"/>	DOB	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="NP123456A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

Funding Details – Complete all boxes and remember to click default term dates box to populate start/finish dates, click 30 hours Free Childcare to run code check.

Home Funding Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

The Eligibility Code has been found and eligibility for extended hours has been obtained.

Child Details Parent / Carer Details **Funding Details** Documents Notes

Don't worry about filling in attendance days – these are not needed – unless you want to.

Funding Details		Attendance Days	
Start Date*	<input type="text" value="01-Sep-2022"/>	Attends Monday	<input type="radio"/> Yes <input type="radio"/> No
End Date*	<input type="text" value="31-Dec-2022"/>	Attends Tuesday	<input type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Default Term Dates"/>	Attends Wednesday	<input type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	<input type="text" value="14"/>	Attends Thursday	<input type="radio"/> Yes <input type="radio"/> No
Present during Census	<input checked="" type="checkbox"/>	Attends Friday	<input type="radio"/> Yes <input type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Saturday	<input type="radio"/> Yes <input type="radio"/> No
Nominated for DAF*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Attends Sunday	<input type="radio"/> Yes <input type="radio"/> No
Universal Funded Hours per Week		Non-Funded Hours per Week	
Universal Hours*	<input type="text" value="15"/>	Non-Funded Hours*	<input type="text" value="0"/>
Extended Funded Hours per Week		<p> if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer</p>	
Extended Hours*	<input type="text" value="15"/>	<div style="border: 1px solid red; padding: 5px;"> <p>Maximum Values Allowed:</p> <p>Number of Weeks: 14.00</p> <p>Universal Weekly Hours: 10.00</p> <p>Universal Termly Hours: 140.00</p> <p>Universal Yearly Hours: 380.00</p> <p>Extended Weekly Hours: 10.00</p> <p>Extended Termly Hours: 140.00</p> <p>Extended Yearly Hours: 380.00</p> </div>	
30H Eligibility Code	<input type="text" value="3606060600"/>		
	<input type="button" value="30 Hours Free Childcare"/>		
Eligible for 30H	<input checked="" type="checkbox"/>		
Total Funded Hours per Week			
Total Funded:	<input type="text" value="30.00"/>		

Click the Default Term dates button to put the standard dates against the child.
Weeks attended is 11 in spring, 13 in summer, 14 in autumn
Enter something in all of the other boxes – if something is not filled in you will get an error message in red at the foot of the screen.

Optional add note and document upload facility

Organisation: XXX Notts Test Headcount Provider
 Provider: XXX Notts Test Headcount Provider (Childminder)

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

The Eligibility Code has been found and eligibility for extended hours has been obtained.

Child Details Parent / Carer Details Funding Details Documents Notes

Add a new note Notes History

Here is my data submission. 01/11/2022

Save

When complete click Save

Send Claim

Click when you have successfully added all of your children

- When you have completed entering all of your children’s details click on the Report button top right of the Actuals screen to get the total number of hours entered. **This will be your Estimate figure.**

Organisation: XXX Notts Test Headcount Provider
 Provider: XXX Notts Test Headcount Provider (Childminder)

Home Forms Funding Sufficiency Reports

Summary Estimates Actuals Adjustments Eligibility Checker **Run Report**

Submit Actual: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘	Collywobble, Stan (01-Jun-2019)	165.00	0.00	£1647.45		
! ↻ New, Awaiting LA Download	Crabapple, Isabel (01-Feb-2019)	123.75	0.00	£560.59		

Add Child Send Claim

Run Report

Report: Estimates Total Hours

Format: Portable Document Format (Pdf)

Open Report after creation **run report** **cancel**

Run the report

Home Forms Funding Sufficiency Reports				
History				
History				
Provider Headcount				
Description	Run Date	Run By	Last Downloaded	
Estimates Total Hours	03/02/2023 14:45:14	NOTTINGHAM\UserName		Download
Estimates Total Hours	03/02/2023 14:25:50	NOTTINGHAM\UserName	03/02/2023 14:33:36	Download

The report will go into your report tab under History and into your computer's download folder when you click download

Total number of hours to be added in to the Estimates tab by Funding Type		
Provider	Funding Type	Total Hours
XXX Notts Test Headcount Provider	3yr/4yr Old Funding	288.75

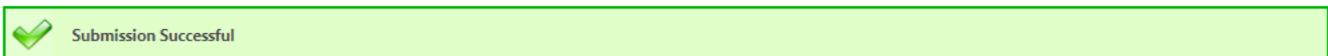
Input this number in the Estimates tab – see next page

Funding Estimates Tab – PVI providers only

8. Enter the total number of funded hours from your downloaded report here:

Home	Forms	Funding	Sufficiency	Reports
Summary	Estimates	Actuals	Adjustments	Eligibility Checker
Submit Estimate: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE				
Estimate Number of Funded Hours for this Term		<input type="text" value="288.75"/>		
Please enter a number, then 'Send Claim'				
Send Claim				

Ensure you click [Send Claim](#) on both the Actuals and Estimates tabs when you have entered your children and your total funded hours.



Wash, rinse repeat process for 2yo funded children.

Return to the Funding Summary Screen – the hours you have entered will be reflected on the summary screen with the calculated funding £ amount.

Note for schools and academies: although schools get paid the same rates as PVI providers, the mechanisms for making payments are different for schools and academies. Funding is paid directly to school budgets with adjustments at the end of the year. Schools with funding queries should contact NCC Schools Finance. The panel below may not be that useful to schools as it may not correspond with payments made by Schools Finance.

Organisation: XXX Notts Test Headcount Provider Provider: XXX Notts Test Headcount Provider (Childminder)																																																																													
Home Forms Funding Reports																																																																													
Summary Estimates Actuals Adjustments Eligibility Checker																																																																													
Summary: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE																																																																													
Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.																																																																													
<table border="0" style="width: 100%;"> <tr> <th style="width: 50%; text-align: center;">Estimates</th> <th style="width: 50%; text-align: center;">Actuals</th> </tr> <tr> <td>Term Length (Weeks)</td> <td>Term Length (Weeks) Term Time</td> </tr> <tr> <td>11.00</td> <td>11.00</td> </tr> <tr> <td>▶ Provider Rate applied</td> <td>▶ Provider Rate applied to child funding</td> </tr> <tr> <td>£4.53</td> <td>£4.53</td> </tr> <tr> <td colspan="2">Estimate Funding</td> </tr> <tr> <td>Hours Per Term</td> <td>Funded Hours for Term</td> </tr> <tr> <td>0.00</td> <td>165.00</td> </tr> <tr> <td>Term Funding Amount</td> <td>Funding Amount @ Provider Rate</td> </tr> <tr> <td>£0.00</td> <td>£747.45</td> </tr> <tr> <td>Interim %</td> <td></td> </tr> <tr> <td>60.00%</td> <td></td> </tr> <tr> <td>Interim Amount Payable</td> <td>Universal Funding Amount</td> </tr> <tr> <td>£0.00</td> <td>£747.45</td> </tr> <tr> <td>Total Interim Amount Paid to Date (before Adj)</td> <td>Extended Funding</td> </tr> <tr> <td>£0.00</td> <td>Funded Hours for Term</td> </tr> <tr> <td></td> <td>165.00</td> </tr> <tr> <td></td> <td>Funding Amount @ Provider Rate</td> </tr> <tr> <td></td> <td>£747.45</td> </tr> <tr> <td>Interim Amount Payable Balance</td> <td>Extended Funding Amount</td> </tr> <tr> <td>£0.00</td> <td>£747.45</td> </tr> <tr> <td></td> <td>Totals</td> </tr> <tr> <td>Number of Payments Due</td> <td>Funded Hours for Term</td> </tr> <tr> <td>2 / 2</td> <td>330.00</td> </tr> <tr> <td>Next Payment Amount Due (before Adj)</td> <td>Funding Amount @ Provider Rate</td> </tr> <tr> <td>£0.00</td> <td>£1494.90</td> </tr> <tr> <td></td> <td>Child Weightings</td> </tr> <tr> <td></td> <td>£0.00</td> </tr> <tr> <td></td> <td>Term Funding Amount</td> </tr> <tr> <td></td> <td>£1494.90</td> </tr> <tr> <td></td> <td>Interim Amount Paid (before Adj)</td> </tr> <tr> <td></td> <td>£0.00</td> </tr> <tr> <td></td> <td>Term Funding Amount Balance</td> </tr> <tr> <td></td> <td>£1494.90</td> </tr> <tr> <td></td> <td>Adjustments Paid with Final Payment</td> </tr> <tr> <td></td> <td>£0.00</td> </tr> <tr> <td></td> <td>Actual Amount Paid (Inc. Adj)</td> </tr> <tr> <td></td> <td>£0.00</td> </tr> </table>		Estimates	Actuals	Term Length (Weeks)	Term Length (Weeks) Term Time	11.00	11.00	▶ Provider Rate applied	▶ Provider Rate applied to child funding	£4.53	£4.53	Estimate Funding		Hours Per Term	Funded Hours for Term	0.00	165.00	Term Funding Amount	Funding Amount @ Provider Rate	£0.00	£747.45	Interim %		60.00%		Interim Amount Payable	Universal Funding Amount	£0.00	£747.45	Total Interim Amount Paid to Date (before Adj)	Extended Funding	£0.00	Funded Hours for Term		165.00		Funding Amount @ Provider Rate		£747.45	Interim Amount Payable Balance	Extended Funding Amount	£0.00	£747.45		Totals	Number of Payments Due	Funded Hours for Term	2 / 2	330.00	Next Payment Amount Due (before Adj)	Funding Amount @ Provider Rate	£0.00	£1494.90		Child Weightings		£0.00		Term Funding Amount		£1494.90		Interim Amount Paid (before Adj)		£0.00		Term Funding Amount Balance		£1494.90		Adjustments Paid with Final Payment		£0.00		Actual Amount Paid (Inc. Adj)		£0.00
Estimates	Actuals																																																																												
Term Length (Weeks)	Term Length (Weeks) Term Time																																																																												
11.00	11.00																																																																												
▶ Provider Rate applied	▶ Provider Rate applied to child funding																																																																												
£4.53	£4.53																																																																												
Estimate Funding																																																																													
Hours Per Term	Funded Hours for Term																																																																												
0.00	165.00																																																																												
Term Funding Amount	Funding Amount @ Provider Rate																																																																												
£0.00	£747.45																																																																												
Interim %																																																																													
60.00%																																																																													
Interim Amount Payable	Universal Funding Amount																																																																												
£0.00	£747.45																																																																												
Total Interim Amount Paid to Date (before Adj)	Extended Funding																																																																												
£0.00	Funded Hours for Term																																																																												
	165.00																																																																												
	Funding Amount @ Provider Rate																																																																												
	£747.45																																																																												
Interim Amount Payable Balance	Extended Funding Amount																																																																												
£0.00	£747.45																																																																												
	Totals																																																																												
Number of Payments Due	Funded Hours for Term																																																																												
2 / 2	330.00																																																																												
Next Payment Amount Due (before Adj)	Funding Amount @ Provider Rate																																																																												
£0.00	£1494.90																																																																												
	Child Weightings																																																																												
	£0.00																																																																												
	Term Funding Amount																																																																												
	£1494.90																																																																												
	Interim Amount Paid (before Adj)																																																																												
	£0.00																																																																												
	Term Funding Amount Balance																																																																												
	£1494.90																																																																												
	Adjustments Paid with Final Payment																																																																												
	£0.00																																																																												
	Actual Amount Paid (Inc. Adj)																																																																												
	£0.00																																																																												
Fully Processed	No																																																																												

Eligibility Status of 30 hours codes and associated error messages when performing the check

A message will appear when a 30 hours code is checked as part of the headcount process and the list of children in Actuals will indicate the eligibility status:

Submit Actual: 2022 to 2023 Autumn - 3yr/4yr Old Funding CHANGE

In 30H grace period

[Add Child](#) [Send Claim](#)

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Cooler, Stevie (01-Dec-2018)	210.00	0.00	£940.80		05-May-2022 - 03-Jul-2022 Grace Period: 31-Aug-2022
	Gardling, Jessy (01-Nov-2018)	210.00	210.00	£1881.60		04-Jul-2022 - 02-Sep-2022 Grace Period: 31-Dec-2022
	Mibbs-Blue, Gordon (01-Feb-2019)	210.00	0.00	£940.80		02-Sep-2022 - 02-Oct-2022 Grace Period: 31-Dec-2022
	Wobble, Jo (01-Jan-2019)	210.00	0.00	£940.80		
	Yikes, Ryan (01-Oct-2018)	210.00	210.00	£1881.60		23-Aug-2022 - 01-Dec-2022 Grace Period: 31-Dec-2022

Eligibility for extended hours was not obtained. You will only be able to claim for universal hours.

Name: Stevie Cooler DOB: 01-Dec-2018

The Eligibility Code has been found and eligibility for extended hours has been obtained.

Name: Jessy Gardling DOB: 01-Nov-2018

The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2022) therefore extended hours cannot be claimed this term. You may only claim for universal hours.

Name: Gordon Mibbs-Blue DOB: 01-Feb-2019

Eligibility for extended hours was not obtained. You will only be able to claim for universal hours.

Name: Jo Wobble DOB: 01-Jan-2019

The Eligibility Code has been found and eligibility for extended hours has been obtained.

Name: Ryan Yikes DOB: 01-Oct-2018

[30 hours code flowchart link click here](#)

Error messages explained:

Child Name	Status of 30 hours claim in autumn	Dates	Reason	Claim allowed on headcount return
Stevie Cooler	Can't claim 30 hours in Autumn term	Was in a grace period that expired 31 st August	He hasn't renewed his code	He can only claim 15 Universal hours
Jessy Gardling 	Can claim 30 hours in Autumn	Applied prior to 31 st August cut off and code still valid after 31 st August cut off	Applied at right time, but she will need to renew code for spring as it is in grace period now.	Can claim 30 hours
Gordon Mibbs-Blue 	Can't claim 30 hours in Autumn term	Applied too late on 2 nd September	Applied too late, missed 31 st August cut off. Will still need to renew code before spring as it is in grace period	He can only claim 15 Universal hours
Jo Wobble	Can't claim 30 hours in Autumn term	No dates returned	Code either not valid or incorrect data entered – check with parent re accuracy of data	She can only claim 15 Universal hours
Ryan Yikes	Can claim 30 hours in Autumn	Applied prior to 31 st August cut off and code still valid after 31 st August cut off	Will still need to renew code before spring as it will be in grace period after 1 st December	Can claim 30 hours

[Eligibility Checker](#) You can use the **Eligibility Checker** tab to check a child's 30 hours code at any time. However, this is a one off check and **does not get stored anywhere**. To claim for a child's hours, the check needs to be performed in the open headcount task even if you have already checked it using the Eligibility Checker. **There is no 30 hours dashboard in Synergy**. The dates of the code can be viewed in the Actuals or Adjustments headcount screens. **To run a check you need to have Eligibility Code, Child's date of birth & Parent/Carer NI number as a minimum.**

Home Forms Funding **Sufficiency Reports**

Summary Estimates Actuals Adjustments **Eligibility Checker**

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

[30 Hours Free Childcare](#)

Funding Adjustments Tab – PVI providers only

Home Funding Sufficiency Reports

Summary Estimates Actuals **Adjustments** Eligibility Checker Run Report

Submit Adjustments: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE

► Paid as Adjustments - Total: £900.00, Paid Date: 26-Jan-2023

Add Child Send Claim

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Collywobble, Stan (01-Jun-2019)	0.00	0.00	132.00	0.00	£1497.96	
	Crabapple, Isabel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
	Reeves, Vic (27-Nov-2018)	0.00	0.00	150.00	150.00	£1359.00	22-Nov-2022 - 20-Feb-2023 Grace Period: 31-Aug-2023

Add Child Send Claim

Process for adding a new child is same as for actual task – use the Add Child button.

You can also amend an existing child by clicking on the child's name in the list. You can:

- Run a 30 hours check, or
- Change the DAF status, or
- Amend their current hours by claiming additional hours or reducing their hours in the **Pending Adjustment** screen.

Name: Stan Collywobble DOB: 01-Jun-2019

Summary Child Details Parent / Carer Details Funding Details Documents **Pending Adjustment** Notes

Universal Pending Adjustment

Number of Hours **More Hours** 15

Reason (500 characters)

Stan has been doing one additional session per week for the second half term

Maximum Values Allowed:
Universal Termly Hours: **165.00**
Universal Yearly Hours: **570.00**

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:
Extended Termly Hours: **165.00**
Extended Yearly Hours: **570.00**

Save Cancel *denotes mandatory fields

Claiming additional hours for an existing child.

Select **More Hours** from the drop-down menu. Enter the total number of additional hours per term to be claimed.

In the case of Stan – he has already claimed 12 hrs x 11 wks = **132 hours** in total.

Now he is doing an extra 3 hrs x 5 wks in the remaining half of term = total **15** hours, so you need to record the hours you want to add to the original total. When you have completed the adjustment Stan's new hours will show as 147 in the child list (p10 below).

You need to enter a comment in the **Reason** box or it won't allow you to save.

Note: The system won't allow extended hours claim to be made without a valid code (redirects to Parent/Carer screen).

Name: Vic Reeves DOB: 27-Nov-2018

Summary Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

Universal Pending Adjustment

Number of Hours Less Hours

Reason (500 characters)

Vic left at half term

Maximum Values Allowed:
 Universal Termly Hours: 165.00
 Universal Yearly Hours: 570.00

Extended Pending Adjustment

Number of Hours Less Hours

Reason (500 characters)

Vic left at half term

Maximum Values Allowed:
 Extended Termly Hours: 165.00
 Extended Yearly Hours: 570.00

Reducing hours claimed for existing child.

Select "Less Hours" from drop-down, enter total number of hours per term to be reduced.

Start and End dates can be edited on the Funding Details tab, but not the Weeks Attended for term.

Funding Details

Start Date*

End Date*

In the case of Vic – he originally claimed 15 hrs x 10 wks = 150 hours in total.

Vic's provider wants to reduce his hours by 65 in total across the whole term so they enter this. When the adjustment has been completed, Vic's new hours will show as 85 in the adjustment child list.

Adjustments are then shown on headcount screen – send claim when completed

Submit Adjustments: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE

▶ Paid as Adjustments - Total: £900.00, Paid Date: 26-Jan-2023

Add Child Send Claim

New number of hours across the whole term showing here

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
Unsubmitted Claim	Collywobble, Stan (01-Jun-2019)	15.00	0.00	147.00	0.00	£1565.91	
	Crabapple, Isabel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
Unsubmitted Claim	Reeves, Vic (27-Nov-2018)	-65.00	-65.00	85.00	85.00	£770.10	22-Nov-2022 - 20-Feb-2023 Grace Period: 31-Aug-2023

Add Child Send Claim

You need to enter a comment in the Reason box or it won't allow you to save.

Click when done.

Running Reports

There are currently 3 reports providers can run by clicking the Run Report feature when you are in one of the termly headcounts, top right of the funding screens:

Organisation: **XXX Notts Test Headcount Provider**
 Provider: **XXX Notts Test Headcount Provider (Childminder)**

Home Forms **Funding** Sufficiency Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker Run Report

View Actuals: 2023 to 2024 Summer - 3yr/4yr Old Funding CHANGE

Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Test, Test (06-May-2018)	0.00	0.00	£0.00		

The data returned will relate to the termly headcount you are in. If you want to run a report for a previous term, you need to go into that term and correct age group and run the report from that screen. Tick the Open Report after creation check box.

Run Report

Report:

Format:

Open Report after creation run report cancel

Run Report

Report:

Format:

Open Report after creation run report cancel

Run Report

Report:

Format:

Open Report after creation run report cancel

There are 3 reports currently listed:

- i. 30 H Audit by Provider – runs 30 hours codes – you can see when codes are running out or in grace period using a Red/Amber/Green alert system.

Nottinghamshire County Council										
Setting Name										
Term	Funding Type	Surname	Forename	DOB	Gender	Eligibility Code	Eligibility Start	Eligibility End	Grace Period End	
Spring 2022 to 2023	3yr/4yr Old Funding	Children listed here..								31/08/2023
Spring 2022 to 2023	3yr/4yr Old Funding								31/08/2023	
Spring 2022 to 2023	3yr/4yr Old Funding								31/08/2023	
Spring 2022 to 2023	3yr/4yr Old Funding								31/08/2023	
Spring 2022 to 2023	3yr/4yr Old Funding								31/08/2023	

- ii. Estimates Total Hours – for PVI providers to enter Estimate figures (as mentioned previously on p6-7)

Total number of hours to be added in to the Estimates tab by Funding Type		
Provider	Funding Type	Total Hours
XXX Notts Test Headcount Provider	3yr/4yr Old Funding	288.75

iii. Funding Statement – shows no. hours per week and weeks attended.

Setting Name		 Nottinghamshire County Council									
Spring 2022 to 2023											
3yr/4yr Old Funding											
Vendor No 123456											
Surname	Forename	DOB	Gender	No. of weeks	Hours per week	Hours Per Term	Hourly Rate	Total	Children listed here..		
				11.0	X 15.00	= 165.00	X £4.53	= £747.45			
				11.0	X 30.00	= 330.00	X £4.53	= £1494.90			
				11.0	X 15.00	= 165.00	X £4.53	= £747.45			
				11.0	X 30.00	= 330.00	X £4.53	= £1494.90			

Reports will go into your report tab under History and into your computer’s download folder when you click download.

Home Forms Funding Sufficiency Reports				
History				
History NOTTINGHAM\UserName NOTTINGHAM\UserName				
Provide:				
Description	Run Date	Run By	Last Downloaded	
Estimates Total Hours	03/02/2023 14:45:14	NOTTINGHAM\Sally.Ephgrave		Download
Estimates Total Hours	03/02/2023 14:25:50	NOTTINGHAM\Sally.Ephgrave	03/02/2023 14:33:36	Download

Further reports will be added over time.

Sufficiency Instructions

The sufficiency tab is the equivalent of the Self Update module in the previous provider portal. We will ask you to update these details each term.

Click on the Sufficiency menu item and select Year and Term to enter the number of places offered on each day in each age group.

Home Forms Funding **Sufficiency** Reports

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected on a termly basis and will only be used to inform the LA. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Select Year and Term

2022 to 2023
 Summer
 Submission Period: 01-Apr-2022 to 31-Aug-2022
 Spring
 Submission Period: 27-Dec-2022 to 31-Mar-2023
 Autumn
 Submission Period: 01-Sep-2022 to 26-Dec-2022

2021 to 2022
 2020 to 2021
 2019 to 2020
 2018 to 2019
 2017 to 2018

You will need input data for both term time and school holidays if your setting is open all year round, however, you can copy from one to the other if the numbers are the same, as described below:

Organisation: XXX Notts Test Headcount Provider
 Provider: XXX Notts Test Headcount Provider (Childminder)

Home Forms Funding **Sufficiency** Reports

Term Time School Holidays

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range. This information will be collected on a termly basis and will only be used to inform the LA. The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2022 to 2023 - Spring

Click Edit to enter data in the grid

Put zeros in for Saturday and Sunday if you are only open for 5 days per week

This setting offers 5 Age 0-2 places, 8 Age 2-3 places, 32 Age 3-5 places, and zero Age 5+ places each day

Age Group	Places	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait List	Type	Cost Value
		AM	PM															
Age group 0-2 years	Offered	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0		
	Vacancies	1	2	3	3	1	1	1	1	1	1	0	0	0	0			
Age group 2-3 years	Offered	8	8	8	8	8	8	8	8	8	8	0	0	0	0			
	Vacancies	2	2	4	4	4	4	2	2	2	2	0	0	0	0			
Age group 3-5 years	Offered	32	32	32	32	32	32	32	32	32	32	0	0	0	0			
	Vacancies	1	1	2	2	3	3	4	4	5	5	0	0	0	0			
Age group 5 years and over	Offered	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Enter the number of CURRENT vacancies you have on each day of the week in am and pm sessions

Important: DON'T double count any places offered or vacancies. If you are unsure how to count your places offered/vacancies, drop us an email to arrange a call back to discuss.

When you have finished the term time sufficiency table you can copy it across to School Holidays:

Click the **copy** button and you can copy the sufficiency entries from term time to school holidays. Try not to overwrite any previous terms. Press **submit**.

Copy all the Sufficiency entries from Term Time 2022 to 2023 - Spring to:

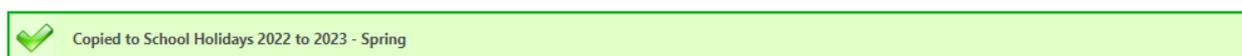
Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability: Term Time School Holidays

Year/Term*: 2022 to 2023 - Spring

Submit Cancel

You will get a confirmation message when it has been done:



To copy last term's data to the current term:

Click on the term where you want to copy the data from e.g. Autumn Term 2022 and click Copy:

Term Time Sufficiency for 2022 to 2023 - Autumn

2022 to 2023
Summer
Submission Period: 31-Apr-2022 to 31-Aug-2022
Spring
Submission Period: 17-Dec-2022 to 31-Mar-2023
Autumn
Submission Period: 11-Sep-2022 to 26-Dec-2022

2021 to 2022
2020 to 2021
2019 to 2020
2018 to 2019
2017 to 2018

Age Group	Places	Mo
Age group 0-2 years	Offered	5
	Vacancies	1
Age group 2-3 years	Offered	8
	Vacancies	2
Age group 3-5	Offered	3

Then in the pop up window select the term you want to copy to (this will automatically be the current term, e.g. Spring Term 2023 and press submit.

Copy all the Sufficiency entries from Term Time 2022 to 2023 - Autumn to:

Note: for the selected Availability and Year/Term, this will overwrite entries for existing Age Groups and insert entries for missing Age Groups.

Availability: Term Time School Holidays

Year/Term*: 2022 to 2023 - Spring

Submit Cancel

End of instructions issued March 2023