CCS Event Management

CCS Event Management Interface allows services to query details of events that affect them.

There are two different event types:

- **Local Emergency**
- **Ministers Rules**

The tip sheet will walk you through:

- **Accessing the CCS Events**
- **Viewing the details of a CCS Event**
- **Querying CCS Events**

Summary

Accessing CCS Events

1. Select the Childcare Menu
2. Select CCS Events

Querying CCS Events

1. Select Childcare Menu and CCS Events
2. Select Query Events
3. Either select Since last updated or by Query Criteria
4. Click on Query

CCS Event Management

Detailed

Event Types

There are two different event types, Local Emergency and Ministers Rules.

Local Emergency

A Local Emergency event normally occurs as a result of a natural disaster, such as a Cyclone, Earthquake, Fire, Flood, Storm, or Disease Outbreak (like COVID-19).

These events affect **all** the parents/guardians and children using a service.
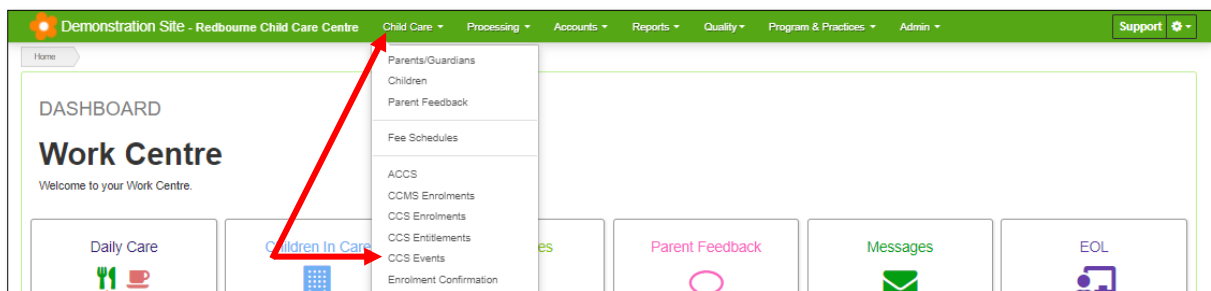
Minister's Rules

A Minister's Rule can apply to one or more specific children attending a service or all the children attending a service.

For example, the Federal Minister may decide that an **individual child** is eligible for additional allowable absences ("Special Purpose Absences" sub event).
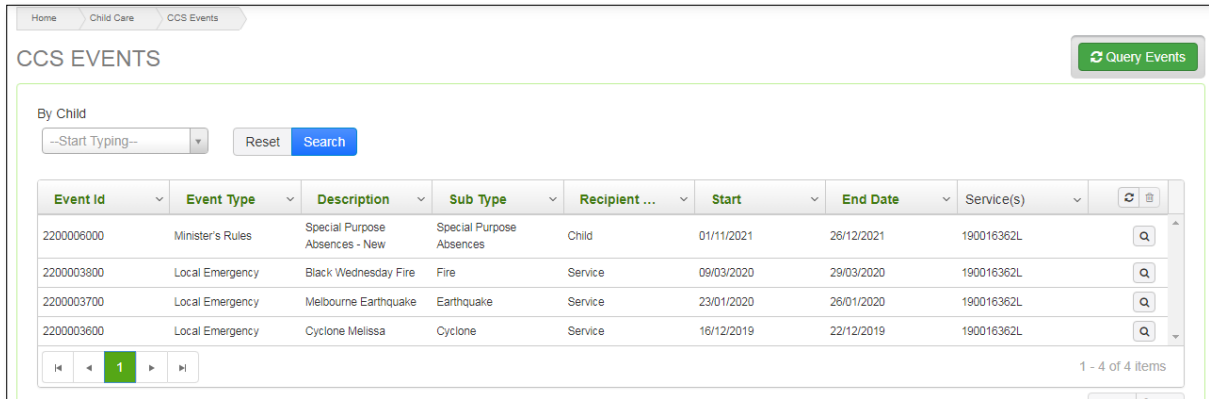
On the other hand, the Federal Minister may decide that **all enrolments** for a service will be exempt from automatically ceasing after 14 weeks of non-attendance when the 14 weeks occurs within the timeframe of the Event ("Extend Enrolments" sub event).

Accessing CCS Events

To access CCS Events Management, select **Childcare** and **CCS Events**

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A page similar to the following will be displayed:

By Child
This option allows you to search for any event that includes the selected child.

The ⊕ View button for an event will allow you to see any children specifically allocated to an event.

When you select a child from the dropdown list, the selected child's CRN is used to identify the events that relate to the child.

The child's name is not used because it may be different to the name recorded by CCS (Centrelink).

Event Id
This is an identifier allocated by CCS to uniquely identify an event.

The same event may affect multiple services. If you have multiple sites, you may see the same event in each site.

Event Type
Will either be a "Local Emergency" or a "Minister's Rules" event type. (See above for details)

Description
The text allocated by CCS to describe the event.

Sub Type
The valid values for a "Local Emergency" event include: "Cyclone", "Earthquake", "Fire", "Flood", "Other", "Storm", and "Disease Outbreak".

The valid values for a "Ministers Rules" event include: "Special Purpose Absences" and " Extend Enrolments".

Recipient Type

The valid values are:

"Child" - the event affects specific children.

"Service" - the event affects ALL the children in the service.

The [🔍] View button for an event will allow you to see any children specifically allocated to an event.

Start/End date

Shows the date range for the event.

Service(s)

Shows the Service Id for each service affected by the event.

In most cases, only one service id will display.

However, if you have multiple services in your site, multiple service ids may display.

Viewing the details of a CCS Event

Select [🔍] **View** button for a specific event

A popup window similar to the following will be displayed:

Condition

An entry will only display in the Condition list for Minister's Rules event types.

For a "Special Purpose Absences" sub event, the Value will be the number of absence days allocated for the event.

For a "Extend Enrolments" sub event, the Value is not applicable and will display "n/a".

Condition			
Type	**Value**	**Start Date**	**End Date**
Extend Enrolments	n/a	09/08/2021	17/10/2021

Children

An entry will only display in the Children list box for Minister's Rules event types where the event Recipient is "Child". (Normally "Special Purpose Absences" sub events.)

Children				
Child CRN	**Child Name**	**Enrol Id**	**Consumed (Abs)**	**Available (Abs)**
308364543V	MARIBEL COLLIER-7922	E8000083651	2	38
308364542A	CARMINE COLLIER-7922	E8000089698	4	36

The "Child Name" is the value returned by CCS and may not necessarily match the name you record in the Child, General Details tab page. This can occur because you may use nicknames or special codes in a child name to make it easier to identify the child.

When you search "By Child" on the list of events, once you select a child from the dropdown list, the child's CRN is used to identify the events that specifically affect the child.

The "Consumed Absences" displays the number of absences that have been used for this specific event and **is not** the YTD Absence total.

The "Available (Abs)" displays the number of absences that are available for this event and **is not** the YTD Absence total.

The "Available (Abs)" value is calculated by subtracting the "Consumed Absences" for the child from the value specified in the Condition.

For example, For child Maribel Collier in the screen shot above:

> Condition value = 40
> Consumed Absences = 2
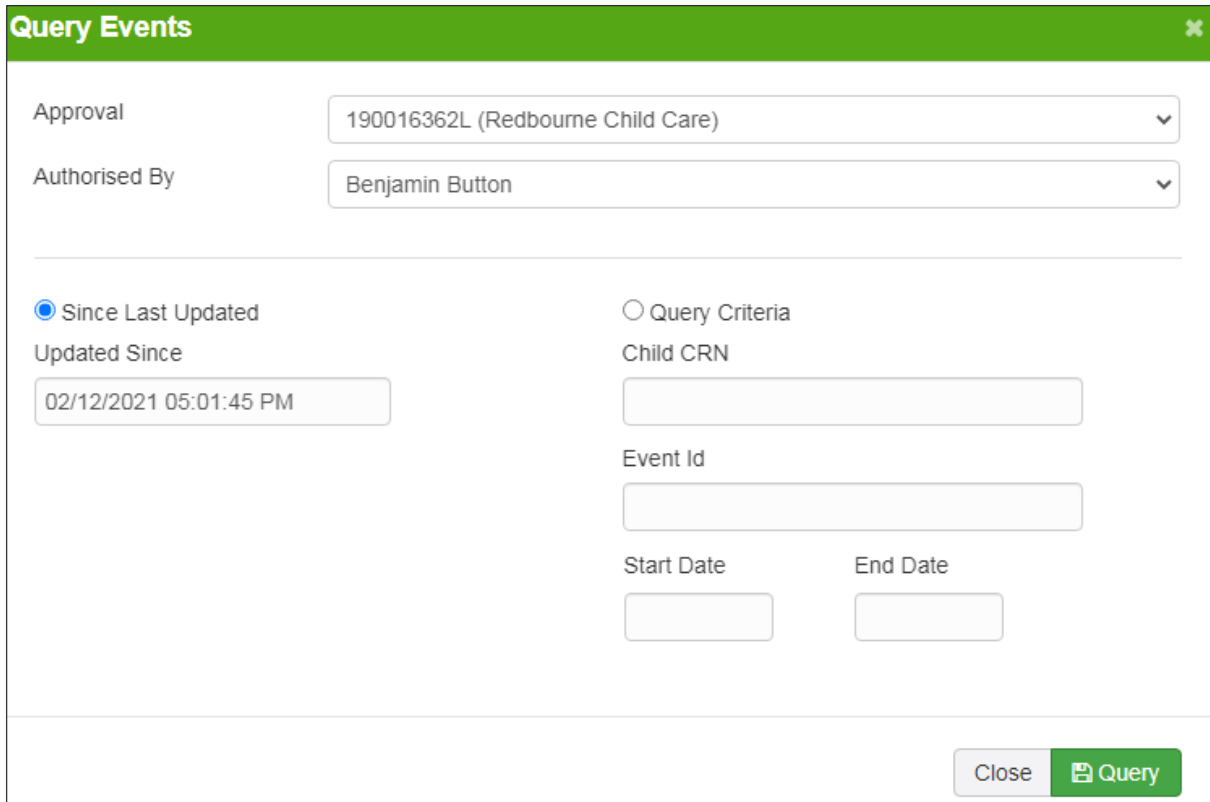> Available (Abs) = 40 - 2 = 38 absence days.

Tip: You will need to manually query the Event Id to update the "Consumed Absences" and "Available (Abs)" values because CCS do not provide an option to automatically query an event when the data changes.

Querying CCS Events

For each service, an Event query is performed every night to download any new events, but services can also manually query for events based on their service id and a date range or event id.

Select **⟳ Query Events** **Query Events** button located at the top right of the page

A popup window similar to the following will be displayed:

Approval

Only events that affect the selected Approval (or CCS Service) will be returned in the query.

Authorised By

A service personnel with a "Management and Control" or "Operator" CCS role must be selected for the selected "Approval".

Since Last Updated radio button

The "Updated Since" value is the date the last full query was performed.

If you select this option, any events for the selected Approval (Service) that start between the "Updated Since" date and Today's date will be returned in the query.

Query Criteria radio button

When this button is selected, the "Child CRN", "Event Id", and "Start/End Date" fields will be enabled and you must enter a value in at least one of the query options.

If you query for a date range, both the start and end date must be entered.

Query button

When you select the "Query" button, the CCS events will be queried based on your specified query options and any CCS Events returned in the query will be added to the list of CCS Events or existing records will be updated.

Tip: For "Special Purpose Absences" events that affect specific children, the event will only be returned in the query provided the most recent occurrence of the enrolment is Active and has been Confirmed as at the date of the query and the occurrence date range of the enrolment must overlap the event.

If a Session Report for a child has been affected by an event, the Event id is displayed in the individual session subsidy details for the event.

For example, the child in the screenshot below was absent on 15/11/2021 and 16/11/2021 and CCS returned the "2200006000" event id for those two sessions of care.