DAILY SESSIONS

Services will utilise the daily sessions option to mark their attendances prior to submitting this information to CCS per week.

Daily sessions assume all children are in attendances unless you marked otherwise.

The data displaying in here pulls through from your bookings.

This tip sheet will walk you through:

→ **Forecast Daily Sessions**
→ **Filtering your daily sessions**
→ **Marking your attendances**
→ **Session settings**
→ **Creating a casual session**

Summary

Forecast

1. Select Processing menu
2. Select Daily Sessions
3. Select Date Range
4. Select Room (all rooms)
5. Click on Forecast

Create a Casual Session

1. Click on the +Casual Session button
2. Select the child
3. Select Approval, Room, Program and Subsidy Scheme and Date of Session
4. Enrolment will then pull through.
5. Fee's will also pull through. Select a Fee Tier
6. Click Add

DAILY SESSIONS

Detailed

Attendance data (including sessions in care, absences, care fees etc) may be viewed and modified within the **Daily Sessions** window, located in the **Processing** menu:
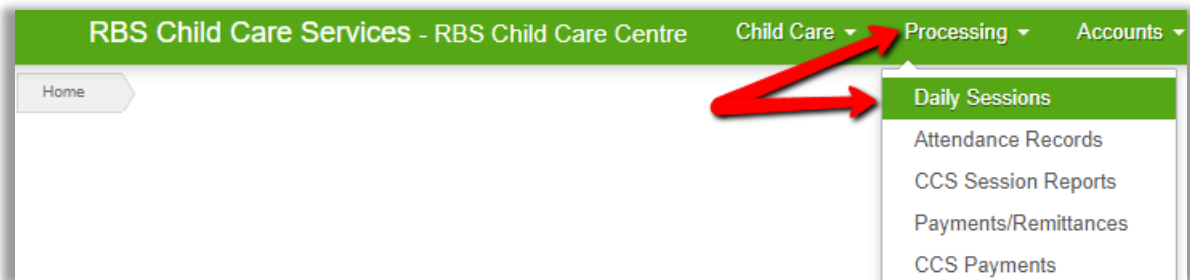
The Daily Sessions will be generated directly from the Bookings. Casual sessions may also be created on an ad hoc basis.
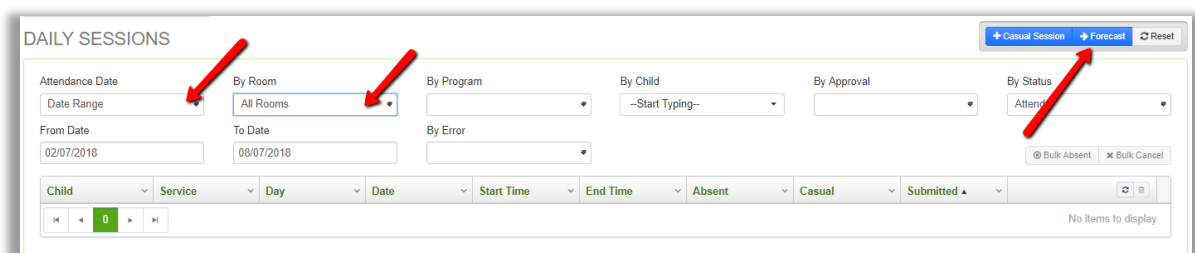
Forecast Daily Sessions

You will not have any sessions in here unless you start by forecasting.

Forecasting is the process of pulling the data from the bookings into daily sessions.

NOTE: Your operational reports and e-Signatures run off data from daily sessions.

You may forecast sessions by following the below process:

Enter the **attendance date** and select **All Rooms** in the Daily Sessions filter and then click the **forecast** button:
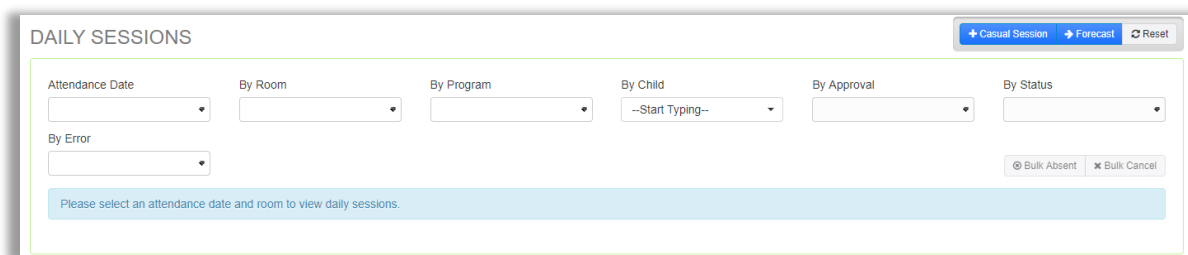

Once the forecast is complete, you will receive a sucessful notification and the forecasted sessions will then display in the grid.

Detailed cont.

NOTE: updates made to bookings will not automatically filter through to the Daily Sessions. If you make an update to a child's booking, you will need to reforecast the child's Daily Sessions to update the Daily Sessions with the new booking information.

Filtering Your Daily Sessions

The Daily Sessions page contains a number of search options, designed to help you locate and mark your sessions efficiently.
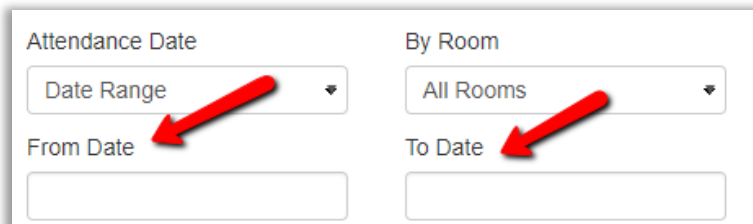

NOTE: the only mandatory fields are 'Attendance Date' and 'By Room'.

To filter your sessions, select your required options from the drop down menus:

Attendance Date

Select a pre-set date range (eg This Week or Next Week) or chose the *Date Range* option to manually enter a **From Date** and **To Date**:

Room

Select a room. Only sessions booked within this room will display in the grid. This will also restrict the next dropdown menu (By Program) to only display programs linked with the selected room.

Detailed cont.

By Program

Select a program. The available programs will be determined by the selected room.

By Child

Begin typing a child's name to search sessions for a specific child. Select the child's name once it appears:

By Approval

If your service has multiple approvals, select an approval to view sessions for a specific approval only.

By Status

Select a status to view sessions of a particular status only.

→ **All** – will display sessions of all statuses.
→ **Attend** – will display sessions marked as attended.
→ **Absent** – will display sessions marked as absent.
→ **Cancel** – will display sessions marked as cancelled.

e-Signatures

You can utilise this search option to identify sessions that you have either missed recording actual in/out times on the session or e-Singature data.

→ **Signed In and Out** – will display all children who have have been signed in/out of care via e-Signatures
→ **Signed Absent** - will display all children who have been signed as 'not present' via e-Signatures
→ **Missing Signatures** - will display children who have a missing in and/or out times via e-Signatures
→ **Missing Singatures/Actuals** - will display children who have a missing in and/or out times via e-Signatures and/or manual in/out times.

Detailed cont.

By Error

Use this dropdown to identify sessions with errors on session reports. Once you have made your selection, the relevant daily sessions will appear in the grid:

It's important to view errors AFTER you have tried to generate and BEFORE you submit session reports to CCS.

Marking Your Attendances

Prior to submitting your Session Reports to CCSS for processing, you will need to first mark your attendances and make any necessary adjustments to the fees, hours etc.

All sessions are automatically recorded as 'attended' and only absences or cancellations will need to be recorded.

To mark a session as absent, find the session in the grid and click the **Absent** button. Once an absence has been applied, the button will change colour:

Detailed cont.

To mark a block of sessions as absent, click on the first record (which will then be highlighted in blue):

Next, hold down the **shift** key on your keyboard and click on the bottom record within the block of absences. This will highlight the block:

You may now click the **Bulk Absent** button above the grid:

Each session will now be marked as absent:

Detailed cont.

To remove an absence, you may click the **Absent** button once again (or highlight a block of sessions marked as absent and click the **Bulk Absent** button again).

If the attendances are not in a block, you may hold down the **CTRL** key on your keyboard and click the relevant sessions followed by the **Bulk Absent** button:

To cancel a session, click the **Cancel** button. Once a cancellation has been applied, the button will change colour:

NOTE: sessions marked as cancelled will not be marked as attended/absent or submitted to CCSS to have subsidy paid upon and the parent/guardian will not be charged for the session.

The same techniques for bulk marking absences may be applied to cancelling sessions also. This time, select the **Bulk Cancel** button instead:

Detailed cont.

Session Settings

Each daily session contains a range of **Session Settings**. The session settings determine details such as:

→ Session date/time
→ Fee schedule/fee tiers and fee overrides used to calculate the cost of care
→ Applicable transport for the session
→ Care location
→ Preschool sessions
→ Manual in/out times

To access the session settings, click the ⚙ button next to the relevant session:

Detailed cont.

Session Editor ✕

Child: Enzo Connor   **Guardian:**   Elliott Connor

Approval: 12345 (LongDayCare)   **Enrolment ID:**   **TimeSheet ID:** 1122498

Session Details

General

Date Of Session	Start Time	End Time	Subsidy Scheme
01/02/2021	6:00 AM	6:00 PM	CCB

Attendance

Attend

☐ This session is not eligible for subsidy

☐ Preschool   ☐ Transport

Transport

Transport Type	Pick Up Location	Drop Off Location
-- Select --	-- Select --	-- Select --

Location

Location

Approval Address

Address Line 1

Address Line 2

Suburb

Postcode	State

e-Signature Sign In/Out

Present?	Time In	Time Out	
Yes	1:56PM S	10:30PM S	View

☐ Record Actual Times (All times in hh:mm am/pm format)

Fees

Fee Description

Program

Dolphins

Fee Schedule	Fee Tier	Fee For Session
Dolphins	Main Fee	$ 150

☐ Zero Fee

Override Fee Schedule Rates

☐ Overide Fixed Fee

Close

Detailed cont.

Settings applied within the child booking will automatically be applied, but all settings may be adjusted as required.

General

The session date/time will be determined from the program and booking. The hours may be adjusted if required by clicking into the box and selecting a time from the dropdown menu.

Flagging 'not eligible for subsidy' will stop the session from being submitted on the session report for subsidy to be calculated upon. The parent/guardian will be charged full fees for the session.

The preschool checkbox will be ticked if selected on the booking. This may be manually set also. Please note that the preschool flag may not be saved on a session if the child is not aged between 3 years and 5 years old for the specified week (even if preschool has been flagged on the booking).

Transport

If selected on the booking, a pickup and/or drop off location may appear in the session settings. To set a value manually, first select a transport type. You may then select the relevant location:

Detailed cont.

Location

The care location is to be reported to CCSS for each session. The default value for this will be the approval address. However, you can manually change this, by selecting **other** from the location drop down menu and typing in the address:

e-Signature Sign In/Out

If you are using our e-Signature module, this data will automatically attach to the child's daily session. For more information please see our tip sheet called **Session Reports with e-Signatures.**
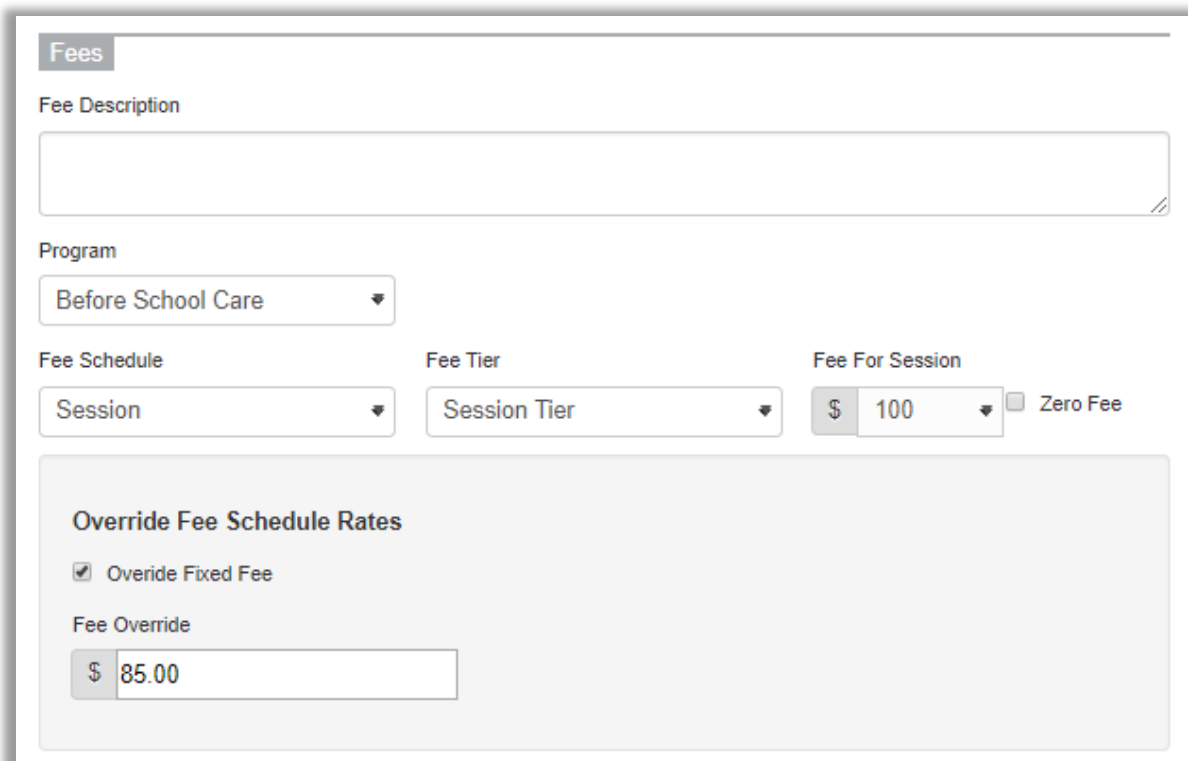
Detailed cont.

If you are not using the e-Signature module, then you are required to manually enter actual in/out times which you will enter here. To see the steps on this process please see our tip sheet called **Session Reports with Manual Attendance Times**

Fees

The fee schedule and fee tier are set on the booking and determine the **Fee for Session** amount. These fees may be adjusted using the dropdown menus.

Checking the **Zero Fee** box will remove the charge for the session.

Checking the **Override Fixed Fee** box will allow you to override the fee for session and charge a different amount:
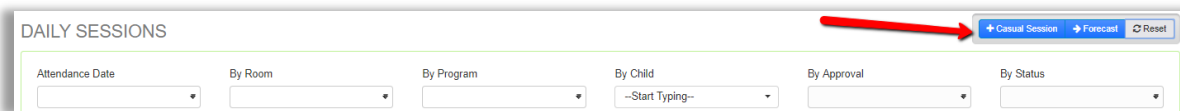

Remember to click the **Save** button to apply any changes you have made.

Detailed cont.

Creating Casual Sessions

To create a casual session, click the **+Casual Session** button:
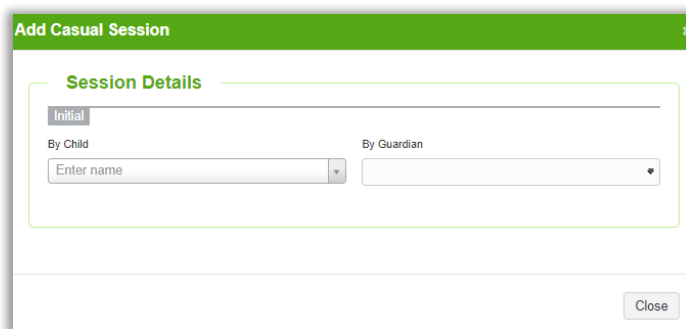
This will open the **Add Casual Session** window:

Select the **child's name** from the dropdown list. This action will also populate the guardian.

Note: if more than one guardian is assigned to the child, you will need to manually select the guardian.

Select the **approval** from the dropdown menu. This will make additional fields available:

Detailed cont.
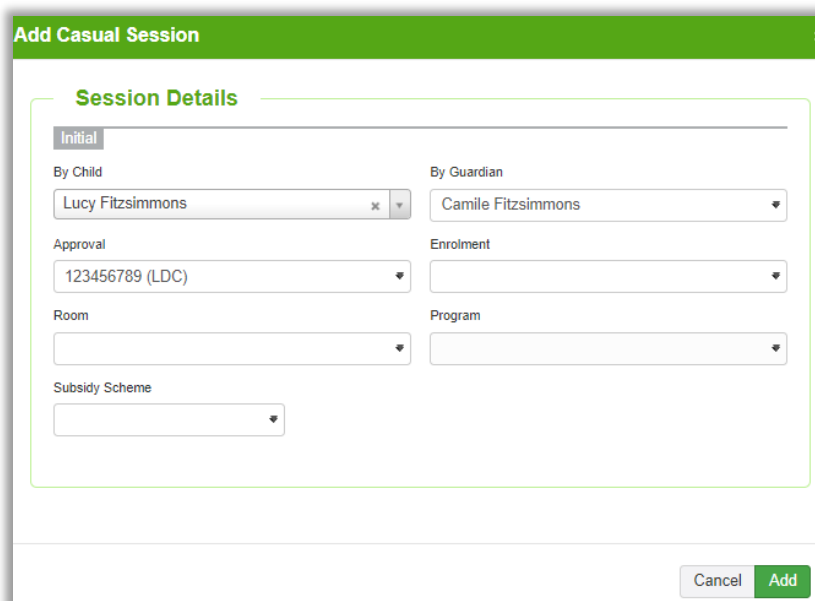
Select a value for each dropdown menu. This will allow you to then enter the **session date**.

Select the session date and the session details will populate based on the selected room and program.

Once you have recorded/adjusted the session details as required, click the **Add** button:

The session will then be added to the daily sessions.

Casual sessions are indicated in the Casual column as **Yes**:

DAILY SESSIONS

Troubleshooting

Issue: I have updated a child's bookings but the old bookings are still displaying in the Daily Sessions. How do I get the new booking to populate?

Resolution: After updating bookings, you will need to forecast once to remove the Daily Sessions which have already been forecasted from the previous booking and a second time to populate the new booking.

Issue: What is the easiest way to check for missing e-Signatures?

Resolution: Use the 'e-Signature' filter and select Missing signatures/actuals

Issue: What is the best way to ensure absences are all marked?

Resolution: If you are using e-Signatures, set the filter **e-Signatures** to **signed absent** and by status **attend**. There should be zero results – if there are not, mark using the absent button. E-Signature data is separate to the daily sessions data and if a child is signed **not present** using e-Signatures the session must still be marked absent.

Issue: I'm trying to forecast for a child but they aren't populating in my daily sessions

Resolution: Things to ccheck:

→ Changing the **By Room** filter to **All Rooms**.
→ If there are still no results, change the **By Status** filter to **cancel**.
→ Check the booking start date to make sure it matches the week you are in.

Issue: I have created an enrolment for a child whose daily sessions contained the error, 'No active enrolment' but the error is still there. How do I fix this?

Resolution: Forecast the child's sessions twice