

**This Guide is intended for services funded under the Universal Access to Preschool grant scheme.**

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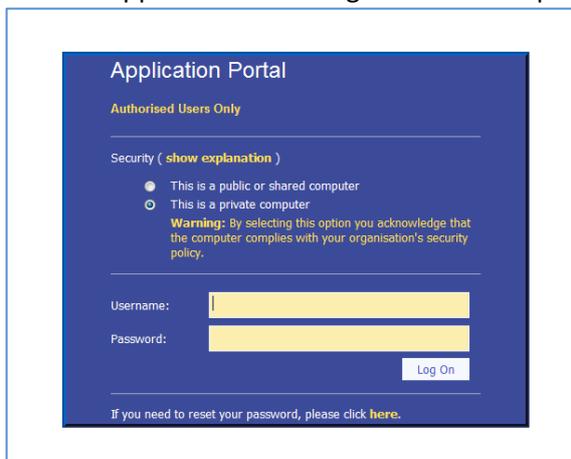
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**Logging On**

1. Open internet Explorer and go to <https://www.eduportal.sa.edu.au>

The DECD Application Portal login screen will open.

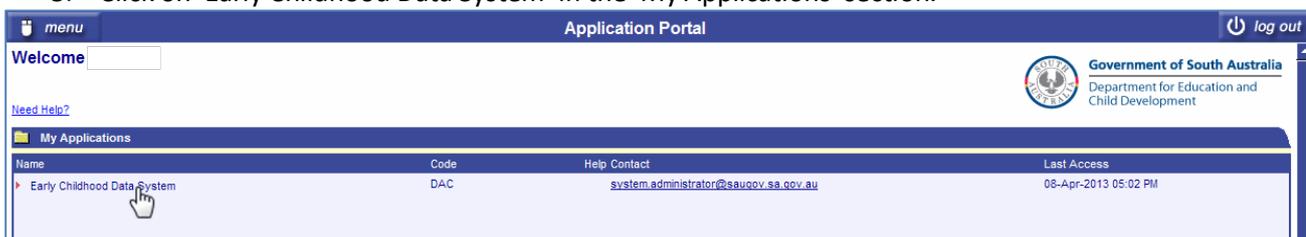


**Note:** Every 3 months you will be prompted to change your password. After 12 months you will need to re-apply for access NGPDS

2. Click 'This is a private computer'.
3. Enter your username and password.
4. Click Log On.

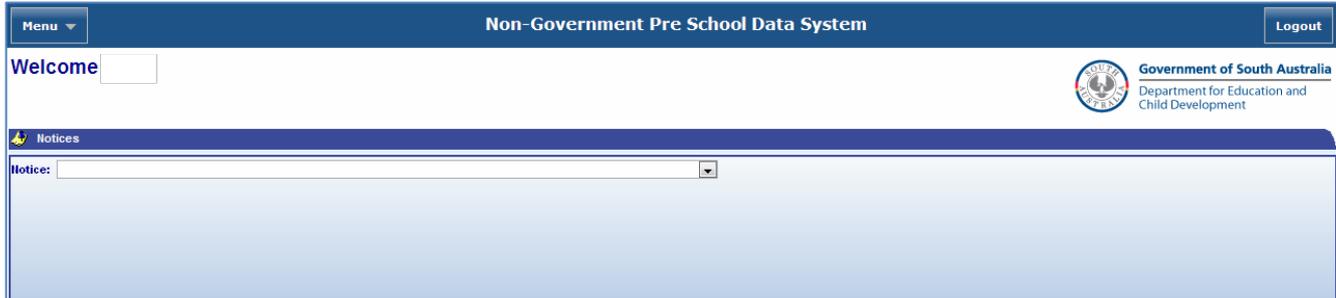
The Application Portal Screen will open with 'Early Childhood Data System' listed as the application you have permission to access.

5. Click on 'Early Childhood Data System' in the 'My Applications' section.



For advice about using NGPDS or to report any issues contact DECD Service Desk on ph: 8204 1866  
OR 1300 363 227 for country callers

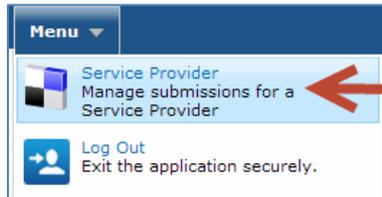
The NGPDS Welcome screen will open.



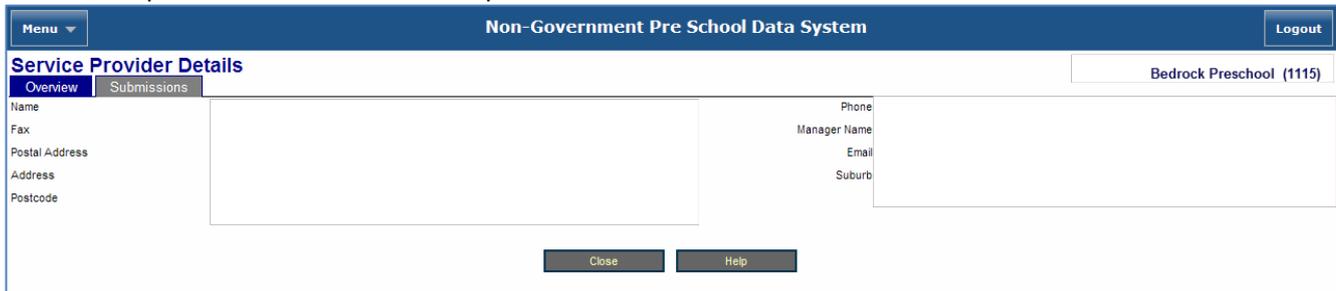
Check notices listed on the Welcome screen. If the notice refers to a new resource, instructions or policy, a link will be displayed at the bottom of the screen to download the document or take you to the relevant website.

### Service Provider Details

Click on Menu > then Service Provider



The Service provider details screen will open.



This screen has two tabs, Overview and Submissions. The tab label that is being viewed is dark blue. The

**Overview** tab displays the details about your site that are held by DECD.

All the fields displayed on this tab are read only, therefore cannot be edited.

Please check the information displayed and if any details need to be updated, click on the Help button from which you can download a Form to complete and send to DECD to update your sites details.

The **Submissions** tab displays a list of collections for your site.

Each terms collection will be added to the list when they are set up.

Contact name and contact phone details will be displayed once you complete the overview section of that collection.

Each collection will display one of the following status types and different stages of the process

Status Types	Definition
Assigned	collection is ready for data to be entered
In Progress	you have begun to enter data
Submitted	data entry is complete and you have authorised the submission ( no further data entry is possible but you may view the entered data)
Approved	the submission has been checked and calculations will be used to determine future funding allocations, ( no further data entry is possible but you may view the entered data and the calculated totals)
Rejected	Submission has been re-opened to allow additional data to be entered or amended.

The screenshot shows the 'Service Provider Details' page for 'Bedrock Preschool (1115)'. The 'Submissions' tab is active. It features a search area with dropdowns for 'Collection Category' and 'Year', and a 'Submission Status' dropdown. Below the search area is a table with columns: Year, Collection Description, Date Start, Date End, Ref. Period Start, Ref. Period End, Contact Name, Contact Phone, and Status. One entry is visible for the year 2013, with a status of 'Assigned'.

## Submission Details

- On the Service Provider Details screen, Submissions tab, click on the current data collection in the list. The Submission Details screen will open. This screen has a four tabs.

The screenshot shows the 'Submission Details' screen for 'Termly Data Collection - UA Non DECD 2013 - term 4'. It has four tabs: Overview, Import, Errors, and Preschool. The 'Overview' tab is active, showing fields for Contact Name, Contact Email, Contact Time, Contact Phone, Contact Position, and Comments. The Status is 'In Progress'. Below the fields is an 'Authorisation' section with a checkbox and text: 'The Director/Coordinator has authorised the submission of this data collection'. At the bottom are buttons for Delete, Submit, Save, Close, and Help.

**Overview Tab:** site contact details regarding this collection are entered on this tab as well as endorsement and submission.

**Import Tab:** this tab allows data to be imported from a previous collection (not available for each site's first submission).

**Errors Tab:** This tab will list all error and warning messages that exist based on the data entered. Errors MUST be corrected. Warnings should be reviewed as they may identify errors in data entry.

**Preschool Tab:** details about each child enrolled in the preschool program can be entered on this tab.

Each tab will display data entry fields

Mandatory Data Fields (light blue) Data must be entered in order to save the record.

Read only Data Fields (grey) These display information for DECD use and cannot be edited.

Optional Data Fields (white)

Smart look up Fields- begin typing and a shortlist will appear to select from.

Drop down list- click on the arrow to select an option, or type the first letter of the option you wish to select.

**Overview Tab**

Enter contact details of the person who is best to speak to about the submission.

Click  .

**DO NOT CLICK SUBMIT** until all data is entered on all tabs, errors corrected and warnings reviewed.

### Import Tab- Importing a Previous Submission

Once your site has submitted your first collection you will be able to import preschool child records from any earlier submission. Therefore child details need only be entered once during each child's time enrolled in your centre then imported into subsequent collections (and updated if any details change e.g. address, number of hours booked) if they are still attending.

#### 1. To select a previous submission to import

- 1.1. From the previous submission drop down box, select the submission you wish to import, usually your most recent submission

- 1.2. To select which sections to view tick the check boxes

Display Updates       Display New Enrolments

Display updates section will allow you to re-import records that have already been imported into the current selection if you need to overwrite existing data.

To hide a section, 'un-tick' the check box

- 1.3. Once the previous submission is selected, the number of preschool child records contained in the file is displayed.
- 1.4. To import preschool children's records, click the **Import Preschool** button.

### Sorting

The imported data can be sorted by First Name or Last Name by clicking on the column heading that you wish to sort by. The screen will then refresh and a white triangle will appear alongside the column heading that was selected for the sort order. The sort order can be reversed by clicking on the heading again. If more than one section is displayed, e.g. Display Updates and Display New Enrolments, the sort order will be applied to both sections.



To complete the data entry you will need to refer to each child's enrolment record, school starting date and number of enrolled and attended hours in the preschool program to refer to. The number of funded booked and attended hours entered should reflect the information provided by the child's parent/guardian on the disclaimer completed as part of the enrolment into the DECD funded preschool program. Refer to [Parent Disclaimer & Collection of Information Privacy Statement](#)

For children who are accessing part of their funded preschool entitlement of 15 hours/week at another service, which may be a child care centre, private school or DECD preschool, only the portion of hours enrolled at your site should be entered even if the child is actually booked into the preschool program for a longer period.

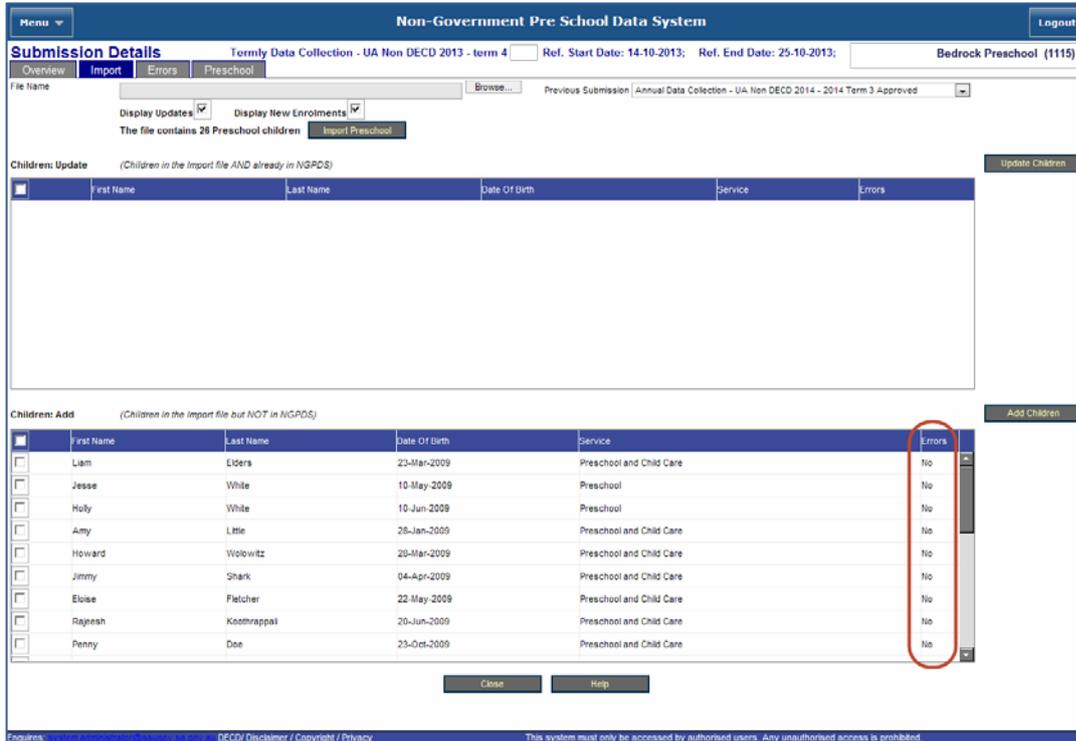
– refer to page 15-16 for more information about Funded Hours

For advice about using NGPDS or to report any issues contact DECD Service Desk on ph: 8204 1866  
OR 1300 363 227 for country callers

### Errors

The errors column in each section will display Yes or No to indicate that there are issues that need to be amended before the record can be imported.

If there are errors, the child's check box will also be disabled.



### 1. If No errors exist

1.1. If no errors exist, tick  the check box alongside the child's name to select the record to be added to this submission.



1.2. Click **Add Children...**



The selected children's names will disappear from the Import tab and will be loaded on the Preschool tab. If any warning messages exist, they will be listed on the Errors tab where they can be reviewed and data amended if necessary.

Refer to the Errors Tab section to check warning messages.

Refer to the Preschool Tab section to check data imported for each child and update records as required

**Enter the Preschool hours attended for the current reference period, as the previous collections attended hours ARE NOT IMPORTED.**

**Enter the child's anticipated school start date-** Click on **Help...** for a list of future term dates.

**Note:** children whose school start date is within 12 months of the collection end date will be included in totals, therefore funded. If a school start date is not entered for any children they will be excluded from totals calculations.

For advice about using NGPDS or to report any issues contact DECD Service Desk on ph: 8204 1866 OR 1300 363 227 for country callers

**2. If errors exist, click on the child's name in the list**

- 2.1. The child's record for the current collection will be displayed, with data that was brought in from the previous collection in the relevant fields.
- 2.2. Red borders will appear around the fields that are incomplete, and a list of the validation messages relating to those fields will appear at the bottom of the screen.

**Non-Government Pre School Data System** | Logout

**Submission Details** | Termly Data Collection - UA Non DECD 2013 - term 4 | Ref. Start Date: 14-10-2013; Ref. End Date: 25-10-2013; | Bedrock Preschool (1115)

XML Import: Validate Data | Holly White 10-Jun-2009

First name	Holly	Postcode	5352	Services Accessed	Preschool
Last name	White	Gender	[Red border]	Hrs booked preschool	16
Structured Address	3 MURRAY STREET, TANUNDA SA 5352	Date of birth	10-Jun-2009	Hrs attended preschool	0
Site/Lot number		ATSI status	Not Aboriginal or Torres Strait Islander	Please enter Universal Access funded booked hours above	
Street number	3	Guardianship of Minister	[Red border]	Please enter Universal Access funded attended hours above	
Street name	MURRAY	Disability	No	School Start Date	
Street type	Street	Main Language	English	Longitude	138.9531
Street suffix		VISA or Health/Pension card	No	Latitude	-34.52868
Suburb	TANUNDA (5352)				

Save Close

**Validation Messages:**

Main Language: Please enter values for all mandatory fields.

Gender: Please enter values for all mandatory fields.

- 2.3. As you enter data in each required field, the red border will disappear. (once you click save the validation message relating to that field will also disappear).
- 2.4. Check that the imported data is still current and complete all relevant remaining fields.
- 2.5. Update booked hours if different from what the child was funded for in the previous submission.
- 2.6. **Ensure that the Preschool hours attended for the current reference period, as the previous collections attended hours ARE NOT IMPORTED.**
- 2.7. Enter the child's anticipated school start date. Click on **..Help..** for a list of future term dates.
- Note: children whose school start date is within 12 months of the collection end date will be included in totals, therefore funded. If a school start date is not entered for any children they will be excluded from totals calculations.*
- 2.8. Click **..Save..**

The system has validated the address entered.  
Select the address below to continue.

Click to use the provided address.

Address
1 BOUCATT PLACE, BROMPTON SA 5007

Showing 1 matching record

Close

- 2.9. The address validation pop-up will open as the address entered is validated through a geocoding service.
- 2.10. Click on the correct address displayed in the list to select it.
- 2.11. If you have updated the child's address from the address submitted previously you may find that an exact match could not be found and multiple addresses will be listed from which one can be selected.

The address entered could not be validated.  
Select the correct address from the list of possible matches below. Alternatively, click on the address and correct the address.

Click to use the provided address.

Address
31 STUART ROAD, SOUTH PLYMPTON SA 5038
31 STURT ROAD, NURIOOTPA SA 5355
31 STURT ROAD, BEDFORD PARK SA 5042
31 STURT ROAD, BRIGHTON SA 5048
31 STUART ROAD, DULWICH SA 5085
31 STUART ROAD, PROSPECT SA 5082

- 2.12. Check the child’s enrolment records to determine which address is correct. Click on the address you wish to select and the address pop-up will close. If you have entered the address as provided on the child’s enrolment form and are unable to check with the child’s family to verify it’s accuracy, click the checkbox at the top of the pop-up to save the address as entered and only the suburb will be used in any DECD reporting, click **...Close....**.
- 2.13. Click **..Close..** to close this child’s imported and updated record, you will then return to the Import tab and the child’s name will no longer be listed on the Import tab but will be visible on the Preschool tab.
- 2.14. From the Import tab to update/import all other records for children still accessing the preschool program.

Once all records from a previous submission are imported, proceed to add additional children who have commenced in the preschool program since your last submission, refer to section ‘Enter a New Child’ —page 15.

**Add Children**

To import preschool children’s records, click the **..Import Preschool..** button. The children’s names contained in the file will be loaded to the **Children: Add** list

**Sorting**

The imported data can be sorted by First Name or Last Name by clicking on the column heading that you wish to sort by.

The screen will then refresh and a white triangle will appear alongside the column heading that was selected for the sort order. The sort order can be reversed by clicking on the heading again.

If more than one section is displayed, e.g. Display Updates and Display New Enrolments, the sort order will be applied to both sections.

**Errors**

The errors column in each section will display Yes or No to indicate that there are issues that need to be amended before the record can be imported.

If there are errors, the child’s check box will also be disabled.

Children: Add <small>(Children in the Import file but NOT in NGPDS)</small>						Add Children
<input type="checkbox"/>	First Name	Last Name	Date Of Birth	Service	Errors	
<input type="checkbox"/>	Abel	Lee	05-Apr-2009	Preschool and Child Care	Yes	
<input type="checkbox"/>	Anthony	McMillan	03-Feb-2009	Preschool and Child Care	No	
<input type="checkbox"/>	Bob	Bobkins	21-Jan-2009	Preschool and Child Care	No	
<input type="checkbox"/>	Charlotte	Traeger	01-Apr-2009	Preschool and Child Care	No	
<input type="checkbox"/>	Jean	Genie	25-Oct-2008	Preschool and Child Care	No	
<input type="checkbox"/>	Joshua	Swanburne	16-Mar-2009	Preschool and Child Care	No	
<input type="checkbox"/>	Jude	Haye	07-Dec-2008	Preschool and Child Care	No	
<input type="checkbox"/>	Leonard	Hofstadter	29-Dec-2008	Preschool and Child Care	No	
<input type="checkbox"/>	Liam	Elders	23-Mar-2009	Preschool and Child Care	No	
<input type="checkbox"/>	Matthew	Elders	01-Feb-2009	Preschool and Child Care	No	
<input type="checkbox"/>	Sheldon	Cooper	05-Dec-2008	Preschool and Child Care	No	
<input type="checkbox"/>	Vanessa	Jones	24-Feb-2009	Preschool and Child Care	No	

To view the data relating to this child from the extract, including the error and warning messages, click on the child’s name.

**Import: Validate Data**
Abel Lee 05-Apr-2009

First name	Abel	Street suffix	Main Language
Last name	Lee	Suburb	English
Structured Address	347 Church Road, Kilburn, SA 5084	Postcode	Services Accessed
Site/Lot number		Gender	Preschool and Child Care
Street number		Date of birth	Preschool Category
Street name		ATSI status	Eligible Year
Street type		Guardianship of Minister	Hrs booked preschool
			24
			Hrs attended preschool
			21
			Longitude
			Latitude

Save Close

**Validation Messages:**

Suburb: Please enter values for all mandatory fields.

In the example above the address could not be validated by the geocoding service. The Suburb field has a red border highlighting the location of the error.

Enter the suburb and the red border will disappear, if possible check the address and re-enter the correct address. Check other details and update if data is incorrect or missing.

Pay careful attention to the following fields

Main Language      ATSI status      Guardianship of the Minister

Click **Save** , click **Close** . .

**XML Import: Validate Data**

First name	Terry	Postcode	5352	Services Accessed	Preschool and Child Care
Last name	Bilson	Gender	Male	Hrs booked preschool	32
Structured Address	99 MURRAY STREET, TANUNDA SA 5352	Date of birth	15-Mar-2009	Hrs attended preschool	Please enter Universal Access funded booked hours above
Site/Lot number		ATSI status	Not Stated	Hrs attended preschool	32
Street number	99	Guardianship of Minister	No	Hrs attended preschool	Please enter Universal Access funded attended hours above
Street name	MURRAY	Disability	No	School Start Date	
Street type	Street	Main Language	English	Longitude	138.9597
Street suffix		VISA or Health/Pension card		Latitude	-34.52482
Suburb	TANUNDA (5352)				

Save Close

Upon saving, the child's record will be automatically imported and their name will disappear from the Import Tab and will be listed on the Preschool Tab.

### No errors

- 1 If no errors exist, tick  the check box alongside the child's name to select the record to be added to this submission.
- 2 Click **..Add Children..**

Children: Add <small>(Children in the Import file but NOT in NGPDS)</small>						2 Add Children
<input checked="" type="checkbox"/>	1 First Name	Last Name	Date Of Birth	Service	Errors	
<input checked="" type="checkbox"/>	Sheldon	Cooper	05-Dec-2008	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Jude	Haye	07-Dec-2008	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Jean	Genie	25-Oct-2008	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Leonard	Hofstadter	29-Dec-2008	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Charlotte	Traeger	01-Apr-2009	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Matthew	Elders	01-Feb-2009	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Liam	Elders	23-Mar-2009	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Vanessa	Jones	24-Mar-2009	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Joshua	Swanburne	16-Mar-2009	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Anthony	McMillan	03-Feb-2009	Preschool and Child Care	No	
<input checked="" type="checkbox"/>	Bob	Bobkins	21-Jan-2009	Preschool and Child Care	No	

The selected children's names will disappear from the Import tab and will be loaded on the Preschool tab. If any warning messages exist, they will be listed on the Errors tab where they can be reviewed and data amended if necessary. Be sure to review the following fields

**Main Language**      **ATSI status**      **Guardianship of the Minister**

Refer to the Errors Tab section to check warning messages.  
Refer to the Preschool Tab section to check data imported for each child.

### Update Children

If you have already imported some records and log in again (e.g. the next day) then browse for the same file to import, the system will recognise that some records have been imported and the children's names will be listed in the **Children: Update** section.

**Non-Government Pre School Data System**

Submission Details: Termly Data Collection - UA Non DECD 2013 - term 4 | Ref. Start Date: 14-10-2013; Ref. End Date: 25-10-2013; Bedrock Preschool (1115)

File Name: NDECSGLA02\Groups\OBISF\MTK\MS\Applications\Platform\Microsoft\Systems\EYS\... Previous Submission: [Dropdown]

Display Updates:  Display New Enrolments:   
The file contains 21 Preschool children 56 Child Care children and 13 Staff members

Children: Update (Children in the Import file AND already in NGPDS)

<input type="checkbox"/>	First Name	Last Name	Date Of Birth	Service	Errors
<input type="checkbox"/>	Amy	Little	28-Jan-2009	Preschool and Child Care	No
<input type="checkbox"/>	Howard	Wolowitz	28-Mar-2008	Preschool and Child Care	No
<input type="checkbox"/>	Jimmy	Shark	04-Apr-2008	Preschool and Child Care	No
<input type="checkbox"/>	Eloise	Fletcher	22-May-2008	Preschool and Child Care	No
<input type="checkbox"/>	Rajesh	Koothrappali	20-Jun-2008	Preschool and Child Care	No
<input type="checkbox"/>	Penny	Doe	23-Oct-2008	Preschool and Child Care	No

Children: Add (Children in the Import file but NOT in NGPDS)

<input type="checkbox"/>	First Name	Last Name	Date Of Birth	Service	Errors
<input type="checkbox"/>	Jessica	Rabbit	05-Sep-2008	Preschool and Child Care	No
<input type="checkbox"/>	Richard	Grayson	15-Oct-2008	Preschool and Child Care	No
<input type="checkbox"/>	Sheldon	Cooper	05-Dec-2008	Preschool and Child Care	No
<input type="checkbox"/>	Jude	Haye	07-Dec-2008	Preschool and Child Care	No
<input type="checkbox"/>	Jean	Genie	25-Oct-2008	Preschool and Child Care	No
<input type="checkbox"/>	Leonard	Hofstadter	29-Dec-2008	Preschool and Child Care	No
<input type="checkbox"/>	Charlotte	Traeger	01-Apr-2009	Preschool and Child Care	No
<input type="checkbox"/>	Matthew	Elders	01-Feb-2009	Preschool and Child Care	No
<input type="checkbox"/>	Liam	Elders	23-Mar-2009	Preschool and Child Care	No

Close Help

Enquires: ... DECD/ Disclaimer / Copyright / Privacy This system must only be accessed by authorised users. Any unauthorised access is prohibited.

Clicking on the child's name in the **Children: Update** section will open that child's record and display what is contained in the import file (the original record) and also display what is held in NGPDS on the right (updated during the initial import) in this collection. If the data is different it will be highlighted yellow.



**Import: Validate Data**
Rajeesh Koothrappali 20-Jun-2008 Preschool and Child Care

First name	Rajeesh	Rajeesh	Street suffix	Main Language	English
Last name	Koothrappali	Koothrappali	Suburb	Services Accessed	Preschool and Child Care
Structured Address	68 WINNS ROAD, COROMANDEL VALLEY SA 5051	68 WINNS ROAD, COROMANDEL VALLEY SA 5051	Postcode	Preschool Category	Eligible Year
Site/Lot number			Gender	Hrs booked preschool	30
Street number	68	68	Date of birth	Hrs attended preschool	18
Street name	WINNS	WINNS	ATSI status	Longitude	138.623
Street type	Road		Guardianship of Minister	Latitude	-35.03699

Copy Previous Values Save Close

Amend the fields that need to be corrected, click **..Save..** then click **..Close..**.

If there are several fields that are already correct in NGPDS it is quicker to click **..Copy Previous Values..**, then change any additional fields that need to be updated, click **..Save..** then click **..Close..**.

The child's name will disappear from the **Children: Update** list.

If the details displayed for this child in the current collection are already correct (NGPDS records on the right) you do not need to do anything, click **..Close..**.

### Errors Tab

The errors tab provides a summary of all the errors and warnings pertaining to the data entered so far.

**Errors** must be corrected before the collection can be submitted.

**Warnings** should be reviewed as they may alert you to an error in the data entered.

This tab has three sections:

**Top section:** The top section displays a list of records for which there is warning or error messages. The list can be sorted by clicking on any of the column headings.

**Middle section:** The middle section displays the messages relating to the record selected in the list above.

**Bottom section:** The actual record will be displayed in the lower section allowing you to amend the record if necessary.

The screenshot shows the 'Non-Government Pre School Data System' interface. At the top, there is a 'Menu' dropdown and a 'Logout' button. Below this is the 'Submission Details' section, which includes the collection name 'Termly Data Collection - UA Non DECD 2013 - term 4', reference dates, and the site name 'Bedrock Preschool (1115)'. There are tabs for 'Overview', 'Import', 'Errors', and 'Preschool', with 'Errors' currently selected.

The 'Records With Errors' section contains a table with the following data:

Record Type	Last Created On	No. Errors	No. Warnings	No. Infos
Child (92993)	02-Oct-2013	0	2	0
Child (92995)	02-Oct-2013	0	2	0

Below the table, it says 'Showing 2 matching records'. The 'Errors and Warnings Messages' section shows two messages:

Attribute	Message	Severity	Object Type
Hrs attended preschool	Hours attended preschool is zero. Please verify that this is correct	WARNING	Child
ATSI status	Please select ATSI status if known	WARNING	Child

At the bottom, there is a detailed form for editing the record for 'Jean Genie'. The form includes fields for personal details (First name, Last name, Gender, Date of birth, Postcode), contact information (Structured Address, Site/Lot number, Street number, Street name, Street type, Street suffix, Suburb), and service details (Services Accessed, Hrs booked preschool, Hrs attended preschool, School Start Date, Longitude, Latitude). There are also dropdown menus for 'ATSI status', 'Guardianship of Minister', 'Disability', and 'VISA or Health/Pension card'. At the bottom of the form are buttons for 'Save', 'Delete', 'Close', and 'Help'.

1. Click on a record in the list at the top of the screen.
  - 1.1. Review the message in the middle section.
  - 1.2. Amend data in the field described in the message, click **Save...**
  - 1.3. The message will disappear once the data has been amended.
2. Review the next record in the list and amend the record as required, click **Save...**
3. Continue until all records with messages have been reviewed and all **errors have been corrected**.

You will only be able to submit the collection when there are **no error messages displayed** (there may still be warning messages).

### Preschool Tab

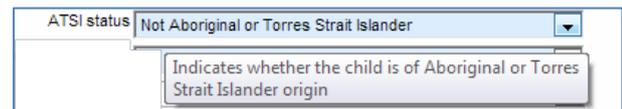
The preschool tab displays a list of all children whose details have been entered in the upper section of the screen.

The list can be sorted by clicking on the date column headings; the current sort order is indicated by a triangle after the column label.

The total number of records in the list is displayed at the bottom left of the list section.

The lower section displays all details for the child selected in the list at the top. (grey row ) If

you are unsure what any of the abbreviated labels mean, position the cursor on the field and read the hover text. Refer to page 16 for a list of all fields required, the hover text and values that can be selected from drop down lists.



**Non-Government Pre School Data System** Logout

**Submission Details** Termly Data Collection - UA Non DECD 2013 - term 4  Ref. Start Date: 14-10-2013; Ref. End Date: 25-10-2013; Bedrock Preschool (1115)

Overview | Import | Errors | **Preschool**

First name	Last name	Gender	Date of birth	ATSI status	Hrs booked preschool	Hrs attended preschool
Aiden	Martin	Male	01-Apr-2009	Not Aboriginal or Torres Strait Islander	30	27
David	Vickers	Male	01-Apr-2009	Aboriginal	30	21
Terry	Bilson	Male	15-Mar-2009	Not Stated	32	32
Amy	Little	Female	28-Jan-2009	Not Aboriginal or Torres Strait Islander	30	24
Howard	Wolowitz	Male	28-Mar-2008	Not Aboriginal or Torres Strait Islander	30	27
Jimmy	Shark	Male	04-Apr-2009	Not Stated	30	21
Eloise	Fletcher	Female	22-May-2008	Not Aboriginal or Torres Strait Islander	30	30
Rajeesh	Koothrappali	Male	20-Jun-2009	Not Aboriginal or Torres Strait Islander	30	18
Penny	Doe	Female	23-Oct-2008	Not Aboriginal or Torres Strait Islander	30	24

Showing 9 matching records

First name:  Postcode:  Services Accessed:   
 Last name:  Gender:  Hrs booked preschool:   
 Structured Address:  Date of birth:    
 Site/Lot number:  ATSI status:  Hrs attended preschool:   
 Street number:  Guardianship of Minister:    
 Street name:  Disability:  School Start Date:   
 Street type:  Main Language:  Longitude:   
 Street suffix:  VISA or Health/Pension card:  Latitude:   
 Suburb:   
 Comments:

### To enter a new child

Click **...New...**

1. Enter details in every field.



Clicking on the tab key on your keyboard will take you to the field below, then to the top of the next column.

2. The following fields display default values to assist with data entry, ensure that you check them and enter the correct information about each child.

Main Language: English  
 ATSI status: Not Stated  
 Guardianship of the Minister: No

3. The number of funded booked and attended hours entered should reflect the information provided by the child's parent/guardian on the disclaimer completed as part of the enrolment into the DECD funded preschool program.

Refer to [Parent Disclaimer & Collection of Information Privacy Statement](#)

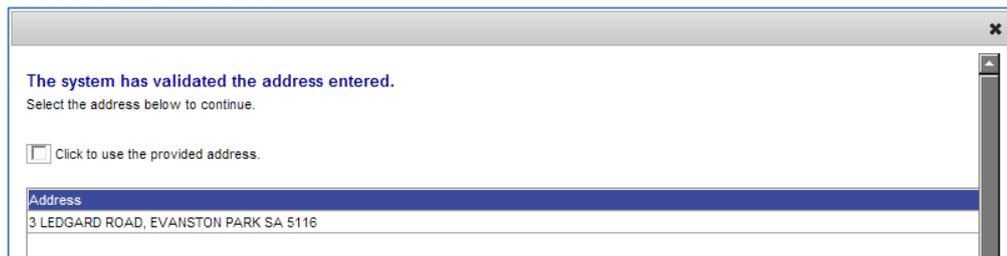
For children who are accessing part of their funded preschool entitlement of **15** hours/week at another service, which may be a child care centre, private school or DECD preschool, only the portion of hours enrolled at your site should be entered even if the child is actually booked into the preschool program for a longer period.

Your site		Other site
Funded Preschool Hours * entered in NGPDS	Total Hours booked at your site may be higher	As per information provided by the child's parent/guardian on the parent disclaimer completed as part of the enrolment process
<b>3</b> hrs / wk = * <b>6</b> hrs/fortnight	24 hrs / wk	Enrolled in preschool program for <b>12</b> hrs /wk
<b>9</b> hrs/wk = * <b>18</b> hrs/fortnight	12 hrs / wk	Enrolled in Preschool program for <b>6</b> hrs/wk
<b>15</b> hrs /wk = * <b>30</b> hrs/fortnight	35 hrs/wk	Not enrolled elsewhere
<i>*The collection reference period is 2 weeks</i>		

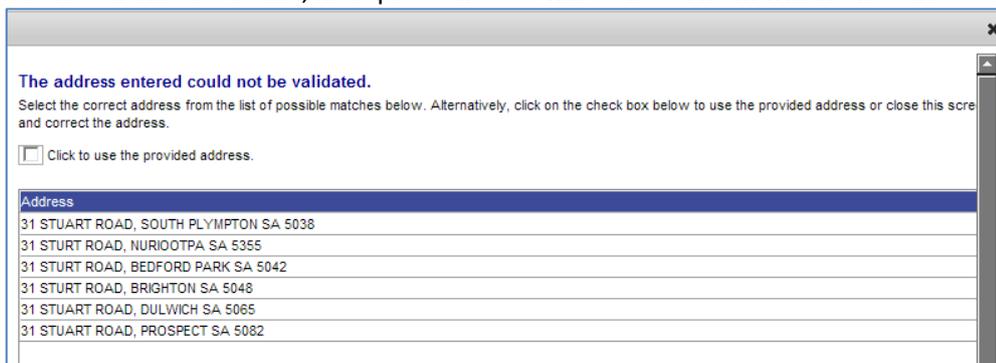
- Enter the child's school start date. Click **Help..** for a list of future term dates. Dates can be entered by typing '280114' then click the tab key for 28th Jan 2014 (beginning of term 1 2014) or using the calendar tool.

**Note:** Children whose school start date is within 12 months of the collection end date will be included in totals, therefore funded. If a school start date is **NOT** entered for any children they will be excluded from totals calculations - refer to the definitions on page 4 in the [Grant Funding Information Package for Non-Government Providers](#)

- Once all information is entered click **Save....**
- Upon saving, the address entered is validated through a geocoding service (geocoding is the process of finding associated geographic coordinates [latitude and longitude] from other geographic data, such as street addresses or postcodes).
- If the address is matched exactly the Address Validation pop-up that opens will display that address. Click on the address to select it.



- If an exact match could not be found, multiple addresses will be listed from which one can be selected.



In the example above, 31 Sturt Road South Plympton 5038 was entered, and 6 possible matches are returned. Check the child’s enrolment records to determine which address is correct.

In this case the error was a spelling mistake when entering the Street name, Sturt instead of Stuart. Click on the address you wish to select and the address pop-up will close.

- If you have entered the address as provided on the child’s enrolment form and are unable to check with the child’s family to verify it’s accuracy, click the checkbox at the bottom of the pop-up to save the address as entered and only the suburb will be used in any DECD reporting, click **...Close...**.

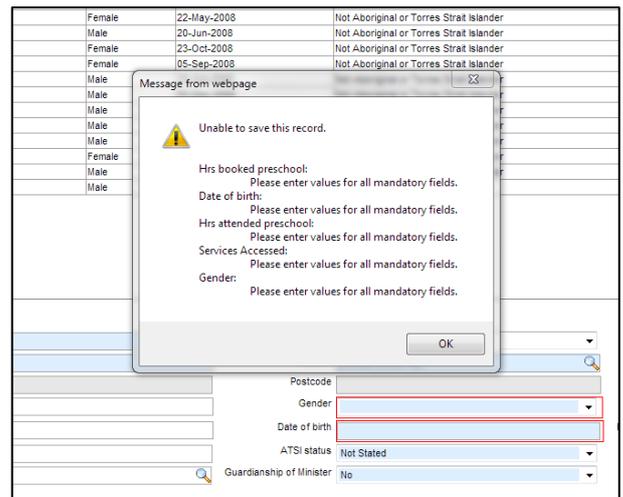
**Note:** Only South Australian addresses can be entered

- If you attempt to save a record without data entered in all the fields, an error message will be displayed and the fields that need to be completed will be highlighted with a red border. Click OK to close the message pop-up.

- As you enter data in the mandatory fields the red borders will disappear. Click **...Save...**

- To enter the next child’s details, click **...New...**, enter all data, click **...Save...**

- Continue until all children have been entered.



**Other function buttons at the bottom of the screen**

**...Report Details..**

Select a child’s record from the list in the upper section of the screen. The child’s details are displayed in the lower section of the screen. If you require a paper printout of the child’s details, click the Report Details button which will generate a PDF document listing all the details entered about the selected child.

**...Data Extract...**

Clicking the Data Extract button will generate an excel spread sheet which includes all the data entered for all children, it also includes data derived from the entered information; e.g. latitude and longitude based on the child’s address.

This spread sheet can be useful in checking that all children have been entered by comparing it to other existing lists used at your site and checking that correct data has been entered; e.g. You may wish to sort the spread sheet by main language to check which children have which language recorded.

You may also find this spread sheet useful for creating other lists for a range of purposes. Save it to a location on your computer to use later.

### Submission

- Before submitting check to ensure
  - All preschool children’s details are accurately entered
  - Errors have been corrected
  - Warnings have been reviewed and data updated if necessary
- Update/enter contact details on the Overview tab. Add any comments e.g. closure day during the reference period.
- Click **Save**.
- Tick the check box  to authorise the submission.

- Click **Submit**.

You will still be able to view information on all tabs, but you will not be able to update any information.

### Collection Totals

As soon as the submission is checked and approved, when you next log in the Collection Totals tab will be visible on the Submission Details screen.

Total Enr	21	ATSI Enr 8-13 hrs	1	VISA Enr > 25 hrs	1
Enr 2-7 hrs	4	ATSI Enr 14-19 hrs	1	Total Enr VISA	5
Enr 8-13 hrs	5	ATSI Enr 20-25 hrs	1	Dis Enr 2-7 hrs	1
Enr 14-19 hrs	4	ATSI Enr > 25 hrs	1	Dis Enr 8-13 hrs	2
Enr 20-25 hrs	4	VISA Enr 2-7 hrs	1	Dis Enr 14-19 hrs	1
Enr > 25 hrs	4	VISA Enr 8-13 hrs	1	Dis Enr 20-25 hrs	1
Total Enr ATSI	5	VISA Enr 14-19 hrs	1	Dis Enr > 25 hrs	1
ATSI Enr 2-7 hrs	1	VISA Enr 20-25 hrs	1	Total Enr Dis	6

**Note:** Children whose school start date is within 12 months of the collection end date will be included in totals, therefore funded. **If school start date has not been entered for any children they will be excluded from the totals.**

The Confirmed Enrolments for each term will be used as the next terms Projected Enrolments. Adjustments will be made after the following terms collection.

If you are unsure what any of the abbreviated labels mean, click on the field displaying the total and check the hover text.

.....Report Details.....

Clicking the Report Details button will generate a PDF document that displays all the totals displayed on the screen.

Print this report and save it to your computer as a record of your submission.

Data Report		Data Administration Centre	
Termly Data Collection - Non Government Sites 2013 - Term 2 2013		Bedrock Preschool (1115)	
Attribute Name	Value	Created On	Created By
Enr -Eligible	8	12-Apr-2013	CLDTST0104
Total Enr	8	12-Apr-2013	CLDTST0104
Enr-age 4	6	12-Apr-2013	CLDTST0104
Enr-age 5	2	12-Apr-2013	CLDTST0104
Enr-Male	4	12-Apr-2013	CLDTST0104
Enr-Female	4	12-Apr-2013	CLDTST0104
Enr - ATSI age 5	1	12-Apr-2013	CLDTST0104
Enr - Male ATSI age 5	1	12-Apr-2013	CLDTST0104
Total Enr ATSI	1	12-Apr-2013	CLDTST0104
Att - age 4	6	12-Apr-2013	CLDTST0104
Att - age 5	2	12-Apr-2013	CLDTST0104

.....Data Extract.....

Clicking on the Data Extract button will generate an excel spread sheet with the totals in separate columns.

B	C	D	E	F	G	H	I	J	
Created By	Created On	Att - age 4	Att - age 5	Enr - ATSI age 5	Enr - Male ATSI age 5	Enr -Eligible	Enr-age 4	Enr-age 5	Enr-Female
CLDTST0104	12-Apr-2013	6	2	1	1	8	6	2	4

### Termly Data Submission Fields

	Label	Description (hover text)	Values
Preschool Tab	First name	The first name of the child	
	Last name	The surname of the child	
	Structured address	The structured address of the child.	Read Only: will be displayed when address is entered and saved
	Site lot Number	Indicates the physical identification of an address where no official Road number has been assigned	
	Street number	The unit/street number of the address	
	Street name	Indicates the name of the street for the address	
	Street type	Indicates the street type, i.e. Avenue or Road	Select from the list available
	Street suffix	Indicates the suffix of the street type i.e Central, East	<ul style="list-style-type: none"> <li>• Central <input type="checkbox"/> North West</li> <li>• East <input type="checkbox"/> South</li> <li>• Extension <input type="checkbox"/> South East</li> <li>• Lower <input type="checkbox"/> South West</li> <li>• North <input type="checkbox"/> Upper</li> <li>• North East <input type="checkbox"/> West</li> </ul>
	Suburb	Indicates the suburb, town or city the child resides in.	Select from the list of South Australian suburbs
	Postcode		Read Only: based on Suburb entered
	Gender	The gender of the child	<ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>
	Date of birth	The date of birth of the child	
	ATSI status	Indicates whether the child is of Aboriginal or Torres Strait Islander origin	<ul style="list-style-type: none"> <li>• Aboriginal</li> <li>• Torres Strait Islander</li> <li>• Aboriginal and Torres Strait Islander</li> <li>• Not Aboriginal or Torres Strait Islander</li> <li>• Not stated</li> </ul>
	Guardianship of the Minister	Indicates whether the child is under the Guardianship of the Minister during the data collection reference period	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
	Disability	<i>Indicates whether the child has a diagnosed disability</i>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
	Main Language	The language spoken at home by the child	Select from the list available
	Health/Visa card	Indicates whether the child/family is a current holder of a Health Care Card or VISA or Pension Card	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
	Services Accessed	Service the child is using at the centre	<ul style="list-style-type: none"> <li>• Preschool</li> <li>• Preschool and childcare</li> <li>• Childcare</li> </ul>
	School Start Date	The date the child is planning to start school	
	Hrs booked preschool	The total of Preschool hours booked for the child during the data collection reference period	
Hrs attended preschool	The total of Preschool hours attended by the child during the data collection reference period		
Longitude	Longitude derived during Geocoding routine	Read Only: based on address entered	
Latitude	Latitude derived during Geocoding routine	Read Only: based on address entered	

### Manual Entry Forms

The following page may be useful if you need to gather information and enter it on-line later.  
The layout matches the Preschool tab of Termly Submission Details screen.

## Universal Access Grant Funded Services

First name	<input type="text"/>	Suburb	<input type="text"/>	Health/Visa card	<input type="text"/>
Last name	<input type="text"/>	Gender	<input type="text"/>	Services Accessed	<input type="text"/>
Site/Lot number	<input type="text"/>	Date of birth	<input type="text"/>	Hrs booked preschool	<input type="text"/>
Street number	<input type="text"/>	ATSI status	<input type="text"/>		Please enter Universal Access funded booked hours above.
Street name	<input type="text"/>	Guardianship of the Minister	<input type="text"/>	Hrs attended preschool	<input type="text"/>
Street type	<input type="text"/>	Disability	<input type="text"/>		Please enter Universal Access funded attended hours above.
Street suffix	<input type="text"/>	Main Language	<input type="text"/>	School start date	<input type="text"/>
Comments	<input type="text"/>				

First name	<input type="text"/>	Suburb	<input type="text"/>	Health/Visa card	<input type="text"/>
Last name	<input type="text"/>	Gender	<input type="text"/>	Services Accessed	Hrs <input type="text"/>
Site/Lot number	<input type="text"/>	Date of birth	<input type="text"/>	booked preschool	<input type="text"/>
Street number	<input type="text"/>	ATSI status	<input type="text"/>		Please enter Universal Access funded booked hours above.
Street name	<input type="text"/>	Guardianship of the Minister	<input type="text"/>	Hrs attended preschool	<input type="text"/>
Street type	<input type="text"/>	Disability	<input type="text"/>		Please enter Universal Access funded attended hours above.
Street suffix	<input type="text"/>	Main Language	<input type="text"/>	School start date	<input type="text"/>
Comments	<input type="text"/>				

For advice about using NGPDS or to report any issues contact DECD Service Desk on ph: 8204 1866  
OR 1300 363 227 for country callers