

Early Education Funding

Provider Portal Guide



www.milton-keynes.gov.uk/childcare

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Introduction

Welcome to the Milton Keynes Council Provider Portal Guide. The Provider Portal has been introduced to make the submission of information to Milton Keynes Council secure and convenient.

This guide sets out to help you access the Provider Portal and details how to submit Free Early Years Entitlement Funding claims for two, three and four year olds. Please use this document to assist in submitting this information.

If you have any issues accessing the Provider Portal please contact us by email on nursery.education@milton-keynes.gov.uk or call 01908 254522.

Statement of Data Protection

The Data Protection Act 1998 regulates the processing of information relating to a living individual. This includes obtaining, holding, using or disclosing such information. It covers manual filing systems and records as well as computerised ones, card indexes and microfiche.

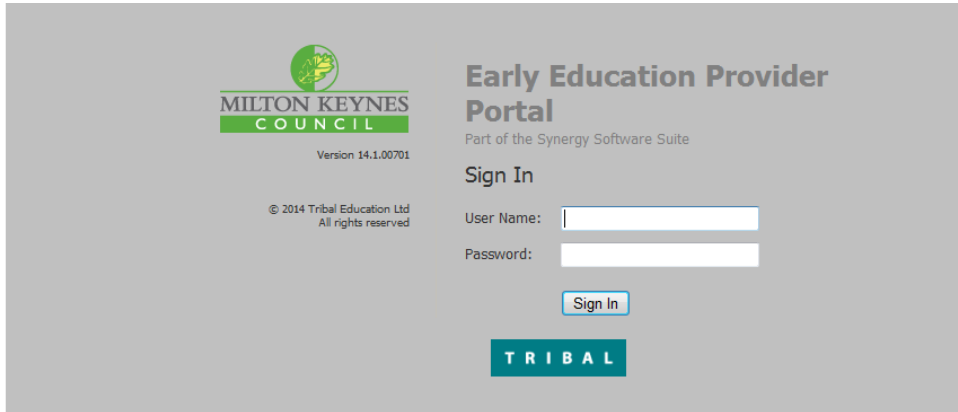
Data protection principles

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for lawful purposes.
3. Personal data shall be adequate, relevant and not excessive.
4. Personal data shall be accurate and kept up to date.
5. Personal data shall not be kept for longer than is necessary.
6. Personal data shall be processed in accordance with the data subjects rights.
7. Personal data shall be kept secure.
8. Personal data shall not be transferred outside the EC unless adequate protection is available in that country in relation to personal data.

Logging in and changing your password

The portal can be found at the following web address:

https://childcare.milton-keynes.gov.uk/FISO_live/DataCollection/login.aspx



The screenshot shows the login interface for the Early Education Provider Portal. On the left is the Milton Keynes Council logo with the text 'MILTON KEYNES COUNCIL' and 'Version 14.1.00701'. Below that is the copyright notice '© 2014 Tribal Education Ltd All rights reserved'. The main heading is 'Early Education Provider Portal' with the subtext 'Part of the Synergy Software Suite'. There is a 'Sign In' section with two input fields: 'User Name:' and 'Password:'. A 'Sign In' button is located below the password field. At the bottom center is the 'TRIBAL' logo.

If you are registered to provide Free Early Years Entitlement a username and password will have been provided.

The first time you log in **you must change your password.**

Click on the 'User Settings' link in the top right hand corner of the screen.

 Synergy FIS Provider Portal

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS FUNDING

Location: HOME

Welcome to the Milton Keynes Early Education Portal

Please use the portal to submit funding details for eligible two, three and four year olds.

The submission timetable for each block is:

Block 2 Projection deadline 11th July 2014

Block 2 Headcount deadline 10th October 2014

Data Protection

All providers must comply with the rules of good information handling, known as the data protection principles, and the other requirements of the Data Protection Act. Failure to meet all the rules and principles outlined in the Act (<http://www.opsi.gov.uk/acts/acts1998/19980029.htm>) could lead to the information commissioner taking enforcement action.

If you require assistance please contact 01908 254522 or email nursery.education@milton-keynes.gov.uk

User Settings
Authentication Questions

Please change your details below:

New Username:

New Password:

Confirm New Password:

Please enter your current password for security reasons:

Current Password:

[Confirm](#)

Enter your NEW username and password here.
 Note: You will need to enter your new password twice

Enter the password that you used to log into the Provider Portal here then click the 'Confirm' button

Passwords

- are case sensitive
- should be a minimum of 8 characters, use a combination of letters, numbers, symbols, upper case and lower case

When details have been successfully changed you will be presented with a green confirmation box: Click the **Home** option on the main menu to return to the home page.

Authentication Questions

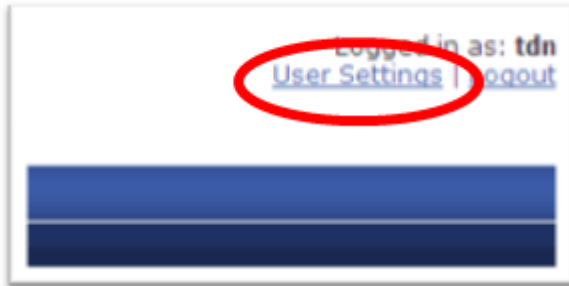
In order to further protect the information entered on our Provider Portal, it is necessary to use 'Authentication Questions'.

When you log into the portal and try to enter the funding section, you will be presented with the authentication screen.


The first time you encounter the authentication screen you will need to follow the instructions below. Every other time you see the screen you will need to enter the relevant letters of your answer.

How to create answers to the authentication questions

Once logged into the portal, in the top right hand side of the screen click 'User Settings':




To create an authentication answer click the 'Authentication Question' tab:

 Synergy FIS Provider Portal Logged in as: **test**
[User Settings](#) | [Logout](#)

HOME FORMS FUNDING

Location: [HOME](#) > USER SETTINGS

 One or more of your authentication questions is still set to the default answer. Please update these to a personal answer to allow continuation to the requested screen.

User Settings | **Authentication Questions**

* Mothers maiden name?

Old Answer

New Answer

Confirm New Answer

* If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

To create your answer, highlight the question in the list and then on the right hand side enter your answer to the question in the New Answer and Confirm New Answer boxes.

The first time you use this, submit **answer** in the 'Old Answer' box and click save.

Click the funding tab at the top of the page where you will be asked for random letters from your answer to the authentication question:

The screenshot shows the Synergy FIS Provider Portal interface. At the top left is the logo and text 'Synergy FIS Provider Portal'. At the top right, it says 'Logged in as: test' with links for 'User Settings' and 'Logout'. Below this is a dark blue navigation bar with 'HOME FORMS FUNDING' in white text. Underneath the navigation bar, the breadcrumb 'Location: HOME > SECURITY QUESTION' is visible. The main content area has a light gray header with 'Security question' in orange. Below this, a message reads: 'For increased security, you are being prompted to enter the answer to one of the Authentication Questions. Mothers maiden name?'. The input area is labeled 'Character' and has three dropdown menus for positions 2, 4, and 5. Each dropdown currently shows the letter 'A'. A blue 'Submit' button is located below the input fields.

Once you have chosen the correct letters and clicked submit, you will then be able to access all of the funding pages until you log out.

Completing funding information

Click on the **Funding** item on the main menu to enter the funding section of the Provider Portal.

The screenshot shows the Synergy FIS Provider Portal interface. At the top left is the logo and the text "Synergy FIS Provider Portal". At the top right, it says "Logged in as: test" with links for "User Settings" and "Logout". Below this is a navigation bar with "HOME" and "FORMS" menus. The "FUNDING" menu item is highlighted with a red circle and a callout box that says "Click the 'Funding' item on the main menu". To the right of the navigation bar is a dropdown menu for "Please select a provider from the drop down below" with a search box and a close button. Below the navigation bar, the breadcrumb "Location: HOME > FUNDING > SUMMARY" is visible. A "Manage Providers:" dropdown menu shows "Test Nursery (Day Nursery)". Below the navigation bar is a section titled "Provider Headcount Records". Above the table are navigation links: "Previous | Page: 1 | Next [2 Results]". The table has four columns: "Summary", "Year", "Term", and "Funding Type". There are two rows of data, each with a "View" link in the "Summary" column.

Summary	Year	Term	Funding Type
View	2014/15	Block 1	3 & 4 Year Olds
View	2014/15	Block 1	2yr Funding

Previous | Page: 1 | Next [2 Results]

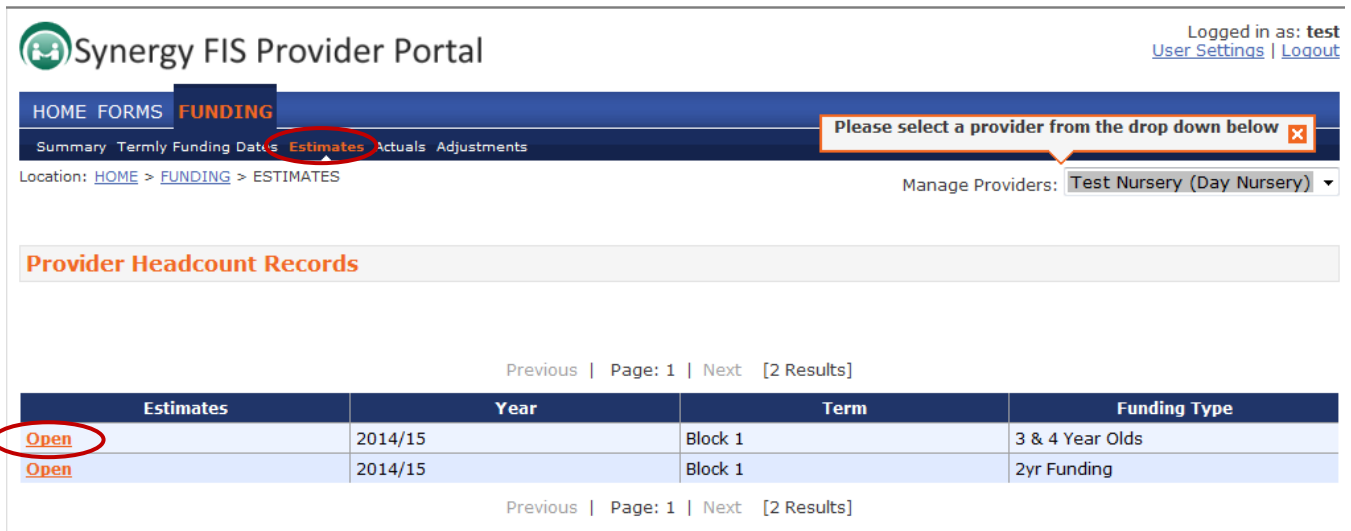
When you select Funding a sub-menu will appear immediately below showing the following options:

- Summary
- Termly Funding Dates
- Estimate
- Actuals
- Adjustments

Estimate (Projections)

Click on the **Estimates** sub-menu item to open Provider Headcount Records. This will display all of the funding terms for which headcounts have been submitted.

Click the **Open** option for the current term ensuring that you choose the term with a Funding Type of **3 & 4 Year Olds** or **2 Year Old Funding**.

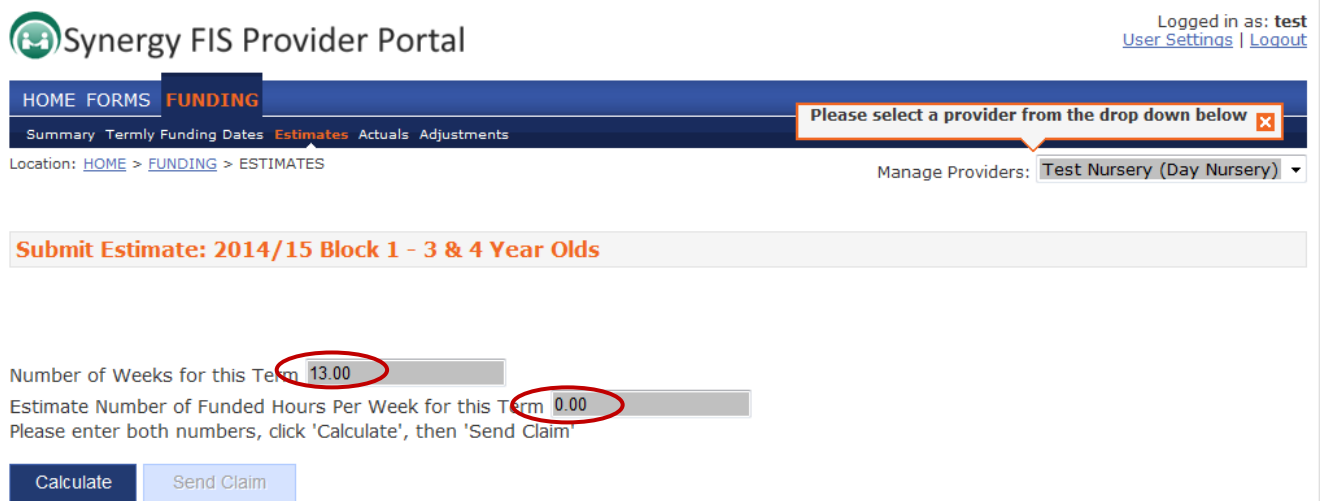


The screenshot shows the Synergy FIS Provider Portal interface. The user is logged in as 'test'. The navigation menu includes 'HOME', 'FORMS', and 'FUNDING'. The 'Estimates' sub-menu item is highlighted. A message box prompts the user to 'Please select a provider from the drop down below'. The location path is 'HOME > FUNDING > ESTIMATES'. The 'Manage Providers' dropdown is set to 'Test Nursery (Day Nursery)'. The main heading is 'Provider Headcount Records'. Below this, there are navigation links for 'Previous', 'Page: 1', and 'Next [2 Results]'. A table displays the following data:

Estimates	Year	Term	Funding Type
Open	2014/15	Block 1	3 & 4 Year Olds
Open	2014/15	Block 1	2yr Funding

Below the table, there are navigation links for 'Previous', 'Page: 1', and 'Next [2 Results]'.

Type in the number of weeks for the term being claimed for and the estimated number of funded hours per week for this term (eg. 10 children attending 15 hours per week = 150).



The screenshot shows the 'Submit Estimate' form in the Synergy FIS Provider Portal. The user is logged in as 'test'. The navigation menu includes 'HOME', 'FORMS', and 'FUNDING'. The 'Estimates' sub-menu item is highlighted. A message box prompts the user to 'Please select a provider from the drop down below'. The location path is 'HOME > FUNDING > ESTIMATES'. The 'Manage Providers' dropdown is set to 'Test Nursery (Day Nursery)'. The main heading is 'Submit Estimate: 2014/15 Block 1 - 3 & 4 Year Olds'. The form contains the following fields:

Number of Weeks for this Term:

Estimate Number of Funded Hours Per Week for this Term:

Please enter both numbers, click 'Calculate', then 'Send Claim'

Buttons:

Click on calculate to be presented with the total hours being claimed for (eg. 150 hours x 13 weeks = 1,950 hours). Click **Send Claim** to submit.

Actuals

Adding new child records and attendance hours

Click on the **Actuals** sub-menu to open Provider Headcount Records and click **Open** for the current term, with the relevant Funding Type of **3 & 4 Year Olds** or **2 Year Old Funding**.

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > ACTUALS

Manage Providers: Test Nursery (Day Nursery) ▾

Provider Headcount Records

Previous | Page: 1 | Next [2 Results]

	Actuals	Year	Term	Funding Type
Open		2014/15	Block 1	3 & 4 Year Olds
Open		2014/15	Block 1	2yr Funding

This summary page will show all relevant funding Years, Terms and Types for your provision
 Click the 'Open' option for the current term

Now add the details of new children and submit your headcount details. Do this by clicking the **Add Child** button; this will open up a blank child record screen.

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > ACTUALS

Manage Providers: Test Nursery (Day Nursery) ▾

Submit Actual: 2014/15 Block 1 - 3 & 4 Year Olds

Add Child Send Claim

		Status	Child Name	Date of Birth	Funded Hours for Term	Non-Funded Hours for Term
Delete	Edit	Add Pending	Builder, Bob	09-Apr-2010	195.00	0.00
Delete	Edit	Add Pending	Fireman, Sam	07-Feb-2010	195.00	0.00
Delete	Edit	Add Pending	Postman, Pat	03-Mar-2010	70.00	0.00

Add Child Send Claim

Click the 'Add Child' button to add a new child record.

Complete all required fields and **Save** to update the child record and return to the Submit Actuals screen.

Remember to:

- Ensure postcodes are entered correctly, including space between two halves.
- Complete 'Weeks Attended' field correctly, especially if open for fewer weeks or child started part way through block.
- Select Ethnicity, based on the Parental Contract and SEN Stage code (field will default to unknown) – see Annex A.

Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS FUNDING
Summary Estimates **Actuals** Adjustments

Location: [HOME](#) > [FUNDING](#) > CHILD DETAILS

Child Details Funding Details Notes

Child Details

Forename*	★	Bob	Address Line 1*	★	Train Station
Middle Name			Address Line 2		
Surname*	★	Builder	Address Line 3		
DOB*	★	09/04/2011	Locality		
Proof of DOB		<input type="checkbox"/>	Town		Isle of Sodor
Gender*	★	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	County		Bucks
Preferred Surname			Postcode*	★	MK9 3HS
Ethnicity		White - British			
SEN COP Stage		No Special Educational need			

*denotes mandatory fields

Mandatory fields are marked ★

Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments

Location: [HOME](#) > [FUNDING](#) > CHILD DETAILS Manage Providers: Test Nursery (Day Nursery) ▾

Child Details **Funding Details** Notes

Funding Details

Present during Census ★

Term Start Date* ★ 31-Mar-2014

Term End Date* ★ 31-Aug-2014

Attends Two Days or More ★

Weeks Attended in Term* ★ 13

Funded Hours Per Week* ★ 15

Non-Funded Hours Per Week* 0

Save Cancel * denotes mandatory fields

Annotations:

- Tick if attending 2 or more days
- Please select a provider from the drop down below
- Please amend the number of weeks if the child starts after the beginning of the block
- Complete all required fields then click the 'Save' button to update the record and return to the Submit Actuals screen

If claiming stretched entitlement:

- do not complete the weeks attended in term or funded hours per week fields;
- tick the stretched entitlement box on the right hand side
- type stretched hours in any of the Monday to Friday boxes; (maximum 10 hours and minimum 2.5 hours per day, but break down not important).

Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates **Actuals** Adjustments

Location: [HOME](#) > [FUNDING](#) > CHILD DETAILS Manage Providers: Test Nursery (Day Nursery) ▾

Child Details **Funding Details** Notes

Funding Details

Present during Census

Term Start Date* 31-Mar-2014

Term End Date* 31-Aug-2014

Attends Two Days or More

Weeks Attended in Term*

Funded Hours Per Week*

Non-Funded Hours Per Week* 20

Stretched Attendance

Stretched Offer

Monday	8
Tuesday	3
Wednesday	0.00
Thursday	0.00
Friday	0.00
Saturday	0.00
Sunday	0.00

Save Cancel * denotes mandatory fields

Annotations:

- If stretched, leave weeks attended in term and funded hours per week blank
- Tick stretched offer and type in hours.
- Complete all required fields then click the 'Save' button to update the record and return to the Submit Actuals screen

Managing child records and headcount information

Select the term from Provider Headcount Records and click **Submit Actuals**. This screen will be pre-populated to display the details of all children who have been submitted on the previous headcount return and are still eligible for funding (from Block 3 onwards). From this screen you can:

- remove child records that are no longer required;
- add actual attendance hours for your existing child records;
- add new child records to your headcount submission; and
- submit your headcount to MKC for processing.

Each time you add, remove or change the details of a child record it will be saved in the Provider Portal. You will be able to revisit and make further changes at any time **before the end of the current headcount submission period**.

Deleting child records that are no longer required

The Submit Actuals screen will initially show all of your eligible child records. Records can easily be removed from the headcount by selecting the **Request Delete** option for the relevant child record. When requesting the deletion of a child record this will be submitted to the database administrator, who will remove the children from the headcount when processing your return.

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > ACTUALS

Manage Providers: Test Nursery (Day Nursery)

Submit Actual: Click 'Request Delete' to remove child records that are no longer required

Add Child Send

		Status	Child Name	Date of Birth	Funded Hours for Term	Non-Funded Hours for Term
Delete	Edit	Add Pending	Builder, Bob	09-Apr-2010	195.00	0.00
Delete	Edit	Add Pending	Fireman, Sam	07-Feb-2010	195.00	0.00
Delete	Edit	Add Pending	Postman, Pat	03-Mar-2010	70.00	0.00

Add Child Send Claim

After clicking the Request Delete option you will be asked to confirm the action:

The screenshot shows the Synergy FIS Provider Portal interface. At the top, the user is logged in as 'test' with links for 'User Settings' and 'Logout'. The main navigation bar includes 'HOME', 'FORMS', and 'FUNDING'. Under 'FUNDING', there are sub-tabs for 'Summary', 'Estimates', 'Actuals', and 'Adjustments'. A notification box says 'Please select a provider from the drop down below'. The location is 'HOME > FUNDING > ACTUALS' and the provider is 'Test Nursery (Day Nursery)'. A section titled 'Submit Actual: 2014/15 Block 1 - 3 & 4 Year Olds' is visible. Below this are 'Add Child' and 'Send Claim' buttons. A table lists child records with columns for 'Delete', 'Edit', 'Status', 'Child Name', 'Date of Birth', 'Funded Hours for Term', and 'Non-Funded Hours for Term'. A 'Confirm Delete' dialog box is overlaid on the table, asking 'Are you sure you want to delete child: Postman, Pat from this headcount record?' with 'Yes' and 'No' buttons.

		Status	Child Name	Date of Birth	Funded Hours for Term	Non-Funded Hours for Term
Delete	Edit	Add Pending	Builder, Bob	09-Apr-2010	195.00	0.00
Delete	Edit	Add Pending	Fireman, Sam	07-Feb-2010	195.00	0.00
				Mar-2010	70.00	0.00

The status for records for which a Request Delete has been confirmed will be changed to **Delete Pending**, to easily identify which records will be removed.

Adding actual attendance hours for existing child records

Existing child records will be shown with the status **Unchanged** on the headcount submission screen. To add actual attendance hours click the **Edit** option for each child record:

Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > ACTUALS Manage Providers: Test Nursery (Day Nursery)

Submit Actual: 2014/15 Block 1 - 3 & 4 Year Olds

Click the 'Edit' option for a child record to add actual attendance hours

			Child Name	Date of Birth	Funded Hours for Term	Non-Funded Hours for Term
Delete	Edit	Add Pending	Builder, Bob	09-Apr-2010	195.00	0.00
Delete	Edit	Add Pending	Fireman, Sam	07-Feb-2010	195.00	0.00
Delete	Edit	Add Pending	Postman, Pat	03-Mar-2010	70.00	0.00

Add Child Send Claim

This will open the **Child Details** screen. There are a number of required fields which will need to be completed for a child record before it can be re-saved and submitted.

Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > CHILD DETAILS Manage Providers: Test Nursery (Day Nursery)

Child Details Funding Details Notes

Child Details

Forename* ★ Bob

Middle Name

Surname* ★ Builder

DOB* ★ 09/04/2011

Proof of DOB

Gender* ★ Male Female

Preferred Surname

Ethnicity White - British

SEN COP Stage No Special Educational need

Address Line 1* ★ Train Station

Address Line 2

Address Line 3

Locality

Town Isle of Sodor

County Bucks

Postcode ★ MK9 3HS

*denotes mandatory fields

Save Cancel

Please enter Date of Birth in the format dd/mm/yyyy

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > CHILD DETAILS

Manage Providers: Test Nursery (Day Nursery)

Child Details Funding Details Notes

Funding Details

Present during Census

Term Start Date*

Term End Date*

Attends Two Days or More

Weeks Attended in Term*

Funded Hours Per Week*

Non-Funded Hours Per Week*

Most information pre-populated, so only need to update Weeks Attended, Funded and Non-Funded hours

Weeks attended pre-populated with maximum possible for this term – amend this field if open fewer weeks or child starts part way through.

Save Cancel *denotes mandatory fields

Complete all required fields then click the 'Save' button to update the record and return to the Submit Actuals screen

If stretched entitlement, the funding details screen will look like this:

Synergy FIS Provider Portal

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates **Actuals** Adjustments

Location: [HOME](#) > [FUNDING](#) > CHILD DETAILS

Providers: Test Nursery (Day Nursery)

Child Details Funding Details Notes

Funding Details

Present during Census

Term Start Date*

Term End Date*

Attends Two Days or More

Weeks Attended in Term*

Funded Hours Per Week*

Non-Funded Hours Per Week*

Stretched Attendance

Stretched Offer

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

If stretched, leave weeks attended in term and funded hours per week blank

Tick stretched offer and type in hours.

Save Cancel *denotes mandatory fields

You will be returned to the **Submit Actuals** screen, which will now show the status of the child record as 'Edit Pending'.

Synergy FIS Provider Portal

Logged in as: test day nursery
[User Settings](#) | [Logout](#)

HOME **FUNDING**

Summary **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > ACTUALS

Manage Providers: Test Day Nursery (Day Nursery)

Submit Actual: 2011/12 Summer - 3 & 4 Year Funding

		Status	Child Name	Date of Birth
Delete	Edit	Edit Pending	Builder, Bob	09-Apr-2008
Request Delete	Edit	Unchanged	Fireman, Sam	03-Jun-2008
Request Delete	Edit	Unchanged	Postman, Pat	02-Oct-2007

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

Click the **Edit** option on another child record, and repeat this process until all records are updated.

Synergy FIS Provider Portal

Logged in as: test day nursery
[User Settings](#) | [Logout](#)

HOME **FUNDING**

Summary **Actuals** Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > ACTUALS

Manage Providers: Test Day Nursery (Day Nursery)

Submit Actual: 2011/12 Summer - 3 & 4 Year Funding

		Status	Child Name	Date of Birth	Funded Hours for Term	Non-Funded Hours for Term
Delete	Edit	Edit Pending	Builder, Bob	09-Apr-2008	42.00	0.00
Delete	Edit	Edit Pending	Fireman, Sam	03-Jun-2008	105.00	0.00
Delete	Edit	Edit Pending	Postman, Pat	02-Oct-2007	63.00	0.00

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

Dates of birth not eligible within term

The note tab is only to be used for information regarding a child who's admittance to school is deferred until later in the year or until the term in which the child reaches compulsory school age or for a child who is starting school in September, was attending the same setting in the previous term and is claiming up to four weeks transition funding.

To add a note input the child's details in the Child Details tab. Enter details as to why the child's date of birth is not eligible for this term by entering one of the following. Please **ONLY** use the wording as follows:

- **Child held back**
- **Pending School Place Appeal**
- **Transition Funding**

Synergy FIS Provider Portal

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates **Actuals** Adjustments

Please select a provider from the drop down below

Location: HOME > FUNDING > CHILD DETAILS

Manage Providers: Test Nursery (Day Nursery)

Child Details Funding Details **Notes**

Enter details here.

Add a new note:

Save Cancel *denotes mandatory fields

Click 'Save', the database administrator will receipt approval of the notes.

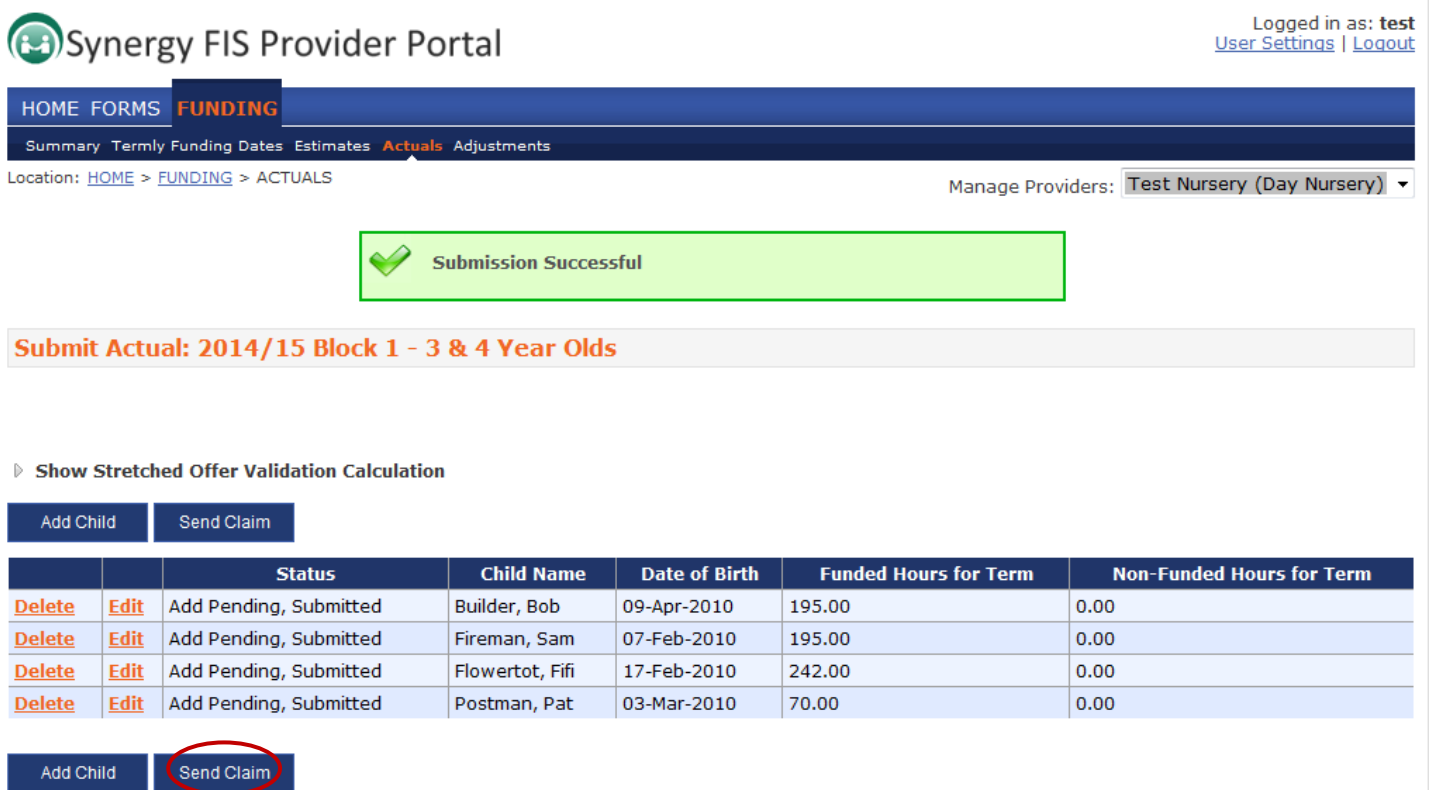
Submitting headcount returns

The headcount return is ready to submit when you have:

- requested the removal of any child records which are not required;
- amended existing attendance hours to existing child records where appropriate; and
- added new child records and attendance hours.

To submit click **Send Claim** on the Submit Actuals page.

You will be presented with the following screen:




The screenshot shows the Synergy FIS Provider Portal interface. At the top, there is a navigation bar with 'HOME', 'FORMS', and 'FUNDING' (highlighted). Below this, there are links for 'Summary', 'Termly Funding Dates', 'Estimates', 'Actuals' (highlighted), and 'Adjustments'. The user is logged in as 'test' and can access 'User Settings' or 'Logout'. The current location is 'HOME > FUNDING > ACTUALS' and the selected provider is 'Test Nursery (Day Nursery)'. A green box with a checkmark and the text 'Submission Successful' is displayed. Below this, a header reads 'Submit Actual: 2014/15 Block 1 - 3 & 4 Year Olds'. A link 'Show Stretched Offer Validation Calculation' is visible. There are two buttons: 'Add Child' and 'Send Claim'. A table with 7 columns (Delete, Edit, Status, Child Name, Date of Birth, Funded Hours for Term, Non-Funded Hours for Term) contains 4 rows of data. Below the table, the 'Send Claim' button is circled in red.

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates **Actuals** Adjustments

Location: [HOME](#) > [FUNDING](#) > ACTUALS Manage Providers: Test Nursery (Day Nursery) ▾

 Submission Successful

Submit Actual: 2014/15 Block 1 - 3 & 4 Year Olds

▸ [Show Stretched Offer Validation Calculation](#)

Add Child Send Claim

		Status	Child Name	Date of Birth	Funded Hours for Term	Non-Funded Hours for Term
Delete	Edit	Add Pending, Submitted	Builder, Bob	09-Apr-2010	195.00	0.00
Delete	Edit	Add Pending, Submitted	Fireman, Sam	07-Feb-2010	195.00	0.00
Delete	Edit	Add Pending, Submitted	Flowertot, Fifi	17-Feb-2010	242.00	0.00
Delete	Edit	Add Pending, Submitted	Postman, Pat	03-Mar-2010	70.00	0.00

Add Child **Send Claim**

Please note:

- The headcount record can be submitted at any point during the headcount submission period, however only one submission should be made during this period.
- Changes can be made to your entries up to the point of clicking the 'Send Claim' button.
- **The online submission of headcount will not be possible after the closure of the headcount submission period.**

Printing Submissions

If you would like a copy of the submitted headcount form click on the File icon on the top tool bar from the relevant page (the page with the children's summary data displayed) and click print.

The screenshot shows a web browser window with the 'File' menu open. The 'Print...' option is highlighted, and an arrow points to it from the text above. The background shows a table of submission data with columns for 'Delete', 'Edit', and 'Status'.


		Status
Delete	Edit	Add Pending, Submitt
Delete	Edit	Add Pending, Submitt
Delete	Edit	Add Pending, Submitt
Delete	Edit	Add Pending, Submitt

Post Headcount Claims

Post Headcount Claims will only be accepted for claims made after the termly headcount date for new children or those children transferring from other settings in accordance with the Parental Agreement.

Claims will only be accepted by completion and submission of the Post Headcount Claim form.

Click on **Forms** on the main menu and complete the post headcount form:

 **Early Education Provider Portal** Logged in as: **test**
[User Settings](#) | [Logout](#)

[HOME](#) **FORMS** [FUNDING](#)

[Fill In Forms](#) [View Forms](#) Please select a provider from the drop down below ✕

Location: [HOME](#) > [FORMS](#) > FILL FORMS Manage Providers:

Fill In Forms

Please select a form below to update your details:

- [Post headcount form](#)

Click on post headcount to open the form:

Post Headcount funding application

Next Page Select page: Title >>

Test Nursery

First name	<input type="text"/>	Surname	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>
Ethnicity	<input type="text"/>		
Address	<input type="text"/>	Postcode	<input type="text"/>
Date started/finished	<input type="text"/>	Funded hours per week	<input type="text"/>
First name	<input type="text"/>	Surname	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female	DOB	<input type="text"/>
Ethnicity	<input type="text"/>		
Address	<input type="text"/>	Postcode	<input type="text"/>
Date started/finished	<input type="text"/>	Funded hours per week	<input type="text"/>

Next Page Select page: Title >>

Submit Form

Fill out child's details (maximum of two children per form) for any child who has started/left after headcount submission and click on **submit form**.

Submitted post headcount forms can be viewed by clicking on **View Forms**:

ew Tab (Ctrl+T)

Synergy FIS Provider Portal

Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS FUNDING

Fill In Forms **View Forms**

Location: [HOME](#) > [FORMS](#) > VIEW FORMS

Manage Providers: Test Nursery (Day Nursery)

View Forms

Select a form below to view:

- [Post Headcount \(21/05/2014 09:27:14 - Authorised\)](#)
- [Vacancy Update \(20/03/2013 14:33:14 - Authorised\)](#)

Will state when it was authorised by the database administrator and can view form by selecting from list.

Payment Information

To check the status of payments made for each term and for each funding type, click the 'Summary' link at the top of the page:

ew Tab (Ctrl+T) Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates Actuals Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > SUMMARY Manage Providers: Test Nursery (Day Nursery)

Provider Headcount Records

Previous | Page: 1 | Next [2 Results]

	Summary	Year	Term	Funding Type
View		2014/15	Block 1	3 & 4 Year Olds
View		2014/15	Block 1	2yr Funding

Previous | Page: 1 | Next [2 Results]

Select the term, year and funding type that you wish to view.

This will open the following screen:

Synergy FIS Provider Portal Logged in as: test
[User Settings](#) | [Logout](#)

HOME FORMS **FUNDING**

Summary Termly Funding Dates Estimates Actuals Adjustments

Please select a provider from the drop down below

Location: [HOME](#) > [FUNDING](#) > SUMMARY Manage Providers: Test Nursery (Day Nursery)

Summary: 2014/15 Block 1 - 3 & 4 Year Olds

Estimates		Actuals	
Term Length (Weeks)	13.00	Term Length (Weeks)	13.00
Hours Per Week	0.00	Funded Hrs (Term)	0.00
▶ Total Rate Per Hour	£3.88	▶ Total Rate Per Hour	£3.88
Term Funding Amount	£0.00	Sub Total (Hrs x Total Rate)	£0.00
Interim %	80.00%	Term Funding Amount	£0.00
Interim Amount Due	£0.00	Interim Amount Paid (before Adj)	£0.00
Adjustments Paid	£0.00	Term Funding Amount Balance	£0.00
Interim Amount Paid (Inc. Adj)	£0.00	Adjustments Paid	£0.00
Paid	No	Actual Amount Paid (Inc. Adj)	£0.00
Paid Date		Total Weekly Non-Funded Hours	0.00
		Paid	No
		Paid Date	

[Return To Headcount Summary](#)

- **Payment shown is the total of all the projection payments you will receive this block and not the monthly payment.**
- Interim % - this refers to the interim payments as a % of the total payment due for the block.
- Block 1 consists of 5 monthly payments (4 interim payments based on projections (80%) and 1 balancing payment based on headcount (20%)).
- Block 2 consists of 4 monthly payments (3 interim payments (75%) and 1 balancing payment (25%)).
- Block 3 consists of 3 monthly payments (2 interim payments (67%) and 1 balancing payment (33%)).
- Interim Amount Due - this is the total of all the interim payments due for the block. To calculate your monthly payment you will need to divide this amount by the total number of interim payments due in the block (see above).

Logging out of the Provider Portal

Click the 'Logout' option at any time to securely end your Provider Portal session; any changed or added child records will be saved regardless of whether they have been submitted.

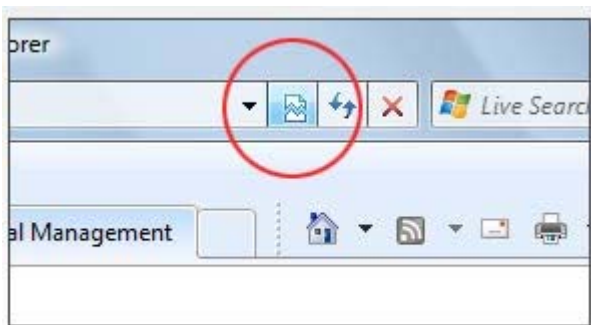
Location: HOME

Click the Logout option to securely end your Provider Portal session

Troubleshooting

If using Internet Explorer 10 you may find nothing happens when 'Edit' is clicked on a child's record.

To resolve this put Internet Explorer 10 into 'Compatibility Mode' by clicking the button at the top of Internet Explorer:



Once you have clicked this button, the website will allow you to enter all details. Alternatively use a different browser such as Firefox, Google Chrome or Safari.

Annex A: Ethnicity and SEN codes

Ethnicity code

WBRI	White, British
WIRI	White, Irish
WIRT	Traveller of Irish Heritage
WROM	Gypsy / Roma
WOTH	White, any other White Background
MWBC	Mixed, White and Black Caribbean
MWBA	Mixed, White and Black African
MWAS	Mixed White and Asian
MOTH	Mixed, any other mixed background
AIND	Asian or Asian British, Indian
APKN	Asian or Asian British, Pakistani
ABAN	Asian or Asian British, Bangladeshi
AOTH	Asian or Asian British, Any other Asian Background
BCRB	Black or Black British, Caribbean
BAFR	Black or Black British, African
BOTH	Black or Black British, Any other Black background
CHNE	Chinese
OOTH	Any other ethnic background
REFU	Did not wish to be recorded
NOBT	Not Obtained

SEN code

N	No Special Educational Need
A	School Action or Early Years Action
P	School Action Plus or Early Years Action Plus
S	Statement of SEN

www.milton-keynes.gov.uk/childcare



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