

Data items in the Child Care Subsidy System

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| **Data item** | **Description** | **Example** | **Where you can find it** | **Data entry details (e.g. for software)** |
| **PRODA RA (individual)** | * Unique to an individual and generated through the PRODA individual application process
* Required by individuals who will be added as personnel in the CCSS
 | 1234567890  | * Auto generated email is sent from PRODA
* Login to PRODA. Click “Profile”. PRODA RA (individual) number will display
 | * 10 numeric characters (can be up to 20 characters in the future)
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| **PRODA Organisation ID/PRODA RA (Organisation)**(*In PRODA a CCS provider is known as an Organisation)* | * Unique to an organisation and identifies the provider organisation in PRODA
* For transitioned providers: auto-created on completion of the transition workflow
 | 9876543210 | * Auto generated email is sent from PRODA on creation of organisation
* To obtain this ID, the user must be linked to the organisation in PRODA (*this linkage occurs automatically in the transition workflow)*
* Login to PRODA. Click “Organisations”. Select name of organisation. PRODA RA (Organisation) will display
 | * 10 numeric characters (can be up to 20 characters in the future)
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| **Device Name/Unique Name/Software Instance Name** (*In PRODA a software instance is known as a device or B2B device)* | * Name of the device or software instance the user assigns for software activation
* A provider can have multiple devices/unique names or a single name *(depending on their business model or licensing agreement with their CCS Software Provider)*
 | acmechildcare1 | * A unique name allocated by user in the transition workflow, or via the PRODA software activation process
* To allocate a software instance/device name, the user must be linked to the organisation in PRODA (*this linkage occurs automatically in the transition workflow)*
* Refer to the [Child Care Software activation codes](https://www.dese.gov.au/early-childhood/resources/how-obtain-child-care-software-activation-codes) task card for guidance on how to activate software and allocate a unique name
 | * Case sensitive
* No spaces
* Must be entered exactly as it appears in PRODA
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| **OTAC/OTSC/PRODA Device Activation Code/Child Care Software Activation Code** | * Issued to the provider’s authorised person during device registration in PRODA
* Used to connect your CCS Software with your organisation and the CCSS
* Code is for one-time use
* Activation codes can be reset through PRODA
 | xLXv8HDc11 | * An activation code can be generated in the transition workflow, or via the PRODA software activation process
* To obtain this code, the user must be linked to the organisation in PRODA (*this linkage occurred automatically in the transition workflow)*
* Refer to [Child Care Software activation codes](https://docs.education.gov.au/node/50311) task card for guidance on how to obtain a new code
 | * Case sensitive
* No spaces
* Must be entered exactly as it appears in PRODA
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| **CCS Person ID** | * The CCS Person ID is generated once a person has successfully been added in the CCSS in one of the personnel roles
* A PRODA RA (individual) number is required to Add Personnel. Once added, the CCS Person ID is generated
* Unique to each person added into the CCSS
 | 1234567890 | * An individual user can always view their own CCS Person ID by logging in to the Provider Entry Point (PEP). The CCS Person ID displays in the top right-hand corner of the PEP
* Dependent on the personnel role, CCS Person IDs of users will display in Manage Personnel functionality within PEP. *e.g. a Person with Management or Control of a Provider would be able to view CCS Person IDs of all personnel linked to the organisation*
 | * 10 numeric characters
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| **CCS Provider ID (CRN)** | * The CCS Provider ID (CRN) is the identifier the department will use when communicating with providers
* Unique to each provider
 | 123456789A | * Top left of CCS approval letter
* Top left of any provider letter
* Letters are available in PEP inbox, or CCS Software inbox
 | * Nine numbers with one letter on the end
* Letter must be capital
* No spaces between any numbers and letters (see example). *Note: the ID does display with spaces, however will need to be entered in without spaces*
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| **CCS Service ID (CRN)** | * The CCS Service ID (CRN) is the identifier the department will use when communicating with services
* Unique to each service
 | 987654321A | * Table within the CCS approval letter
* Top left of any service letter
* Letters are available in PEP inbox, or CCS Software inbox
 | * Nine numbers with one letter on the end
* Letter must be capital
* No spaces between any numbers and letters (see example). *Note: the ID does display with spaces, however will need to be entered in without spaces*
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