



Tips for using the Inclusion Support Portal

Before you start

- › Link with your Inclusion Professional to support reflection and to identify priorities to address these as part of your SIP
- › Work from a word document and cut and paste so your work isn't lost
- › Don't use the back arrow on the portal!
- › Consider how to engage educators in the inclusion planning process and what information will be available to them as a practical resource to reflect upon

Service Profile tile

- › Answer all service profile questions in one session, or an 'error' will prevent you from saving the section/tile. (Use the **SIP Data Proforma** and **Inclusion Planning for SIP** tool to collect and save information in your own time and then cut and paste into the portal)
- › Refer to the reflective questions from p14 of the **ISP User Guide** to assist you in completing this <https://docs.education.gov.au/node/40936>
- › Save service profile as 'Save as Draft' so you can amend your information or if you are looking for feedback from your Inclusion Professional and then 'Save and Submit' when you are ready to submit.
- › Let your Inclusion Professional know you have submitted so they can complete the initial review.

Care Environment tile

- › Use VIA's **SIP Data Proforma** to collect care environment data - then cut and paste into the portal
- › Use VIA's **Inclusion Planning for SIP** tool with educators to reflect, identify and document barriers, strategies and actions. Then cut and paste into the portal.
- › Refer to the **DET Barriers, Strategies Definitions** if you need help to choose the main barriers to inclusion in their care environment.
- › Every Barrier has to have at least one strategy and every strategy has to have at least one action
- › Choose priority barriers from multiple barrier categories, ensuring the barriers are not just child specific
- › Use the IDFM's **Barriers Strategies Actions FAQ's** as a guide
- › Select IDF as a strategy if applying for IDF subsidy and in the action specify why and when an additional educator is needed.
- › Avoid the cross at the end of the action (it will delete your work! Use Control Z to get information back if you accidentally delete it)



Children tile

- › Ensure the correct name of your service is on consent forms (for example registered business name /CCB approval name business/service name on the portal).
- › Ensure child's birth date is correct on consent form
- › Ensure Department's Parental consent form (include both pages) and child's documentation is attached as a pdf or other secure format to the Portal.
- › Check DET's **FAQ Documentary Evidence** for specific documentation requirements. The document needs to be signed and current.

Getting to the end

- › Mark the end date/review date on your calendar to remind you of your next action
- › All correspondence from IDFM, including approval letters and portal notes requesting further information, are emailed directly to your service. It helps if you can keep your Inclusion professional informed as we don't get notification.

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