



Important end of year actions!

CCMS is closing down, applications to amend data in CCMS must be received by the

Department by 28 February 2019.

The Child Care Management System (CCMS) is closing and you need to submit requests to amend any data by **28 February 2019.**

Put in your request to amend CCMS data now

Providers should contact the CCS Helpdesk as soon as possible and no later than **28 February 2019** on 1300 667 276 or ccshelpdesk@education.gov.au to discuss any changes you need to make to your CCMS data for previous financial years. This will ensure that all your information is up to date before CCMS closes on 30 June 2019.

Under Family Assistance Law, records must be kept for 36 months from the end of the calendar year in which the care or event took place. This means you will need to store your historical CCMS data to ensure you are meeting your legal obligations. You may wish to discuss your options regarding data storage with your software provider and/or look into other ways to store your CCMS data.

What you need to do

To ensure you are compliant under the Family Assistance Law:

- apply for any changes to your data in CCMS by contacting the CCS Helpdesk as soon as possible but no later than **28 February 2019**, and
- organise for your historical CCMS data to be stored and backed up by **30 June 2019**.

Dates to note

- **28 February 2019** – cut off for requesting changes to CCMS data
- **1 April 2019 – 30 June 2019** – read only access to CCMS data
- **30 June 2019** – historical CCMS data is stored and backed up
- **1 July 2019** – CCMS is closed.

Please note that the Inclusion Support Programme will continue to be administered through CCMS.

If you have any questions about the closing down of CCMS, please contact the CCS Helpdesk on ccshelpdesk@education.gov.au or 1300 667 276.
