



Child Care Subsidy (CCS) - data items for use in the new Child Care Subsidy System (CCSS)

This fact sheet has been developed to provide a description of data items and their application within the CCSS.

The details in the below chart may be required by your child care provider, CCS Software Provider or Department of Education and Training helpdesks.

Data item	Description	Example	Where you can find it	Data entry details (e.g. for software)
PRODA RA (individual)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Auto generated email is sent from PRODA Login to PRODA. Click "Profile". PRODA RA (individual) number will display 	<ul style="list-style-type: none"> 10 numeric characters (can be up to 20 characters in the future)
PRODA Organisation ID/PRODA RA (Organisation) <i>(In PRODA a CCS provider is known as an Organisation)</i>	<ul style="list-style-type: none"> Unique to an organisation and identifies the provider organisation in PRODA For transitioned providers: auto-created on completion of the transition workflow 	9876543210	<ul style="list-style-type: none"> 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 (<i>this linkage occurs automatically in the transition workflow</i>) Login to PRODA. Click "Organisations". Select name of organisation. PRODA RA (Organisation) will display 	<ul style="list-style-type: none"> 10 numeric characters (can be up to 20 characters in the future)
Device Name/Unique Name/Software Instance Name <i>(In PRODA a software instance is known as a device or B2B device)</i>	<ul style="list-style-type: none"> 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 (<i>depending on their business model or licensing agreement with their CCS Software Provider</i>) 	acmechildcare1	<ul style="list-style-type: none"> 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 (<i>this linkage occurs automatically in the transition workflow</i>) Refer to the Child Care Software activation codes task card for guidance on how to activate software and allocate a unique name 	<ul style="list-style-type: none"> Case sensitive No spaces Must be entered exactly as it appears in PRODA
OTAC/OTSC/PRODA Device Activation Code/Child Care Software Activation Code	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 (<i>this linkage occurred automatically in the transition workflow</i>) Refer to Child Care Software activation codes task card for guidance on how to obtain a new code 	<ul style="list-style-type: none"> Case sensitive No spaces Must be entered exactly as it appears in PRODA

Data item	Description	Example	Where you can find it	Data entry details (e.g. for software)
CCS Person ID	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. <i>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</i> 	<ul style="list-style-type: none"> 10 numeric characters
CCS Provider ID (CRN)	<ul style="list-style-type: none"> The CCS Provider ID (CRN) is the identifier the Department of Education and Training will use when communicating with providers Unique to each provider 	123456789A	<ul style="list-style-type: none"> Top left of CCS approval letter Top left of any provider letter Letters are available in PEP inbox, or CCS Software inbox 	<ul style="list-style-type: none"> Nine numbers with one letter on the end Letter must be capital No spaces between any numbers and letters (see example). <i>Note: the ID does display with spaces, however will need to be entered in without spaces</i>
CCS Service ID (CRN)	<ul style="list-style-type: none"> The CCS Service ID (CRN) is the identifier the Department of Education and Training will use when communicating with services Unique to each service 	987654321A	<ul style="list-style-type: none"> Table within the CCS approval letter Top left of any service letter Letters are available in PEP inbox, or CCS Software inbox 	<ul style="list-style-type: none"> Nine numbers with one letter on the end Letter must be capital No spaces between any numbers and letters (see example). <i>Note: the ID does display with spaces, however will need to be entered in without spaces</i>