



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

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)

<p>Device Name/Unique Name/Software Instance Name</p> <p><i>(In PRODA a software instance is known as a device or B2B device)</i></p>	<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> 	<p>acmechildcare1</p>	<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
<p>OTAC/OTSC/PRODA Device Activation Code/Child Care Software Activation Code</p>	<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 	<p>xLXv8HDc11</p>	<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

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, Skills and Employment 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, Skills and Employment 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>