# Child Record Collection upload instructions

## Overview

The Queensland Department of Education has been partnering with the following child care subsidy system software providers to make the 2023 Census easier for you to complete:

- Child Care Central
- Harmony Web
- HeartBeat4Kidz
- HubWorks! (HubHello!)
- Kidsoft
- Kindy Manager
- OWNA
- Qikkids
- Xap and
- Xplor

Funded services will be able to run a report from their administrative systems (*after **6 August***) and download the required child information necessary for census reporting. You will then be able to directly upload this report into the 2023 Census collection tool.

Your software company will provide information about how to find and create this report. Once you have located your report, please follow steps 1 and 3 of the instructions below which show you how to: check your report against the Census requirements and upload your report directly into the Census collection tool.

**If you do not use any of the software listed above or if your software provider does not provide this report:** you can submit this information using the DoE supplied template spreadsheet by following the instructions in **step 2** below or you can enter the records manually in the Census collection tool.
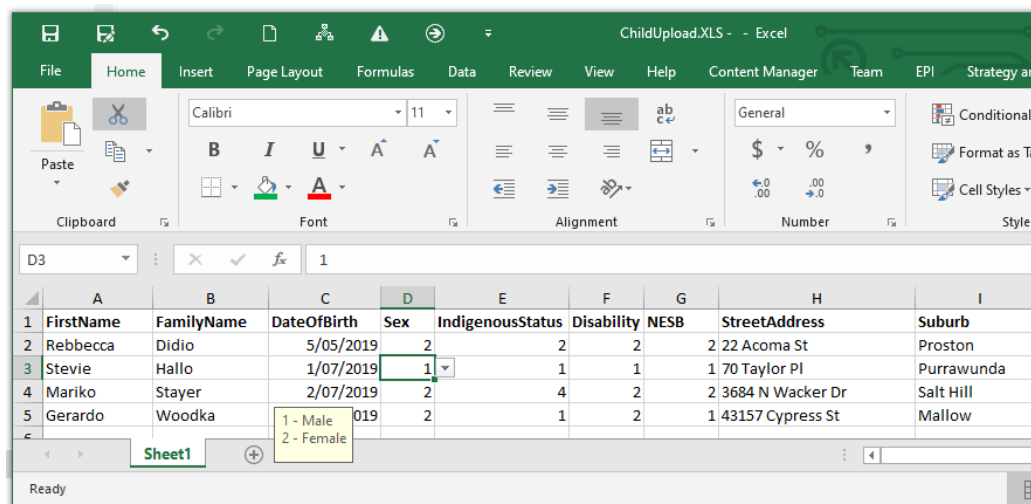
## Step 1 – Read the Child Record Collection checklist

Before you complete or generate your child record collection file please ensure you have referred to the child record upload checklist on the Census webpage. This checklist provides helpful information and tips on how to enter the child records correctly.

## Step 2 – Download and complete the excel template spreadsheet

For those services using the DoE supplied spreadsheet, please complete this step. Those who already have a report exported out of their software system can skip to step 3.

1. Download and save the excel template spreadsheet to your desktop from the Child Record Upload section of the Census webpage.

2. Enter all information for all children aged 3-6 years who are enrolled in a kindergarten program at your service. Please note: You will be required to use codes rather than text to record this information. E.g. Male should be recorded as 1 and Female as 2. Please refer to the spreadsheet for all data entry requirements.



3. Please ensure that all names and address details are spelt correctly, particularly the suburb where the child resides. This will reduce the number of errors that will need to be corrected later.

4. Once you have completed all data you may then save your updated file as an **excel or csv file**.

5. To assist in entering data, the table below shows the information needed in each column.

| Column | Description |
|---|---|
| **FirstName** | The child's first name |
| **FamilyName** | The child's family name |
| **DateOfBirth** | The child's date of birth (in the format DD/MM/YYYY) |
| **Sex** | The sex of the child |
| **IndigenousStatus** | Is this child of Aboriginal and/or Torres Strait Islander descent? |
| **Disability** | Is the child diagnosed with a disability or long-term medical condition requiring assistance? |
| **NESB** | Is this child from a non-English speaking background? |
| **StreetAddress** | The residential street address of this child's parent/guardian |
| **Suburb** | The suburb for the residential street address of this child's parent/guardian |
| **PostCode** | The postcode for the residential street address of this child's parent/guardian |
| **State** | The state for the residential street address of this child's parent/guardian |
| **HoursEnrolledPreSchool** | The number of hours this child is enrolled in a kindergarten program in a typical week |
| **HoursAttendedPreSchool** | Please enter the number of hours per week (on average) that this child attended the kindergarten program? |
| **PreschoolProgramRepeatIndicator** | To the best of your knowledge, prior to this year was this child enrolled in a kindergarten program in this or another service? |
| **HealthCareCard** | To the best of your knowledge does this child have a Health Care card? Also includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card. |

*\* All columns **MUST** contain a response*

# Step 3– Upload your data into the Census collection tool

Once you have produced and checked your report, you can upload the file directly into the Census collection tool. Please note that file must be in **CSV, XLS or XLSX format**.

1. Open the Census, navigate to the "Child Details" page and click on the "Import" button as shown below.



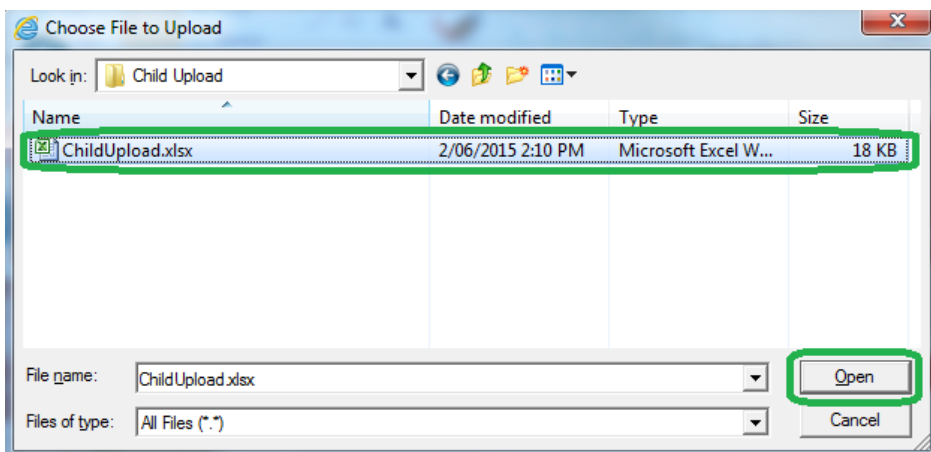2. You will now be asked to locate the relevant file on your computer and select "Open".



3. Once you click open, the collection tool will automatically read the child records into the system and produce an Upload Summary. You may export this information to a file and investigate any issues or import the data and fix the problems in your Census directly.

4. If an error has occurred with a particular child record, a red cross will appear next to that child's name. See below.

You will be required to resolve these issues before submitting your Census. These issues may include missing information or incorrect information.

You can correct data for any child simply by clicking on the "Edit" button for that child.



5. You also have the ability to delete a single child simply by clicking on the "Delete" button for that child.

6. You may also delete all children and start the upload process again by clicking on the "Delete all" button.