Actual headcount claims
- deleting children

This document provides step-by-step instructions on how to delete a child's details from an actual headcount claim.

To ensure funding received is accurate, information for children that are no longer accessing funded hours at the provision will need deleting from the actual headcount data.

STEP 1: SIGN IN TO THE PORTAL

Link to the **Derbyshire Provider Portal**

Sign In

For Derbyshire County Council Staff only - Please sign in here.

Sign in with Windows - Derbyshire County Council staff Only

or

Schools, Providers and Parents Sign in here.

Enter your username - this will usually be your email address

Next

Create Account (For Parents/Providers only, Schools please contact your LA)

Enter your username and click **Next.**

Usernames and passwords are case sensitive.

Enter your password and click **Sign In**.

Sign in

Enter your password

Sign In

Change User

Forgot Password

Create Account (For Parents/Providers only, Schools please contact your LA)

Click **Accept**

Each time you sign into the provider portal you will be asked to comply with the Data Protection Act 2018 and UK General Data Protection Regulation. If the Reject button is clicked, you will return to the Sign In page.
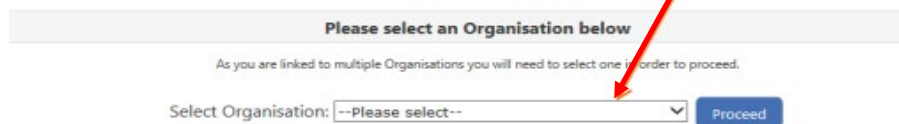
Access to Information

In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.

Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.

Reject   Accept

Providers with only one registered setting will be taken directly to the portal homepage. If you have multiple settings under the same login, ensure you select the relevant one from the drop-down list before proceeding.
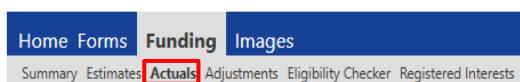

Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password, please contact info.fis@derbyshire.gov.uk.

STEP 2: GO TO THE ACTUALS TAB
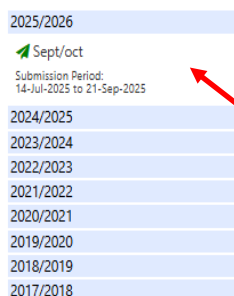
Navigate to the **Funding** tab, and then click on the **Actuals** tab.

Please note, where the portal states 'term' this refers to the relevant funding periods.
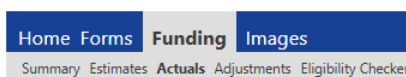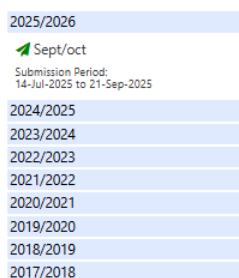
Select Year and Term that you want to submit a claim for.

A green arrow ◢ indicates that a submission period is open for data entry.

A red circle ⊘ indicates that a submission period is closed.

Scroll down to see more submission periods.

STEP 3: SELECT THE FUNIDNG TYPE

Under **Funding Type** select the type you wish to submit data for.

| | | Office use only | |
	Funding Type	Ready To Process	Processed
✎	2 Year Olds		
✎	3 & 4 Year Olds		
✎	9 Months - 2 Year Olds		

A list of children submitted during the previous actuals funding period will be displayed.

STEP 4: REQUEST & CONFIRM DELETE

To delete a child's details from the actual headcount.

Click the request to delete icon indicated by a black cross ✖ next to the child's name.

A message will appear asking to confirm the request to delete.

Request Delete

Are you sure you want to request the deletion of child: Test, Child E from this headcount record? Delete requests are automatically submitted but can be cancelled.

Yes   No

Click **Yes** to confirm the request to delete.

The following status message will appear next to the child's name.

Awaiting LA Deletion   Test, Child E (12-Jun-2017)

Important: requests to delete children are automatically submitted, even if the 'send claim' button is not clicked. However, it is still possible to cancel the deletion at this stage, providing the request to delete has not been accepted.

To undo a request to delete, click on the **undo icon.** ↺

A message will appear giving you the option to cancel the deletion.
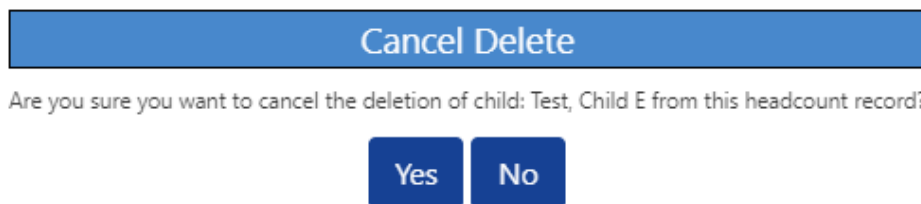
Click **Yes** to confirm the request to cancel the deletion.

Once Financial Services have processed the delete request, the child's name and details will disappear from the actuals screen for that funding period.

If a provider realises the child was deleted in error, they should be added back in as a new child.

Refer to guidance 'Actual headcount claims - adding a new child' for more details.

Need more support?

Can't find what you need in our guidance materials and video tutorials?
Then please contact the Early Years Finance Team who will be happy to help:

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

Please include your Ofsted registration number, name, and contact details.