

# 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					
Sign in or create an account with us.					
Enter your username					
CountyHallSD 2021					
Next					
Create Account					

Enter your username and click Next.

Usernames and passwords are case sensitive.

Enter your password and click Sign In.





Click 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.

Please select an Organisation below			
As you are linked to multiple Organisations you will need to select one in order to proceed. Select Organisation:Please select  Proceed			



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

#### 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.



### **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
ø	2 Year Olds			
ø	3 & 4 Year Olds			
ø	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  $\mathbf{X}$  next to the child's name.

Add Child	Send Claim		
Status		Child	
×		Test, Child B (29-Jan-2018)	
In the second		Test, Child C (18-Nov-2017)	
×		Test, Child D (04-Mar-2018)	
×		Test, Child E (12-Jun-2017)	
Request I	Delete		
Add Child Send Claim			

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



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

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



<u>Important:</u> 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.

Cancel Delete					
Are you sure you want to cancel the deletion of child: Test, Child E from this headcount record?					
Yes	No				

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.