

Setting Up One Early Years Thirty Hours Entitlement for Local Authorities

last updated for the Spring 2017 release



Technical Guide

Revision History

Version	Published on
Spring 2017 (3.62) - 1.0	17/03/2017

Doc Ref

Setting Up One Early Years Thirty Hours Entitlement for Local Authorities Technical Guide/Spring 2017/2017-03-17

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01 / Introduction and Prerequisites

Overview

This document describes how to configure the Early Years Thirty Hours Entitlement module for use in the Provider Self Service portal. The portal is hosted in the One web tier and the server components are therefore installed by the One Technical Services team. However, there are configuration steps that must be carried out on the mid-tier components as well. For Local Authorities that manage their own mid-tier infrastructure, these mid-tier configuration steps must be carried out by the local IT department. Finally, there are configuration steps that must be completed by a One Administrator in the One v4 Client.

IMPORTANT NOTE: This handbook assumes that you have an existing Provider Self Service portal installed. If you do not, please liaise with the One Technical Services team, who will install and set up the web server components. Early Years Thirty Hour Entitlement does not require any additional licenses or any additional customer configuration of the Provider Self Service portal.

Prerequisites

- An existing Provider Self Service portal installation.
- Early Years migrated to v4.

Configuring Early Years Thirty Hour Entitlement checklist

For the Early Years Thirty Hour Entitlement module, a One Administrator should complete the following steps:

Step	Where to do it	What to do	Completed
1	v4 Client	Add Headcount Administrator permissions to the Provider Portal administrator group.	<input type="checkbox"/>
2	Provider Portal	Configure the DfE ECS checking parameters.	<input type="checkbox"/>
3	v4 Client	Add Thirty Hour Entitlement permissions to required end user groups.	<input type="checkbox"/>

02 / ECS Configuration

Configuring the DfE ECS checking parameters

To enable eligibility checks, you must configure the Eligibility Checking Service (ECS). You must have an account with the DfE ECS checking service in order to complete the configuration process.

NOTE: If you do not have a DfE ECS account, please read the guidance at <https://www.gov.uk/early-years-pupil-premium-guide-for-local-authorities>. The Eligibility checking system section contains a link to the checking service, from where you can request a login. You must be accredited prior to doing live checks.

The ECS configuration has two distinct parts. First, in the v4 Client, you must assign your Provider Portal administrator user group read-write access to the Headcount Site Administrator business process. Second, you must configure the ESC settings in the Provider Portal.

Assigning Headcount Site Administrator permissions

One users must be members of a One user group with read-write access to the Headcount Site Administrator business process in order to configure ECS checking parameters.

Before beginning this process, you should identify the One user group that you will use to complete the ECS configuration.

1. Log in to the One v4 Client as a sysadmin, then select **Tools | Permissions | User Group Processes** to display the **User Group Processes Editor** page.
2. Select the user group and click the **Select** button to open the **Permissions Editor** page.
3. From the **Main Business Process** drop-down, select **Provider Portal**.
4. On the **Headcount Site Administrator** row, select **Read-Write**.

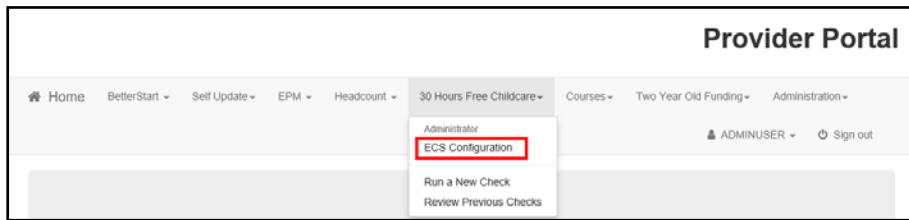
The screenshot shows the '02. Business Processes' section of the 'User Group Processes Editor'. A dropdown menu at the top is set to 'Provider Portal'. A table lists various business processes with columns for 'Read', 'Read-Write', 'Read-Write-Delete', and 'Deny'. The 'Headcount Site Administrator' row is highlighted with a red border, and the 'Read-Write' column for this row contains a green checkmark. Other rows like 'General Site Administrator' and 'Headcount Task Viewer' have green checkmarks in the 'Deny' column.

Name	Read	Read-Write	Read-Write-Delete	Deny
Provider Portal				
General Site Administrator				
Headcount Site Administrator				
Headcount Task Viewer				
Headcount User				
School Admissions - Ranking				
School Admissions - Update In Year Offer Statuses				
School Admissions - Verification Siblings				
School Admissions - View Applications & Allocations				
Self Update				
Self Update Administration				
Self Update Early Years				
Thirty Hour Entitlement User				
TM Site Administrator				

5. Click the **Save** button.
6. Complete the ECS configuration in the Provider Portal. For more information, see [Configuring ECS in the Provider Portal](#) on page 3.

Configuring ECS in the Provider Portal

1. Log in to the Provider Portal as a user belonging to a user group which has the business permission set in the [Assigning Headcount Site Administrator permissions](#) on page 2.



2. On the portal menu, select **30 Hours Free Childcare | ECS Configuration** to display the **ECS Configuration** page.

3. Set **ECS Environment** to **Live**.
4. Set the **ECS Local authority** value.
5. Set the **ECS Username** value.
6. Click the **Save** button.
7. Click the **Update ECS Password** link.
8. Enter the ECS account password in both fields.
9. Click the **Save** button.
10. Perform an **IIS reset** on the Provider Portal web server if the is **ECS Environment** has been changed.

The ECS configuration is now complete. If the configuration is not correct, an error will occur when either a bulk or single check is performed.

03 / Permissions

Give users Thirty Hour Entitlement Permissions

One users must be members of a One user group with read-write access to the Thirty Hour Entitlement User business process in order to perform Thirty Hours Entitlement eligibility checks for children.

Before beginning this process, you should identify the One user group that you will use to complete the ECS checks.

1. Log in to the One v4 Client as a sysadmin, then select **Tools | Permissions | User Group Processes** to display the **User Group Processes Editor** page.
2. Select the required user group and click the **Select** button to open the **Permissions Editor** page.
3. From the **Main Business Process** dialog, select **Provider Portal**.
4. On the **Thirty Hour Entitlement User** row, select **Read-Write**.

The screenshot shows the '02. Business Processes' section of the 'User Group Processes Editor'. A dropdown menu is set to 'Provider Portal'. Below is a table with columns: Name, Read, Read-Write, Read-Write-Delete, and Deny. The 'Thirty Hour Entitlement User' row is highlighted with a red box, and its 'Read-Write' cell contains a green checkmark.

Name	Read	Read-Write	Read-Write-Delete	Deny
Provider Portal		✖		
General Site Administrator				✔
▶ Headcount Site Administrator				
Headcount Task Viewer				✔
Headcount User				✔
School Admissions - Ranking				✔
School Admissions - Update In Year Offer Statuses				✔
School Admissions - Verification Siblings				✔
School Admissions - View Applications & Allocations				✔
Self Update				✔
Self Update Administration				✔
Self Update Early Years				✔
Thirty Hour Entitlement User		✔		
TM Site Administrator				✔

5. Click the **Save** button.

04 / What Next?

For more information on using Thirty Hours Entitlement, refer to the following documents, available from the One Publications website (<http://www.onepublications.com>):

- Managing Early Years Payments
- One Early Years Headcount Provider Portal
- One Early Years Setup.

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