

CAPITA



# How Capita One helps Early years



“ Providers  
are finding the  
One Headcount Portal  
*easy to navigate* and  
authorities can customise  
the site easily. ”

Chris Smith,  
Bolton Council

Transforming lives together



Pre-birth

eStart

Family Information Directory



Newborn

One Analytics

Better Start Assessment Portal



1 year

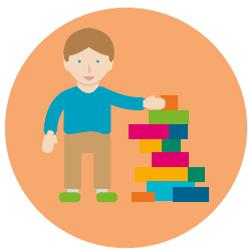
Provider Self-Update Portal



2 years

Two-year-old Funding Portal

Provider Headcount Portal

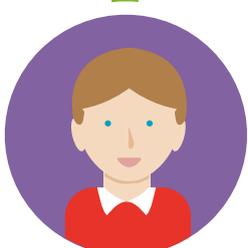


3 years

School Places Portal



4 years



5 years

“ The One Headcount Portal has greatly benefited both the local authority and the Early Years settings which have used it. The process of importing data is much simpler and quicker and the resulting data is much more accurate as we are no longer using other import processes or manual data entry methods which often led to duplicates being created. ”

Paul Brotherton, Slough Borough Council

# Supporting you to deliver all your early years services

Capita One's Early Years solutions make it easier to deliver early years services in the most efficient way possible to improve outcomes for children and families.

From our suite of self-serve options to help manage provider information and free entitlement funding, to analysis tools which show the reach of services and what impact these are having, with One you can make the best use of your authority's resources to meet the needs of your communities.

## How One helps:



### Supports local authorities to meet the Digital First agenda:

- ✓ Local authorities can empower providers to self-serve, including to:
  - collect headcount and assessment information
  - support two-year-old eligibility checks
  - update their own information
- ✓ You can better promote and encourage citizen digital engagement:
  - online applications for two-year-old-funding
  - online school place applications
  - easily accessible family and childcare service directory information



**Fully supports and simplifies the management of free entitlement funding**, including eligibility checking, payments and the annual Early Years Census return



**Authorities can standardise and streamline early years assessment collection**, and have the 'big picture' on children's learning and development



**Supports the management, collection and promotion of family information**, including Ofsted imports, providing evidence of success at inspection



**Supports the management and reporting of universal and targeted activity at children centres, family hubs and within the community**



**Makes it easier to identify vulnerable children early** and ensure interventions have the maximum impact



Planned for 2017 – support for Extended Free Entitlement (30 hours)

# How One helps local authority teams

One helps local authorities make the most of limited resources, whether by reducing the administration burden with self-service portals or helping teams to be more efficient by automating repetitive tasks.

The One self-service portals have been designed to improve efficiency and enable more effective collaboration with professionals and parents, enabling you to share information easily and securely, even when professionals are using different database systems.

As details entered by one service can be used by another, less time is needed for administration, freeing teams to spend more time with children and families. Complex funding entitlement and payment processes can also be streamlined and information easily extracted for the Early Years Census.

## Identify children eligible for additional funding

With our Two-year-old Funding Portal, applications sent by parents are automatically checked via the Eligibility Checking Service (ECS) and Department for Work and Pensions (DWP) web services, reducing the number of enquiries received by parents, and streamlining the process. When eligibility is determined by other factors such as SEN(D) or looked after children, this is automatically sent to authority staff to assess.



Ante-natal



Newborn



1 year



2 years

## Streamline early years assessments and raise standards

Reduce the need to collect assessment information from emails or paper by streamlining processes within nurseries through the new One Better Start Assessment Portal. Assessment data for 0 to 5 year-olds can be automatically updated against the child in One and then used for further analysis to compare results against different cohorts, providers and target groups to spot any areas of concern.

## Reduce the admin burden in your teams

Also new for 2016, One's Provider Self-Update Portal enables providers to maintain information on settings themselves. Not only does this save local authority teams having to process and type up this information, it also ensures that the provider information available through the Family Information Directory is up-to-date.

### Promote services online to your communities

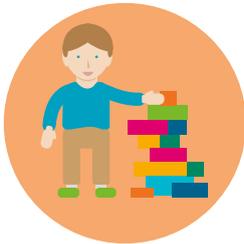
With our Family Information Directory solution, you can provide your communities with easy access to information about support and services online, including free early years education. This supports you in meeting Fair Access Protocols.

### Measure the effectiveness of your services

Turn your information in One into intelligence with One Analytics – sophisticated easy-to-use analysis tools, powered by Tableau®, allow you to explore trends to identify those most in need, monitor service delivery and understand the root causes so that interventions can have the maximum impact.

### Improve outcomes and evidence service

Powerful, flexible reporting tools in One eStart identify how frequently families, and expectant mothers, are accessing services, including community based settings such as children's centres. This ensures sustained contact indicators and safeguarding, enabling you to track a family's progress to measure the distance travelled and making it easy to provide the evidence needed for Ofsted.



3 years



4 years



5 years

5+

### Simplify the management of entitlement funding

Our Provider Headcount Portal can reduce the administration and costs associated with processing funding claims from childcare providers. Information can be inputted directly by the childcare provider via an online portal, with the data captured automatically validated and securely transferred into One. Payments can then be swiftly calculated for eligible two, three and four-year-olds and sent to the providers via the authority's financial management system.

### Manage and make the most of the Early Years Pupil Premium

Verify quickly and easily whether children are eligible for Early Years Pupil Premium, running the check from within One through the Government's Eligibility Checking Service for a single child, or as a bulk check. One will add the correct premium rate as a Single Funding Formula payment alongside payments to settings for funded hours, saving considerable administration time and providing a clear and transparent record.

### Make the most of your resources

Admissions teams can process school place applications quickly and easily by offering the Citizen Self-Service Portal as an easy way for parents and carers to apply online for their child's school place. As information is automatically integrated into One, there's no duplication of data input, and considerably reduced risk of error, as staff can make use of existing data.

# How One helps providers

Our Early Years solutions support childcare providers in your community, including nurseries, children's centres, family hubs, schools, childminders and family service providers, enabling them to access, review and update the information they, and you, need.

From supporting childcare sufficiency by enabling childcare vacancies to be advertised, to simpler information-gathering to support free entitlement funding and payments, our solutions have been specifically designed to enable early years services to be administered and managed more effectively. The One Early Years portals are intuitive and can be used across multiple browsers, with providers able to use their existing One portal user account details across each.

## A complete picture of children's development

The One Better Start Assessment Portal enables providers to update assessment data for 0 to 5 year olds, available for analysis by the provider and local authority. With the complete picture of a child's progress, providers can intervene earlier, and more effectively, to address areas which need development.

## Enable providers to self-update information

Providers can check and update information on the Family Information Directory on opening times, childcare places, facilities, special provision, travel information, charges, contacts, staff and census details. They can check their Ofsted listing and upload information, such as provider contracts, for the local authority team to view. All this can be done 'anytime, anywhere', including via mobile devices.



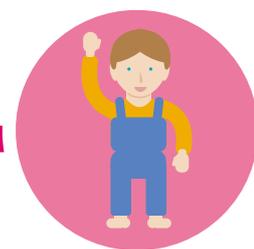
Ante-natal



Newborn



1 year



2 years

# How One helps families

The One Early Years solutions support your local authority's citizen engagement agenda by ensuring parents and carers can better understand what services are available for young children and their families, and more easily access these.

User-friendly portals and easily accessible online information, compatible on mobile browsers, provide all the information families need in one place, so they can make an informed choice about childcare and submit applications from anywhere with an internet connection.

## Information on local childcare and family services, all on one website

The Family Information Directory provides a single comprehensive and interactive system for families to access information about the range of childcare and family services provided locally, including free Early Years education provision.

**Reduce the admin associated with eligibility checks for additional funding**

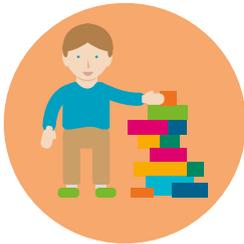
Parents can either apply directly, or be supported by providers to check if they qualify for free childcare funding via the Two-year-old Funding Portal. Applications are automatically checked via the Government's Eligibility Checking Service with an immediate result; if eligible, a voucher is issued. Providers can quickly check whether the voucher is valid prior to placing the child.

**Quicker, more effective payments of free entitlement funding**

Our Provider Headcount Portal enables providers to input headcount information, simplifying the processing of funding claims so local authority payments can be made more quickly. Providers can receive a payment breakdown report and be informed as to children's eligibility for EYPP so they can make decisions in advance about putting in place additional support.

**Make it easier to check eligibility for the Early Years Pupil Premium**

Providers can record carer consent and supporting information via the Provider Headcount Portal to enable local authorities to easily check children's eligibility for EYPP, for a single child or a bulk check, through the Government's Eligibility Checking Service. Local authorities can make payments more efficiently to providers as the premium is added to the qualifying child alongside payments for funded hours.



3 years



4 years



5 years

5+

**Fast, automatic eligibility checking for additional funding**

Parents can either apply directly or be supported by professionals to see if they qualify for free childcare funding via the Two-year-old Funding Portal. Applications are automatically checked via the Government's Eligibility Checking Service. Parents receive an immediate result and, if eligible, are issued a voucher to present to childcare providers to claim their free entitlement.

**Make it easy for families to apply for school places, transport and free school meals**

One's Citizen Self-service Portals offer an easy way for parents and carers to apply for their child's school place, school transport and check free school meals entitlement online via a choice of platforms, including mobile phones, tablets, laptops and PCs.

“ The One Citizen Portal has provided a seamless, high quality experience for our citizens and made the back end processes more efficient. ”

Claire Harrison-Thain, Stockton-On-Tees Borough Council

# Contact us



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“ The settings love how easy the portal is to use and its self-service nature. ”

Paul Brotherton, Slough Borough Council

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