

This guide provides step-by-step instructions for completing a School Readiness Funding (SRF) Annual Plan in Kindergarten Information Management System (KIMS) and submitting it for approval.

For assistance on the planning process and tips on how to develop goals, indicators and measures of success, please refer to the [School Readiness Funding: Annual planning guide](#) available on the Department's website.

Process for entering an SRF Annual Plan in KIMS

1. Either sign the **Terms & Conditions** letter yourself or await notification that this has been completed
2. Log into KIMS and click on the **School Readiness Funding** button
3. Go to the **Plan** tab
4. Find the relevant plan and open the plan
5. Enter your **Contact Details**
6. Enter **data** against data sources that provide evidence for your plan, at least one data source must be added
7. Enter **analysis** against one / two or all the levels
8. Select one / two or all the **Priorities** as per the needs of your service
9. Enter **Menu Items** to address the needs and priorities of the service. Note. Only estimated costs are required. **Backfill hours** and total **Backfill Cost** estimate can be allocated per menu item, these are optional.
10. If applicable, enter **Allied Health** sessions to address the needs and priorities of the service. All available sessions must be allocated. Backfill hours and costs can be added, these will be included into the total **Estimated Expenditure**.
11. If applicable, enter **Flexible Funding** free text items to address the needs and priorities of the service. Note. Only services with greater than or equal to \$5000 may use some of the funding towards Flexible Funding items.
12. Once all items have been entered, and the **Remaining Funding for Items** and the **Remaining DET Allied Health Sessions** show 0, the plan can be submitted to the Service Provider Approver.
13. Review plan using the **View Plan as PDF** button at the top right of the screen. This pdf view can be saved or printed for sharing with colleagues or with your ECIB contact prior to submission for approval.
14. **Submit the plan for approval** to your service provider approver.

System Steps for entering an SRF Annual Plan in KIMS

PLAN DETAILS

The Plan Details are displayed at the top of every page and provide a breakdown of the service's SRF and the plan status.

The Plan Details are **auto-populated** by the system and **automatically update** as the plan is completed.

Refer to this section as you complete the plan to determine how much funding you have spent on items (or how many Allied Health sessions you have allocated) and how much you have remaining.

Information displayed in this section:

1. **Name:** The name of the plan.
2. **SRF Year:** The year the plan will be implemented.
3. **Total School Readiness Funding (including DET Allied Health):** The Total School Readiness Funding allocated to the kindergarten service. This comprises funding for Menu Items/Flexible Funding plus DET Allied Health (if applicable).
4. **Total Funding for Items:** The amount allocated for expenditure on Menu Items, Flexible Funding and Backfill costs.
5. **Remaining Funding for Items:** The remaining funding available for Menu Items, Flexible Funding and Backfill costs.
6. **Service Name:** The name of the kindergarten.
7. **Status:** The current status of the plan.
8. **Total DET Allied Health Sessions:** The number of Allied Health sessions allocated.
9. **Remaining DET Allied Health Sessions:** The remaining number of Allied Health Sessions available.
10. **View Plan as PDF:** View or download the plan as a printable PDF document.
11. **Submit Plan for Approval:** Submit the plan to your Service Provider Approver once complete.

The screenshot displays the 'Plan Details' page in the KIMS system. The page is titled 'Plan Details' and includes navigation tabs for Home, Services, Children, Teachers, Funding Requests, Reports, Help & Support, and Plan. The main content area shows the following information:

Name	SRF Plan for A Kindergarten 2021	Service Name	Mildura West Kindergarten
SRF Year	2021	Status	In Progress
Total School Readiness Funding (including DET Allied Health)	\$169,000.00	Total DET Allied Health Sessions	11
Total Funding for Items	\$141,400.00	Estimated DET Allied Health Sessions Accessed	0
Estimated Expenditure for Items	\$0.00	Remaining DET Allied Health Sessions	11
Remaining Funding for Items	\$141,400.00		

At the top right of the page, there are two buttons: 'View Plan as PDF' (labeled 10) and 'Submit Plan For Approval' (labeled 11). The 'Plan Details' tab is highlighted in the navigation bar.

CONTACT DETAILS

1. Enter the name of the primary contact at the service. This is the main person completing the plan and the person the Department can contact about the plan.
2. Enter the position held by the contact person at the service.
3. Enter the phone number for the contact person.
4. Enter the email address of the contact person. The email address must be for a **registered KIMS user**. System generated email notifications will be sent to this email address.

The Contact **Name**, **Position**, **Contact Number** and **Email Address** fields are all **mandatory**.

5. When all fields are complete, click **Update**.
6. The Service Provider Approver is the person you will be submitting the plan to for approval. These fields are pre-populated by the system.



NOTE: In some cases, the Primary Contact and the Service Provider Approver can be the same person.

7. If the name of the Service Provider Approver is incorrect, contact the KIMS Help Desk on 1800 614 810 or email: help.helpdesk@education.vic.gov.au.

INTRODUCTION

The Introduction tab provides an overview of the plan, links to resources to help you complete the plan and the steps to complete the plan.

Important:

1. You must complete Steps 1-3 (Collect Information, Question & Analyse and Identify Priorities) before you can proceed to Step 4 (Select Menu Items).
2. If the service does not have DET Allied Health Sessions allocated, you are not required to complete Step 5: Plan Allied Health
3. Step 6 (Flexible Funding Items) is optional and is only available to services with more than \$5,000 in Funding for Items.

Contact Details **Introduction** 1. Collect Information 2. Question & Analyse 3. Identify Priorities 4. Select Menu Items 5. Plan Allied Health 6. Flexible Funding Items

The Annual Plan is designed to build on the work that you already do to prepare annual Quality Improvement Plans, and for Early Years Managers: Service Improvement Plans. Please refer to the *School Readiness Funding: Annual planning guide* and the *Quick Reference Guide: How to complete and submit an Annual Plan for a service* to support the completion of this document. You may also contact your Early Childhood Improvement Branch if you have any questions or require assistance.

There are a minimum of 4 steps that you will need to complete to formalise your School Readiness Funding Annual Plan.

Please note, Step 5 only needs to be completed if your service has been allocated Allied Health sessions by the Department. Step 6 is optional if your service has been allocated Flexible Funding.

Step 1: Collect Information
 Step 2: Question & Analyse
 Step 3: Identify Priorities
 Step 4: Select Menu Items
 Step 5: Plan Allied Health
 Step 6: Flexible Funding Items

Click on the tab headers to move through the steps. You will not be able to start Step 4 until you have completed Steps 1 to 3.

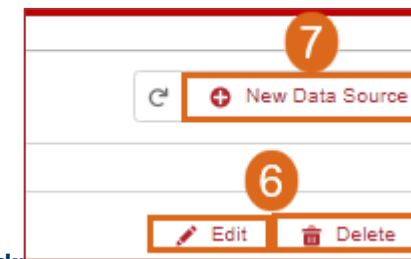
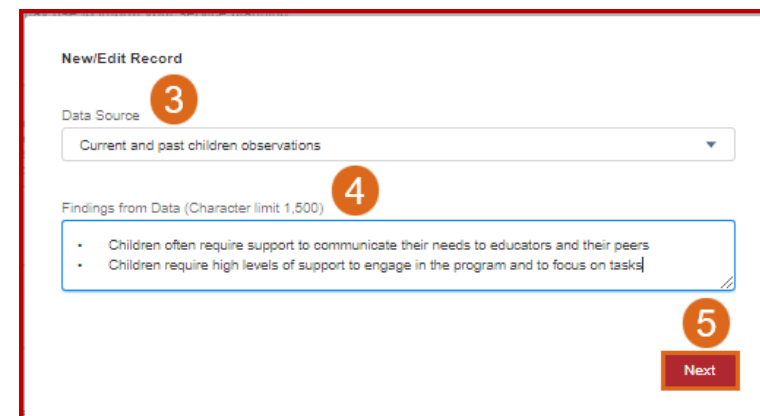
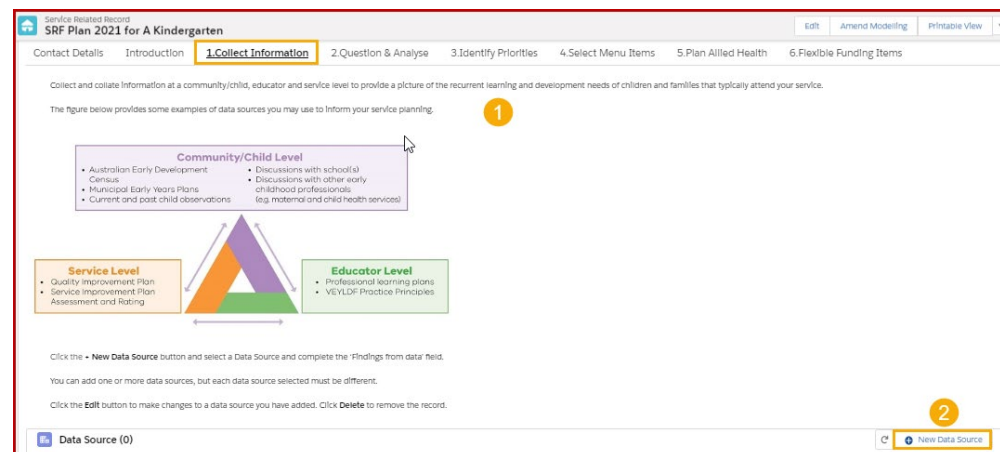
For each item selected for your plan, you will need to develop a specific goal, identify indicators and measures of success against the goal, and determine costings and timelines for implementation.

1. COLLECT INFORMATION

1. Read the guidance information before starting this section.
2. Click **New Data Source**
3. Click the arrow next to Data Source and select a Data Source from the list:
 - Australian Early Development Census (AEDC)
 - Municipal Early Years Plan
 - Current and Past Children observations
 - Discussions with schools
 - Discussion with other EY Professionals
 - Quality Improvement Plan (QIP)
 - Service Improvement Plan (SIP)
 - Assessment and rating
 - Educator professional learning plans
 - VEYLDF practice principles
 - LGA Kindergarten Participation Information
 - Other
4. In the **Findings from Data** field, enter text that summarises the key findings from the data source you selected (note that you can copy and paste text from another document e.g. a Word document).
5. Click **Next** to save the record.
6. Click the Edit or Delete button to update or delete the record.
7. Add more **New Data Sources** if required

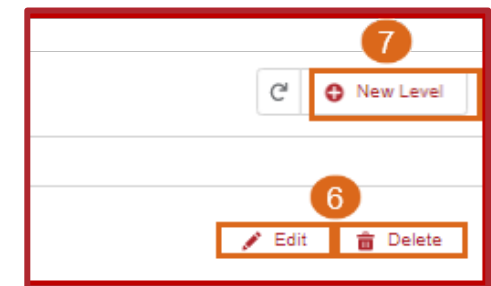
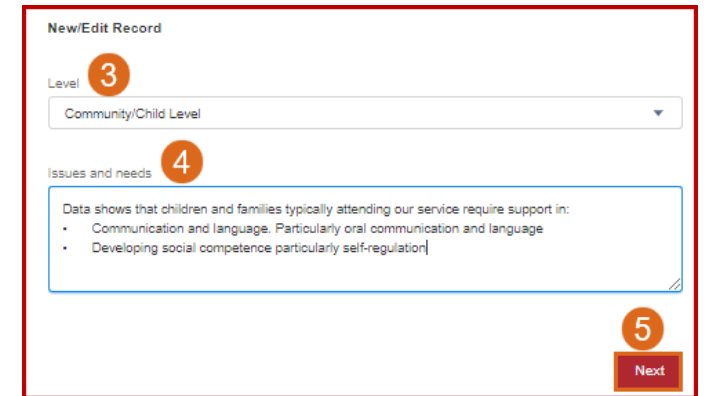
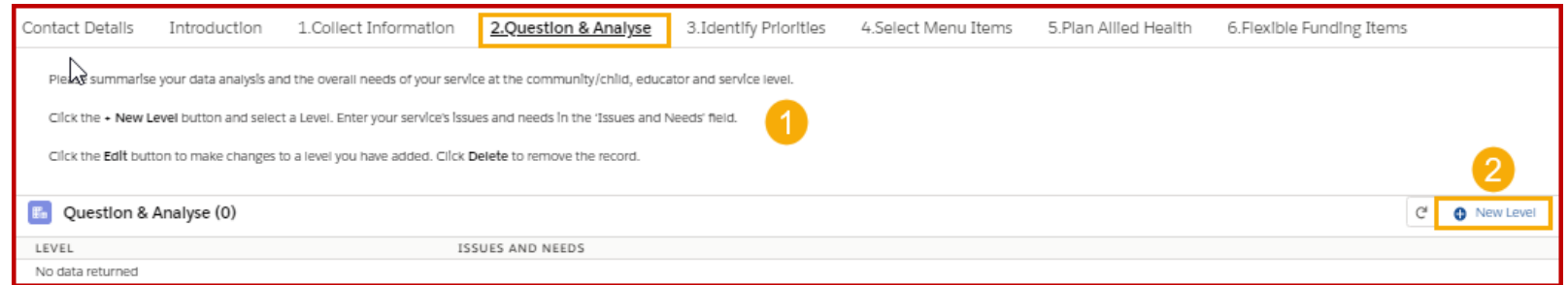


NOTE: You cannot add the same Data Source twice, but you can include more than one finding from a Data Source in Findings from Data



2. QUESTION & ANALYSE

1. Read the guidance information before starting this section.
2. Click **New Level**
3. Click the arrow next to **Level** and select an item from the list:
 - Community/Child Level
 - Service Level
 - Educator Level
4. In the **Issues and needs** field, enter the issues and needs related to the level selected.
5. Click **Next** to save the record.
6. Use the **Edit** or **Delete** button to update or delete the record.
7. Add more New Levels if required.



3. IDENTIFY PRIORITIES

1. Check one or more Priorities.
2. Click **Save Priority**.

Contact Details Introduction 1. Collect Information 2. Question & Analyse **3. Identify Priorities** 4. Select Menu Items 5. Plan Allied Health 6. Flexible Funding Items

Based on the areas of need identified by analysing data and information in the previous sections, select the relevant priority areas for the plan. You may select one, two or all of the priority areas.

Identify Priorities **1**

Communication (Language Development)

Wellbeing (Social and Emotional)

Access and inclusion

Save Priority **2**



NOTE: Priorities selected and saved will determine which Menu Items are displayed in the next section. The list of Menu Items will be filtered based on the Priorities selected.

You must select at least one Menu Item (or Allied Health item) for the Priority Area/s you have chosen for your plan.

If you want to remove/uncheck a Priority Area after you have selected Menu Items, Plan Allied Health or Flexible Funding items for that Priority Area, you must first delete the items that are associated with that Priority Area before you can uncheck it.

4. SELECT MENU ITEMS

1. Read the guidance information before starting this section.
2. Click **New Menu Item**.

Contact Details Introduction 1. Collect Information 2. Question & Analyse 3. Identify Priorities **4. Select Menu Items** 5. Plan Allied Health 6. Flexible Funding Items

Please refer to the *School Readiness Funding: Annual Planning Guide* for comprehensive support to complete this section, including examples of the level of detail required.

A detailed description of the menu items which can be filtered by cost and outcome areas, can be accessed by clicking here: [Menu Items](#)

Click **+ New Menu Item** to select a menu item for the Priority Area(s) you previously identified.

Click the **Edit** button to make changes to a menu item you have added.

You should choose a balance of items and supports menu items that address the identified needs of your service. For example, if you select a range of training programs, consider the timelines and capacity of educators to attend. How will learnings be meaningfully implemented into practice?

Finally, please enter the estimated cost* of the menu item, the term you will be utilising this menu item in (multiple items can be selected), your goal for the year in using this menu item and the indicator and measure of success.

If you intend to pool funding or partner with other services to access menu items, you should enter your service's contribution to the item in the 'Estimated Cost' field. Indicate details of pooled funding in the 'Details/comments' field. For more information on pooling funding, visit the [Department's website](#) or speak to your [Early Childhood Improvement Branch](#).

Backfill/additional hours can be used to replace educators or to cover additional hours of work. Indicate the number of hours and the estimated cost of backfill in the optional 'Backfill' fields.

If your service is eligible for flexible funding and you wish to add an item, go to the Flexible Funding Items tab.


Click **Delete** to remove the record. Note that menu items cannot be deleted after the plan is approved. If a menu item is not used, the status of that menu item must be changed to 'Not accessing item'.

*Please note that the *Remaining Funding for items* must be '\$0' in order to submit the plan for approval.

Select Menu Items (

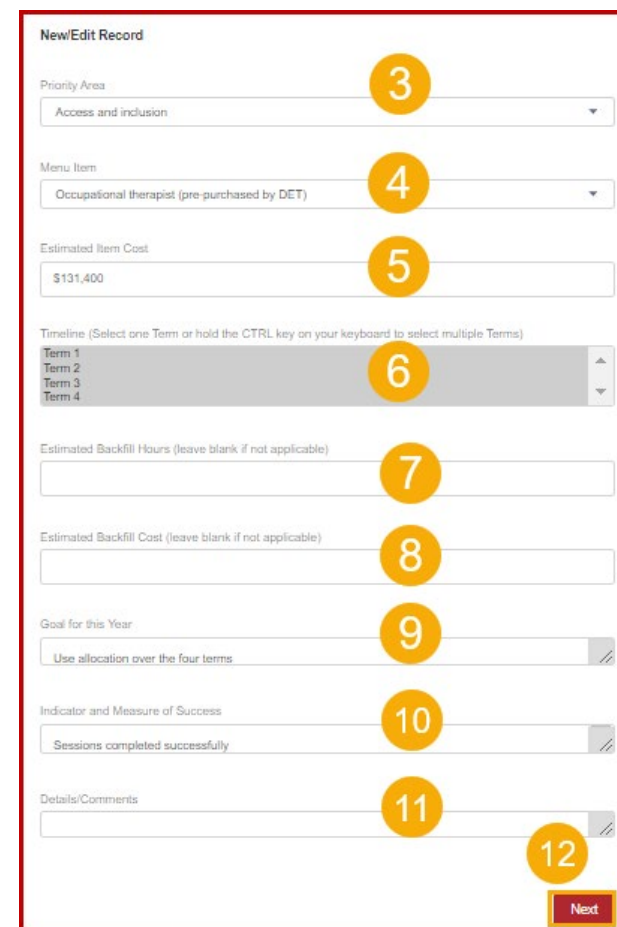
PRIORITY AREA	ITEM	ESTIMATED ITEM COST	ESTIMATED BACKFILL COST	STATUS
<input type="button" value="New Menu Item"/>				

3. Select the Priority Area that is related to the Menu Item you are adding. The Priority Areas for selection are based on the Priority Areas you saved in the previous section.
4. Select a Menu Item from the list. The list is filtered based on the Priority Area you selected in step 3.
5. Enter the Estimated Item Cost for the selected Menu Item. The system will automatically subtract this cost from your Total Funding for Items (see Plan Details section). Do not include any backfill cost here.
6. In the Timeline field, select the Term(s) the Menu Item will be delivered/implemented in. Press and hold the Ctrl key on your keyboard to select multiple Terms.
7. Enter the Estimated Backfill Hours for this item if applicable.
8. Enter the Estimated Backfill Cost for this item if applicable (this is the total backfill cost, not the backfill cost per hour). The system will automatically subtract this cost from your Total Funding for Items (see Plan Details section).
9. Enter the Goal for this Year from the Menu Item.
10. Enter the Indicator and Measure of Success for the Menu Item.
11. Enter optional Details/Comments.
12. Click Next to save the record.
13. Use the **Edit** or **Delete** button to update or delete a record.
14. Add more **Menu Items** if required.

 **NOTE:** Each time you add or update the cost of a Menu Item, the Total Item Cost and Remaining Funding for Items will update at the bottom of the list and in the Plan Details section.

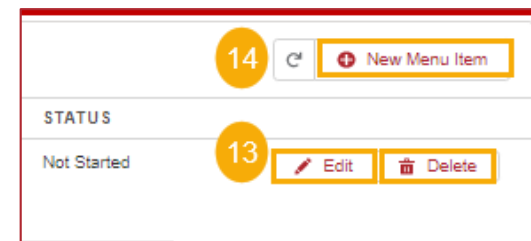
The **Total Estimated Item Cost** is the total of all amounts in the Estimated Item Cost column plus Estimated Backfill costs.

The **Remaining Funding for Items** = Total Funding for Items – Total Estimated Item Costs. If you exceed your allocated Total Funding for Items, you will not be able to proceed until you reduce the cost for an item(s).



The screenshot shows the 'New/Edit Record' form with the following fields and callouts:

- 3: Priority Area dropdown (selected: Access and inclusion)
- 4: Menu Item dropdown (selected: Occupational therapist (pre-purchased by DET))
- 5: Estimated Item Cost text input (\$131,400)
- 6: Timeline list (selected: Term 2)
- 7: Estimated Backfill Hours text input
- 8: Estimated Backfill Cost text input
- 9: Goal for this Year text input (selected: Use allocation over the four terms)
- 10: Indicator and Measure of Success text input (selected: Sessions completed successfully)
- 11: Details/Comments text input
- 12: Next button



The screenshot shows a table interface with the following elements:

- 14: '+ New Menu Item' button
- 13: 'Edit' and 'Delete' buttons for a row with status 'Not Started'

5. PLAN ALLIED HEALTH



NOTE: Only complete this section if your service has been allocated DET Allied Health Sessions.

1. Read the guidance information before starting this section.
2. Click **New Allied Health**.
3. Select the Priority Area that is related to the Allied Health item you are adding. The Priority Areas for selection are based on the Priority Areas you saved in the section 3.
4. Enter the number of Estimated Sessions for the Allied Health item. The system will automatically subtract this number from the Total DET Allied Health Sessions (see Plan Details section)
5. Select a Preferred Allied Health Discipline from the list:
 - Speech Pathology
 - Occupational Therapy
 - Psychology
 - Undecided
6. In the Timeline field, select the Term(s) the Allied Health sessions will be delivered/implemented in. Press and hold the Ctrl key on your keyboard to select multiple Terms.

7. Enter the Estimated Backfill Hours for the sessions if applicable.
8. Enter the Estimated Backfill Cost for this item if applicable (this is the total backfill cost, not the backfill cost per hour). The system will automatically subtract this cost from your Total Funding for Items (see Plan Details section).
9. Enter the Goal for this Year for the Allied Health item.
10. Enter the Indicator and Measure of Success for the Allied Health item.
11. Enter optional Details/Comments.
12. Click Next to save the record.
13. Use the **Edit** or **Delete** button to update or delete a record.
14. Add more **Allied Health** records if required.
15. A warning message displays when there are unallocated Allied Health sessions (i.e. you have not used all your allocated sessions)

NOTE: Each time you add or update the number of sessions of an Allied Health record, the Total DET Allied Health Sessions and Remaining DET Allied Health Sessions will update at the bottom of the list and in the Plan Details section. Any Backfill Costs entered here will be included in the Total Estimated Item Costs.

*The **Total DET Allied Health Sessions** is the total of all amounts in the Estimated Sessions column.*

*The **Remaining DET Allied Health Sessions** = Allocated DET Allied Health Sessions – Total Estimated Sessions. If you exceed your allocated DET Allied Health sessions, you will not be able to proceed until you reduce the number of sessions for an item(s)*

6. FLEXIBLE FUNDING ITEMS



NOTE: Flexible Funding is optional for services that have been allocated equal to or greater than \$5000 in Total School Readiness Funding.

1. Read the guidance information before starting this section.
2. Click **New Flexible Funding**.
3. Select the Priority Area that is related to the Flexible Funding Item you are adding. The Priority Areas for selection are based on the Priority Areas you saved in the previous section.
4. Enter a Flexible Funding item.
5. Enter the Estimated Item Cost for the Flexible Funding item. The system will automatically subtract this cost from your Total Funding for Items (see Plan Details section).
Do not include any backfill cost here.
6. In the Timeline field, select the Term(s) the item will be delivered/implemented in. Press and hold the Ctrl key on your keyboard to select multiple Terms.

1 Services that receive over \$5,000 in School Readiness Funding may spend up to 25 per cent of their funding flexibly on programs and supports not listed on the menu. Items purchased using flexible funding must align with the guidelines and intent of funding and cannot include infrastructure or information technology.

Where services are Early Years Managed and allocated more than \$5,000 in School Readiness Funding in a given year, up to five per cent of the funding (capped at \$10,000 per service) may be spent to support the planning and implementation of School Readiness Funding.

Funds spent to support the planning and implementation of School Readiness Funding must be included in School Readiness Funding annual plans as part of the 25 per cent available for flexible funding and must be acquitted each year.

Details of how the funding is intended to be used to support planning and implementation of School Readiness Funding should be outlined in the 'details/comments' section of the flexible funding items tab.


All new requests for flexible funding after the plan is approved, or where the actual cost of a flexible funding item is considerably higher than the estimated cost, must be submitted to the Department for approval.

Services that wish to spend some of their funding flexibly should discuss this with their Early Childhood Improvement Branch.

Flexible Funding Items (0) + New Flexible Funding

PRIORITY AREA	ITEM	ESTIMATED ITEM COST	ESTIMATED BACKFILL COST	STATUS
No data returned				

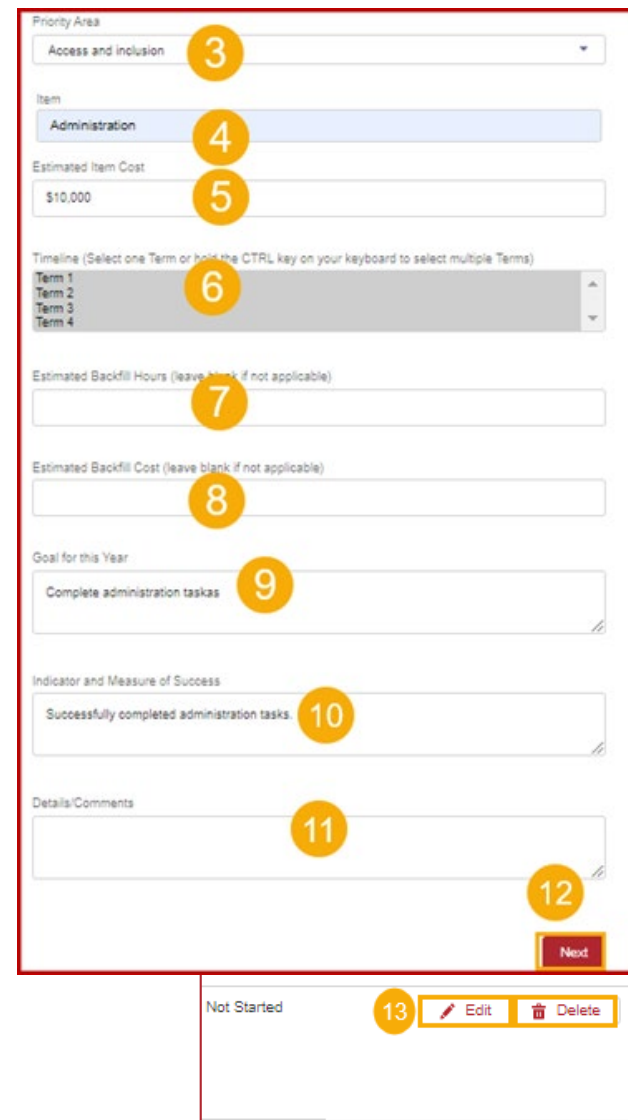
7. Enter the Estimated Backfill Hours for this item if applicable.
8. Enter the Estimated Backfill Cost for this item if applicable (this is the total backfill cost, not the backfill cost per hour). The system will automatically subtract this cost from your Total Funding for Items (see Plan Details section).
9. Enter the Goal for this Year for the Flexible Funding item
10. Enter the Indicator and Measure of Success for the Flexible Funding item.
11. Enter optional Details/Comments.
12. Click Next to save the record.
13. Use the **Edit** or **Delete** button to update or delete a record.
14. Add more **Flexible Funding** if required.

 **NOTE:** Each time you add or update the cost of a Flexible Funding item, the Total Item Cost and Remaining Funding for Items will update in the Plan Details section.

The **Total Estimated Item Cost** is the total of all amounts in the Estimated Item Cost column plus any Backfill costs.

The **Remaining Funding for Items** = Total Funding for Items – Total Estimated Item Costs

If you exceed your allocated total funding for items, you will not be able to proceed until you reduce the cost for an item(s)



The screenshot shows a form for entering a flexible funding item. The form is divided into several sections, each with a numbered callout:

- 3:** Priority Area dropdown menu (set to 'Access and Inclusion').
- 4:** Item dropdown menu (set to 'Administration').
- 5:** Estimated Item Cost text input field (set to '\$10,000').
- 6:** Timeline dropdown menu (set to 'Term 1').
- 7:** Estimated Backfill Hours text input field.
- 8:** Estimated Backfill Cost text input field.
- 9:** Goal for this Year text input field (set to 'Complete administration tasks').
- 10:** Indicator and Measure of Success text input field (set to 'Successfully completed administration tasks').
- 11:** Details/Comments text input field.
- 12:** Next button.
- 13:** Not Started status, Edit button, and Delete button.

CHECKLIST

- Contact Details** section complete, and the Service Provider Approver correct
- Collect Information section has relevant data sources and findings entered.
- Question & Analyse section identifies the issues and needs at the levels selected.
- Each selected Priority Area has an associated Menu Item, Allied Health item or Flexible Funding item linked to it
- The Remaining Funding for Items in the plan details is '\$0.00'
- The Remaining DET Allied Health Sessions in the plan details is '0'
- Review plan text using the view PDF feature

Name SRF Plan for A Kindergarten 2021	Service Name Kindergarten
SRF Year 2021	Status In Progress
Total School Readiness Funding (including DET Allied Health) \$169,000.00	
Total Funding for Items \$141,400.00	Total DET Allied Health Sessions 11
Estimated Expenditure for Items \$141,400.00	Estimated DET Allied Health Sessions Accessed 11
Remaining Funding for Items \$0.00	Remaining DET Allied Health Sessions 0

VIEW PLAN AS PDF

Click **View Plan as PDF**

Plan Details | Mid-Year Review | End-of-Year Review/Acquittal

[View Plan as PDF](#)

Name	SRF Plan ABCServiceAccount511 2021	Service Name	ABCServiceAccount511
SRF Year	2021	Status	Submitted to DET
Total School Readiness Funding (including DET Allied Health)	\$15,000.00		

Print or save pdf as appropriate

1 of 3 | Read aloud | Draw | Highlight | Erase | [Print](#) | [Save PDF](#)

School Readiness Funding Annual Plan - 2021

ABCServiceAccount511

VICTORIA State Government | Education and Training

SUMMARY			
Total School Readiness Funding (including DET Allied Health)	\$15,000	Plan Status	Submitted to DET
Mid-year review complete?	No	End of year acquittal complete?	No
Total Funding for Items	\$10,000	Total DET Allied Health Sessions	5
Estimated Expenditure for Items	\$10,000	Estimated DET Allied Health Sessions Accessed	5
Remaining Funding for Items	\$0	Remaining DET Allied Health Sessions	0

COLLECT DATA	
Data source	Findings from data
Current and past children observations	• Children often require support to communicate their needs to educators and their peers. • Children require high levels of support to engage in the program and to focus on tasks.
Australian Early Development Census (AEDC)	X% of children in this area are developmentally at risk or vulnerable in the language and cognitive skills domain. • X% of children in this area are developmentally at risk or vulnerable in the communication skills and general knowledge domain. • X% of children in this area are developmentally vulnerable/developmentally at risk in the social competence domain. • X% of children in this area attend a kindergarten program prior to starting school. This is below the Victorian State average.
Educator professional learning plans	Educators identify professional learning needs in the areas of: • extending children's language development. • supporting children to regulate their own behaviour, respond appropriately to the behaviours of others and effectively resolve conflicts. • enhancing knowledge of language development to support differentiation and to scaffold children's learning

SUBMIT PLAN FOR SERVICE PROVIDER APPROVAL

1. Click **Submit Plan for Approval**

A red rectangular button with a white document icon and the text "Submit Plan For Approval".

NOTE: Plan is now in 'read-only' mode for the service user, only the service provider approver can update it. Or they can send it back to the service for updates.