

This guide provides step-by-step instructions for reviewing and approving a School Readiness Funding (SRF) Annual Plan in Kindergarten Information Management System (KIMS) and then submitting it for DET 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 reviewing and approving SRF Annual Plan in KIMS

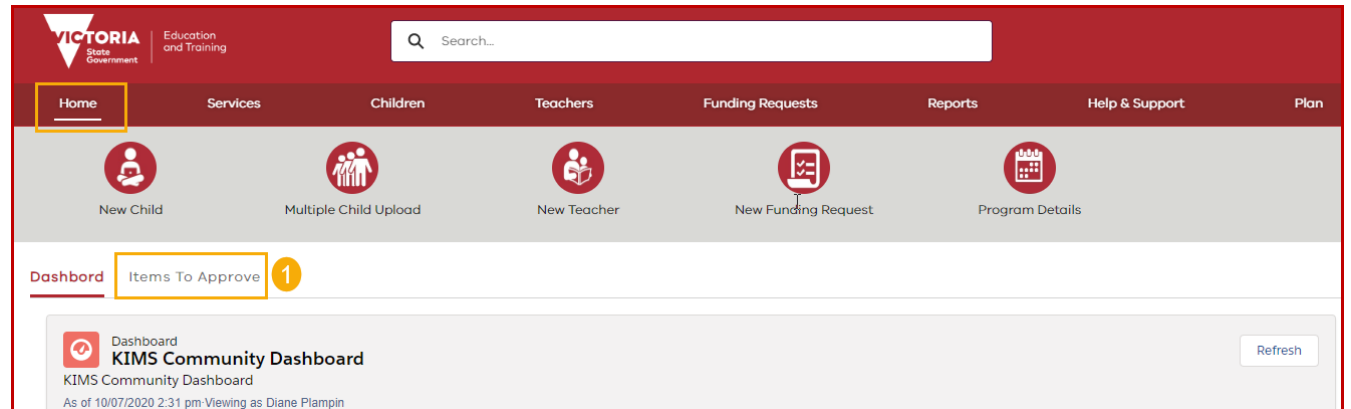
*NOTE: A Service Provider Approver will be sent an automated email when a plan requires approval.*

1. Log into KIMS and click on the **School Readiness Funding** button
2. Go to the **Plan** tab or the **Items to Approve** tab
3. Find the relevant plan and open the plan
4. 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.
5. Check the plan details
6. Make changes to the plan items OR send the plan back to the service for updates. The service will then need to resubmit to you for approval.
7. **Submit the plan for approval** to the DET approver.

System Steps

VIEW THE PLAN

1. From the Home page click Items to Approve.



2. Click View to open the plan.



## 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. Only displays on the initial instance of completing the plan and sending to service provider.

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

### School Readiness Funding Annual Plan - 2021

ABCServiceAccount511

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

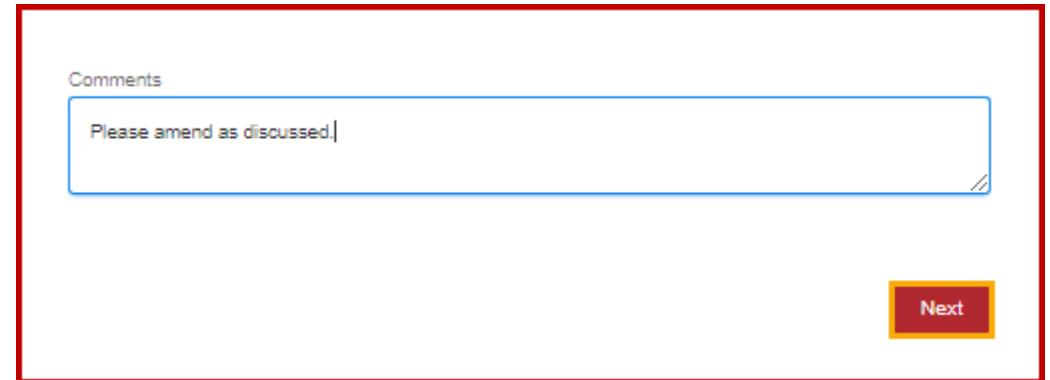
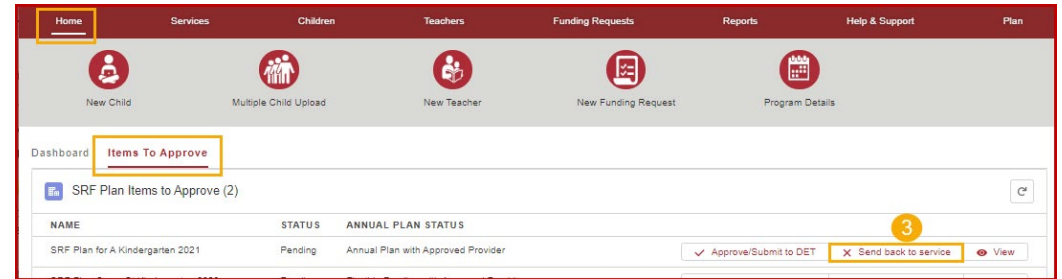
**SEND A PLAN BACK TO THE SERVICE USER FOR UPDATE**

1. If you would like to send the plan back to the Service User to update, click **Home** in the main menu
2. Click the **Items to Approve** tab
3. Click **Send back to service** for the relevant plan

In the **Comments** window, enter instructions to the Service User about the updates required. These comments will be visible to the Service User in the plan and will also be sent via an automated email.

4. Click **Next**.
5. Click **Finish**.

The status of the plan changes to “Requires Amendment” and an email is automatically sent to the Service User informing them that the plan requires updating.



**SUBMIT PLAN FOR DET APPROVAL**

Click the **Items to Approve** tab

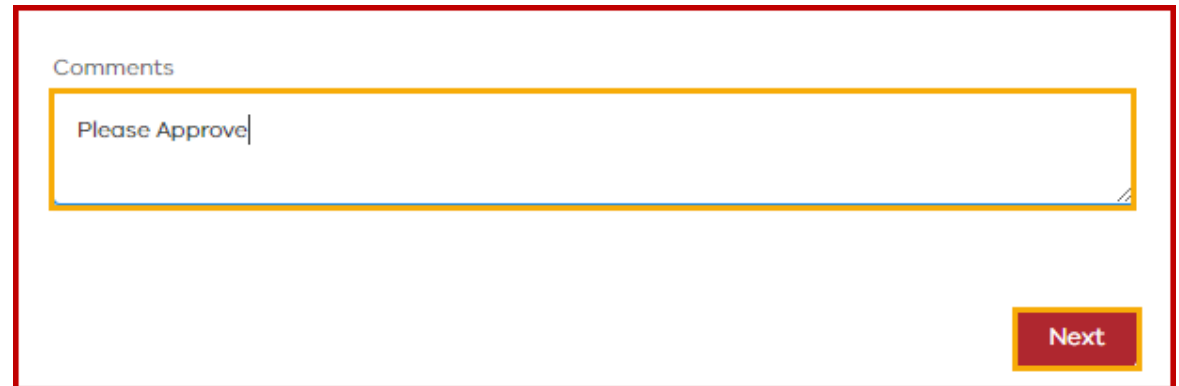
4. Click **Approve/Submit to DET**




Enter any comments you have for DET and Click **Next**.

The plan will be removed from the **Items to Approve** list.

The Status of the plan will be set to “Submitted to DET”.



 **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.

**STATUS OF SRF ANNUAL PLANS**

Status	Description
Not Started	The Service User has not started completing the plan.
In Progress	The Service User has started completing the plan.
With Approved Provider	The Service User has completed the plan and submitted it for Service Provider approval.
Requires Amendment	The plan has been sent back to the Service User for amendment by the Service Provider Approver or DET.
Submitted to DET	The plan has been submitted to DET for approval by the Service Provider Approver and is now read-only.
Approved – Active	The plan has been approved by DET.