





## Key improvements sought for Quality Area 7

### Improvement Plan

Standard / element	Issue identified during self-assessment	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes
7.1.2	Paper based reporting systems and forms require a lot of doublehanding, are not sustainable and create delays in sharing information.	A web based paperwork system that can be accessed by both educators and the service.	M	Development of a web based document sharing server. Adaption of forms and processes to support online paperwork processing and filing.	Simple and effective processes exist that allows educators and the scheme to complete, process and file shared documents that are instantly accessible by either party.	Feb- June	<p>September 2020 – planning days agenda item “going Digital” including digital sharing platform; Educator folders - Visit and BM folders to digital; Harmony – Online enrolment; PM mobile devices for visits.</p> <p> Planning Days 2020 for 2021.docx</p> <p>Nov 20 – The scheme IT advisor has ensured the QNAS (cloud server) will meet scheme needs. Zoom and in person training is provided to interested educators regarding logging into, and using, the server.</p> <p>Purchased sim cards so all PMs have access to digital devices for paperless visits.</p> <p>Developed a detailed transition plan for visit folders to go digital.</p> <p> Go digital - 2020 Visit Folder Content</p>
							<p>Dec 20 – Forms and processes continue to be reviewed and refined in order to be workable on the server. Created updated 2021 word forms and transferred them to writable PDF.</p> <p>December and January</p>



						<p>Training for all educators to understand and access QNAS</p> <p> </p> <p>QNAP-NAS drive training for educators QNAS and 2021      Training at YC</p> <p>Jan 21 – The scheme commissions Harmony (software provider) to adapt the service enrolment form to an online version.</p> <p>Feb 21 – Educators are becoming more familiar with storing and sharing forms via the server.</p> <p>Feb/Mar 21 – Harmony has completed the final draft stage of the online enrolment form for approval.</p>
					The online enrolment form includes several forms of parental consent that were previously collected on individual forms – reducing both the need for paper and for red tape and double handling for families, educators and staff.	End May 2021 April 21 - Meeting agenda item to develop internal processes for online Harmony enrolment form.

## Notes Educator file to digital plan

### Going Digital

#### Folders in Educators QNAP File

Each [educators](#) file will have the following folders for the following purposes.

Name

Name	Purpose
@Recycle	
1 - Educator to POM	1 – educator sharing files with Peace of Mind FDC
2 - Processed by POM	2 – items that have been sent to POM and have been processed / finalised
3 - Educator to action	3 – Files that require action by the Educator.
4 - POM - Shared files	4 – files that are used by both POM and Educator (eg, current Premise BRA's, Emergency BRA, TEABRA original).

When you update or review a form you put it in the Educator to POM file and then email Helen to let her know there is something to be reviewed. You can add anything you would normally email ([e.g.](#) insurance renew, TEABRA consent, enrolment updates etc.)

Once the documents have been processed it will be put into folder 2 "Processed by [POM](#)". It may also go into folder 4 Shared Files if it is a finalised BRA etc.

Remember: If you add a file for [attention](#) please email Helen to make her aware it is there.

### Common

Create new folder in each educator file called "Educator Support [Documents](#)"

Educator folder abbreviation added to the end of their [name](#)

MEDP = Medical Plan in [place](#) (also at the end of the Educators and child's file)

STU = Educator studying

SWI = Swim (if educator swims with children)

COU = court older in place (also at the end of the child's file)

NCF = No Consent Food (on child file)

NCWH = No Consent Water Hazard (on child file)

NCP = No Consent Pets (on child file)

NOTEABRA = No excursions at all

J will google cal. All TEABRA due dates – if TEABRA expires consent expires. Helen will save consent in each child's file and update digital log.

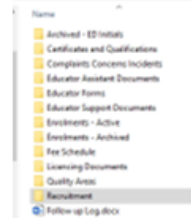
Karen will google Cal. All BRA's, [MP's](#) and swim consent

Helen [google](#) Cal. All licensing [documents](#)

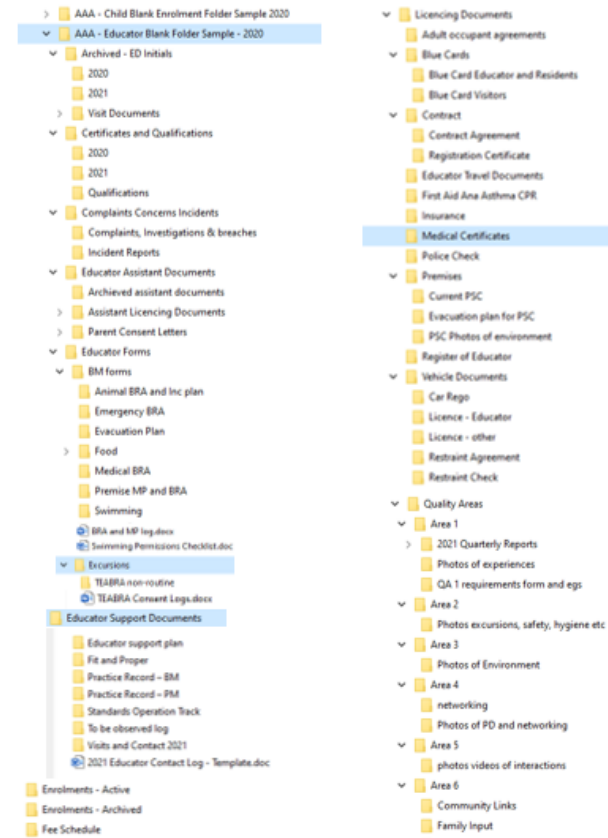
Swim consent Helen [save](#) in child file, update educator Log and email Karen names of children with new Swim BRA.

### 2021 All main folders

Educator File Name Last name, first name – suburb – start date – any above abbreviations



### 2021 Sub folders



- Quality Areas
    - Area 1
      - 2021 Quarterly Reports
      - Photos of experiences
      - QA 1 requirements form and egs
    - Area 2
      - Photos excursions, safety, hygiene etc
    - Area 3
      - Photos of Environment
    - Area 4
      - networking
      - Photos of PD and networking
    - Area 5
      - photos videos of interactions
    - Area 6
      - Community Links
      - Family Input
      - Photos of family and community links
    - Area 7
      - Philosophy
  - Recruitment
    - Consent
    - Interview Process
    - Portfolio
    - References
- 
- Educator support plan
  - Fit and Proper
  - Practice Record - BM
  - Practice Record - PM
  - Standards Operation Track
  - To be observed log
  - Visits and Contact 2021
  - 2021 Educator Contact Log - Template.doc
- 
- Enrolments - Active
  - Enrolments - Archived
  - Fee Schedule

**Educator Support Documents**

**2020 visit Folder and how it will become digital**

Form from 2020 Visit folder	What do with used forms from each <a href="#">educators</a> folder	How it will be digital	Where template is saved
Medical Action Plan/s	Ensure on common	In child file. If a child has a medical condition MED at the end of child file and educator file on common	Regulatory forms
associated Medical BRA/s 2020	Ensure on common	Saved in educator folder under forms – BRA & <a href="#">MIS</a> , BM forms - Medical	Regulatory forms
<b>Educator details Tab</b>			
Evacuation Plan	Ensure scanned and saved in educator forms – evacuation plan	saved in educator forms – BRA & <a href="#">MIS</a> , BM forms – evacuation plan	Regulatory forms
Evac plan - Copy from current PSC	Ensure scanned and saved in Licensing Premise	saved in Licensing - Premise – evacuation plan	NA
Register of FDC Educator	Ensure scanned and saved in register of educator	2021 saved in register of educator	Registration and re-registration forms
Register for Assistant 2020 (if applicable)	Ensure scanned and saved in educator assistant	2021 saved in educator assistant	Registration and re-registration forms
Standards Operation Track	Scan and save old one in new folder, <a href="#">Educator Support Documents</a>	Save in new folder "Educator Support Documents" – standard operations track	Forms and Doc, ESU forms, Ed visit and contact forms
Follow Up Notepad	Scan and save old follow up log	New word document "Follow up log". Save this word document in each educator folder under the educator's name	Forms and Doc, ESU forms, Ed visit and contact forms
<b>PM Tab</b>			
Practice Record - PM	Discard	Save in new folder "Educator Support Documents" – Practice record PM	Forms and Doc, ESU forms, Ed visit and contact forms
Educator Personal Philosophy	Ensure saved in QA 7	Save in QA 7 - philosophy	NA
Program Diary - Week	Discard	eg of program saved in QA 1 for that year and quarter.	NA
Educator QA1 requirements record	Scan and save in QA 1 for that year	Saved in QA 1 for that year – QA1 requirements and <a href="#">QA</a> .	Forms and Doc, ESU forms, Ed visit and contact forms
Photographs of environment	Scan and save to <a href="#">educators</a> photo folder	Save relevant photos in QA 3, <a href="#">photos</a> of environment	NA
Study Progress record	NA in 2020 added to support plan	NA (in support plan now) saved in educator support documents, educator support plan	NA
Fit and Proper	Ensure saved on common	Move fit and proper to new folder "Educator Support Documents"	Registration and re-registration forms
Phoenix Cups results	Ensure in QA 4	Save QA 4	NA
Commitment statement	Ensure saved in QA 7	Save in QA 4	NA
Educator Support Plan 2020 including PD	Scan and save old support plan from visit folder.	New support plan so can grow over years. Includes study progress and PD. saved in educator support documents, educator support <a href="#">plan</a>	Forms and Doc, ESU forms, Ed visit and contact forms
<b>BM Tab</b>			
Practice Record - BM	Discard	Save "Practice Record" in new folder Educator Support Documents, Practice record BM	Forms and Doc, ESU forms, Ed visit and contact forms
BRA MP record for Ed file (Log)	Scan and save old <a href="#">log</a> . Create digital log for each <a href="#">educator</a>	Save new "BRA and MP Log" into Educator <a href="#">forms</a> ; BRA & MP, BM forms	Forms and Doc, ESU forms, Ed visit and contact <a href="#">forms</a> . "BRA and MP Log"
Permission Checklist (Log)	Scan and save old <a href="#">logs</a> . Create digital log for any educator who is swimming	Save new "Swimming Permission Checklist" into Educator forms; BRA & MP, BM forms	"Swimming Permission <a href="#">Checklist</a> " in Forms and Doc, ESU forms, Ed visit and contact forms
2020 Alternate food and consent form (educator signed)	Old ones move to Educator forms, other if saved in QA 2. Scan and save old one from folder if needed.	Save for each ed in Educator forms, Educator forms; BRA & MP, BM forms Food, Alternate food.	Forms, Educator Regulatory "Alternate food and Educator Declaration"
Menu cover page	Scan and save <a href="#">egs</a> of menu in Educator forms, other	Save <a href="#">egs</a> of menu in Educator forms; BRA & MP, BM forms Food, Menu if food provided	NA

EG QNAP drive - Example below of educator share file on the scheme server.

File Explorer window showing the path: Network > NAS-POM > Educator08

Name	Date modified	Type	Size
@Recycle	5/02/2021 9:33 AM	File folder	
1 - Educator to POM	1/02/2021 3:01 PM	File folder	
2 - Processed by POM	1/02/2021 3:11 PM	File folder	
3 - Educator to action	1/02/2021 3:01 PM	File folder	
4 - POM - Shared files	1/02/2021 3:02 PM	File folder	
5 - Program - Oct to Dec 2020	5/02/2021 9:32 AM	File folder	
Alexander	15/02/2021 10:20 AM	File folder	
Alexus Simpson	15/02/2021 10:20 AM	File folder	
Hosking	1/02/2021 4:19 PM	File folder	
James	1/02/2021 4:25 PM	File folder	
Schultz	2/02/2021 6:52 AM	File folder	
Strawson	1/02/2021 4:21 PM	File folder	

## QNAP-NAS Drive Training for educators

### Going Digital!

There is so much that goes along with "going digital". Just like any other file you need to have good processes in place to ensure the confidentiality and security of your documents. Ensure you have filing systems set up on your computer for each child, program, premise safety documents (BRA's etc), programming and excursions. You must also consider how you will secure your documents. You will need to have in place systems that ensure you have backups of your files. Loss of digital documents because of computer issues etc is likely to happen therefore a backup is required.

### QNAP

QNAP is the hard drive sharing system that the office has been using for years and now will support educator also. We often refer to QNAP as the "common". The [QNAP](#) is an external hard drive that everyone in the office can access. We can also access it remotely via a cloud. This is the safest and most secure system that we can find.

Currently Educators and the office are sharing documents by email. Sharing documents by email and paper has created issues where the document is too large to send and also that the office and the educator has different versions of the document. The QNAP will prevent these issues.

We have set up a QNAP login for all educators. Each educator will have a login which allow you to access a folder specific to you. This folder will have your BRA's and excursion forms on it along with any documents we are sharing at the time (e.g. re-registration). You will be able to access the documents in your [file and](#) add new documents. Staff at the office will also be able to access these documents.

The [QNAP](#) is a secure hard drive located in our office that can be accessed remotely through the website or mobile device app. Each person has their own login and password for security. A policy is being developed to share this with families and educators regarding online security, digital signatures etc. For more information on digital security please look at <https://www.qnap.com.cn/en-us/security/>

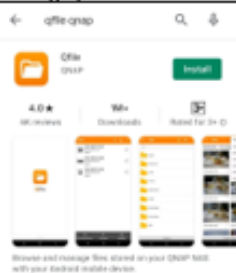
### Setting up your QNAP File

#### Your remote login

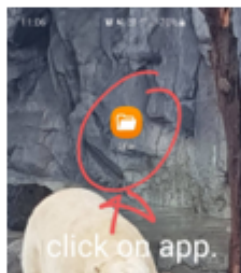
Use Chrome browser - [www.myqnapcloud.com](http://www.myqnapcloud.com) OR On your device use the Qfile app  
 Log into POM QNAP Cloud: username - [kim@peaceofmindfdc.com](mailto:kim@peaceofmindfdc.com) Password peace2017  
 Then use own username and password to access common and own workstation. Below is the TEST user account only. You will get an email titled CONFIDENTIAL with your own username and password in it.

Educator45	mmZQ94Ey	Educator45
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#### Setting up on a device use the QFILE app



Download the app.



Open the [app](#)

swipe through information

click next.

click allow.

click no thanks and done.

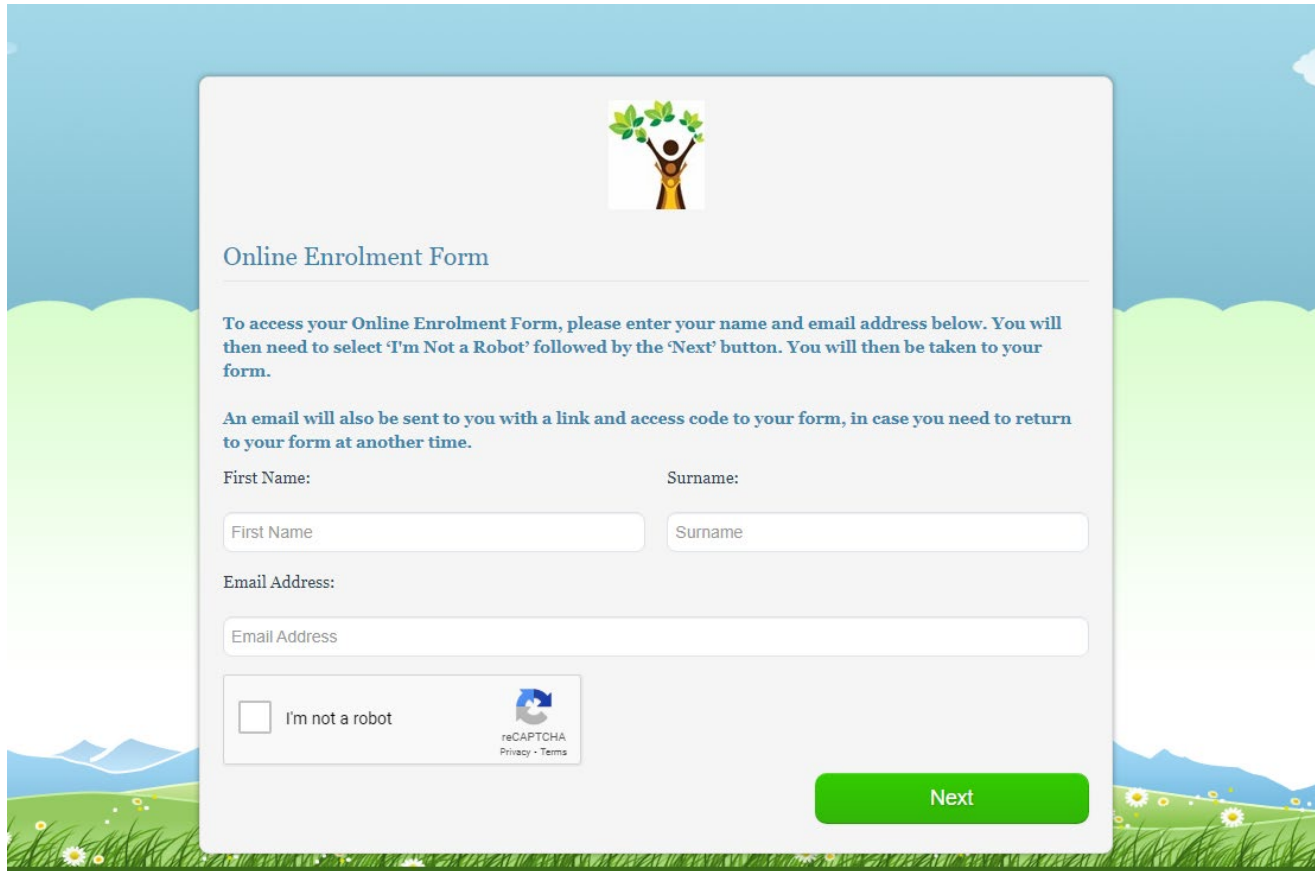
click allow.

click this option


sign into the POM QNAP file.

click

## Notes



The image shows a web form titled "Online Enrolment Form" set against a colorful background of a blue sky, green hills, and a grassy field with daisies. At the top of the form is a small icon of a person holding a tree. Below the title, there are two paragraphs of instructions. The form includes input fields for "First Name", "Surname", and "Email Address". At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a green "Next" button.




### Online Enrolment Form

To access your Online Enrolment Form, please enter your name and email address below. You will then need to select 'I'm Not a Robot' followed by the 'Next' button. You will then be taken to your form.

An email will also be sent to you with a link and access code to your form, in case you need to return to your form at another time.

First Name:  Surname:

Email Address:

I'm not a robot  [Privacy - Terms](#)