

Sheffield Anycomms



Funded Early Learning

PROVIDER USER GUIDE

May 2022



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Introduction to Anycomms

This guide is designed to support the use of the 'Anycomms' system. Please ensure that you familiarise yourself with these guidelines fully prior to using Anycomms and completing any necessary actions.

Anycomms

Anycomms is being utilised to provide additional support for FEL providers and to collect information not currently accommodated within the Sheffield Provider Portal. Access to Anycomms will enable providers to submit a request to the Council to consider any New Children to their headcount that have started after the final headcount deadline, inform the Council of any outcome to apportion issues, and respond to the 2 Year Old Compliance check where there is no record of a child being eligible for FEL.

If you do not have a username or password for the Anycomms system, contact us by email at EYFEL.Census@sheffield.gov.uk

This guide should contain all the information you need to use Anycomms, however should you have any further queries please contact us at EYFEL.Census@sheffield.gov.uk

For any other information regarding the Early Years Headcount Census process please visit the council website <http://www.sheffield.gov.uk/home/schools-childcare/fel-funding-providers>

SECTION 1 – Logging In

Login using the Web Address provided in your email;
<https://anycommsheffield.avcosystems.com/Login.aspx>

Select the address or copy and paste it into your Internet Browser address bar.

Login to **Anycomms** by completing the user name and password fields on the login box; then select . At the Security Details prompt, enter the requested letters of your memorable word.

Note: If you cannot remember your Username or Password, you can select the 'Forgotten your password?' or 'Reset your password' links below the Login button and follow the instructions.

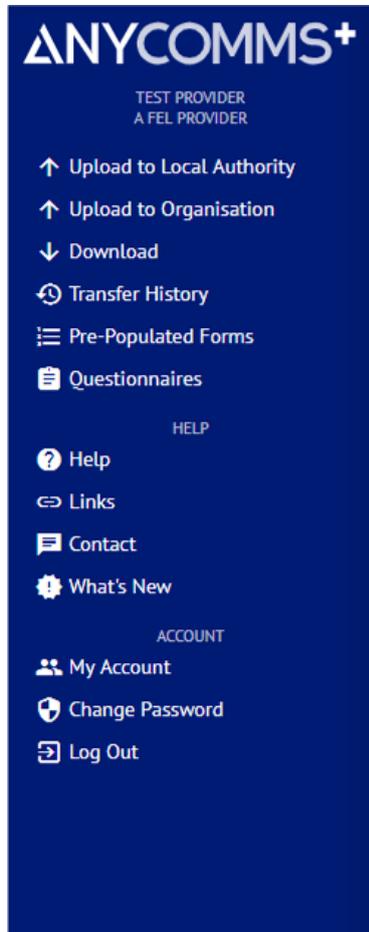


Note: If this is the first time you have logged in to the system you will be redirected to a page requesting you change your password and memorable word

Congratulations you have now successfully logged in for the first time and will now have access to Anycomms!

SECTION 2 – Homepage Navigation

On initial login you will have a list of several options. Users can change their login credentials on this page and perform any other actions available to them.



Upload to Service

Select Files

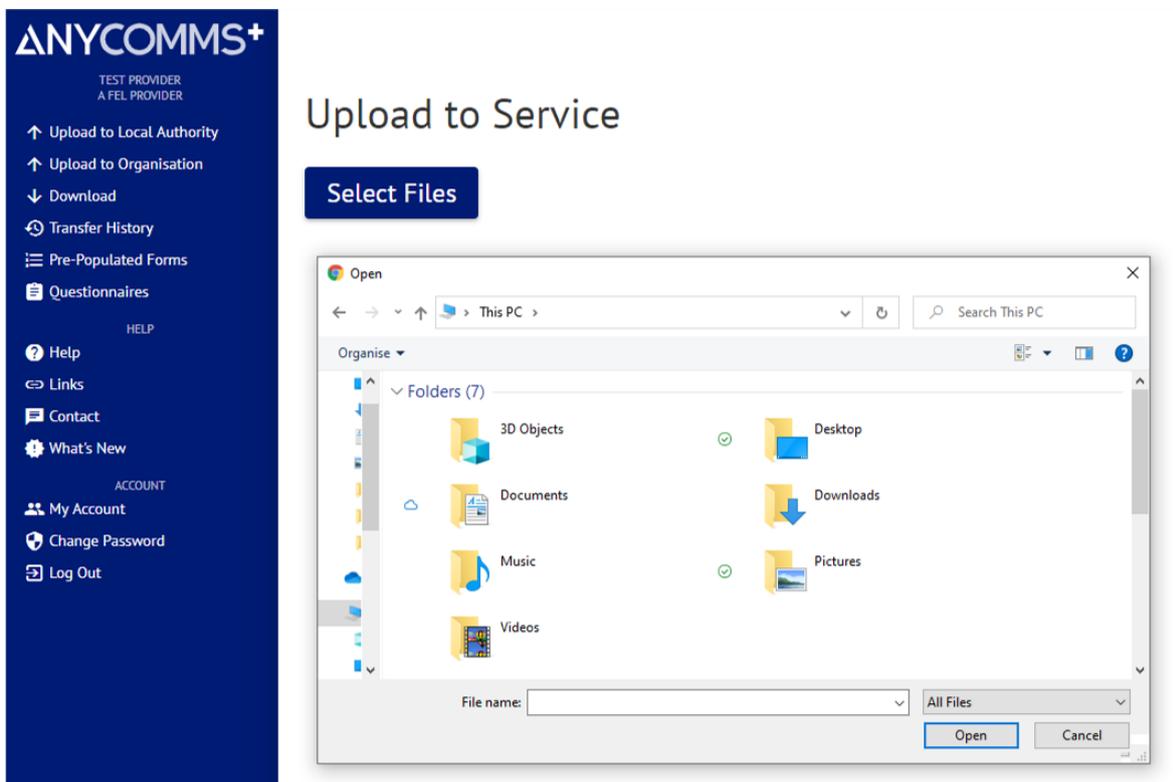
SECTION 3 – Sending files to the Local Authority

Providers can use Anycomms to send files securely to the Local Authority, as opposed to sending them via email or post. This is especially useful when the file contains child information or other sensitive data.

You should never send child information via email. If you do have to refer to a child in an email, you should use their initials and not their full name.

To ensure a file is sent to the correct department, please follow the steps below.

From the home page, click on **Upload to Local Authority**, then click on **Select Files** to navigate to the file you wish to upload.



After the file has been uploaded, the screen will update showing the file.



Upload to Service

Select Files

File Name	File Type	Service	Description
Parent Carer Agreement - Joe Bloggs.docx	Select		

Remove

Upload Files

You can remove a file at any time before submitting by clicking

Remove

If your file is to be sent to the PAS Early Years Team, the selected File Type must be “EY Census”, and the selected Service must be “Early Years”.

File Type	Service
EY Census	Early Years

After you have completed the description for the file, you can add additional files by clicking **Select Files** and follow the steps listed above.

Once you have finished uploading and selected the necessary file types and services, click on **Upload Files** to upload the files(s).

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	File Type	Sent To	Date/Time Sent
Parent Carer Agreement - Joe Bloggs.docx	EY Census	Early Years	13/04/2022 14:38:27

Print

You will then receive an automatic confirmation that the file has been sent, including the date & time the file was submitted. **You should keep a copy of this**

confirmation for your own records. This can be done by clicking

Print

SECTION 4 – Completing a New Child Form

New Child Forms are for those children who started claiming FEL after the Amendment Headcount deadline and are not included in the final headcount.

Only children who are new to claiming FEL in the term will be accepted. Children who move providers after the Amendment headcount will not be considered able to claim. This is because parents/carers are required to give their current provider 4 weeks' notice before moving settings, therefore providers should have been aware of the move while the Amendment headcount was open.

The New Children Form will be issued in the following term and providers will be given 2 weeks to submit their claim. **Claims which are received after this period will not be considered for funding.**

The LA will consider each case and, if granted a positive decision, providers will be notified and any funding due will be paid at the 2nd payment stage of the new term.

From the home page, click on  to view any files that have been sent.



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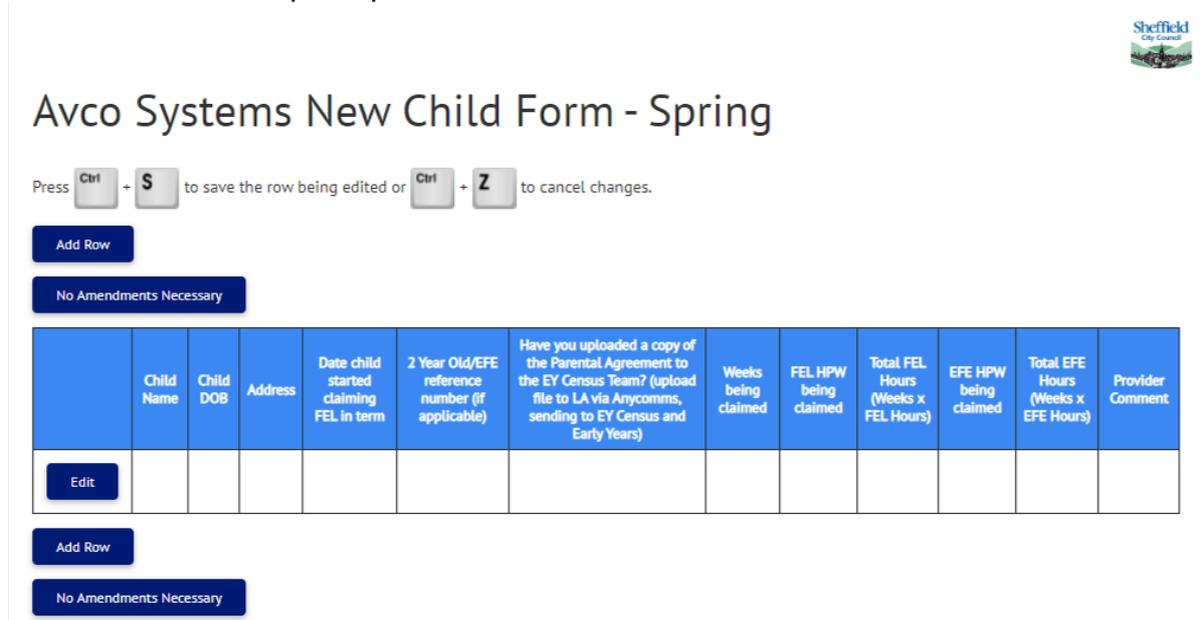
- Upload to Local Authority
- Upload to Organisation
- Download
- Transfer History
- Pre-Populated Forms
- Questionnaires
- HELP
- Help
- Links

Pre-Populated Forms

RECEIVED FORMS

File Name	Description	From	Date/Time Uploaded	View
New Child Form - Spring 2022.csv	Avco Systems New Child Form - Spring 2022	Early Years	13/04/2022 14:33:18	View

Click on  to open up the New Child Form.



Avco Systems New Child Form - Spring

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

[Add Row](#)

[No Amendments Necessary](#)

	Child Name	Child DOB	Address	Date child started claiming FEL in term	2 Year Old/EFE reference number (if applicable)	Have you uploaded a copy of the Parental Agreement to the EY Census Team? (upload file to LA via Anycomms, sending to EY Census and Early Years)	Weeks being claimed	FEL HPW being claimed	Total FEL Hours (Weeks x FEL Hours)	EFE HPW being claimed	Total EFE Hours (Weeks x EFE Hours)	Provider Comment
Edit												

[Add Row](#)

[No Amendments Necessary](#)

The downloaded New Children Form will be blank. Providers should refer to their 'Statement of Funded Hours Report' to determine if there are any children who have started since the Amendment Task deadline who need to be included in the file.

If there are no children to add, this form can be ignored.

To make amendments click  on the row to add details of the first child who is being claimed for.

You must now input all the details for a child who you wish to make a New Child claim. This includes their name, address, and DOB.

Avco Systems New Child Form - Spring

Press  +  to save the row being edited or  +  to cancel changes.

	Child Name	Child DOB	Address	Date child started claiming FEL in term	2 Year
 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You will need to enter the date that the child began claiming FEL with yourselves after the amendment headcount deadline day. Scroll right to access more details on the form.

Avco Systems New Child Form - Spring

Press  +  to save the row being edited or  +  to cancel changes.

	Child Name	Child DOB	Address	Date child started claiming FEL in term	2 Year
 	Robert Smith	15/02/2019	1 Moorfoot, Sheffield, S1 4PI	03/03/2022	<input type="text"/>

If the child was a 2-year-old/rising 3 in the term, you must enter their 2-Year-Old FEL reference number in the '2 Year Old/EFE reference number' box. The same applies if the child has been confirmed eligible for Extended Funded Hours during the period.

Avco Systems New Child Form - Spring

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

2 Year Old/EFE reference number (if applicable)	Have you uploaded a copy of the Parental Agreement to the EY Census Team? (upload file to LA via Anycoms, sending to EY Census and Early Years)	Weeks being claimed	FEL HPW being claimed	Total FEL Hours (Weeks x FEL H
TYF-2201-ABCDEFGH	Yes	3	15	45

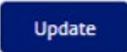
NOTE: You can validate any 2 Year FEL/EFE reference number provided by a parent/carer on the Provider Portal at any time. Children will only be considered for funding where the LA has been able to confirm that the child is eligible for FEL.

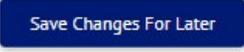
Avco Systems New Child Form - Spring

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

HPW being claimed	Total FEL Hours (Weeks x FEL Hours)	EFE HPW being claimed	Total EFE Hours (Weeks x EFE Hours)	Provider Comment
	45	0	0	Started after Amendment HC

Please put any necessary comments/explanations regarding the claim in the 'Provider Comment' column.

Once the necessary adjustments have been made, click  next to the child's name. If you make an error or change your mind and wish to discard the changes, simply click .

You can now see the row you have edited. If you plan on making any future changes to the file, click . You can also click  to undo any recent changes.

NOTE: Unlike the Provider Portal **you can only submit your changes once.**
Avco Systems New Child Form - Spring 2022

Press  +  to save the row being edited or  +  to cancel changes.



	Child Name	Child DOB	Address	Date child started claiming FEL in term	2 Year Old/EFE reference number (if applicable)	Have you uploaded a copy of the Parental Agreement to the EY Census Team? (upload file to LA via Anycomms, sending to EY Census and Early Years)	Weeks being claimed	FEL HPW being claimed	Total FEL Hours (Weeks x FEL Hours)	EFE HPW being claimed	Total EFE Hours (Weeks x EFE Hours)	Provider Comment
	Robert Smith	15/02/2019	"1 Moorfoot, Sheffield, S1 4PL"	03/03/2022	TYF-2201-ABCDEF GH	Yes	3	15	45	0	0	Started after Amendment HC
 	Charlie Smith	16/07/2018	"1 Moorfoot, Sheffield, S1 4PL"	04/03/2022		Yes	3	15	45	0	0	Started after Amendment HC



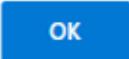
If you have further children to make amendments to, click  and follow the same steps taken for the first child.

When you are satisfied that you have included all the necessary amendments click  and then .

DO NOT submit unless you are sure you have included all necessary changes. You will not be able to go back and make further changes once you have submitted.

anycommsplus.staging.avcosystems.com says

Are you sure you wish to submit returns?

After submitting the form, you will receive an automatic confirmation that the file has been sent, including the date & time the file was submitted. You should keep a copy

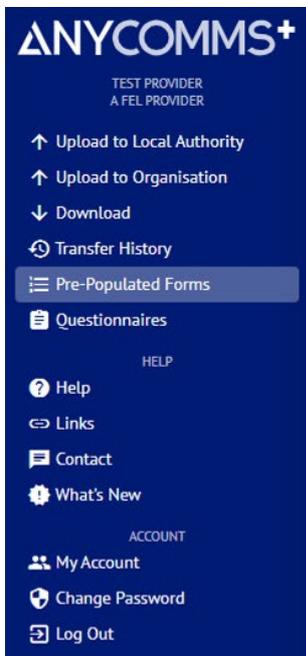
for your own records. This can be done by clicking .

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	File Type	Sent To	Date/Time Sent
New Child Form - Spring 2022_Response.csv		Early Years	26/04/2022 11:19:53



If you go back into Pre-Populated Forms at a later date, you will not be able to see the file that you have sent.



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- ↑ Upload to Local Authority
- ↑ Upload to Organisation
- ↓ Download
- 🔄 Transfer History
- ☰ Pre-Populated Forms**
- 📄 Questionnaires

HELP

- 🔗 Help
- 🔗 Links
- ✉ Contact
- ⚙ What's New

ACCOUNT

- 👤 My Account
- 🔒 Change Password
- 🚪 Log Out

Pre-Populated Forms

RECEIVED FORMS


No pre-populated forms available

You have now successfully submitted your New Child Form request. You will be notified by email in due course as to whether your New Child request has been successful.

SECTION 5 – Checking any Apportions

Apportion issues are where two or more providers have entered the same child on their headcount return in the same term and the combined number of FEL hours being claimed is more than the child's entitlement.

Typical reasons for apportion issues arising are;

- The headcount data supplied from one or both providers was incorrect
- A provider is claiming the 4 weeks' notice period
- The child changed their FEL hours part way in the term
- The parent did not inform one or both providers the child was also claiming with another setting
- Child moved under the exceptional circumstances criteria in the Code of Practice

You should log onto Anycomms to see the report of the child/children who have flagged up as having an apportion issue.

You should then contact the other provider to resolve the issue and take further action as described in the following schedule.

- **Forecast Headcount:** Apportion hours will be zeroed and not paid in the 1st payment. Providers should discuss with each other and resolve the issue, and then enter the correct claim on their Actual Headcount.
- **Actual Headcount:** Apportion hours will be zeroed and not paid in the 2nd payment. Providers should discuss with each other and resolve the issue, and then enter the correct claim on their Amendment Headcount.
- **Amendment Headcount:** Providers should discuss with each other to resolve the issue and submit the correct details by Anycomms. If an agreement cannot be made both providers should send a copy of the Parental Agreement/s for the child/ren in question to the Local Authority, who will then make the final decision on how to allocate the funding.

Apportion resolutions provided in the following term will not be accepted.

From the home page, click  to view any files that have been sent.

Pre-Populated Forms

RECEIVED FORMS

File Name	Description	From	Date/Time Uploaded	View
Forecast Apportion Issues - Summer 2022.csv	Avco Systems Forecast Apportion Issues - Summer 2022	Early Years	26/04/2022 11:38:09	

Click on  to open the Apportion form.

Avco Systems Forecast Apportionment Issues - Summer 2022

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

Add Row

No Amendments Necessary

	Child Name	DOB	30 Hrs Eligible	Weeks	FEL HPW	Term FEL	EFE HPW	Term EFE	Date Started	Date left (if applicable)	Other Setting	Weeks at other Provider	FEL HPW at other Provider	Term FEL at other Provider	EFE HPW at other Provider	Term EFE at other Provider	Date Started at other Provider	Date left other Provider (if applicable)	Email Address	Telephone Number	EY Census Team Comment
Edit	Olivia Brown	23/11/2018	EH	13	15	195	10	130	01/01/2021		Yellow Brick Nursery	13	0	0	15	195	01/04/2022		admin@yellowbrick.co.uk	1141122334	This child is claiming more than their 30 hours per week across both providers

NOTE: You may need to scroll right to see all details on the form.

The form will list all children where an apportionment issue has arisen. Providers should refer to their Parent/Carer Agreement to advise how this issue arose before contacting the other provider to resolve the issue. You should save or print the file for your own records as you will need to refer to it.

After an agreement with the other provider has been reached you will be able to make these changes on your next headcount census task. This document does not detail how to complete the FEL Headcount, as this is readily available in the Provider Portal guidance document.

You cannot make changes to checks issued based on the Forecast or Actual headcounts as the file is read-only. The check based on the Amendment headcount will have a comments field for you to fill out and submit; to notify Sheffield City Council of the agreed outcome with yourself and the other provider.

As you are not submitting any information for Apportions based on the Forecast/Actual Headcounts, you do not need to click the [No Amendments Necessary](#) button. If you do, the report will disappear, and you will not have access to it.

SECTION 6 – 2 Year Old Compliance Check

The 2 Year Old Compliance Check is the process carried out by the LA to identify those children who were 2 years old at the start of term, and who have been entered on the headcount, but do not have any recorded confirmation of eligibility.

The reasons for these issues arising are either;

- The child is not eligible and FEL hours were entered accidentally
- The application was made under different details to those on your headcount, and the LA could not confirm it was the same child
- An eligibility letter was issued by another Local Authority

A reference number is not an automatic guarantee of FEL eligibility. Children who are identified as ineligible will not receive FEL funding.

You should log onto Anycomms to add any FEL information to the file, including any reference numbers you have, and any notes to further clarify the situation.

If you do not complete and submit the Compliance Check, this will be interpreted by the LA as confirmation that the child is not eligible.

Children who are found to be ineligible for Funded Early Learning will have their hours removed from the headcount, and any funding already paid for them in the term will be subsequently clawed back.

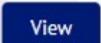
If the child/children are found to be eligible on a future FEL applications, they will only be eligible from the date stated on that application.

From the home page click on  to view any files that have been sent.

Pre-Populated Forms

RECEIVED FORMS

File Name	Description	From	Date/Time Uploaded	View
Forecast Compliance Check - Summer 2022.csv	Avco Systems Forecast Compliance Check - Summer 2022	Early Years	26/04/2022 11:51:33	

Click on  to open the 2 Year Old Compliance Check form. You may need to scroll right to see further details on the form.

Avco Systems Forecast Compliance Check - Summer 2022

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

Add Row

No Amendments Necessary

	Forename	Surname	DOB	Weeks	FEL HPW	Term FEL	Date child started	Date child left (if applicable)	Known Previous Application	Date of Previous Application	Result of Previous Application	Your 2 Year Old FEL reference number	How do you have this reference number?	Can you provide a copy of the eligibility letter if requested?
Edit	Tom	Brown	01/01/2020	22	11	242	01/04/2022		TYF-2203-IJKLMNOP	23/03/2022	Not Eligible			
Edit	Joe	Bloggs	02/02/2020				02/04/2022		No application					
Edit	Elizabeth	Baker	03/03/2020				03/04/2022		No application					

Add Row

No Amendments Necessary

The form will show a list of all the children that have not had their eligibility verified, plus the result of the most recent application found if they have previously applied.

Click on **Edit** next to the child's name to begin adding information.

Avco Systems Forecast Compliance Check - Summer 2022

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

	Forename	Surname	DOB	Weeks	FEL HPW	Term FEL	Date child started	Date child left (if applicable)	Known Previous Application	Date of Previous Application	Result of Previous Application	Your 2 Year Old FEL reference number
Update Cancel	Tom	Brown	01/01/2020	22	11	242	01/04/2022		TYF-2203-IJKLMNOP	23/03/2022	Not Eligible	TYF-
Edit	Joe	Bloggs	02/02/2020				02/04/2022		No application			
Edit	Elizabeth	Baker	03/03/2020				03/04/2022		No application			

Note: You will not be able to edit the child's name or other details, or their previous application results as in the screenshot above. You will only be able to add the information you hold on their eligibility, as in the subsequent screenshot.

Avco Systems Forecast Compliance Check - Summer 2022

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

Child of business	Your 2 Year Old FEL reference number	How do you have this reference number?	Can you provide a copy of the eligibility letter if requested?	Provider Notes
	TYF-2203-IJKLMNOP	Reference number only on file	NO	Parent had provided this
			select... YES NO N/A - Not claiming FEL	



When you have finished adding information, you can update the child's details by clicking **Update**. If you don't wish to keep any



changes, click **Cancel**. When a row has been updated it will turn green to show you have made changes to it. You can then continue to edit any remaining children.

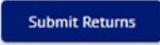
Avco Systems Forecast Compliance Check - Summer 2022

Press **Ctrl** + **S** to save the row being edited or **Ctrl** + **Z** to cancel changes.

	Forename	Surname	DOB	Weeks	FEL HPW	Term FEL	Date child started	Date child left (if applicable)	Known Previous Application	Date of Previous Application	Result of Previous Application	Your 2 Year Old FEL reference number	How do you have this reference number?	Can you provide a copy of the eligibility letter if requested?	Provider Notes
Edit	Tom	Brown	01/01/2020	22	11	242	01/04/2022		TYF-2203-IJKLMNOP	23/03/2022	Not Eligible	TYF-2203-IJKLMNOP	Reference number only on file	NO	Parent had provided this
Edit	Joe	Bloggs	02/02/2020				02/04/2022		No application			RR1234	Letter confirmation on file	YES	From another Local Authority
Update Cancel	Elizabeth	Baker	03/03/2020				03/04/2022		No application			TYF-2201-QRSTUVWX	select... Email confirmation on file Letter confirmation on file Reference number only on file Headcount Error - child not eligible for 2yr FEL No record	YES	Have kept the email

You can now see the row you have edited. If you plan on making any future changes to the file, click .

	Forename	Surname	DOB	Weeks	FEL HPW	Term FEL	Date child started	Date child left (if applicable)	Known Previous Application	Date of Previous Application	Result of Previous Application	Your 2 Year Old FEL reference number	How do you have this reference number?	Can you provide copy of the eligibility letter if requested?
	Tom	Brown	01/01/2020	22	11	242	01/04/2022		TYF-2203-IJKLMNOP	23/03/2022	Not Eligible	TYF-2203-IJKLMNOP	Reference number only on file	NO
	Joe	Bloggs	02/02/2020				02/04/2022		No application			RR1234	Letter confirmation on file	YES
	Elizabeth	Baker	03/03/2020				03/04/2022		No application			TYF-2201-QRSTUVWX	Email confirmation on file	YES

When you are satisfied that you have included all the necessary amendments, click  and then .

anycommsplus.staging.avcosystems.com says

Are you sure you wish to submit returns?

NOTE: Unlike the Provider Portal you can only submit your changes once. **DO NOT submit unless you are sure you have included all necessary changes.** You will not be able to go back and make further changes once you have submitted.

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	File Type	Sent To	Date/Time Sent
Forecast Compliance Check - Summer 2022_Response.csv		Early Years	26/04/2022 12:17:11



Once submitted you will receive an automatic confirmation informing you that the file has been successfully sent, including the date & time the file was submitted. You

should keep a copy for your own records. This can be done by clicking .

If you go back into Pre-Populated Forms at a later date, you will not be able to see the file that you have sent.

You have now successfully submitted your 2 Year Old Compliance Check.

Once your information has been checked you will be informed by the LA if you are required to submit any further information/evidence (such as a copy of the eligibility letter) or if a child has not been confirmed as eligible.

SECTION 7- Clearing Pre-Populated Forms

The LA will send various Pre-Populated forms as outlined throughout this document, however, it may be that you do not need to submit the form, or no action is required. You can keep these on your Anycomms account for reference, however, if you would prefer to clear the file from your Pre-Populated forms screen, the steps to do this are below.

NOTE: You should not clear any files that you must submit back to the LA. Only those files where no action is required or that have expired should be cleared. If you clear a file you need to action, you will not be able to re-gain access to it in the future.

If you log into Anycomms and there is a file on your Pre-Populated Forms page that you no longer need, click the  button to continue.

Pre-Populated Forms

RECEIVED FORMS

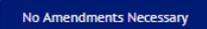
File Name	Description	From	Date/Time Uploaded	View
New Child Form - Spring 2022.csv	Avco Systems New Child Form - Spring 2022	Early Years	13/04/2022 14:33:18	

Once in the Pre-Populated form, there are 2 ways of clearing a file.

Avco Systems New Child Form - Spring

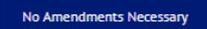
Press  +  to save the row being edited or  +  to cancel changes.





	Child Name	Child DOB	Address	Date child started claiming FEL in term	2 Year Old/EFE reference number (if applicable)	Have you uploaded a copy of the Parental Agreement to the EY Census Team? (upload file to LA via Anycomms, sending to EY Census and Early Years)	Weeks being claimed	FEL HPW being claimed	Total FEL Hours (Weeks x FEL Hours)	EFE HPW being claimed	Total EFE Hours (Weeks x EFE Hours)	Provider Comment
												





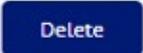
Option 1 (files sent from May 2022 onwards)

If the LA has not sent the file with any mandatory fields that must be completed, simply clicking the  button should clear the file from your system.

Mandatory fields are not identified as such in Anycomms and will only be found once you try to edit the row and save it. Generally, as a rule any files that request child details will have mandatory fields included.

If you try this method and it does not work, proceed to Option 2.

Option 2 (files sent before May 2022)

Previous versions of Anycomms allowed providers to delete a blank row on file returns, such as the New Child Form, by clicking the  button next to rows on the Pre-Populated form, thus clearing unwanted files. In the latest version of Anycomms however, this button only appears for rows that you have added and details sent by the Local Authority can't be deleted.

If you have historical forms that you wish to clear from your Anycomms and find that clicking  does not work, you will need to enter a basic response into the system to satisfy the mandatory field requirements. The table below gives examples of some responses that could be used.

Expected Data Type	Example Data
Text (e.g. child name)	Clear
Number (e.g. hours)	0
Date (e.g. DOB)	01/01/2000

Once this is complete, click  and then  on the pop up screen.

anycommsplus.staging.avcosystems.com says

Are you sure you wish to submit returns?



The file will then be submitted back to the LA without any details. When you return to your Pre-Populated Forms screen, the file will no longer appear.

THE FOLLOWING FILE(S) SENT SUCCESSFULLY

File Name	File Type	Sent To	Date/Time Sent
New Child Form - Spring 2022_Response.csv		Early Years	26/04/2022 11:19:53

