CAPITA

Early Years

last updated for the Spring 2013 (3.50) release

Migration Notes

one

To contact the One Service Desk:

Please log a case via My Account Telephone: 0870 2411 323*

*Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company's access charge.

Please ensure that all the relevant sections are distributed to the appropriate section heads.

Contents

Early Years

Introduction

This document has been written for One Co-ordinators and Business System Administrators managing the migration of Early Years v3 to v4. This document aims to provide key information and advice about the Migration process.

In developing Early Years in v4 we have looked to include many enhancements that have been requested by Local Authorities as well as ensuring the key v3 functionality has been implemented. V4 provides a significant step forward in ensuring that the One software is more aligned with Local Authorities' business processes for Early Years.

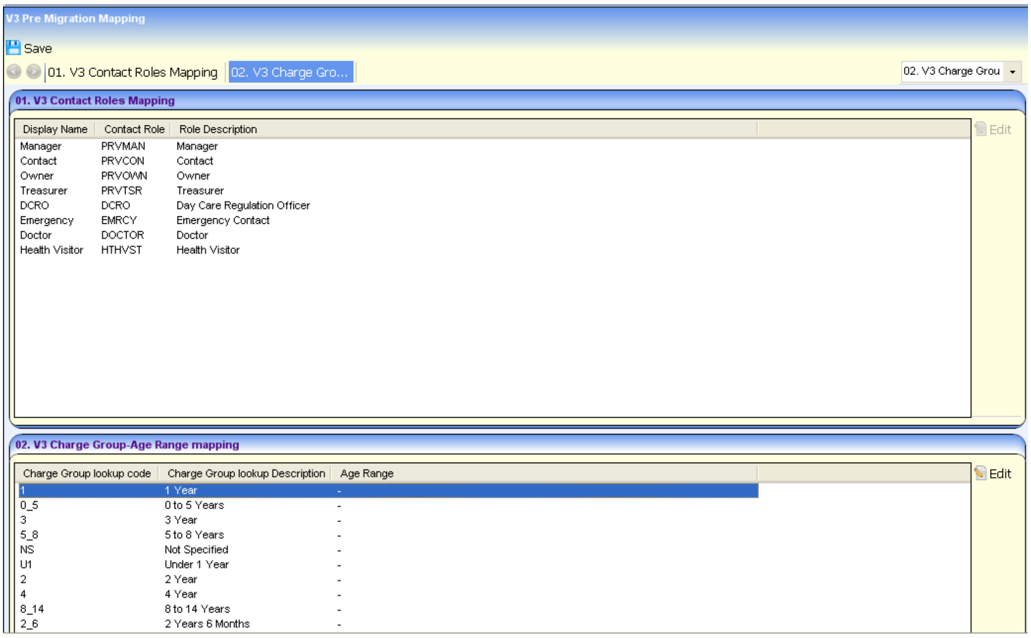
The **Other Useful Documents** section of this document provides details of other documents available, such as the detailed Product Notes, the Migration Tables and Fields and Entity Relationship Diagrams.

Migrating Advice

Pre-Migration Mapping

Prior to running the migration (report and live) the user must map some One v3 fields to some new One v4. A **v3 Pre Migration Mapping** screen is available in **Tools | Administration | Migration**.

Two panels will be available: **v3 Contact Roles Mapping** and **v3 Charge Group Age Range Mapping.**



The v3 Contact Roles Mapping panel allows the user to map each of the existing eight One v3 Contacts to a System Role. These contacts are the ones displayed on the Setting Details tab. The names of these contacts may differ between each Local Authority as the labels may have been changed.

In the **v3 Contact Roles Mapping** panel the **Display Name** will show the name of the field (including label changes) from the Setting Details tab. Against each contact a default Contact Role code and description will be displayed. The default Role mappings will be:

Contact (from Setting Details tab)	**Role Code**	**New/Existing**
Manager	PRVMAN	New
Contact	PRVCON	New
Owner	PRVOWN	New
Treasurer	PRVTSR	New
DCRO	DCRO	Existing
Doctor	DOCTOR	Existing
Emergency	EMRCY	Existing
Health Visitor	HTHVST	Existing

If the user wishes to map the existing contacts to a different role (to the default Role mappings), highlight the contact and click 

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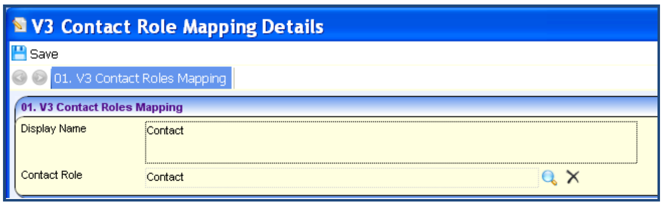
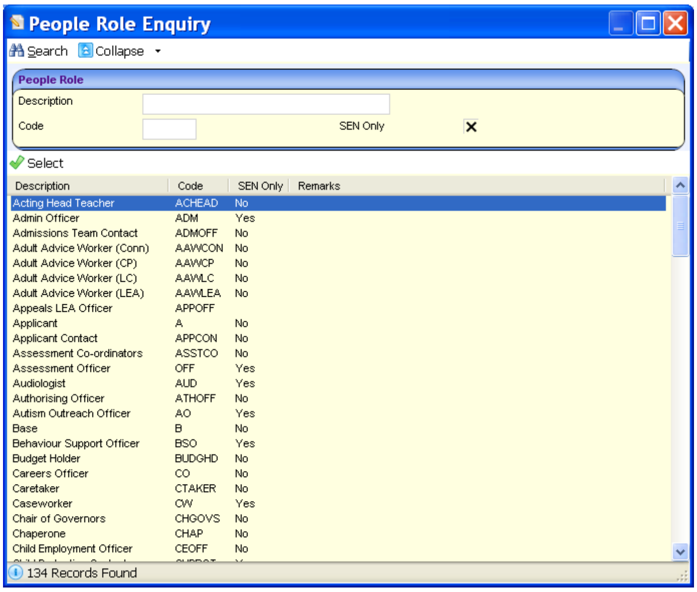


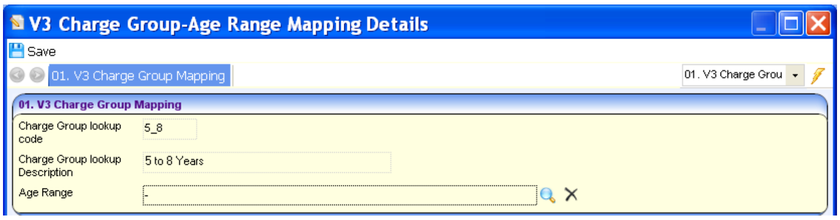
In order to select a different role would click the  button in order to display the **People Role Enquiry** selector. **All Contacts must be mapped to a Role.**



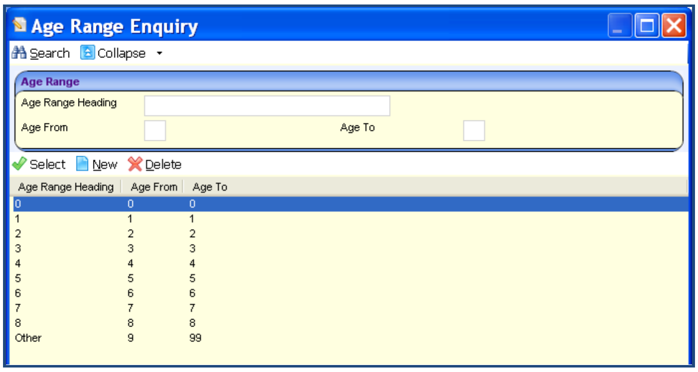
V3 Charge Group Age Range Mapping panel allows the user to map an existing Charge Group lookup code to a new Age Group lookup code. The **Age Group** lookup is a new lookup that has been introduced in One version 3.38 which allows users to define flexible age ranges in a lookup.

In the **v3 Charge Group Age Range Mapping** panel existing user defined **Charge Group** lookup codes/descriptions will be displayed (Table ID 0800). By default next to each code will be a hyphen to indicate that an Age Range code has not yet been selected. In order to map an Age Range to a Charge Group click the 

button.



In order select an Age Range click the  button to display the **Age Range Enquiry** selector. All existing Age Range codes will be displayed.

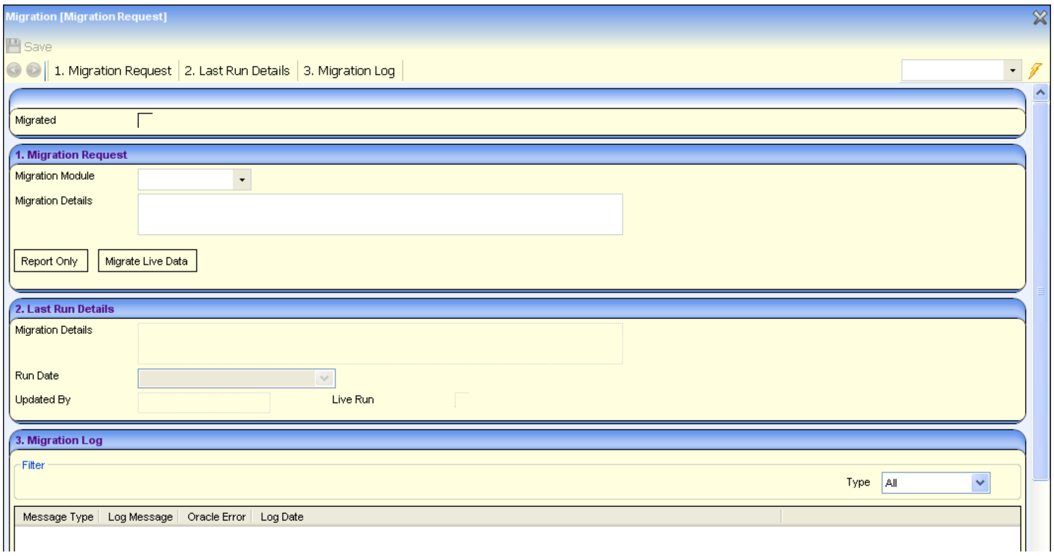


The user can also choose to add a new Age Range code. The user can then select the required Age Range code (to be mapped against the Charge Group Code). **All Charge Groups must be mapped to an Age Range.**

Migration

Please note: The Migration routine for Early Years requires exclusive use of v3 and v4 when run in **Migrate Live Data** mode. Exclusive use is not required for running the Migration routines in **Report Only** mode.
System Administrators are recommended to consider copying their live One dataset to a test instance and running the Migration routines on the test instance first.

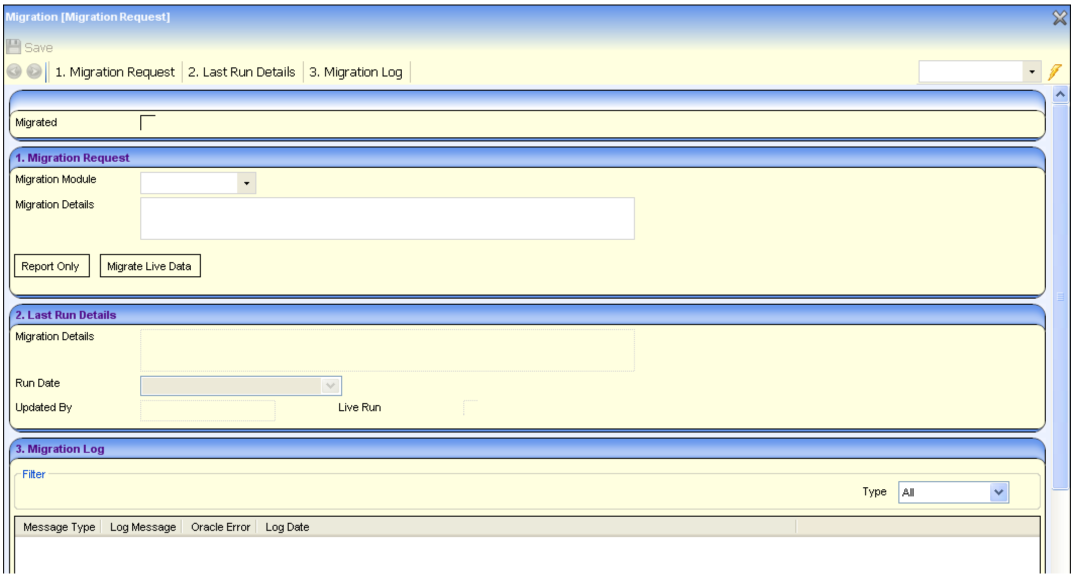
The Early Years migration can be run through the **Tools | v3 Migration** screen.



The user needs to select **Early Years** from the **Migration Module** drop-down list. They can then optionally record some free text notes in the **Migration Details** field.

The migration can be run in two different modes **Report Only** or **Live Data.** It is possible to run in **Report Only** mode as many times as the user requires. It is only possible to run the **Live Data** mode.

The migration routine can be run at any time after upgrading to One version 3.38. Local Authorities can opt to continue using their existing One **v3** version 3.38 software until they are ready to migrate. The v4 screens currently available in One version 3.37 for Early Years are also included in One version 3.38 and will continue to work as at present until running the **Live Data** Migration.



A **Migration Log** will be displayed which will list details of any messages/errors that are encountered during the **Report Only** migration.

We would recommend that you send the Service Desk (their contact details are in the '**Where to go for more Help'** section of this document) a copy of the Report Log or seek advice if there are any messages that you require further explanation on. We recommend using a Quick Report in order to create the Report Log.

A list of messages that LA's have encountered during the migration process are detailed below:

Message	**Information / Advice**
"Service Time Data missing for <Provider>, <Record Id> <Description> for weekday: <day>"	This is currently being displayed with Message Type 'Error'. This message will not cause the migration to fail therefore the Message Type is being incorrectly labelled. This should be displayed as 'Information'.
"Apportion status changed for <Provider>"	This is displayed as Message Type 'Information'. This message will occur when children attending a Provider are claiming less than the entitlement. These records were previously marked as requiring an Apportionment. The Apportionment Status is changed during the migration in these instances.
"Invalid Registration Type for <Provider>"	This is displayed as Message Type 'Information'. This message is displayed when there is a Registration History with limited information. During the migration a default Service record will be created. The Service name field will display '<Provider Name> - <Service Type>'.
"Error inserting Charge Group Data <Provider Name>. ORA-01400: cannot insert null into LA_SERVICE_PROVIDER_CHARGES.la_age_range_id"	This is displayed as Message Type 'Error'. This message is displayed when the 'Charge Group' pre-migration mappings have not been completed.

Post Migration

Please note: Once the **Migrate Live Data** routine has been run the user running the migration must log out of the One application. **The Internet Information Services (IIS) needs to be reset.**
The One v3 Early Years module will no longer be accessible. Early Years functionality can then only be accessed via One v4.

How Early Years data is migrated from v3 to v4

This section of the document describes how Early Years data will be migrated from the v3 system to v4.

Please note: The terminology used in v4 differs in some instances from that used in v3. For instance in v3 the term **Setting** is used to describe the name of the Provider and the place the Provision takes place. In v4 we now use the terms **Provider** and **Service Provisions**. The **Provider** can provide a number of different Services, Activities and Childcare (which we have collectively termed **Service Provisions**). The Provider and Service Provisions can take place in different locations and venues.

Providers

All existing v3 Setting records will be available through the **Search for Provider** enquiry screen in v4.

Service Provisions/Registrations

In **One** version 3.36, to support the PKHD requirements, a **Service** record was automatically created and linked to the **Provider**, where the Provider had Registration History records with a Registration Type (Table ID 0423) linked.

During the migration a **Service Provision** record will be created or updated based on these rules.

For Providers with multiple ‘active’ Registrations History records

1. **With different Registration Types**

   If a Service record already exists for the corresponding Registration Type, the Registration record will be linked to that Service Provision record.

   If a Service record does not exist for the corresponding Registration Type, a new Service Provision record will be created based on the Registration History information.

   - Service Name will default to the Provider Name plus Registration Type Description
   - Service Type will default to the Registration Type
   - Service Start Date will default to Registration Start Date

2. **With the same Registration Type**

   If a Service record already exists for the corresponding Registration Type, the Registration record will be linked to that Service Provision record.

   If a Service record does not exist for the corresponding Registration Type, a new Service Provision record will be created based on the Registration History information.

   During the migration all other Active Registrations (with the same Registration Type) for the Provider will be updated with an End Date. The End Date will be updated with the day before the Active Registrations Start Date.

   All of these Registration records will be linked to the same Service Provision record.

For Providers with Incomplete Registration records

If a Provider has Registration History records linked with no Registration Type, this information will be reported in the Migration Report with the name of the Provider and Initial Contact Date.

A message will be displayed in the Migration Report – 'Invalid Registration Type'. Without a Registration Type it is not possible to determine which Service to record the information against. During the migration a default Service record will be created. This will ensure that any associated Service information, i.e. facilities opening times will be migrated and associated to the newly created Service.

Provider Contacts

The people defined against the Setting Details tab as Contacts will be migrated and associated to the mapped Role as defined in the pre-migration screen. The **Contacts** will be migrated and displayed against the Provider and Service Provisions associated to the Provider.

The Contacts can be accessed through Search for Provider | **Provider Contacts** panel or through Search Service Provision | **Private Service Contacts** panel.

Internet Options

In v3 it was possible to record which options the Provider had given explicit permission to display externally (i.e. on websites, PKHD etc.). This was achieved by a **Web Options** lookup with the following fixed values:

N – None (default value)
D – All
X – Telephone No + Address
Y – Telephone No + Charges
Z – Address + Charges
T – Telephone
W – Address
C – Charges

To simplify this list we have created three additional fields in v4: **Publish Address, Publish Telephone Number** and **Publish Costs**.

These fields replace the existing **Web Option** field and will be stored against each Service Provision recorded as a Provider. The existing Web Option value stored against the Setting (in the Setting Details tab) will be migrated to the new fields as per the following rules:

Web Option	Publish Address	Publish Telephone	Publish Costs
N	NO	NO	NO
D	YES	YES	YES
X	YES	YES	NO
Y	NO	YES	YES
Z	YES	NO	YES
T	NO	YES	NO
W	YES	NO	NO
C	NO	NO	YES

Payments / Funded Providers

Payment Types

In v3 the user could record parameters and payments against 3 default terms Autumn (AUT), Spring (SPR) and Summer (SUM) per year. For each term there were default seeded Payment Type values (e.g. SUM1 (Summer Interim), SUM2 (Summer Actual), SUMA (Summer Adjustment).

In v4 there is no longer a restriction on the types of term or the numbers of terms that can be set up per year. As a result of this change the seeded Payment Types have been streamlined in v4. The available seeded Payment Types will be:

INT (Interim), ACT (Actual) and ADJ (Adjustment)

During the migration the existing term information will be retained.

Payment Information will be migrated to the new Payment Type codes.

V3 Payment Type	Migrated v4 Payment Type
AUT1	INT
AUT2	ACT
AUTA	ADJ
SPR1	INT
SPR2	ACT
SPRA	ADJ
SUM1	INT
SUM2	ACT
SUMA	ADJ

Funded Providers

In v4 a new checkbox field is used to determine whether a Provider's Service Provision is registered for Nursery Education Grants/Funds. This determines whether the Provider is available to be searched for, using the Search for Funded Providers Enquiry screen. During the migration this checkbox is automatically ticked if there are any children linked to the original Setting in v3.

Once the Early Years live data migration has been run, this checkbox can be viewed and/or updated through **Focus | Search Service Provisions | Service Provision Detail | Registered for Nursery Education Grant/Fund**

Please note

If the LA has not used the Carry Over routine regularly and/or has not generated AND authorised ALL payments on a term by term basis through One since 2007 then advice and consultancy will be essential. Payments will not work correctly post migration if legacy data has not been analysed and resolved.

Opening Times

In v3 it is possible to record up to 2 sessions per day, restricting to morning and afternoon periods. In v4 there is no restriction on the number of sessions that can be recorded per day.

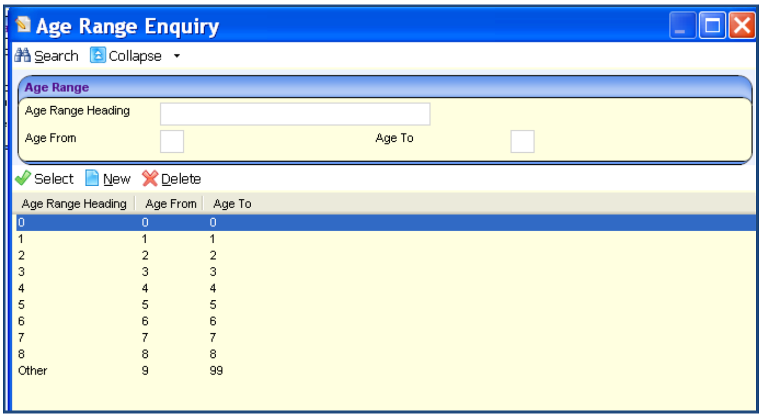
During the migration all existing Opening Times will be migrated into the new Opening Time structures in 24 hour clock format.

Capacity Information

In v3 it is possible to record Capacity, Vacancy and Waiting List information against fixed ages (0 through to 8 years old and other). In v4 it will be possible to record the Capacity, Vacancy and Waiting List information against a new Age Range user defined lookup value.

During the migration the existing Capacity, Vacancy and Waiting List information will be migrated to a new Age Range according to the following:

V3 Age	Migrated v4 Age From	Migrated v4 Age To
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
Other	9	99



In v4 it will be possible to create new Age Ranges or amend existing values to meet the requirement of your Local Authority. It is possible to have overlapping Age Range lookup values, i.e. 3 to 5 and 4 to 6.

Provider Charges

In v3 the Setting Charges information is recorded against the **Charge Group** lookup (Table ID 0800). In v4 Charges are recorded against **Age Ranges**. During the migration the mapping information recorded in the **v3 Pre-Migration - v3 Charge Group Age Range Mapping** will be used to migrate existing Charge Group information to the appropriate Age Range value.

Complaints/Appeals

In v3 it is possible for users to define a Complaint record (which may or may not have Appeal details defined for it) against a Setting. In v4 however it is possible for users to record Complaints/Appeals against both a Provider and Service Provision via the **Complaints** link in the **Links** panel in v4 (which is accessible via the **Search Provider** and **Search Service Provisions** area).

When Complaints (and associated Appeals) are migrated from v3 to v4 these will be migrated in the Complaints area against the Provider only, and not against the Service Provision which can be accessed via the **Complaints** link in the **Links** panel which is available through the **Search for Provider** focus.

All associated UDFs and Memos that have been defined for the Complaint records in v3 will be migrated across appropriately in v4.

Monitoring

In v3 it is possible for users to define a Monitoring record against a Setting. In v4 however it is possible for users to record Monitoring records against both a Provider and a Service Provision via the **Monitoring** link in the **Links** panel in v4 (which is accessible via the **Search Provider** and **Search Service Provisions** area).

When the Monitoring records are migrated from v3 to v4 these will be migrated in the in the Monitoring area against the Provider only, and not against the Service Provision which can be accessed via the **Monitoring** link in the **Links** panel which is available through the **Search for Provider** focus.

All associated UDFs and Memos that have been defined for the Monitoring records in v3 will be migrated across appropriately in v4.

Income

Any income records that have added in v3 whether this was where the user manually added these or they were created automatically when a Registration or a Monitoring record was created will be migrated to v4. When the Monitoring records are migrated from v3 to v4 these will be migrated in the Income area which can be accessed via the **Income** link in the **Links** panel which is available through the **Search for Provider** focus.

The Income Schedule that has been set up for the Income record in v3 will be migrated to v4.

All associated UDFs and Memos that have been defined for the Income records in v3 will be migrated across appropriately in v4.

Links

When Links are migrated from v3 to v4, details defined in the Receivers, Membership, Representative panels in the v3 Links tab will be migrated to the appropriate areas in v4 Early Years. The **Links** area can be accessed via the **Links** link in the Links panel when the Provider record is retrieved through the Search for Provider focus.

Audit Trail

It will be possible for Auditing to be set on the following tables:

v3 TABLE	v4 TABLE
PROV_COMPLAINTS	LA_SERVICE_PROVIDER_COMPLAINTS
PROV_HOUSEHOLD	LA_SERVICE_PROVIDER_HOUSEHOLD
PROV_INCOME	LA_SERVICE_PROVIDER_INCOME
PROV_INCOME_TEMPLATE	PROV_INCOME_TEMPLATE
PROV_INCOME_TYPES	PROV_INCOME_TYPES
PROV_MONITORING	LA_SERV_PROV_MON_DESC LA_SERV_PROV_MONITORING LA_SERV_PROV_MON_ACTION LA_SERV_PROV_FURTHER_IMPR LA_SERV_PROV_MON_OUTCOME
PROV_PAYMENTS	PROV_PAYMENTS
PROV_REG_HIST	PROV_REG_HIST LA_SERVICE_REG_HIST LA_SERV_PROV_CAPACITY
PROV_STAFF	PROV_STAFF LA_SERV_PROV_STAFF
PROV_TRAINING	PROV_TRAINING
PROV_VACANCY_TIMES	LA_SERVICE_TERM LA_SERVICE_PROVIDER_ADDITIONAL
PROVIDER	PROVIDER ISPP_PROVIDER LA_SERVICE_PROVIDER_CONTACT

Please note: For more detailed information on the various areas in v4 please refer to the Early Years Product Notes.

Migration of Lookups in Early Years from v3 to v4

Lookups for Monitoring

Lookups that have been set up for Monitoring records in v3 in the following table will be migrated to the following Lookup Tables which can be accessed via **Tools** | **Administration** | **Lookups**:

Table ID	Table Description
0426	Inspection Type
0425	Monitoring Outcome

The following new lookup codes that are used as part of the Ofsted Inspection outcomes have been added to the Monitoring Outcome lookup (Table ID 0425) in **Tools** | **Administration** | **Lookups**:

Internal Code	Description
GRADE1	GRADE1 – Outstanding
GRADE2	GRADE2 – Good
GRADE3	GRADE3 – Satisfactory
GRADE4	GRADE4 – Inadequate

The above lookups will not impact the migration as they did not exist in v3.

Lookups for Complaints/Appeals

Lookups that have been set up for the Complaints/Appeal records in v3 in the following table will be migrated to the following Lookups Table which can be accessed via **Tools** | **Administration** | **Lookups**:

Table ID	Table Description
0476	Complaint Type
1143	Complaint Outcome
0478	Complaint LA Outcome
0479	Complaint Law Outcome

The following Lookup Table has been added to allow users to define the action that was taken as a result of the Complaint that was made against the Provider and/or Service Provision:

Table ID	Table Description
0477	Complaint Action

What will not be migrated to v4

Reports

It will be possible for the user to define Reports and store these on the Report server at the following location:

C:\Inetpub\wwwroot\CCSEnterprise.ReportServer\Report Definition Repository

All Reports that are relevant to Early Years will be available in the **'Early Years'** folder; the reports for generating Bank Slips must exist in the **'Bank Slips'** subfolder and any reports for generating Income Receipts must exist in the **'Income Receipts'** subfolder.

Any Reports for the Income Receipts and Bank Slips that have been defined in v3 will not be automatically copied in the correct area in v4. If Local Authorities have defined reports for the Bank Slips or the Income Receipts in v3 then these must be copied across manually in the appropriate subfolder in the Reports repository.

Auditing

Any Auditing that has been set up in v3 will not be migrated to v4; however the v3 AUDIT_TRAIL table will still hold details of the data that was set up for Auditing for Early Years. The Auditing details that will be set up in v4 will be stored in a different table CCS_AUDIT_TRAIL.

Other Useful Documents

Early Years Migration Tables and Fields

This spreadsheet is included on the installation DVD. For each area of the Early Years software this lists the tables and fields used to store data in v4 and the corresponding tables and fields in v3. This will be useful for Report Writers as well as System Administrators.

Early Years Product Notes

This document is available on Support Net (Resource ID 16346) and provides detailed information of the Early Years functionality available in v4 (pre and post migration).

Where to go for more help

More detailed information on Early Years is included in the Help Files and accompanying Product Notes.

If you wish to discuss training and consultancy for migrating to Early Years from v3 to v4 the Capita Professional Services team can be contacted on

Tel: 01234 838080

Fax: 01234 832194

Email oneservices@capita-cs.co.uk

The Capita **One** Service Desk can be contacted on

Tel: 0870 2411 323 - Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company's access charge.

Fax: 01234 832082

Email: one.support@capita-cs.co.uk