

Hub Portal key changes

January 2023

Calendar: New program – Co facilitated school event

Old

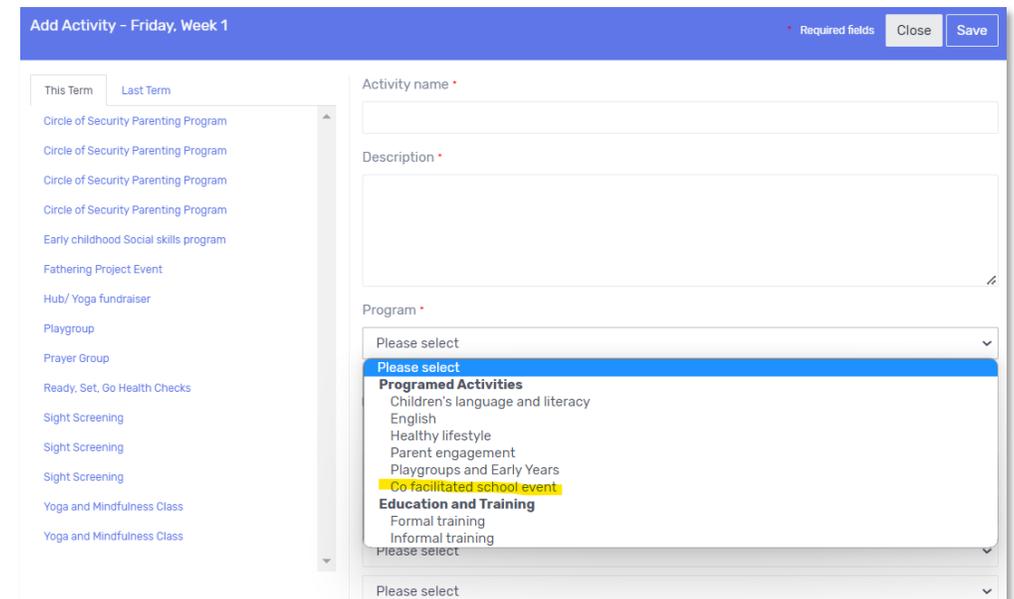
- Breakfast Club activities recorded in program healthy lifestyle.
- Homework Club activities recorded in program children's language and literacy.
- Excursions and assemblies recorded as referrals in one-off-events.

New

Co facilitated school event will be for activities run at the school involving the community hub for school children or school families, such as:

- Homework Club
- Breakfast Club
- Excursions
- Assemblies

Please update your activities accordingly.



Add Activity - Friday, Week 1

Required fields Close Save

This Term Last Term

Circle of Security Parenting Program
Early childhood Social skills program
Fathering Project Event
Hub/ Yoga fundraiser
Playgroup
Prayer Group
Ready, Set, Go Health Checks
Sight Screening
Sight Screening
Sight Screening
Sight Screening
Yoga and Mindfulness Class
Yoga and Mindfulness Class

Activity name *

Description *

Program *

Please select

Programmed Activities

- Children's language and literacy
- English
- Healthy lifestyle
- Parent engagement
- Playgroups and Early Years
- Co facilitated school event**

Education and Training

- Formal training
- Informal training
- Please select

Please select

Referrals: New Service Referral – External Volunteering

Old

Not recorded.

New

The new Service Referral 'External Volunteering' is specifically for referrals that support an individual to access external volunteering opportunities, meaning outside of the community hub or school.

For example:

- Local organisation or service
- Community event

Service Referrals			
Accommodation	AMEP English	Community Health Services	Domestic and Family Violence
1 Term 1 = 0, Term 2 = 0, Term 3 = 2 YTD Cumulative = 3	3 Term 1 = 2, Term 2 = 0, Term 3 = 2 YTD Cumulative = 7	1 Term 1 = 2, Term 2 = 0, Term 3 = 1 YTD Cumulative = 4	4 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 4
Early Intervention	Education and Training	Emergency Aid	External Volunteering
5 Term 1 = 1, Term 2 = 0, Term 3 = 2 YTD Cumulative = 8	6 Term 1 = 1, Term 2 = 0, Term 3 = 0 YTD Cumulative = 7	7 Term 1 = 15, Term 2 = 0, Term 3 = 7 YTD Cumulative = 29	8 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 8
Family Support	Financial Counselling	GP/Doctors	Maternal and Child Health
9 Term 1 = 2, Term 2 = 0, Term 3 = 9 YTD Cumulative = 20	10 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 10	11 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 11	12 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 12
Migrant Resource Settlement	Other	Preschool	
13 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 13	14 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 14	15 Term 1 = 0, Term 2 = 0, Term 3 = 0 YTD Cumulative = 15	

Calendar: Location multiple selection

Old

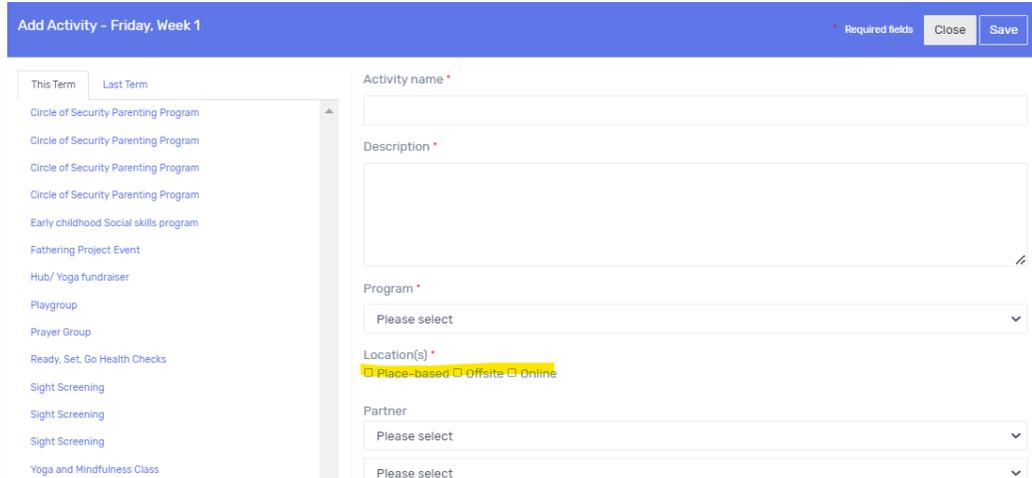
Each activity can only have a single Location selected.

New

The new functionality gives you the ability to select multiple locations when adding or editing an activity.

For example:

An English class that occurs place-based at the hub, may have participants joining remotely online.



The screenshot shows a web form titled "Add Activity - Friday, Week 1". The form has a blue header with "Required fields" and "Close" and "Save" buttons. On the left, there are tabs for "This Term" and "Last Term", and a list of activity categories. The main form area contains several fields: "Activity name", "Description", "Program", "Location(s)", "Partner", and another "Partner" field. The "Location(s)" field is highlighted in yellow and contains three radio buttons: "Place-based" (which is selected), "Offsite", and "Online".

Calendar: Repeat Activity for Selected Weeks

Old

Each activity can only either be:

- Repeated for every week of the term
- Once off

New

The new functionality allows you to select the first and last week when adding or editing an activity.

For example:

An activity may only run for six weeks of a term. Enter the first and last week of the activity accordingly.

Add Activity - Friday, Week 1 * Required fields

This Term Last Term

Circle of Security Parenting Program
Early childhood Social skills program
Fathering Project Event
Hub/ Yoga fundraiser
Playgroup
Prayer Group
Ready, Set, Go Health Checks
Sight Screening
Sight Screening
Sight Screening
Yoga and Mindfulness Class
Yoga and Mindfulness Class

Activity name *

Description *

Program *
Please select

Location(s) *
 Place-based Offsite Online

Partner
Please select
Please select
Please select
Please select
Please select
Please select

Start Time * End Time *

Add this event to:
 Repeat Activity every Friday
 Once Off on Friday Week 1 ONLY
 Repeat Activity every Friday for Selected Weeks (below)

First Week Last Week

* Required fields

Activity Approvals: Updated Activity Approvals status

Old

Once the 'Approve' or 'Reject' button is selected, it cannot return to the default state.

Support coordinators cannot change an Activity Approvals state from 'Approve' to any other state once the activity has been updated.

New

Support Coordinators can now change the change the Activity Approvals status of an activity between:

- Default (no border)
- Rejected (red border)
- Approved (green border)

Please remember to click 'Update Activity Status' to update the approval status.

Activity Approvals
Approve your hub leaders' activity plans.

Refresh Term 4 2022 (12 Weeks) Home School **Update Activity Status**

Status: All Week: Week All	Adults	Children	Hub @	School @	External @	Approve?
English Contact - Monday - Week 1	12	0	0	0	0	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Coffee & Chat Support - Tuesday - Week 1	2	0	0	0	0	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Playgroup Contact - Tuesday - Week 1	8	0	0	0	0	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
Breakfast Club - Wednesday - Week 1	3	30	0	0	0	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject

Referral Approvals: Updated Referrals Approvals status

Old

Once the 'Approve' or 'Reject' button is updated, it cannot return to the default state.

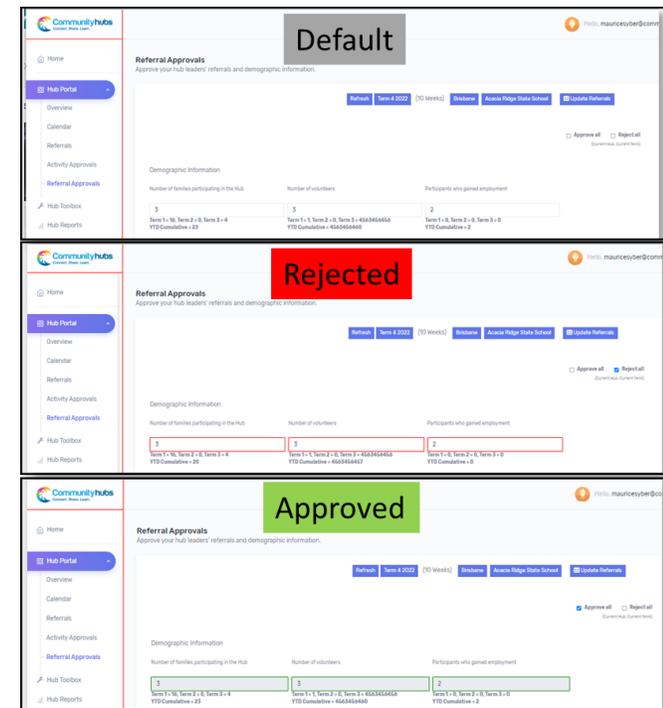
Support coordinators cannot change the Referral Approvals state from 'Approve' to any other state once the activity has been updated.

New

Support coordinators now have full capability to change the Referral Approvals status of all referrals between:

- Default (no border)
- Rejected (red border)
- Approved (green border)

Please remember to click 'Update Referrals' to update the referral status.



Additional changes

- Change of title: Hub Portal (previously Portal or CHA Portal).
- Change of title: Hub Toolbox (previously Toolbox).
- Activities and referrals in Hub Portal will be locked at end of term.
- Change of activity Location: Online (previously virtual).
- Updates: Programs in Hub Portal Calendar:
 - English (previously English classes and conversation programs).
 - Children's language and literacy (previously Children's Language & Literacy programs).
 - Healthy lifestyle (previously Healthy Lifestyle programs).
 - Removal of Volunteering.
- Updates: Referral categories in Hub Portal Referrals:
 - Domestic and family violence (previously Domestic or family violence).
 - Maternal and child health (previously Maternal & child health).
- Hub Portal Referrals are now listed alphabetically.