



PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

Service Provider How To Guide for:

**PAU and Service/Organisation
Certification for all DCYA Childcare
Funding Programmes 2018-2019**

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Introduction

The process for contracting will be similar to last year's process in that the activation of grant agreements will be carried out by you through PIP. This guide will outline the steps that you should follow and the order that you should follow them in.

You must follow the steps 1 - 4 below before you can activate your contract:

1. Ensure that you have completed the Primary Authorised User (PAU)
2. Certify your organisation details
3. Certify your service details
4. Activate your contract (This step will be added at a later date)

You will only have to carry out steps 1-3 once, before you can activate your contract, however, you will have to activate all contracts (step 4) that you are participating in. For example; if you are participating in ECCE, CCS, CCSP, CETS, CEC (PS) then you will have to activate 5 contracts.

Service Providers who wish to activate 2017/18 contracts

Existing Organisations: If you wish to activate a 2017/18 contract you must first certify your 2018/19 PAU, Organisation details and Service details and then follow step 4 below.

New Organisations who wish to activate a 2017/18 contract please contact your local County Childcare Committee.

Guideline for Service Providers

Log onto the PIP Portal

In order to access the PIP Portal a service provider must first log-in on the Pobal website.

<https://pip.pobal.ie/SitePages/PIPHome.aspx>

(If you have any issues logging into the PIP Portal click [here](#) for further information)

Navigating the PIP Portal

Once logged-in, you will see the service's PIP Homepage.



Welcome to the PIP Portal



Welcome to the Programmes Implementation Platform (PIP) Portal, an online administration system for the three national DCYA Childcare Funding Programmes:

- Early Childhood Care and Education (ECCE)
- Training and Education Childcare (TEC)
- Community Childcare Subvention (CCS, CCS Plus, CCS Resettlement, Relocation and Transition)

Please see the PIP FAQ document and the 'How to Guides' if you have any questions about using the PIP Portal or the DCYA Childcare Programmes. If you are having problems or issues that are not covered within these please contact your local City/County Childcare Committee for assistance. Alternatively you can contact Pobal's dedicated Online Support Team – Email onlinesupport@pobal.ie – Phone 01 5117222

PIP Announcements (Latest 3)

<input type="checkbox"/>	Title	Modified
<input type="checkbox"/>	Clarification from DCYA regarding closure due to the referendum	04/05/2018 11:10
<input type="checkbox"/>	Closure due to the referendum	03/05/2018 13:24
<input type="checkbox"/>	Launch of the AIM application process for September 2018 pre-school year	27/04/2018 09:07

My Services

Select	DCYA Ref	Service Name	Address	Tax Clearance	CCC
View details			Street 1, Street 2, Kerry		Kerry County Childcare Committee Ltd
View details			Street 1, Street 2, Kerry		Kerry County Childcare Committee Ltd

- To manage a facility, click [View details](#) for the relevant facility. By default, that individual facility's *My Service* page will appear.
- Please note that where an organisation has multiple facilities, the Primary Authorised User certification process must only be completed once.

Navigate to Primary Authorised User Certification Form

On the *My Service* page, scroll down to the *PIP Readiness* section.

The *PIP Readiness* section displays all the tasks that must be completed by the service provider. The following tasks must be completed to be Programme Ready for 2018/2019:

1. Primary Authorised User 2018/2019
2. Service Details 2018/2019
3. Organisation Details 2018/2019

PIP Readiness

Link to Form	Milestone	Certification Expiry	Last Certified Status	Certification Status
 New	1. 2018/2019 Primary Authorised User	30/04/2018		
 Not created yet	2. 2018/2019 Organisation Details	30/04/2018		
 New	3. 2018/2019 Service Details	30/04/2018		

NOTE: In order to nominate a PAU, a user must ensure that

1. The PIP Primary Authorised User must be an existing user on the PIP system
2. The email address associated with the user account must be unique and not shared with any other user in the organisation.

Step 1 is broken down into three different scenarios a PAU may encounter when certifying their PAU:

- A. Follow **Step 1A** if a PAU is re-certifying without any changes
- B. Follow **Step 1B** if there is a change in PAU **OR** a new PAU is being nominated
- C. Follow **Step 1C** if a PAU is declined and must be resubmitted.

Step 1A - Re-certifying the PAU without any changes

Where an organisations PAU details remain the same as those approved in the previous year, the PAU may simply re-certify their details following the below steps:

1. Under **Link to Form** Click **New** on the Primary Authorised User 2018/2019.
2. The **Introduction** section details standard text outlining the PAU process.
3. In the **Organisation** section, the name, address and URN (Unique Reference Number) of the organisation are displayed.
4. In the **Certification** section, the name of the current PAU User is displayed. Only the user displayed here will be able to recertify the details without any changes.
5. Tick the **Yes** box to re-certify without any changes.
6. Read the PAU Declaration and tick the box to agree.
7. When the box is ticked, the **Submit** button will be enabled.
8. Click **Submit**.

PIP Readiness

Link to Form	Milestone	Certification Expiry	Last Certified	Status	Certification Status
New	1. 2018/2019 Primary Authorised User	30/04/2018			●

Authorised User Certification

Introduction

This certification form is to establish the identity of the Primary Authorised User for an organisation on PIP. The Primary Authorised User is the person with the authority to legally sign-up to participate in the DCYA Funding Programmes on behalf of their organisation.

Before this form is completed and submitted to the relevant City/County Childcare Committee (CCC) for review, the Primary Authorised User must ensure that they have identified themselves to their CCC in the manner requested by their CCC. Once approved by the CCC, the Primary Authorised User will have the ability to re-contract online for the 2018/2019 Programme Call. Following on from this certification process, future re-certification can be undertaken without specific approval from the CCC.

Organisation

Name: Kerry Demo Service 2018
 Address: Street 1, Street 2, Kerry
 URN: 909999W

Certification

Once submitted and approved, this section will display the name of the user currently authorised to manage the organisations details on PIP. Only the current primary authorised user can re-certify without changes.

Current Primary Authorised User: test_user_22

Re-certify without changes? Yes No

New Primary Authorised User:

Last submitted by:

Declaration

I declare as the Primary Authorised User to have responsibility for managing all funding agreements under the DCYA Childcare Funding Programmes, managing finance/bank details, tax clearance certificates and authorising user access rights against each of the facilities/services registered under this organisation. I understand that in the event I request and am approved (offline process) to have 'secondary authorised users' added then they too are approved to undertake this functionality on my behalf.

Tick this box to agree to the declaration

Cancel
Submit

9. You will see a message that it has been successfully submitted.
10. Click the **Close Form** button.
11. The **Certification Status** will automatically update to Approved and change from red to green.
12. The PAU certification process is now complete.

PIP Authorized User Certification
Status: Approved

Submitted

The form was submitted successfully.

Close Form

PIP Readiness						
Link to Form	Milestone	Certification Expiry	Last Certified	Status	Certification Status	
View	1. 2018/2019 Primary Authorised User	30/04/2018	30/04/2018	Approved		

Once the nomination has been approved the PAU may proceed with the remaining steps of certifying their Organisation and Service details tasks.

Step 1B - Nominating a New PAU

A new PAU must be nominated where the PAU details for an organisation have changed from those previously approved by the CCC in the previous year, or where the Organisation is nominating a PAU for the first time.

To be nominated as a PAU, a user **MUST** already be set up as a PIP user. To set up a new user, a provider must complete the PIP Facility User Mandate form in full (available [here](#)) and email it to pipdocuments@pobal.ie

To nominate a new PAU the steps below must be followed:

1. Click **New** on the *Primary Authorised User 2018/2019* on the PIP Readiness dashboard.

PIP Readiness						
Link to Form	Milestone	Certification Expiry	Last Certified	Status	Certification Status	
New	1. 2018/2019 Primary Authorised User	30/04/2018				

2. The **Introduction** section details standard text outlining the PAU process.
3. In the **Organisation** section, the name, address and URN (Unique Reference Number) of the organisation are displayed.
4. If an organisation is completing this form for the first time, **no user** will be displayed.
5. Tick the **No** box for *re-certify without changes*.
6. Select the person from the drop down menu beside **New Primary Authorised User** who is being nominated as the new PAU.
7. Read the PAU Declaration and tick the box to agree.
8. When the box is ticked, the **Submit** button will be enabled.
9. Click **Submit**.
10. You will see a message that it has been successfully submitted.
11. Click the **Close Form** button.

Authorised User Certification

Introduction

This certification form is to establish the identity of the Primary Authorised User for an organisation on PIP. The Primary Authorised User is the person with the authority to legally sign-up to participate in the DCYA Funding Programmes on behalf of their organisation.

Before this form is completed and submitted to the relevant City/County Childcare Committee (CCC) for review, the Primary Authorised User must ensure that they have identified themselves to their CCC in the manner requested by their CCC. Once approved by the CCC, the Primary Authorised User will have the ability to re-contract online for the 2018/2019 Programme Call. Following on from this certification process, future re-certification can be undertaken without specific approval from the CCC.

Organisation

Name:	Kerry Demo Service 2018
Address:	Street 1, Street 2, Kerry
URN:	909999W

Declaration

I declare as the Primary Authorised User to have responsibility for managing all funding agreements under the DCYA Childcare Funding Programmes, managing finance/bank details, tax clearance certificates and authorising user access rights against each of the facilities/services registered under this organisation. I understand that in the event I request and am approved (offline process) to have 'secondary authorised users' added then they too are approved to undertake this functionality on my behalf.

tick this box to agree to the declaration

Cancel
Submit



Submitted

The form was submitted successfully.

Close Form

12. The status of the PAU Readiness Task will remain RED while the PAU form is waiting for CCC Approval.
13. If the CCC approved the nominated PAU, the status will update to **Approved** and the colour of the readiness task will change from RED to GREEN. The PAU certification process is now complete.
14. If the CCC declines the nominated PAU, the status will update to **Declined** and the colour of the readiness task will remain RED. The PAU form needs to be resubmitted.

Step 1C - Resubmitting a Declined PAU

If, for whatever reason, a PAU nomination does not fulfil the approval criteria as set out by the Department of Children and Youth Affairs, a CCC will decline an organisation's nomination.

For an organisation to resubmit their PAU nomination, the steps below must be followed:

1. Click Edit on the Primary Authorised User on the PIP Readiness dashboard.
2. Review the feedback that has been provided by the CCC in the comments section of the appraisal
3. Following the CCC's comments complete the necessary amendments and resubmit the updated PAU nomination to the CCC for review.
4. Click **Submit**
5. A message will appear stating that it has been successfully submitted.
6. Click **Close Form**
7. The status of the PAU Readiness Task will remain RED while the PAU form is awaiting CCC approval.
8. If the CCC approves the nominated PAU, the status will update to Approved and the colour of the readiness task will change to GREEN. The PAU certification process is now complete.
9. If the CCC declines the nominated PAU, the status will update to **Declined** and the colour of the readiness task will remain RED. The PAU form needs to be resubmitted.

NOTE: After a PAU has been approved, it may take up to 15 minutes for the link to the Organisation Details 2018/2019 Certification task to be created in the PIP readiness section. Once the link to the form is created, the link will update from 'Not yet created' to 'New'

Step 2- Certify your organisation details

On the PIP Readiness page under **My Service**, click **View details**.

Click on the link for **Organisation details 2018/2019**

The screenshot shows the PIP Readiness dashboard. At the top, there is a navigation bar with tabs for 'My Service', 'Registrations', 'Programmes', 'AIM', and 'Funding'. The 'My Service' tab is selected. Below the navigation bar, the 'Service Details' section is visible, containing text about submitting information and a list of tasks. The tasks are:

- 1. 2018/2019 Primary Authorised User (Status: Approved, Green indicator)
- 2. 2018/2019 Organisation Details (Status: Declined, Red indicator)
- 3. 2018/2019 Service Details (Status: Declined, Red indicator)

Link to Form	Milestone	Certification Expiry	Last Certified	Status	Certification Status
View	1. 2018/2019 Primary Authorised User	30/04/2018	08/05/2018	Approved	●
View	2. 2018/2019 Organisation Details	30/04/2018			●
New	3. 2018/2019 Service Details	30/04/2018			●

Read the details on the form and ensure that the details are all correct.

If all the information is correct, tick the box and submit the form.

For incorrect information, do not tick the box and clearly explain what is incorrect in the comment box.

Please note: if the comment refers to a change in the legal name, legal structure or address please contact your local CCC.

For Example; if the form has you down as a Sole Trader but you are a Limited Company please state this in the comment box and click submit. Any changes submitted will be reviewed either by POBAL or DCYA in a timely manner.

Pobal will either:

- Confirm that the changes have been made and that you should log into PIP and complete the contracting process in order to activate your contract/s.
- Or inform you of the next steps which may include contacting your CCC.

NB: contracts cannot be activated until all tasks have been completed and the status turns to green.

Step 3 - Certify your service details

The service's details can be found in the PIP Readiness page under **My Services**:

The screenshot shows a navigation bar with 'My Service' selected, followed by 'Registrations', 'Programmes', 'AIM', and 'Funding'. Below this is a 'Service Details' section with a list of tasks and a 'PIP Readiness' table.

Link to Form	Milestone	Certification Expiry	Last Certified	Status	Certification Status
View	1. 2018/2019 Primary Authorised User	30/04/2018	08/05/2018	Approved	●
New	2. 2018/2019 Organisation Details	30/04/2018			●
New	3. 2018/2019 Service Details	30/04/2018			●

Click on **View Details**

Similar to reviewing your organisation details, review all the service information ensuring everything is correct. For example, ensure that the service name and address are correct and that it states whether or not you are a private or community provider, Naionra, childminder, located on a school premises.

If **all** the information is correct, tick the box. Only fill in the comments box **if the details are incorrect**.

NB: If any information is **incorrect** please **do not** tick the box. You must explain what is incorrect in the comment box.

Example: If the form has you down as a community provider and you are actually a private provider state this in the comment box. Or, if the form has an incorrect service address please put the correct address in the comment box and click submit.

If your service address is incorrect, you will need to contact your local CCC.

NOTE:

- If you have made any changes to the service or organisation details (Step 2 or Step 3) then you will not be able to complete the re-contracting process until you receive notification from Pobal regarding next steps
- If a change request is suggested and the PAU follows through with all other contracting requirements this may still result in a contract being cancelled
- If you notice a mistake in your service or organisation's details after having already submitted the form, you should contact pipdocuments@pobal.ie immediately and explain the errors/changes that need to be made

Step 4 – Activate your contract

Click on the 'Programmes Tab' from the ribbon on the top of the page, see screenshot below:



This will then open up your Programme Summary. Here you will see a list of headings such as Programme, Contract Activation, Fees List and Service Calendar. Under Contract Activation, the approved PAU will see that there is an 'Activate' link on each of the funding programmes that you are either (a) participating in, or (b) have applied to participate in. Use the filter to select the relevant year and click on the contract that you want to activate.

Only the approved PAU or the SAU will be able to hit the **Activate** link for the relevant contracts. Once the PAU has clicked **Activate**, they will be presented with the prerequisite tasks that must **ALL** be completed before continuing with the Contract Activation process. Only when all the tasks are **APPROVED** will the **NEXT** button will be enabled and the contracts activated.

Contract Activation Tasks

- The tasks listed below **MUST** be completed and approved before the PAU can proceed to activate a contract.
- Where one or more of the tasks have not been completed, please click on the "Review Contract Activation Tasks" link to return to you to the Service page on the PIP Portal.
- By navigating to the Service page, you will be able to complete any outstanding readiness tasks.
- Only when all three readiness tasks have been completed **and approved**, will the NEXT button be enabled on this form.
- Once the NEXT button is enabled, the PAU may proceed to view the relevant contract, accept the associated terms and conditions and activate the contract.

Milestone	Certification Expiry	Last Certified	Status
1. 2018/2019 Primary Authorised User	30/04/2018	04/05/2018	Approved
2. 2018/2019 Organisation Details	30/04/2018	04/05/2018	Approved
3. 2018/2019 Service Details	30/04/2018	13/05/2018	Approved
Primary Authorised User Renewal (2017)	27/04/2018	22/06/2017	Approved

[Review Contract Activation Tasks](#)
NEXT

If there are any outstanding issues please click on the 'Review Contract Activation Tasks' link and ensure the issues are rectified before continuing any further. The PAU must return to the Contract Activation tasks in the PIP Readiness Section on the Service Page by clicking on the 'Review Contract Activation Tasks' link.

When you click NEXT, it will open the Contract Activation Form, with the name of the contract and the programme call for which you are contracting e.g. ECCE 2018 – Contract Activation. The contract details will be auto populated into the form.




ECCE 2018 - Contract Activation

FORM ID:

Contract Details * indicates mandatory fields

Service Name	Thunder_FAC_DY_1
Contract Name	551111B_1/ECCE/2018/1/1
Programme Call	ECCE 2018

The next section on the contract is 'Contract Terms & Conditions'. The Terms and Conditions have been updated in 2018/2019 so please read carefully. To approve the terms and conditions you will have to scroll down in order to see the tick box for 'I have read and agree to the Contract Terms and Conditions'. Once you have read and agree with the terms and conditions for that contract click on the box to confirm that you have read and agree with all the terms.

The last section on the contract is to confirm that you wish to proceed with the contract activation. Click the box and submit.

I have read and agree to the Contract Terms and Conditions

Confirm Contract Activation

I confirm I wish to proceed with Contract Activation



Submit

Please note that all steps must be completed before you are in contract. Please be advised that you must have an active contract for each programme that you are participating in. If you do not have an active contract then you cannot receive payments under that programme, (including but not limited to preliminary payments).

Once you have activated your contract your contract activations status will change from 'Activate' to 'Activated'.

Programme Summary

Programme	Contract Activation	Fees List	Fees List Status	Service Calendar	Service Calendar Status
2018					
ECCE 2018	Activated	Fees List	Registered	Service Calendar	Registered