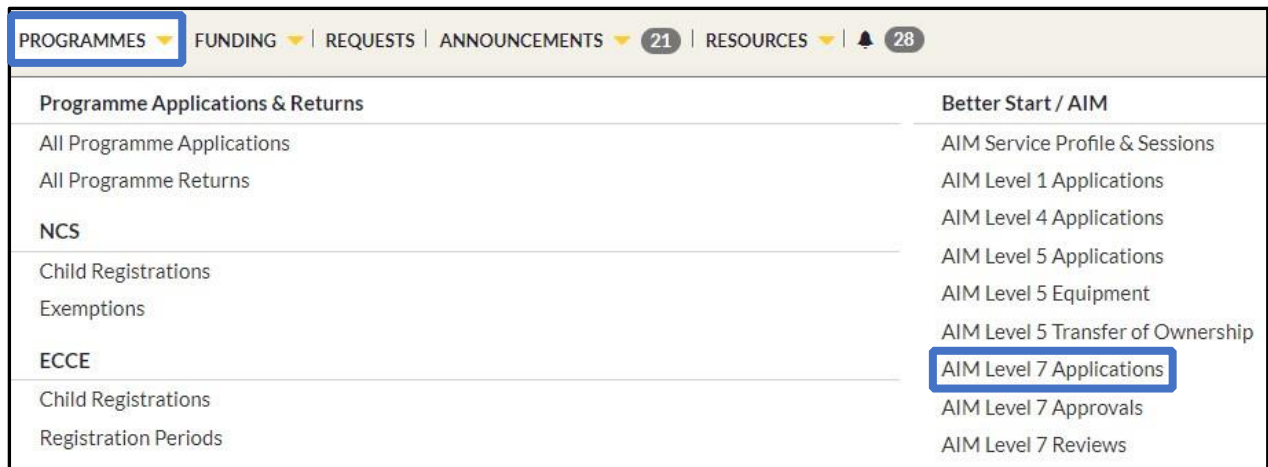


AIM level 7 Review and Confirm

'How to' guide

Please Note: All data used throughout training documentation is selected for training and demonstration purposes only – actual data may vary.

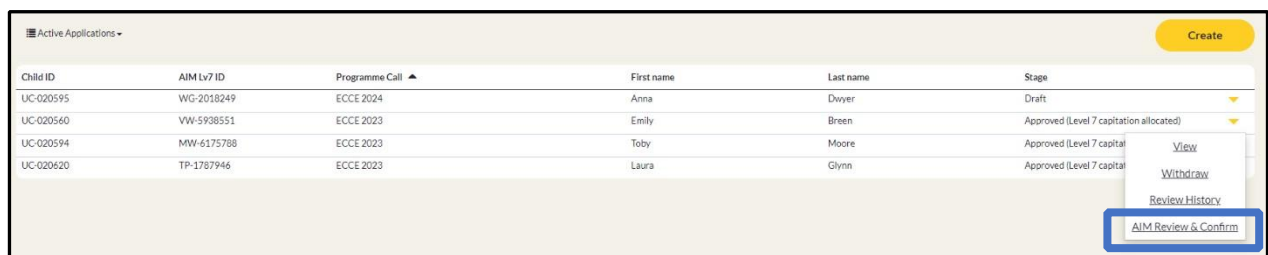
Step 1: Select 'AIM Level 7 Applications' from the drop down menu under 'Programmes':



The screenshot shows a navigation bar with 'PROGRAMMES' highlighted. Below it, a dropdown menu is open, displaying two columns of options. The 'Better Start / AIM' column has 'AIM Level 7 Applications' selected and highlighted with a blue box.

Programme Applications & Returns	Better Start / AIM
All Programme Applications	AIM Service Profile & Sessions
All Programme Returns	AIM Level 1 Applications
NCS	AIM Level 4 Applications
Child Registrations	AIM Level 5 Applications
Exemptions	AIM Level 5 Equipment
ECCE	AIM Level 5 Transfer of Ownership
Child Registrations	AIM Level 7 Applications
Registration Periods	AIM Level 7 Approvals
	AIM Level 7 Reviews

Step 2: Select the yellow dropdown To complete the AIM review and confirm for the relevant child by selecting 'AIM Review and Confirm'



The screenshot shows a table titled 'Active Applications' with columns for Child ID, AIM Lv7 ID, Programme Call, First name, Last name, and Stage. A dropdown menu is open for the 'Approved (Level 7 capital)' stage of the first row, with 'AIM Review & Confirm' selected and highlighted with a blue box.

Child ID	AIM Lv7 ID	Programme Call	First name	Last name	Stage
UC-020595	WG-2018249	ECCE 2024	Anna	Dwyer	Draft
UC-020560	VW-5938551	ECCE 2023	Emily	Breen	Approved (Level 7 capitation allocated)
UC-020594	MW-6175788	ECCE 2023	Toby	Moore	Approved (Level 7 capital)
UC-020620	TP-1787946	ECCE 2023	Laura	Glynn	Approved (Level 7 capital)

Step 3: You will see the current sessions which are already in place for that child, please scroll to the bottom of the page to select 'yes/no' for the question: 'Do you wish to make changes to the current support awarded to this child?'

Please note: Session data will only be visible for sessions the child is in for the service providers last ECCE payable week. Where sessions data is not available, you will have to complete the AIM review and confirm with changes.

Please note: The 'Hours Awarded' column is the hours awarded per week for that child.

AIM-7 APPLICATION - REVIEW AND CONFIRM

AIM LEVEL 7 REVIEW AND CONFIRM PROCESS

At the beginning of each programme call, where a child is availing of a second year of Level 7 support, service providers must review the support awarded in the first year and confirm where no changes are expected for the next programme call.

Where any of the changes below are expected, a service provider must inform Pobal during the review and confirm process. These changes include:

- Changes to a child's session(s) including moving to a different session and/or a reduction or increase in days.
- Changes to children availing of support in the same session (shared support) or another session within the service (i.e. a child leaving the service or session).
- Changes in the adult to child ratio in a session.
- Changes in additional assistance awarded from other sources (i.e. Enable Ireland, Home Tuition, or attendance at a specialised pre-school).

Where any of the above changes occur throughout the year, after you have reviewed and confirmed, you must inform Pobal by submitting a review within 10 working days advising of the change(s) that have occurred, through the Early Years Hive. Certain changes may affect the child's AIM Level 7 funding.

Current Support for the Child

Approval name	Session name	Day of week	AM/PM	Use of capitation	Hours awarded	Children for shared capitations
24DR0074/Pink room AM/1	Pink room AM	Monday	AM	Employ an additional person in the ECCE room	15.00	Emily Breen
24DR0074/Pink room AM/1	Pink room AM	Tuesday	AM	Employ an additional person in the ECCE room	15.00	Emily Breen
24DR0074/Pink room AM/1	Pink room AM	Wednesday	AM	Employ an additional person in the ECCE room	15.00	Emily Breen

24DR0074/Pink room AM/1	Pink room AM	Friday	AM	Employ an additional person in the ECCE room	15.00	Emily Breen
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Child Details

AIM Lv4 Application: Emily Breen

Do you wish to make changes to the current support awarded to this child?

Yes
No

Step4: Where there are no changes to the child's support for the next programme call, please select 'No' from the dropdown.

Guidance Note:

the following pages will be read only pages, and no amendments can be made.

Step 5: Select 'Submit'

Child Details

* AIM Lv4 Application Emily Breen

* Do you wish to make changes to the current support awarded to this child? No

Close
Submit

Step 6: Where there are expected changes to the child’s support for the next programme call, select ‘Yes’. You must answer ‘Yes’ to at least one of the below questions. A mandatory text box will appear where you will detail the changes.

Guidance Note: The first question shown below which relates to changes to the **child’s circumstances** includes:

- Changes to a child’s session(s) including moving to a different session and/or a reduction or increase in days.
- The child has been awarded additional assistance from other sources (not including AIM) i.e. Enable Ireland Support
- The child is in receipt of home tuition.
- The child is attending a specialised preschool.

The second questions shown below which relates to **changes in the setting** includes:

- There has been a change in the adult to child ratio in a pre-school session.
- Changes to children availing of support in the same session (shared support) or another session within the service i.e. a child leaving the service or session.

AIM LEVEL 7 REVIEW AND CONFIRM PROCESS

At the beginning of each programme call, where a child is availing of a second year of Level 7 support, service providers must review the support awarded in the first year and confirm where no changes are expected for the next programme call. Where any of the changes below are expected, a service provider must inform Pobal during the review and confirm process. These changes include:

- Changes to a child’s session(s) including moving to a different session and/or a reduction or increase in days.
- Changes to children availing of support in the same session (shared support) or another session within the service i.e. a child leaving the service or session.
- Changes in the adult to child ratio in a session.
- Changes in additional assistance awarded from other sources i.e. Enable Ireland, Home Tuition, or attendance at a specialised pre-school.

Where any of the above changes occur throughout the year, after you have reviewed and confirmed, you must inform Pobal by submitting a review within 10 working days advising of the change(s) that have occurred, through the Early Years Hive. Certain changes may affect the child’s AIM Level 7 funding.

Child Details

* AIM Lv4 Application Emily Breen

Extension

* Are there any changes to the child’s circumstances which may impact on the child’s support requirements for AIM supports? Yes

* Provide the circumstances changes details additional info regarding circumstance change details

* Are there any changes in the setting which may impact on the child’s requirements for AIM supports? No

Close
Save
Next

Step 7: On the Sessions tab, you must enter which sessions the child will attend and requires AIM Level 7 support. Select the session from the drop down box on the relevant days of the week and select “Submit” at the end of the screen when completed.

Guidance Note: Only sessions created under AIM Service Profile & Sessions for the same programme call will be displayed. A full guide on creating, editing and copying AIM Sessions can be found under Help & Support – Better Start / AIM - AIM Level 4 – AIM Sessions.

Guidance Note: If a child is not attending and/or does not require AIM Level 7 support on a particular day, please select “remove item”.

ID: WG-2018249

AIM-7 APPLICATION

1 - Information
2 - Sessions
3 - Support
4 - Documents

Please complete the following section and provide details on the child's sessions for which AIM Level 7 support is being applied for. Please note that each session's start and end date must be within the relevant ECCE programme call dates.

Monday Sessions

AIM Session	Hours	Start Date	End Date	+Add Line
Orange Room 1-4pm	3.00	26/08/2024	11/07/2025	Remove
<div style="border: 1px solid #ccc; padding: 2px; font-size: xx-small;"> Blue room AM 9-12 Green Room AM 9-12 Orange Room 1-4pm Pink room AM Pink room PM Purple room AM Purple room PM Yellow room PM 1-4 </div>				+Add Line
Orange Room 1-4pm	3.00	26/08/2024	11/07/2025	Remove

Wednesday Sessions

AIM Session	Hours	Start Date	End Date	+Add Line
Orange Room 1-4pm	3.00	26/08/2024	11/07/2025	Remove

Thursday Sessions

AIM Session	Hours	Start Date	End Date	+Add Line
Orange Room 1-4pm	3.00	26/08/2024	11/07/2025	Remove

Friday Sessions

AIM Session	Hours	Start Date	End Date	+Add Line
Orange Room 1-4pm	3.00	26/08/2024	11/07/2025	Remove

Close
Save
Previous
Next

Step 8: You are now on the Support tab. Select “Yes” or “No” on the drop down at the first question. If “Yes”, the following 3 questions become mandatory. Input data and select “Next” .

AIM-7 APPLICATION ID: WG-2018249

1 - Information 2 - Sessions 3 - Support 4 - Documents

AIM Level 7 Support

* Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)? Yes

If yes, please complete the following fields:

* a. Which agency is providing additional assistance in the ECCE room for this child? HSE

* b. Which days of the week are you receiving additional assistance for this child? Monday, Tuesday, Wednesday

* c. How many hours per day? 3.00

Close Save Previous Next

Step 9: On this page, you can upload a document if needed. If you need to upload more than one document, select **“Add Line”**. When completed select **“Submit”**.

Please note: as part of the Review and Confirm process, it is not mandatory to upload any documentation.

AIM-7 APPLICATION ID: WG-2018249

1 - Information 2 - Sessions 3 - Support 4 - Documents

AIM Lv7 Documents

Please upload any supporting documentation you feel may be relevant. Please note, as part of the application process, it is not mandatory to upload any documentation.

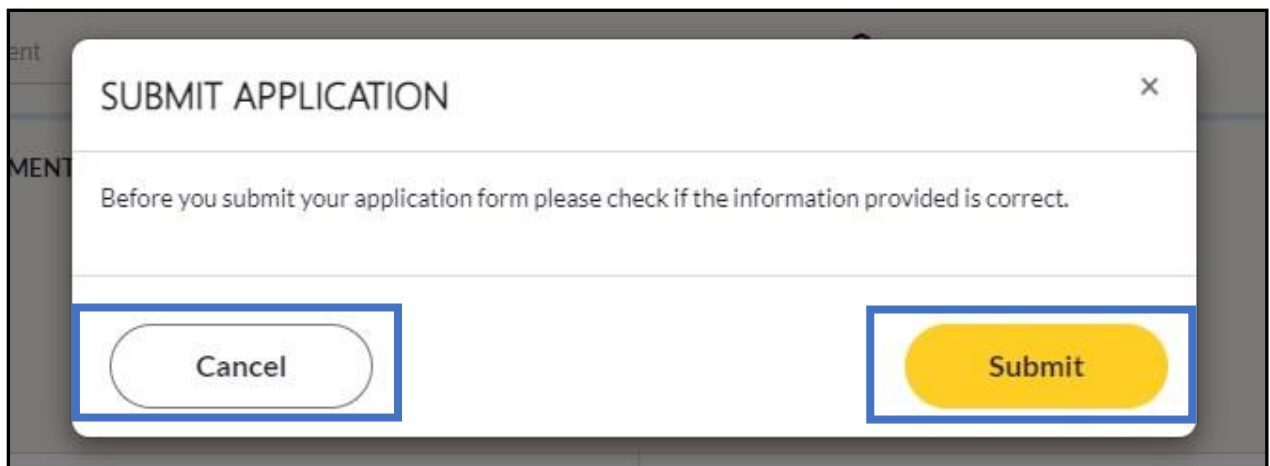
Document

certificate 1.jpg + Add Line

Remove

Close Save Previous Submit

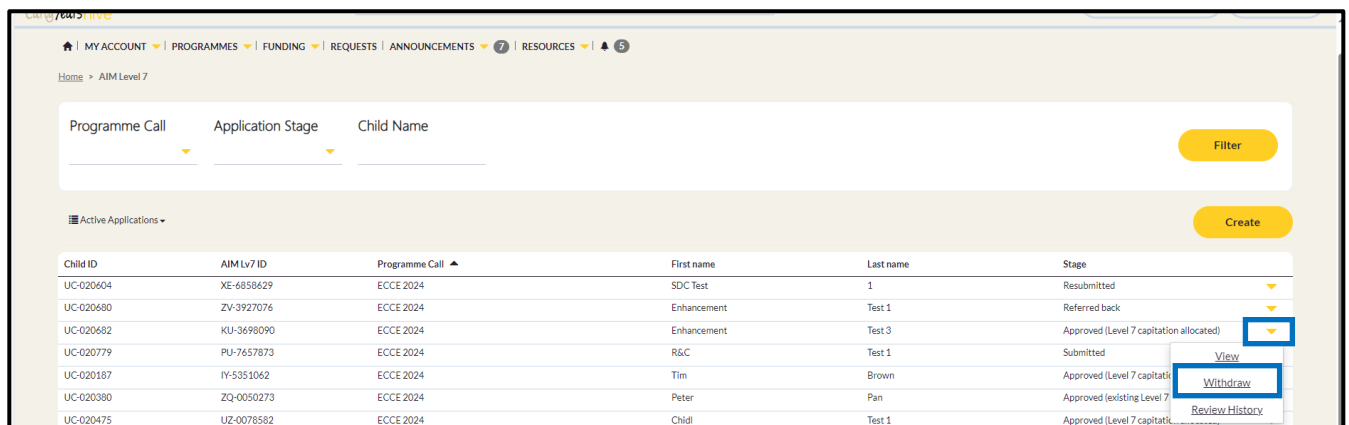
Step 10: If you want to check any information before submitting the application, select **“Cancel”**, otherwise select **“Submit”**.



Step 11: You have now completed the AIM review and confirm process and can view the information submitted in the AIM level 7 page.

*Guidance Note: If you have **submitted your AIM Review & Confirm** and subsequently note that **the information submitted is incorrect** you must withdraw your application and complete a new AIM Review & Confirm. Please follow the below steps to withdraw your application.*

Step 1: Select the yellow dropdown and select **'Withdraw'**.



Step 2: Input the details in the bullet points below into the relevant fields. Once all fields have been filled, select **"Submit"**.

- "Last date Level 7 support was provided" – 28/08/2024.
- "Withdrawal reason" – Other
- "Withdrawal details" - Incorrect information relating to changes input.

- “Leaver type” – Child not left yet.
- “Was Notice provided” – Yes.
- “How many payable weeks’ notice were you given” – 4.
- “How many additional payable weeks are you requesting” – 0.

AIM LEVEL 7 WITHDRAWAL

To withdraw AIM Level 7 support please complete the information outlined below. Withdrawal of support should be discussed by the service provider and the parent/legal guardian/carer in advance of submitting a withdrawal request. Once a withdrawal request has been processed, confirmation will be issued to both the service provider and the parent/legal guardian/carer.

Child Details

Child Information: Enhancement Test 3 - UC-020682

Withdrawal of AIM Level 7 support

* Last date Level 7 support was provided	23/08/2024	⋮
* Withdrawal reason	Other	▼
* Withdrawal details	Incorrect information relating to changes input.	
* Leaver Type	Child already left	▼
* Was notice provided?	Yes	▼
* How Many Payable Weeks' Notice were you given?	4	▼
* How Many Additional Payable Weeks are you requesting?	0	▼

Close Submit

Step 3: If you want to check any information before submitting the application, select “Cancel”, otherwise select “Submit”.

SUBMIT APPLICATION ×

Withdrawn applications will move from the ‘Active Applications’ section of your AIM level 7 application page.

You can view a withdrawn application by changing the view to ‘Withdrawn Applications’.

Click ‘Submit’ to confirm the withdrawal.

Cancel Submit

Once you have submitted this withdrawal you will be able to start [complete](#) your new AIM review and confirm following the steps shown in this guide.