

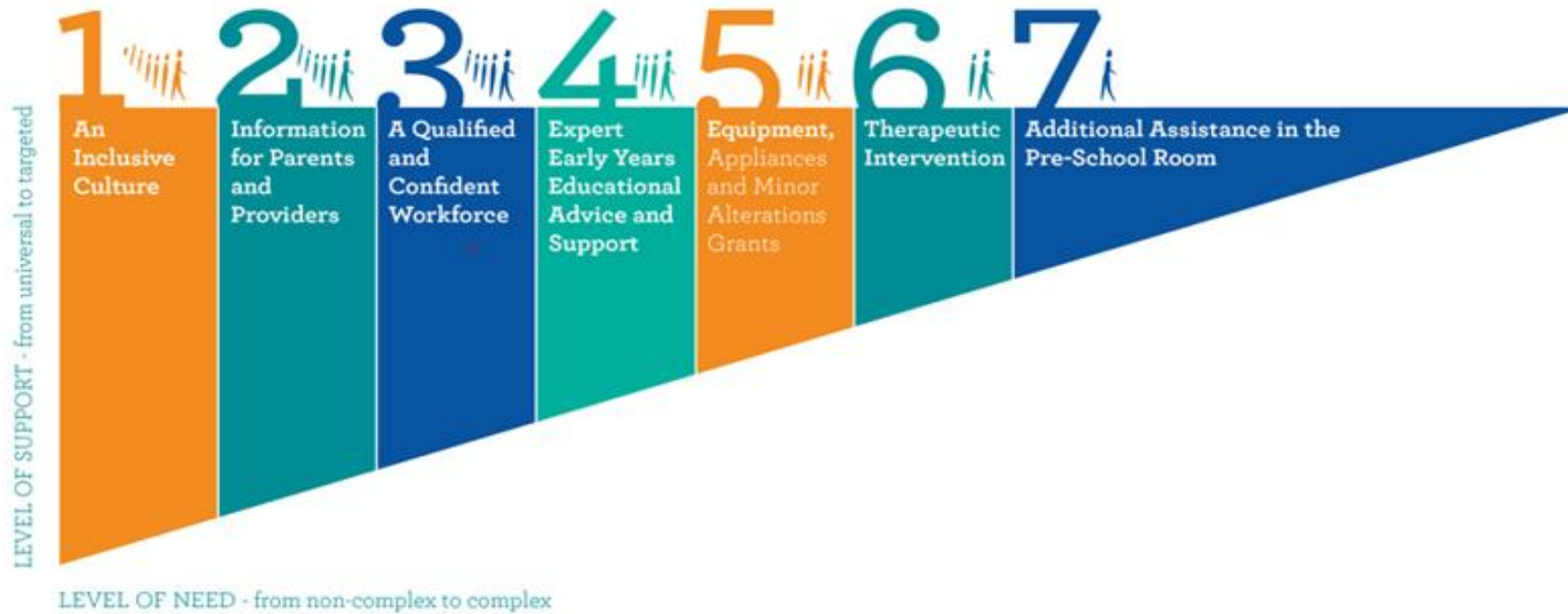
Welcome

AIM 4, 5 and 7 Refresher Training April 2023



What Supports are provided under AIM?

A Model to Support Access to the ECCE Programme
for Children with a Disability



Agenda:

During this training, we are going to be going through:

General information

AIM Level 4 & 7:

- Creating an AIM service profile & sessions – key notes
- AIM level 4 & 7 applications - initial and extension
- Withdrawing and reinstating an application
- Reviews

AIM Level 5:

- AIM level 5 overview

Live Demonstration on the HIVE

Resources

General Information

- Applications for AIM are accessible all year round. Applications for level 4, level 7, (initial and extension) and level 5 for the new programme call open in early May.
- A child must be registered on the ECCE programme or be ECCE age eligible and registered on CCSP. NCS registered only children are not eligible for AIM support.
- Supports must be critical for the child's participation in the ECCE programme.

AIM Level 4 & 7

AIM Service Profile & Sessions

- You must create the AIM Service Profile and sessions before you can submit an AIM Level 4 or Level 7 application.
- For each new programme call, the AIM Service Profile must be reviewed and confirmed.
- Sessions must be created for each new programme call. Do not deactivate current sessions.
- Session names should be generic i.e. 'Yellow Room a.m. session' rather than 'Sarah's Room'.
- AIM Level 7 applications cannot be submitted until sessions have been created.

AIM level 4 & 7 applications

AIM Level 4

- Parental consent must be provided in order to progress an application.
- Two options are available - online consent and a paper-based consent.
- If the online consent is chosen the parent must access the consent online. A link will be sent to the parent via the email address entered in the AIM Level 4 application. Therefore, it is important to enter the parent's e-mail correctly.

AIM level 4 & 7 applications

AIM Level 7

- Services are advised to submit applications at least three months in advance of a child commencing in the ECCE programme.

Initial Applications:

- Initial applications are not backdated.
- Funding will commence from the latest of:
 - the date on which the child commences in the ECCE programme;
 - the date on which the additional assistance has been approved; and
 - The date on which the additional assistance commences.

AIM level 4 & 7 applications

Extension Applications:

The following changes must be notified to Pobal on an extension application:

Change to the child's circumstances:

- The number of days a child is attending pre-school i.e. increase or decrease in days.
- The child will change pre-school session i.e. moving from 'red room morning' to 'blue room afternoon'.
- The child will be in receipt of home tuition.
- The child will be attending a specialised pre-school.

Changes in the setting:

- There has been a change in the adult to child ratio in the child's pre-school session.
- Where there are changes to the children sharing support i.e. two children sharing and one child is leaving the pre-school or moving session.

AIM level 4 & 7 applications

Withdrawing Applications:

- When an AIM Level 4 application is withdrawn, any associated AIM Level 7 application will be automatically withdrawn.
- Withdrawing the AIM Level 7 application will not impact the AIM Level 4 application.
- Where an ECCE leaver is submitted, all associated AIM Level 4 & 7 applications will automatically withdraw.

Where a child is leaving the pre-school i.e. transitioning to primary school, services **do not** need to withdraw AIM Level 4 or 7 applications.

AIM level 4 & 7 applications

Reinstating Applications:

AIM Level 4 -

- Only applications for the current programme call can be reinstated. Applications submitted in a previous programme call cannot be reinstated, a new application must be submitted.

AIM Level 7 -

- Applications withdrawn prior to approval cannot be reinstated, a new application must be submitted.
- If the AIM level 4 application is withdrawn, it must be reinstated prior to the AIM Level 7 reinstatement.

AIM level 4 & 7 applications

Reviews:

- Any outstanding reviews on the current programme call should be completed before applying for the second-year extension.

Change of Circumstance –

- Any changes to the child's or settings circumstances (as per extension application slide) should be notified to Pobal.
- If you remove any sessions, you are advising that the child never attended the session on this particular day during the programme call.
- An end date should be entered on the old session where a child is moving from one session to another.

AIM level 4 & 7 applications

Reviews continued:

Prolonged Absence

- Child absence for more than 4 weeks.

Change to implementation of support

- Delay to implementation of support i.e. recruitment issues or support ceased for period of time.

Change to use of capitation

- Changes from maintenance of a reduced ratio to employ an additional person or vice versa.

AIM Level 5

AIM Level 5

- The AIM Level 5 programme must be activated each programme call before submitting an application.
- Applications can be submitted for Equipment, Minor Alterations or both.
- In order to submit an application for AIM Level 5, a report relating to the child with a recommendation for AIM Level 5 support from a Health Professional who is working for/on behalf of the HSE and/or an NCSE Visiting Teacher must be available and uploaded.
- Service providers are encouraged to submit their application as early as possible, as delivery times can vary.

AIM Level 5

- Equipment – a Standard Operating Agreement (SOA) will be issued on the Early Years Hive once equipment is delivered to a service provider.
- On a child's completion of the ECCE programme, the Transfer of Ownership process must be completed. **Please note equipment should not be removed from the pre-school until the transfer of ownership process is completed.**
- Minor Alterations – following approval a Grant Agreement will be issued on the Early Years Hive. Once a service provider agrees to the Grant Agreement, funding will be issued.
- Alterations works must be completed within the specified delivery period.
- Minor Alterations – Service providers must complete an AIM Level 5 Financial Return following completion of alterations works within the required timelines.

Live Demonstration on the HIVE

Resources

Some useful resources to find more information:

- [The Access and Inclusion Model Homepage - Access and Inclusion Model \(aim.gov.ie\)](http://aim.gov.ie)
- [Home - Better Start](#)
- [Better Start / AIM - Guides - Service Provider Portal](#)
- [Training videos - Service Provider Portal \(ncs.gov.ie\)](http://ncs.gov.ie)
- EYPC Contact details:
Submit a request via the '**Requests**' tab on HIVE
Phone: 01 511 7222

Thank You for attending the:

AIM 4, 5 and 7 Refresher Training April 2023

