Service Provider Portal (Hive) – Accessing the ECCE/ CCSP Compliance Report

When an **ECCE** or **CCSP Programme Inspection** is finalised by the Compliance Team, a notification will be issued to the Hive informing the Provider that the Compliance Report is available. The Hive user can open their Compliance report either through the link within the **Notification** or they can open the report through the **Compliance** tab as shown below.

Please read the notification text and then open the compliance report for details.

Take note of all the columns in the list for an overview of the report, such as **Compliance Outcome**, **Action Required?** Or **Rectification Due**, where these are applicable. Then open each relevant report for further details. Please note that if inspections occurred for multiple Programmes, the compliance reports may not necessarily be notified at the same time. A notification to the Hive will be published for each compliance report issued.

To open the report, click on the Compliance Review ID or on the yellow drop-down symbol

Should you have any queries in relation to the ECCE or CCSP Compliance Inspection, please contact the Compliance Team by raising a **Request on Hive** as follows:

Request Programme: ECCE or CCSP
Request Category: Compliance
Request Type Detail: Inspection

This page provides information on the Compliance inspection findings

Compliance Review id	Visit Completion Date	Compliance Outcome - Final	Notified On
INSP-0000000396	21/09/2023 10:28	ECCE 2023 Major Non-Compliant	

Programme Call	Rectification Due	Inspection Stage *	
ECCE 2023	19/10/2023	Follow-up	

This grid shows generic information regarding the Compliance Inspection. If the **Inspection Stage** is **Follow-up**, there may be actions required for the Approved Provider, by a specified **Rectification Due Date.** The rectification actions required will be outlined in the Non-compliance details grid below.

OUTCOMES SUMMARY

This list outlines the summary of outcomes at category level. Please scroll through all the relevant pages below to view the outcomes of Compliant or Non-Compliant for each individual compliance check conducted. For details of any non-compliance, please see the Non-Compliance Detail section below.

Inspection Category	Compliance Outcome - Final
Pre-Requisites	ECCE 2023 Compliant
Applicant Declaration	ECCE 2023 Moderate Non-Compliant
Parent Statement	ECCE 2023 Moderate Non-Compliant
Fees List	ECCE 2023 Compliant

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This Outcomes Summary list provides an overview of outcomes at **Inspection Category** level. Scroll through all pages, and then scroll down for the non-compliance details (if applicable).

NON-COMPLIANCE DETAIL

The list below outlines each non-compliant outcome reason and where relevant, the action required from the Service Provider. Where there is a Rectification Due date outlined, the Service Provider is required to take action by that date, otherwise a sanction and/or financial correction may apply. Please scroll through the relevant pages and open each outcome reason to view further details.

Inspection Category	Outcome Reason	Outcome Type ▲	Action Required	Rectification Due	Rectification Status	Rectified On	
Parent Statement	Signed Parent Statement not on file for all currently registered children selected for inspection (I...	Confirmed	Self-declaration	14/10/2023	Pending		▼
Fees List	The Service Provider has not published its most up to date fees list, as per the Hive, on all its on...	Confirmed	Provide Evidence	14/10/2023	Pending		▼
Fees List	The fees list on the Hive does not comply with programme requirements.	Confirmed	Provide Evidence	14/10/2023	Pending		▼
Fees Charged	The						▼

◄ 1 **2** 3

This grid will show the details for each Non-Compliant outcome with the relevant **Action required** and the **Rectification due date**. Scroll through all relevant pages if more than one page is showing. Open each item by clicking on the yellow drop-down symbol to the right to view more details and how to take the rectification actions for the non-compliance outcomes. When the actions are completed, the **Rectification Status** will change to "Submitted" or "Rectified" or "Not Rectified".

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EDIT

Outcome Reason *

CCSP Saver Programme 2023: The Service Provider has not published its most up to date fees list, as per the Hive, on all its online platforms

Rectification Due

14/10/2023

Rectification Status

Pending

The Service Provider shall publish their up-to-date fees list, as per the Hive, on all online platforms maintained by the provider for the purpose of advertising its services. The Service Provider shall upload photographic evidence (or screenshots) of the up-to-date fees list published on all relevant platforms, using the upload/create button below. In addition, the Service Provider shall complete a self-declaration, by the Rectification Due Date, by selecting the tick box below. Failure to complete this rectification action i.e., to upload the relevant evidence and to complete the self-declaration by the Rectification Due Date, may result in the application of a sanction.

+Upload

File Full Name ▲	Description
There are no records to display.	

☐ Self-declaration: By ticking this box I confirm that the most up to date fees list, as per the Hive, is published on all online platforms maintained by the Service for advertising purposes. I have submitted photographic evidence to this effect.

Submit

INSPECTION COMMENTS

Inspection Category ▲	Comment
AIM Level 1	1 correction processed
Closures	there were 3 days closed, and calendar was not updated on the Hive.
Qualifications	Not all qualifications available on site

REGISTRATION INSPECTIONS

Parental Documents Sample

Child Name ▲	Signed Parental Declaration on file?	Signed Service Fee Letter on file?
Deana Turner	No	No
Hunter Graves	Yes	Yes
Lauren Steward	No	Yes
Leonard Wheeler	Yes	Yes

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The **Inspection Comments** section will outline details regarding each relevant **Inspection Category**, please read these comments carefully.

The **Registration Inspections** section will show the list of children that were checked for parental documents and those that were evidenced on-site.

Following recent changes to the rules, "Parental Declaration" column is now used for "Applicant Declaration" and "Service Fee Letter" is used for "Parent Statements" checks. *These references will be updated on Hive in due course.*

COMPLIANCE CORRECTIONS

CCSP Programme Registration Corrections

Child Name ▲	Correction Reason	Actual Start Date	Actual End Date	Additional Payable Weeks	From Date	To Date	Effective Date ▲	
Calvin Torres	Incorrect Start Date	12/09/2022					03/11/2022	▼
Calvin Torres	Under-Attendance				05/09/2022	09/09/2022	03/11/2022	▼
Miguel Hayes	Absence				22/08/2022	26/08/2022	03/1	
Miguel Hayes	Leaver		09/09/2022	0			03/1	

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View Allocations
View Session Workings

The **Compliance Corrections** section will show any corrections that were identified during the Compliance Inspection. To view the value of the corrections, click on "View Allocations". The value of the corrections is depicted in brackets (i.e. negative value) and are applied for the relevant week where there has been a positive allocation paid in relation to that specific registration. For CCSP corrections of "under-attendance" click on "View Session Workings" to see the specific details of the corrections.

!!! Please note that in cases of under-attendance or absence compliance corrections, the ECCE or CCSP registrations will not be changed, but instead the relevant funding allocations are corrected and processed for reduction of payments (example of corrections are shown on the last page).

!!! The onus is on the Provider to ensure that all registrations on the Hive are kept up to date in line with programme rules. The registrations that have been checked during the Compliance Inspection have been locked for editing for the period from the start of the Programme year to the date of the Compliance Inspection. Any changes to these registrations details (i.e. days per week/ session types) can only be made for the periods _after_ the date of the Compliance Inspection. In such cases, you may need to "split" the registration periods. Guidance for editing Programme registrations is available in the Resources – Help & Support section of the Hive.

COMPLIANCE CORRECTIONS

ECCE Programme Registration Corrections

Child Name ▲	Correction Reason	Actual Start Date	Actual End Date	Additional Payable Weeks	From Date	To Date	Actual Days Per Week	Effective Date ▲	
~~Bridget Berry~~	Leaver		15/09/2023	1				25/09/2023	
~~Dillon Dline~~	Under-Attendance				04/09/2023	08/09/2023	2	25/09/2023	▼
~~Emelia Duncan~~	Absence				04/09/2023	22/09/2023	0	25/09/2023	▼
~~Evelyn Dorsey~~	Not Evidenced							25/09/2023	▼

◄ **1** 2 ►

> Please take note of all the relevant columns and then open each relevant record by clicking on the yellow arrow, to view the allocation values relating to each correction. If applicable, the **AIM Level 1 corrections** are outlined in the section below.

AIM Level 1 Corrections

First Name	Surname	Actual End Date	Pay Until Date	Comment	Effective Date ▲	
~~Jerry~~	~~Spring~~	16/09/2022	14/10/2022	Staff member has left the service and was not replaced and the AIM application has not been updated.	21/10/2022	▼

Once the Rectification Due date has passed and the actions are verified by the Compliance team, it may be determined that the actions were not rectified accordingly, which may trigger a sanction to be applied. A notification of Compliance Determination will be issued to the Provider through the Hive and the Compliance report will outline if such a sanction is applicable. This can be viewed in the **Compliance Determination** section of the report.

COMPLIANCE DETERMINATIONS

...ation Type ▲	Is Sanction?	Programme Call	Determination Status	Determination Start Date	Additional Information
...on	Yes	CCSP Saver Programme 2022	Confirmed	14/10/2022	Sanction of €xxx may be triggered due to CCSP Compliance rectification actions being deemed as 'Not Rectified'

Appendix – Compliance Correction examples

CCSP registration – correction for under-attendance:

- <u>From:</u> 2 days "Full Day", 1 day "Part Time" and 1 day "Half Session" with a total allocation value of €37.50 per week, per Programme Registration
- <u>To:</u> 1 day "Part time" with a corrected value of €7 per week.

VIEW DETAILS

Compliance Correction Name
REG-0000006930 15/08/2022 11/08/2023

Programme Call
CCSP Saver Programme 2022

Effective Date
03/11/2022

Total Corrected Value
€7.00

Correction Type *
CCSP

Correction Stage *
Completed

Correction Reason *
Under-Attendance

CCSP Session Type	Session Time	Days Per Week	Session FTE	Session Value	Created On ▲
Part Time	AM	1	0.100	€7.00	17/10/2022 09:51

> The **total corrected value** represents the value of the registration for the relevant period due to the change in session type and days per week, based on the attendance evidenced during the inspection. **Allocations** will be reduced to reflect this new corrected value.

VIEW DETAILS

Compliance Correction Name
-0000006930 15/08/2022 11/08/2023

Programme Call
SP Saver Programme 2022

Effective Date
11/2022

Total Corrected Value
7.00

Correction Type *
CCSP

Correction Stage *
Completed

Correction Reason *
Under-Attendance

Allocation Date ▲	Allocation Source	Allocation Status	Allocation Value	Child	Allocation Description
05/09/2022	CCSP Registration	Approved	(€30.50)		Compliance Correction - Under-

> The **allocation value** for that specific week will be reduced by €30.50 (as seen in brackets) so that the actual value of €7 remains. The reduction will be applied in the next payment run.

ECCE registration – correction for absence/ under-attendance:

<u>From:</u> 5 days/week, value of €69/week
<u>To:</u> 0 days per week, value of -€69/week

<u>From:</u> 5 days/ week, value of €69/week
<u>To:</u> 2 days per week, value of €27.6/ week,
Allocation corrected by -€41.40

> The value of the corrections is depicted in brackets (i.e. negative value) under the **Allocation Value** column. Take note of the **Allocation Description** that shows the change from 5 to 0 days for absence or 5 to 2 days for under-attendance.

VIEW DETAILS

Compliance Correction Name
REG-0000008029 21/08/2023 - 12/07/2024

Programme Call
ECCE 2023

Effective Date
25/09/2023

Correction Type *
ECCE

Correction Stage *
Completed

Correction Reason *
Absence

Allocation Source	Allocation Status	Allocation Value	Child	Allocation Description	Approved D.
ECCE Registration	Approved	(€69.00)		Compliance Correction, Days 5 -> 0	25/09/2023
ECCE Registration	Approved	(€69.00)		Compliance Correction, Days 5 -> 0	25/09/2023
ECCE Registration	Approved	(€69.00)		Compliance Correction, Days 5 -> 0	25/09/2023

VIEW DETAILS

Compliance Correction Name
REG-0000008031 21/08/2023 - 12/07/2024

Programme Call
ECCE 2023

Effective Date
25/09/2023

Correction Type *
ECCE

Correction Stage *
Completed

Correction Reason *
Under-Attendance

llocation Date ▲	Allocation Source	Allocation Status	Allocation Value	Child	Allocation Description
4/09/2023	ECCE Registration	Approved	(€41.40)		Compliance Correction, Days 5 -> 2