# Service Provider Portal (Hive) – Accessing the ECCE/ CCSP/ AIM Level 7 Compliance Report

When an **ECCE, CCSP or AIM Level 7 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, under My Account.
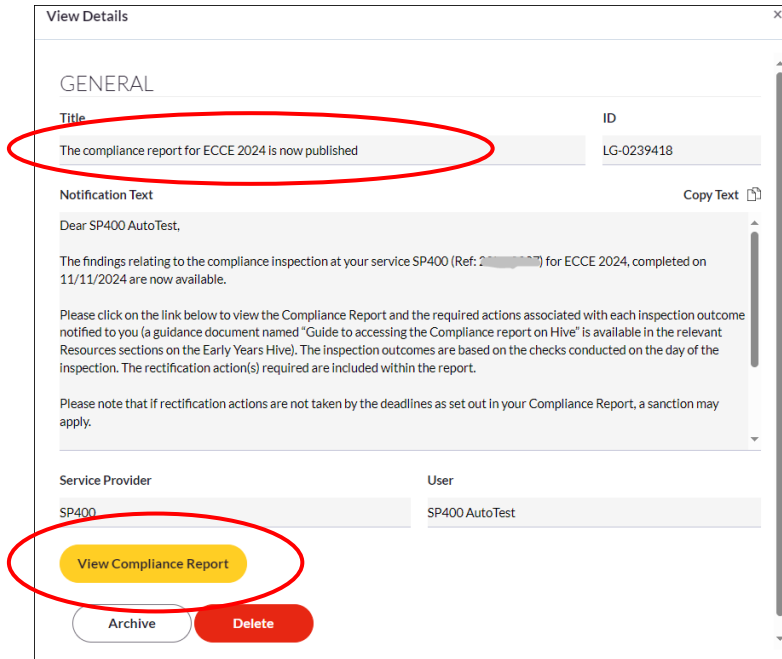
!!! Please read the notification text and then open the compliance report for details.

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.

Should you have any queries in relation to the ECCE /CCSP/AIM7 Compliance Inspection, please contact the Compliance Team by raising a **Request on Hive** as follows:

Request Programme: ECCE / CCSP / AIM7
Request Category: Compliance
Request Type Detail: Inspection

Print PDF

This page provides information on the Compliance inspection findings

Compliance Review id

INSP-0000000739

Visit Completion Date

21/11/2024 12:44

Compliance Outcome - Final

ECCE 2024 Major Non-Compliant

Programme Call

ECCE 2024

Rectification Due

22/11/2024

Inspection Stage *

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 Provider, by a specified **Rectification Due Date.** The rectification actions required will be outlined in the Non-compliance details grid below.
>
> The option to "Print PDF" allows the user to save the report in a pdf format.

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
Fees Records	ECCE 2024 Moderate Non-Compliant
Fees Charged	ECCE 2024 Compliant
Attendance Records	ECCE 2024 Major Non-Compliant
Overclaims	ECCE 2024 Major Non-Compliant

◄ 1 **2** 3 ►

> 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 will 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	
Attendance Records	Attendance records have gaps/inadequacies	Confirmed	Self-declaration	22/11/2024	Pending		▼
Overclaims	Hive was not reflective with regards to actual start dates of child/ren (greater than or equal to 20...	Confirmed	Self-declaration	22/11/2024	Pending		▼
Closures	Calendar requirements have not been met: 1 day closure not reflected on calendar - Calendar to be ad...	Confirmed	Self-declaration	22/11/2024	Pending		▼
Qualifications	The Approved Provider is not meeting the staff qualification requirements for room Lead Educator/s, ...	Confirmed	Self-declaration	22/11/2024	Pending		▼

◄ 1 **2** ►

EDIT

Outcome Reason *

ECCE 2024: Attendance records are not in an adequate format to allow compliance to be checked - submit evidence

Rectification Due
22/11/2024

Rectification Status
Pending ▼

The Approved Provider shall ensure that all attendance records for all session(s)/room(s) are maintained on site, in the required format and be made available for inspection at all times. The Approved Provider shall upload evidence using the upload button below, of attendance records of DCEDIY funded children currently being maintained. In addition, the Approved 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 all attendance records are maintained on site, in the required format and will be made available for inspection at all times.

Submit

The Non-compliance 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".

INSPECTION COMMENTS

Please read the Inspection Comments below which will aid you in understanding the non-compliance issues identified and assist you in taking the rectification actions requested

Inspection Category ▲	Comment
Attendance Records	Attendance records non-compliance comment
Closures	1 closure identified. Service can add 1 compensatin...
Fees Records	Fee records non-compliance comment
Overclaims	Overclaims identified, 1 compliance correction cre...

◄ **1** 2 ►

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

The **ECCE Compliance closure adjustments** section shows any closures identified, that were not marked on the ECCE calendar at the time of the inspection.

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

ECCE COMPLIANCE CLOSURE ADJUSTMENTS

Service Provider ▲	Closure Adjustment Type	Funding Type	Adjustment Stage	From Date	To Date	Adjustment Comment
SP341	Compliance	Potentially funded	Notified	13/09/2024	13/09/2024	1 closure identified. Service can add 1 compensating open day.

REGISTRATION INSPECTIONS

Parental Documents Sample

Child Name ▲	Signed Applicant Declaration on file?	Signed Parent Statement on file?
~~Khalid Jackson~~	Yes	No

!!! If the **ECCE Compliance Closure Adjustment** section shows 1 or more "potentially funded" closures, this means that the Provider can edit their ECCE calendar and can add "compensating open days" of service for dates after the visit completion date. If these type of open days are not added to the ECCE calendar by the rectification due date shown on the Compliance report, then Pobal will process a financial correction. A guide on how to add a "Compensating Open Day" on the calendar is available on the Resources section of the Hive i.e. Resources → Programme Documents → ECCE Documents → Compliance.

For AIM Level 7 checks, the **Capitation Inspections** section will show all the AIM Level 7 approvals that were checked on the day of the inspection. Please take note of each column/ question by scrolling to the right of the screen to view the relevant answers recorded during the inspection.

CAPITATION INSPECTIONS

Capitation Name ▲	Use of Capitation	Staff Members Additional to ratio Requirements?	Additional staff member quals evidenced on site?	Min staff quals at visit date?	Reduced ratio has been applied?	Attendance
░░░░░/Circle AM/1	Maintenance of Reduced Ratios in the ECCE room	N/A	N/A	N/A	No	
░░░░░/Oval AM/1	Employ an additional person in the ECCE room	Yes	N/A	N/A	N/A	
░░░░░/Square PM/1	Employ an additional person in the ECCE room	Yes	N/A	N/A	N/A	
░░░░░/Triangle AM/1	Employ an additional person in the ECCE room	No	N/A	N/A	N/A	

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 ▲	
░░░ Torres	Incorrect Start Date	12/09/2022					03/11/2022	▼
░░░ Torres	Under-Attendance				05/09/2022	09/09/2022	03/11/2022	▼
░░░ Hayes	Absence				22/08/2022	26/08/2022	03/1...	
░░░ Hayes	Leaver	09/09/2022		0			03/1...	

View Allocations

View Session Workings

1 2 3 ▶

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.

!!! 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 Denny~~	Leaver		15/09/2023	1				25/09/2023	
~~Dillon Cline~~	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	▼
~~Jaclyn Denny~~	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 rectification 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'

COMPLIANCE DETERMINATIONS

Determination Type ▲	Is Sanction?	Programme Call	Determination Status	Determination Start Date	Additional Information
STOP Funding	No	AIM7 2024	Confirmed	10/10/2024	A rectification action was not completed. AIM7 funding is now stopped. Please contact the AIM team immediately.

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

Correction Type *
CCSP

Programme Call
CCSP Saver Programme 2022

Correction Stage *
Completed

Effective Date
03/11/2022

Correction Reason *
Under-Attendance

Total Corrected Value
€7.00

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

Correction Type *
CCSP

Programme Call
SP Saver Programme 2022

Correction Stage *
Completed

Effective Date
11/2022

Correction Reason *
Under-Attendance

al Corrected Value
€7.00

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

Correction Type *
ECCE

Programme Call
ECCE 2023

Correction Stage *
Completed

Effective Date
25/09/2023

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

Correction Type *
ECCE

Programme Call
ECCE 2023

Correction Stage *
Completed

Effective Date
25/09/2023

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