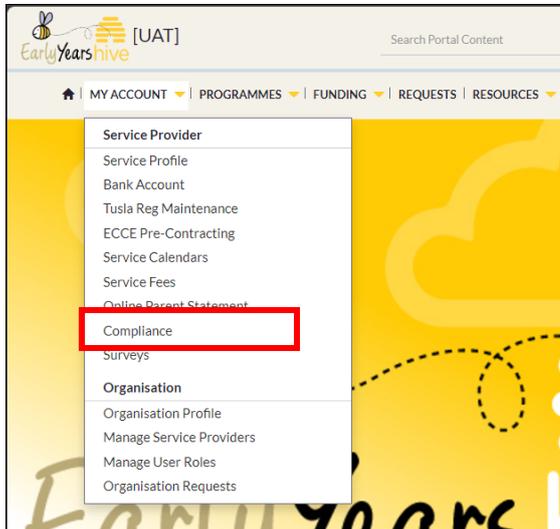


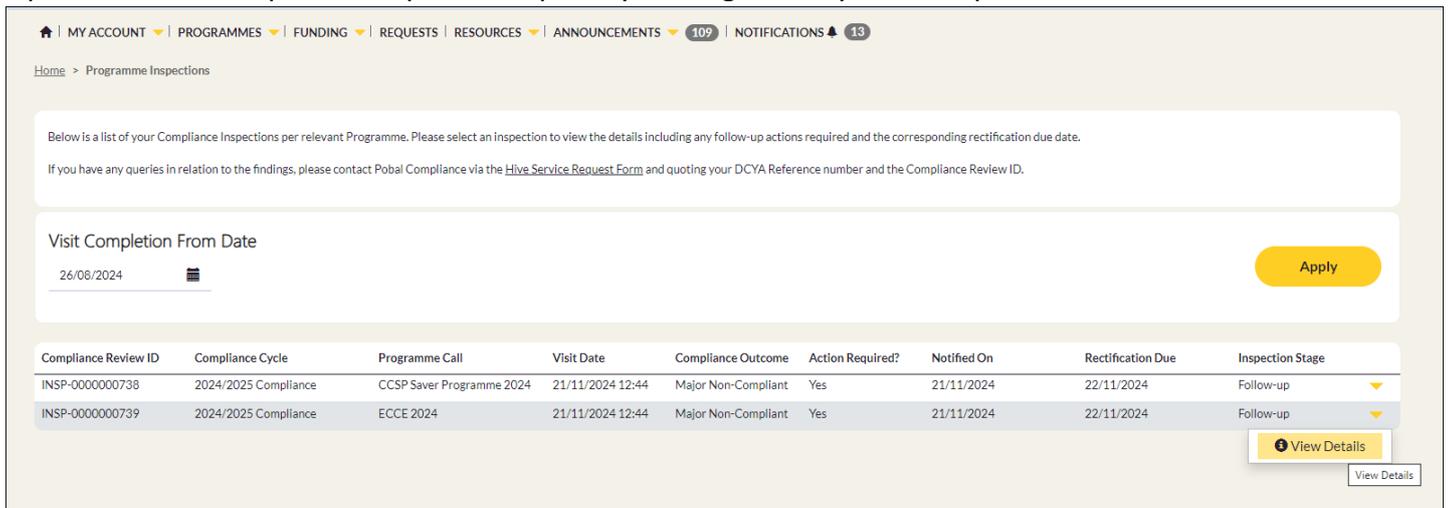
How to add Compensating Open Days on the ECCE Calendar on Hive

The purpose of this document is to guide the Hive user in adding “compensating open days” on the ECCE Calendar, following an unreported closure identified during a Compliance inspection, as detailed in the Compliance inspection report made available on Hive. Please follow the next steps:

1. Go to My Account → Compliance



2. Open the ECCE Compliance inspection report by clicking on the yellow drop-down to “View Details”



3. Scroll down to the ECCE Compliance closure adjustments section to view the closures identified during the inspection. If 1 “potentially funded” closure was identified, then 1 “compensating open day” post inspection date can be added on the ECCE calendar. If the “compensating open day” is not added by the Rectification Due Date, then Pobal will process a financial correction for 1 day.



4. In the same inspection report, scroll up to the Non-Compliance Detail section and select the Inspection Category of Closures and the Outcome Reason “Calendar requirements have not been met: more than 1 day closure not reflected on calendar - Calendar to be adjusted” OR “Calendar requirements have not

been met: 1 day closure not reflected on calendar - Calendar to be adjusted” (whichever is applicable). Select the yellow drop-down to view details.

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	

5. Read the detail and complete the self-declaration by the Rectification Due Date shown and click Submit. The Rectification Status will change from “Pending” to “Rectified”.

VIEW DETAILS

Outcome Reason ⁺
ECCE 2024: Calendar requirements have not been met: 1 day closure not reflected on calendar - Calendar to be adjusted

Rectification Due	Rectification Status
22/11/2024	Rectified

The Approved Provider must action a calendar update by adding an additional day of service to replace the unreported closure, so that the full complement of 182 days is provided. This is to be completed by the Rectification Due Date. If the Approved Provider is unable to add an extra day, then Pobal will action a financial adjustment to reflect the relevant closure. The Approved Provider must also complete a self-declaration, by the Rectification Due Date, by selecting the tick box below. Failure to complete this rectification action may result in the application of a sanction.

Self-declaration: By ticking this box I confirm that the calendar on the Hive will be kept up to date to provide the full complement of 182 days and will reflect all closure days.

Submit

6. This will unlock the ECCE calendar so that “compensating open days” can be added from the date of the inspection into the future. Select the current Active ECCE calendar and “Save As Draft”

Early Yearshive [UAT] Search Portal Content SP341 SB

Home > Service Calendars

Create your service calendars on this page. See the [NCS Service Calendar](#) guide, the [CCSP Service Calendar](#) guide and the [ECCE Service Calendar](#) guide for help.

Active and Draft Service Calendars

Name	Start Date	End Date	Days in Period	Days Open	Subsidised Closures	Unsubsidised Closure	Payable Weeks	Non-Payable Weeks	Status
NCS 2024	19/08/2024	17/08/2025	364	250	0	0			Active
ECCE 2024	19/08/2024	11/07/2025	327	182	0	0	38	9	Active
CCSP Saver Programme 2024	12/08/2024	08/08/2025	362	246	0	0	52	0	Active
NCS 2023	21/08/2023	18/08/2024	364	250	0	0			Active
NCS 2022	22/08/2022	20/08/2023	364	250	0	0			Active
ECCE 2022	22/08/2022	14/07/2023	327	182	0	44	38	9	Active

7. Open the Draft ECCE calendar to Edit

Active and Draft Service Calendars

Name	Start Date	End Date	Days in Period	Days Open	Subsidised Closures	Unsubsidised Closure	Payable Weeks	Non-Payable Weeks	Status
ECCE 2024	19/08/2024	11/07/2025	327	182	0	0	38	9	Draft
NCS 2024	19/08/2024	17/08/2025	364	250	0	0			Active
ECCE 2024	19/08/2024	11/07/2025	327	182	0	0	38	9	Active
CCSP Saver Programme 2024	12/08/2024	08/08/2025	362	246	0	0	52	0	Active

8. Read the guidance message in the yellow box and take note of the “Compensating Open Days” column headings

Home > Service Calendars > Edit Calendar

GENERAL

Programme: Early Childhood Care and Education
 Programme Year*: ECCE 2024
 Status Reason: Draft
 Service Model: 38 Weeks 41 Weeks

Start Date*: 19/08/2024
 End Date*: 11/07/2025
 Calendar Effective Date*: 19/08/2024

You may submit Compensating Open Days for all weeks from the week of the Visit Completion Date and the end of the Programme Call. You may not submit more Compensating Open days than you have Potentially Funded Closure Adjustments for this Programme Call.

Compensating Open Days	Month	Week Number	Week Beginning	M	T	W	T	F	Days Open	Compensating Days Open	Non Payable Week
Show <input type="checkbox"/>	Aug	1	19/08/2024	<input checked="" type="checkbox"/>	0	0	<input checked="" type="checkbox"/>				
Show <input type="checkbox"/>	Aug	2	26/08/2024	<input type="checkbox"/>	5	0	<input type="checkbox"/>				
Show <input type="checkbox"/>	Sep	3	02/09/2024	<input type="checkbox"/>	5	0	<input type="checkbox"/>				

9. To add a compensating open day tick “Show” in the Compensating Open Days column for a week that has closures ticked, as highlighted in yellow below. This will add another row of days under that same week and only the day that has a closure will become editable for a compensating open day, as highlighted in yellow below.

Show <input type="checkbox"/>	Feb	26	10/02/2025	<input type="checkbox"/>	5	0				
Show <input checked="" type="checkbox"/>	Feb	27	17/02/2025	<input type="checkbox"/>	4	0				
Compensating Open Days	Feb	27	17/02/2025	<input type="checkbox"/>	4	1				
Show <input type="checkbox"/>	Feb	28	24/02/2025	<input type="checkbox"/>	5	0				

10. Tick the editable day to add a compensating open day. This will add 1 on the column to the right of the days and will also update the totals for the term with 1 Compensating Days Open, as shown in yellow below.

Show <input type="checkbox"/>	Feb	26	10/02/2025	<input type="checkbox"/>	5	0				
Show <input checked="" type="checkbox"/>	Feb	27	17/02/2025	<input type="checkbox"/>	4	1				
Compensating Open Days	Feb	27	17/02/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	1
Show <input type="checkbox"/>	Feb	28	24/02/2025	<input type="checkbox"/>	5	0				
Show <input type="checkbox"/>	Mar	29	03/03/2025	<input type="checkbox"/>	5	0				
Show <input type="checkbox"/>	Mar	30	10/03/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	0
Show <input type="checkbox"/>	Mar	31	17/03/2025	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	0
Show <input type="checkbox"/>	Mar	32	24/03/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	0
Show <input type="checkbox"/>	Mar	33	31/03/2025	<input type="checkbox"/>	5	0				
Show <input type="checkbox"/>	Apr	34	07/04/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	0
Show <input type="checkbox"/>	Apr	35	14/04/2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	0
Show <input type="checkbox"/>	Apr	36	21/04/2025	<input checked="" type="checkbox"/>	0	0				

Term 2 Days Open 63 Total Payable Weeks 14 Non Payable Weeks 2 Compensating Days Open 1 Term 2 requires a minimum of 13 payable weeks

11. The overall counts for the year will update with 1 Compensating Days Open. If all edits are completed click “Submit” to activate the new calendar.

All Terms

Days Open 182

Compensating Days Open 1

Total Payable Weeks 38

Non Payable Weeks 9

Programme Weeks 45

Save as Draft Submit