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 \rightarrow Compliance



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

🔒 MY ACCOUNT 🤜	PROGRAMMES V FUNDING	REQUESTS RESOURCES	ANNOUNCEMENTS	• 109 NOTIFICAT	IONS 🐥 13					
Home > Programme Inspections										
Below is a list of your Compliance Inspections per relevant Programme. Please select an inspection to view the details including any follow-up actions required and the corresponding rectification due date.										
If you have any queries in	relation to the findings, please con	tact Pobal Compliance via the <u>Hive S</u>	ervice Request Form and	d quoting your DCYA Refer	ence number and the C	ompliance Review ID.				
Visit Completion	From Date									
26/08/2024								Apply		
Compliance Review ID	Compliance Cycle	Programme Call	Visit Date	Compliance Outcome	Action Required?	Notified On	Rectification Due	Inspection Stage		
Compliance Review ID										
INSP-000000738	2024/2025 Compliance	CCSP Saver Programme 2024	21/11/2024 12:44	Major Non-Compliant	Yes	21/11/2024	22/11/2024	Follow-up	-	
INSP-0000000738 INSP-0000000739	2024/2025 Compliance 2024/2025 Compliance	CCSP Saver Programme 2024 ECCE 2024	21/11/2024 12:44 21/11/2024 12:44	Major Non-Compliant Major Non-Compliant	Yes	21/11/2024 21/11/2024	22/11/2024 22/11/2024	Follow-up Follow-up	•	
INSP-0000000738	2024/2025 Compliance 2024/2025 Compliance	CCSP Saver Programme 2024 ECCE 2024	21/11/2024 12:44 21/11/2024 12:44	Major Non-Compliant Major Non-Compliant	Yes Yes	21/11/2024 21/11/2024	22/11/2024 22/11/2024	Follow-up Follow-up	ails	

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.

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.				

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 select the closure not reflected on calendar - Calendar to be adjusted"* OR *"Calendar requirements have not select the closure not met is the closure not reflected on calendar - Calendar to be adjusted"* OR *"Calendar requirements have not met is the closure not reflected on calendar - Calendar to be adjusted"* OR *"Calendar requirements have not met is the closure not met is t*

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-COMPL	IANCE DETAIL					
The list below outlines ex and/or financial correction	ich non-compliant outcome reason and where relevant, the action required from the Service Provider. Where there is a in will apply. Please scroll through the relevant pages and open each outcome reason to view further details.	Rectification Due date (outlined, the Service P	rovider is required to ta	ake action by that date, othe	rwise a sanction
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	>					

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 no	ot been met: 1 day closure not reflected on calendar - Calendar to be adjusted	
Rectification Due	Rectification Status	
22/11/2024	Rectified	-
 then Pobal will action a financial adjustment to re Rectification Due Date, by selecting the tick box b Self-declaration: By ticking this box I co complement of 182 days and will reflect 	flect the relevant closure. The Approved Provider must also complete a self-declaration, pelow. Failure to complete this rectification action may result in the application of a sanct onfirm that the calendar on the Hive will be kept up to date to provide the full t all closure days.	by the ion.

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"

[UAT] Yearshive		Search Portal C	Content		٩			SP341 (-	SB	3•
MY ACCOUNT PROGR Home > Service Calendars Create your service calendar	RAMMES - FUNDI	NG ♥ REQUESTS the <u>NCS Service C</u>	RESOURCES \checkmark ANNi alendar guide, the <u>C</u>	OUNCEMENTS V 10	▶ NOTIFICATIONS ▲	13 E Service Calendar gu	iide for help.		Cre	pate Calenda	
E Active and Drait Service Caler	iluais +								0.0		
Name	Start Date	End Date	Days in Period	Days Open	Subsidised Closures	Unsubsidised Closure	Payable Weeks	Non-Payable We	eks Status		
Name NC5 2024	Start Date 19/08/2024	End Date 17/08/2025	Days in Period 364	Days Open 250	Subsidised Closures	Unsubsidised Closure	Payable Weeks	Non-Payable Wee	eks Status Active		
Name NCS 2024 ECCE 2024	Start Date	End Date 17/08/2025 11/07/2025	Days in Period 364 327	Days Open 250 182	Subsidised Closures 0 0	Unsubsidised Closure 0 0	Payable Weeks	Non-Payable We	eks Status Active Active		
Name NC5 2024 ECCE 2024 CCSP Saver Programme 2024	Start Date 19/08/2024 19/08/2024 12/08/2024	End Date 17/08/2025 11/07/2025 08/08/2025	Days in Period 364 327 362	Days Open 250 182 246	Subsidised Closures 0 0 0 0 0	Unsubsidised Closure 0 0 0 0 0	Payable Weeks 38 52	Non-Payable Wee	eks Status Active Active	View	
Name NC5 2024 ECCE 2024 CCSP Saver Programme 2024 NCS 2023	Start Date 19/08/2024 19/08/2024 12/08/2024 21/08/2023	End Date 17/08/2025 11/07/2025 08/08/2025 18/08/2024	Days in Period 364 327 362 364	Days Open 250 182 246 250	Subsidised Closures 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Unsubsidised Closure 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Payable Weeks	Non-Payable Wee	eks Status Active Active Active	<u>View</u>	
Name NCS 2024 ECCE 2024 CCSP Saver Programme 2024 NCS 2023 NCS 2022	Start Date 19/08/2024 19/08/2024 12/08/2024 21/08/2023 22/08/2022	End Date 17/08/2025 11/07/2025 08/08/2025 18/08/2024 20/08/2023	Days in Period 364 327 362 364 364 364	Days Open 250 182 246 250 250 250	Subsidised Closures 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Unsubsidised Closure 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Payable Weeks 38 52	Non-Payable Wee	eks Status Active Active Active Active Active Active	<u>View</u> ve as Draft	Save as Dra

7. Open the Draft ECCE calendar to Edit

EActive and Draft Service Caler	ndars v								С	reate Cale	ndar
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			Ac	Edit	
ECCE 2024	19/08/2024	11/07/2025	327	182	0	0	38	9	Ac	Remove	Edit
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

ome > Service Calendars > Edit Calendar											
JENERAL											
Programme	gramme Programme Year*			Statu	ıs Reaso	n				Service Model	
Early Childhood Care and Education		ECCE 2024		Dra	əft					⊘ 38 Weeks ○ 41 Weeks	
Start Date *		End Date *		Cale	ndar Eff	ective D	ate *				
19/08/2024		11/07/2025		19/	/08/202	4					
								1			
You may submit Compensating Ope You may not submit more Compensa	n Days for all weeks ating Open days tha	from the week of the Visit C n you have Potentially Funde	ompletion Date and the end of the P ad Closure Adjustments for this Prog	ogramme amme Cal	Call.				_		
You may submit Compensating Oper You may not submit more Compensa	n Days for all weeks ating Open days tha	from the week of the Visit C n you have Potentially Funde	iompletion Date and the end of the P ed Closure Adjustments for this Prog	ogramme amme Cal	Call. II.						
You may submit Compensating Ope You may not submit more Compensa Compensating Open Days	n Days for all weeks ating Open days tha Month	from the week of the Visit C n you have Potentially Funde Week Number	ompletion Date and the end of the P ed Closure Adjustments for this Prog Week Beginning	ogramme ramme Cal	Call. I.	w	Т	F	Days Open	Compensating Days Open	Non Payable Week
You may submit Compensating Ope You may not submit more Compensa Compensating Open Days Show	n Days for all weeks ating Open days tha Month Aug	from the week of the Visit C n you have Potentially Funde Week Number 1	ompletion Date and the end of the P d Closure Adjustments for this Prog Week Beginning 19/06/2024	ogramme ramme Cal M	Call. I. T	w	T	F	Days Open 0	Compensating Days Open 0	Non Payable Week
You may submit Compensating Ope You may not submit more Compensi Compensating Open Days Show Show	n Days for all weeks ating Open days tha Month Aug Aug	from the week of the Visit C n you have Potentially Funde Week Number 1 2	ompletion Date and the end of the P ed Closure Adjustments for this Prog Week Beginning 19/08/2024 26/08/2024	rogramme ramme Cal	Call. I. T	w 1	T	F	Days Open 0 5	Compensating Days Open 0 0	Non Payable Week

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 🗌	Feb	26	10/02/2025			5	0
Show 🗹	Feb	27	17/02/2025			4	0
Compensating Open Days	Feb	27	17/02/2025				
Show 🗆	Feb	28	24/02/2025			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 🗆	Feb	26	10/02/2025						5	0
Show Z	Feb	27	17/02/2025						4	1
Compensating Open Days	Feb	27	17/02/2025					 Image: A set of the set of the		
Show 🗌	Feb	28	24/02/2025						5	0
Show 🗌	Mar	29	03/03/2025						5	0
Show 🗌	Mar	30	10/03/2025					~	4	0
Show 🗌	Mar	31	17/03/2025	1	\checkmark				3	0
Show 🗆	Mar	32	24/03/2025		\checkmark				4	0
Show 🗆	Mar	33	31/03/2025						5	0
Show 🗆	Apr	34	07/04/2025					~	4	0
Show 🗆	Apr	35	14/04/2025					~	4	0
Show 🗆	Apr	36	21/04/2025	1	\checkmark	~	~	~	0	0
Term 2 Days Open 63	Total Pavable Weeks 1	4 Non Pavable We	eks 2 Compensating Days Open 1 Te	erm 2 reauires	a minim	um of 13	pavable w	veeks		

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 Ope	n 1						
Total Payable Weeks	38						
Non Payable Weeks	9						
Programme Weeks	45				_		_
				Save as Draft		Submit	