

IRIS User Guide: Data Check and Quality Control System Views on IRIS



**Social Inclusion &
Community Activation
Programme**

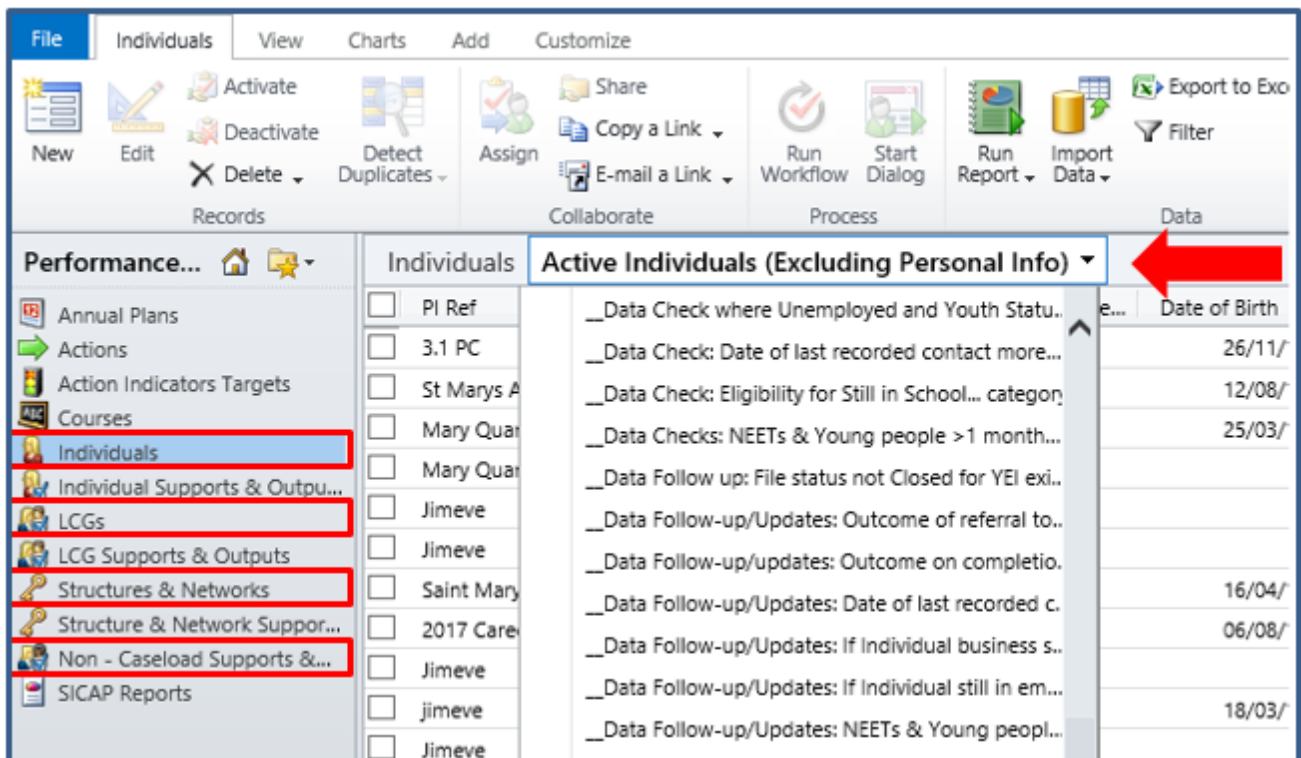
IRIS DATA CHECKS AND QUALITY CONTROL SYSTEM VIEWS ON IRIS

The following system views (lists of records) have been set up on IRIS under the Performance Monitoring Section to assist you in checking your data, prompting follow-up and improving data quality.

There are 3 types of data quality controls:

1. **Data issues/errors** – these views should not return any records if all the related data has been input correctly and is valid. The user must update or deactivate the records so that they are no longer displayed in the view (list of records).
2. **Data follow-up / updates required** – these are prompts for the user to identify where follow-up is required and where information is required to be input or updated. The user must update the records so that they are no longer displayed in the view (list of records). Over time, records will be added to this list as they meet the criteria for follow-up.
3. **Data checks** – these views return records as a prompt to PIs to check if follow-up is required: e.g. to record exit information for NEETs/young people as per ESF/YEI requirements, if relevant.

To run these views click on Performance Monitoring, select the relevant beneficiary type (Individuals, LCGs, Structures and Networks, Non-caseload or Courses) and then select the view from the drop down list.



BENEFICIARY TYPE: INDIVIDUALS	
Individual Data issues/errors	Explanation
2015 or 2016 Support & Outputs linked to 2017 Annual Plan	All individuals that have a Support & Output dated in 2015 or 2106 linked to an action in the 2017 Annual Plan. These Support & Output records should be deactivated and re-input against the correct annual plan year.
Check Eligibility for SICAP	All Individuals that do not belong to a SICAP target group and are ineligible for SICAP supports. The eligibility of these individuals must be verified and corrected, otherwise these records must be deactivated.
Course start date pre-2017 but linked to 2017 Annual Plan	All individuals that have a Support & Output course record with a start date pre-2017 but linked to an action in the 2017 Annual Plan. These Support & Output records should be deactivated and re-input against the correct annual plan year.
Date of progression into employment/self-employment not valid	All individuals recorded as 'Progressed into employment/self-employment' where the start date is prior to the beginning (1 st April 2015) or after the end date of SICAP (31 st December 2017). Only outputs related to SICAP interventions should be recorded. The corresponding Individual support and output record for 'progressed into employment or self-employment' should be deactivated or the start date updated if input incorrectly.
Date of registration not valid	All individual records where the registration date is outside the SICAP operating dates (01/04/2015 to 31/12/2017). The registration date of these individuals needs to be verified and amended or the record must be deactivated.
Employed and NEET category selected (Youth Status)	All individuals where the Principal Economic Status at registration is Employed/Self-employed but the Youth Status field has a NEET (not in employment, education or training) category selected. The Youth Status field is used to determine a young person's eligibility for YEI. If an individual is employed or self-employed (principal economic status) then they are not NEET and therefore not eligible for YEI. The Youth status must be updated for these individuals and set to 'None of the above'.
Full-time student and NEET category selected (Youth Status)	All individuals where the Principal Economic Status at registration is Economically Inactive – Full-time Student but the Youth Status field has a NEET (not in employment, education or training) category selected. The Youth Status field is used to determine a young person's eligibility for YEI. If an individual is a full-time student (principal economic status) then they are not NEET and therefore not eligible for YEI. The Youth status must be updated for these individuals and set to 'Still in school but identified as at risk of dropping out' or None of the above'.

Individual Data issues/errors	Explanation
Individual record inactive but has active support & outputs	All individuals that have been deactivated but their corresponding Individual supports and outputs are still active. These supports and outputs must be deactivated. If the individual record was deactivated in error then it must be re-activated.
No - Personal data consent	All individuals where the 'Consent to record personal data' field is set to No. Only individual beneficiaries who have signed a data consent form can be recorded on IRIS. These records must be updated (please ensure that all data protection requirements are adhered to) and set to Yes or deactivated.
No Electoral District or Small Area mapped	All individuals where Autoaddress was unable to map the Individual's address to an electoral district or a small area. Pls must ensure that the address details are correct and flag any issues to Pobal (iris@pobal.ie).
Unemployed Young Person with 'Still in school' selected under Youth Status	All individuals where the Principal Economic Status at registration is 'Unemployed' but the Youth Status field contains 'still in school category'. If an individual is unemployed (principal economic status), they are available to/seeking work and therefore cannot not be 'in school'. The youth status must be updated accordingly.
Individual Data Follow-up / updates required	Explanations
File Status not 'Closed' for YEI exits with Longer-term Results	All Individuals whose file status is 'Open' or 'Dormant' but have exited the YEI Intervention and longer term results (after 6 months) has been input. Individual records must be set to 'Closed' when the individual is no longer engaged with SICAP and no further follow-up is required. If the Individual is still receiving SICAP supports, the Immediate and the Longer Term result support & output records must be deactivated and re-input when all SICAP supports are completed (i.e. the new exit date).
Follow-up outcome of referral to other organisation	All individuals who were referred to another service/organisation for LLL or employment/self-employment services where no outcome has been recorded. Pls are required to follow-up with individuals (after 3 months) who were referred from SICAP to receive supports from another agency/service. Contact should be made with these individuals and the 'outcome', 'current education level' and 'current economic status' fields (as appropriate) of the corresponding Individual support and output record updated accordingly (i.e. the existing 'referred to....' record is updated).

Individual Data issues/errors	Explanation
Follow-up outcome on completion of apprenticeship/work experience	All individuals who were 'in receipt of employment supports: pre-apprenticeship/apprenticeship/traineeship or work experience' where no outcome has been recorded. PIs are required to follow-up with individuals who have participated in these activities. Contact should be made with these individuals at the end of the activity and the 'outcome', 'current education level' and 'current economic status' fields (as appropriate) of the corresponding Individual support and output record updated accordingly (i.e. the existing 'in receipt of employment supports: pre-apprenticeship/apprenticeship/traineeship or work experience' record is updated).
Follow-up if individual still in self-employment after 12 months	All individuals recorded as 'Progressed into self-employment' where the start date is more than 12 months ago and the 'business still operating after 12 months' field is blank. PIs are required to follow-up with individuals who have progressed into self-employment as a result of their engagement with SICAP. Contact should be made with these individuals and the 'business still in operation' and 'current economic status' fields of the corresponding Individual support and output record updated accordingly (i.e. the existing 'progressed into self-employment' record is updated).
Follow-up if individual still in employment after 6 months	All individuals recorded as 'Progressed into employment' where the start date is more than 6 months ago and the 'still in employment' field is blank. PIs are required to follow-up with individuals who have progressed into employment as a result of their engagement with SICAP. Contact should be made with these individuals and the 'still in employment' and 'current economic status' fields of the corresponding Individual support and output record updated accordingly (i.e. the existing 'progressed into employment' record is updated).
NEETs/Young people > 6 months since exit date	All young people (aged 15-24 years) where it is more than six months since the ESF/YEI intervention exit date (as per immediate result indicator). Contact should be made with these individuals and the PI should record the status of the individual six months after leaving using the ESF/YEI longer result indicator (support & output category record). The individual file status should be moved to 'Closed'.
No - Personal Action Plan	All individuals where the 'Personal Action Plan Agreed' field is set to No. This is a prompt for development workers to prepare and agree the personal action plan with the individual. A personal action plan must be prepared for all individual beneficiaries within the first few weeks of their engagement with SICAP. This field must then be set to Yes.

Individual Data issues/errors	Explanation
Follow-up outcome on completion of course	All individuals who were 'in receipt of educational supports' where no outcome has been recorded. PIs are required to follow-up with individuals who have participated in a course. Contact should be made with these individuals at the end of the course and the 'outcome', 'current education level' and 'current economic status' fields (as appropriate) of the corresponding Individual support and output record updated accordingly (i.e. the existing 'in receipt of educational supports' record is updated).

Individual Data Checks	Explanation
NEETs/Young people > 1 month since last intervention	All young people (aged 15-24 years) where it is more than one month since date of last recorded intervention/contact. If the individual is no longer engaged with SICAP (i.e. exited the ESF/YEI intervention) the PI should record the exit date and status of individual on leaving using the ESF/YEI immediate result indicator (support & output category record). If the individual is still engaged with SICAP the PI continues to record supports & outputs as required.
Date of last recorded contact more than 3 months ago	All individuals where the date of the last intervention or activity is at least 3 months ago (with the most recent record listed first). This is a prompt for development workers to follow-up with beneficiaries who are still engaged with SICAP. Follow is required after 6 months from the date of last intervention/contact. The Individual file status should be updated to 'Closed' if no further follow up is required or the PI was unable to contact the individual (a note can be added to the individual record if the PI could not make contact).
Check Eligibility for 'Still in School...' category	All Individuals that do not belong to a SICAP target group but where the 'Youth status' field contains 'Still in school but at risk of dropping out'. A limited number of young people who are still in second-level education may be registered on the Individual caseload. The PI should ensure that these young people meet the criteria as set out in the 'Working to Prevent Early School Leaving' section of the SICAP Programme Requirements. Pobal will manually tag these records as eligible upon request.

BENEFICIARY TYPE: LOCAL COMMUNITY GROUPS (LCGs)

LCG Data issues/errors	Explanation
All target groups selected	All LCGs where all SICAP target groups have been selected. A target group should only be selected for issue-based groups that focus on addressing the needs of a specific target group(s). A maximum of 3 target groups should be selected. Area-based LCGs should use the 'children and families living in disadvantaged areas' and/or people living in disadvantaged areas if they have a broader remit. The target groups are used to identify where work is happening with specific groups. Please review the target group selection for all LCGs to ensure that the target group selection is relevant and accurate.
No data consent	All LCGs where the 'Data consent form signed' field is set to No. Only LCG beneficiaries who have signed a data consent form can be recorded on IRIS. These records must be updated (please ensure that all data protection requirements are adhered to) and set to Yes or deactivated.
No Electoral District or Small Area	All LCGs where Autoaddress was unable to map the address to an electoral district or a small area. PIs must ensure that the address details are correct and flag any issues to Pobal (iris@pobal.ie).
LCG Data Follow-up / updates required	Explanations
If Social Enterprise still operating after 12 months	All LCGs with a new social enterprise where the start date is more than 12 months ago and the 'business still operating after 12 months' field is blank. PIs are required to follow-up with LCGs who set up a new social enterprise as a result of their engagement with SICAP. Contact should be made with these groups and the 'business still operation' fields of the corresponding LCG support and output record updated accordingly (i.e. the existing 'new social enterprise established' record is updated).
LCG Data Checks	Explanation
LCGs < 2 interventions	All LCGs registered who have less than 2 interventions (i.e. only 1 intervention or none). These LCGs are not included on the SICAP caseload (headline indicator 2).
Date of last recorded contact more than 3 months ago	All LCGs where the date of the last intervention or activity is at least 3 months ago (with the most recent record listed first). This is a prompt for development workers to follow-up with beneficiaries who are still engaged with SICAP.

BENEFICIARY TYPE: STRUCTURES AND NETWORKS (S&N)

S&N Data issues/errors	Explanation
Structure & Network name to be re-input	All S&N records where a bug in the system replaced the name of the record with the ID number. The PI user must update these records and re-input the correct S&N name.
No LOT selected	All S&N records where the LOT does not contain a value. The PI user must update these records and assign them to the relevant LOT.
No data consent	All S&N records where the 'Data consent form signed' field is set to No and personal data has been recorded (contact person). Personal data cannot be recorded on IRIS unless a data consent form has been signed by the contact person. These records must be updated (please ensure that all data protection requirements are adhered to) and set to Yes or remove the personal data.

BENEFICIARY TYPE: NON-CASELOAD ADULTS AND CHILDREN

Non-caseload Data issues/errors	Explanation
No output numbers recorded	All Non-caseload supports and outputs recorded where there was no output numbers for adults or children input. These records should be corrected or deactivated.

RECORD TYPE: COURSES

Course Data issues/errors	Explanation
No NFQ Level for Accredited/QQI Validated Courses	All courses that are accredited but do not have an NFQ level recorded against them. These courses will need to be checked and the applicable NFQ level recorded.
Number of hours = 0	All courses that have "0" hours per week. These courses will need to be checked and hours per week amended or the course record should be deactivated.
QQI Programme code to be Input	All courses where the awarding body is Quality & Qualifications Ireland (QQI) but no QQI code has been entered. QQI code for these records must be verified and entered on the course record. Please refer to QQI website to find the relevant QQI Programme Code http://qsearch.qqi.ie/WebPart/Search?searchtype=programmes
SICAP funded but no Action costs	All courses that are funded by SICAP but where there is no Non-Salary Costs on the associated action record. The PI must ensure that the source of funding category is correct and that the course outputs associated with the action that covers costs of the course.