

## IRIS User Guide: How to Input a Local Community Group & LCG Annual Support Plan



# SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

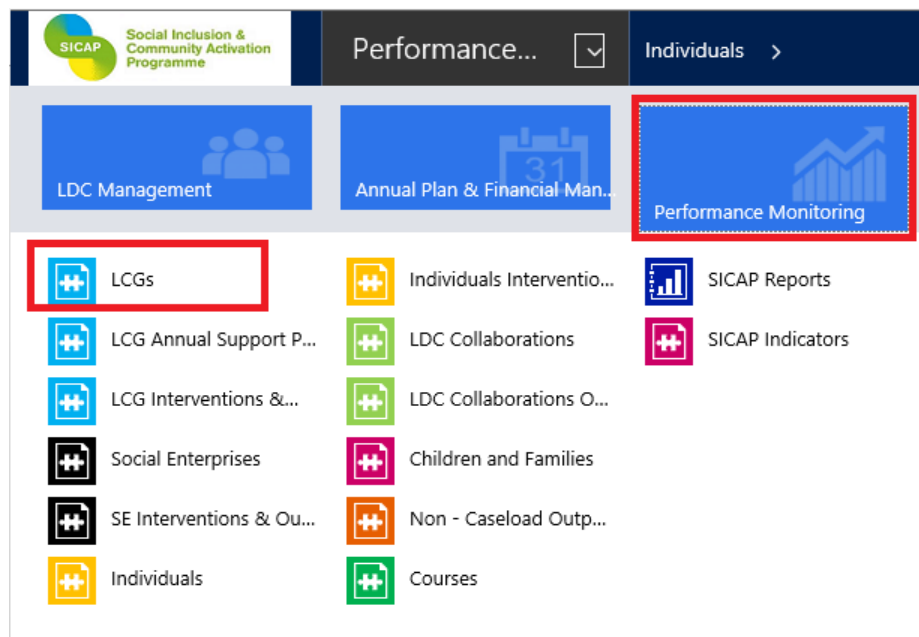
*The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020*

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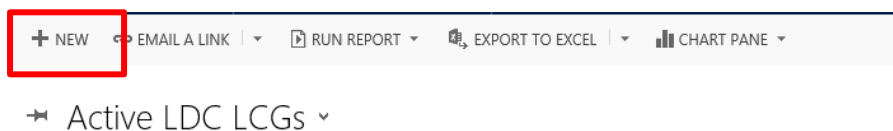
## How to Add a New Local Community Group

Select the **Performance Monitoring** option from the navigation pane along the top of the IRIS application.

Click on the **LCGs** option under the **Performance Monitoring** section.



Click on the **New** button as highlighted below.



The **New LCG** record will appear. Fields with a **red asterisk (\*)** indicate mandatory fields. The Lot field will be populated unless you work across more than one Lot. You can select the Lot from the lookup list.

\_\_LCG: INFORMATION

New \_\_LCG

Lot*	--	LDC Staff member	--
LCG Name*	--	File Status	Open
		LCG ID*	--

← Contact Details

First Name*	--	Last Name*	--
Job Title/ Role*	--	Mobile	--
Date of Registration Meetir*	--	Phone	--
		Email	--

← Auto Address

Input the Name of the Local Community Group (LCG).

The **LCG ID** field is automatically populated when the record is saved.

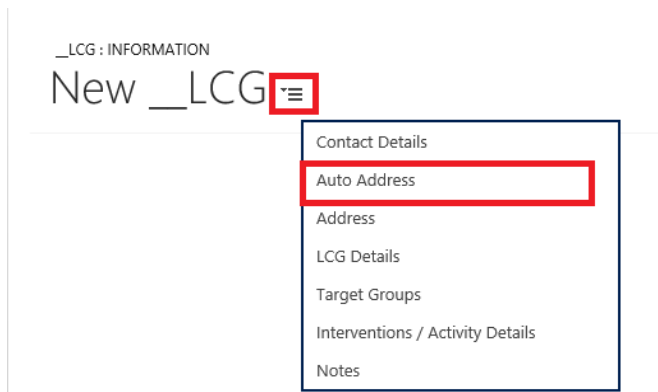
Select the **LDC Staff Member** from the look-up list.

### Contact Details

Input name and details of contact person for the LCG.

### Auto Address

Click on **Auto Address** link to open it.



To add a postal address, enter the full postal address or Eircode in the field provided and click on the **Search** button.

#### Auto Address

**Address**

Once the address is found, the system will then auto populate all of the following fields:-

- Address lines 1-4 inclusive
- County/Dublin postcode
- HP Deprivation Index
- Electoral District
- Small Area

If your address cannot be found or is not listed email [iris@pobal.ie](mailto:iris@pobal.ie)

In order to save the record you can enter the address in Address line 1.

### LCG Details

**LCG Type** is mandatory – there are 5 different types which can be selected from the lookup list

**Gender based group** is mandatory – There are 3 options available. Men; Women; No. Select No if the group does not focus on either of the specific genders.

**Social Inclusion remit of this LCG** is mandatory – input a short description of how the group addresses the objectives or ethos of the programme, e.g. provides advocacy for people with disabilities.

**Stage of development on CD Matrix** is mandatory – stage of the group at the time of registration can be selected from the lookup list of 3 options.

**Date Established is mandatory** – the date the group was established. For groups that have been in operation for several years, an approximate date is sufficient.

**LDC Reference** – if an internal LDC reference is relevant it can be entered in this free text field

#### ↳ LCG Details

LCG Type*	--	Stage of development on CD Matrix*	--
Gender based group*	--	Date Established*	--
Social Inclusion remit of this LCG*	--	LDC Reference	--

### Target Groups

**Primary Target Group** is mandatory and can be selected from the lookup list.

If a group works with more than one target group then the target group can be selected from the lookup list under **Secondary Target Group**.

#### ↳ Target Groups

Primary Target Group*	--	Secondary Target Group	--
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Click on **Save and Close** to exit the LCG screen or **Save** and then **New** buttons to record another LCG's details. The record for the LCG has now been created.

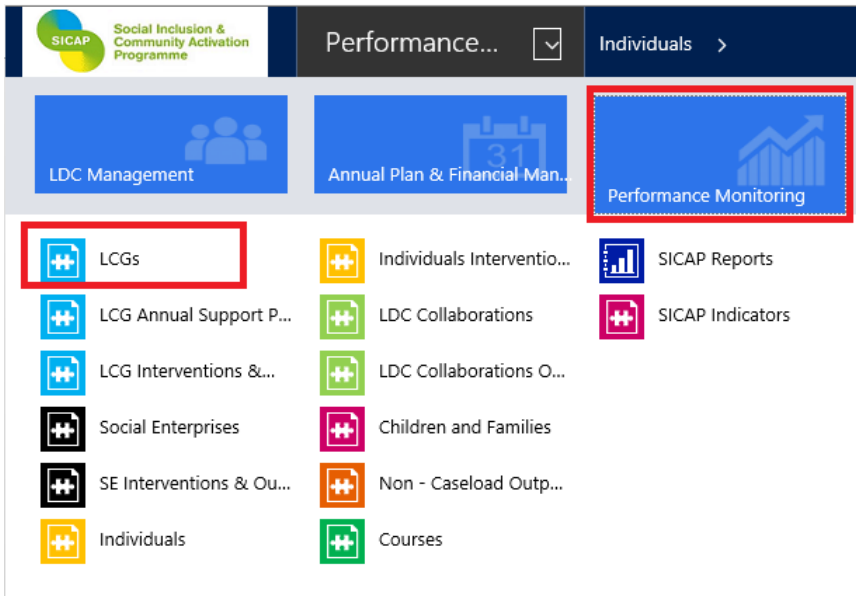
 SAVE  SAVE & CLOSE  NEW

### LCG Interventions / Activity Detail

The **LCG Interventions / Activity Detail** sections are auto populated by the system as interventions and outputs are recorded for the LCG

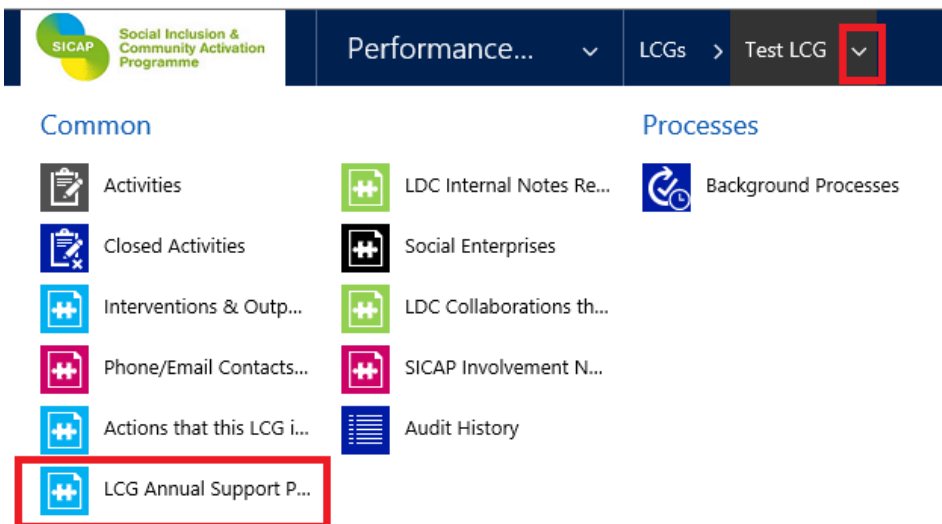
## LCG Annual Support Plan

To add an LCG Annual Support Plan navigate to **LCGs** under **Performance Monitoring**

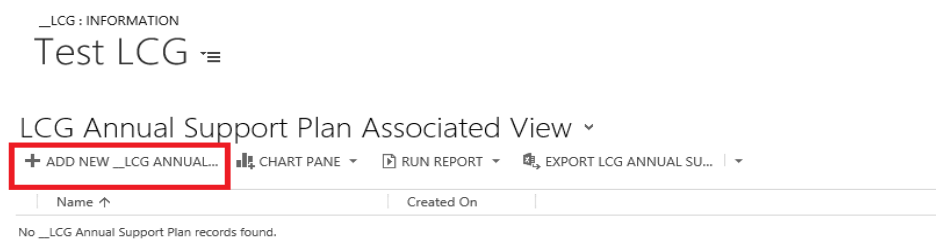


Open the LCG record for which you are creating the Annual Support Plan

Use the top navigation bar to view records associated with the LCG and select **LCG Annual Support Plan** from the list

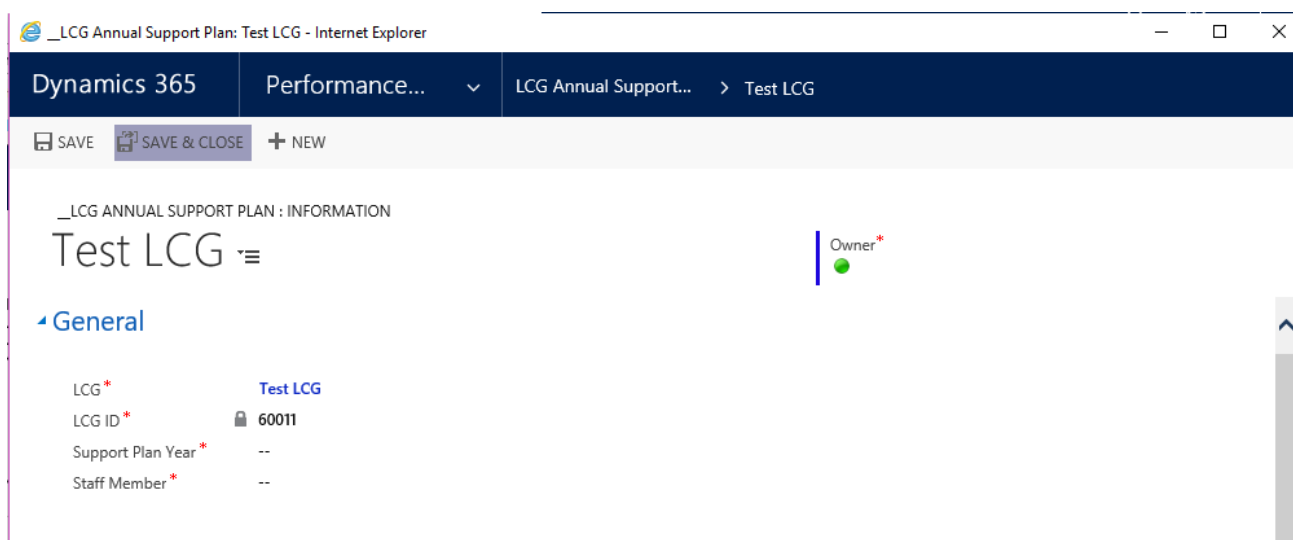


Click **Add New** and the Annual Support Plan screen will open



The **LCG Name** and **LCG ID** will be auto-populated.

Select the **Support Plan Year** and the **Staff Member** from the look-up lists



There are 6 mandatory **Baseline Detail** questions\* that need to be answered in the next section, each of these have drop down options.

### Baseline Details

- Level of involvement in community planning and service delivery (G1-1:1) \*
- 
- Level of involvement in addressing social inclusion and equality issues (G1-1:2) \*
- 
- Is progression along the CD matrix an objective? (G1-2:1) \*
- 
- Stage of Development on CD matrix (G1-1:4)
- 🔒 1. Pre-development and group formation
- Level of participation in decision-making structures (G1-3:1) \*
- 
- Member of PPN (G1-3:1) \*
- 
- Level of collaboration with local service providers (G1-4:1) \*
-

The Stage of Development on CD matrix (G1-1:4) field will be populated with the stage at registration (from the LCG record). If progression along the CD matrix is an objective (set to Yes), then you must select the current stage of development. This may be the same as the stage registration.

Stage of Development on CD matrix (G1-1:4)  
🔒 1. Pre-development and group formation  
Current Stage of Development\*  
--

If the LCG actively participates in decision-making structures (G1-3:1) then you must name these decision-making structures.

Level of participation in decision-making structures (G1-3:1)\*  
Actively participates in local structure(s)  
Decision-making structures the LCG participates in\*  
--

Input details of the Objectives/Actions that will be addressed by SICAP supports for the year in the **Annual Objective/Action Details** section.

### Annual Objective / Action Details

List objectives / Actions for the year\* --

Click on **Save and Close** to exit the LCG Annual Support Plan screen. The record for the LCG Annual Support Plan has now been created. The LCG Annual Support Plan should be reviewed with the LCG and a new one created each year.

📁 SAVE 📁 SAVE & CLOSE + NEW