

IRIS User Guide: How to input Outputs for Non Caseload Beneficiaries



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

07/02/2018



Ireland's European Structural and Investment Funds Programmes 2014-2020

Co-funded by the Irish Government and the European Union



EUROPEAN UNION

Investing in your future

European Social Fund

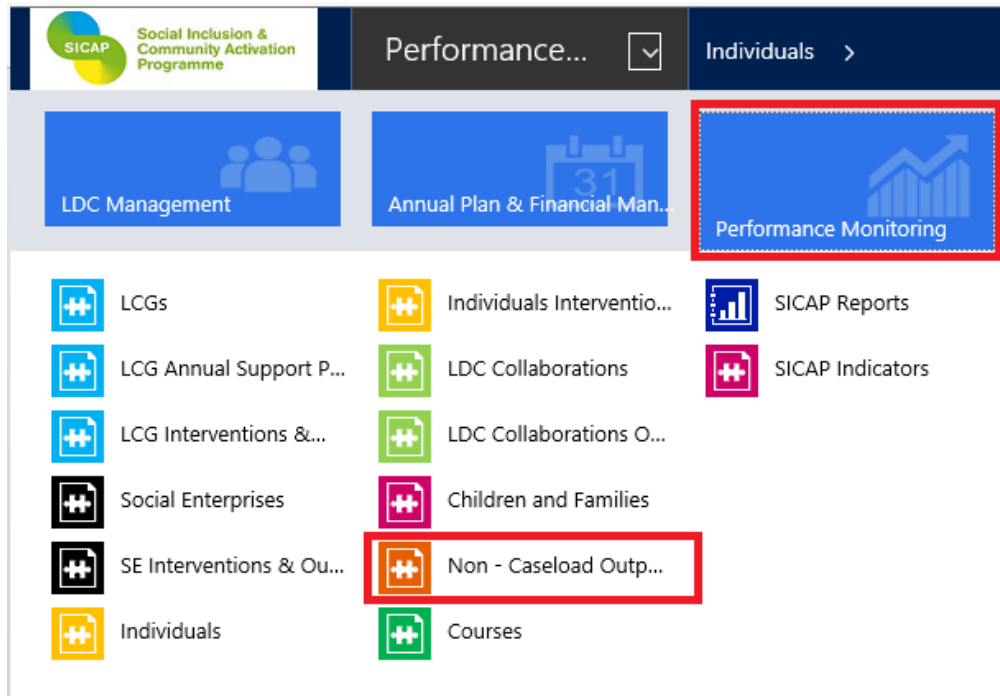


An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

How to Record Outputs for Non-Caseload

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

Click on the **Non-Caseload Outputs** option under the Performance Monitoring section.



Click on the **Add New Non-Caseload Output** tab as highlighted below.



The **Non-Caseload Output** form will open.

__NON-CASELOAD OUTPUT : INFORMATION

New __Non-Caseload Output

General

Action *	--	SICAP Outcome *	--
Indicator *	--	LDC Staff Member *	--
Short Text	--	Source of funding *	--
Name of Non-caseload Event *	--	Secondary target group	--
Primary target group *	--	End Date *	--
Start Date *	--	No. of Females	--
No. of Males	--		
Description of SICAP role *	--		
LDC *	--		

Notes

NOTES

Click on the lookup icon next to the mandatory fields to view the list of possible categories that can be recorded. Fields denoted with a **red asterisk (*)** indicate mandatory fields.

Action: Click on the lookup icon to select the action under-which the non-caseload beneficiaries are supported.

Indicator: Click on the lookup icon to select the relevant indicator. The **SICAP Outcome** will auto-populate.

LDC Staff Member: Click on the lookup icon to select the staff member with responsibility for the action.

Primary Target Group: Select the applicable Primary Target that is being supported, and the **Secondary Target Group**, if relevant. Note, it is mandatory to select a primary target group.

Start Date and **End Dates** for the intervention are mandatory fields. Dates recorded must be specific to the timeframe for the support provided.

Insert the **No. of Males** and **No. of Females** supported in each field. Note, the numbers recorded here should not include, where possible, non-SICAP target group attendees.

Source of funding: This is a mandatory field and captures the level of SICAP funding contributed. Select the appropriate option, e.g. Less than half-funded by SICAP.

Description of SICAP role: Describe, in this free text section, how the SICAP Programme is contributing to and supporting to the needs of the non-caseload beneficiaries.

LDC: This field will auto-populate.

Click on the **Save & Close** icon to finish or the **Save** and then the **New** icons if you have more than one Output to record.

