

IRIS User Guide: How to input Individual Interventions & Outputs



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

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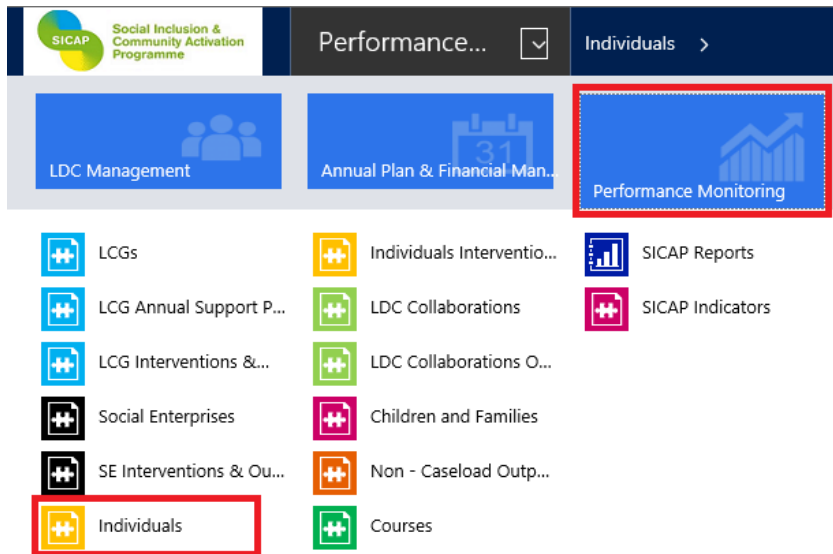
European Social Fund



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

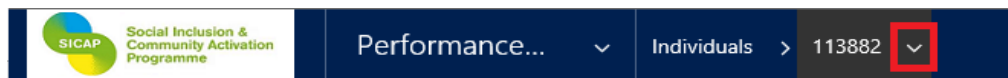
Select the **Performance Monitoring** option from the navigation pane along the top of the IRIS application.

Click on **Individuals** under the **Performance Monitoring** section.

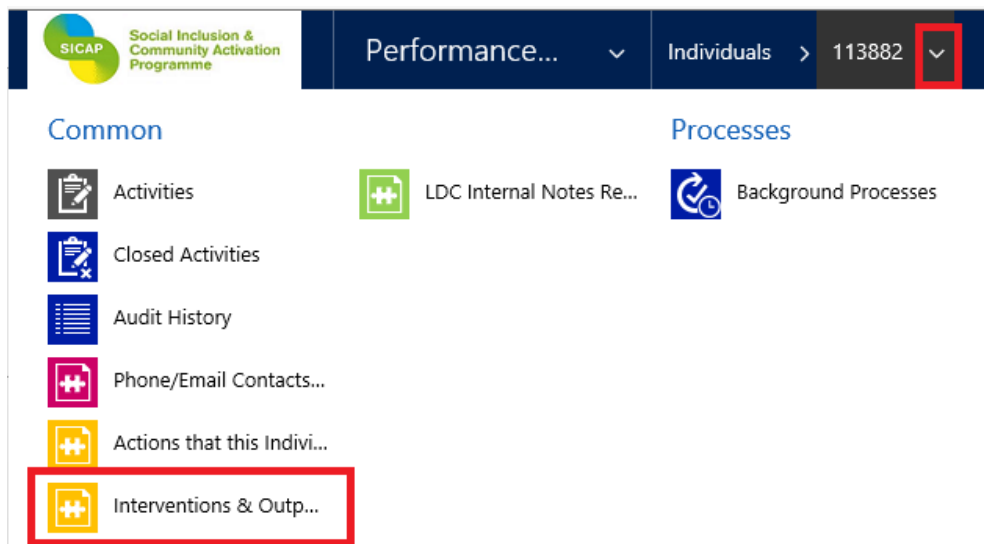


Open the Individual Record you wish to record the intervention/output for.

From the top navigation bar, click the arrow to the right of the Individual name to view linked records.



Once you click this you will be able to select **Interventions & Outputs** from the list



Click the **Add New** button as highlighted below

Individual Interventions & Outputs Associated Vi... ▾

+ ADD NEW _INDIVIDUAL I... | **CHART PANE** ▾ | **RUN REPORT** ▾ | **EXPORT INDIVIDUAL INT...** ▾

The Individual Interventions & Outputs screen will open.

The first step is to select whether you are recording an Intervention or an Output.

General

Intervention or Output *

General

Intervention or Output *	--	Individual ID *	🔒 113882
Action *	--	Full Name *	🔒 Name Surname
Indicator *	--	SICAP Outcome *	🔒 --
Short Text *	🔒 --		
LDC Staff Member *	--		

The **Full Name & Individual ID** auto-populate

Action: Click on the lookup icon to select the action under-which the Individual is receiving support.

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.

If you are recording an Intervention additional mandatory fields will be displayed

General

Intervention or Output *	Intervention	Individual ID *	Individual ID
Action *		Full Name *	Name, Surname
Indicator *		SICAP Outcome *	
LDC Staff Member *			

Intervention Type *	--	Date *	--
Duration *	--		
DTT Completed	<input type="checkbox"/>		

Select the **Intervention Type** from the lookup

Select or enter the **Date** the support took place

Select the **Duration** spent on the support

DTT Completed should be ticked with inputting the intervention during which the individual completed the My Journey DTT template (in person/by phone/online platform). This box is only ticked once per completed My Journey DTT template. This will allow the PI to keep track of the date the template was completed and also the total number of completed templates per individual.

Additional fields may be displayed on the form depending on the indicator selected, example below.

General

Intervention or Output *	Intervention	Individual ID *	--
Action *	--	Full Name *	--
Indicator *	Personal Action Plan	SICAP Outcome *	Personal Action Plan
Short Text *	Personal Action Plan		
LDC Staff Member *	--		
Intervention Type *	--	Date *	--
Duration *	--		

Personal Action Plan Agreed *	No
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Click on 'Save & Close' button to exit the Interventions & Outputs screen or 'Save' then 'New' to record another.

SAVE	SAVE & CLOSE	NEW
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When you record the next intervention/output the details from the previous intervention/output will be recorded with the exception of the Indicator and Date. It will also tell you what the last indicator recorded for the individual was. The record can be edited and saved.

The screenshot shows the Dynamics 365 interface for recording an individual intervention or output. The browser title is "_Individual Intervention & Output: x y - Internet Explorer". The page header includes "Dynamics 365", "Performance...", and "Individuals Interventi... > x y". Below the header are navigation buttons: "SAVE", "SAVE & CLOSE", and "+ NEW".

The main content area is titled "_INDIVIDUAL INTERVENTION & OUTPUT : INFORMATION" and includes a breadcrumb "X y". A yellow information banner states: "Previous selected Indicator: G2 - 6:1.1 Individuals (caseload) in receipt of self-employment supports".

The "General" tab is active, displaying the following fields:

Intervention or Output*	Intervention	Individual ID*	113866
Action*	Community Engagement	Full Name*	x y
Indicator*	--	SICAP Outcome*	--
Short Text*	--		
LDC Staff Member*	An. Other		
Intervention Type*	Group meeting	Date*	--
Duration*	1h 15m		