

IRIS User Guide: How to input LCG Interventions & Outputs



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

Co-funded by the Irish Government and the European Union



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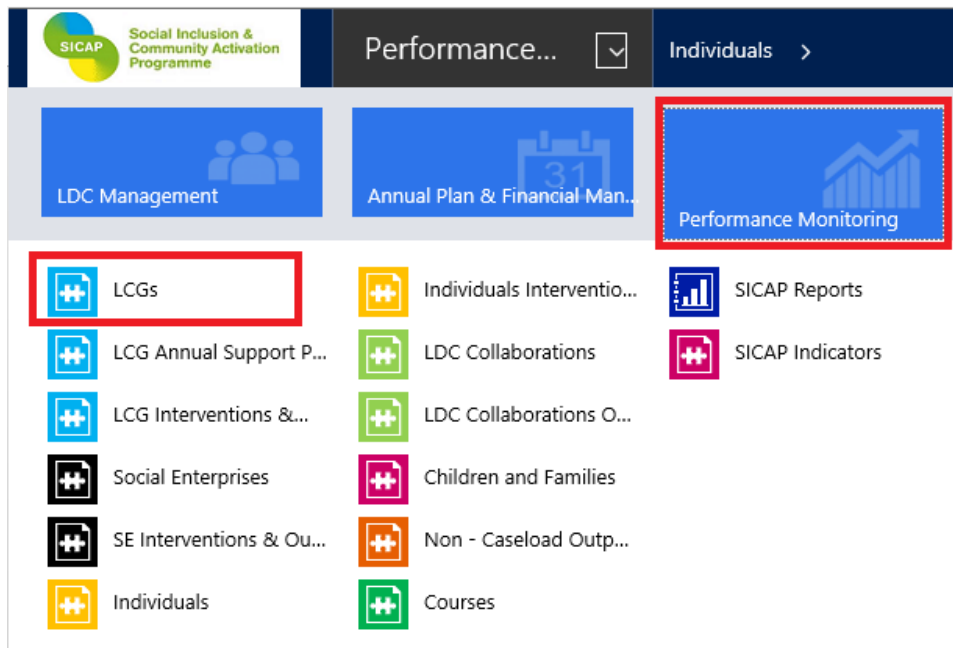


An Roinn Forbartha Tuaithe agus Pobail
Department of Rural and Community Development

How to record LCG Interventions & Outputs

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

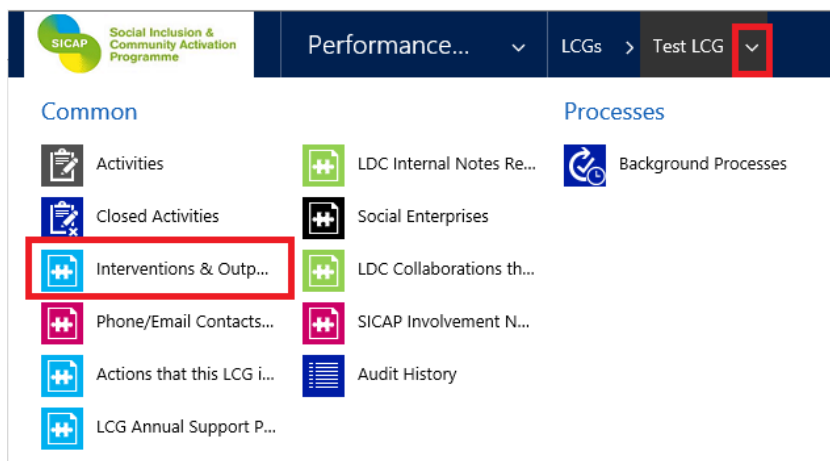
Click on **LCGs** under the **Performance Monitoring** section.



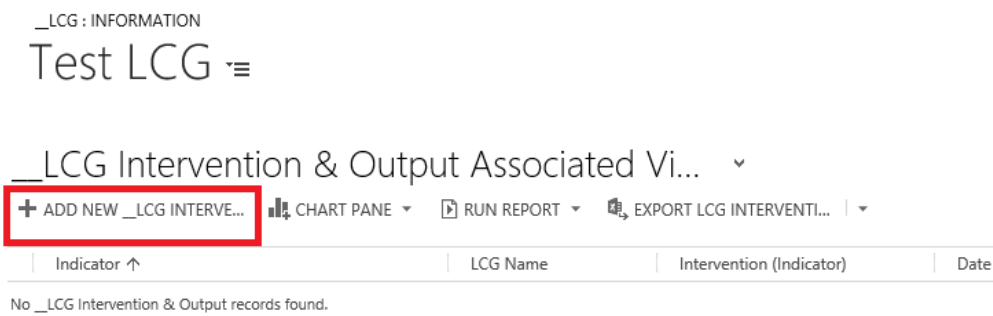
Open the LCG Record you wish to record the intervention/output for.

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

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

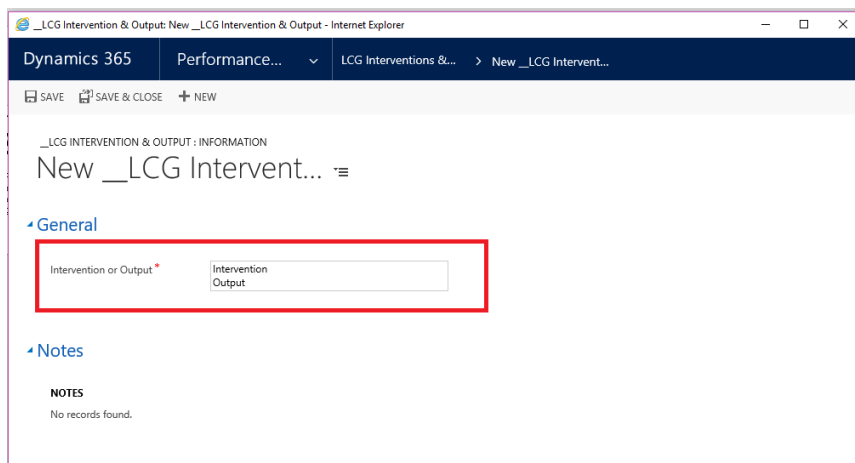


Click the Add New button as highlighted below



The LCG Interventions & Outputs screen will open.

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



The **LCG Name** & **LCG ID** auto-populate

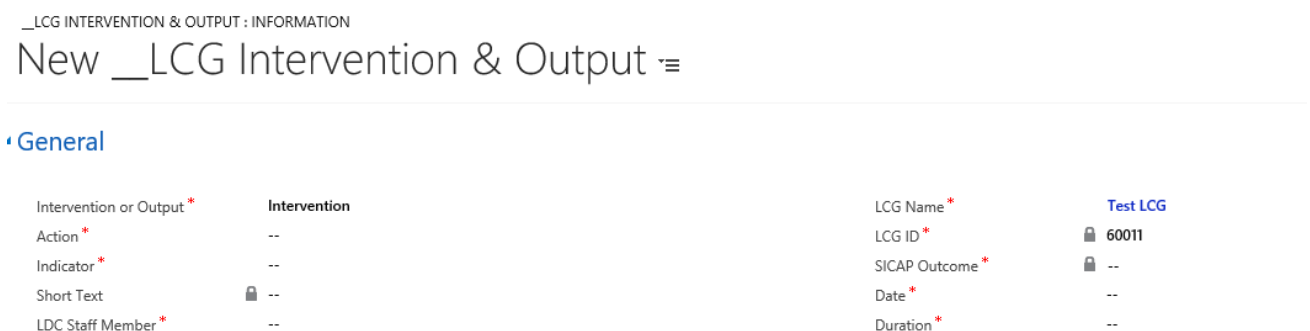
Action: Click on the lookup icon to select the action under-which the LCG is receiving support.

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.

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

Select the **Duration** spent on the support



Intervention Type will only appear if you select that you are recording an Intervention.

__LCG INTERVENTION & OUTPUT : INFORMATION
New __LCG Intervention & Output ≡

General

Intervention or Output *	Intervention	LCG Name *	Test LCG
Action *	--	LCG ID *	60011
Indicator *	--	SICAP Outcome *	--
Short Text	--	Date *	--
LDC Staff Member *	--	Duration *	--
Intervention Type *	--		

Comment

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If you are recording an Output there are 2 additional fields displayed which relate to grants.

General

Intervention or Output *	Output	LCG Name *	Test LCG
Action *	--	LCG ID *	60011
Indicator *	--	SICAP Outcome *	--
Short Text	--	Date *	--
LDC Staff Member *	--		

Grant Amount	--	Grant Category	--
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Enter the **Grant Amount** and select the **Grant Category** from the look-up.

Click on 'Save & Close' button to exit the Interventions & Outputs screen or 'Save' then 'New' to record another.

SAVE SAVE & CLOSE + NEW

When you record the next intervention/output the details from the previous interventions will be recorded with the exception of the Indicator and Date. The record can be edited and saved.

General

Intervention or Output *	Intervention	LCG Name *	LCG Test
Action *	Community Engagement	LCG ID *	60002
Indicator *	--	SICAP Outcome *	--
Short Text	--	Date *	--
LDC Staff Member *	An. Other	Duration *	1h 00m
Intervention Type *	Information session		