

IRIS User Guide: How to Input an Individual Record



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

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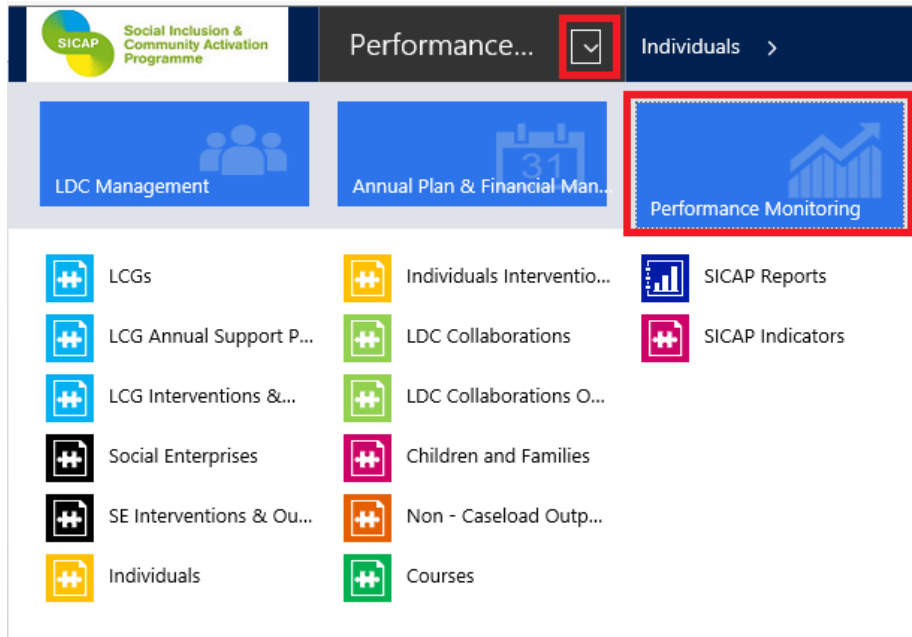
An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

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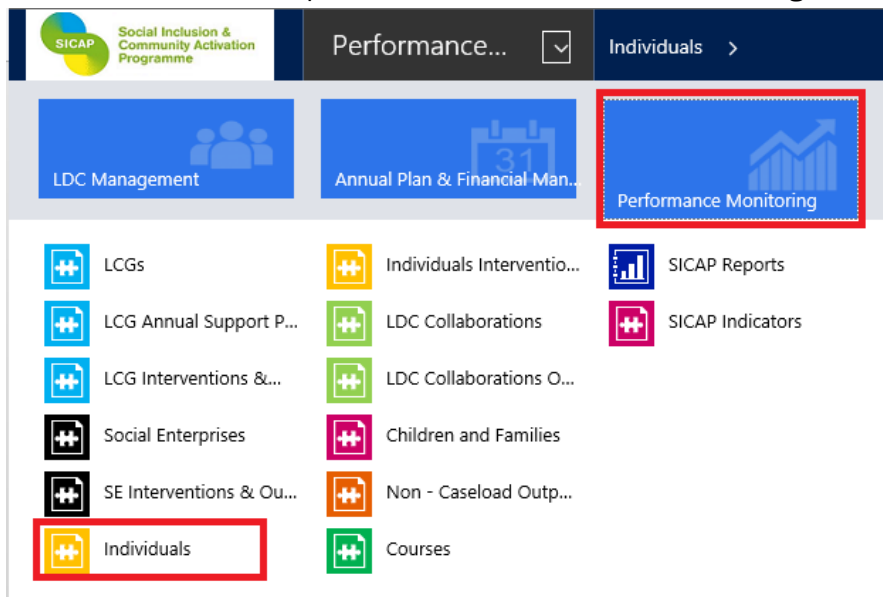
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How to Input an Individual Beneficiary

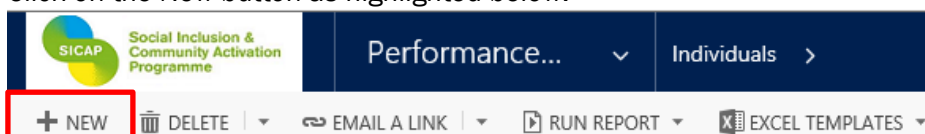
Click on the dropdown arrow beside Annual Plan & Financial Planning on the navigation pane along the top of the IRIS application. Select the Performance Monitoring option.



Click on the Individuals option under the Performance Monitoring section



Click on the New button as highlighted below.



The New Individual record will appear.

Fields denoted with * (red asterisk) indicate mandatory fields. If you are inputting pre-registration data only untick the Full-Registration box.

Select an LDC staff member using the lookup provided.

The [Eligible for SICAP](#) field is populated by the system when the record is save and more detail is provided on page 9.

Personal Details

Enter the Individuals personal details on the form as displayed.

The File Status is automatically set to 'Open' when a new recorded is created. It should remain at 'Open' while the Individual is engaged with SICAP. The File Status should be set to 'Closed' when the Individual no longer requires any further interventions and is deemed to have exited SICAP. The File Status has been set to 'Dormant' for individual records migrated from SICAP 2015-2017 but have not been re-registered for the new programme.

New

Full-Registration

 Eligible for SICAP?

LDC Staff Member --

Personal Details

Lot *	<input type="text" value="Galway County (27-1)"/>	File Status	Open
LDC Ref	--	Individual ID	<input type="text" value=""/>
First Name *	--	Email *	--
Last Name *	--	Mobile No. *	--
		Landline No. *	--

Address Details

If the individual has an official address move to the [Auto Address section](#).

If an individual does not have an official address, click on the Official Address* field.

Change Official Address?* to 'No' and insert the reason selected from the dropdown list i.e. 'Unofficial halting site', 'Roadside', 'Homeless'

Address Details

Address Line 1	<input type="text" value=""/>	County / Dublin Postcode	<input type="text" value=""/>
Address Line 2	<input type="text" value=""/>	Small Area	<input type="text" value=""/>
Address Line 3	<input type="text" value=""/>	Electoral District *	<input type="text" value=""/>
Address Line 4	<input type="text" value=""/>		
HP Deprivation Range	<input type="text" value=""/>		

Where the individual does not have an official address the HP Deprivation range will display the

reason selected.

HP Deprivation Range	<input checked="" type="checkbox"/> Homeless
Official Address? *	No

Reason *	Homeless
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Address Details – Auto Address

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

Enter Full Address or Postcode	Search
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Once the address is found, the system will auto populate all of the following fields:-

- Address lines 1-4 inclusive
- County / Dublin Postcode
- HP Deprivation Range
- Electoral District
- Small Area

If an official address cannot be found or is not listed email iris@pobal.ie with details of the full postal address. Input the address manually in Address Line 1.

Registration / Consent

Registration / Consent

Date of Registration Meeting *	..	PPSN	..
Consent to record Personal data? *	..	Consent for future surveys/evaluation? *	<input type="checkbox"/>
Consent to record Sensitive data? *	<input type="checkbox"/>	Consent to share data with local providers *	<input type="checkbox"/>
How did the Individual hear about SICAP? *	..	Personal Action Plan Agreed? *	<input checked="" type="checkbox"/>

The Date of Registration Meeting should be the date the Individual registers for SICAP 2018-2022.

Consent to record Personal data must be 'Yes' in order to complete the registration. **If consent is not given to record personal data then the individual should not be recorded on IRIS.**

Where a tick box is displayed the default answer is 'No' unless the box has been checked. This applies to the fields:

- Consent to record Sensitive data? - If this is 'Yes' then sensitive data questions will be included in the Target Group/ Background Section
- Consent for future surveys/evaluation?

The option for 'How did the Individual hear about SICAP?' must be selected from the drop down list.

PPSN should be requested from all individuals but is not mandatory.

The 'Personal Action Plan Agreed?' field will be updated to 'Yes' if you record a Personal Action Plan intervention for the Individual and have agree the PAP.

Profile

There are 3 fields under this section

- Gender is mandatory - select from drop down option
- Age Band is mandatory – select from drop down option
- Date of Birth is optional

Profile

Gender* -- Date of Birth*
Age Band* --

Status at Registration

This section must be completed based on the information given at the registration meeting and cannot be changed or updated later.

From dropdown list select **Principal Economic Status*** of the person on the date of Registration. Depending on the Principal Economic Status category selected, some additional fields will appear on the form and must be completed, e.g. Low Income Worker/Household, Social/Rural Isolation.

If Employed is selected the Jobless Household field in the Household Situation field will default to 'No'.

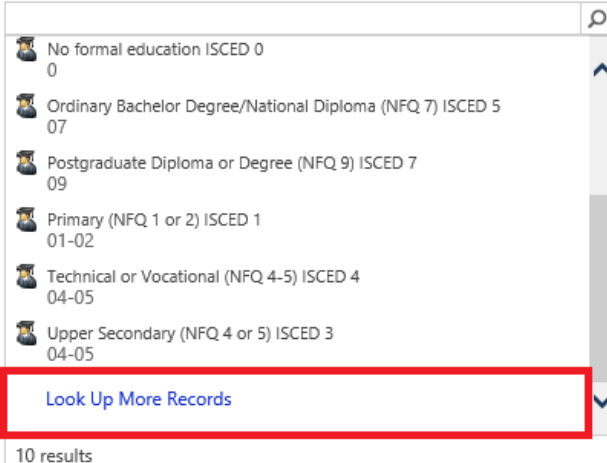
Principal Economic Status*

Option	Description	Response
01.	Employed - State supported employment scheme	No
02.	Employed - Part Time	No
03.	Employed - Full-Time	No
04.	Employed - Self Employed	No
05.	Unemployed - Up to 1 year	Yes
06.	Unemployed 13 - 24 months	Yes
07.	Unemployed more than 2 years	Yes

8 results

Highest Level of Educational Attainment field has 11 options which can be selected from depending on the individuals' achievement. Only 10 records will show when the dropdown is selected so 'Look Up More Records' will need to be selected to view the full list. Select one option from the list.

Highest Level of Educational Attainment *



The dropdown menu displays the following options:

- No formal education ISCED 0
- Ordinary Bachelor Degree/National Diploma (NFQ 7) ISCED 5 07
- Postgraduate Diploma or Degree (NFQ 9) ISCED 7 09
- Primary (NFQ 1 or 2) ISCED 1 01-02
- Technical or Vocational (NFQ 4-5) ISCED 4 04-05
- Upper Secondary (NFQ 4 or 5) ISCED 3 04-05

A red box highlights the 'Look Up More Records' button at the bottom of the list. Below the dropdown, it indicates '10 results'.

Target Group / Background

Mandatory fields under this section are 'Lone Parent' and 'New Communities'. If you select 'Yes' for New communities you must select one of the NC Types (Asylum Seeker, Refugee or Migrant experiencing socio-economic disadvantage).

Target Group / Background

Lone Parent * No

New Communities * No

Where consent to record sensitive data (Registration/Consent section) is 'Yes' there are additional mandatory fields which must be completed i.e. 'Person with a Disability'; 'Nationality' and 'Ethnic / Cultural Background'

Note: If Ethnic / Cultural Background* is 'White - Irish' **OR** 'White - Irish Traveller', Nationality will automatically default to Ireland and New Communities will default to 'No'.

Target Group / Background

Lone Parent* --

Person with a Disability*	--	Ethnic / Cultural Background*	--
Nationality*	--		

New Communities* --

The Emerging needs category field will appear on the form for LOTs where an emerging needs target group has been approved by the LCDC.

Target Group / Background

Lone Parent* --

Emerging needs category	--
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Household Situation

The 3 fields (all mandatory) to be completed in this section are:

- Jobless Household
- Homeless or affected by housing exclusion – where there is no official address and reason selected is 'Homeless' (Address Details Section) this will default to 'Yes'.
- Transport Barriers




Household Situation

Jobless Household?*

Homeless or effected by housing exclusion*

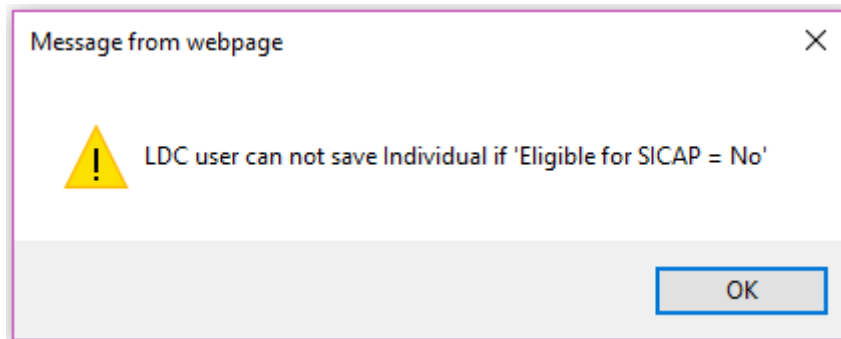
Transport barriers?*

Click on 'Save & Close' button to exit the Individual screen or 'Save' then 'New' to record another Individual's details. The record for the Individual has now been created.

 SAVE	 SAVE & CLOSE	 NEW
--	--	---

Eligible for SICAP

When you click on Save, the 'Eligible for SICAP?' field, will be set to 'Yes' if the person belongs to one of the SICAP target groups. If the individual is not eligible for SICAP you will receive an error message and you will be unable to save the record. If this occurs you can amend any incorrect details or exit the record without saving.



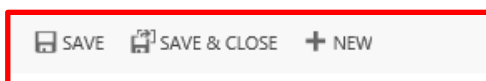
Disadvantaged woman

'Disadvantaged woman' field is a new target group and is available for women who do not belong to any of the other SICAP target groups but who are disadvantaged. A response to this question is only required if the person is female and does not belong to any other SICAP target group. The field will be displayed if the record was deemed ineligible (as above) and the person is Female. If 'Yes' is selected, you must specify a reason. The record will now be deemed Eligible for SICAP.

Target Group / Background

Lone Parent*	No
Disadvantaged woman*	Yes
Disadvantaged woman reason	--

Click on 'Save & Close' button to exit the Individual screen or 'Save' then 'New' to record another Individual's details. The record for the Individual has now been created.



Interventions and Activity Dates

This section contains fields which will automatically update once contact with the individual has been made or interventions are recorded.


ESF Reporting Requirements

ESF exit data is required for all individuals. The LDC must record the date and the status (immediate results) of the individual when they exit SICAP. Once the exit date has been input the LDC must input a value for each of the 4 result indicators. The File Status should be moved to 'Closed'.

ESF Reporting Requirements

Date Exited SICAP	19/Jan/2018	 
Engaged in job searching upon leaving *	--	
In Education/training upon leaving *	--	
Gaining a qualification upon leaving *	--	
In Employment/Self-employment upon leaving *	--	

The system will determine the due date for the 6 month follow-up. The LDC must record the status (long term results) of the individual after 6 months. When the ESF Long Term Results Due Date expires the LDC must input values for each of the 2 result headings.

ESF Long Term Results Due Date	 19/Jul/2018
In employment / self – employment after 6 mts	--
Improved labour market situation after 6 mts	--

If an Individual re-engages with SICAP at a later stage, the File Status should be moved to 'Open'. The system will automatically remove the exit data. New exit data should be recorded when the Individual exits SICAP.