

# **PROGRAMMES IMPLEMENTATION PLATFORM (PIP)**

## **Higher Capitation 2016/2017 Information Guide**

**Release Date: 06-10-16**

## **What is new with Higher Capitation?**

As you are aware there have been changes to how the higher capitation (HC) has been awarded to services. Previously the conditions were that all your ECCE rooms had to meet the criteria to be HC in order to receive the higher capitation allocation however, this programme call 2016/2017 services can avail of higher capitation on a room to room basis and will be allocated a full time equivalent (FTE) cap to the service. The location of where the higher cap allocation is displayed on PIP has also changed and this will be discussed in this document.

DCYA are still responsible for awarding HC, therefore all applications and amendments to allocations are processed by DCYA. For further information please refer to [www.dcy.ie](http://www.dcy.ie) Your higher capitation capacity (FTE) will be notified to you by email from DCYA. If you have any queries regarding this figure please contact DCYA directly.

Each FTE is referred to as one child in attendance for 5 days of an ECCE session. If a child is not attending the full 5 days per week, the FTE for that child will be awarded based on a decimal point such as:

- 1 day = 0.2
- 2 days =0.4
- 3 days =0.6
- 4 days =0.8
- 5 days =1 FTE

Please note that the higher capitation will not be linked to children directly and will be awarded to the service at capped level. Such as if your capacity has been awarded by DCYA as 10.4 FTE's then this means that providing you have the correct amount of registrations on PIP, your service will be paid higher cap for 10 ECCE registrations and higher cap for 2 days for one registration. Any more registrations entered into PIP above the capped level will only be awarded a standard capitation.

Also

HC will be paid for individual ECCE Sessions where the ECCE Room leader holds a level 7 or above set out in the 'Early Years Recognised Qualifications' and have a minimum of 3 years' experience working in the childcare sector (room-assistants must hold a minimum

level 5 qualification also set out in the 'Early Years Recognised Qualifications'). For further information on qualification please refer to [www.dcyia.ie](http://www.dcyia.ie)

### **What will a service do if they have any changes**

All changes are managed through DCYA. An example of some changes can be found below:

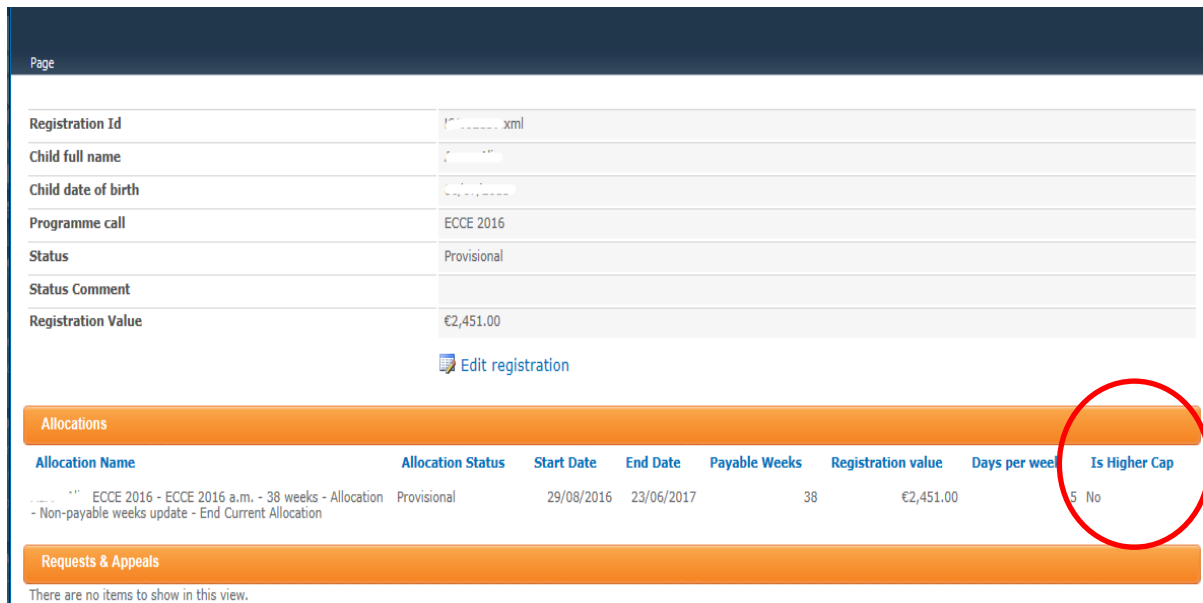
- If a service no longer meets the HC criteria (Level 7 staff member leaves the service) then the service must notify DCYA immediately and complete an amendment form.
- A service not currently receiving HC can apply for HC at any time during the programme year by application through DCYA
- If a service is already receiving HC and wish to increase their capacity, they can do so by completing an amendment form from DCYA.
- If a service wants to reduce the capacity in their HC session then they have to complete a 'Session Capacity Reduction Form' and submit it to DCYA immediately. This includes the reduction of days attending.

\*Amendment and Session Capacity Reduction Forms can be found on [www.dcyia.ie](http://www.dcyia.ie) these completed forms are then emailed to [eccehighercap@dcya.gov.ie](mailto:eccehighercap@dcya.gov.ie)

**Please note that: The provider must remain compliant at all times by ensuring that they are claiming the correct amount of FTE's HC and notify DCYA of any changes in circumstances immediately.**

## What and where will I see it on the PIP Portal

When you clicked into 'Edit' a child registration you would be displayed with the screenshot below:



The screenshot displays a registration form with the following details:

Registration Id	.....xml
Child full name	.....
Child date of birth	.....
Programme call	ECCE 2016
Status	Provisional
Status Comment	
Registration Value	€2,451.00

Below the form is an 'Edit registration' button. Underneath is an 'Allocations' section with a table:

Allocation Name	Allocation Status	Start Date	End Date	Payable Weeks	Registration value	Days per week	Is Higher Cap
..... ECCE 2016 - ECCE 2016 a.m. - 38 weeks - Allocation - Non-payable weeks update - End Current Allocation	Provisional	29/08/2016	23/06/2017	38	€2,451.00	5	No

The 'Is Higher Cap' column is circled in red, and a red arrow points to it from the right. Below the table is a 'Requests & Appeals' section with the text: 'There are no items to show in this view.'

Previously you would be able to see if the child was associated with a higher cap allocation. As you will see from the screenshot above, this section is still under allocations, however all children registered will display as 'NO'. This is because all higher cap allocations (FTE numbers) are not associated with a specific child but are allocated to the service.

**Please be advised that this section will be removed from the form in late October 2016.**

In previous programme calls the higher capitation allocation amount could be viewed under the 'Registrations' tab. The total value of the registration could be seen there (standard & higher capitation).

However for this programme call 2016/2017 the registration value under the registration tab will only be for a standard capitation. As the higher cap allocation will not be associated with each child the HC amount will now be viewed under the 'Special Allocations' tab see below:

## Registration Details Screen

This is your individual service profile. Here you can find your service and manage the administration of funding for the different childcare programmes.  
 To register a child in this service, simply click on the relevant programme under the 'Create a New Child Registration' action on the right-hand side.

Registrations	Requests & Appeals	Allocations	Special Allocations	CCS Bands		
Contract	Allocation	Start Date	End Date	Status	Allocation	
....._1/CEC/2016P/1/1	CEC PS 2016 Preliminary Payment	22/08/2016	26/08/2016	Declined	€320.00	
....._1/CETS/2016/1/1	CETS 2016 Preliminary Payment	22/08/2016	26/08/2016	Declined	€580.00	
....._1/ECCE/2014/1/1	ECCE Capitation - Higher - 01/09/2014 to 03/07/2015	01/09/2014	03/07/2015	Approved	€11,806.20	
....._1/ECCE/2015/1/1	ECCE Capitation - Higher - 24/08/2015 to 08/07/2016	24/08/2015	08/07/2016	Approved	€11,961.60	
....._1/ECCE/2016/1/1	ECCE 2016 Preliminary Payment	15/08/2016	21/08/2016	Declined	€13,680.00	
....._1/ECCE/2016/1/1	ECCE Capitation - Higher - 29/08/2016 to 07/07/2017	29/08/2016	07/07/2017	Approved	€9,256.80	

In the screenshot above you will see that there is more than one line of allocations, this may be similar to your portal view.

1. First line above indicates a preliminary payment that was made to the service based on the CEC programme, as you will see the status of this payment is 'Declined'. This means that you will not receive another preliminary payment under the programme as your payment is now based on your child registrations on PIP.
2. Second line, similar payment to above however this allocation is for a CETS payment.
3. Third line is for the amount you received for ECCE Higher capitation for the year 2014 (if applicable)
4. Fourth line is for the amount you received for ECCE Higher capitation for the year 2015 (if applicable)
5. Fifth line indicates a preliminary payment made to the service in relation to their 2016 ECCE payment.
6. Sixth line is where you will see your ECCE higher capitation allocation amount for the year 2016/2017.

The above lines will also contain dates to suggest when the special allocation is awarded to and from.

Please be advised that the amount of 'Special Allocations' associated to your service will vary and will be dependent on previous and current years of special allocations.

In the screenshot above you will see that the allocation amount for ECCE higher cap 2016 is €9256.80. This is the total amount for higher cap awarded to the service and this payment will be paid to the service throughout the year. This is an additional payment to the standard capitation payment that you will receive for each child registered on PIP. Please be advised that an increase or decrease to higher cap capacity and or PIP registrations will have an impact on this allocation.

If you do contact DCYA to either increase or decrease your higher capitation capacity, this original end date on this allocation will adjust to reflect the change. A new allocation line will appear to reflect the changes in dates and allocation amounts.

**If you have applied through DCYA for higher capitation and are eligible for higher cap, then you have already been given your HC capacity (FTE) for your service. Your capacity figure can be viewed on this allocation line from the end of October 2016.**

### **How do I calculate my Higher Capitation?**

#### **Example:**

If your service has been awarded 11 higher cap capacity places and you have 11 children registered on PIP for the whole programme call, your total HC allocation amount will be €4389. (11 X 38 weeks X €10.50)

If you want to work out how much higher cap you will be paid on a weekly basis then all you have to do is divide the allocation amount €4389 (11 by 38 weeks =€115.50 per week). Your standard capitation will be additional to this.

#### **Please remember that your allocation amount will change if:**

- You lose your eligibility for higher cap
- Your higher capacity increases or decreases
- Your child registrations change (i.e. Child leaves or decreases days)

**Remember that your total contract value including higher capitation can be found under your 'programme' tab, see below:**

Here you will see all 'Actual' and all 'Planned' payments for the programme year.

### **To re-cap**

- Higher capitation will be allocated on a room basis and services will receive a Full Time Equivalent (FTE) allocation per service from DCYA.
- Each child's registration value will be showing a standard capitation rate as the higher capitation is not associated to a child per say but to the service.
- Higher capitation allocation amounts can now be viewed under the 'Special Allocations' tab.
- Increases/decreases to services higher capitation capacity must be immediately reported to DCYA.

For further information on Higher Capitation applications/amendments and qualifications please refer to [www.dcy.ie](http://www.dcy.ie)