Early Years
Maintaining Service Provision Other Details

Selecting a Service Provision

Menu: **Focus | Early Years | Search Service Provision**

1. Enter one or more search criteria and click the **Search** button.

2. Select the required service provsion in the results list and click the **Open In New Window** button to display the **Maintain Service** Provision page.

3. Select the required panel to display or edit the service provision details.

Displaying Vocabulary

The Parent Know How Directory Vocabulary is a hieracrchical list of terms provided by the DfE. The terms that are relevant to Early Years Providers are selected via **Tools | FID | Vocabulary**.

Select the **Vocabulary** panel to display the terms that are selected as relevant to Early Years providers.

Maintaining Keywords

The **Keywords** panel enables you to select local terms to associate with this service.

1. Click the **Add** button to display a list of available keywords (*Lookup table ID: 1115*).

2. Select the required keyword and click the **Select** button.

Maintaining Funding Details

The **Funding Details** panel enables you to select one or more payment bands and stretched offers to associate with this service. These are used when defining the payment parameters for the service via **Focus | Early Years | Early Years Setup | Payment Parameters**.

1. Click the **Add** button to display a list of available **Payment Bands** (*Lookup table ID: 1161*).

2. Select the required payment band and click the **Select** button.

3. Click the **Add** button to display available **Stretched Offers** (*Lookup table ID: 1178*).

4. Select the required stretched offer and click the **Select** button.

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Maintaining Referrals

The **Referral Details** panel enables you to record the criteria and procedure for referrals at this service.

1. Click the **Add** button to display a list of available **Criteria Codes** (*Lookup table ID: 1086).*

2. Select the required code and click the **Select** button.

3. If required, enter **Criteria Details** and **Referral Procedure**.

10. Referral Details					
Criteria Code	Internal Code	Description	External Code	Active	➕ Add ✖ Remove
Criteria Details					
Referral Procedure					

Maintaining Facilities

1. Click the **Add** button to display a list of available **Facilities** (*Lookup table ID: 0475).*

2. Select the required code and click the **Select** button.

3. If required, enter **Facility Notes**.

4. If required, enter the **Number of Rooms** within this facility.

11. Facility					
Facility	Internal Code	Description	External Code	Active	➕ Add ✖ Remove
	LGAR	Large Garden	DEF	Yes	
	TV	TV	DEF	Yes	
Facility Notes					
Number Of Rooms					

Maintaining Special Provision

1. If required, enter details of **Disabled Access** for the service.

2. If the service has wheelchair access, select the **Wheel Chair Access** check box to display a tick.

   Wheel Chair Access Notes can be entered.

3. If the service has provision for SEN children, select the **SEN Children** check box to display a tick.

   Special Need Experience and **Special Needs Confidence** can be entered as free text.

4. If the service has **Cultural Provision**, click the **Add** button to display a list and select the required code (*Lookup table ID: 1090*).

5. To record special needs provided for at the service, click the **Add** button to display a list and select the required code (*Lookup table ID: 0721*).

6. If required, enter **Special Needs Notes**

12. Special Provision					
Disabled Access					
Wheel Chair Access					
Wheel Chair Access Notes					
SEN Children	✖				
Special Need Experience					
Special Needs Confidence					
Cultural Provision	Internal Code	Description	External Code	Active	➕ Add ✖ Remove
Special Needs Code	Internal Code	Description	External Code	Active	➕ Add ✖ Remove
Special Needs Notes					

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Maintaining Service Provision Other Details

7. Click the **Add** button to display a list of available **Languages Spoken** (*Lookup table ID: 0002)*. Select the required language and click the **Select** button.

8. If required, enter **Cultural Notes**.

9. Click the **Add** button to display a list of **Diet Codes** (*Lookup table ID: 0474).* Select the required code and click the **Select** button.

10**. Special Diet Details** and **Special Provison** details can be entered.

11. If the service caters for emergencies, select the **Emergencies** check box to display a tick.

Language Spoken	Internal Code	Description	External Code	Active	
					Add
					Remove

Culture Notes	

Diet Code	Internal Code	Description	External Code	Active	
					Add
					Remove

Special Diet Details	

Special Provision	

Emergencies	✖

Maintaining Travel Information

The **Travel Information** panel records information about parking and provision of transport at the service. If school pickups are available, the bases from where children can be collected and dropped off are recorded.

1. If the service has parking spaces, select the **Parking Spaces** check box to display a tick.

2. If the service has its own transport facilities, select the **Own Transport** check box to display a tick.

3. If required, enter **Travel Information** and **Directions**.

4. If **School Pickups** are available, click the **Add** button to display the **Provider Base Link Details** dialog.

5. Click the **Base** browse button to display the **Base Enquiry** dialog.

6. Enter search criteria and click the **Search** button to display a list of matching bases.

7. Select the required base and click the **Select** button to display the selected base on the **Provider Base Link Details** screen.

8. If required, enter **Memo Details**.

9. Click the **Save** button.

13. Travel Information

Parking Spaces		Own Transport	

Travel Information	

Directions	

School Pickups	Base Description	
		Add
		Edit
		Remove

Provider Base Link Details

Save

01. Base | 02. Memo Details | 01. Base

01. Base

Base

02. Memo Details

Base Enquiry

Search | Collapse

Base Enquiry

Name		
Base Type		Active ✔
Base Selection	All Assessment Stages	School No.
URN		

Select | New | Delete | Open | Next | Previous

Maintaining Lookup Details

The following panels are maintained by selecting the required values from the appropriate lookup table:

- **Award Information: Quality Assurance** (Lookup Table ID: 1091), **Accreditation** (Lookup table ID: 1083).
- **PPAYP Category** (*Lookup table ID: 1092*).
- **Area Covered** (*Lookup table ID: 1081*).
- **Access Channel** (*Lookup table ID: 1080*).

1. Click the **Add** button to display the **Lookup Codes** dialog.
2. Select the required code and click the **Select** button.
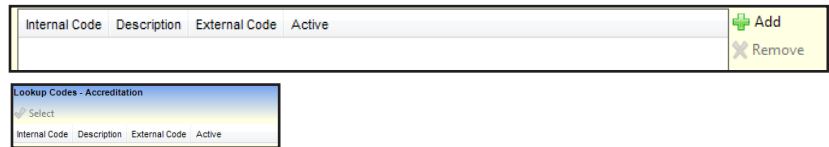
Maintaining Staff Details

To add a new staff member to the service:

1. Click the **Add** button to display the **Maintain Staff for Service** dialog.
2. Select a **Start Date**.
3. Select a **Staff Type** from the drop-down list.
4. If the staff member has direct involvement with children, select the **Direct Involvement** check box to display a tick.
5. If required, enter a **Job Title**.
6. Click the browse button to display the **Early Years Staff Enquiry** dialog.
7. Click the **Search** button to display a list of Early Years staff.
8. Select the required person and click the **Select** button to display the **Maintain Staff for Service** dialog.
9. Click the **Save** button.
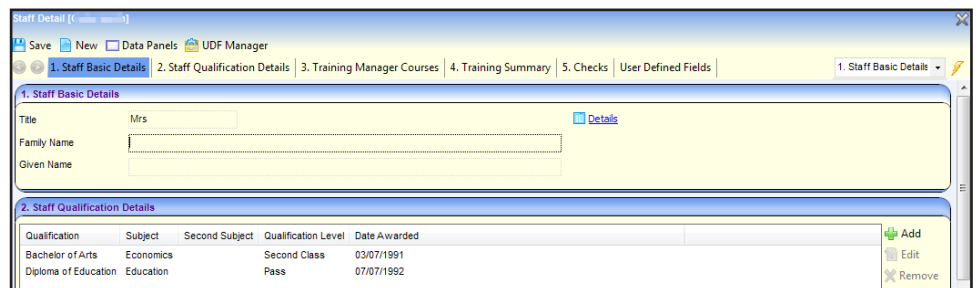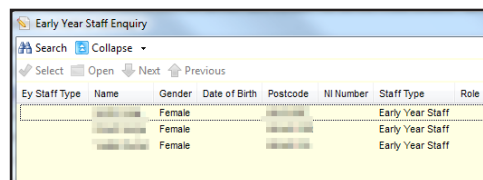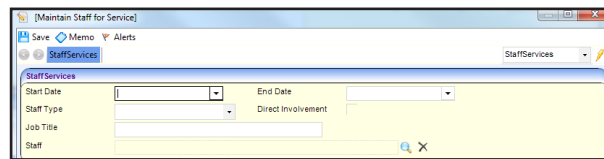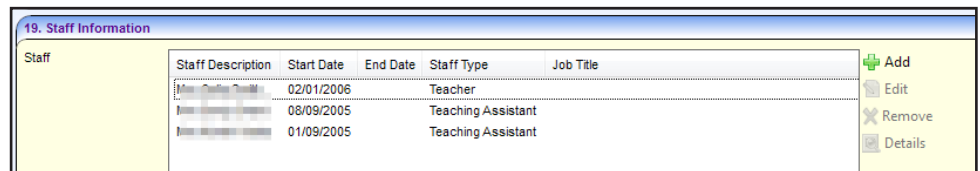
To edit the details of a staff member:

1. Select the required person and click the **Edit** button to display the **Maintain Staff for Service** dialog.
2. Edit the details as required.
3. Click the **Save** button.

To remove a staff member, select it and click the **Remove** button.

To display the **Staff Details** for a staff member, select them and click the **Details** buton.

Related Reference Guides:

- **EY_Maintain Service Provision Details and Contacts**
- **EY_Displaying Provider Details**