

AIM LEVEL 5

Equipment Journey

Collaboration

The PP/VT complete their report on the specified template & obtain quotations for the company from which they wish the equipment to be purchased.

Application Submission

The AIM Level 5 Application is Appraised by the AIM Level 5 Team, if eligible & if all supporting documentation is included, the application will be approved.

Ordering

The equipment is delivered to the child's preschool. The length of time this takes varies from as little as 2 weeks to 14+ weeks, depending on the type of equipment.

Transfer of Ownership (TOO)

Where equipment is being transferred to the child's chosen National/ Specialised School, the following signatures must be provided:

- Prescribing Professional (confirming the equipment is still suitable/ necessary for the child)
- Parent/Legal Guardian/Carer
- School Principal (confirming they are willing to take ownership)

Storage

For equipment classified as 'Fixed', this will remain with the preschool, therefore no signatures are required. However, the TOO still needs to be completed and submitted by the SP via the Early Years Hive.

The Service Provider, Parent/Legal Guardian/Carer, in collaboration with the HSE funded Prescribing Professional (PP) or NCSE Visiting Teacher (VT) discuss making an AIM Level 5 Application.

Report & Quotation

The Early Years Service Provider creates & submits, via the Early Years Hive, an AIM Level 5 Application with the supporting documentation, i.e. PP/VT report, quotations & AIM Acknowledgment Form signed & dated by the child's Parent/Legal Guardian/Carer.

Appraisal

Approved equipment with a cost of less than €5,000, will be ordered as quickly as possible. Equipment with a cost greater than €5,000 will enter the procurement process, which may add an additional 4-6 weeks to the ordering timeframe.

Delivery

In advance of a child's ECCE completion date, a TOO will need to be completed in respect of each piece of equipment awarded. TOO forms will need to be downloaded from the Early Years Hive, by the ELC provider & given to the child's Parent/Legal Guardian/Carer for them to obtain the required signatures. Once completed, the forms should be returned to the ELC provider, to be uploaded to the Early Years Hive & the TOO submitted.

Special & National School

Where equipment is no longer required by the child, it is necessary for the equipment to be placed in Pobal storage, and the following signatures must be provided:

- Prescribing Professional
- Parent/Legal Guardian/Carer

Fixed Equipment

