

How to guide for AIM Level 7 Capitations and Allocations

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- Using the zoom function on your device can also make an image easier to read.

Please Note: All data used throughout this training guide is selected for training and demonstration purposes only – actual data may vary.



Introduction:

Welcome to this How to guide on viewing AIM Level 7 Capitations and Allocations on the Early Years Hive.

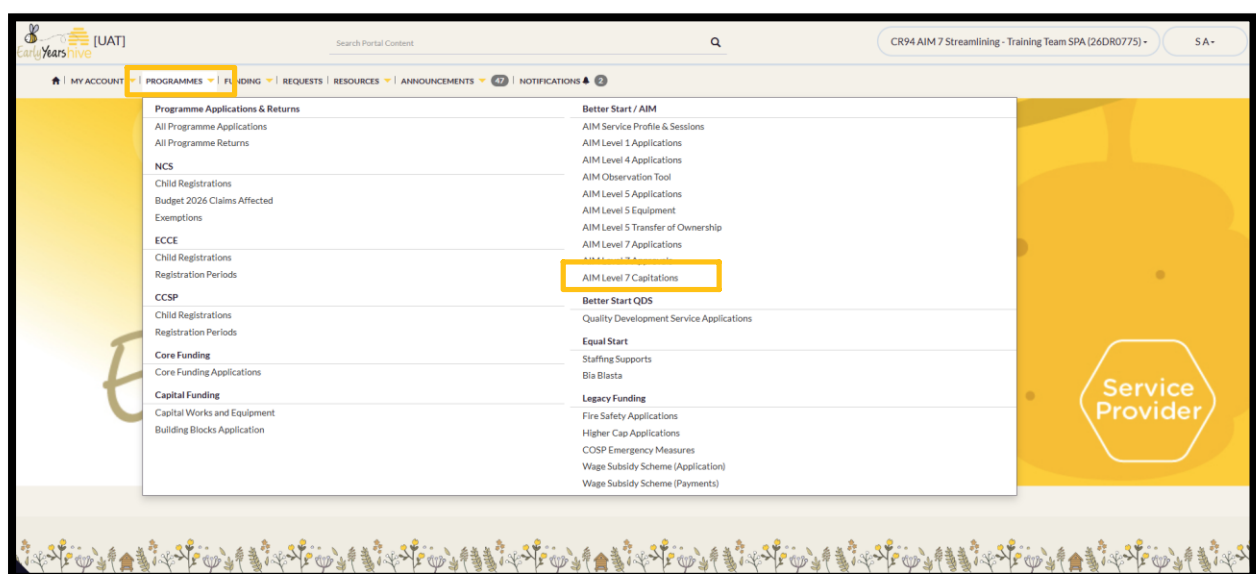
AIM Capitation and Allocations refers to funding provided under the Access and Inclusion Model (AIM) to support the inclusion and participation of children with disabilities and additional needs in Early Learning and Care with a particular focus on the ECCE programme.

In the streamlined AIM Level 7 process, funding approvals are calculated on a daily basis, reflecting the hours registered and attended on ECCE and NCS for each child that has a 'confirmed' Level 7 confirmation application.

From the 2026 programme call onwards, the payment of confirmed AIM Level 7 allocations will be made weekly in arrears. For example, the funding amounts due for the week ending 28th August 2026 will be paid at the end of the following week, 4th September 2026.

Step 1:

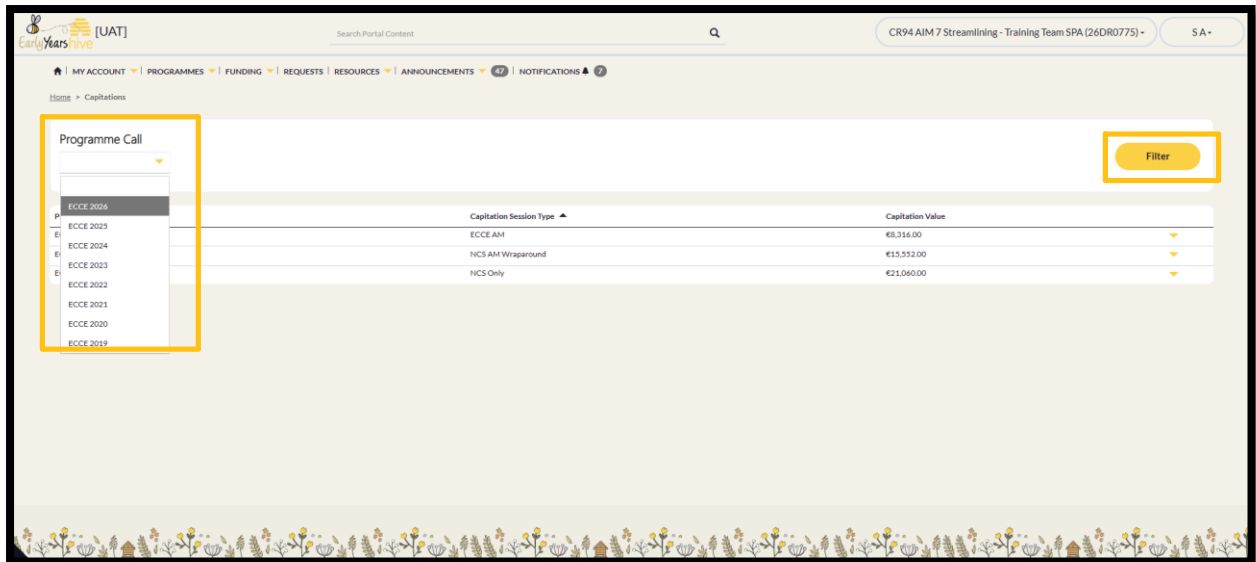
First, sign into the Early Years Hive, expand the '**Programmes**' menu and select '**AIM Level 7 Capitations**'.



Step 2:

You are now on the **'AIM Level 7 Capitulations'** page. Under **'Programme Call'** click the yellow drop-down arrow and select the programme call you wish to view.

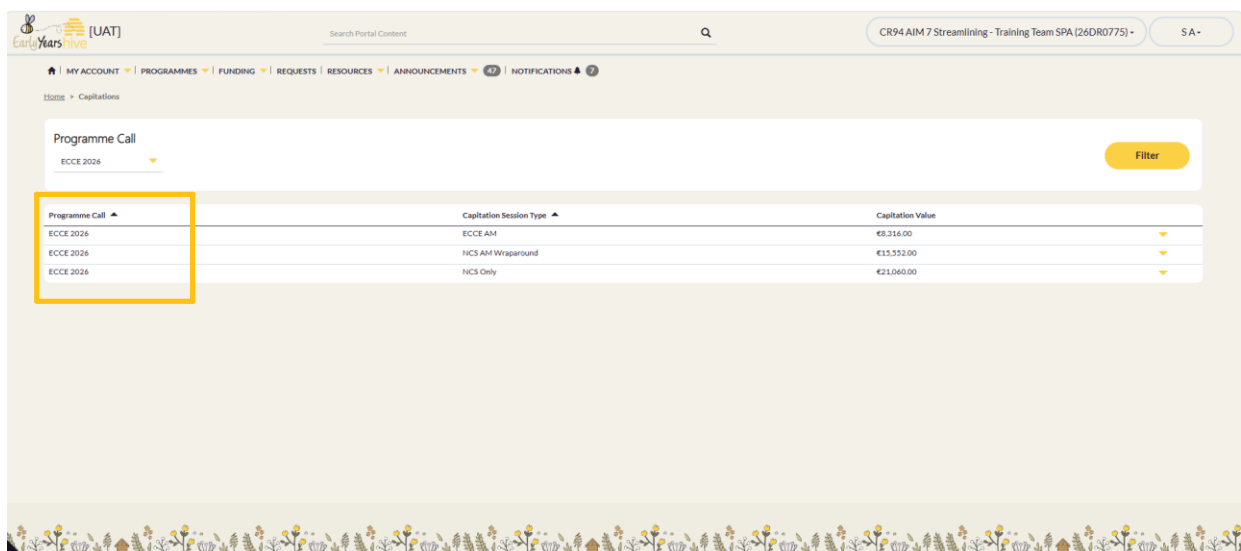
Then select the yellow **'Filter'** button on the right to update the page and display the relevant programme call information.



Programme Call	Capitation Session Type	Capitation Value
ECCE 2024	ECCE AM	€8,316.00
ECCE 2024	NCS AM Wraparound	€15,552.00
ECCE 2024	NCS Only	€21,060.00

Step 3:

Under **'Programme Call,'** a list of capitulations for the selected programme year is displayed.



Programme Call	Capitation Session Type	Capitation Value
ECCE 2026	ECCE AM	€8,316.00
ECCE 2026	NCS AM Wraparound	€15,552.00
ECCE 2026	NCS Only	€21,060.00

Step 4:



The initial Capitation summary page shows the value of all Capitation Sessions for the full Programme Call for the service. This information is calculated daily and reflects newly added/withdrawn AIM Level 7 Confirmation Form as well as changes to ECCE and NCS Registrations.

The detail for each Capitation Session may be viewed by selecting the 'View' option on a selected item.

The Capitation Summary can contain between one and five Capitation Sessions, depending on the programmes offered by your service. Services will have one or two ECCE Capitation Sessions, depending on whether they provide:

- ECCE AM
- ECCE PM

Services that also offer the National Childcare Scheme (NCS) may have up to three additional NCS Capitation Sessions:

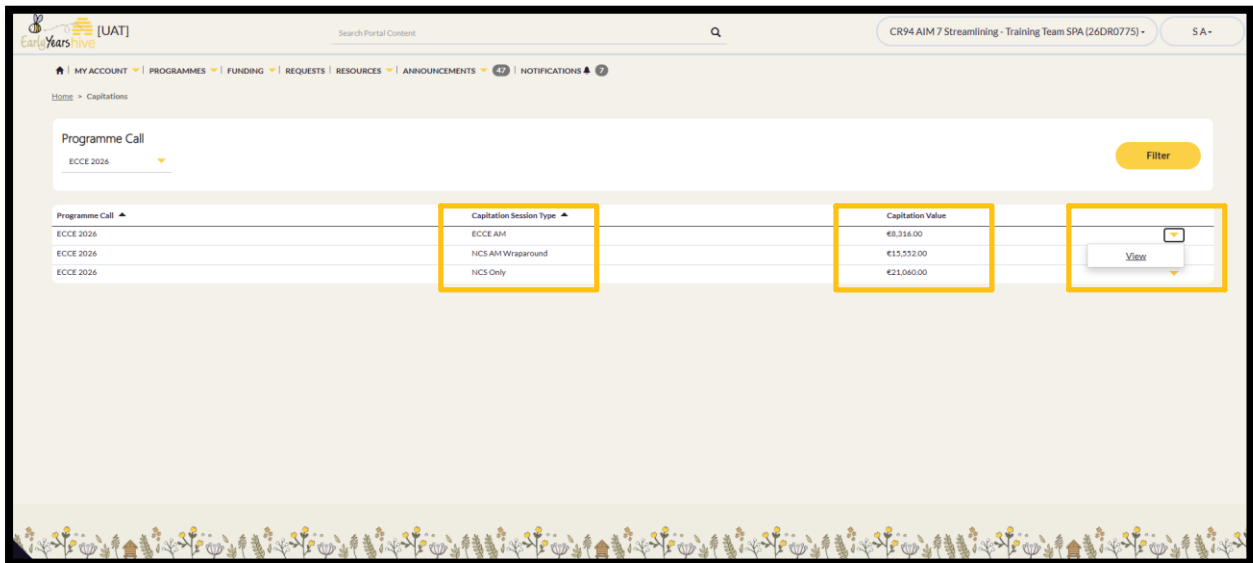
- NCS AM Wraparound – children in ECCE AM also in receipt of NCS
- NCS PM Wraparound – children in ECCE PM also in receipt of NCS
- NCS Only (Non-Term)

Funding approvals for AIM Level 7 confirmation forms are grouped by session type. For example, funding amounts for all children attending an ECCE AM session will be shown under the ECCE AM capitation session, regardless of the room they attend, **'Capitation Value'** - The capitation value shows the total funding amount for all AIM Level 7 children linked to that capitation the capitation value can be displayed under this section.

'Capitation Session Type' - A child is added to a capitation based on their ECCE registration. If a child has an approved AIM Level 7 support and an active ECCE registration, the Early Years Hive will identify the relevant ECCE AM or ECCE PM capitation for the service and programme call and automatically link the child to it. The associated capitation record will then be displayed on the Early Years Hive under the heading 'Capitation Session Type'.



To view a capitation record in more detail, select the yellow drop-down arrow on the right and select **'View.'**



Step 5:

You are now on the capitation details page. This page contains three main sections:

1. General

The 'General' section of the Early Years Hive displays the capitation session type, your service details, and the associated programme call for capitations.

2. AIM 7 Capitation – Applications

In this section, you can view the ECCE registration records linked to the capitation.

This includes the child's AIM Level 7 Confirmation Form ID, the child's name, AIM Level 7 support type, Confirmed support start date, AIM Level 7 support confirmation date, Confirmation stage, and ECCE registration details.

If an AIM Level 7 Confirmation Form has been withdrawn, the withdrawal date will also be displayed. These records show the AIM Level 7 children and the ECCE registrations that resulted in them being linked to this capitation.

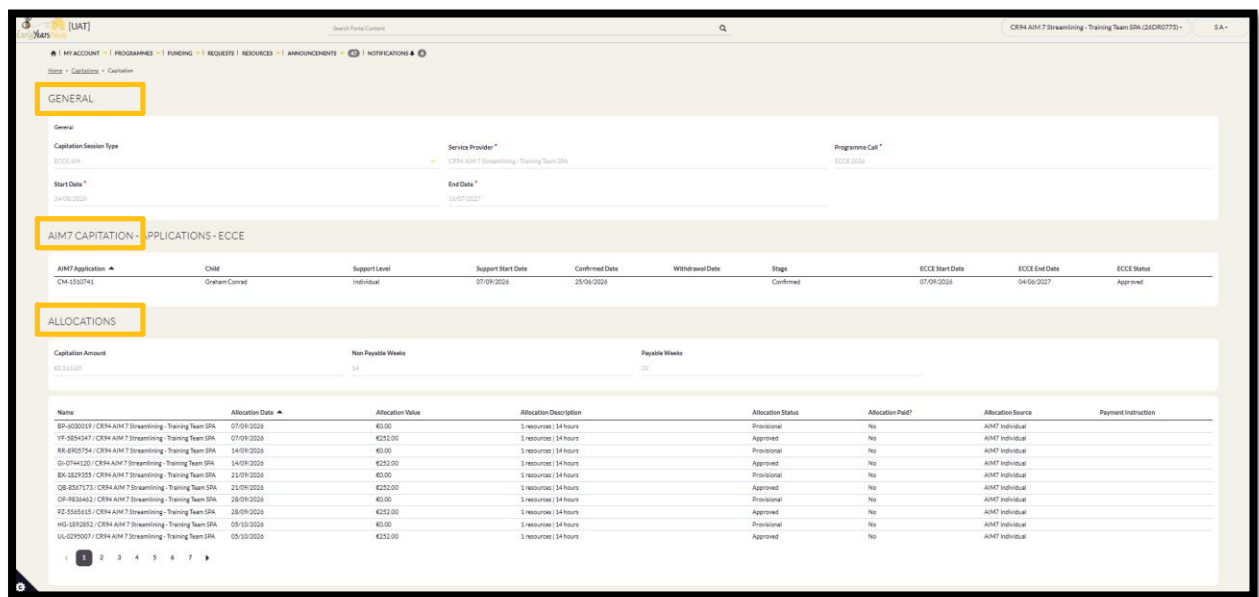
3. Allocations

This section shows payment details, including the payment week, approved funding amount, and the approved number of resources and hours and if the allocation has



been paid. It helps services understand how the payment is assigned and why it was issued.

If a 'Change Use of Capitation' review has been approved for Maintenance of Reduced Ratio, the Allocation Value will remain unchanged. The Allocation Description will display the number of resources, approved hours, and 'Change Use of Capitation'.



NAME	Allocation Date	Allocation Value	Allocation Description	Allocation Status	Allocation Paid?	Allocation Source	Payment Instruction
BP-4030019 / CRNA AIM7 Streamlining - Training Team SPA	07/09/2024	40.00	1 resource(s) 14 hours	Provisional	No	AIMT Individual	
YF-564247 / CRNA AIM7 Streamlining - Training Team SPA	07/09/2024	4252.00	1 resource(s) 14 hours	Approved	No	AIMT Individual	
RA-4902754 / CRNA AIM7 Streamlining - Training Team SPA	14/09/2024	40.00	1 resource(s) 14 hours	Provisional	No	AIMT Individual	
QJ-0744220 / CRNA AIM7 Streamlining - Training Team SPA	14/09/2024	4252.00	1 resource(s) 14 hours	Approved	No	AIMT Individual	
BS-5207055 / CRNA AIM7 Streamlining - Training Team SPA	21/09/2024	40.00	1 resource(s) 14 hours	Provisional	No	AIMT Individual	
QB-8207173 / CRNA AIM7 Streamlining - Training Team SPA	21/09/2024	4252.00	1 resource(s) 14 hours	Approved	No	AIMT Individual	
OP-1630442 / CRNA AIM7 Streamlining - Training Team SPA	28/09/2024	40.00	1 resource(s) 14 hours	Provisional	No	AIMT Individual	
PD-5560165 / CRNA AIM7 Streamlining - Training Team SPA	28/09/2024	4252.00	1 resource(s) 14 hours	Approved	No	AIMT Individual	
HG-5070852 / CRNA AIM7 Streamlining - Training Team SPA	05/10/2024	40.00	1 resource(s) 14 hours	Provisional	No	AIMT Individual	
UL-0290007 / CRNA AIM7 Streamlining - Training Team SPA	05/10/2024	4252.00	1 resource(s) 14 hours	Approved	No	AIMT Individual	

Section 1 - General

The General tab displays pre-populated information relating to the capitation. The information sections are:

- Capitation Session Type - There are a number of capitations that can be displayed, ECCE AM, ECCE PM, NCS wraparound AM and NCS wraparound PM and NCS only.
- Service Provider
- Programme Call, Start Date, End Date – These display the current dates of the relevant Programme Call



GENERAL

General

Capitation Session Type

ECCE AM

Service Provider *

CR94 AIM 7 Streamlining - Training Team SPA

Programme Call *

ECCE 2026

Start Date *

24/08/2026

End Date *

16/07/2027

Section 2 - AIM 7 Capitation – Applications

Under the AIM 7 Capitation tab you will see:

- AIM 7 Application – On the Early Years Hive, this is displayed as AIM Level 7 Application. Throughout this guide, it is referred to as the AIM Level 7 Confirmation Form. Child name
- Support Level awarded
- Support Start Date
- Confirmed Date
- Withdrawal Date – this will only be displayed where this application has been withdrawn.
- Stage – shows the current status of the capitation in the approval process.
- ECCE Start Date
- ECCE End Date
- ECCE Status

AIM7 CAPITATION - APPLICATIONS - ECCE									
AIM7 Application ▲	Child	Support Level	Support Start Date	Confirmed Date	Withdrawal Date	Stage	ECCE Start Date	ECCE End Date	ECCE Status
CM-1510741	Graham Conrad	Individual	07/09/2026	25/06/2026		Confirmed	07/09/2026	04/06/2027	Approved

Section 4 – Reviews

The list of capitation reviews appears on the Early Years Hive, showing high level information specifically on the review type, AIM Level 7 Resource Type, Review Status and the Dates which it applies.



REVIEWS					
Name	Review Type	AIM L7 Resource Type ▲	From Date ▲	To Date	Review Status
Stop Resource	Stop Resource	Shared	05/10/2026	04/12/2026	Approved
Change Use of Capitation	Change Use of Capitation	Shared	04/01/2027	26/02/2027	Approved

Section 5 – Allocations

The Allocations section displays the weekly funding amount approved for Individual and Shared resources within a capitation session. Funding is shown for each week covered by the programme call.

The Allocations tab contains two sections.

The first tab will show Programme year Capitation information:

- Capitation Amount – This is the total capitation amount for the programme year to date and will update to reflect the total as new payments are processed.
- Non-Payable weeks – Displays the number of non-ECCE weeks included in the capitation payment calculation.
- Payable Weeks – Displays the number of ECCE weeks included in the payment calculation.

ALLOCATIONS		
Capitation Amount €8,316.00	Non Payable Weeks 14	Payable Weeks 33

The second tab within Allocations displays weekly allocation information for the selected capitation for the programme year:

- Name
- Allocation Date – Shows the date of the week for which the payment is being made.



- Allocation Value – Shows the approved funding amount to be paid for the capitation.
- Allocation Description – Shows details of the resources and hours included in the payment allocation. If your service has an approved Change Use of Capitation review for Maintenance of Reduced Ratio support, this will also be displayed in the Allocation Description
- Allocation Status – Displays the current status of the payment allocation and shows its progress through the payment lifecycle.
- Allocation Paid? – indicates whether payment has been processed.
- Allocation Source – Shows the AIM support level that the payment allocation relates to
- Payment Instructions

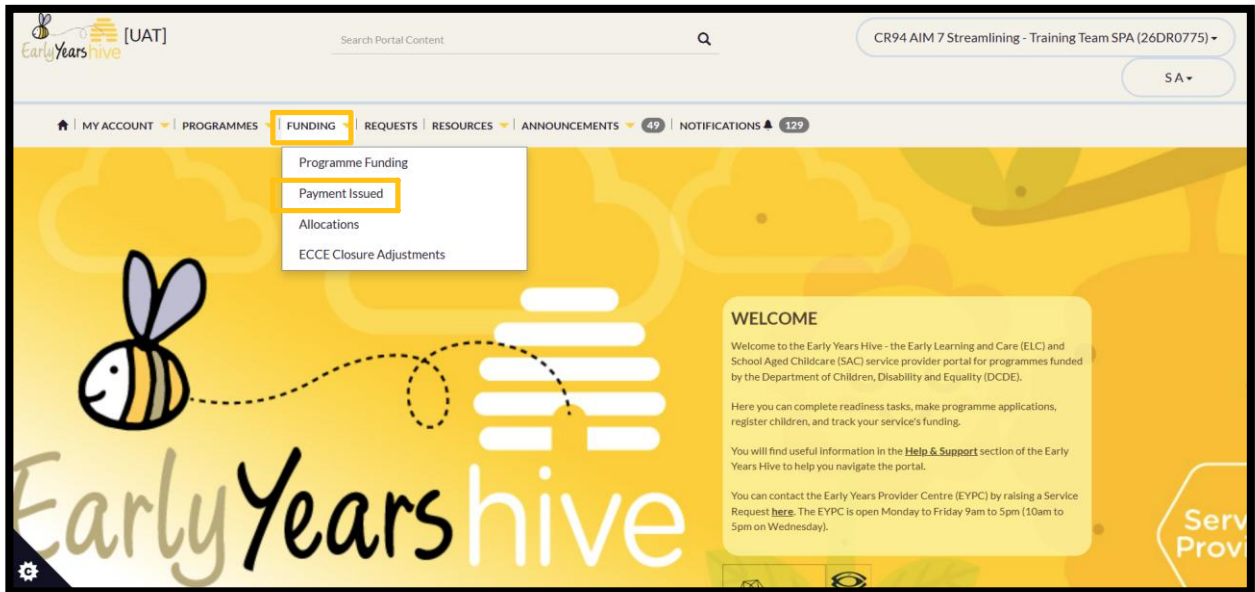
Payments made to date – the payment for AIM Level 7 will run weekly and pay all allocations due for the week. A Yes/No flag will indicate if the allocation has already been paid to the service provider.

Name	Allocation Date ▲	Allocation Value	Allocation Description	Allocation Status	Allocation Paid?	Allocation Source	Payment Instruction
BP-6030019 / CR94 AIM 7 Streamlining - Training Team SPA	07/09/2026	€0.00	1 resources 14 hours	Provisional	No	AIM7 Individual	
YF-5854347 / CR94 AIM 7 Streamlining - Training Team SPA	07/09/2026	€252.00	1 resources 14 hours	Approved	No	AIM7 Individual	
RR-8905754 / CR94 AIM 7 Streamlining - Training Team SPA	14/09/2026	€0.00	1 resources 14 hours	Provisional	No	AIM7 Individual	
GI-0744120 / CR94 AIM 7 Streamlining - Training Team SPA	14/09/2026	€252.00	1 resources 14 hours	Approved	No	AIM7 Individual	
BX-1829355 / CR94 AIM 7 Streamlining - Training Team SPA	21/09/2026	€0.00	1 resources 14 hours	Provisional	No	AIM7 Individual	
QB-8567173 / CR94 AIM 7 Streamlining - Training Team SPA	21/09/2026	€252.00	1 resources 14 hours	Approved	No	AIM7 Individual	
OP-9836462 / CR94 AIM 7 Streamlining - Training Team SPA	28/09/2026	€0.00	1 resources 14 hours	Provisional	No	AIM7 Individual	
PZ-5565615 / CR94 AIM 7 Streamlining - Training Team SPA	28/09/2026	€252.00	1 resources 14 hours	Approved	No	AIM7 Individual	
HG-1892852 / CR94 AIM 7 Streamlining - Training Team SPA	05/10/2026	€0.00	1 resources 14 hours	Provisional	No	AIM7 Individual	
UL-0295007 / CR94 AIM 7 Streamlining - Training Team SPA	05/10/2026	€252.00	1 resources 14 hours	Approved	No	AIM7 Individual	

Step 6 – Payment Issued

On the Early Years Hive, the **'Payment Issued'** page under the **'Funding'** tab will show the payments that have been made for the year for each programme.





Opening this 'Payment Issued' and filtered on the current AIM Level 7 Programme Call (AIM7 2026) will provide a list of the AIM Level 7 payments made so far in this Programme Call.

Details of all payments issued for National Childcare Scheme

Pay Until From Date Pay Until To Date Processed Date From Processed Date To Programme Call

Payment Instruction	Programme Call	Payment Type	Pay Until Date	Processed Date	Payment Value	Funding Agreement Paid to Date
NM-0754339	AIM7 2026	Payment	31/08/2026		€0.00	€0.00
BH-4347597	AIM7 2026	Payment	24/08/2026		€0.00	€0.00

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Selecting the option to view Allocations for a particular AIM Level 7 payment will provide a breakdown of what has been included for any of the payments issued.



Details of all payments issued for National Childcare Scheme

Pay Until From Date

Pay Until To Date

Processed Date From

Processed Date To

Programme Call

AIM7 2026

Apply

Export

Payment Values Total

Funding Agreement Total

Payment Instruction ▲	Programme Call	Payment Type	Pay Until Date	Processed Date ▲	Payment Value	Funding Agreement Paid to Date
NM-0754339	AIM7 2026	Payment	31/08/2026		€0.00	€0.00
BH-4347597	AIM7 2026	Payment	24/08/2026		€0.00	€0.00

View Allocations

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