



Early Years Manage Monitoring

Monitoring information about a childcare provider can be displayed and updated. To display the monitoring, search for the provider or service and click the **Monitoring** link.

Displaying Monitoring for a Childcare Provider

Menu: **Focus | Early Years | Search for Provider**

1. Enter one or more search criteria and click the **Search** button:
 - A full or partial **Provider Name**.
 - A full or partial **Postcode**.
 - A **DCSF URN**.
 - Select a **Status**.
 - Select a **Funded Status**.

Wildcards of %% can be used.

2. Select the required provider in the results list and click the **Open In New Window** button to display the **Maintain Provider** page.
3. Click the **Monitoring** link on the **Links** panel to display the **Monitoring Summary** page with a list of any existing monitoring records for the provider.

Provider Name	DCSF URN	Status	Provider Address
Beeches Special School	0	Not Yet Open	
Bumble Bee Nursery	000100	Open	

01. Basic Details

Provider Name: Bumble Bee Nursery

Entity Type: Base (selected), Person, Establishment

Provider ID: 50007 Base URN: [empty]

Provider Entity: Bumble Bee Nursery

Address: [empty]

Email: test@madeupsite.com

Links: Communication Log, Complaints, Income, Job Vacancies, Links, Monitoring (selected), Provider Census, Reports, V3 Contact Log

Displaying Monitoring for a Service Provision

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

1. Enter one or more search criteria and click the **Search** button:
 - A full or partial **Provider Name**.
 - A full or partial **Service Name**.
 - Select a **Service Type Description**.

Wildcards of %% can be used.

2. Select the required service in the results list and click the **Open In New Window** button to display the **Maintain Service Provision** page.
3. Click the **Monitoring** link on the **Links** panel to display the **Monitoring Summary** page with a list of any existing monitoring records for the service provision.

Provider Name	Service Name	Service Type Description	Service Address	Reference Number	DCSF URN	Locality	Area	Ward	FD Type
Bumble Bee Nursery	Bumble Bee Nursery - Full Day Care	Full Day Care				Bedford	Bedford		ECD

01. Service Provision Details

Service Name: [empty] Nursery - Full Day Care

Service Type Description: Full Day Care Service ID: 17

FID Type: ECD Authority-wide: X

Provider Name: [empty] Nursery

CRB Policy: X Same As Providers Address: checked

Address: [empty] Bedford, ...

Links: Availability and Capacity, Communication Log, Complaints, Job Vacancies, Monitoring (selected), Service Charges



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Updating Monitoring Details

To record new monitoring details:

1. Click the **New** button to display the **Monitoring Details** page.
2. On the **Monitoring Details** panel, select a **Monitoring Type** from the drop-down (*Lookup Table ID: 0426*) and enter a **Monitoring Date**.
3. If required, enter a **Monitoring Ref.**, **Monitoring Time** and **Monitoring Duration**.
4. If required, select a **Monitoring Outcome** from the drop-down (*Lookup Table ID: 0425*).
5. If required, click the browse to display the **Select Monitoring Officer** dialog. Select the required person and click the **OK** button.
4. If required, enter the **Date of Next Meeting**, **Date Report Recorded** and **Action Plan Deadline** date.
5. If required, enter a **Certificate No.**
6. If required, click the **Monitoring Memo** button to record a memo.
7. If required, enter details on the **Monitoring Outcomes** panel as follows:
 - a. If required, select the **Compulsory ChildCare Register Met** check box to display a tick.
 - b. If required, select the **Voluntary Childcare Register Met** check box to display a tick.
 - c. If required, add a new **Monitoring Description**:
 - i. Click the **Add** button to display the **Monitoring Description Chooser** dialog.
 - ii. Click the **Search** button to display a list of descriptions.
 - iii. Select the required description and click the **Select** button.
8. If required, click the **Add** button on the **Future Improvements** panel and enter **Improvement Details**.
9. If required, click the **Add** button on the **Actions** panel and enter a new **Action**. Select the **Action By** or **Completed By** and select one or more check boxes.
10. Click the **Save** button.



Related Reference Guides:

- **EY_Search for Provider**
- **EY_Log New Communication**
- **EY_Manage Job Vacancies**
- **EY_Manage Complaints**
- **EY_Service Provision Availability and Capacity**
- **EY_Service Provision Service Charges**