Provisions Payments Tool

Professional Services

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Introduction

The Provision tool suite was developed by Consultants within our Education – Professional Services Team. Having a close working relationship with our Local Authority partners, we identified that significant time savings could be made when using the utilities against existing functionality in MRI Education.

The suite of tools allows the bulk processing of data using an Excel spreadsheet for 3 main functions.

1. Creation of provisions
2. Payment processing of existing provisions
3. Closure of existing provision by end date

These records are then imported into MRI Education where they form part of each young person's and/or school's financial record.

Background

Provision

Provision is included as part of the core MRI Education SEN Module. Provision allows financial details to be recorded about each child, young person, school, educational setting, and/or training provider.

Provision can be used to:

- Calculate Funding
- Record Costs
- Enable Budget Forecasting

Examples of Provision use in Local Authorities currently includes but is not limited to:

- Mainstream Top Up Funding
- High Needs SEN Support
- Special and Independent School Fees
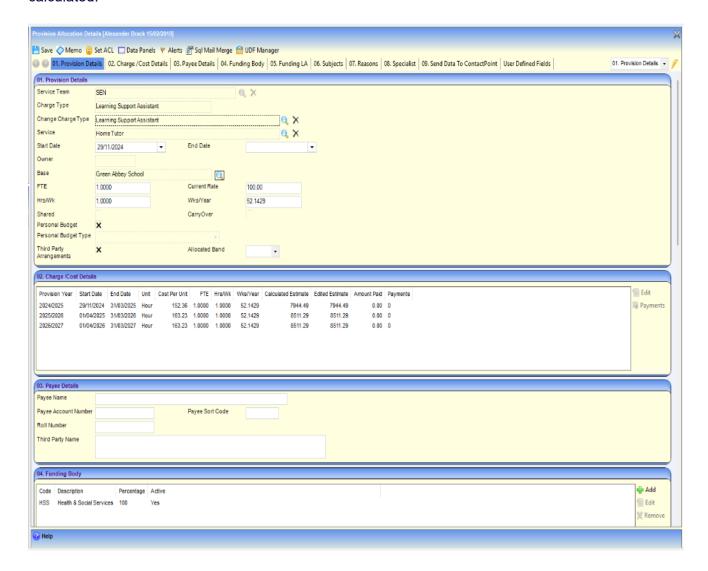- Equipment
- Personal Budgets
- Banded/Matrix level funding

Provision can be calculated using a variety of unit costs. These costs can be based on:

- **Annual Calendar** – calculation is based on the Start Date and End Date of the funding and can pro rata based on 365/366 days per year
- **School Calendar** – as above where calculation is based on the Start Date and End Date of the funding. However, this can pro rata based on only funding when the school is open (typically over 39 weeks for example)
- **Hourly costs** – finances based on an Hourly rate, over a number of weeks, with a number of hours per week support
- **Daily Rates** - calculation is based on the Start Date and End Date of the funding and can pro rata based on the number of Days funded
- **Weekly Rates** – calculation is based on the Start Date and End Date of the funding and can pro rata based on the number of Weeks funded
- **Monthly Rates** – calculation is based on the Start Date and End Date of the funding and can pro rata based on the number of Months funded
- **Half Termly Rates** – based on the number of Half Terms funded (this is entered when you create the provision record)
- **Termly Rates** – based on the number of Terms funded (this is entered when you create the provision record)
- **One off Fees that require no pro rata**
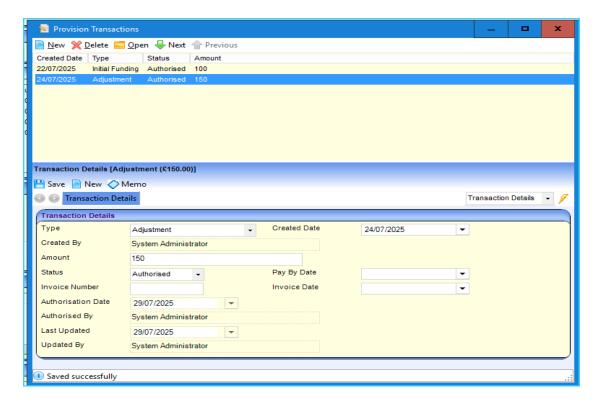
Creation of Provision Records

Provision records are created as part of the core MRI Education SEN Module. Provision details such as charge type, service, start date, end date and base are stored. Charge/Cost details are automatically calculated.

01. Provision Details

Field	Value
Service Team	SEN
Charge Type	Learning Support Assistant
Change Charge Type	Learning Support Assistant
Service	Home Tutor
Start Date	29/11/2024
End Date	
Owner	
Base	Green Abbey School
FTE	1.0000
Current Rate	100.00
Hrs/Wk	1.0000
Wks/Year	52.1429
Shared	
CarryOver	
Personal Budget	X
Personal Budget Type	
Third Party Arrangements	X
Allocated Band	

02. Charge /Cost Details

Provision Year	Start Date	End Date	Unit	Cost Per Unit	FTE	Hrs/Wk	Wks/Year	Calculated Estimate	Edited Estimate	Amount Paid	Payments
2024/2025	29/11/2024	31/03/2025	Hour	152.36	1.0000	1.0000	52.1429	7944.49	7944.49	0.00	0
2025/2026	01/04/2025	31/03/2026	Hour	163.23	1.0000	1.0000	52.1429	8511.29	8511.29	0.00	0
2026/2027	01/04/2026	31/03/2027	Hour	163.23	1.0000	1.0000	52.1429	8511.29	8511.29	0.00	0

03. Payee Details

Field	Value
Payee Name	
Payee Account Number	
Payee Sort Code	
Roll Number	
Third Party Name	

04. Funding Body

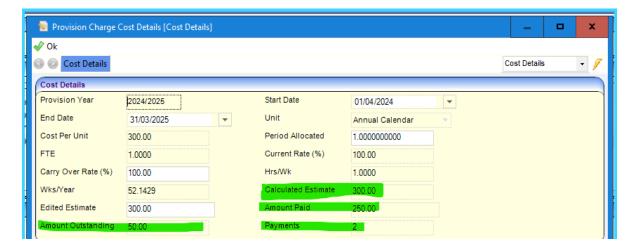| Code	Description	Percentage	Active
HSS	Health & Social Services	100	Yes

Provision Payments

Provision Payments are included as part of the core MRI Education SEN Module. Accurate recording of transactions between the Local Authority and their funded partners is crucial for accurate reconciliation and budget forecasting requirements.

LA's who record transactions at present are able to report on and be alerted to:

- Payments made, both YTD and beyond
- Amounts Outstanding
- Finances to Recoup – where overpayments may have been made. For example, where a Local Authority has allocated funding in advance and circumstances change, e.g. the young person leaves the Local Authority early
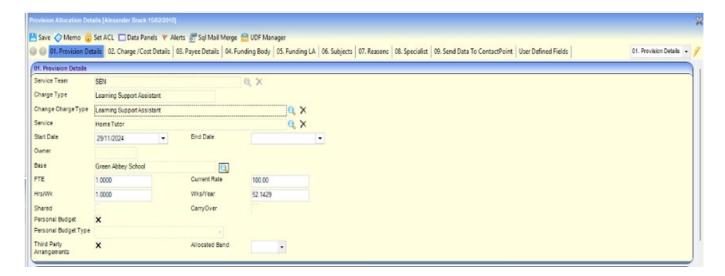
Below is just one of the screens within MRI Education used to display financial details:

Provision Closures

Provision records have an end date which sets the closure of the provisions being provided. The end date is set in the provision details panel. Once the end date is set the final costing are calculated.

Provision Tool Suite

The Provision Tool Suite was created to significantly reduce the amount of time taken to process bulk records for transaction information, creation and closure of provision records into MRI Education.

The below process flow better illustrates how the tool would work in a live scenario

MRI Education
- Provision Records are created by the end user

Provision Payments Tool
- The end user uses the tool to identify which cohorts of children need payments recorded against them
- This process then creates an Excel Spreadsheet containing this Cohort

Microsoft Excel
- Payment Details can then be entered in bulk using all of Excel's data entry features

Provision Payments Tool
- The end user then uses the tool to validate the payment information entered
- The tool then imports the spreadsheet, creating all the Payments against Provision records

MRI Education
- Provision Records have now been updated to accurately reflect paymnents made, YTD figures, amounts outstanding and so on
- This information can now be reported on, alerted to, or used by other Managment Information/Businesss Intelligence Processes

Features

- Access is controlled by:
  - Having access to the Provision Tool – it is a standalone utility and would need to be installed on any PC required to use it.
  - Having an MRI Education Username and Password

- Provision Payments can be made based on:
  - Financial Year
  - Charge Type
  - Provision Type (Service)
  - School/Base

- Data entry is done via an Excel Spreadsheet

- Provision Payments are then created in bulk when the tool is used to reimport the transactional level information.

Benefits

- Significant Reduction in administration time/data entry
  - In recent tests using customer data and scenarios, entering a single payment against 5000 children

Without the Provision Payment Tool	Using the Provision Payment Tool
5000 records took up to 1 minute each to access and create 5000 x 1 minute = 5000 mins or 83.3 working hours This equates to over 2 working weeks of data entry	5000 records took under an hour to enter, validate, and import This equates to a **98% reduction** in admin time required

- Minimal Training Required
  - As data entry is done via the tool and a spreadsheet, users do not tend to require the same level of training that they would, should they use Provision on its own

- Access Controlled
  - Access is controlled by both having access to the utility and having an MRI Education username and password