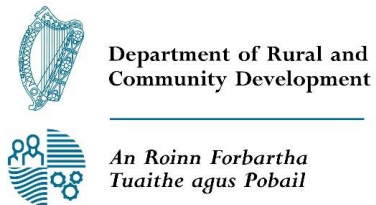


The logo for the Seniors Alert Scheme is composed of three horizontal bars. The top bar is teal and contains a white icon of a person's head with a red dot on the forehead, followed by the word "Seniors" in purple. The middle bar is green and contains a white icon of a hand with a red pulse line, followed by the word "Alert" in purple. The bottom bar is orange and contains a white icon of a mobile phone and a landline phone, followed by the word "Scheme" in purple.

Seniors Alert Scheme

Information Brochure November 2017



INTRODUCTION

The management of the scheme transitioned from the Department of Housing, Planning, Community and Local Government (now Department of Rural and Community Development) to Pobal in the summer of 2015 who now administer the Seniors Alert Scheme. Pobal is a not-for-profit organisation that manages programmes on behalf of the Irish Government and the EU.

What is the objective of the scheme?

The objective of the Seniors Alert Scheme is to encourage community support for vulnerable older people in our communities through the provision of personal monitored alarms to enable older persons, of limited means, to continue to live securely in their homes with confidence, independence and peace of mind.

What is funded under the scheme?

Funding is available under the scheme towards the purchase of equipment by a registered organisation i.e. personal alarm and/or pendant, with free monitoring of the alarm for the first year. The subsequent associated monitoring and service charges must be paid by the participant.

How is the scheme delivered?

The equipment is funded by the Department of Rural and Community Development and made available through community, voluntary and not-for-profit organisations registered with Pobal under the Seniors Alert Scheme (SAS).

Online System

- The Seniors Alert Scheme is an online system;
- All forms can be submitted on-line including the organisation registration form and the participant application form;
- The online system also enables registered organisations track the equipment funded, the location of the equipment funded and the contact between the organisation and the participant.

THE ORGANISATION

What organisations may participate in the scheme?

Any organisation wishing to deliver the scheme in their area must be a community based, voluntary and not-for-profit organisation. They will be required to show evidence of working with or providing services to older people in their community and that they do not overlap with the work of any other organisations delivering the scheme.

Which organisations can register?

Any organisation who meet the registration criteria and wish to participate in the SAS, will be required to register with Pobal before operating the scheme. Only organisations registered with Pobal can operate the scheme.

How can an organisation register?

Organisations can register online at <https://sas.pobal.ie>.

You will require the following information to register

- The name of 2 contact people
- Telephone and email address
- Tax reference number
- Bank account details
- Area of coverage
- Date of the board meeting giving consent to register for the Seniors Alert Scheme.

Once the registration form is submitted, Pobal will proceed to review and respond with the registration outcome. The online registration facilitates a quicker review process and a faster response time.

Please ensure you maintain hard copies on your files of the signed board meeting and terms and conditions these will be required at a later stage.

What are the organisation registration criteria?

Organisations will be expected to satisfy the following criteria:

- Be a community, voluntary and not-for-profit organisation. Individuals, private bodies and commercial entities (for profit) will not be registered;
- Have a recognised structure (trust, industrial & provident society, unincorporated association, a company limited by guarantee, limited company or a designated activity company);
- Demonstrate a track record of working with or providing services to older people within their community;
- Accept the terms and conditions of the Seniors Alert Scheme.

Will all organisations be registered?

Registration approval will not be granted if the above criteria are not met. In the event of a registration being unsuccessful, an organisation may request a review of the decision.

Is there a closing date for receipt of Organisation Registrations?

There is no closing date for receipt of registrations. The scheme is open to registrations all year round. It should be noted that funding for the scheme is limited each year.

Administration Fee

Once registered, organisations may submit participant applications for eligible people living in their defined area of operation. Those operating the scheme will be eligible for a contribution towards the administration cost of service delivery. Organisations receiving other public funds for support in delivering the Seniors Alert Scheme will not usually be paid this fee.

THE PARTICIPANT

Who is eligible to apply for an alarm?

A person will be eligible if he or she is:

- Aged 65 years or older and:
- Of limited means or resources; And
- Living alone, living with another person who meets the eligibility criteria, Living alone for significant periods of time during the day, or is a Carer to someone else in their household; And
- Resides within geographical area of the relevant registered organisation; And
- Able to benefit from the equipment supplied; And
- Prepared to maintain contact with the registered organisation.

How is eligibility determined?

A person's eligibility must be confirmed by the registered organisation before an application is submitted to Pobal. All of the criteria outlined above must be satisfied. The following approach may assist registered organisations in determining eligibility.

Criteria	How
Aged 65 years or older	Date of birth must be given on the participant application form – age can be confirmed by birth certificate, passport or driver's license(if there is doubt about the applicant's age)
Of limited means and resources	The registered organisation is satisfied from information provided during the assessment.
Living arrangements	This will depend on local knowledge and confirmation during the home visit if undertaken
Reside within the geographical area of registered organisation	Based on the address supplied by the participant and confirmed by the home visit
Be able to benefit from the equipment supplied	It is important that registered organisations identify those persons who will benefit from long term use of the equipment. The aim is to provide equipment before a person becomes ill or infirm or has become a victim of crime
Maintaining contact with the registered organisation	Undertaking provided by the participant to engage with the registered organisation on a regular basis

THE PARTICIPANT APPLICATION FORM

Application form

When a registered organisation has identified a participant in need of support, has assessed their eligibility, a Participant Application form is completed and signed by the organisation and countersigned by the participant. The older person will also be required to confirm that they understand the purpose and use of the equipment and that they will be responsible for subsequent monitoring charges and payments.

Registered organisations can then apply online on behalf of a participant at <https://sas.pobal.ie>.

Once the application form is submitted, Pobal will proceed to review and respond with the application outcome. The online applications facilitate a quicker review process and a faster response time.

SENIORS ALERT SCHEME EQUIPMENT

How long will it take for the equipment to be installed?

Once a participant application has been approved by Pobal, the registered organisation contacts the designated supplier to arrange the installation. The equipment funded is installed as soon as possible and must be installed within six weeks of receipt of approval from Pobal. The Suppliers' obligation is to install within ten (10) calendar days of receiving the order or 3 calendar days in emergency cases. This is subject to agreement with all parties i.e. the registered organisation, the participant and the designated supplier.

Is there a closing date for receipt of Participant Applications?

There is no closing date for receipt of participant applications. The scheme is open to applications all year round and it is possible for the submission of more than one participant application by the registered organisation. It should be noted that funding for the scheme is limited each year.

What equipment will be funded?

The equipment that is funded under the scheme is a personal alarm and/or pendant.

Ownership and tracking of equipment funded

All equipment purchased pursuant to the Scheme is owned by the registered organisation; Equipment that is no longer required by a participant must be returned to the registered organisation and a Leaving Scheme form completed on the online system.

The SAS online system at <https://sas.pobal.ie> will create and maintain an asset register for all equipment funded through Pobal from the commencement date of Pobal managing the scheme.

OTHER PROVISIONS / REQUIREMENTS

Inspections / Desk Check Verifications

Organisations are subject to inspection and verification by Pobal and its agents. Pobal will undertake inspections to ensure that funds and equipment have been properly used and organisations shall allow access to appropriate records as is necessary for that purpose. These inspections will require the co-operation of registered organisations and may consist of site visits, desk top checks, examination of documentation and communications with participants.

Tax Clearance Requirements

All organisations seeking to be registered are required to have a tax reference number (TRN). If you do not have one, it is necessary to acquire one to enable registration, please contact the Revenue Commissioners at www.revenue.ie and they will assist you.

Registered organisations in receipt of funds from Pobal exceeding €10,000 in a twelve month period are required to submit a Tax Access Number. Given the current operational structure of the SAS we do not envisage that submission of a Tax Access Number will arise.

Garda Vetting Requirements

All organisations seeking to register to participate in the Seniors Alert Scheme must have considered the requirements under the Garda Vetting legislation and take the necessary steps to ensure it meets the requirements and obligations as set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.

The Organisation has considered and will comply at all times with other applicable legislation and guidelines including Children First Requirements

Freedom of Information, Publication of Information and Data Protection

Organisations accept that the information gathered by Pobal with regard to the SAS scheme may be made available, on request, under the Freedom of Information Acts.

Participation in the scheme will require that organisations contact details and the level of financial support will be published either online or in hard copy format.

Registered organisations involved in the scheme will guarantee to ensure that their obligations under the Data Protection Acts and any other statutory provisions in respect of the protection, storage and release of data are implemented in full in respect of the services provided under this scheme.

The organisation will ensure that all data of a personal or sensitive nature relating to any parties concerned with these services will be stored in a secure manner and will not be provided to any third party other than as provided under the scheme or in compliance with a statutory obligation.

If you require further information you should contact:

Post: Seniors Alert Scheme, Pobal,
M:Tek 2 Building,
Armagh Road,
Monaghan, H18 YH59

Telephone: Pobal Helpdesk (01) 5117222

Email: onlinesupport@pobal.ie or sas@pobal.ie

Website: www.pobal.ie