

SENIORS ALERT SCHEME

Information Brochure September 2015



Comhshaol, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government



pobal

government supporting communities

INTRODUCTION

The purpose of this brochure is to provide a background for organisations to the Seniors Alerts Scheme (SAS) and outline how the scheme will operate going forward. The management of the scheme is transitioning from the Department of the Environment, Community & Local Government to Pobal in the summer of 2015. 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. The associated monitoring and service charges must be paid by the participant.

How is the scheme delivered?

The equipment will be funded by Pobal and made available through community, voluntary and not-for-profit organisations registered with Pobal under the SAS.

What has changed?

Pobal have introduced a number of changes to the Seniors Alert Scheme in 2015.

- The Seniors Alert Scheme is migrating to an online system;
- All forms can be submitted on-line including the organisation registration form and the participant application form;
- A centralised procurement process was put in place to simplify the scheme. Organisations will no longer be required to obtain three quotes for the purchase of alarms nor pay any supplier invoices;
- The online system will also enable organisations track the equipment funded, the location of the equipment funded and the contact between the organisation and the participant.

Why change?

Following a review in 2010 of the Community Support for Older People (CSOP), the forerunner for the Seniors Alert Scheme, a number of areas where the scheme could be improved were identified. As a result the new scheme is designed to:

- Minimise administrative requirements;
- Enhance interaction with older persons;
- Strengthen the social inclusion element of the scheme;
- Use information technology to support the delivery of the scheme;
- Ensure value for money is achieved through economies of scale;
- Allow for more people to benefit from the scheme.

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 organisations (including organisations already registered with the Department of the Environment, Community & Local Government and those that are new to the scheme), 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>.

Organisations will be required to complete a registration form which reflects details such as your organisations information, contact details and area of coverage. An email address is required to register online.

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.

What are the organisation registration criteria?

Organisations will be expected to satisfy all of these 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 scheme.

Will all organisations be registered?

Not all organisations will be registered to operate the scheme. Registration approval will not be granted if the above criteria are not met or if another organisation is operating the scheme in the same area. 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 from 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 administrative support or service delivery 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;
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 home visit
Living alone or with another eligible person who meets the eligibility criteria	This will depend on local knowledge and confirmation during the home visit
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 met with them and 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 future 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.

SAS 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 installation. The equipment funded is installed as soon as possible and must be installed within six weeks of receipt of approval from Pobal. 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; an asset register must be maintained detailing all SAS funded equipment. Equipment that is no longer required by a participant must be returned to the registered organisation.

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 / 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 verifications, 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 clearance certificate in 2015 and a Tax Access Number from 2016 onwards. Given the current operational structure of the SAS we do not envisage that submission of a Tax Clearance Certificate/ Tax Access Number will arise.

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, Holbrook House, Holles Street, Dublin 2.

Telephone: Pobal Helpdesk (01) 5117222

Email: onlinesupport@pobal.ie

Website: www.pobal.ie