Yearly Review
Information for Services

Getting Started
- The purpose of the yearly review is for the service to reflect on the changes that have been applied through implementing the Strategic Inclusion Plan (SIP)
- The service should also consider the current inclusive capacity and capability and how this has helped progress the strategies in place to address the inclusion barriers identified for each care environment.
- While the yearly review is not specifically connected to any of the funding applications, it does serve to assist in supporting all future applications, whether they be new, renewals or change of circumstances.
- **It shows the Inclusion Development Fund Manager (IDFM) that the service is working towards providing an inclusive environment for all children and that capacity is being built.**

Focus of Review
- Create a new Service Profile
- Review the Barriers, Strategies, Actions and Progress Notes of all care environments
- Review the current Inclusion Profile for all care environments

Inclusion Profile
- Reviewing the Inclusion Profile allows services the opportunity to review the numbers for the care environments.
- It also allows services to acknowledge the capacity of educators working within the care environment.
- Services are able to access this through the following steps:
    1. On your **Home Page** go into **Care Environments** tile
    2. Click **View Care Environment** for the relevant Care Environment you wish to review
    3. Click on the arrow next to the heading **Inclusion Profile**
    4. In the **Current Profile** box, Click onto **Actions**, then select **copy profile**
    5. Complete the relevant fields, then save

Barriers, Strategies, Actions and Progress Notes
- Services should be building capacity around inclusive practices through the Barriers and Strategies decided on and the Actions developed from these.
- Current progress notes should be added against all actions.
- Some Barriers may be complete and can be finished, some may require further support and coaching, while others might need to be progressed as the care environment and educators build their capacity.
- To access the progress notes, the following steps will assist:
    1. On your Home Page go into **Care Environments** tile
    2. Click **View Care Environment** for the relevant Care Environment you wish to review
    3. Click on the arrow next to the heading **Barriers and Strategies**
    4. On the right-hand side, click on **Actions** next to any barrier and then click **update barrier**
    5. Scroll to the bottom of the page and click **Save and Continue**

6. All strategies are then listed. The blue dot signifies what strategy the action item applies to
7. Scroll down the page and you are able to click on the arrow to see the relevant Barriers the strategy relates to and then under Action Item, clicking on the second arrow, will reveal what was written for the Action
8. Clicking on **Action**, then **Progress Notes**, this will bring you to the Progress Notes page
9. Click **Create Progress Note** and complete relevant fields, then click save
10. When returned to Progress Notes page, you can either choose to click **Save and Return to Strategies** if you wish to continue working on progress notes, or **Save and Return to Care Environment** if you have finished.
11. If continuing to work on progress notes, please ensure the blue dot is moved to the relevant strategy you are working on

Service Profile
- As a part of this area, the service will need to reflect on the two questions regarding practices and community outreach.
- IDFM are expecting that the answers to these questions would have evolved and changed.

Reflective Questions to Assist in the redevelopment of your Service Profile
- What is the most significant change in the care environment in relation to inclusion of all children, including children with additional needs?
- What changes in practice, approach or through communications have you noticed in relation to:
    - Attitude and approach to inclusion to educators, children and families;
    - Your engagement with the local community and who is attending your service;
    - How you have worked together as a team, and with families and children;
    - The environment and program offered to children
- What is the impact of these changes for the service, educators, children, families and/or the community? Was there an unexpected change or impact?
- What changes would you like to try next? Why?

Support
- Your Inclusion Professional will be able to provide assistance throughout this process to support reflection and identify areas which need to be addressed to ensure inclusive practices are embedded on a daily basis.
- To assist the process and ensure that we aren't taking up too much of your valuable time, please complete the Inclusion Profile and the Progress notes and start reflecting on the two questions based on the above questions prior to your IP's visit.