# The Targeted Youth Funding Scheme: High Level Overview of the Area Profile, Needs Assessment and Service Requirement Tool

# Contents

# Background

This Guidance Manual was written by the Centre for Effective Services (CES), under the Goal Programme of Public Service Reform, and the Department of Children and Youth Affairs. The original version of this manual was provided for Education and Training Boards as guidance when completing the Area Profile, Needs Assessment and Service Requirement Tool in 2019. This document was updated in September 2019 to reflect the process for reviewing the completed versions of the Area Profile, Needs Assessment and Service Requirement Tool.

# 1. Introduction

The Area Profile, Needs Assessment and Service Requirement Tool (the Area Profile Tool) is designed to support the roll-out of the Targeted Youth Funding Scheme (TYFS) in response to recommendations of the *Value for Money and Policy Review of Youth Programmes* (2014). [1] [2] The Area Profile Tool supports each Education and Training Board (ETB) to gather and use available demographic data and local knowledge to produce an area profile of their functional area. The ETB then carries out an analysis of the data to identify and evidence the needs of young people, which results in a Service Requirement for new or existing projects that will be funded by the Department of Children and Youth Affairs (DCYA) under the TYFS. This requirement includes the geographic boundaries, target groups and priority needs of young people aged 10 to 24 years to be addressed by projects funded under the TYFS.

The use of the Area Profile Tool for the TYFS by DCYA and ETBs responds to the following recommendations from the *Value for Money and Policy Review of Youth Programmes* (2014), which stated:

*Recommendation 4: The governance capacity of DCYA to manage performance should be enhanced. The required additional governance capacity for the programme should be sourced from existing Youth Officer time, requiring a rationalisation and replacement of professional effort from existing activities to governance oversight.*

*Recommendation 5: Overall demographic trends and the underlying patterns relating to the needs of young people outlined in this report should be clearly taken into account by the DCYA in terms of future prioritisation and the design of programmes.*

*Recommendation 6: The DCYA should require that local service planners, in identifying the groups of young people that will be engaged in a given year, include a quantified estimate of the differential need levels of the young people or groups of young people involved. This estimate should be based on clear demographic data and other local intelligence and specify the operational means to assure appropriate engagement. The DCYA may wish to adapt the Hardiker Model as an overall frame of reference. DCYA output expectations and funding profile should reflect these more contoured assessments.*

This high-level guidance document outlines, as of September 2019:

- The purpose of the Area Profile Tool;

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[1] For the purposes of brevity, the Area Profiling, Needs Assessment and Service Requirement Tool is referred to as 'the Area Profile Tool' throughout this document.
[2] DCYA (2014) *Value for Money and Policy Review of Youth Programmes*. Dublin: Department of Children and Youth Affairs.

- The data required to complete the Area Profile Tool;
- What the Area Profile Tool looks like and how it is completed;
- How completed versions of the Area Profile Tool will be reviewed by DCYA; and
- The roles and responsibilities of the ETBs and DCYA staff in the Area Profile Tool's completion.

## 2. Purpose of the Area Profile, Needs Assessment and Service Requirement Tool

The purpose of the Area Profile Tool is to ensure that projects funded under the TYFS are focused on meeting the identified needs and key issues in an area and are working with young people in need, in line with the stated objectives of the TYFS, as defined by DCYA.

In exercising greater governance and oversight of the TYFS, each of Ireland's 16 ETBs is required to complete the Area Profile Tool to enable better targeting of services in line with local needs and national policy objectives.

This information produced by the Tool should be used by ETBs to:
- Identify priority issues and gaps in service provision in their areas;
- Prepare an invitation to services ('Service Requirement') to apply for funding under the TYFS;
- Inform decisions on which new and existing services to fund;
- Establish an evidence base for monitoring service provision in their areas;
- Inform applications, plans and logic models developed by services receiving funding under the TYFS;
- Provide information for annual reports submitted by ETBs to DCYA.

In general, the Area Profile Tool provides key socio-economic and demographic information about the needs and characteristics of a population or area. In relation to the TYFS, completing the Area Profile Tool should provide key information about the needs of young people in a defined ETB area, and the levels, types and impacts of services available to young people. Young people aged 10 to 24 years who are described in the *National Youth Strategy 2015–2020* as marginalised, disadvantaged or vulnerable are the primary target group for services available through the TYFS.

## 3. An Overview of the Area Profile, Needs Assessment and Service Requirement Tool

The Area Profile, Needs Assessment and Service Requirement Tool is a Microsoft Excel document. It comprises a number of worksheets or 'sections' which an ETB must complete in sequence to produce a picture of the needs of young people within an ETB area. This evidence base for young people's needs allows an ETB to develop a 'Service Requirement', which participating organisations are invited to address in their funding application under the TYFS.

There are three versions of the Area Profile Tool; one for those ETBs comprising one county, another for those made up of two counties and a third for those ETBs consisting of three counties.

The document is broken up into sections: the first section provides the ETB with useful introductory information and instructions on how to complete the Area Profile Tool; the second section enables the ETB to research and populate information into the Area Profile Tool. These sections are discussed in more detail throughout the document.

## 3.1   Information Sections

Within the Area Profile Tool, there are introductory sections consisting of the following worksheets:

- **Home** – provides a table of contents for the Area Profile Tool with links to other sections and provides direction to an ETB on where to seek support if needed when completing it. It also asks an ETB to indicate which ETB area the Area Profile Tool has been completed for, by whom and the date of completion. It requests that ETBs include an electronic signature from the Chief Executive of the ETB as proof of sign-off on a completed Area Profile Tool.
- **Introduction and Purpose** – provides an overview of what the Area Profile Tool is, what its benefits are and information on the TYFS objectives, goals and target groups. It also includes direction on the order in which sections of the Area Profile Tool should be completed and what data are required. A link to the Guidance Manual to assist the ETBs in the completion of the Area Profile Tool is also included in this section.
- **Glossary of Terms** – provides definitions for a list of key terms used throughout the Area Profile Tool.
- **Overview of the Area Profile, Needs Assessment and Service Requirement Tool** – provides a graphic depiction of the steps entailed in completing the Area Profile Tool.
- **Overview of Sections within the Tool** – provides screen shots of the Area Profile

Tool and instructions on where data input and analysis are expected in each section of the Area Profile Tool.

- **ETB Coordination Group** – outlines the function, purpose and expected membership of the ETB Coordination Group that an ETB is required to put in place to oversee the completion of the Area Profile Tool. An ETB is also asked to record the names of the members of this group in this section.

- **Outcomes and Objectives** – details the seven personal and social development outcomes for young people which projects funded under the TYFS are expected to contribute towards improving. It also lists the goals and objectives of the TYFS.

- **Information Sources** – provides a definition for what is meant by 'information sources' with regards to completing the Area Profile Tool and advises on how best to collect the quantitative and qualitative data required. It also provides an ETB with the opportunity to record the sources of qualitative data when completing the Area Profile Tool.

## 3.2 Sections for Data Input, Analysis and Discussion by ETBs

There are sections of the Area Profile Tool which require an ETB to research and input quantitative and qualitative data from a range of sources to build up the area profile of young people's needs and service provision across their ETB area. There are further sections which the ETB Coordination Group are required to work through to identify which geographic/non-geographic areas are of priority for projects funded through the TYFS. These sections of the Area Profile Tool are:

- **ETB Level Profile** – compiles national and local data inputted by the ETB to produce an ETB level profile of young people, outline the issues affecting their wellbeing, and identify specific areas of disadvantage.

- **More Information** – summarises the data from the 'ETB Level Profile' (for each county if the ETB comprises more than one) to generate additional information and provide an overview at the county level. This information may be useful to an ETB in developing insights on the strengths, needs and issues in its area.

- **Selected Geographic Area/Non-Geographic Theme Prioritisation** – completed after the 'ETB Level Profile' section. It enables an ETB to prioritise between identified selected geographic areas of concern and non-geographic themes identified through initial data collection and analysis. Several criteria are provided in this section to help the prioritisation process. They are intended to indicate which areas or themes are most likely to require support as part of the TYFS. They are not an exhaustive list of

important factors to consider when an ETB is undertaking the prioritisation exercise. This template will assist in the identification of new sites for service provision.[3]

- **Selected Geographic Area/Non-Geographic Theme Profile and Needs Assessment** – helps an ETB to identify and analyse the needs of young people in a selected geographic area or within a non-geographic theme, appraise current provision in light of these needs and identify the actions required to address gaps and build on assets.

  For 2019, the priority action for the area profiling process relates to existing project boundaries within each ETB's functional area. ETBs will create profiles for geographic areas or themes where there is an existing project. Where these projects operate (their boundaries) is detailed in Pobal Maps or the updated boundaries submitted by projects in the 2019 DCYA Renewal Application Process. The six ETBs permitted to identify new sites for service provision can use this section of the Area Profile Tool to create a profile of geographic or thematic areas in which there are currently no existing DCYA-funded projects but where there are identified needs as supported by the 'ETB Level Profile' section of the Area Profile Tool.

  Where more than one project is operating within a selected geographic area, it is advised that the ETB groups the boundaries of the individual projects to create a profile for one selected geographic area. This process is about identifying the needs of young people within the selected area regardless of which target groups of young people are currently being worked with.

  Where an ETB identifies the needs of young people located outside of, but adjacent to, the current selected geographic or thematic areas, these needs should initially be listed in the 'ETB Level Profile' section of the Area Profile Tool. It is envisaged that such needs are most likely to be identified through engagement with information sources. While the primary focus for 2019 is on identifying the needs within the current project boundaries, it is an option for the ETB to recommend to DCYA either a reduction in the project boundary area to ensure that the priority needs are addressed or broadening a project boundary area to capture peripheral target groups of young people which require prioritisation within the TYFS.

- **Needs Identification and Statements of Need** – requires an ETB to build on the

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[3] In the first instance this section need only be completed by the six ETBs who participated in the Area Profile trialling process.

information previously gathered to identify the needs of young people in a selected geographic area or related to a non-geographic theme. This will include identifying the target group of young people, the relevant issues affecting the wellbeing of these young people, actions for the target group and the overall desired changes. This information then needs to be condensed by an ETB into a clear and succinct statement of need, which will be used in the subsequent sections of the Area Profile Tool.

- **Needs Prioritisation** – completed after all needs have been identified for the relevant selected geographic area or non-geographic theme using the 'Needs Identification' section. This section entails a ranking exercise which will help an ETB to prioritise the various needs identified, with a view to addressing these under the TYFS. All information included in this section should be clearly backed up by information and evidence gathered and analysed in the Area Profile Tool process.

- **Service Requirement** – The final section of the Area Profile Tool is essentially a summary of the most important information gathered throughout the Area Profile Tool. It enables an ETB to set out guidelines to services who may be applying for funding through the TYFS grant application process. In 2019, an ETB will develop a Service Requirement for each funded youth project operating in the selected geographic area/non-geographic theme, or where applicable, prepare one Service Requirement for a youth service comprising a number of youth projects.

## 4. The Data Required to Complete the Area Profile, Needs Assessment and Service Requirement Tool

The Area Profile Tool was developed to assist ETBs in compiling relevant information on the needs of young people within the ETBs' functional area. This can then be used to inform decisions on targeted provision for young people under the TYFS and prioritisation of actions. ETBs are also required to work through an ETB Coordination Group structure to agree the needs assessment and prioritisation sections. The roles and responsibilities of ETBs and the ETB Coordination Groups are outlined in more detail in this document.

High-quality, accurate information is required to provide insight into the extent and nature of the socio-economic, cultural and other factors that affect the life chances and wellbeing of young people. Information is also needed about the range and types of formal and non-formal services that provide supports to young people. Among the aims of the TYFS is to target services more effectively, to avoid unnecessary duplication of effort, to build on strengths, and to address gaps in service provision. The completion of the Area Profile Tool supports this.

The Area Profile Tool requires an ETB to understand, integrate and analyse different sources of quantitative and qualitative information. Regarding quantitative data, the Area Profile Tool prescribes and links to a range of quantitative data sources that are available at both a national level and a county level. These are common to all ETB areas. In addition to these common sources of quantitative data, it is expected that additional qualitative information from a range of sources will be used.

**National Indicators**

Certain sections provide indicators taken from the National Indicator Set for *Better Outcomes, Brighter Futures 2014–2020* developed by DCYA. These have been selected because the data are nationally available and free to access, helping to establish a consistency of focus across the TYFS. The data used in these indicators provide a useful picture of the factors affecting the life chances and the wellbeing of young people.

**Local Indicators and Other Quantitative Data**

Information from a range of sources can be used to provide other quantitative measures of needs in an area. In addition to the national indicators, an ETB can include indicators of local significance, particularly where there is a reliable source of data. For example, an ETB may wish to include quantitative information contained in reports that have relevance for an ETB area, but for which there are currently no nationally comparable data available. The sources of these indicators and data should be clearly provided where they are included in the Area Profile Tool. Sources which may contain useful and relevant quantitative data include:
- Children and Young People's Services Committee (CYPSC) Plans;
- Local and Community Development Committee (LCDC) Plans;
- ETB Area Youth Work Plans;
- Pobal maps;
- Central Statistics Office (CSO);
- Consultations;
- Reports and publications (e.g. from academics or government agencies).

ETBs are advised to liaise with local CYPSCs when compiling the Area Profile Tool, as much of the information needed is likely to be available in the CYPSC plans for children and young people.

**Qualitative Data and Local Knowledge**

Statistical data may not be available at the ETB, county or local level for every area of interest. Reports on certain issues may be relatively old and no longer reflective of the area. The data arising from reports may also need to be verified or supplemented by knowledge that has been developed and is held locally. For example, services that interact with communities or individuals and organisations that have knowledge of the needs and circumstances of young people in the ETB area should be included. This local knowledge is vital in building a comprehensive picture of the target population.

When gathering qualitative information, an ETB should ensure that the process is transparent, objective, and fair. The process should include entities currently funded by DCYA, those funded by other government departments, and those funded by other sources. To facilitate this process, the following must be completed:

- A clear strategy for engaging with local youth service providers who hold information relevant to the completion of the Area Profile Tool should be developed.
- All such providers must be afforded the same information in relation to the Area Profile Tool's purpose and the process of completing it.
- Each provider must be offered an equal opportunity to participate in and contribute to the process through the stakeholder engagement. Relevant qualitative information may also be found in the same sources suggested above for the sourcing of quantitative information. It is important for an ETB to identify and consult the most relevant and up-to-date reports to gather local information relevant to the Area Profile Tool.

An ETB is required to record all reports reviewed, organisations contacted, focus groups with key stakeholders inclusive of young people and parents and the mechanisms used to gather qualitative data in the 'Information Sources' section in the Area Profile Tool.

**Current Service Provision**

The Area Profile Tool also provides an account of the type and levels of service provision currently available to the target group. This helps to identify areas of strength and any gaps. The information gathered will provide a basis for identifying ETB priorities.

# 5. Roles and Responsibilities in Completing the Area Profile, Needs Assessment and Service Requirement Tool

This section lists the key roles and responsibilities of both these stakeholders in the completion of the Area Profile Tool.

## 5.1 The Roles and Responsibilities of ETBs

Regarding the completion of the Area Profile Tool, an ETB has the following roles and responsibilities:

- To establish an ETB Coordination Group, part of whose role is to oversee the completion of the Area Profile Tool. This group should ensure the consistent and timely implementation of the Area Profile Tool and should engage with the DCYA support service at designated intervals, namely: Strengths, Challenges, Opportunities and Threats (SCOT) Analysis; Needs Prioritisation; and development of Service Requirements. It should also engage with the DCYA information/training session(s). It is required to oversee the implementation of the Area Profile Tool in line with the DCYA timeframe. It should agree the Needs Prioritisation prior to the development of Service Requirements and make recommendations on Service Requirements to the ETB Chief Executive for sign-off prior to submission to DCYA.
- To locate and extract data from existing local and national sources relevant to the additional needs of young people in their ETB area.
- To look at the information for gaps, needs and opportunities.
- To establish where services are already meeting these needs and/or require support.
- To prioritise areas that can benefit from TYFS funding.
- To prioritise needs that can be met through TYFS funding.
- To include the views of users and providers in identifying gaps, needs, opportunities and priorities (service representatives, CYPSCs, LCDCs, City Council, Youth Groups). It is envisaged that the Area Profile Tool would be prepared by the ETB Youth Officer with the support of the ETB Coordination Group but discussed and agreed with a wider range of stakeholders to ensure objectivity and depth of analysis.
- To produce and make available the ETB Level Profile to interested parties.
- To use the information collected throughout the Area Profile Tool as the basis for invitations to service providers to apply for funding in line with the identified priorities, and with the requirements of the TYFS.

## 5.2 The Roles and Responsibilities of DCYA

In supporting ETBs to complete the Area Profile Tool, DCYA has the following roles and responsibilities:

- To issue versions of the Area Profile Tool and an accompanying Guidance Manual to ETBs in a timely manner.
- To provide information/training sessions on the completion of the Area Profile Tool.
- To designate DCYA support staff to assist ETBs' understanding of what is required to complete the Area Profile Tool.
- To fix technical issues with the Area Profile Tool as they arise.
- To provide clear milestones and timelines for actions relating to the Area Profile Tool.
- To be clear with ETBs on the standards expected of the completed Area Profile Tool and the evidence of needs it produces.
- To share the assessment criteria used to assess the standard of the evidence collected by ETBs within the Area Profile Tool.
- To offer feedback to ETBs on completed Area Profile Tools.
- For future implementation beyond the 2019–2022 cycle of the TYFS, to update the data sources and policy references within the Area Profile Tool, where necessary.

### *Role of DCYA Support Service*

DCYA will provide a dedicated 'Support Service' to support each of the 16 ETBs to complete the Area Profile Tool using a coaching and mentoring approach. Its role is to ensure the consistent and timely implementation of the Area Profile Tool across the 16 ETBs. This support will operate as follows:

- Each ETB will be assigned a DCYA Support Service Officer who will have formal engagement with the ETB Coordination Group through the ETB Director of Services.[4]
- Engagement between the DCYA Support Service and the ETB Coordination Group will take place at designated intervals.
- Guidance will be provided to the ETB Coordination Group on the role and work of the group.
- Formal updates will be made on the progress of the Area Profile Tool process within the ETB.
- Engagement, advice and support will be offered to the ETB Youth/Liaison Officers as required.
- Input into the design and delivery of information/training session(s) will be provided where appropriate.

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[4] For the 2019 APT process, each ETB was assigned a specific DCYA Support Service officer.

- Feedback and commentary on the ETB's draft of the Area Profile Tool will be provided at agreed intervals.
- Formal meetings will be held, where necessary, with the ETBs to identify and overcome any issues with the Area Profile Tool process.
- Any issues and questions emerging from the ETB Coordination Groups throughout the process will be documented, and solutions recorded – particularly issues of a technical nature, implementation and time management challenges.
- Feedback will be made to DCYA on progress or issues arising.

### *Role of CES Technical Support and Capacity Building Role*

For the 2019 implementation of the Area Profile Tool, CES provided a range of capacity building measures to the 16 ETBs.[5] The focus was on data collection, input and analysis to support the consistent and timely implementation of the Area Profile Tool across all ETBs. This role included the following:

- Resolving technical queries relating to data collection, input and analysis in the Area Profile Tool which cannot be resolved by DCYA. The DCYA Support Service acts as the central point of contact between the ETB, DCYA and CES.
- Development of video tutorial on the use of the Area Profile Tool, shared with all ETBs.
- Where necessary, attending sessions with individual ETB Coordination Groups with the allocated DCYA Support Service Officer, in advance of submission deadline to discuss and solve any issues relating to the data collection, input and analysis in the Area Profile Tool.
- Designing and attending progress and problem-solving sessions with ETB Youth Officers/Liaison Officer to resolve any emerging issues relating to the data collection, input and analysis in the Area Profile Tool. These problem-solving sessions are delivered through Youth Officer clusters to develop an element of peer support and review between the ETBs, so that problems can be examined comparatively, and solutions consistent with DCYA guidance can be shared.
- Review draft Area Profile Tools, which have been shared by ETBs in advance of the DCYA Support Service Officer meetings with ETB Coordination Groups, to assess the standard of data collection, input and analysis completed to date by ETBs.

## 6. Completing the Area Profile, Needs Assessment and Service Requirement Tool

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[5] For the 2019 APT process, each ETB was assigned a specific DCYA Support Service officer.

This section outlines in more detail each section of the Area Profile Tool where an ETB is required to input data and/or complete analysis/decision-making. Figure 1 illustrates the sections that need to be completed within the Area Profile Tool and the order in which they appear.

*Figure 1: Overview of the Area Profile, Needs Assessment and Service Requirement Tool*
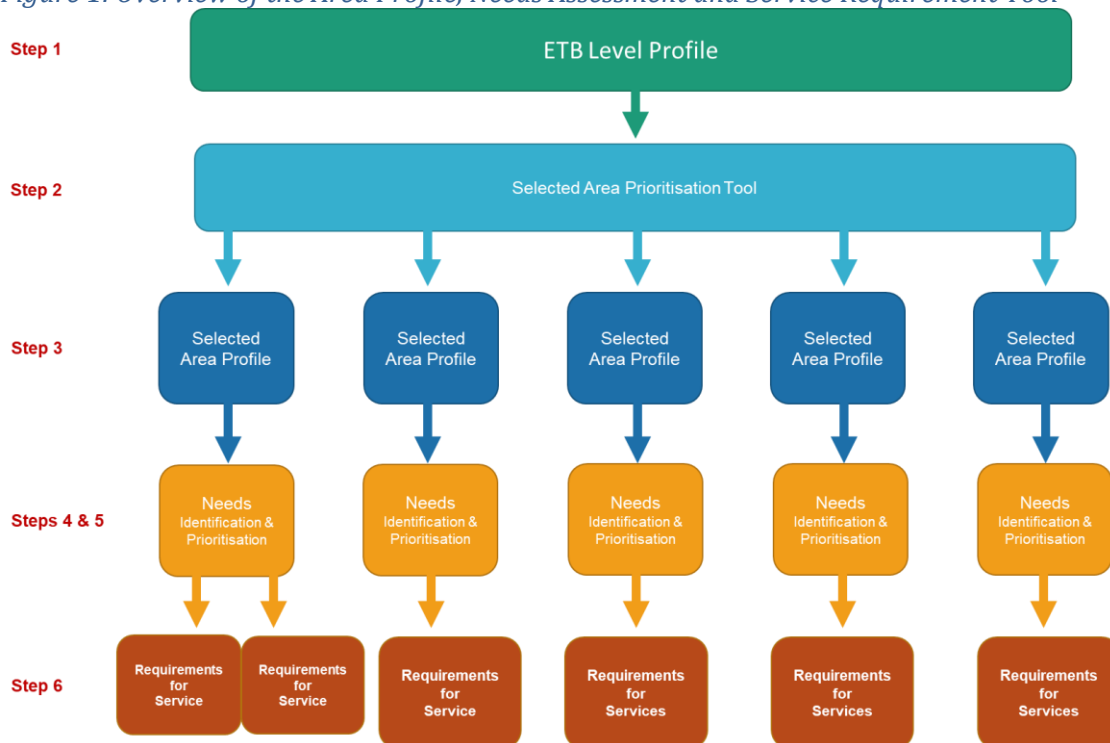


## 6.1 ETB Level Profile

The 'ETB Level Profile' section will help an ETB to produce an ETB level profile of young people, outline the issues affecting their wellbeing, and identify specific areas of disadvantage. There are three versions of the ETB Level Profile section depending on the version of the Area Profile Tool an ETB is using; a one-county, two-counties or three-counties version.

There are six parts within this section of the Area Profile Tool in which data from national datasets and local sources are inputted by an ETB, as outlined below.

1. **Name and Overview of the ETB Area**

This first part asks an ETB to input the name of each county that makes up the ETB. It also asks the ETB to provide a brief overview/snapshot of the features of the ETB area in no more than 200 words (e.g. where it is located, main industries, and other notable features – these

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can be neutral, positive and/or negative).

### 2. ETB Population

The 'ETB Population' brings together data on:

- Total population (all ages);
- Total population aged 10 to 24 years;
- Total population aged 0 to 9 years;
- Population living in aggregate town areas;
- Population living in aggregate rural areas.

The section provides space for an ETB to capture, at a county level within the ETB boundary, data on each of these population ranges. It then calculates what percentage of the national figure the local figure represents. In the versions for two or three counties, an ETB enters the data for each county separately and a formula within the section adds these to give a total for the whole ETB area, and indicates what percentage of the national figure the ETB figure represents. For the 2019 version of the Area Profile Tool, these data are sourced from the Census 2016 dataset.

### 3. Deprivation in the County

This part of the section asks an ETB to input data on:

- The Pobal HP Deprivation Index Score for the county (counties);
- The number of Electoral Divisions in the county (counties);
- The number of Electoral Divisions with a Pobal HP Deprivation Index Score of -10 or below.

An ETB can also add:

- Commentary on Pobal HP Deprivation Index Scores;
- Notes on any selected geographic areas of concern.

For the 2019 version of the Area Profile Tool, these data are sourced from the *Pobal Maps HP Deprivation Indices* and *Pobal Maps Geoprofiling* webpages.

### 4. Young People and the 5 National Outcomes

This part of the section provides space for an ETB to capture county-level data on each of the

five national outcomes of the *Better Outcomes, Brighter Futures 2014–2020* policy, broken down by age categories when possible. It then calculates what percentage of the national figure the local figure represents. In the sections for two and three counties, an ETB enters the data for each county separately and Excel adds these to give a total for the whole ETB area and indicates what percentage of the national figure the ETB figure represents.

<u>Outcome 1: Active and healthy, physical and mental wellbeing</u>
The section 'Active and healthy, physical and mental wellbeing' outcome brings together data on:
•       Disabilities/long-lasting conditions or difficulties;
•       Very good general health;
•       What else do we know about our young people and this outcome area? These open text boxes provide space for an ETB to provide additional information. This can include any additional statistics the ETB has, findings or recommendations of relevant reports or plans, and insights from engagements with information sources.
•       List any selected geographical areas of concern under this outcome area, indicating why they are of concern: there is also space for an ETB to list any selected geographic areas in the ETB that have issues or problems regarding the outcome area. For example, in the Active and Healthy outcome area, it may be worth noting an area in the ETB with a suicide cluster, high rate of road accidents involving young people, or a high obesity rate.

For the 2019 version of the Area Profile Tool, the quantitative data required to complete this part are sourced from the Census 2016 dataset.

<u>Outcome 2: Achieving full potential in all areas of learning and development</u>
The section 'Achieving full potential in all areas of learning and development' outcome brings together data on:
•       Number of people in third level education;
•       Number of primary school students;
•       Number of secondary school pupils;
•       Young people aged 20 to 24 years whose highest level of education is 'Upper Second Level Education' (completed the Leaving Certificate);
•       Young people aged 20 to 24 years whose highest level of education is 'Lower Second Level Education';
•       Retention rates in second level schools from latest cohort (% of 2010 entry cohort who

sat the Leaving Certificate in 2015 or 2016).

There is also space under the questions for the ETB to add further commentary on:
- What else do we know about our young people and this outcome area?
- List any geographical areas of concern under this outcome area, indicating why they are of concern.

For the 2019 version of the Area Profile Tool, the quantitative data required to complete this part are sourced from CSO datasets and a report by the Department of Education and Skills entitled *Retention Rates of Pupils in Second-Level Schools 2010 Entry Cohort* (2017).

Outcome 3: Safe and protected from harm
The section 'Safe and protected from harm' outcome brings together data on:
- Total number of children in the administrative area who are in care aged <1 to 17 years on the last day of the reporting period (as per Monthly Activity return) (Q3 of that year);
- The total number of children at the end of the reporting period who are currently listed as 'ACTIVE' on the Child Protection Notification System (Q3 of that year);
- Young people referred to Garda Youth Diversion programmes (select the most relevant Garda Division/s);
- Total number of young people aged 18 to 22 years in receipt of aftercare (Q3 of that year).

There is also space for an ETB to add further commentary on:
- What else do we know about our young people and this outcome area?
- List any selected geographical areas of concern under this outcome area, indicating why they are of concern.

For the 2019 version of the Area Profile Tool, the quantitative data required to complete this part are sourced from Tusla's *Quarterly Performance and Activity Data* (Quarter 3, 2018) and An Garda Síochána's *Annual Report of the Committee Appointed to Monitor the Effectiveness of the Diversion Programme 2017* (2018).

Outcome 4: Economic security and opportunity
The section 'Economic security and opportunity' outcome brings together data on:
- Youth unemployment (young people aged 15 to 24 years);
- Total number of families;
- Family composition: Mothers with children;

- Family composition: Fathers with children.

There is also space under the questions for an ETB to add further commentary:
- What else do we know about our young people and this outcome area?
- List any selected geographical areas of concern under this outcome area, indicating why they are of concern.

For the 2019 version of the Area Profile Tool, the quantitative data required to complete this part are sourced from CSO datasets linked to Census 2016 data.

Outcome 5: Connected, respected and contributing to their world
Under this outcome, an ETB is required to collect data on:
- Young carers;
- Young Travellers;
- Young people in direct provision.

There is also space for an ETB to add further commentary:
- What else do we know about our young people and this outcome area?
- List any geographical areas of concern under this outcome area, indicating why they are of concern.

For the 2019 version of the Area Profile Tool, the quantitative data required to complete this part are sourced from Census 2016 datasets and the Department of Justice and Equality's *Reception and Interagency Annual Report 2016* (2017).

5. **What Provision Is There for Young People?**

This part requires an ETB to input data on educational provision and other types of provision for young people, including:
- Number of primary schools;
- Number of *Delivering Equality of Opportunity in Schools* (DEIS) primary schools;
- Number of second level education institutions aided by the Department of Education and Skills;
- Number of DEIS post-primary schools;
- Number of secondary schools;
- Number of vocational schools;
- Number of community schools;

- Number of comprehensive schools;
- Number of community training workshops;
- Number of Further Education Colleges.

There is also space for an ETB to add further commentary on:
- Other educational institutions or provision (e.g. third level institutions in the county) and commentary on provision;
- DCYA-funded youth projects in the county;
- Other services for young people in the county (such as Child and Adolescent Mental Health Services (CAMHS) or Garda Youth Diversion projects);
- Other structures relevant to this profile (e.g. overlapping or allied areas of work, and plans affecting young people aged 10 to 24 years, CYPSC, LCDP, Local Drugs Task Force (LDTF), Youth Work Committee).

For the 2019 version of the Area Profile Tool, the quantitative data required to complete this part are sourced from CSO datasets and the DEIS schools list for the academic year 2018–2019. An ETB should use local data to provide information on numbers of Community Training Workshops and Further Education Colleges in its ETB area.

## 6. Where Do We Need to Concentrate Our Efforts?

In this final part of the 'ETB Level Profile', the section requires an ETB to make some decisions based on the data and analysis that has been reviewed to date. This part should be completed through discussion with the ETB Coordination Group tasked with completing the Area Profile Tool. This group should complete the following tasks:
- Looking at HP Deprivation Index Scores across the county/counties, the areas highlighted under each outcome area, the formal and non-formal education provision, and other data and information compiled, list the selected geographic areas within this county needing specific attention (this will inform the 'Selected Area' to focus on for the 'Selected Geographic Area/Non-Geographic Theme Profile and Needs Assessment' section).
- Fill the relevant information into the boxes provided for:
  o Selected geographic areas currently receiving funding under Special Projects for Youth (SPY), Young People's Facilities and Services Fund 1 (YPFSF), YPFSF 2, LDTF Scheme;
  o Selected geographic areas with no current funding but in need of provision;
  o Listing any non-geographically bound themes/issues affecting young people

that need to be considered.

As noted, the 'More Information' section summarises all the quantitative data from the 'ETB Level Profile' section (for each county if the ETB comprises more than one) to generate additional information and to provide an overview at the county level to an ETB. This information may be useful to an ETB in developing insights on the strengths, needs and issues in ETB areas.

## 6.2 Selected Geographic Areas/Non-Geographic Themes Prioritisation[6]

The 'Selected Geographic Areas/Non-Geographic Themes Prioritisation' section is completed after the 'ETB Level Profile' section. It enables an ETB to prioritise between identified selected geographic areas of concern and non-geographic themes identified through initial data collection and analysis in the 'ETB Level Area' section. Several criteria are provided in this section to help the prioritisation. These criteria are intended to indicate to an ETB which areas or themes are most likely to require support as part of the TYFS. They are not a definitive list of important factors to consider when undertaking the prioritisation exercise.

It is a requirement that the results of this prioritisation exercise represent a whole ETB's view about priorities and services required, and not the sole view of individual ETB Youth Officers/Liaison Officers completing the Area Profile Tool.

There are five steps for an ETB to complete this section of the Area Profile Tool:
1. **Selected Geographic Area/Non-Geographic Theme** – In the left-hand column, an ETB inputs the name of the selected area or cross-cutting theme identified when completing the 'ETB Level Profile'.
2. **Criteria** – An ETB is required to work its way through each of the following five decision-making criteria provided:
    1. Concentration of young people likely to be in the TYFS target groups;
    2. Level of needs relevant to the TYFS;
    3. Current provision for one or more of the TYFS target groups;
    4. Young people's access to and use of available provision;
    5. Feasibility of establishing or maintaining provision.

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[6] For 2019 the priority action for the area profiling process relates to existing project boundaries within each ETB's functional area. This section is only to be completed to help identify locations/themes for potential new services in the following ETB areas: City of Dublin, Laois Offaly, Kerry, Louth Meath, Donegal and Waterford Wexford.

Each of these criteria is accompanied by a selection of answer options: 'low', 'moderate' or 'high'. When an ETB selects one of these options under each criterion, this will cause the box to turn red, yellow or green. This shows the ETB whether the option chosen indicates that a selected geographic area or non-geographic theme should be higher or lower priority. **Green** means the indicator is pointing towards lower priority; **yellow** indicates an intermediate or medium level of priority; **red** boxes are 'red flags', indicating higher priority. Occasionally, a criterion may not be applicable in every context, for example when an ETB is asked about young people's access and use of available provision when there is none available. In this case, a 'not applicable' drop-down option will be provided, causing the box to turn **grey**. In such cases, the fact that there is no currently available provision should be considered by an ETB in prioritisation decisions. For information, the full list of drop-down options is included at the bottom of the section, underneath the commentary boxes.

3. **Priority Rank** – The next step for an ETB is to rank the selected geographic areas and non-geographic themes in numerical order in terms of priority, under the column titled 'Priority Rank'. In determining this ranking, an ETB should consider both the criteria provided and any other factors that are deemed relevant by the ETB Youth Officers/Liaison Officers and members of the ETB Coordination Group.

4. **Rationale** – In the 'Rationale' column, an ETB is required to provide a clear and succinct statement for why each selected geographic area or non-geographic theme was given its priority ranking. For example, if a selected area has fewer red flags than other selected areas, but the red flags it does have are deemed particularly pertinent; or if there are other factors not covered in the criteria provided that are extremely relevant and important considerations.

5. **Commentary** – In the boxes provided below the criteria for ranking, an ETB is required to outline any additional relevant commentary on the results of the prioritisation process and which selected geographic area(s) or non-geographic theme(s) will be focused on throughout the remainder of the sections in the Area Profile Tool. This provides space to outline more detail on the prioritisation decisions made and the rationale for those decisions.

## 6.3   Selected Geographic Area/Non-Geographic Theme Profile and Needs Assessment

This section should be completed by an ETB for the selected geographic areas/non-

geographic themes identified and prioritised in the previous section of the Area Profile Tool. This section helps an ETB to identify and analyse the needs of young people in a selected geographic area or within a non-geographic theme, appraise current provision considering these needs and identify the actions required to address gaps and build on assets.

An ETB is required to complete a copy of this section for each selected geographical area and non-geographic theme identified. An ETB should place a copy of the section within the existing Area Profile Tool.

This section requires an ETB to input quantitative and qualitative data under six headings:

### 1. Funding Under SPY, YPFSF 1 and 2 or LDTF and Brief Overview

An ETB is first asked to indicate if the selected geographic area or non-geographic theme it is focusing on has any services currently funded under SPY, YPFSF 1 & 2 or LDTF. The ETB is then asked to provide a brief overview/snapshot of the selected geographic area or non-geographic theme.

### 2. Selected Area Composition

An ETB is then required to list the small areas and/or electoral divisions that make up the selected geographic area or relate to the non-geographic theme identified. In this section an ETB should choose those small areas and/or electoral divisions most in need, selecting up to ten. This decision should be made by the ETB Coordination Group tasked with completing the Area Profile Tool.

Where the selected area covers more than ten small areas or electoral divisions, CES can provide a spreadsheet to assist the ETBs in grouping areas and working out an average HP Deprivation Index Score for the grouping based on population. This will allow the ETB to record more than ten small areas/electoral divisions.

For each area or electoral division, an ETB should insert the HP Deprivation Index Score and the Area Profile Tool will then identify the level of deprivation indicated by these scores.

### 3. Socio-Demographic Information

An ETB is then asked to input information on a range of socio-demographic indicators for each small area and/or electoral division. The Area Profile Tool adds these together to give an overall figure for the selected area.

An ETB is then required to note any other important information on the demographic make-up of the population living in the small area and/or electoral division that make up the selected geographic area or are related to the non-geographic theme. This could include information about ethnicity, nationality, or population trends among the youth population over time. This information could come from a range of sources such as statistics available through CSO, reports, grey literature, and engagements with other stakeholders. The information should also be verifiable in some way.

### 4. Objectives of Other Stakeholders

Following the input of the socio-demographic data, an ETB is asked to identify relevant objectives and observations from other stakeholders, which will involve referring to CYPSC, Local and Community Development Plans (LCDP), LDTF, Youth Work Committee plans and reports where relevant.

### 5. Provision for Young People

An ETB is then asked to assess the provision for young people within the selected geographic area or related to the non-geographic theme. There is space for the ETB to provide overall commentary on educational provision. An ETB may wish to include information on new or planned schools or community national schools. It may also want to include information on what groups of young people attend which schools. In addition to educational provision, the ETB is asked to note any other youth provision in the area, including DCYA-funded provision in the area.

### 6. SCOT Analysis

The final part of this section requires an ETB to complete a 'SCOT' analysis by commenting on the strengths of, challenges from, opportunities for and threats to all services currently provided in the selected geographic area or working within the non-geographic theme in addressing needs. The aim is not for an ETB to critique individual service providers, but to consider whether overall young people's needs are being met by the current level of provision.

This section provides the following definitions in the 'SCOT' analysis, against which an ETB is guided to consider current service provision:

- Strengths: Advantageous or favourable characteristics or factors that currently contribute to positive outcomes for young people.
- Challenges: Adverse characteristics or circumstances that impact negatively on young people's experiences and outcomes.

- Opportunities: Aspects of current service provision that could be built on to better meet the needs of young people.
- Threats: Aspects of current service provision that could have an adverse impact on young people in the future.

## 6.4 Needs Identification and Statements of Need

The 'Needs Identification and Statements of Need' section requires ETBs to build on the information previously gathered to identify the needs of young people in a selected geographic area or related to a non-geographic theme. This will include identifying the target group of young people, the relevant issues affecting the wellbeing of these young people, actions for the target group and the overall desired changes for their situation to improve. This information will then need to be condensed into a clear and succinct statement of need, which will be used in the following sections of the Area Profile Tool.

An ETB is required to complete a copy of this section for each selected geographical area and non-geographic theme identified. An ETB should place a copy of the section within the existing Area Profile Tool.

There are five distinct elements within this section which require an ETB to input data and make decisions:
1. **Selected Area/Theme** – In this box, an ETB will indicate which selected geographic area or non-geographic theme will be the focus of the needs identification process.
2. **Who and Where?** – An ETB is required to identify the target group(s) of young people that require additional support under the TYFS.
3. **Why?** – An ETB is asked to identify the relevant issues faced by the target group of young people and the reasons they are a target group under the TYFS.
4. **Actions and Changes** – An ETB must outline the actions and overall changes that are desired for the target group of young people, relevant to the TYFS. These changes should be positive and aligned with the objectives and outcomes outlined in the TYFS.
5. **Statement of Need** – This is an important step in identifying needs, as this statement will be carried forward into the 'Needs Prioritisation' section. The statement of need should be completed by an ETB to include a summary of the information contained in previous text boxes regarding the target group of young people, the issues they face and the desired objectives for them. It is important for the ETB to be accurate, clear

and succinct when devising this statement.

## *6.5  Needs Prioritisation*

The 'Needs Prioritisation' section is completed by an ETB after all needs have been identified for the relevant selected geographic area or non-geographic theme. This section entails a ranking exercise which will help ETBs to prioritise the various needs identified, with a view to addressing these under the TYFS. All information included in this section should be clearly backed up by information gathered and analysed in the Area Profile Tool completion process. Previous analysis of the needs of young people under the current provision for young people and the SCOT analysis will inform completion of this section.

An ETB is required to complete a copy of the section for each selected geographical area and non-geographic theme identified. An ETB should place a copy of the section within the existing Area Profile Tool.

There are five elements within this section which an ETB is required to complete:
1. **Statement of need** – An ETB must copy and paste the statements of need for the relevant selected geographic area and/or non-geographic themes into the left-hand column titled 'Statement of Need' from the previous 'Needs Identification and Statements of Need' section.
2. **Criteria** – Five criteria are provided in this section to help an ETB prioritise between the various needs identified. These criteria are intended to indicate which needs are most likely to require support to address as part of the TYFS. They are not a definitive list of important factors to consider when undertaking the prioritisation exercise. It is also a requirement that the results represent an ETB's views about priorities and services required, and not the sole view of individual ETB Youth Officers/Liaison Officers. These criteria are:
   - Current level of service provision relating to this need;
   - Degree to which current services are being accessed by young people in need;
   - Extent to which providing for this need could complement, build on, and have the support of existing services;
   - Extent to which addressing this need fits with the TYFS objectives and the seven personal and social development outcomes;
   - Feasibility of addressing this need within current/existing resources.

   An ETB is provided with options within this section to rate each criterion: 'low',

'moderate' or 'high'. Selecting an option will cause the box to turn red, yellow or green. This is to show whether the option chosen indicates that a need should be higher or lower priority. **Green** means the indicator is pointing towards lower priority; **yellow** indicates an intermediate or medium level of priority; **red** boxes are 'red flags', indicating higher priority. For information, the full list of drop-down options is included at the bottom of the Area Profile Tool underneath the commentary boxes. Occasionally, a question may not be applicable, e.g. when asked about the degree to which current services are being accessed by young people in need and there are no such services currently available. In such cases, a 'not applicable' drop-down option will be provided. This will cause the box to turn grey. The fact that there is no currently available provision should be considered in prioritisation decisions.

3. **Priority Rank** – The next step is for an ETB to rank the statements of need in numerical order in terms of priority, under the column titled 'priority rank' (1 meaning that the needs are the highest priority, etc.). In determining this ranking, an ETB should consider both the criteria provided and any other factors that are deemed relevant by the ETB Youth Officers/Liaison Officers and members of the ETB Coordination Group.

4. **Rationale** – In this column, an ETB is asked to provide a clear and succinct explanation of the priority ranking given to each identified need. For example, if a statement of need has fewer red flags than others, but the red flags it does have are deemed particularly pertinent, or if there are other factors not covered in the criteria provided that are extremely relevant and important considerations.

5. **Commentary** – In the boxes provided below the criteria for prioritisation, an ETB must outline any additional relevant commentary on the results of the prioritisation process and which needs will be focused upon. This provides space for an ETB to outline more detail on the prioritisation decisions made and the rationale for those decisions.


## 6.6  Service Requirement

The final section of the Area Profile Tool requires an ETB to develop a 'Service Requirement' for each project in receipt of DCYA funding in the ETB's administrative area. The ETB must use the evidence collected throughout the Tool to set out guidelines to services who are applying for funding through the TYFS application process. Completing the section provides these organisations with an outline of the context in which the services are required for the target group(s) of young people over the first policy cycle of the Targeted Youth Funding

Scheme.

The ETB Youth Officer(s) and ETB Coordination Group should use the data and analysis contained in the previous sections, as well as their own judgement and experience to complete the 'Service Requirement' section.

An ETB will develop a 'Service Requirement' for each funded youth project operating in the selected area, or where applicable one Service Requirement for a youth service comprising a number of youth projects. The DCYA Support Service will work with ETBs to support the development of Service Requirements.

In completing the 'Service Requirement' section, an ETB is asked to supply the following information:

- **Name of the project and the funding made available for the previous year (if applicable):** where the Statement of Need for a selected area/non-geographic theme is in relation to a 'Brownfield Site', an ETB is asked to indicate the name of the project working in the selected area/thematic area providing a service to address young people's needs and the amount of funding made available to it during the previous year.
- **Location(s) of the provision:** an ETB is asked to describe the geographical location where provision is required. This can be across a whole ETB, a selected area or a smaller area.
- **Target group(s) and the key issues affecting them:** an ETB will describe the target group of young people requiring services and the reasons they need additional support relevant to the TYFS.
- **Type and amount of services required for young people:** an ETB is asked to provide a broad description of what is expected regarding the type and intensity of services required for young people. It is up to service providers to suggest what approach and methodology will be most appropriate to meet the needs of young people in this area.
- **Factors to consider in reaching the target group**: an ETB will describe some key elements requiring consideration when addressing this need (e.g. timing of support, accessing the target group, awareness of support, any other particular issues that should be considered).
- **Relevance to the themes and objectives of the TYFS**: an ETB will be asked to situate its requirement for services within the objectives and seven outcomes set out

in the TYFS.

# 7. Submitting the Area Profile, Needs Assessment and Service Requirements Tool to DCYA and the DCYA Review Process

Once completed, each of the 16 ETBs will submit the Area Profile Tool covering their ETB functional area to DCYA for review. Submission deadline dates will be provided by the Department.

Once completed versions of the Area Profile Tool are submitted, DCYA will check the documentation for administrative completeness, carry out a technical examination and review the documentation using the criteria outlined in Table 1. DCYA will send written feedback to each ETB and the DCYA Support Service will engage with the ETB to address any issues arising from DCYA's review.

*Table 1: DCYA review criteria of completed Area Profile Tools*

| Area Profile Tool review criteria |
|---|
| **Geographical location(s) of service provision**<br><br>Where a geographical and/or thematic-based service provision is being recommended, the location of the service must be accessible to the target group.<br><br>  ➢  Is the service delivered where the target group is based?<br>    ➢  If no, is it reasonably accessible to the target group?<br>  ➢  Where the target group is dispersed across multiple geographic areas, is the service location(s) accessible to these young people?<br>  ➢  Where the target group is thematic in nature (e.g. young people experiencing homelessness, young carers, etc.) is the service location(s) accessible to these young people? |
| **Service requirement appropriate for TYFS:**<br><br>That the **type** and **amount** of service outlined in the 'Service Requirement' is appropriate for the scheme and the available resources.<br>  ➢  Is it in formal and non-formal education?<br>  ➢  Is it young person-centered?<br>  ➢  Is it community-based provision?<br>  ➢  Is it out of school provision?<br>  ➢  Is it focused on improved outcomes for young people?<br>  ➢  Is the amount of service required in line with available DCYA funding? |
| **Target group(s)**<br><br>  ➢  Is the target group(s) 10–24 years of age?<br>  ➢  Is the target group(s) experiencing economic, social or cultural disadvantage? (See attached Scheme Outline.) |

- ➢ Is the target group(s) marginalised? (See attached Scheme Outline.)
- ➢ Is the target group(s) vulnerable or at risk of not flourishing? (See attached Scheme Outline.)

**Prioritising between target groups**

In order to maximise the impact of resources in any given area, prioritisation must reflect the groups of young people identified as most in need of this service provision (e.g. prioritising between different target groups where need outweighs available funding).

- ➢ Is there a concentration of this target group?
- ➢ Is there a clearly identified specific need(s) associated with this target group?
- ➢ Are there any other services, from any funder, working with this target group/specific need(s)?
  - o If yes, does the proposed service requirement complement the existing provision?
  - o If yes, does the proposed service requirement duplicate the existing provision?
    - ➢ If yes, is there a clear rationale supported by evidence for why the target group was prioritised?

**Factors to consider when reaching the target group**

Depending on local context and conditions, approaches to identifying, reaching and retaining the target group may need to be considered.

- ➢ Is there a clear rationale supported by evidence for the ETB's submission relating to the '*factors to consider when reaching the target group'* (e.g. providing out-of-centre engagement, or recommending a specific religious or cultural aspect to the provision)?

**Demonstrated a logical, evidence-based conclusion**

The decisions reached by the ETB are objective and are supported by an appropriate evidence base.

- ➢ Is there a clear rationale supported by evidence for the selection of the geographical location of service(s)?
- ➢ Is there a clear rationale supported by evidence for the selection of thematic-based service(s)?
- ➢ Is there a clear rationale supported by evidence for prioritising specific target groups in a selected area and/or themes (choosing between target groups)?
- ➢ Is there evidence of cross-sectoral engagement in identifying priorities for the target group(s) in a selected area/theme?

**Appropriate engagement with local information sources**

Relevant local information sources were engaged to give a broad picture of the needs and priorities for young people in a selected area and/or theme:

- ➢ Were local information sources (CYPSC, LDTF, LCDC, etc.) engaged with to inform the completion of the Tool?
- ➢ Were the insights gained from engagement with information sources demonstrated in the selection of areas, themes, priority groups, types and amount of service provision required?

**Administrative completeness**

All elements of the Area Profile, Needs Assessment and Service Requirement Tool are completed appropriately:

> Has all the relevant data been captured within the Tool?
> Has the sampling of the data (inputted by ETB) resulted in matching data?
> Have all the commentary boxes been completed with reference to the appropriate data entered?
> Has the Service Requirement section been fully completed and approved by the ETB Coordination group?
> Has the form been signed and dated by the Chief Executive?