

Application Guide

Cambridgeshire County Council
Learning Disabilities

May 2024



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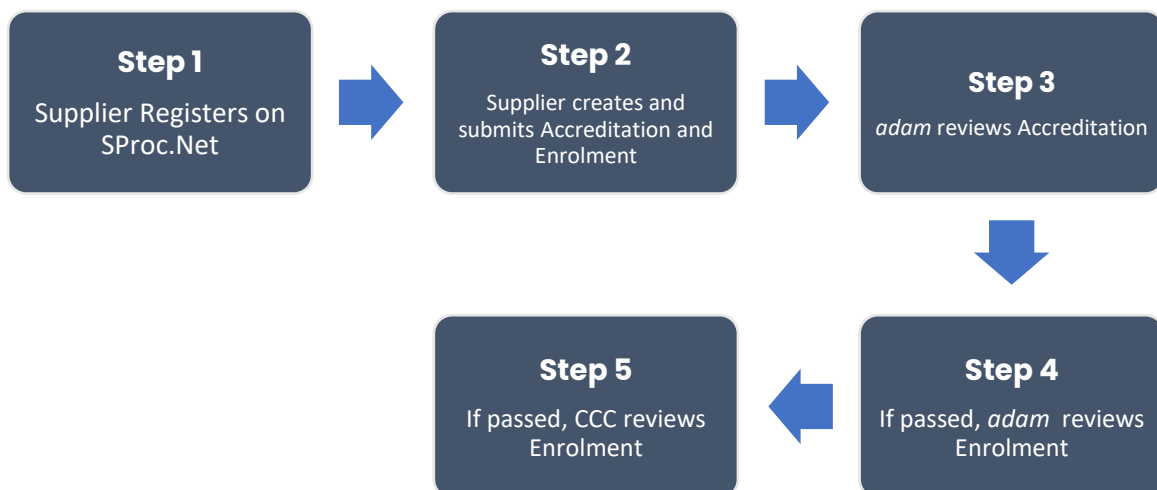
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Cambridgeshire County Council (CCC) will be working with Access Adam to implement a new Dynamic Purchasing System (DPS) for Learning Disabilities. All providers who have been approved to join the DPS will need to complete an Accreditation and Enrolment (A&E) on the new DPS to receive Requirements through SProc.Net.

- This document will cover the following:
 - Registration – applicable for providers new to SProc.Net
 - Adding users
- Adding locations
- Accreditation – information required
- Enrolment – information required
- Next steps

How to join SProc.Net

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation or the Enrolment is failed, the provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Enrolment is Rejected by Cambridgeshire County Council, the provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Registration

Register

You must register your business on the system (<https://www.sproc.net>). If your business is part of a larger parent group, then head office should register on SProc.Net. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

Add a system user

Once the company details have been filled in, you will be taken to a page to create a system User for head office which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net the User will be prompted to change their password. The User will have the ability to create other Users for their organisation.

Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

Accreditation & Enrolment

The Accreditation and Enrolment are the two phases of the application criteria to join the PDPS. The tables below show the questions which the Provider will have to respond to. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

To start a new Accreditation, you will need to select the following:

Client: Cambridgeshire County Council

Category: Learning Disabilities

This table shows the questions which will need to be completed as part of your Accreditation.

Q	Company Information	Trigger
1	Please confirm that your organisation has received approval to participate in the DPS through the Cambridgeshire County Council procurement process.	
2	Please confirm you have uploaded a signed copy of the contract document.	

This table shows the documents which will need to be uploaded as part of your Accreditation.

Documents	Instructional text
Confirmation of DPS Approval	Please upload your approval to participate in the DPS through the Cambridgeshire County Council procurement process.
Contract	Please sign and upload the ADASS Contract

2. Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

This table shows the questions which will need to be completed as part of your Enrolment. If the question is not applicable to your organisation you must insert N/A.

Q	Company information	Trigger
1	Please confirm if you have previously enrolled onto Adam to work with Cambridgeshire County Council for any of the Learning Disability or Mental Health Frameworks. If Yes, please select Existing Provider. If No, please select New Provider.	

2	Please confirm that you have read and agree to the terms of the Supplier Contract, and associated documentation, in the Contracts section of the Enrolment.	
3	Please confirm that you will upload evidence of your organisation's CQC Service Provider Registration Certificate. Please ensure that both the CQC Provider and Location IDs are included in the documentation for the respective service location.	
4	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability (including volunteers) Insurance = £10m	
5	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability (including loss of or damage to Service Users' personal effects) Insurance = £5m	
6	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Professional Indemnity Insurance = £5m	
7	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Medical Malpractice Insurance = £5m.	
8	Please confirm you will download the Policy Checklist from the Download Documents section of the Enrolment, fill in all the relevant information and upload it to this Enrolment.	
9	Please confirm you will download the Training Checklist from the Downloadable Documents section of the Enrolment, fill in all the relevant information and upload it to this Enrolment.	
10	Please confirm you will upload a copy of your organisation's Business Continuity Plan.	1 - New Provider
11	Please confirm you will upload a copy of your organisation's Recruitment and Selection Procedure.	1 - New Provider
12	Please confirm you will upload 3 examples of staff files to demonstrate the following information is kept as part of these records: <ul style="list-style-type: none"> - Name - Address - Ethnic origin - Completed and signed application form - Signed contract of employment - 2 written references - Evidence of satisfactory DBS (including data received and certificate number) 	1 - New Provider

	<ul style="list-style-type: none"> - Photo ID (passport or driving license) - Health declaration - Start date and availability - Training records - Supervision and appraisal records - Next of Kin / Emergency Contact 	
13	Please confirm you will upload a copy of your organisation's Safeguarding and Whistleblowing Policy	<u>1</u> - New Provider
14	Please confirm you will upload an example of an individual Care Plan. Please ensure that any personal details concerning the individual have been anonymised from the Care Plan prior to uploading	<u>1</u> - New Provider
15	<p>Please confirm whether your organisation utilises Client Profiles.</p> <p>If yes, please confirm you will upload an example of an individual Client Profile. Please ensure that any personal details concerning the individual have been anonymised from the Client Profile prior to uploading</p>	<u>1</u> - New Provider
16	Please confirm that the service categories selected within the enrolment are ones your company have a contract for.	

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
CQC Service Provider Registration Certificate	Please upload evidence of your organisation's CQC Service Provider Registration Certificate as requested in Question 3. Please ensure that both the CQC Provider and Location IDs are included in the documentation for the respective service location.
Employers Liability Insurance	Please upload evidence of your organisation's Employers Liability Insurance of at least £10m with issue and expiry date visible on the document as requested in Question 4.
Public Liability Insurance	Please upload evidence of your organisation's Public Liability Insurance of at least £5m with issue and expiry date visible on the document as requested in Question 5.
Professional Indemnity Insurance	Please upload evidence of your organisation's Professional Indemnity Insurance of at least £5m with issue and expiry date visible on the document as requested in Question 6.
Medical Malpractice Insurance	Please upload evidence of your organisation's Medical Malpractice Insurance of at least £5m with issue and expiry date visible on the document as requested in Question 7.
Policy Checklist	Please download the Policy Checklist, fill in all the relevant information and re-upload.

Training Checklist	Please download the Training Checklist, fill in all the relevant information and re-upload.
Business Continuity Plan	Please upload a copy of your organisation's Business Continuity Plan as requested in Question 10.
Recruitment and Selection Procedure	Please upload a copy of your organisation's Recruitment and Selection Procedure as requested in Question 11.
Staff File Examples	Please upload 3 examples of staff files for your organisation as requested in Question 12. To upload multiple files, you can create a ZIP folder by selecting the respective files, right-clicking, and selecting "Send to Compressed ZIP Folder".
Safeguarding and Whistleblowing Policy	Please upload a copy of your organisation's Safeguarding and Whistleblowing Policy as requested in Question 13.
Care Plan Example	Please upload an example Care Plan for your organisation as requested in Question 14. Please ensure that this has been anonymised and contains no personal identifiable data prior to upload.
Client Profile Example	If you have this, please upload an example Client Profile for your organisation as requested in Question 15.

3. Adding service categories

The Service Categories below show a breakdown of the services which Cambridgeshire County Council & Peterborough City Council includes under the Children/ Young People Home & Community Support category.

You will need to select all the Service Categories which apply to your organisation, so that you can later receive the relevant notifications. These are:

Service Category
Residential
Supported Living Complex
Supported Living Standard

Next steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by Cambridgeshire County Council. System notifications are issued following each review stage to advise if the application has been Approved.

For more details on how to create and submit your Accreditation and Enrolment information, please see the Accreditation and Enrolment guidance video available at <https://www.adamproviders.co.uk>.

To register and begin your application, visit <https://www.adamproviders.co.uk> and click 'Get started'.

