

Application Guide

Nottinghamshire County Council
Home Based Care

July 2025



Contents

Nottinghamshire County Council - Application Guide	3
How to join SProc.Net.....	3
Registration	4
Register	4
Add a system user	4
Add a location.....	4
Accreditation & Enrolment	5
1. Accreditation	5
2. Enrolment	5
3. Adding service categories.....	5
4. Adding Distribution Override Groups.....	6
Next steps.....	6

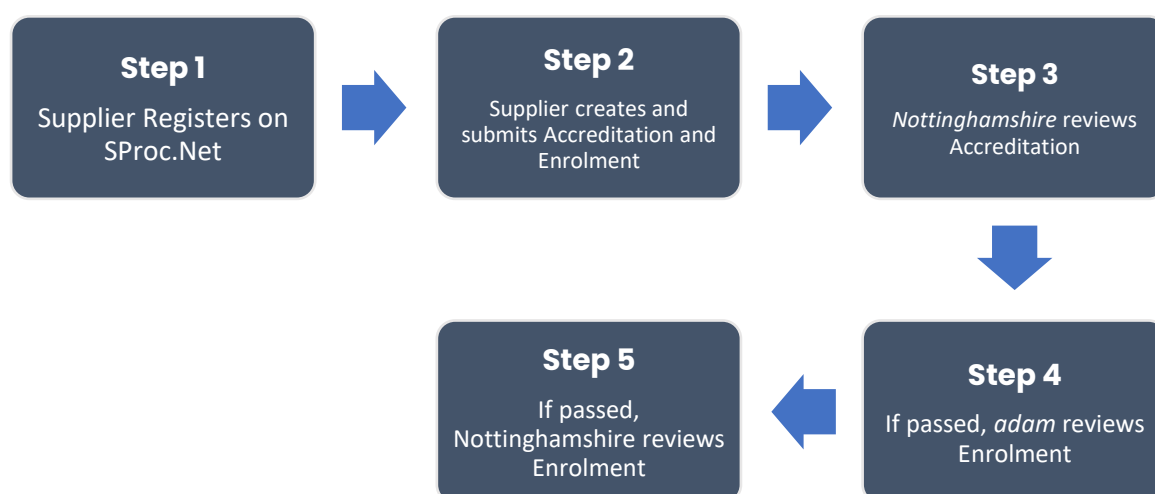
Nottinghamshire County Council - Application Guide

Derbyshire County Council will be working with Access Adam to implement a new system to procure services for Home Care. All providers approved on the Framework will need to complete an Accreditation and Enrolment (A&E) on the new system 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 Nottinghamshire 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 working in different lots, 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 system. The tables below show the questions which the Provider will have to respond to.

1. Accreditation

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

Client: Nottinghamshire County Council

Category: Home Based Care

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

Q	Company Information	Trigger
1	Does your organisation have a contract with Nottinghamshire County Council for the delivery of Home Based Care?	

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 your organisation has a CQC Service Provider Registration Certificate.	
2	Please confirm you have Public Liability Insurance (including loss of or damage to Service Users' personal effects) = £10M	
3	Please confirm you have Employer's (Compulsory) Liability Insurance (including volunteers) = £10M	

3. Adding service categories

The Service Categories below show a breakdown of the services which Nottinghamshire County Council includes under the Home Based Care category.

You will need to select the Service Category so that you can later receive the relevant notifications.

Service Category
Home Based Care

4. Adding Distribution Override Groups

Requirements for care will be sent out via Distribution Override Groups. These are based on geographical location. For each Lot you work in, you will need to complete a separate Enrolment and Location.

Distribution Override Groups
Lot 1 - Bassetlaw
Lot 2 - Broxtowe
Lot 3 - Gedling
Lot 4 - Mansfield/Ashfield
Lot 5 - Newark & Sherwood
Lot 6 - Rushcliffe
Lot 7 - Out of County

Next steps

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

To register and begin your application, visit

<https://www.adamproviders.co.uk/nottinghamshire-county-council-home-based-care> and click 'Get started'.