

*adam*

## Application Guide

Cambridgeshire and Peterborough Clinical Commissioning  
Group

Section 117

February 2021

*adam*

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# Cambridgeshire and Peterborough CCG – Section 117 Application Guide

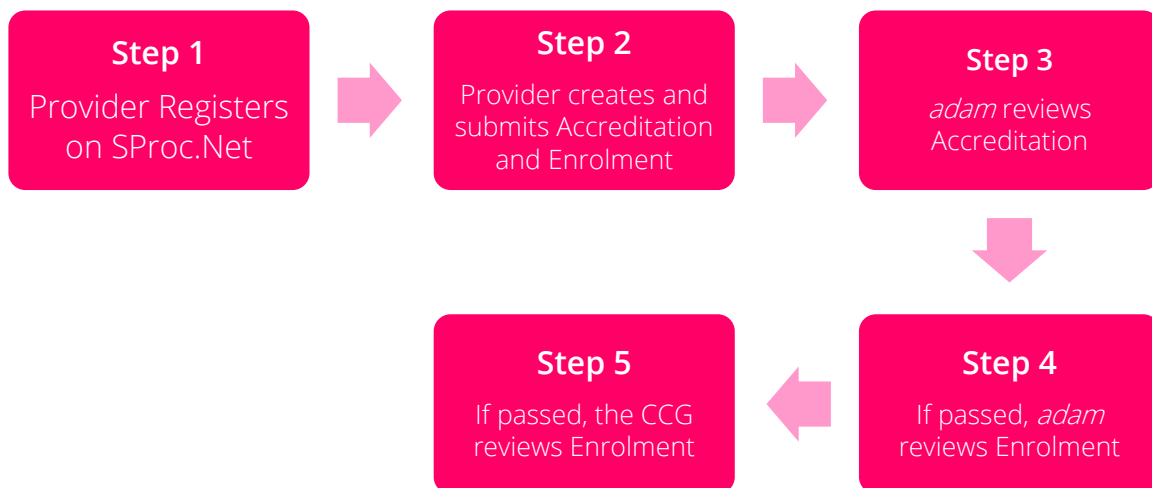
The CCG will be working with *adam* HTT Ltd to implement a new Case Management System for Continuing Healthcare placements. The system will manage payments being made for IPAs alongside commissioning new packages of CCG-funded care. Providers wishing to provide care services to the CCG and receive payment will need to complete an Accreditation and Enrolment (A&E) 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 the CCG, 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 organisation/business/home 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 (Section 117)

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

The supply categories using the full DPS capability are Care Homes and Domiciliary Care. The supply categories using payments are Children's Services and Section 117. Please check that you are reading the correct application guide below.

Criteria for Supply Categories	
DPS	Care Homes
	Domiciliary Care
Payments	Children's Services
	Section 117

This application guide document refers to **Section 117** only. If your organisation does not fit into this category, please refer to one of the other application guides listed on the *adam* demand site.

## 1. Accreditation

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

Q	Company Information	Trigger
1	Please confirm your understanding that this category will be operated for the purpose of submitting receipts in order to receive payments for the delivery of Section 117 care services.	
2	Name of legal entity or sole trader	
3	Registered office address (if applicable)	
4	Registered website address (if applicable)	
5	What is the legal entity type of your organisation	
6	If Other, please specify the legal entity type of your organisation	5 (Other)
7	Date of registration in country of origin	
8	Company registration number (if applicable)	
9	Charity registration number (if applicable)	
10	Registered VAT number	

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

Documents	Instructional text
Declaration Statement	Please download and review, and re-upload to confirm your agreement with the associated documentation.
Self-Bill Agreement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'

## 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.

1	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	
2	<p>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:</p> <p>Public Liability Insurance = £5m</p>	
3	<p>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:</p> <p>Medical Malpractice Insurance = £5m</p>	
4	<p>Please self-certify that your organisation has registered and will be working toward completing annually the Data Security and Protection Toolkit.</p>	
5	<p>Please confirm that you have uploaded a copy of your organisation's most recent Data Protection Registration Certificate</p>	
6	<p>Please confirm that you have uploaded a copy of your organisation's most recent Data Protection Registration Certificate</p>	
7	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	
8	<p>Please self-certify that your organisation has a General Data Protection Policy that complies with current legislative requirements.</p>	
9	<p>Please self-certify that your organisation has a Sustainability or Environmental Policy or Statement that complies with current legislative requirements.</p>	
10	<p>Please outline how you contribute to environmental sustainability in the course of your business.</p>	
11	<p>Please self-certify that your organisation has a Diversity or Equality Statement that complies with current legislative requirements.</p>	

12	Please outline any continued training and development processes and opportunities provided to ensure continued quality of care.	
13	Please demonstrate how your organisation ensures that all staff who are employed (including agency workers who are utilised) have undergone a Disclosure Barring Service check and have been assessed to be suitable to work with vulnerable adults. This will include as a minimum how your organisation ensures that renewals are undertaken every three years or as per current legislation.	
14	Please demonstrate how, where applicable, your organisation ensures that all staff who are employed (including agency workers who are utilised) have undergone a check for overseas convictions for time spent abroad and have been assessed to be suitable to work with vulnerable adults.	
15	Please describe how all employees involved in direct delivery of services understand and recognise issues relating to the safeguarding of vulnerable adults in line with legislative and best practice requirements.	
16	Please confirm you understand that site visits may be conducted as part of a supplier appraisal process.	
17	Please confirm you understand that your organisation must have a generic NHS Mail email address which must be used when discussing patient identifiable information.	
18	Please confirm you have uploaded your most recent service provider CQC certificate. If you have yet to be inspected, please upload a document to explain this. Please note that this document must include both your CQC Provider ID and CQC Location ID for the location being enrolled.	
19	Please upload a copy of your organisation's Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (eg. telephone lines down, bad weather, unpredictable staff sickness).	
20	Please confirm your organisation's Organisation Data Service (ODS) code.	
21	Please confirm that you will review, sign, and upload a copy of the NHS standard contract. A copy of this can be found in the associated document template.	
22	Please confirm you will complete and upload a copy of the required provider contacts template.	

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

Documents	Instructional text
Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m), as requested in Q1.



Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m), as requested in Q2.
Medical Malpractice Insurance	Please upload your Medical Malpractice Insurance (£5m) as requested in Q3.
Data Protection Registration Certificate	Please upload your most recent Data Protection Registration Certificate as requested in Q5.
Service Provider CQC Certificate	Please upload your Service Provider CQC Certificate as requested in Q17.
Business Continuity Plan	Please upload a copy of your organisation's Business Continuity Plan as requested in Q18.
NHS Standard Contract	Please review, sign, and upload a copy of the NHS standard contract. A copy of this can be found in the associated document template.
Provider Contacts	Please upload a copy of the completed provider contacts template.

## 2.1 Adding Service Categories

The Service Categories below show a breakdown of the services which Cambridgeshire and Peterborough CCG includes under the Section 117 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:

### Section 117 - Service Categories

Payments

## Next Steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by the CCG. 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 User Guide available at <http://demand.sproc.net> under the 'Help' section.

To register and begin your application, visit [www.sproc.net](http://www.sproc.net).