Application Guide

Bury Clinical Commissioning Group (Bury CCG)

Bury CCG (Payments only)

February 2022

adam

Contents

Bury Clinical Commissioning Group - Application Guide

Bury Clinical Commissioning Group ('Bury CCG') are working with *adam* HTT Ltd to implement a new Payment and Contract Management system. All Providers wishing to join this system will need to complete an Accreditation and Enrolment (A&E) for Bury CCG's Payments only category.

- This document will cover the following:

- Registration – applicable for providers new to SProc.Net

    o   Adding users

    o   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:

Step 1 Provider Registers on SProc.Net	→	**Step 2** Provider creates and submits an Accreditation and Enrolment	→	**Step 3** *adam* reviews Accreditation

Step 5 If passed, Bury CCG reviews Enrolment	←	**Step 4** If passed, *adam* reviews Enrolment

Please note that if either the Accreditation or the Enrolment is failed by the *adam* Team, the provider will receive feedback so amendments can be made. Equally, if the Enrolment is Rejected by the Bury CCG team, the provider will receive feedback so amendments can be made. Typically, the cycle of these steps will take a maximum of 10 working days.

Registration

Register

You must register your company on the system (https://www.sproc.net). If your office/facility/business is part of a larger parent group, then the registration must be completed at Head Office level. 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 then need to create a System User 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 add other company users on the system through the 'Admin' tab.

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 forms make up the application criteria to join Bury CCG's new Payment and Contract Management system. The tables below show the questions that providers 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 first click on the 'Accreditations' tab at the top of the system page and then 'New'. The following options will then need to be selected:

Client: Bury Clinical Commissioning Group

Category: Bury CCG (Payments only)

This table shows the question that will need to be answered on the Accreditation form.

Q	Company Information	Trigger/Response
1	Please confirm that you work with Bury CCG for the provision of Continuing Health and/or Complex Care services.	

Providers will not be required to upload any documents as part of their Accreditation form.

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.

You will first be asked to enter your location because Enrolments are location specific. This is done by clicking into the 'Supplier Location' box and selecting your location using the green triangle to the right of the address.

You will be asked to download, read, and agree to Bury CCG's Declaration Statement, Self-Bill Agreement and Variation Document. Agreeing is done by ticking:

- I agree to the terms of the document.
- I am authorised to agree.

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

Q	Question	Trigger
1	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 Insurance = £10m *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.	
2	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 Insurance = £10m	
3	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	
4	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. If you are not registered with CQC then please upload a document to explain why this is, e.g. 'My organisation does not provide registered care services, and therefore does not require this registration'.	
5	Please indicate if the provision or non-provision of any part of the Services (or any other services under this Contract) involves the use of Material Sub-Contractors?	
6	Please confirm that you have uploaded additional details for each sub-contractor in the 'Sub-contractor Information template'. This template can be found in the Download Documents section of your Enrolment.	5(Yes)
7	Is the provision a Nursing Home and/or Residential Care Home?	
8	Please indicate if your provision of care is based within the Bury district area.	7(Yes)
9	Are you registered with CQC to provide dementia care?	8(Yes)
10	Please confirm that you are registered to Bury Local Authority Living Wage Scheme	8(Yes)
11	Please self-certify that your organisation has obtained Data Security and Protection Toolkit compliance by completing all mandatory items: https://www.dsptoolkit.nhs.uk/ The Data Security and Protection Toolkit is an online self-assessment tool that allows organisations to measure their performance against the National Data Guardian's 10 data security standards. The Provider must complete and publish an annual information governance assessment and must demonstrate satisfactory compliance as defined in the Information Governance Toolkit (or any successor framework) as applicable to the Services and the Provider's organisation type. Publication must be made online by 31 March each year.	

12	Please confirm that you will be able to provide a copy of your Organisation's Data Protection ICO Registration Certificate when requested.	
13	Please confirm you have an Information Governance or Data Protection Policy in place that is authorised by senior management and effectively communicated throughout the company	
14	Please confirm that your organisation has a Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (e.g., telephone lines down, bad weather, unpredictable staff sickness).	
15	Please confirm that your organisation has a Safeguarding Policy that is authorised by senior management and effectively communicated throughout the company.	
16	Please provide details, including the role, name and contact number for the person that is responsible for Safeguarding within the organisation.	
17	Please confirm that you have a Health & Safety Policy that is authorised by senior management and effectively communicated throughout the company.	
18	Please confirm that your organisation has a Serious Incidents Policy that is authorised by senior management and effectively communicated throughout the company.	
19	Please confirm that your organisation has a Mental Capacity Act Policy that is authorised by senior management and effectively communicated throughout the company.	
20	Please provide details, including the role, name, and contact number of your MCA lead.	
21	Please confirm that you have a Transfer and Discharge Policy in place or are working towards its completion.	
22	Please confirm that you have a Complaints Policy in place or are working towards its completion.	
23	Please confirm you have a Death of Service User Policy in place or are working towards its completion.	
24	Please confirm you have a Duty of Candour Policy in place or are working towards its completion.	
25	Please confirm you have an Equality & Diversity Policy in place or are working towards its completion.	
26	Please confirm you have an Infection Control Policy in place or are working towards its completion.	
27	Please confirm that you have a Service User Consent Policy in place or are working towards its completion.	
28	Please confirm that you have a Staff Training and Induction Policy in place or are working towards its completion.	
29	Please confirm that you have a Transfer and Discharge Policy in place or are working towards its completion	

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

Documents	Instructional text
Employers Liability Insurance	Please upload evidence of your organisation's Employer's Liability Insurance of at least £10m with the

	issue and expiry dates visible on the document as requested in Question 1.
Public Liability Insurance	Please upload evidence of your organisation's Public Liability Insurance of at least £10m with the issue and expiry dates visible on the document as requested in Question 2.
Medical Malpractice Insurance	Please upload evidence of your organisation's Medical Malpractice Insurance of at least £5m with the issue and expiry dates visible on the document as requested in Question 3.
Service Provider CQC Registration Certificate	Please upload a copy of your organisation's Service Provider Certificate, NOT the Registered Manager Certificate. Pages must be uploaded to show both the Provider ID and the Location ID of the location that is being enrolled as requested in Question 4. If you are not registered with CQC then please upload a document to explain why this is, e.g. 'My organisation does not provide registered care services, and therefore does not require this registration'.
Sub-contractor Information	If you have responded 'Yes' to Q5, please download the 'Sub-Contractor Information template', complete, and upload it requested in question 6.

3. Adding service categories

The below Service Categories show the groups that Bury CCG are including in the new Payment and Contract Management system. You will need to select the categories that apply to your provision. These are:

Service Category
Nursing Home - General
Advocacy / CoP Professional Fees
Care at Home
Care Home with Dementia Nursing
Day Care
Education
Equipment
Hospice
Independent Hospital
Neuro Rehabilitation
NHS Hospital
Residential Care
Residential Dementia Care Home
Supported Living

4. Adding bank details

You will be provided with a space to enter your Bank Details for payment purposes.

Next steps

Following submission, the Accreditation and Enrolment will be reviewed by the *adam* team, and then by Bury CCG. You will receive a system notification email to inform you of the outcome of each review stage.

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