



Application Guide

NHS WEST YORKSHIRE INTEGRATED CARE BOARD

Domiciliary Care (Wakefield)

January 2023

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NHS WEST YORKSHIRE INTEGRATED CARE BOARD – Domiciliary Care (Wakefield) Application Guide

Wakefield ICB is working with *adam* HTT Ltd to implement a new category for their Domiciliary Care services.

All providers wishing to join the category will need to complete an Accreditation and Enrolment (A&E) for NHS WEST YORKSHIRE INTEGRATED CARE BOARD'S Domiciliary Care (Wakefield) category on www.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 Enrolment is failed, the provider will receive feedback from *adam* so that amendments can be made.

If rejected, the provider will receive feedback from Wakefield ICB so that 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 contains the selection criteria to join the Domiciliary Care (Wakefield) category on www.SProc.Net. The tables below show the questions that each prospective provider will have to answer. Some questions will only have to be answered depending on the response to a previous 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: NHS WEST YORKSHIRE INTEGRATED CARE BOARD

Category: Domiciliary Care (Wakefield)

You will be asked to download, read, and agree to NHS WEST YORKSHIRE INTEGRATED CARE BOARD's Declaration Statement and Self-Bill Agreement. Agreeing is done by returning to the Accreditation and ticking:

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

This table shows the questions that will need to be answered as part of your Accreditation.

Q	Company Information	Trigger/Response
1	Are you currently an approved provider on Wakefield's Any Qualified Provider (AQP)?	

Documents	
Self-Bill Document	<p>Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.</p> <ul style="list-style-type: none"> - 'I agree to the terms of the document' - 'I am authorised to agree'
Declaration Statement	<p>Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.</p> <ul style="list-style-type: none"> - '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.

When starting an Enrolment, you will first be asked to enter your location. This is because Enrolments are location specific. Entering your location is done by clicking into the 'Supplier Location' box and selecting your location using the green triangle to the left of the address.

This table shows the questions which will need to be answered as part of your Enrolment. Please note that every question (bar the greyed-out ones) requires an answer. If the question is not applicable to your organisation, you must insert 'N/A' to submit your Enrolment.

Q	Question	Trigger
1	Please confirm that you have read and understood the terms and conditions of the current national NHS Standard Contract. This can be found at http://www.england.nhs.uk/nhs-standard-contract/	
2	Please acknowledge that you have read and agree to the terms of the associated Service Specification prior to submission of this enrolment.	
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: 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.	
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: Public Liability Insurance = £5m	
5	Please provide a URL link to your Data Security & Protection Toolkit webpage	
6	Please confirm that you will supply a copy of your organisation wide Business Continuity Plan (BCP), and also where relevant supply resilience plans for specific commissioned services.	
7	Please confirm that you will upload documents outlining your current Safeguarding and Mental Health Capacity Act Policy and/or Procedures	

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

Documents	Instructional text
Employer's 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 3
Public Liability Insurance	Please upload evidence of your organisation's Public Liability Insurance of at least £5m with the issue and expiry dates visible on the document as requested in Question 4
Business Continuity Plan	Please upload a copy of your organisation's Business Continuity Plan as requested in Question 6
Safeguarding AND Mental Health Capacity Act Policy and/or Procedures	Please upload a copy of your organisation's Safeguarding AND Mental Health Capacity Act Policy and/or Procedures as requested in Question 7

3. Adding service categories and distribution override groups

The Service Categories below show a breakdown of the services that Wakefield ICB has include in the Domiciliary Care (Wakefield) category. You can select as many categories as are relevant to your provision. The categories are listed below:

Service Category
Mental Health
Dementia
Fast Track (End of Life)
General Nursing Care
Learning Disability
Physical Disability
Live In Care
Complex Care
Children and Young People

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 Wakefield ICB. 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 information available at www.adamproviders.co.uk on NHS WEST YORKSHIRE INTEGRATED CARE BOARD's Domiciliary Care (Wakefield) page.

To register and begin your application, visit www.sproc.net.