

*adam*

## Application Guide

NHS Leeds Clinical Commissioning Group

## Care Home Tendering Application Guide

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*adam*

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## NHS Leeds CCG- Application Guide

NHS Leeds CCG will be working with *adam* HTT Ltd to implement a new Payment Portal for Care Services rendered. All providers wishing to join this portal will need to complete an Accreditation and Enrolment (A&E) on the new portal to receive their payments for care services rendered on behalf of NHS Leeds CCG.

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 the review process will typically take a maximum of 10 working days.

# Registration

## Register

You must register your business on the system (<https://www.sproc.net>). If your facility 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 Portal. 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: Leeds Clinical Commissioning Group

Category: Care Homes

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

Q	Company Information	Trigger
1	Please confirm you will not make use of sub-contractors in the provision or non-provision of any part of these Services (or any other services under this Contract).	N/A

You will also need to agree to the "Self-Bill Agreement" as a part of your Accreditation. Click "Download File" to read through the agreement before ticking the two boxes to the right of this is you agree to adhere to the terms of the document.

### 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.

Q	Company Information	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	N/A

	*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 = £5m	N/A
3	Please confirm you will upload a document outlining your current policies and procedures for Medicines Safety / Management.	N/A
4	Please confirm you will upload a document outlining your current Safeguarding policies and procedures for vulnerable individuals.  Even if you do not provide care services to Vulnerable Individuals, please attach a policy outlining how you will ensure they are kept safe in the event of visiting one of your locations or coming into contact with staff.  Note: Please ensure the date of policy creation is shown within the document as well as your company name/logo.	N/A
5	Please confirm you will upload a document outlining your current Safeguarding policies and procedures for Children and Young People.  Even if you do not provide care services to Children and Young People, please attach a policy outlining how you will ensure they are kept safe in the event of visiting one of your locations or coming into contact with staff.  Note: Please ensure the date of policy creation is shown within the document as well as your company name/logo.	N/A
6	Please provide a URL link to your Data Security and Protection Toolkit webpage.	N/A

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

## 2.1 Adding Service Categories

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

You can do this by clicking “Find More Items”, ticking the relevant Service Categories, then “Done”. The Service Category will then show with a red “X” next to it, indicating it has been added to your Enrolment application.

<b>Care Homes Service Categories</b>
Adults - Acquired Brain Injury
Adults - Dementia
Adults - Fast Track (End of Life)
Adults - General Nursing Care
Adults - Learning Disability
Adults - Mental Health
Adults - Physical Disability
Children’s - Acquired Brain Injury
Children’s - Challenging Behaviour
Children’s - General Nursing Care
Children’s - Learning Disability
Children’s - Mental Health

## 2.2 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 vetted by *adam* and then reviewed by NHS Leeds 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).