adam

Application Guide

Leicestershire CCG

S117 Payments

Last Reviewed: September 2021

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Contents

Leicestershire - Application Guide

Leicestershire will be working with *adam* HTT Ltd to implement a new payments portal for S117 services rendered to the local CCG. All Providers wishing to join this portal will need to complete an Accreditation and Enrolment (A&E) to receive payments 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:

Step 1
Supplier Registers on SProc.Net

Step 2
Supplier creates and submits Accreditation and Enrolment

Step 3
adam reviews Accreditation

Step 5
If passed, Leicestershire reviews Enrolment

Step 4
If passed, *adam* reviews Enrolment

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 Leicestershire, 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 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 DPS. The tables below show the questions which the Provider 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 select the following:

Client: Midlands and Lancashire Care and Support Unit

Category: S117 Payments (Leicestershire)

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	This category is to be used to allow Providers of S117 services to raise Service Receipts in order to receive payments for services provided to Midlands and Lancashire CSU in the Leicester, Leicestershire, and Rutand area. Please confirm that you are currently providing S117 services to Midlands and Lancashire CSU.	N/A

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

Documents	Instructional text
Declaration Statement	Please download, complete, and re-upload the Declaration Statement template from the Document Templates section of the Accreditation.
Self-Bill Agreement	Please Download and tick to confirm your agreement.

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 confirm that you will download and read through the terms of the NHS Standard Contract and associated S117 Service Specification and Schedules. These can be found under the S117 Payments (Leicestershire) on the adam Demand site at https://demand.sproc.net/Clients.	N/A
2	Please confirm that you will download, complete, and re-upload the NHS Standard Contract Supporting Information template from the Document Templates on the Enrolment.	N/A
3	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.	N/A
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: Employer's (Compulsory) Liability Insurance = £10m	N/A
5	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
6	Please confirm whether where the provision or non-provision of any part of the Services (or any other services under this Contract) may result in a clinical negligence claim.	N/A
7	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	N/A
8	Please confirm you will upload evidence of your organisation's current Business Continuity Plan below.	N/A
9	Please confirm you will upload evidence of your organisation's CYP Safeguarding Policy below	N/A

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10	Please confirm you will upload evidence of your organisation's Adult Safeguarding Policy below	N/A
11	Please confirm you will upload evidence of your organisation's Mental Capacity Act Policy.	N/A
12	Please confirm if the provision or non-provision of any part of the Services (or any other services under this Contract) involves the use of sub-contractors?	N/A
13	Please confirm you will download, complete, and re-upload the Sub-contractor Information template.	12 (Yes)

The below tables show the documents which will need to be uploaded as part of your Enrolment.

Mandatory Documents are required for you to upload in order to complete the onboarding process.

Optional Documents are not necessarily required for you to successfully onboard to the Payment Portal. Please refer to the body of the questions/document descriptions to see what you will need to upload.

Mandatory Documents	Instructional text
NHS Standard Contract	Please sign and upload the NHS Standard Contract Signature Sheet to confirm that you have read and agree to the terms of the NHS Standard Contract and associated S117 Service Specification as requested in Question 1.
NHS Standard Contract Supporting Information	Please download, complete, and re-upload the NHS Standard Contract Supporting Information template from the Document Templates section of the Enrolment as requested in Question 2.
CQC Service Provider Registration Certificate	Please upload evidence of your organisation's CQC Service Provider Registration Certificate as requested in Question 3. Please ensure that both the CQC Provider and Location IDs are included in the documentation for the respective service location.
Employers Liability Insurance	Please upload evidence of your organisation's Employers Liability Insurance of at least £10m with issue and expiry date visible on the document as requested in Question 4.

Public Liability Insurance	Please upload evidence of your organisation's Public Liability Insurance of at least £5m with issue and expiry date visible on the document as requested in Question 5.
Medical Malpractice Insurance	If you have responded 'Yes' to Question 6, please upload evidence of your organisation's Medical Malpractice Insurance of at least £5m with issue and expiry date visible on the document as requested in Question 7.
Business Continuity Plan	Please upload a copy of your organisation's Business Continuity Plan as requested in Question 8.
CYP Safeguarding Policy	Please upload a copy of your organisation's CYP Safeguarding Policy as requested in Question 9.
Adults Safeguarding Policy	Please upload a copy of your organisation's Adults Safeguarding Policy as requested in Question 10.
Mental Capacity Act Policy	Please upload a copy of your organisation's Mental Capacity Act Policy as requested in Question 11.
Sub-contractor Information	If you have responded 'Yes' to Question 12, please download the Sub-Contractor Information template, complete, and re-upload as requested in Question 13.

Optional Documents	Instructional text
Appendix 1	No further documentation is currently required for upload. You will be notified should further documentation be required at a later date.
Appendix 2	No further documentation is currently required for upload. You will be notified should further documentation be required at a later date.

2.1   Adding Service Categories

There is only one service category for you to select for this portal as seen below. You will need to select this to continue.

Service Category
Payments

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 reviewed by *adam* who will complete the objective check to ensure the documents are uploaded as requested within the questions. The Enrolment will then be reviewed by Leicestershire, who will double check the documentation you have provided. 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.