adam

Application Guide

North Kirklees Clinical Commissioning Group

Nursing/Specialist Residential Care Homes

adam

North Kirklees Clinical Commissioning Group (CCG) - Application Guide

The CCG will be working with *adam* HTT Ltd to implement a Provider Management Portal for Residential Care Homes.
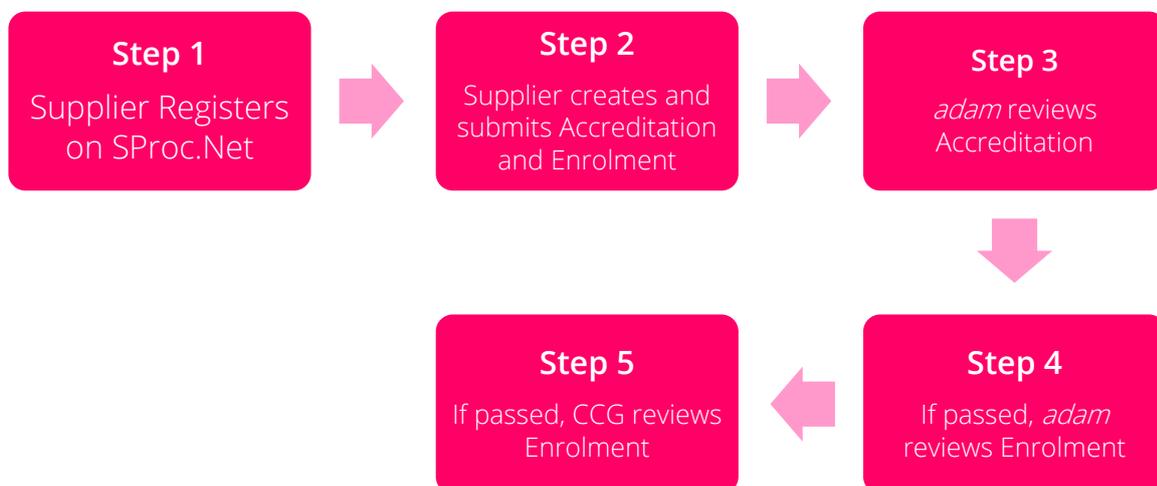
The *adam* system, found at http://sproc.net, provides a straightforward, central point of contact for communication with the CCG, and all quality and compliance activities.

This document will cover the following:

- Registration – applicable for Providers new to SProc.Net
  - Add Users
  - Add locations
- Accreditation and the information required for the process
- Enrolment and the information required for the process
- Next Steps

How to join SProc.Net

The step by step process to be completed online is as follows:

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

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

Please note that if either the Accreditation or the Enrolment is failed due to incorrect information being input during the process, the Provider will receive feedback from *adam* so amendments can be made. Equally if the Enrolment is Rejected by the CCG, 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

If you do not already have an account, you must register your business on the system (https://www.sproc.net). If your organisation 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

It is possible to add further locations once the company has been registered on SProc.Net.

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

For further details and support on how to complete this registration process, please visit the 'Contact us' page at http://demand.sproc.net or email our Supply Chain Team directly at supplychains@useadam.co.uk

Accreditation & Enrolment

The Accreditation and Enrolment is 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.

Accreditation

To start a new Accreditation, you will need to select the following:

> Client: NHS North Kirklees Clinical Commissioning Group

> Category: Nursing Care Homes or Specialist Residential Care Homes

This table shows the questions which will need to be completed as part of your Accreditation. Please note that every question requires an answer; if the question is not applicable to your organisation you must insert N/A to submit your Accreditation.

Q	
1	Please confirm whether you currently hold a contract with one (or more) of the following organisations: NHS North Kirklees CCG & NHS Greater Huddersfield CCG Kirklees Council
2	If yes, please confirm which organisation you currently hold a contract with

Enrolment

Once the Accreditation is complete, the Enrolment can be started. 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.

Please note that every question requires an answer; if the question is not applicable to your organisation you must insert N/A to submit your Accreditation.

Q	
1	Please confirm that you have read and understand the terms and conditions of the current national NHS Standard Contract. This can be found at https://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. If you are not registered with CQC to provide the services under this Service Specification, then please select N/A.

	Copies of the respective Service Specifications can be found on the adam Demand site at https://demand.sproc.net/Clients
3	Please acknowledge that you have read and agree to the terms of the associated Service Specification prior to submission of this Enrolment. If you are not registered with CQC to provide the services under this Service Specification, then please select N/A. Copies of the respective Service Specifications can be found on the adam Demand site at https://demand.sproc.net/Clients
4	Please acknowledge that you have read and agree to the terms of the associated Service Specification prior to submission of this Enrolment. If you are not registered with CQC to provide the services under this Service Specification, then please select N/A. Copies of the respective Service Specifications can be found on the adam Demand site at https://demand.sproc.net/Clients
5	Please acknowledge that you have read and agree to the terms of the associated Service Specification prior to submission of this Enrolment. If you are not registered with CQC to provide the services under this Service Specification, then please select N/A. Copies of the respective Service Specifications can be found on the adam Demand site at https://demand.sproc.net/Clients
6	Please acknowledge that you have read and agree to the terms of the associated Service Specification prior to submission of this Enrolment. If you are not registered with CQC to provide the services under this Service Specification, then please select N/A. Copies of the respective Service Specifications can be found on the adam Demand site at https://demand.sproc.net/Clients
7	Please acknowledge that you have read and agree to the terms of the associated Service Specification prior to submission of this Enrolment. If you are not registered with CQC to provide the services under this Service Specification, then please select N/A. Copies of the respective Service Specifications can be found on the adam Demand site at https://demand.sproc.net/Clients
8	Please self-certify that when selecting Service Categories, you will only select the relevant Service Specifications under which you are currently registered with CQC to provide services for. For more information please review the Application Guide and associated Service Specifications which can be found at http://demand.sproc.net

Service Categories

The Service Categories below show a breakdown of the services which the CCG includes under the Nursing/Specialist Residential Care Homes Category. You will need to select all of the Service Categories which apply to your organisation. Furthermore, the Service Categories you select must reflect those you have answered "Yes" to in the Questions part of the Enrolment and are as follows:

- o Older People
- o Dementia
- o Complex Physical Disability
- o Physical Disability
- o Learning Disability
- o Mental Health

Next Steps

Now you are aware of the information required to meet the onboarding criteria, please go to SProc.Net and follow the steps in this guide to complete your Accreditation and Enrolment.