Digital Transformation Fund

Application for funding to support the adoption of a Digital Social Care Record (DSCR)

1. Introduction

Digital social care records (DSCRs), alternatively known as electronic care planning systems, enable improvements in the safety and quality of care and improve communication between adult social care and health settings. They free up time spent by care workers and managers on administrative tasks and make sure that everyone has the right information they need to deliver the best possible care.

The 2 Integrated Care Boards in Suffolk (Suffolk and North East Essex and Norfolk & Waveney) have secured a fixed amount of funding from the NHS Transformation Directorate Digitising Social Care Programme to support the adoption of digital social care records. Suffolk County Council is acting on behalf of the Integrated Care Boards in facilitating funding to support care providers to adopt digital care records.

We are now able to provide financial support by way of a one-off grant payment to support adult social care CQC registered providers to adopt a DSCR. The project will contribute to the continued development of the evidence base for digital social care records, evaluate the impact and share the benefits across our Integrated Care Board footprint.

Frequently Asked Questions

1. What does this initiative offer?

The Local Authority will provide successful adult social care providers with up to £10,000 or 50% funding (whichever is the lower figure) for year one implementation costs of a Digital Social Care Record system. This will include financial support for the purchase of software, associated hardware and training costs.

NOTE 1- *This does not include hardware to support infrastructure, connectivity and other devices unless they are required to support implementation of DSCR*

NOTE 2- *suppliers selected for this initiative must be an [assured supplier](#) listed on the NHS Transformation Directorate Dynamic Purchasing System (DPS). Grant funding cannot be used to purchase systems from any other supplier.*

2. Who can apply for the Digital Transformation Fund?

Any adult social care CQC provider registered within Suffolk can apply. This includes all providers within the Suffolk portion of the Suffolk and North East Essex Integrated Care Board footprint and the Suffolk portion of the Norfolk & Waveney Integrated Care Board footprint. Businesses can apply for the initiative providing you meet the criteria set out below:

1. Currently, or were before 1st April 2022, using paper to record care activities *(if you have already purchased a DSCR system since April 2022, then you maybe able to apply for backdated funding)*
2. A commitment to share the learning with other care providers;
3. Department of Health and Social Care Data Security and Protection Toolkit (DSPT) 'standards met' or 'approaching standards' published for your organisation.
4. A commitment to implementing a digital social care record and embedding it as part of your service
5. Wi-Fi connectivity in all rooms, if the funding is for a fixed location such as a care home;
6. Have not applied for grant funding for DSCR via another route

3. Would SCC pay costs towards a supplier that isn't on the assured list?

SCC will not pay any costs related to the implementation of a DSCR supplier that isn't an NHS assured supplier.

4. When will SCC respond to the application?

SCC will confirm receipt of applications as soon as possible. SCC will review the application and confirm whether additional information is required. Once all evidence has been submitted and the amount has been agreed, SCC will send a Benefits Baseline Survey and Grant Agreement which will require completion before payment is made.

5. I'm a national provider, can I apply under the National Care Providers Scheme, being operated by NHS England and via local money via Suffolk County Council

Care providers can only apply for grant funding using one of the schemes available to them. If providers apply for both funding streams, the council will reject the application and / or seek to clawback money from the care provider. Additionally, this may be viewed a fraudulent activity and further action may be taken as such.

6. Is there a limit to how much funding is available?

The council has a finite amount of funding available for this scheme. Should successful applications exceed the level of funding available, grant funding will be awarded on a first come, first served basis based on funding available for each Integrated Care Board (Suffolk and North East Essex and Norfolk & Waveney) and based on the submission date of a successfully completed application.

7. When will the money be paid?

80% of the grant funding awarded will be paid within 30 days of the invoice being processed by SCC. The remaining 20% of grant funding awarded will be paid within 30 days of the invoice being processed by SCC, upon receipt of a completed benefits survey and confirmation that all paper records have been uploaded onto the DSCR system. Any money paid will be subject to SCC receiving funding from NHSx.

8. Where can I find more information?

Around 45% of adult social care providers have already implemented a digital social care record system. The Digital Social Care website hosts a range of guides and resources including links to the Assured Suppliers you can choose from, and a guide to purchasing from the framework. But don't worry, we can also provide you with guidance and tools along the way to help you select the right supplier to meet your service needs.

If you have any questions regarding the application process, please contact dscr@suffolk.gov.uk (West Suffolk / Ipswich area) or nwicb.digitalsocialcare@nhs.net (Waveney area)

9. How to apply

If you fall under the Suffolk & North East Essex Integrated Care Board footprint (e.g. Ipswich, Bury St Edmunds, Stowmarket, Sudbury etc) then follow the instructions below;

1. Please complete one application per provider, if you have multiple locations, please list the addresses and CQC ID numbers separately
2. The application form must be endorsed by the Senior/Registered Manager and/or person accountable for the business.
3. Complete all sections of the application form as **incomplete forms will not be accepted.**
4. All completed applications must be submitted to dscr@suffolk.gov.uk

If you fall under the Norfolk and Waveney Integrated Care Board footprint (e.g Lowestoft, Beccles, Saxmundham etc) then please email nwicb.digitalsocialcare@nhs.net to discuss their application process

If you are unsure which process to follow, then please email dscr@suffolk.gov.uk

10. What happens next?

1. Suffolk County Council will consider your application form and advise if it has been successful. SCC will confirm if further evidence / documentation is required

2. If successful, a Benefits Baseline Survey will be sent followed by a Grant Agreement document including a Minimal Financial Assistance letter which will be populated and returned to the recipient email address for review & signature.

3. Upon receipt of the signed Grant Agreement and an invoice for 80% of the amount (as set out in the payment schedule of the Grant Agreement). Suffolk County Council will arrange for the initial 80% payment to be made to the agreed bank account.

4. As per above, the remaining 20% will be transferred on the date agreed with Suffolk County Council upon submission of a completed benefits questionnaire and confirmation that all paper records have been uploaded onto the system and you are no longer recording on paper.

5. The award of any grant funding is subject to Suffolk County Council receiving funding from NHSTD.

Application form

1. Provider details

1.1 **Care Provider name**

1.2 **Care Provider CQC Location ID**

1.3 **Location / service address**

1.4 **Registered Office Address**

1.5 **Ltd Company Number**

1.6 **Name of person completing this application**	
Name	
Role	
Email	
Phone number	

1.7 **Name of business manager / owner supporting this application if different from above**	
Name	
Role	
Email	
Phone number	

1.8 Tell us about your organisation	
What type of care setting do you provide services in: • Domiciliary Care • Extra Care Services • Supported Living • Shared Lives • Care Home without Nursing • Care Home with Nursing • Other (please define)	please provide details
How many beds do you have **or** how many individuals do you provide care for?	
What type of care/nursing do you specialise in, for example older aged adults, adults with learning difficulties?	
Do you currently have a Data Security Protection Toolkit for your organisation? *Support can be provided by Suffolk Care Association;* *https://www.scaservices.org.uk/data-security-protection-toolkit/*	Yes / No

2.1. **Name of DSCR System you plan to adopt.** *Note: Care Providers who have purchased a new assured system licence on or after 1st April 2022 may apply (evidence will be required).*	
Name	
Planned / actual date of installation	

2. Resources

Note: if you answer any of the below questions with 'No', your application for grant funding will be rejected.	Please state Yes, No or Not Applicable below
2.2 Will you commit to funding 50% of the year 1 implementation costs?	
2.3 Will you commit to the ongoing licence fees for a DSCR?	
2.4 Will you commit to providing evidence of implementation and complete a benefits questionnaire up to 12 months after award?	
2.5 Will you commit to your staff being given time to carry out the actions needed to progress this DSCR installation? E.g. time to work with suppliers or time to attend any training provided.	
2.6 If the funding is for a fixed location such as a care home, do you commit to ensuring Wi-Fi connectivity in all rooms? (please put not applicable in your answer if this does not apply to your organisation)	

3. Implementation Costs

3.1 Below, please detail the breakdown of your costs for implementation of the DSCR. *Please include VAT in all costs*	Please detail below what evidence of expenditure you have provided with this submission	Guidance as to what would type of evidence would be deemed to be acceptable
Purchase / installation cost. *If there is no separate purchase cost, leave this section blank*	£	Evidence of commitment or quote from supplier etc
Yearly license / subscription costs	£	As above
Training costs. *This only refers to training costs from the supplier*	£	Invoice or staffing details
Equipment costs. *Only applies for equipment associated to the use of a DSCR*	£	Invoices / quotes or subscription agreement

Other Staffing Costs. *Only staff time to upload records onto the DSCR system can be claimed for*	£		Schedule of staff, roles for the implementation, hours and rates paid.
Other costs (please explain)	£		
Total Sum of Year 1 Implementation Costs	£	N/A	N/A
Grant Funding Amount will be up to 50% of Total Sum of Year 1 Implementation Costs or £10,000, whichever is the smaller figure	£	N/A	If accepted, this amount will be added to schedule 1 of the agreement – payment profile, split 80% upfront and 20% on completion of a benefits questionnaire and confirmation of all paper records being uploaded onto the DSCR system

Note: Any expenditure considered unreasonable or without valid evidence, may be rejected or investigated further.

4. Data Security and Protection

Tell us about the steps you are taking to ensure data is secure.

Data security and data protection is essential to protecting Health and Social Care organisations, personnel, patients and other stakeholders; particularly as the drive to making Health and Social Care services more 'digital' continues.

Note: Your organisation must have published (via self-certification) on the DSPT website that it has attained either:

   i)   *'standards met', or*
   ii)   *'approaching standards' with a commitment to attaining 'standards met' for the initial 80% payment*

It is a requirement of this funding that providers are registered as a meeting or exceeding the DSPT and that this registration is renewed every year.

You can check whether your organisation has published that it has 'met' or is 'approaching' standards via the following link:
https://www.dsptoolkit.nhs.uk/OrganisationSearch

There is also this page which shows chains / parents and has the ODS codes which are relevant to DSPT registration and publishing:
 https://odsportal.digital.nhs.uk/Organisation/Search

Suffolk Care Association will help and support providers in completing the DSPT. If you do wish to take up the offer please contact Sandie or Sarah on 01449 490750 or emailing admin@scaservices.org.uk

	Please state Yes, No or Not Applicable
4.1 Has your organisation published that it has **'met standards'** for the Data Security and Protection (DSP) Toolkit standards mandated by the Department of Health and Social Care (DHSC).	
4.2 If you have answered 'no' above, has your organisation published that it is **'approaching standards'** for the Data Security and Protection (DSP) Toolkit standards mandated by the Department of Health and Social Care (DHSC).	
4.3 Would you consider your broadband or internet service to be a barrier to adopting a DSCR?	

5. Agreement by Suffolk County Council

Sign Off The person detailed below confirms that they have read and endorsed this application.	
Name of Senior/Registered Manager or Owner	
Position	
Signature	
Date	

6. Bank Details

Please provide the bank details to which payment should be made, should your application be successful.	
Company Name:	
Bank Name and Address:	
Bank Account Number:	
Sort Code:	

We will accept applications until our funding is fully allocated. Funding will be awarded on a first come, first served basis. There is currently no formal deadline for applications.

Please submit your completed application form to dscr@suffolk.gov.uk.