



# Information on grant funding for the introduction of a Digital Social Care Record in Domiciliary Care Agencies

The information contained here describes the conditions that need to be met by an Adult Social Care Provider (referred from now on as “the grant recipient”) in order to access funding provided by Dorset Council, acting on behalf of OUR DORSET (the Dorset ICS), referred from now on as “the funding authority”.

The grant recipient shall use the grant by the funding authority, to purchase a new digital social care record system (DSCR) from the [NHS Assured Supplier List](#).

The grant funding is not available for systems purchased by providers outside the Assured Supplier List.

The grant funding is not available as a reimbursement in the case of grant recipients who have already purchased a DSCR from an Assured Supplier before August 31<sup>st</sup>, 2022. Systems purchased from September 2022 onwards are all eligible to be considered for funding.

The grant will cover the following costs for the implementation / introduction of the DCSR solution only.

- licence costs
- Equipment cost in relation to purchasing or renting handheld devices to help staff document care notes.
- training and implementation fees
- HR related costs, associated with moving care plans from paper to digital format subject to the conditions set below:

Each setting will have its own unique characteristics, but we feel the following approach is a fair representation of these costs.

<b>Time needed to transfer paper plan per resident</b>	4 hours
<b>Time needed to audit the quality of the care plan</b>	2 hours
<b>Total staff time needed for each resident’s care plan</b>	6 hours
<b>Staff hourly rate for transferring the care plans</b>	£25 per hour
<b>Total cost for transferring a resident’s care plan</b>	6 x 25 = £150 per care plan

As a result, we are going to accept that for every care plan you transfer into your new DSCR system, you will incur costs of £150. These costs will count towards your total DSCR cost and can be added on top of the invoices your DSCR provider issues you with.

The grant will NOT cover any of the following:

- Infrastructure costs.
  - These can include (but are not limited to) items such as new broadband connections, WiFi equipment, Switches, Routers, Laptops or Desktops, Photocopiers, Scanners, Printers, Handheld devices, Mobile phones, and smartphones which will NOT to be used for DSCR purposes (i.e. care note taking), nurse call systems and any other technical means needed for the introduction of Digital Social Care Records in the setting of the grant recipient.
- In the case that the handheld devices are part of the DSCR package on a subscription basis, the funding authority will NOT fund their subscription cost beyond the initial implementation period where the DSCR is introduced
- Any type of recurring costs that the use of the DCSR carries (i.e. subscription costs – continuous training costs – API key costs etc)
- VAT will not be covered by the funding

The maximum amount the funding authority will provide towards the above costs is capped at £4,000.00 and will need to be match funded by the grant recipient.

By way of illustration of the above, for a DSCR implementation cost of £6,000.00, the funding authority will contribute £3,000.00. For DSCR implementation costs up to £8,000.00, the funding authority will contribute £4,000.00 and for a DSCR implementation cost in excess of £8,000.00, the funding authority will cap its contribution at £4,000.00 with the balance being funded completely by the grant recipient.

The grant recipient is also responsible for covering the VAT of the implementation costs.

In the event that the implementation of the DSCR occurs recurring yearly fees (i.e. subscription costs to access the services offered by the Assured Supplier) these are to be met by the grant recipient.

For successful applications, funding will be provided in the form of reimbursement from the funding authority. We will need to receive copies of the final invoice that was issued, together with proof that the invoice has been paid in full before the funding authority credits your account or issues a cheque.

## Obligations undertaken as part of the funding:

The grant recipient has the freedom to choose which Assured Supplier they wish to work with, to implement a DSCR solution in their setting(s). We strongly recommend that you obtain at least two quotes.

To be considered for funding the grant recipient shall adhere to the following general principles.

1. Be an Adult Social Care provider, registered with the CQC
2. Have an active NHSmail @nhs.net or @gov.uk account or an accredited email conforming to DCB 1596, or DSPT standards met or evidence of working towards meeting the standards.
3. Provide the funding authority with the quote(s) you received from any one of the Assured Suppliers. This is so that we can monitor the levels of competition within the market. If upon receiving your quotes, we feel that they are not in line with similar quotes we have been made aware of, we will inform you so that you can renegotiate with your chosen supplier.
4. Submit a completed application form
5. Provide the funding authority with anonymised periodic reports by filling out the template provided. This will help us to better measure the positive impact of DSCR in your setting and in the overall level of care services within our ICS
6. Agree to participate in and co-operate with promotional activities relating to the project that may be instigated and/or organised by the funding authority.