

HSCN Trust Funding Applications

Guidance document

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1. Introduction

This document provides guidance for trusts to complete their 'Trust Funding Applications' (TFA) to secure Health and Social Care Network (HSCN) connectivity.

The applications are only open to NHS trusts and NHS foundation trusts to apply for devolved HSCN connectivity funding. If you are not applying on behalf of a trust, your applications will be rejected.

Your HSCN Regional Migration Manager (RMM) will support your trust through the application process.

There are three applications to complete at differing stages of your HSCN procurement and migration:

- TFA 1 – To confirm your intention to procure and migrate to HSCN connectivity and secure transition network funding prior to migration to HSCN – NB All Trusts have previously completed TFA 1 and do not need to do so again.
- TFA 2 – To confirm completion of your HSCN procurement in line with previously articulated plans and not later than October 2018.
- TFA 3 – To confirm your migration to HSCN is complete and legacy Transition Network connectivity (legacy N3) has been ceased.

Funding contributions for 2017/18 were based on the cost of N3 connectivity previously paid for by DH directly to the N3 Service Provider.

In 2018/19 the contribution is based on:

- a fair share contribution (based on historic N3 costs) towards service costs associated with legacy WAN connectivity
- a fair share contribution (based on business volumes) towards service costs associated with HSCN connectivity
- a contribution towards set up costs (equivalent to 16 months rental costs amortised over a 3-year period)

Contribution in future years will cover the same points above and will be determined each year during central business planning processes based on affordability.

2. Trust Funding Application 1

2.1 TFA 1 – Overview

To secure funding for legacy N3 connectivity from 01 April 2017 all Trusts were required to complete Application 1 and demonstrate that they had robust plans to procure HSCN connectivity.

If you need any further information on the status of your Trusts TFA 1 please contact your regional migration manager.

If we need any further details or clarifications about your application, we will contact you directly.

3. Trust Funding Application 2

3.1 TFA 2 – Overview

To secure a funding contribution towards legacy N3 and new HSCN connectivity from 2018/19 onwards, you will need to demonstrate that you have completed procurement of HSCN connectivity services and confirm an estimated service migration date.

This will allow the continuation of funding for legacy N3 connectivity prior to migration to HSCN services, and for new HSCN connectivity once migration is complete.

- You should submit this application once you have placed an HSCN service order with an HSCN compliant supplier.
- You will need to evidence that you have placed an order for HSCN connectivity. You will also need to confirm your migration plans.

3.2 TFA 2 – Guidance

The guidance below outlines how to complete a TFA 2 form for your trust. If you have any further questions regarding completion of this application, please contact your RMM.

Please make sure you have the delegated authority required by your trust to complete this application.

3.2.1 TFA 2 – Page 1

Organisation details

- Organisation name – Please enter your trust's full name
- ODS code – Please enter your trust's ODS code
- Application reference – HSCN will have sent you a NIC (Number Information Centre) code for TFA 2. Please enter this code here as a verification. If you do not know this code please contact your RMM. You can complete the application without this code; but it will need further validation with NHS Digital after submission.

Contact details

- Please enter your contact details. We will use these to contact you with any queries about your application.

3.2.2 TFA 2 – Page 2

Collaboration details

If you collaborated with other organisations in your procurement, for example as part of a Community of Interest Network (CoIN) or similar shared network, we'd like you to tell us who

the lead organisation is for the network. We can then make sure we liaise effectively with your organisations.

- Organisation name – Please enter the full name of the lead organisation
- ODS code – Please enter the ODS code of the lead organisation (if they have one)

3.2.3 TFA 2 – Page 3

Procurement Route

Please indicate in the drop-down box which procurement route your Trust used to procure HSCN connectivity.

Further detail on the procurement options is available in the HSCN procurement options section of the [NHS Digital website](#).

3.2.4 TFA 2 – Page 4

If you have procured your HSCN connectivity through a NHS Digital led aggregated procurement, this section of the form can be skipped.

This page asks you to indicate the dates for the final stages of your trust's HSCN procurement and subsequent migration. We understand that these dates may not yet be finalised, but please work with your supplier to provide an estimate. NHS Digital will use these dates to help drive the wider network migration, and as indicate points for your RMM to contact you with guidance and assistance if required.

- Contract signed date – When are you planning on signing the HSCN connectivity contract with your supplier?
- Contract start and end dates – What are your contract start and end dates. The end date is likely to align to a one year, three year or five year contract.
- Forecast migration start and end dates – These are the outline dates for your migration from 'Transition Network' connectivity (N3 legacy) to HSCN connectivity with your supplier. The start date is the date the first HSCN connection is switched on, and the end date is the planned date for the last HSCN connection to be switched on. Depending on networking arrangements, the start and end date may be the same (i.e. all of your HSCN connections may be activated at the same time). Your supplier should be able to give an indication of these dates.
- Forecast N3/'Transition Network' service cease date – This is the outline date to cease your last 'Transition Network' service. Depending on networking arrangements, the cease date may be the same as your migration end date (i.e. you may opt not to have a period of dual running). Your supplier should be able to give an indication of this date.

3.2.5 TFA 2 – Page 5

Data uploads

We need a supporting document to confirm your trust's HSCN intentions and to help us coordinate migration planning and monitor HSCN connection costs. You can upload the supporting document on this page. Please note that documents are limited to a maximum size of 10mb each.

- Upload supplier's order for services – Please upload a copy of your supplier's order for service. This should be available from your HSCN supplier and will detail:
 - The services you intend to procure (detailing HSCN connectivity)
 - The cost of those HSCN services (detailing HSCN connectivity costs)
 - The set-up costs for the HSCN connectivity that you are seeking funding for

Whilst we do not need any additional documents to be uploaded, you may choose to do so, or be asked to do so by your RMM in order to give further detail to support your application.

TFA 2 is now complete. Please review and submit your application.

If we need any further details or clarifications about your application we will contact you directly, otherwise we will contact you to confirm approval of your TFA 2 within 20 working days.

4. Trust Funding Application 3

4.1 TFA 3 – Overview

To secure ongoing funding contributions towards HSCN connectivity following migration to HSCN, you will need to confirm you have completed migration to HSCN and terminated your Transition Network (legacy N3) connectivity services.

This will allow NHS Digital to continue to fund connectivity for organisations that migrate to HSCN in a timely fashion.

You should submit this application after your migration to HSCN is complete and when all Transition Network (legacy N3) connectivity is terminated.

4.2 TFA 3 – Guidance

The guidance below outlines how to complete TFA 3 form for your trust. If you have any further questions regarding completion of this application, please contact your RMM.

Please make sure you have the delegated authority required by your trust to complete this application.

4.2.1 TFA 3 – Page 1

Organisation details

- Organisation name – Please enter your trust's full name
- ODS code – Please enter your trust's ODS code
- Application reference – HSCN will have sent you a NIC (Number Information Centre) code for TFA 3. Please enter this code here as a verification. If you do not know this code please contact your RMM. You can complete the application without this code; but it will need further validation with NHS Digital after submission.

Contact details

- Please enter your contact details. We will use these to contact you with any queries about your application.

4.2.2 TFA 2 – Page 2

This page requests your actual HSCN migration dates.

- Actual migration start and end dates – Over what period did you migrate from HSCN? The start date is the date the first HSCN connection was switched on; the end date, when your last connection was switched on
- Actual N3/'Transition Network' service cease date – When did you cease your last 'Transition Network' connection?

TFA 3 is now complete. Please review and submit your application.

If we need any further details or clarifications regarding your application we will contact you directly, otherwise we will contact you to confirm approval of your TFA 3 within 20 working days.