

# HSCN Trust Funding Applications

## Guidance document

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**Information and technology**  
**for better health and care**

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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 secure transition network funding
- TFA 2 – To confirm the level of HSCN devolved funding toward the end of your procurement
- TFA 3 – To confirm transition network connectivity has been ceased and all connectivity is HSCN compliant

Funding levels for 2017/18 will be based on 100% of the current cost of N3 connectivity to ensure you can retain those services that are currently paid for centrally. Further funding will be calculated to align with prices being achieved for equivalent services in the HSCN marketplace.

This will include funding to cover the set-up and dual running costs associated with migrating to a new service.

Funding levels will reduce from 2018/19 onwards.

## 2. Trust Funding Application 1

### 2.1 TFA 1 – Overview

To secure funding for legacy N3 connectivity from 01 April 2017, trusts must complete Application 1 and demonstrate that you have plans to procure HSCN connectivity by [insert date].

This will allow HSCN to release funds to support existing N3 connectivity prior to migration to HSCN. You should submit this application by 31 March 2017.

- You will need to state how and when you intend to contract for HSCN connectivity services.
- If your trust does not have its own plans to procure HSCN connectivity, you can join a centrally managed aggregated procurement. This is the default position.
- If you do not submit an Application 1, then it will not be possible to secure funding for your existing N3 connectivity post 31 March 2017.

### 2.2 TFA 1 – Guidance

The guidance below outlines how to complete TFA 1 form for your trust. If you have any further questions regarding completion of this application, please contact your HSCN RMM.

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

#### 2.2.1 TFA 1 - 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 1. Please enter this code here as a verification. If you do not have or know this code please contact your Regional 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.

#### 2.2.2 TFA 1 - Page 2

##### Procurement route

Please indicate in the drop down box which procurement route your trust intends to use for HSCN. Further detail on the procurement options is available in the HSCN migration section of the [NHS Digital website](#). Aggregate procurement is the default choice for HSCN procurement.

If you choose the aggregate procurement option in TFA1, the HSCN team will contact you to discuss your requirements.

### 2.2.3 TFA 1 - Page 3

#### Collaboration details

If you are collaborating 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)

### 2.2.4 TFA 1 - Page 4

**If you have selected aggregate procurement as your trust's procurement route then you do not need to complete page 4. Please review and submit your application.**

#### Your forecast plan

This page asks you to indicate the dates of your trust's planned HSCN procurement and migration. We appreciate that at the stage of completion of TFA1 you may not have confirmed timescales, but we ask that a good estimate is made.

NHS Digital will use these dates to help drive the wider network migration, and as indicative points for your RMM to contact you with guidance and assistance.

- Forecast date to initiate procurement – When will your trust be in a position to commence procurement activity for HSCN connectivity?
- Forecast date to select a supplier – When will your trust be in a position to select a preferred supplier for HSCN connectivity?
- Forecast contract signed date – What is your outline date to sign an HSCN connectivity contract with a supplier?
- Forecast contract start and end dates – These are the outline dates for the contract to run. 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. The start date is the date the first HSCN connection is switched on, and the end date, 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).
- Forecast N3/Transition Network service cease date – This is the outline date to cease your last 'Transition Network' service. 'Transition Network' services are services originally implemented under N3 and that were connected to the 'Transition Network' whilst your organisation completed the migration to HSCN

services. Depending on your 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).

**TFA 1 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 1 within 20 working days.

If you selected aggregate procurement as your organisation's procurement route and are not already in contact with us, a member of the HSCN procurement team will contact you within the next 20 working days to discuss your requirements.

## 3. Trust Funding Application 2

### 3.1 TFA 2 – Overview

To secure funding for ongoing legacy N3 and new HSCN connectivity, you will need to demonstrate that you have completed procurement of HSCN connectivity services and provide 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 after selecting your HSCN supplier and connectivity package, but before contract signature.
- You will need to evidence your commitment to a contract for HSCN connectivity and confirm the cost of your proposed HSCN connectivity.
- You will also need to confirm your migration plans.

### 3.2 TFA 2 – Guidance

The guidance below outlines how to complete 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 have or 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 migration 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 aggregate 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.

- Forecast contract signed date – When are you planning on signing the HSCN connectivity contract with your supplier?
- Forecast contract start and end dates – What are your planned contract start and end. 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 two documents to confirm your trust's HSCN intentions. You can upload the supporting documents on this page. Please note that documents are limited to a maximum size of 10mb each.



- Upload signed authorisation – We need a letter signed by a member of your trust board confirming your trust’s HSCN procurement intentions. Please upload a brief letter which references the level of devolved HSCN funding you will need for your connectivity. This the total amount of funding in £GBP that you are seeking and a list of the HSCN services you are procuring.
- 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 funding following migration to HSCN, you will need to confirm you have completed migration to HSCN and terminated your 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 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 2. Please enter this code here as a verification. If you do not have or 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

##### 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)

### 4.2.3 TFA 2 – Page 3

This page requests your actual HSCN contractual and migration dates.

- Actual contract signed date – When did your trust sign your contract for HSCN connectivity with your supplier?
- Actual contract start and end dates – What are your HSCN contract start and end 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.