

HSE Non Statutory Sector 2021

- **Presentation 2**
- **External Agencies**
- **Operational Plan 2021**

Welcome

Content

- Governance Framework
 - General Overview
 - Documentation including Changes for 2021
 - Operational Plan 2021
 - Compliance Requirements

HSE Policy Non Statutory Sector

- This Framework provides for all outsourced Health and Personal Social Services
 - National Financial Regulation 31
 - National Standard Governance Documentation, Service Arrangements and Grant Aid Agreements to be **completed** before 28th February each year.
 - Controls Assurance Process, Performance Monitoring Meetings, on-going quality, activity KPI, and financial returns.
 - Annual Compliance Statements from governing bodies
 - All Section 38 Agencies and Section 39 Greater than €3 Million
 - External Reviews of Corporate and Financial Governance
 - Annual Financial Monitoring Return (AFMR) – All Agencies managed by SA
 - Key Compliance Documentation Returns
 - Complaints Policy
 - Structure for ensuring Quality and Safety of services and service users
 - Audited Financial Statements/AFMR/ Financial policies
 - Internal Audit scheduled and unscheduled audits of external agencies
 - Service Provider Governance SPG online IT system

Responsibilities Community Health Organisations

The HSE's Performance and Accountability Framework provides that each Chief Officer is responsible for the services and funding in his/her Community Health Organisation.

- Planning – Prioritised Needs Based Assessment, Resource Allocation.
- Managing on going delivery of services HSE/Providers
- Monitoring on-going Review –
 - Do current services meet prioritised needs?
 - Do they represent best use of resources VFM?
- Governance Assurances – Compliance with control environment – Public accountability - Transparency

DPER Circular 13/2014

Management & Accountability Public Exchequer €

Clarity

- Understand the purpose and conditions of the funding and the outputs required
- Apply funding only for the business purposes for which they were provided
- Apply for funding drawdown only when required for business purposes
- Transparency / Openness Clear lines of communication Ask the question.

Governance

- Oversight and administration of €
- Control & safeguarding of funds from misuse, misappropriation and fraud
- Accounting records, reliable financial information on the purpose, application & balance remaining of €.
- Accounting for the amount and source of the funding, its application and outputs/outcomes.

Value for Money

- Be in a position to provide evidence on effective use of funds and value achieved in the application of funds
- Avoidance of waste and extravagance

Fairness

- Manage public funds with the highest degree of honesty and integrity
- Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages)
- Procure goods and services in a fair and transparent manner
- Act fairly, responsibly and openly in your dealings with your Grantor

Total Funding				2018 comparators	
	2019 Spend €'000 AFS	Funded Agencies SPG €'000	2019 %	Increase (-Decrease) in agency spend 2018 to 2019	% Change 2018 to 2019
Community	5,024,091	2,261,691	45.02%	198,442	1.54%
Hospitals	5,638,019	2,353,417	41.74%	174,969	-1.24%
Other Operational Services	578,199				
Pensions /Demand Lead/Etc. (Including NHSS)	5,008,134				
Total 2019	16,248,443	4,615,108	28.40%	373,411	0.60%
2018 Comparators	15,260,609	4,241,697	27.80%		
Increase	987,834	373,411	<u>37.8%</u>	<u>Agency % of total Increase</u>	
Increase on 2018	6.47%	9%			

Figures from SPG may be subject to variation not financial system

Care Groups

					2018 comparators
	2019 Spend €'000	Funded Agencies SPG €'000	2019 %		Increase (-Decrease) in agency spend 2018 to 2019
Disability Services	1,992,614	1,603,685	80.48%		139,084
Older Persons Services	889,246	298,165	33.53%		30,618
Mental Health Division	986,833	123,293	12.49%		14,955
Primary Care	886,051	66,038	7.45%		9,206
Social Inclusion	161,149	97,323	60.39%		2,332
Palliative Care	87,577	64,746	73.93%		2,616
Health and Wellbeing		8,441			-370
CHO regional	20,621				0
Totals 2019	5,024,091	2,261,691	45.02%		198,442
Totals 2018	4,745,371	2,063,249	43.48%		
Increase 2018	278,720	198,442	71.19%	<u>Agency % of Total Increase</u>	
<i>Increase %</i>	<i>5.9%</i>	<i>8.8%</i>			

Community Funding - 2019

		2019 Figures				2018 comparators	
CHO	Area Covered	Total Spend €'000	External Agencies €'000	Agencies		Increase in value of Agency Spend from 2018 to 2019 €'000	Increase % on 2018
		2019	SPG Y/E 2019	%			
CHO 1	Cavan Monaghan, Donegal, Sligo/Leitrim/West Cavan	423,786	75,266	17.76%		4,850	0.17%
CHO 2	Galway, Mayo ,Roscommon	505,130	217,543	43.07%		21,110	2.33%
CHO 3	Clare, Limerick, North Tipp/East Limerick	407,216	213,579	52.45%		22,721	2.95%
CHO 4	Cork Kerry	662,158	274,822	41.50%		18,686	0.83%
CHO 5	Waterford, Wexford, Carlow, Kilkenny, Tipp south	497,286	191,258	38.46%		19,040	1.99%
CHO 6	Dublin - SE, Dun Laoghaire, Wicklow	420,083	294,291	70.06%		34,335	4.01%
CHO 7	Dublin South City, West, South West, Kildare/West Wicklow	635,837	322,868	50.78%		21,055	0.89%
CHO 8	Laois, Offaly, Longford, Westmeath, Louth, Meath	556,201	218,111	39.21%		24,517	2.80%
CHO 9	Dublin – North Central, North West, North.	694,013	407,886	58.77%		28,816	1.66%
National	National Offices	222,380	46,671	20.99%		3,915	-2.61%
Total	-	5,024,091	2,262,296	45.03%	-	199,046	1.55%
	2018 Figures	4,745,371	2,063,249	43.48%			
	Increase	278,720	199,046	71.41%	<i>Agency % of Total Increase</i>		
	% Increase	5.87%	9.65%	1.55%			

<u>Disabilities</u>	Total 2019 Spend AFS € '000	Total SPG 2019 € '000	%		No. of Arrangements	No of Agencies
Area 1	152,113	45,743	30%		148	99
Area 2	187,573	172,716	92%		80	58
Area 3	174,696	165,800	95%		89	60
Area 4	254,815	207,644	81%		58	55
Area 5	195,627	160,107	82%		140	104
Area 6	212,338	180,703	85%		115	100
Area 7	263,078	227,948	87%		126	85
Area 8	238,027	179,430	75%		154	96
Area 9	306,494	260,953	85%		150	98
Regional/National	7,852	2,249	29%		7	7
<u>Total 2019</u>	<u>1,992,614</u>	<u>1,603,293</u>	<u>80%</u>		<u>1,067</u>	<u>425</u>
-	-	-	-	-	-	-
Totals 2018	1,864,620	1,464,208	79%		1,050	438
Increase	127,994	139,085	108.6%	<u>Agency % of Total Increase</u>		
Percentage increase	6.86%	9.50%			1.62%	-2.97%
			% of €		2018	2019
	2018 € '000	2019 € '000	2019	2018	Agencies	
Voluntary SA	1,334,456	1,451,043	91%	91%	145	158
Commercial SA	123,786	146,325	9%	8%	149	156
Grant Aid Agreements	5,966	5,924	0%	0%	144	111

Older Persons	Total 2019 Spend AFS € '000	Total SPG 2019 € '000			No. of Arrangements	No of Agencies
			%			
Area 1	90,026	18,381	20%		147	129
Area 2	86,272	23,586	27%		171	110
Area 3	74,103	22,346	30%		150	94
Area 4	130,068	23,878	18%		319	309
Area 5	85,441	7,814	9%		162	123
Area 6	69,876	67,061	96%		92	77
Area 7	101,581	28,087	28%		99	85
Area 8	74,969	22,252	30%		149	99
Area 9	118,303	81,452	69%		155	91
Regional/National	58,607	3,309	6%		4	4
<u>Total 2019</u>	<u>889,246</u>	<u>298,165</u>	<u>34%</u>		<u>1,448</u>	<u>962</u>
Totals 2018	861,485	267,547	31%		1,547	1,010
Increase	27,761	30,618	110%		1,547	1,010
Percentage increase	3.22%	11.44%			-6.40%	-4.75%
			% of €		2018	2019
	2018 € '000	2019 € '000	2019	2018	Agencies	
Voluntary SA	163,506	157,586	53%	61%	97	94
Commercial SA	86,385	121,479	41%	32%	187	183
Grant Aid Agreements	17,656	19,101	6%	7%	726	685

Mental Health	Total 2019 Spend AFS € '000	Total SPG 2019 € '000			No. of Arrangements	No of Agencies
Area 1	81,356	3,673	5%		34	28
Area 2	116,583	4,725	4%		21	21
Area 3	72,105	2,067	3%		34	33
Area 4	131,029	2,595	2%		22	22
Area 5	110,770	4,769	4%		17	17
Area 6	65,725	34,038	52%		14	14
Area 7	102,189	13,321	13%		21	20
Area 8	103,165	3,340	3%		27	19
Area 9	125,106	26,394	21%		28	24
Regional/National	78,804	28,371	36%		46	46
<u>Total 2019</u>	<u>986,833</u>	<u>123,293</u>	<u>12%</u>		<u>264</u>	<u>167</u>
Totals 2018	912,784	108,338	12%		267	176
Increase	74,049	14,955	20%		267	176
Percentage increase	8.11%	13.80%			-1.12%	-5.11%
			% of €		2018	2019
	2018	2019	2019	2018	Agencies	
Voluntary SA	77,248	90,208	73%	71%	64	64
Commercial SA	26,527	28,822	23%	24%	27	28
Grant Aid Agreements	4,563	4,262	3%	4%	85	75

Primary Care	Total 2019 Spend AFS € '000	Total SPG 2019 € '000			No. of Arrangements	No of Agencies
Area 1	88,010	3,720	4%		18	17
Area 2	99,367	5,202	5%		18	16
Area 3	64,462	6,017	9%		16	15
Area 4	113,075	16,256	14%		32	29
Area 5	91,731	10,965	12%		33	8
Area 6	65,290	10,597	16%		11	11
Area 7	89,436	2,689	3%		6	6
Area 8	121,420	7,414	6%		90	88
Area 9	87,143	574	1%		2	2
Regional/National	66,116	2,603	4%		18	18
<u>Total 2019</u>	886,051	66,038	7%		244	180
Totals 2018	850,406	56,832	7%		225	185
Increase	35,645	9,206	26%		225	185
Percentage increase	4.19%	16.20%			8.44%	-2.70%
			% of €		2018	2019
	2018	2019	2019	2018	Agencies	
Voluntary SA	40,918	43,856	66%	72%	25	24
Commercial SA	13,300	20,126	30%	23%	28	32
Grant Aid Agreements	2,613	2,055	3%	5%	132	124

Social Inclusion	Total 2019 Spend AFS € '000	Total SPG 2019 € '000	%		No. of Arrangements	No of Agencies
Area 1	2,920	2,465	84%		27	22
Area 2	7,194	5,915	82%		19	19
Area 3	9,179	5,685	62%		53	36
Area 4	19,066	15,295	80%		106	94
Area 5	10,035	6,657	66%		32	26
Area 6	3,128	469	15%		3	3
Area 7	51,276	28,280	55%		139	92
Area 8	8,075	5,651	70%		41	39
Area 9	39,975	25,493	64%		107	82
Regional/National	10,302	1,413	14%		13	13
<u>Total 2019</u>	<u>161,149</u>	<u>97,323</u>	<u>60%</u>		<u>540</u>	<u>368</u>
Totals 2018	156,869	94,991	61%		540	373
Increase	4,280	2,332	54%		540	373
Percentage increase	2.73%	2.45%			0.00%	-1.34%
			% of €		2018	2019
	2018	2019	2019	2018	Agencies	
Voluntary SA	74,032	77,443	80%	78%	116	119
Commercial SA	870	769	1%	1%	5	5
Grant Aid Agreements	20,089	19,111	20%	21%	252	244

Palliative Care	Total 2019 Spend AFS € '000	Total SPG 2019 € '000	%		No. of Arrangements	No of Agencies
Area 1	7,359	1,067	14%		1	1
Area 2	7,329	5,296	72%		4	4
Area 3*	12,008	11,665	97%		1	1
Area 4	13,595	9,154	67%		2	2
Area 5	1,635	946	58%		5	5
Area 6*	838	1,424	170%		3	3
Area 7	25,714	22,542	88%		2	2
Area 8	6,249	24	0%		1	1
Area 9	12,152	13,021	107%		3	3
Regional/National	699	0	0%		0	0
<u>Total 2019</u>	<u>87,577</u>	<u>65,138</u>	<u>74%</u>		<u>22</u>	<u>22</u>
	-	-			-	-
Totals 2018	82,888	62,523	75%		23	23
Increase	4,689	2,615	56%		23	23
Percentage increase	5.66%	4.18%			-4.35%	-4.35%
* Chronic Illness recoded to Primary Care			% of €		2018	2019
	2018	2019	2019	2018	Agencies	
Voluntary SA	60,884	63,528	98%	97%	8	8
Commercial SA	-	0	0%	0%	-	0
Grant Aid Agreements	1,639	1,610	2%	3%	15	14

DOCUMENTATION

Service Arrangement

1) Section 38 Service Arrangement	<p>Applies to 39 Agencies classified as Section 38 Agencies</p> <ul style="list-style-type: none"> ■ 15 Acute Voluntary Hospitals ■ 23 (Community Voluntary Agencies) <p><i>(all within the employment control framework)</i></p>
2) Section 39 Service Arrangement	<p>Applies to all other voluntary and community agencies in receipt of over €250k* in funding and not included in the above agency listing.</p>
3) Commercial (For Profit) Service Arrangement	<p>Applies to arrangements with all commercial, for profit, non statutory agencies, providing personal health & Social Services.</p>
4) Out of State Service Arrangement	<p>Applies to arrangements with all organisations outside the republic of Ireland</p>

Grant Aid Agreement

Section 39 Grant Aid Agreement	<p>Applies to all other voluntary & Community agencies in receipt of less than €250k*</p>
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**Exception may exist where SA is utilised under €250k, HSE discretion.*

Service Arrangements

Consists of two parts:

Part 1 Arrangement – Terms and Conditions - One per Agency

- 38 Standard Clauses
- Common to all Service Arrangements
- Legal Framework
- Can not be Altered

- **Part 2 Schedules – Detail services and funding - Many – funding areas – Care Groups- tenders**

- 10 Schedules to the Arrangement.
- Specific detailed information on services / agency
- Format cannot not be altered
- Service detail determined for each individual funding arrangement at local level

Service Arrangements

- **Part 1** ended 31.12.2020.
- Extension of existing terms and Conditions for one year to 31.12.2021 – Sign existing Part 1
- 2 previous reviews 2012, 2015,
- 3rd review to commence 2021
- to reflect Government Policy with particular reference to the Department of Health review of Voluntary sector funded for health services chaired by Dr. Catherine Day.

Community Health Organisation (CHO) Schedules single sign off per care group per Agency since 2016

- Some CHO areas are amalgamating the services up to CHO level, preparing a Single Combined set.
- Where CHOs are not in a position to prepare a combined set of Schedules for Agencies with multiple LHO area arrangements, this may be facilitated by the retention of the existing LHO area Schedules and relevant templates, **updating them for 2020** and referencing them as necessary in a **composite** set.
- *Each Chief Officer will determine how this will be managed in their area.*
- *Communication will issue to you from the CHOs with the requirements.*

Changes to Schedules 2021

Light Review – Awaiting comprehensive review

- **Part 2** Schedules reviewed annually

To Provide a current and relevant management and accountability mechanism for each sector's funding arrangements, reflecting the HSE Service Plan objectives. Emphasis on:-

- Current Quality Environment, legislation, regulation standards, policies and assurance processes.
- Service Delivery reflecting Service Plan Priorities.
- Current Funding models – Money Follows the Patient, etc.
- Controls Assurances/Governance requirements.

Changes to Schedules 2021

Influences for 2020

- Covid -19
- **Comparator Document**
 - Available on Web clearly outlines the minimal changes made.

Changes to the Schedules for 2021

<u>Schedule 1</u> Contact Details	Part B - section regarding Parent Organisation Name and Address updated to read as follows: <ul style="list-style-type: none">• Parent Organisation Name and Address: <i>(Where an organisation is a subsidiary of or controlled by another organisation)</i>	All care groups
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Changes to the Schedules for 2021

Schedule 2 – Covid Change new section C

The HSE, HPSC, HIQA, and Government are managing guidance and reporting requirements for providers for Covid through web pages.

Service Providers must keep themselves informed and up to date by accessing the following:

HSE

COVID-19 – Guidance Documentation – for Service Providers. See link to webpage: HSE Guidance and Resources for Service Providers for COVID-19 are available on:

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources>

These guidance documents have been developed by the HSE in collaboration with service providers in the voluntary sector. They have been approved by the HSE's Vulnerable Person's Group.

HPSC

We recommend that services access the National Public Health Guidance for COVID-19 on www.hpsc.ie for the most up to date information on infection prevention and control.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>

HIQA

HIQA's HTA team is supporting the National Public Health Emergency Team in its response to COVID-19. Covid 19 publications are available on the following link:

<https://www.hiqa.ie/areas-we-work/health-technology-assessment/covid-19-publications>

Government

<https://www.gov.ie/>

Changes to the Schedules for 2021

Schedule 2

Quality and Safety

All care Groups

Generic and Care Group specific policies and procedures updated and added where relevant under the headings 'New for 2021'.

New for 2021 - Generic applicable to all

- Health & Social Care Professionals (Amendment) Act, 2019
- Patient Safety Strategy 2019-2024
- National Standards for Infection Prevention and Control in Community Services (HIQA) 2018
- Nutrition Standards for Food and Beverage Provision for staff and visitors in healthcare settings (2019)
- Better Outcomes-Brighter Futures: National Policy Framework for Children & Young People 2014-2020
- Positive Ageing – Starts Now: National Positive Ageing Strategy
- HSE Incident Management Framework and Guidance (2020)

Changes to the Schedules for 2021

Schedule 2 – Care Group Specific - Disability

Section C Covid

In particular we draw your attention to the following guidance documents:-

1.Preparedness and contingency planning self-assessment for designated centres for adults and children with a disability for a COVID-19 outbreak (published 20 May 2020) available at:

<https://www.hiqa.ie/reports-and-publications/guide/guidance-assessment-centres-persons-disabilities-dcd>

2. Assurance framework to support social care services improve infection prevention and control (published 28 September 2020) available at:

<https://www.hiqa.ie/reports-and-publications/guide/covid-19-assurance-framework-registered-providers>

We also draw your attention to the additional reporting requirements:-

Notification of notifiable diseases – NF02 and NF02A

Notification of unexpected death of a resident – NF01

Other New for 2021

National Policy on the Lead Agency Model (V.1 Dec 2019)

Preparedness and contingency planning self-assessment for designated centres for adults and children with a disability for a COVID-19 outbreak (May 2020)

Assurance framework to support social care services improve infection prevention and control (Sept 2020)

Changes to the Schedules for 2021

Schedule 2 – Care Group Specific – Older Persons

Section C Covid

Infection Control / Covid-19

A range of guidance documents are available on covid related issues in particular infection control – See web link:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/residentialcarefacilities/>

In particular we draw your attention to the following:

- Interim Public Health Infection Prevention & Control Guidelines on Admissions, Transfers to and Discharges from Long Term Residential Care Facilities during the COVID-19 Pandemic
- COVID-19 Guidance on Visitations to Long Term Residential Care Facilities
- COVID-19 Infection Prevention and Control Guidance for Health and Social Care Workers who visit home to deliver healthcare
- Current recommendations for the use of PPE for Possible or Confirmed COVID-19 in a pandemic setting

You can also find Irish Sign Language (ISL) videos explaining key Covid-19 topic.

HIQA

HIQA's HTA team is supporting the National Public Health Emergency Team in its response to COVID-19.

Covid-19 publications are available on the following link:

<https://www.hiqa.ie/areas-we-work/health-technology-assessment/covid-19-publications>

Covid-19 publications specific to older persons are available on the following web link:

<https://www.hiqa.ie/areas-we-work/older-peoples-services>

In particular we draw your attention to the following guidance documents:-

- Assurance Framework to support social care services improve infection prevention and control (published 28 September 2020)
- Assessment Framework of the Preparedness of a DCOP Centre for a COVID-19 Outbreak

Changes to the Schedules for 2021

Schedule 2 – Care Group Specific – Older Persons

Section C Covid Continued

We also draw your attention to the additional reporting requirements:-

Notification of notifiable diseases – NF02 and NF02A

Notification of unexpected death of a resident – NF01

under the following link

<https://www.hiqa.ie/guidance-providers/older-peoples-services/notification-forms-dcop>

Other New for 2021

HSE Guidance on the Transfer of Hospitalised Patients from Acute to Residential Settings – COVID-19

Changes to the Schedules for 2021

COVID-19 related information

Click on the following links to access Covid-19 information relating to the following services:

[Traveller COVID 19 sharing resources](#)

[Roma COVID 19 sharing resources](#)

[Migrant Health COVID 19 sharing resources](#)

[Addiction COVID 19 sharing resources](#)

[Homeless COVID 19 sharing resources](#)

[DSGBV COVID 19 Sharing Resources](#)

<http://www.drugs.ie/resources/covid/>

Other New for 2021

- Rebuilding Ireland: An Action Plan for Housing and Homelessness 2017-2021
- HSE Second National Intercultural Health Strategy 2018-2023
- National Hepatitis C Strategy 2011-2014
- Ireland's Third National Action Plan for Women, Peace and Security 2019 – 2024 (Dept. of Foreign Affairs)
- National Strategy for Women and Girls 2017 – 2020: Creating a Better Society for All
- SAOR Screening and Brief Intervention for Problem Alcohol and Substance Use (2nd Edition 2017)
- Hidden Harm Strategic Statement: Seeing Through Hidden Harm to Brighter Futures (Tusla & HSE 2019)
- National Sexual Health Strategy 2015-2020 (Dept. of Health)
- Second National Action Plan to Prevent and Combat Human Trafficking in Ireland (Dept. of Justice and Equality 2016)

Changes to the Schedules for 2021

Care Group	Schedule 2 new for 2021
Mental Health	<ul style="list-style-type: none">• Sharing the Vision: A Mental Health Policy for Everyone (July 2020)
Palliative Care	<ul style="list-style-type: none">• Nurse Prescribing• Towards Excellence in Palliative Care Quality Assessment & Improvement Workbooks

Changes to the Schedules for 2021

Schedule 4 Performance Monitoring	New reporting requirement as follows: <ul style="list-style-type: none">• Returns as required to facilitate HSE Covid Tracking Systems – daily as required.
Schedule 5 Information Requirements	Two updates in relation to the Schedule 5 – Declaration section. <ol style="list-style-type: none">1. Requirements of Garda Vetting changed to ‘requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012’.2. New requirement to comply with the ‘Data Protection Act 2018’.

Changes to the Schedules for 2021

Schedule 6 Funding

Various sections updated as follows:

1. IFMS section – update to dates regarding development and implementation of the IFMS with external providers.
2. No 5 - Financial Governance updated to request agencies to upload ‘unabridged’ annual financial statements on their websites.
3. No 15 - Financial Governance – Clarification addition of word Audit in Red here: All audit (Internal Audit Agency, Internal Audit HSE, C&AG and External) recommendations must be implemented. Agencies must agree to a management action plan and then to implement on that basis.
4. New Section No 16 – Financial Governance as follows: Auditors shall be given full access to all information, records, assets, property and personnel required by them for audit or investigation purposes and shall be given every assistance in the conduct of their work.
5. New Section No 17 – Financial Governance as follows: The Agency must report to the HSE any suspected or actual cases of serious irregularities in the nature of fraud or corruption which has come to its attention.

Changes to the Schedules for 2021

Schedule 8 Complaints	<ul style="list-style-type: none">• National Complaints Governance and Learning Team and Area Consumer Affairs contact details amended.
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Changes to the Schedules for 2021

Schedule 9 Staffing S38 – Only

- Paragraph 3, return date for Health Service Personnel Census (HSPC) EMR changed to 10th of the month and ‘HR & Management Information’ changed to ‘Strategic Workforce Planning & Intelligence’.

Both S38/39

- Senior Staff table content amended to read “... salaries above €69,676 as at 01.10.2020 ...”

Both S38/39

- Under the Code of Conduct for Provider Personnel additional sentence inserted to make Providers “aware of the requirements of HR Circular 062/2020”.

HR Circular 062/2020: Supporting a Culture of Safety, Quality and Kindness: A Code of Conduct for Health and Social Service Providers

Time lines 2021 – 1 of 2

- The new Governance Documentation Schedules and Disability Template are available on the Internet site.
- Part 1 to be signed existing terms and conditions for 1 year to 31.12.2021. One Part 1 per Agency sent by lead area.
- Draft Schedules for 2021 will be prepared by the HSE and be sent to each Agency from each CHO area.
- Negotiations to complete ASAP to allow for expedient completion within timelines. – *Agencies should communicate any issues.*
- Agencies must return signed Schedules and Part 1 ASAP.
- The HSE must agree and sign the Schedules and Part 1 by the **28th February.**
- **Grant Aid Agreements** will be required to be signed prior to funding being paid.

Time lines 2021 -2 of 2

- **All Service Arrangement to be completed by the 28th February 2021.**
- This includes both 2020 and 2021 arrangements.
- The imposition of a 20% withholding of funding for all Agencies that have not signed a Service Arrangement will be made after 28th February 2021 and remain in operation until such time as the Agency signs.

2020 Service Arrangements

- All 2020 (and 2019 if relevant) incomplete Service Arrangement Parts 1 and Schedules must be completed ASAP as they will be used as the basis for the 2021 Schedules.
 - This includes any Schedule 10 Change Controls necessary to account for additional Services and funding allocations made after the main Schedules were agreed and signed. *(reminder that this can be automated through SPG, by HSE)*

Service Arrangement Documentation

- Schedules 2021 are available on the HSE Internet, this includes Documents outlining the detail of the Changes for 2021.
- Part 1 also Available.
- The Disability Template – No Change from 2018 or 2019 or 2020 is also available
- This Presentation will also be available.

Internet

- http://www.hse.ie/eng/services/publications/Non_Statutory_Sector/

Grant Aid Agreement

Grant Aid Agreement must be signed prior to any funding being paid to the Organisation.

- Organisations which are paid on a monthly in advance basis will be prioritised for completion prior to 31.12.2020.
- Internal Audit Recommendation and in line with DPER circular 13/2014.
- Grant Aid Agreements are fully automated within SPG and 2021 records are available for completion. (no Change to Terms and Conditions)

Application Form has not Changed (Incl. Eircode)

Browser window showing the Health Service Executive (HSE) website. The URL is <https://www.hse.ie/eng/>. The page title is "Ireland's Health Services".

The main navigation bar includes the following links: Health Services, Health A-Z, Staff & Careers, and **About Us** (highlighted with a blue circle).

The "About Us" section is divided into two columns:

- In this Section**
 - > Our Health Service
 - > Quality Assurance and Verification Division
 - > Values in Action
 - > HSE Structure
 - > Quality Improvement Division
 - > Public Representatives
 - > Non Statutory Sector
 - > FOI Publication Scheme
- Most Popular Content**
 - > Assisted Decision Making
 - > HR Contacts
 - > Hospital Groups
 - > Leadership and Management Teams

On the right side, there is a vertical list of links:

- Clinical Programmes
- Cancer Control Programme
- See All HSE Departments
- Future Health - Reform
- Corporate Pharmaceutical Unit

A blue arrow points from the "Non Statutory Sector" link in the "In this Section" column to the "About Us" link in the navigation bar.

The bottom of the page features a colorful illustration of diverse people and a "Feedback" button.

Compliance Unit - Non Statutory Sector

Share:



As part of a HSE wide initiative to improve governance arrangements for the funding of Non-Statutory Agencies, a national framework has been developed which will ensure a consistent approach.

This Framework seeks to provide a level of governance, which will link funding provided to a quantum of service, and provides for these services to be linked to quality standards, with continuous monitoring to ensure equity, efficiency and effective use of available resources.

A critical element of the Framework is the use of standard documentation to formalise the funding arrangements. This documentation is available for download under the following headings.

[Section 38 Documentation](#)

[Section 39 Documentation](#)

[National Lottery Documentation](#)

[Home Support Services Documentation](#)

[For-Profit Documentation](#)

[Out-of-State Documentation](#)

[Nursing Home Documentation](#)

[Application and Negotiation Process](#)

[Compliance Requirements for Agencies](#)

Section 38 Annual Compliance Statement 2018 and Principal Updates document - S38 ACS 2018 v 2017

Section 39 Annual Compliance Statement 2018 (Agencies > €3 Million 2018) and Principal Updates document - S39 ACS 2018 v 2017

Feedback



Compliance Requirements Service Arrangements Annual Submission.

- **Annual Report.**
- **Audited Accounts / Annual Financial Statements (AFS)**
 - External Auditors Management Letter of Previous Year
 - Provider Response to External Auditors Management Letter
 - Annual Financial Monitoring Return (AFMR) for periods ending 31.12.2017

(Separate Presentation on AFS and AFMR)
- **Tax Clearance**
- **Annual Compliance Statement from Board**
 - All S38 and S39 in receipt of above €3 Million (Managed by Compliance Unit)

Compliance Requirements

Service Arrangements

Mandatory submitted once or on Change

- Constitution (Old - Memorandum and Articles of Association) or other establishment document
- Complaints Procedures
- Structure *organisational organogram*

As Required

- Governance Self Evaluation Questionnaire
- Audits, Evaluations List below
- Policy/Procedure on Patient Private Property as per Schedule 6.
- Code of Governance

Declaration Schedule 5

Agencies make Declaration in Schedule 5 outlining compliance with governance requirements.

- HIQA
- Safeguarding Vulnerable Persons
- Children First
- Garda Vetting
- Serious Incident Reporting
- Insurance Policies
- Risk Management Policy
- Safety Statements
- Web – Link Document with Policies/Procedures etc.
- Data Protection Acts

Grant Aided Organisations

Chairperson's Statement – Submitted Annually

- Format may be as per the organisation's available reporting.
- Alternative use available standard format.

Best Practice – HSE Standard Format – Should be advertising circulating for use.

Annual Accounts – Submitted Annually

- Format depending on Turnover.
 - Over €150K must be Audited.

Tax Clearance – Over 10K – Evidenced Annually

Bank Account in Name of Organisation – Evidenced at commencement

Written Constitutional Document– Submitted At commencement

Written financial Procedures– Assurances from Agency at commencement

Insurances– Assurances from Agency at commencement