

**Please read this document before accessing the spreadsheet**

## 1.0 Purpose

The spreadsheet<sup>1</sup> has been set up to enable PHOs, DHBs and MOH to identify the critical tasks, the relevant deadlines, the interdependencies and estimated lead times required to undertake these tasks.

The critical tasks are:

Critical Task	Purpose	Responsibility	To be completed by
Provide PHO with 'Provider Starter Pack'	To ensure all parties receive consistent information and are aware of the resources and time required to establish a PHO.	DHB	As soon as a provider approaches the DHB to signal intent to commence PHO development.
Submit application for Establishment Funding (if required)	Funding allocated by the Ministry to assist PHOs in the establishment phase. Note that the decision re level of and /or whether in fact a PHO receives any funding is with the MoH.	PHO / DHB	At any time, but for the PHO's benefit, at least four months prior to expected go live date (the beginning of the first payment quarter).
Commence discussions re inclusion / exclusion of existing contracts with individual PHO providers	<ul style="list-style-type: none"> <li>▪ Need agreement between all parties for the purpose of calculating top up funding to be transferred to the DHB.</li> <li>▪ Need to process termination / variations for existing contracts where relevant.</li> </ul>	Providers / DHB / MOH	As early as possible, with agreement from all parties at least 1 month prior to go live.
Agree management of cross boundary PHOs with relevant DHBs	<ul style="list-style-type: none"> <li>▪ Need to ensure the needs of the entire enrolled population of a cross boundary PHO are met.</li> <li>▪ Need to identify all existing contracts and funding from both DHBs for the purposes of baseline funding calculations and transfer of top up funds to lead DHB.</li> </ul>	DHB	As early as possible.

<sup>1</sup> The spreadsheet is intended to assist with the process of establishing PHOs; however, it does not replace assistance from the Ministry of Health. Where there are questions about the process that are not resolved by this document, DHBs should contact the Ministry directly. Some may want to use the 'critical task' version by itself if the 'full' spreadsheet is too confusing.

<b>Critical Task</b>	<b>Purpose</b>	<b>Responsibility</b>	<b>To be completed by</b>
Establish need for 1 or 2 Capitation Information Cleansing (CIC) processes	Determining the level of assistance required to cleanse the PHO register. There is one compulsory CIC process required no later than 2 months prior to the intended commencement date of the PHO. However, a PHO may require more than one submission to this process. If so, additional time will need to be allocated to the development phase.	PHO	At least 3 mths prior to go live
Commence implementation of PHO Workplan	The ideal start date for implementation is very variable, depending on the resource capacity and capability available within the PHO. The PHO and DHB should work together to determine a realistic timeframe.	PHO	As early as possible but at least 3 months prior to go live.
Schedule Ministry of Health Visit to DHB/PHO	Key MoH personnel will visit the PHO / DHB to ensure a clear understanding of the requirements for PHO establishment by all parties.	PHO / DHB / MoH	At least 3 mths prior to go live
Schedule CIC process with HealthPAC	This must be done to ensure HealthPAC have allocated time to process the PHO's register.	PHO	At least 3 mths prior to go live
Process register through CIC	This is a compulsory requirement and is an intensive analysis of the PHO register. The process validates and populates NHI, CSC, HUHC and geocodes street addresses. Following the cleansing process, the PHO will upload the register back into its practice registers and subsequently extract cleansed registers for submission to HealthPAC for Capitation Based Funding (CBF) payment processing.	PHO	At least 2 mths prior to go live
Obtain access to Health Intranet and set up CBF mailbox	This is required to enable the PHO register to be submitted electronically for CBF payment processing. As the details required to create the final CBF mailbox may not be available at the time CIC processing is required, PHOs may submit registers via password-protected CDs for CIC.	PHO	3 months prior to go live

<b>Critical Task</b>	<b>Purpose</b>	<b>Responsibility</b>	<b>To be completed by</b>
PHO legal entity established – submit PHO's bank a/c details, GST number and name of legal entity to DHB.	This information is required to enable the PerOrg and the Provider ID numbers to be generated.	PHO	7 weeks prior to go live
Submit Provider Information Template to MoH	This information is required to enable the MoH to calculate level of baseline funding and therefore the top funding to go to the DHB.	DHB	6 weeks prior to go live
Generate DHB – PHO contract	The national template is available in the Provider Starter pack, and therefore the DHB and PHO should commence discussions and agree the substance of the contract asap. However, to generate the actual contract for signing, the DHB must complete and submit an Agreement Request Form to HealthPAC. This will also generate the contract number and PHO payee number.	DHB / HealthPAC	6 weeks prior to go live
Create PerOrg	Once the PHO has submitted the PHO legal entity details to the DHB, the DHB is required to complete and submit a CDB form (Corporate Database Form) to HealthPAC to create the PerOrg and Provider ID numbers. The PerOrg number is required to create the final CBF mail box.	DHB / HealthPAC	6 weeks prior to go live
Submit cleaned, aggregated PHO register to HealthPAC	Must be submitted on time to ensure payment is received on 15 <sup>th</sup> of first month of quarter.	PHO	4 weeks prior to go live
Agree and sign DHB – PHO agreement		DHB	2 weeks prior to go live
Sign and agree CFA variation for service funding	Must be completed no later than 1 week post go live to ensure funding is received by the DHB prior to payment being made to the PHO.	DHB / MOH	No later than 1 week post go live

## 2.0 Use of Spreadsheet

It is intended that this document be used:

- As an electronic version - accessible on the MoH website.
- As hard copy – set up for printing on A3 landscape.

It can also be copied and used in other formats or copied and pasted into project plans.

2.1 The document has been set up with auto filters and enables sorting by:

- Module:  
[Establishment, Register Submission for Payment, PHO Workplan, Contract generation and negotiation, CFA Variation / Adjustment]
- Responsibility  
[PHO, DHB, MoH]

The document also enables you to:

- Identify tasks and critical delivery dates by module / responsibility by weeks pre and post go live, up to and including the first payment date of 15<sup>th</sup> of the first month of the first quarter.
- Link to relevant reference documents.
- Identify relevant references and contacts.

- **Sort by module or responsibility** by clicking onto the arrows in the relevant box in Row 1 and selecting the variable you wish to sort by.
- **Connect to links** by clicking onto cells where text is underlined.
- **Read comment boxes** containing references and contacts by running computer cursor over the cells which have red triangles in the corner.

2.2 The document does not attempt to quantify the time required for early work as this is dependant on the status of the existing providers, e.g:

- Robust relationship building between providers intending to come together to form a PHO is critical to ongoing development and future success. However the time required for this to occur is too variable to attempt to quantify.
- The status of existing registers can vary widely, and this may create more or less work for the PHO in terms of the cleaning process.

- The DHB will need to estimate the time required for this early work based on:
- Their local knowledge and relationships with these providers
  - The availability and capability of provider resource to complete the tasks outlined in the sample workplan
  - The critical timelines outlined in the spreadsheet

### 3.0 Reference Documents

Hyperlink	Details	Purpose of Doc
Provider Starter Pack	Minimum Requirements	The minimum requirements set the parameters within which DHBs and local groups will find their own best answers in terms of in terms of services delivered and its overall structure and governance

	A Guide for Establishing Primary Health Organisations, November 2001	This is a set of national guidelines to assist DHBs, primary providers and their communities with tools and ideas for PHO establishment and meeting minimum requirements.
	CBF User Information Guide, Version 3.4	This document provides an overview of the system used to make per capita payments to primary health organisations. This document describes the activities of the PHO and its member practices, practice management system vendors, HealthPAC, NZHIS, and Critchlow Associates (which provides geo-coding services). The Guide includes a checklist of items required for a PHO to participate in the system.
	CBF User Manual, Version Draft 8	This describes how to use the CBF system.
	Business Rules, Capitation Based Funding, V3.3.2	This provides a summary of the business rules governing capitation.
	HL7 Messages Standard Definition V3.03	This document specifies the data elements and formats for the data included in the patient registers submitted to HealthPAC under CBF. HL7 is the industry standard for the transmission of health information.
	Establishment Enrolment Requirements for PHOs, Draft 3	This provides a description of the operational policy and related requirements.
	Establishment Essential Service Specifications	This document specifies the services that all PHOs must provide. It covers definitions, objectives, service components, access, quality and reporting.
	Practice Information Template	Information required to be submitted to MoH to enable calculation of baseline and top up funding levels.
	National DHB – PHO Contract	Outlines the contractual obligations between DHB and PHO.
	Sample PHO workplan	This provides a guide to the work a PHO must do to meet the Minimum Requirements. Could be used to assist in developing a budget for establishment application purposes and subsequently used for developing a detailed project plan.
	Establishment Funding 'Criteria'	Provides clarity to PHOs and DHBs re how applications for establishment funding are assessed by the MoH.
	Policy on calculation of baseline funding	Outlines the policy regarding what existing funding should be included into baseline calculations for determining top up funding to the DHB.
DHB Information	Agreement Request Form	To be used by the DHB to: <ul style="list-style-type: none"> <li>- Generate the DHB-PHO contract from HealthPAC. – This also generates the Contract ID number.</li> <li>- Vary an existing provider contract.</li> </ul>
	Corporate Database Form	To be used by the DHB to generate the PerOrg number and Provider ID number.

	PHO Purchase Unit Codes	The list of purchase unit codes to be inserted as relevant into the Agreement Request Form when generating the DHB-PHO contract.
	CFA Variation / Adjustment Template	The template used to vary / adjust the CFA to transfer service funding to the DHB.