



# Department of Health

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Organisation

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*By email:*

17<sup>th</sup> February 2016

Dear [Chief Executive]

## **Expiry of CSC Local Service Provider (LSP) contract in July 2016**

I am writing to update you on progress towards the exit from the CSC LSP contract by **7<sup>th</sup> July 2016** and to re-confirm the actions required by your organisation to safely exit the contract.

The Department of Health currently provides a range of electronic patient record services via the CSC LSP contract to organisations across the North, Midlands and East of England, including your own. As previously communicated many times, from 7<sup>th</sup> July 2016 the Department will no longer fund these services and you need to ensure that services required after this date are procured and funded locally.

The only exception to this situation being Lorenzo services deployed after 4<sup>th</sup> October 2013, under the terms of the Revised Project Agreement, which will continue to receive central funding for an agreed period beyond July 2016. <DN: For Lorenzo Trusts Only>

In February 2016 organisations with a confirmed exit plan will receive notification of their contract exit slot based on information they have provided to the HSCIC. An exit slot can only be confirmed once your organisation has a contract for services after July 7<sup>th</sup> or confirmed that the service will be retired prior to or at exit.

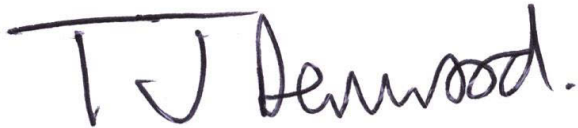
If you have not confirmed your exit plans or have not contracted for replacement services by the end of February 2016, you must take action now and be aware that the appropriate commissioners and/or regulator of your services will be notified.

If you have concerns regarding your capability to exit the contract by 7<sup>th</sup> July 2016 you should **urgently discuss your plans with your HSCIC Exit Manager** (copied to this letter) to determine if further assistance can be provided. The timescales in Annex A below provide further information on the steps required by each organisation to exit the contract and the requirements for the transfer of data controller responsibilities for the return of patient data.

If you have any specific questions in relation to this letter, please contact your HSCIC Exit Manager as detailed below.

Colleagues at Monitor, NHS Trust Development Authority and NHS England have been informed of the above approach and we will continue to work collectively to ensure that exit plans are in place. If I can be of any assistance, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink that reads "Tom Denwood". The signature is written in a cursive style with a horizontal line above the first few letters.

**Tom Denwood**

Senior Responsible Owner for CSC Local Service Provider Programme

Cc:

Adrian Masters, Managing Director of Sector Development, Monitor  
Andrew Baigent, Director, Group Financial Management, Department of Health  
Beverley Bryant, Director of Digital Technology, NHS England  
Bob Alexander, Chief Executive Officer, NTDA  
Nic Fox - Programme Director, CSC LSP Programme, HSCIC  
[Organisation Exit SRO]  
[HSCIC Exit Manager]

## **Annex A - Additional Information / Exit Timeline**

If you have already confirmed your exit date through the completion and approval of a Decommissioning Notification Form, requests to change your exit date should be made in writing via the HSCIC Exit mailbox [cscsexit@hscic.gov.uk](mailto:cscsexit@hscic.gov.uk). A new date will then be assigned which minimises the impact on other NHS organisations and limits liability for all parties. Any financial liability resulting from an NHS organisation's requirement to change an Exit date will be apportioned between the parties. Key dates are as follows:

### ***February – March 2016***

- Exit slots confirmed for those organisations with an agreed Exit date and outline timescales for data repatriation (return of data to your organisation).
- Organisations retiring or replacing LSP Services will have their exit slot preference accommodated where possible subject to CSC resource constraints and your own organisational readiness (including replacement supplier capacity).
- Organisations retaining LSP Services through their own contractual arrangements will be allocated an exit date aligned to the confirmed start date of the new contract.

### ***May – July 2016***

- Organisations retaining LSP Services under local contract arrangements will need to complete data repatriation certification as part of the transfer of services to local ownership.
- Organisations retiring or replacing LSP Services will receive a notification of when their data will be physically returned. Data repatriation will continue beyond July 2016. Organisations will need to complete data repatriation certification following return of their data.

### ***Post July 2016***

- Organisations will receive a final copy of the Data Repatriation Certificate signed by CSC and the HSCIC following completion of decommissioning activities and finalising their Exit.