

A	
1	Sheet Name
2	Instructions
3	Data Collection
4	Notes
5	Feedback
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8	Protected Worksheets Please Note: <i>The sheets within this workbook are protected to stop unintentional erasure of formulas and formats. If changes to the structure are required for your organisation to complete this exercise, sheets can be unprotected individually by selecting: Tools menu, Protection submenu then Unprotect Sheet option. No passwords have been used.</i>

	B	C	D	E
1	Purpose			
2	Background to the project and instructions for completion, advice and submission.			
3	Main data collection sheet. Scope and definition are provided for each cost category			
4	Explanatory Notes			
5	Collection of comments from participating sites			
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Comment: Inserted as a Word object

	A	B	C	D	E	F	G	H
1	Information Management & Technology Investment Planning – Baseline Assessment							
2	Introduction							
3								
4	At their meeting on 9 July Strategic Health Authority Chief Information Officers (CIOs) agreed that in order to inform and							
5	support future decisions about investment it would be essential to capture, on a consistent and systematic basis, data about							
6	levels of investment in Information Management and Technology (IM&T) within National Health Service (NHS) organisations.							
7								
8	Jim McAuliffe, CIO for South West London, is the Lead CIO for this exercise.							
9								
10	Purpose							
11								
12	New money coming available for IM&T from 2003 onwards is for new investment; it is not intended to replace existing spend							
13	on maintenance and support or local operationally driven implementation. This data collection is aimed at identifying current							
14	levels of spend so that they can be protected in future years to meet existing commitments before the new monies are							
15	released.							
16	Using the Spreadsheet							
17								
18	The spreadsheet has been piloted in a number of health organisations and has been adapted to reflect lessons learned from							
19	the pilot sites. The principles adopted in its design are:							
20	• Keep it simple and practical;							
21								
22	• Use draft cost groupings agreed in discussion with Finance and Information colleagues in the NHS;							
23								
24	• Data to be collected is the budgeted expenditure for your organisation for 2002/03.							
25								
26	Each of the cost categories includes a commentary on scope and definitions to assist the user. This initial exercise							
27	concentrates on the <i>inputs</i> to the IM&T investment process – the costs of resources associated with the development,							
28	implementation and operation of information systems and services – rather than <i>outputs</i> – such as systems availability and							
29	service levels – or even <i>outcomes</i> – such as demonstrable improvements in patient care.							
30	It is anticipated that this exercise will be undertaken jointly between IM&T and Finance departments.							
31								
32	Staff costs							
33	Costs of staff should be allocated to the nearest 0.5 wte and should be recorded on a gross basis.							
34	It is acknowledged that there is a problem in defining the boundary between IM&T staff undertaking data management and							
35	information analysis functions and staff in a range of other departments, such as Finance, Performance Management, Public							
36	Health, HR etc. who perform similar functions. Organisations will vary as to whether significant numbers of such staff are							
37	employed in IM&T Departments or dispersed amongst functional Departments. For this initial exercise we ask that you							
38	should record only those staff employed in IM&T Departments.							
39	Similarly we ask that where other Departments employ staff with significant IM&T responsibilities, such as laboratory staff							
40	performing system manager roles, they should be excluded from this data collection unless they are formally seconded to or							
41	working within IM&T Departments.							
42								
43	Further assistance							
44	If you have any queries please contact either:							
45	David Hadley, email: david.hadley@secta.co.uk tel: 020 7462 1842, mobile: 07753 916746							
46	Or,							
47	Dennis Woolley, email: dennis.woolley@secta.co.uk tel: 01937 590786, mobile 07774 427292							
	Returns							
	Returns should be emailed to finbase@doh.gsi.gov.uk by 6 December 2002							

primarily we ask that where other Departments employ staff with significant IM&T responsibilities, such as laboratory staff performing system manager roles, they should be excluded from this data collection unless they are formally seconded to or working within IM&T Departments.

Further assistance

If you have any queries please contact either:

David Hadley, email: david.hadley@secta.co.uk tel: 020 7462 1842, mobile: 07753 916746

Or,

Dennis Woolley, email: dennis.woolley@secta.co.uk tel: 01937 590786, mobile 07774 427292

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Returns

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Returns should be emailed to finbase@doh.gsi.gov.uk by 6 December 2002

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48	Notes and Assumptions	
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50		"Denominator" figures (StHAs Only)								
51										
52	1	WTE number of staff employed within the StHA			0					
53	2	Number of locations (service points) in the area			0					
54	3	Resident population of the StHA			0					
55	4	Activity measure (proxy of number of acute beds)			0					
56	5	Number of GPs			0					
57										
58										
59										
60	Line Ref					LIS Funding	Cost Cat		Help Notes	
61										
62		Non-Recurring Actual Spend								
63										
64	6	Server Hardware			£0	£0	10.1		Cost Cat 10.n Notes	
65	7	Server Software			£0	£0	10.2		Cost Cat 10.n Notes	
66	8	Desktop Hardware			£0	£0	2.1		Cost Cat 2.n Notes	
67	9	Desktop Software			£0	£0	2.2		Cost Cat 2.n Notes	
68	10	Data Comms Cabling			£40,000	£0	3.1		Cost Cat 3.n Notes	
69	11	Data Comms Hardware			£0	£0	3.2		Cost Cat 3.n Notes	
70	12	Data Comms Line Installation			£0	£0	3.3		Cost Cat 3.n Notes	
71	13	Other (Non-recurring)			£0	£0	11.3		Cost Cat 11.n Notes	
72	14	Consultancy			£0	£0	8.1		Cost Cat 8.n Notes	
73	15	Consumables			£0	£0	11.2		Cost Cat 11.n Notes	
74		Total Non-Recurring Actual Spend			£40,000	£0				
75										
76										
77										
78	Line Ref					LIS Funding	Cost Cat		Help Notes	
79										
80		Non-Manpower Recurring								
81										
82		IM&T Department Supplies								
83	16	IM&T staff training			£14,896	£0	6.3.1			
84	17	General Supplies			£36,550	£0	6.3.2			
85	18	Ad-hoc repair			£0	£0	6.3.3			
86	19	Travel			£10,882	£0	6.3.4			
87		<i>Subtotal</i>			£0	£0				
88		External Contracts			£0					
89	20	GP System External Support			£0	£0	8.3		Cost Cat 8.n Notes	
90	21	Other			£560,509	£0	8.4		Cost Cat 8.n Notes	
91		<i>Subtotal</i>			£0	£0				
92		Outsourced Contracts			£0					
93	22	Application Managed Service			£0	£0	13.n		Cost Cat 13.n Notes	

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60	Notes and Assumptions	
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94	23	Facilities Management			£0	£0	13.n		Cost Cat 13.n Notes	
95	24	Medical Records			£0	£0	13.n		Cost Cat 13.n Notes	
96	25	Helpdesk and Desktop Support			£0	£0	13.n		Cost Cat 13.n Notes	
97	26	Data Communications			£0	£0	13.n		Cost Cat 13.n Notes	
98	27	Other			£0	£0	13.n		Cost Cat 13.n Notes	
99		<i>Subtotal</i>			£0	£0				
100		Hardware Maintenance			£0					
101	28	Hardware Maintenance - Desktop			£20,000	£0	2.3		Cost Cat 2.n Notes	
102	29	Hardware Maintenance - Server			£25,000	£0	10.3		Cost Cat 10.n Notes	
103		<i>Subtotal</i>			£0	£0				
104		Software Maintenance/Licensing			£0					
105	30	Software Maintenance - Desktop			£0	£0	2.4		Cost Cat 2.n Notes	
106	31	Software Maintenance - Server			£113,989	£0	10.4		Cost Cat 10.n Notes	
107		<i>Subtotal</i>			£0	£0				
108		Data Communications			£0					
109	32	Data Comms Line Rentals			£165,140	£0	3.4		Cost Cat 3.n Notes	
110	33	Data Comms Equipment Maintenance			£14,300	£0	3.5		Cost Cat 3.n Notes	
111		<i>Subtotal</i>			£0	£0				
112		Other recurring			£0					
113	34	Other Recurring			£237,412	£0	11.1		Cost Cat 11.n Notes	
114	35	Information for the Public			£0	£0	9.1		Cost Cat 9.n Notes	
115	36	Local Implementation of national initiatives			£0	£0	7.1		Cost Cat 7.n Notes	
116	37	Central Bureau Charges			£18,792	£0	7.2		Cost Cat 7.n Notes	
117		<i>Subtotal</i>			£256,204	£0				
118		Total Non-Manpower Recurring			£1,217,470	£0				
119										
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121										
122	Line Ref					LIS Funding	Cost Cat		Help Notes	
123										
124		Manpower Recurring								
125										
126		IT Technical Support								
127	38	Senior Management			£110,067	£0	6.1.1		Cost Cat 6.1.n Notes	
128	39	Middle Management			£81,933	£0	6.1.2		Cost Cat 6.1.n Notes	
129	40	Desktop			£101,554	£0	6.1.3		Cost Cat 6.1.n Notes	
130	41	WAN			£26,070	£0	6.1.4		Cost Cat 6.1.n Notes	
131	42	LAN			£0	£0	6.1.5		Cost Cat 6.1.n Notes	
132	43	GP			£0	£0	6.1.9		Cost Cat 6.1.n Notes	
133	44	Specific Systems			£167,208	£0	6.1.6		Cost Cat 6.1.n Notes	
134	45	General			£0	£0	6.1.7		Cost Cat 6.1.n Notes	
135	46	Security			£0	£0	6.1.8		Cost Cat 6.1.n Notes	
136		<i>Subtotal</i>			£486,831	£0				
137		Information Management								
138	47	Senior Management			£110,141	£0	4.1		Cost Cat 4.n Notes	

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113	Capital charges (unattributable)	
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122	Notes and Assumptions	
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139	48	Information Analyst			£136,891	£0	4.2		<u>Cost Cat 4.n Notes</u>	
140	49	Database Designer			£22,289	£0	4.3		<u>Cost Cat 4.n Notes</u>	
141	50	Information Production			£35,538	£0	5.1		<u>Cost Cat 5.n Notes</u>	
142	52	General			£0	£0	4.5		<u>Cost Cat 4.n Notes</u>	
143		<i>Subtotal</i>			£304,859	£0				
144		Medical Records								
145	53	Senior Management			£0	£0	12.1		<u>Cost Cat 12.n Notes</u>	
146	54	Clinical Coders			£0	£0	12.2		<u>Cost Cat 12.n Notes</u>	
147	55	Medical Records			£0	£0	12.3		<u>Cost Cat 12.n Notes</u>	
148		<i>Subtotal</i>			£0	£0				
149		Other IM&T								
150	56	IT trainers			£97,572	£0	6.2.1		<u>Cost Cat 6.2.n Notes</u>	
151	57	Project Managers/Support			£35,677	£0	6.2.2		<u>Cost Cat 6.2.n Notes</u>	
152	58	System Developers			£123,582	£0	6.2.3		<u>Cost Cat 6.2.n Notes</u>	
153	59	Helpdesk			£57,391	£0	6.2.4		<u>Cost Cat 6.2.n Notes</u>	
154	60	Admin Support			£38,127	£0	6.2.5		<u>Cost Cat 6.2.n Notes</u>	
155		<i>Subtotal</i>			£352,348	£0				
156		Total Manpower Recurring			£1,144,038	£0				
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162		GRAND TOTAL			£2,401,508	£0				

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Comment: Responsible officer "signing" submission

Cell: F60

Comment: Please enter the amount of funding that comes from the Local Implementation Strategy

Cell: G60

Comment: PLEASE NOTE: The cost categories described below are the product of detailed discussion with Finance and Information colleagues in the Service. The codes refer to the structure of the database which has been constructed to hold the data and not to any specific costing or accounting system.

Cell: F78

Comment: Please enter the amount of funding that comes from the Local Implementation Strategy

Cell: G78

Comment: PLEASE NOTE: The cost categories described below are the product of detailed discussion with Finance and Information colleagues in the Service. The codes refer to the structure of the database which has been constructed to hold the data and not to any specific costing or accounting system.

Cell: F122

Comment: Please enter the amount of funding that comes from the Local Implementation Strategy

Cell: G122

Comment: PLEASE NOTE: The cost categories described below are the product of detailed discussion with Finance and Information colleagues in the Service. The codes refer to the structure of the database which has been constructed to hold the data and not to any specific costing or accounting system.

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Comment: See Instructions sheet for further information on staff costs

Cell: B128

Comment: See Instructions sheet for further information on staff costs

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Comment: See Instructions sheet for further information on staff costs

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1	PLEASE NOTE: The cost categories described below are the product of detailed discussion with Finance and Information colleagues in the		
2	Cost Category	Cost Category Code	Scope
3	Non-pay		
4	Applications (Server end)	10.n	Costs of application software purchase/licences/maintenance
5			Costs of application server hardware / services (NB appreciated that servers might be utilised both for applications and network support functions)
6	Desktop (Client end)	2.n	PC's, printers etc including maintenance
7			Standard desktop software packages - e.g. Windows, Word, Excel, Powerpoint
8			First line help desk / support
9			General training in PC/desktop software packages
10	Network Support (Server end)	3.n	LAN (within building) implementation, operation and maintenance
11			WAN (outside building) implementation, operation and maintenance
12			Email server supply operation and maintenance
13	External Costs (National Initiatives)	7.n	Costs associated with local implementation of national initiatives, e.g. ECCI, GPASS, EDCL training
14			Costs of external bureau services e.g. Clearing House service.
15	External Costs (Other)	8.n	Costs of external contractors
16			Costs of GP System Support
17	Outsourced Services	13.n	Costs of external contractors
18			Costs of GP System Support
19	Pay		
20	IM&T Staffing	6.1.n	IM&T corporate staff – development, implementation and
21		12.n	operation
22	Information Management (Information Analysis)	4.n	IM&T corporate staff – Preparation of routine management reports.
23			Information set / database design.
24			Data interpretation.
25	Information Management (Information Production)	5.n	IM&T corporate staff – Data preparation
26			Preparation of ad-hoc management information reports
27			Preparation of national returns
28			Support for clinical analysis
29	Information for the Public	9.n	Web services
30	Other	11.n	All other costs not recorded elsewhere

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1	Service. The codes refer to the structure of the database which has been constructed to hold the data and not to any specific costing or accounting system.
2	Notes
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4	Should include all applications i.e. business as well as clinical applications
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15	It is recognised that it may be difficult to capture primary care expenditure. PCTs are encouraged to make their best estimate against this heading.
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17	It is recognised that it may be difficult to split outsourced contracts expenditure. If the expenditure on each "service" can not be split within a contract, please enter the total contract value with an outline of service provided in the Assumptions/Notes Column. Example
18	categories have been shown.
19	
20	Allow for entry of separate lines for project and change management. Exclude library staff, medical secretaries.
21	Also allow for separate lines for medical records/clinical coders as a sub-category
22	Exclude :
23	* Public health staff undertaking information analysis and use
24	* Routine work of finance and HR staff undertaking information analysis and use
25	Exclude :
26	* Public health staff undertaking information analysis and use
27	* Routine work of finance and HR staff undertaking information analysis and use
28	
29	<i>Exclude Health Promotion.</i>
30	Must give explanation for all "other" costs

	A	B
1	Pilot Feedback	
2	How long did it take to complete the data collection (man hours)?	
3		13 Hours to complete this form and parts of 6 others, which has cost the NHS over £500.
4	Were the cost categories used appropriate - (and if not why not)?	Too detailed - if this is just required for baseline spend monitoring why not just have:
5		1) Total IM&T staff costs;
6		2) Recurring IM&T dept. non-staff running costs;
7	Were the instructions for the spreadsheet clear and helpful?	3) Recurring system/infrastructure related non-staff costs; No.
8		
9	Have you attached a document with further comments?	No. I have a job to do.