



# Case Mix Programme

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## Registration Pack

Guidance for new

Software Developers

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# Contents

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- 1. CMP software.....2**
  - 1.1 What is the Case Mix Programme (CMP)?.....2
  - 1.2 Aim of the CMP .....2
  - 1.3 Who participates in the CMP?.....2
  - 1.4 What is CMP software? .....2
- 2. Licence information.....3**
  - 2.1 Developer’s licence.....3
  - 2.2 Terms of use policy .....3
- 3. Licence types and costs .....4**
  - 3.1 Types of developer .....4
  - 3.2 Licence fees .....4
  - 3.3 Consultancy fees .....5
- 4. Statement of expectations .....6**
- 5. Data security .....8**
  - 5.1 Patient identifiable data .....8
  - 5.2 Data Protection Act .....8
- 6. From registration to compliancy – a process.....9**
- 7. Registering.....10**
- 8. Contact us.....11**

# 1. CMP software

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## 1.1 What is the Case Mix Programme (CMP)?

The CMP is the national clinical audit of patient outcomes from adult general critical care. The CMP is run by ICNARC (Intensive Care National Audit & Research Centre), a registered charity.

## 1.2 Aim of the CMP

The aim of the CMP is to assess the performance of critical care units through the provision of high quality, comparative data analyses on risk-adjusted outcomes and quality indicators. Analyses are used to facilitate local performance management and quality improvement initiatives.

## 1.3 Who participates in the CMP?

Virtually all adult, general critical care units (ICU and ICU/HDU) in England, Wales and Northern Ireland participate in the CMP. Many specialist units such as standalone high dependency, neuro, cardio and liver units also participate.

## 1.4 What is CMP software?

Participating CMP units use bespoke, CMP compliant software locally to collect, input, edit and submit data to the CMP.

CMP software must conform strictly to the comprehensive 'ICNARC Case Mix Programme Dataset Specification' (ICMPDS).

The CMP has over 10 registered, compliant, Software Developers providing CMP software solutions to participating CMP units.

## 2. Licence information

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A CMP Software Developer's licence will only be granted where the following agreements are confirmed.

### 2.1 Developer's licence

The Developer's licence is the legal agreement between ICNARC and the Software Developer (or 'Licensee').

Only once the Developer's licence has been signed on behalf of the Software Developer and countersigned by ICNARC will the licence be valid.

See section 7 '*Registering*' for more information about acquiring a licence.

### 2.2 Terms of use policy

The 'Terms of use policy' sets out the terms and conditions of access and use of the:

- ICNARC model coefficients
- APACHE II – ICNARC recalibrated coefficients

Software Developers will only be granted access to these coefficients once the 'Terms of use policy' has been accepted (signed and returned to ICNARC).

Once accepted, Software Developers are bound by this Policy. If Software Developers do not agree to this Policy, access to the coefficients will not be granted.

Full details of the 'Terms of use policy' will be sent out by email following confirmation of Software Developer registration.

## 3. Licence types and costs

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### 3.1 Types of developer

There are two types of developer categories to choose from:

Category	Criteria
Commercial	<ul style="list-style-type: none"><li>• Private company providing local data collection systems to critical care units for a profit.</li><li>• Provide maintenance, support service and software updates.</li><li>• Broad coverage (i.e. multiple CMP users, regional or national).</li><li>• Use of up-to-date technologies and may provide additional functionality to enable the collection of other related data or links to other hospital systems.</li></ul>
Non-commercial	<ul style="list-style-type: none"><li>• Hospital/Trust/Network based individual/organisation providing local data collection solutions to local critical care units at cost/for free.</li><li>• Provide maintenance, support service and software updates.</li><li>• Limited to specific geographical area or user(s).</li><li>• May offer additional functionality.</li></ul>

Commercial and non-commercial Software Developers must have a valid (i.e. current) licence in order to provide a CMP software application to units.

Where licences are not renewed, units are no longer able to submit CMP data to ICNARC and therefore cannot participate in the CMP.

All Software Developers must provide essential maintenance and software updates as prescribed by the CMP periodically. Where essential updates are not implemented, software will be deemed as 'non-compliant' and the CMP will not accept any data submission from units.

### 3.2 Licence fees

ICNARC charge a fee to provide a licence to Software Developers to develop a software application incorporating the ICNARC Case Mix Programme Dataset Specification (ICMPDS).

Category	Licence fee	Renewal frequency
Commercial	£5000 (exc VAT)	Annual
Non-commercial	£161 (exc VAT)	Annual

See entitlements overleaf.

The licence fee entitles each Software Developer to the following:

Entitlement
<ul style="list-style-type: none"><li>• Receipt of ICMPDS documents and updates (including major revisions).</li><li>• Access to support.</li><li>• Inclusion of details on Software Developers' list.</li><li>• Free two-hour software demonstration to ICNARC including feedback and advice (chargeable per hour thereafter).</li><li>• Two free cycles of alpha compliance testing and feedback.</li><li>• Two free cycles of beta compliance testing and feedback.</li><li>• Opportunity to exhibit at the CMP Annual Conference &amp; Exhibition (applicable to only Commercial Software Developers, subject to exhibitor fee).</li></ul>

### 3.3 Support and Consultancy fees

All Software Developers are expected to thoroughly read though all the supporting documents including the Technical Specification. The CMP will provide support via phone or email for any queries relating to these documents during the early stages of development.

All Software Developers are entitled to **two free cycles** of:

- alpha compliancy tests
- beta compliancy tests

*(Full details of 'alpha' and 'beta' compliancy testing are included in the 'CMP software development pack' which will be available once registered)*

Feedback will be provided by relevant ICNARC staff in response to each testing stage (see: section 6 'From registration to compliancy – a process' for more information).

Any additional testing cycles required over and above this will be chargeable at a rate of £250 per hour (exc VAT) for commercial Software Developers and £41 per hour for non-commercial Software Developers.

An invoice (inclusive of VAT) detailing all work undertaken will be provided for consultancy services.

## 4. Statement of expectations

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The statements below detail the agreed expectations between registered CMP Software Developers and the CMP/ICNARC.

### The registered, licenced CMP Software Developer will

1. Strictly adhere to, and develop CMP software in line with the information provided in the current version of the ICNARC Case Mix Programme Dataset Specification (ICMPDS).
2. Adhere to the terms outlined in the 'Developer's Licence'.
3. Agree and adhere to the 'Terms of use' policy ahead of accessing the ICNARC model coefficients and APACHE II – ICNARC recalibrated coefficients.
4. Demonstrate software to relevant CMP team members.
5. Undertake all relevant checks prior to a test file submission.
6. Submit a test file(s) to the CMP when required.
7. Ensure that all versions of software (i.e. for multiple users/sites) are consistent to that deemed 'compliant' by the CMP.
8. Keep the CMP team updated of any changes to:
  - key business or Software Developer contacts;
  - CMP sites acquiring/purchasing software; and
  - major changes to software (e.g. platform), such that compliancy will require re-testing.
9. Implement all periodic software updates within prescribed timeframes.
10. Keep CMP units (users) updated as to progress of compliancy testing and ongoing software issues.
11. Pay invoices received from ICNARC within 30 days of the date of the invoice.
12. Notify ICNARC when CMP Software Developer licence is no longer required.

### The CMP team will (where relevant)

1. Provide relevant technical specifications for the Case Mix Programme Dataset.
2. Provide at least six weeks' implementation time following revisions or changes to the ICNARC Case Mix Programme Dataset Specification (ICMPDS).
3. Provide advice, guidance and feedback in the development of new CMP software.
4. Provide a consultancy function for new (i.e. non-compliant) Software Developers requiring additional development support.

5. Keep CMP units (registered with software developer) updated as to progress of compliancy testing and ongoing software issues.
6. Provide an opportunity for Software Developers to demonstrate software and to receive subsequent constructive feedback and advice.
7. Process all pilot/test data received and feed back to the Software Developer within five working days.
8. Respond to all correspondence within three working days.
9. Provide access to support and guidance.
10. Provide communication and updates about CMP developments to Software Developers where relevant.
11. Actively seek and respond to constructive feedback from registered Software Developers.
12. Annually review the CMP Software Developer annual licence fee and communicate updates to all registered Software Developers accordingly.
13. Include full details of registered, compliant software on '*CMP Software Developer's*' list available on the ICNARC website.
14. Provide the opportunity to exhibit at the CMP Annual Conference & Exhibition (applicable to only Commercial Software Developers, subject to exhibitor fee).

## 5. Data security

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ICNARC understands the importance of data security and confidentiality when dealing with patient identifiable data and takes proactive measures to ensure it fulfils all its responsibilities.

### 5.1 Patient identifiable data

ICNARC is not authorised to receive, or retain, any patient identifiable data other than those approved by the Health Research Authority's Confidentiality Advisory Group. Patient identifiable data approved for the Case Mix Programme includes: date of birth; postcode; sex; and NHS number. Names and addresses are not collected.

The Chair of the Board of Management (Trustees) acts as ICNARC's Caldicott Guardian.

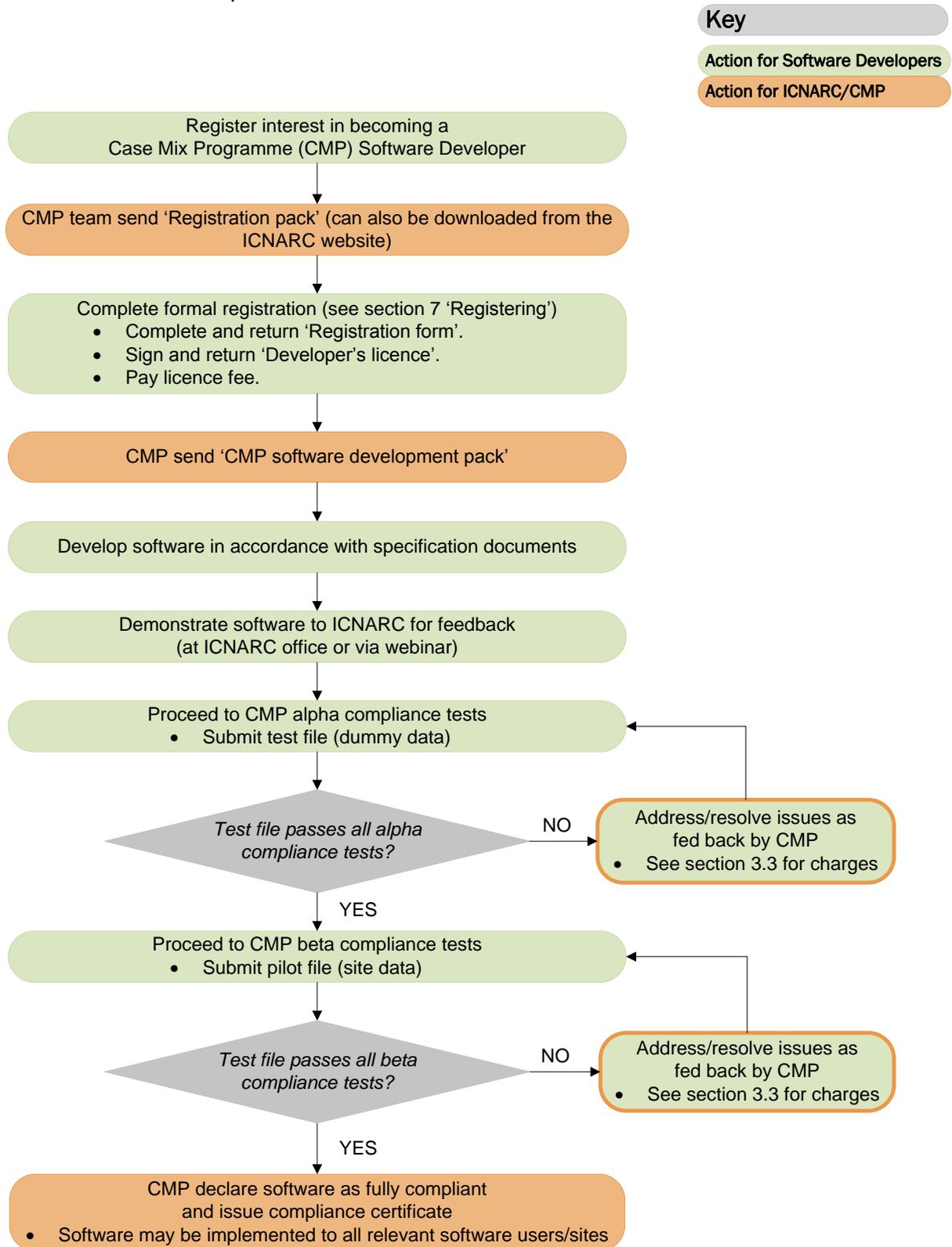
*Important note:* ICNARC is bound by the same duty of confidentiality as all healthcare bodies and takes the security of data received from healthcare providers very seriously. Strictly no patient identifiable data, other than those listed above should be sent to ICNARC in any form.

### 5.2 Data Protection Act

ICNARC is registered with the Information Commissioner's Office under the Data Protection Act 1998 (Registration Number: Z6289325).

## 6. From registration to compliancy – a process

The following flow provides an overview of the process to become a fully compliant CMP Software Developer:



## 7. Registering

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### Step 1 – Formally register as a CMP Software Developer

Download, complete and return the following:

- ✓ *Registration form* – this form provides all relevant contact details for the developer and information about the software application for ICNARC administrative purposes.
- ✓ *Developer’s licence* – this is the legal agreement between ICNARC and the Software Developer.

*Please note: both documents are available to download from [www.icnarc.org](http://www.icnarc.org).*

### Step 2 – ICNARC processes registration

ICNARC will:

- ✓ counter-sign the *Developer’s licence* and return a copy (by post).
- ✓ issue an invoice for the licence fee to the nominated finance contact for payment.

*Please note: registration will not be complete until full payment of the invoice is received.*

### Step 3 – ICNARC emails CMP software development pack

ICNARC will:

- ✓ email the *CMP software development pack* – which includes:
  - confirmation of full registration;
  - detailed guidance of the CMP software development / compliancy process;
  - guidance on test and pilot files;
  - a copy of, and inclusion in the list of registered (but non-compliant) CMP Software Developers.
- ✓ provide guidance on full access to all ICNARC Case Mix Programme Dataset Specification (ICMPDS) documents.

## 8. Contact us

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If you have any questions please contact us:

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