

IFRDatix Guide

Quick guide: Online forms

Introduction

For Lancashire & South Cumbria Integrated Care Board (L&SC ICB) area patients Individual Funding Requests (IFRs) may be completed via an electronic version of the IFR form.

Please note: The ICB can only consider requests for funding for patients who are registered with a GP and reside within the L&SC ICB area. For patients who reside outside the Lancashire and South Cumbria ICB area, please follow the relevant ICB IFR process for that area. The L&SC ICB places are as follows:

- Blackburn with Darwen
- Blackpool
- Lancashire - Central
- Lancashire - East
- Lancashire - North
- South Cumbria

The online form is accessed via the L&SC ICB website via the link below:

<https://www.lancashireandsouthcumbria.icb.nhs.uk/our-work/individual-funding-requests-ifr>

To submit a request you do not need a log in for IFRDatix but you will need a secure N3 level connection.

N3 is a national broadband network used by the National Health Service (NHS) to provide secure remote access to NHS systems. If you are accessing the form in an NHS setting the N3 connection is built into your connection. If you are working from home or not accessing from an NHS network you will need to have a vpn connection. If you are unsure, please discuss this with your IT department. If you are getting the error message below it is likely because you do not have the necessary connection.



This site can't be reached

Check if there is a typo in www.datixifr.midlandsandlancashirecsu.nhs.uk.

If spelling is correct, [try running windows network Diagnostics](#).

DNS_PROBE_FINISHED_NXDOMAIN

Reload

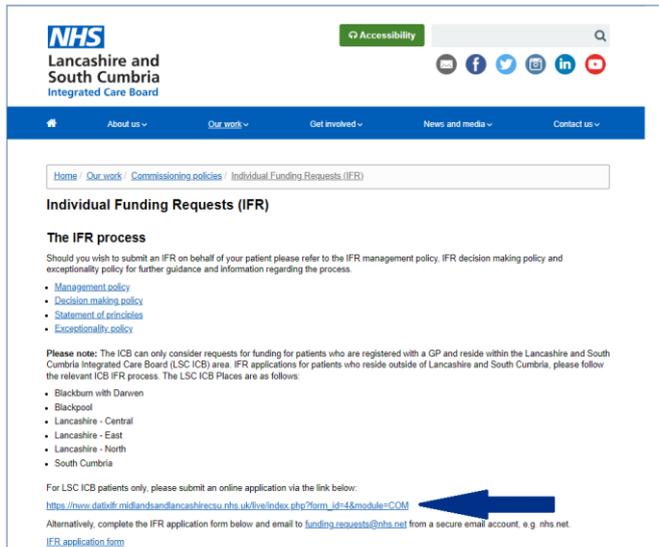
Accessing the form

Please note that the form should not be accessed using Internet Explorer.

Navigate to the Individual Funding Requests (IFR) page of the L&SC website using the link below.

<https://www.lancashireandsouthcumbria.icb.nhs.uk/our-work/individual-funding-requests-ifr>

The page explains the IFR process and includes guidance on completing your form. The link to the online form is included in the section entitled **The IFR process**.



The screenshot shows the NHS Lancashire and South Cumbria website. The main navigation bar includes 'About us', 'Our work', 'Get involved', 'News and media', and 'Contact us'. The breadcrumb trail is 'Home > Our work > Commissioning policies > Individual Funding Requests (IFR)'. The page title is 'Individual Funding Requests (IFR)'. Under 'The IFR process', there is a link to the 'Reconsideration application form' and a link to the 'Appeals form'. A blue arrow points to the link for the online application form: https://www.datixi.mh.lancashireandlancashire.nhs.uk/ifa/index.php?form_id=4&module=COM.

Reconsidering an application that was not approved for funding

If an IFR application has been refused funding and the requesting clinician believes there is significant new clinical information that was not previously submitted, which may alter the decision not to fund treatment, then they may submit the information and request a reconsideration.

A request for a reconsideration of a decision will only be processed where there is new information relevant to the case to be considered. All reconsiderations must be submitted to the IFR team, using the designated reconsideration form. The application and the new information will then be reconsidered in line with the IFR process.

For patients who reside within the LSC ICB area, please complete the reconsideration form below.

[Reconsideration application form](#)

Appeals process

There is no statutory requirement for the ICB to hold appeals. However, in line with best practice, the ICB does allow an appeal to be made against the process that was followed to arrive at the decision.

All appeals must be made in writing using the appeals form and submitted to the IFR Team within 12 weeks of the decision. An appeal can be made by a clinician requesting the treatment. Where an appeal is submitted by a patient, this must have the full support of their clinician.

It must be noted that an appeal panel cannot overturn a decision which has been taken by the IFR panel.

For patients who reside within the LSC ICB area, please complete the appeals form below.

[Appeals form](#)

Individual Funding Request team contact details - clinicians only

Tel: 01782 916876

Email: funding.requests@nhs.net

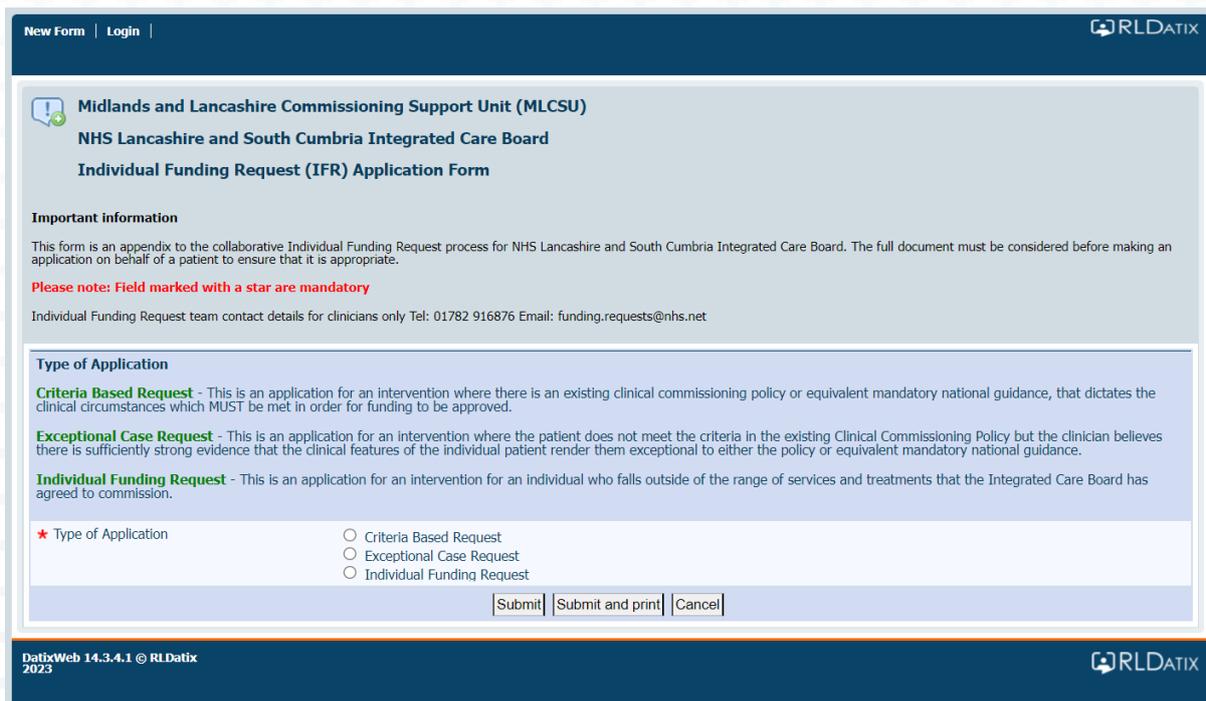
If you are a patient and have an enquiry about an IFR application or the process please speak with your clinician in the first instance alternatively, please contact the customer.service@nhs.net

When is it appropriate to submit an IFR application?

What is Clinical Exceptionality?

Completing the online form

The link on the L&SC ICB website will take you to the page below.



The screenshot shows the 'Individual Funding Request (IFR) Application Form'. The header includes 'New Form | Login | RLDATIX'. The main title is 'Midlands and Lancashire Commissioning Support Unit (MLCSU) NHS Lancashire and South Cumbria Integrated Care Board Individual Funding Request (IFR) Application Form'. Under 'Important information', it states: 'This form is an appendix to the collaborative Individual Funding Request process for NHS Lancashire and South Cumbria Integrated Care Board. The full document must be considered before making an application on behalf of a patient to ensure that it is appropriate. Please note: Field marked with a star are mandatory'. Contact details: 'Individual Funding Request team contact details for clinicians only Tel: 01782 916876 Email: funding.requests@nhs.net'. The 'Type of Application' section has three radio buttons: 'Criteria Based Request', 'Exceptional Case Request', and 'Individual Funding Request'. The 'Individual Funding Request' option is selected. At the bottom, there are buttons for 'Submit', 'Submit and print', and 'Cancel'. The footer includes 'DatixWeb 14.3.4.1 © RLDatix 2023' and 'RLDATIX'.

The form includes text to help you in completing the form and will prompt you around each step of the process.

The form will first ask you to identify what type of application you are completing:

- **Criteria Based Request:** This is an application for an intervention where there is an existing clinical commissioning policy or equivalent mandatory national guidance, that dictates the clinical circumstances which **MUST** be met in order for funding to be approved.
- **Exceptional Case Request:** This is an application for an intervention where the patient does not meet the criteria in the existing Clinical Commissioning Policy but the clinician believes there is sufficiently strong evidence that the clinical features of the individual patient render them exceptional to either the policy or equivalent mandatory national guidance.
- **Individual Funding Request:** This is an application for an intervention for an individual who falls outside of the range of services and treatments that the Integrated Care Board has agreed to commission.

The option you choose will provide you with a form that is tailored to that type of application. There are a number of fields that are automatically updated with the information relevant to a Morecambe Bay application (for example the security code, application type).

Saving your form

At present there is no function to enable you to save your form and submit at a later date. The form must be completed fully and then submitted.

A good tip if you need a little time to complete the application is to use the Word version of the form to gather all your information together and this can then be copied into the online form once you have all your details. The Word version of the form is available via the IFR pages of the L&SC website, just above the link to the online form.

Patient consent

Consent must be obtained before completing the application. Any applications where there is no consent to share will not be processed.

Guide to completing the fields

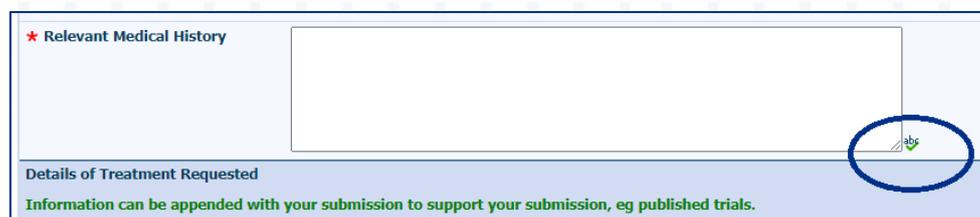
The forms contain three field types:

- **Radio buttons:** these give just one option to choose.



A screenshot of a form field titled "Costs". It contains a red star icon followed by the text "NHS Tariff?". To the right of this text are three radio button options: "Yes" (which is selected), "No", and "Unknown".

- **Free text boxes:** these allow you to input as much detail as you need. For those fields where you may be adding large amounts of text the fields are expandable (depending on your browser). In the corner of these boxes there are two lines – click on this corner to drag the box to whatever size you need.



A screenshot of a form field titled "Relevant Medical History" with a red star icon. It features a large, empty text input area. In the bottom right corner of the input area, there are two small horizontal lines, one above the other, which are circled in blue to indicate they are used for expanding the text box. Below the input area, there is a section titled "Details of Treatment Requested" with a green note: "Information can be appended with your submission to support your submission, eg published trials."

You can copy and paste details from other programmes such as Word. **Quick tip:** to copy and paste quickly, select the text to copy and press the Ctrl key and C together, then click into the free text box and press Ctrl key and V together to paste the text.

 +  To copy

 +  To paste

- **Drop down boxes:** most of these fields have a small number of options to choose from but some have a large number of options to choose from – these fields are searchable.

Primary diagnosis and treatment requested

These fields have a very large number of entries to choose from. For these fields you can start typing the diagnosis/treatment into the field and the system will search for the item in the list. You can search for part words and acronyms, and these will show you a list of the options in the system.

For example, entering IVF into the treatment requested field will give you all the IVF options available in the system. To select the one that is correct simply click on the option in the list and it will add this into the field.



The screenshot shows a form titled 'Details of Treatment Requested'. It includes a section for 'Treatment Requested' with a dropdown menu currently showing 'IVF'. Below the dropdown is a list of search results for IVF, including 'In Vitro Fertilisation (IVF)', 'In Vitro Fertilisation (IVF) for Viral Positive Patients', 'In Vitro Fertilisation (IVF) with Donor Eggs', 'In Vitro Fertilisation (IVF) with Donor Sperm', 'In Vitro Fertilisation (IVF) with Intracytoplasmic Sperm Injection (ICSI)', 'In Vitro Fertilisation (IVF) with Pre-implantation Genetic Diagnosis (PGD)', and 'In Vitro Fertilisation (IVF) with Surrogacy'. Other form sections visible include 'Previous Treatments and Interventions' and 'Evidence Criteria Met'.

Applicant Organisation/GP details/Provider Organisation

As with the Primary diagnosis and treatment requested fields these are searchable fields.

- For secondary care providers the trust name should be recorded rather than the site name.
- For private providers the name will usually be the company name rather than the site name.

Options not included in the drop downs

For each of the drop downs there is the option to choose 'Other' for those occasions where the option you need is not in the list. On these occasions, a secondary field will appear to enable you to provide alternative details.

Attaching documents

You can add any additional supporting documentation to your request such as clinic letters, research papers, and case studies.

Photographic evidence will only be accepted for consideration when it is impossible to make the case in any other way. The decision to submit photographic evidence remains with the patient and responsible clinician. Please refer to the **Policy for the Management of Individual Funding Requests**, Section 5 for further details and guidance.

[Policy for the Management of Individual Funding Requests](#)

To add a document, tick the box when asked **Would you like to attach any documents?**



Additional Information

You are more than welcome to upload documentation in support of your application e.g. clinical letters

Would you like to attach any documents?

This will open the **E-files** fields:



E-files Documents

New Document Clear Section

* Link as

* Description

* Attach this file No file chosen

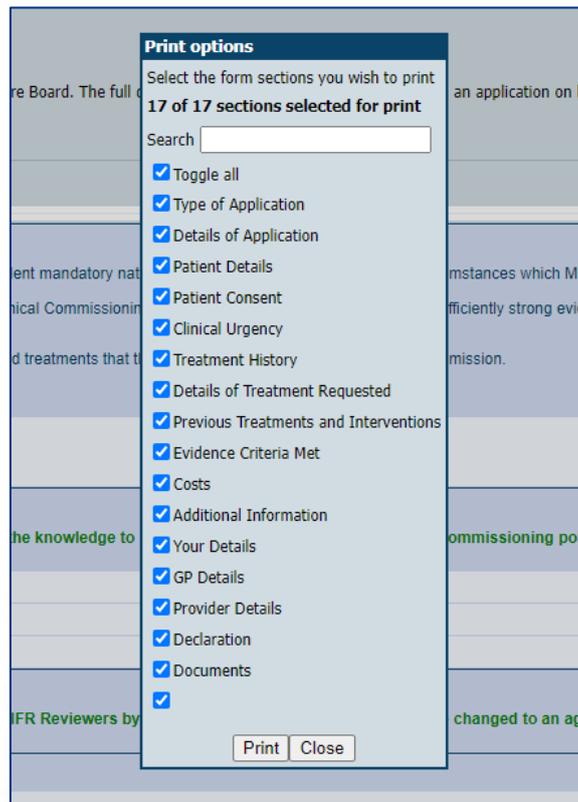
- **Link as:** select the type of document from the dropdown
- **Description:** give the file a name, e.g. clinic letter 24-05-2023
- **Attach this file:** click on **Choose file**, this will open the file navigator box and from there find the file you'd like to attach and select **Open**
- To add another document click **Add another**
- To remove any documents click on **Clear selection**.

Submitting your form

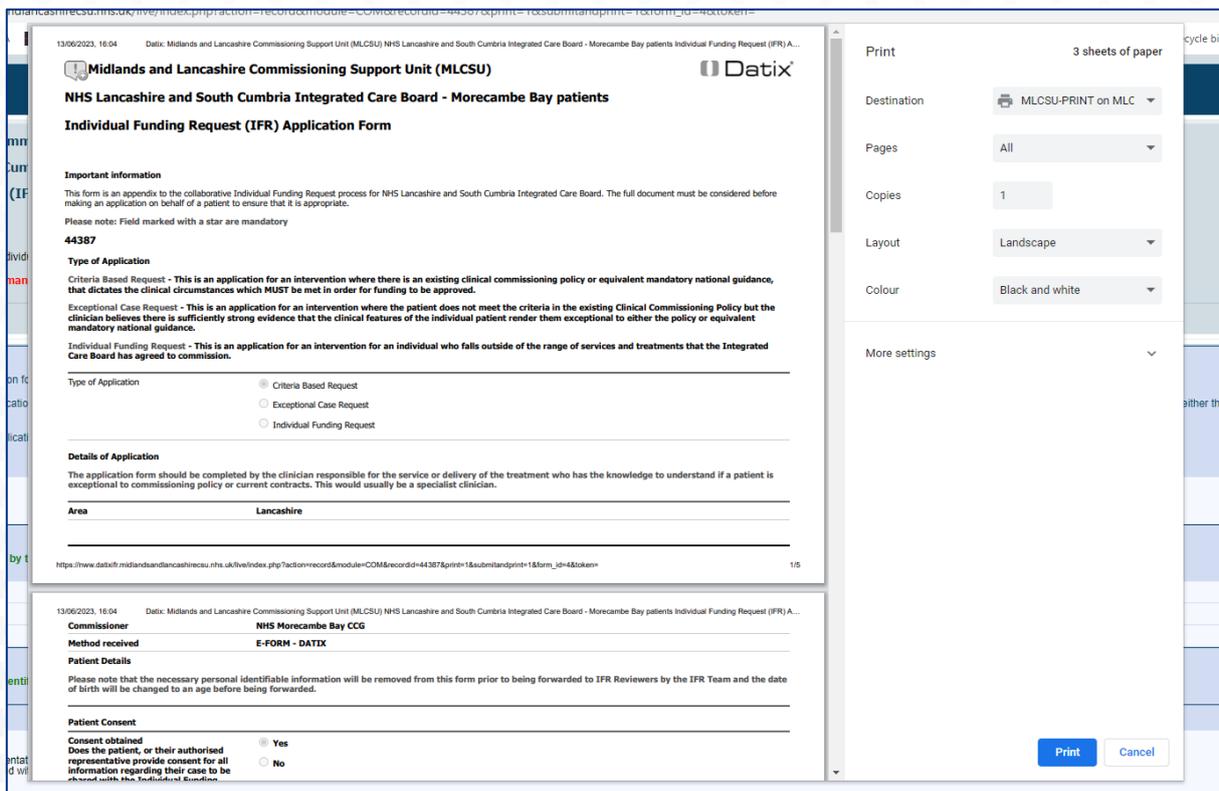
When you've completed all the necessary information and added any supporting documents you will have two options at the bottom of the form.

- **Submit:** this will submit your form to our team to be processed.
- **Submit and print:** this will submit the form to us for processing and also enable you to print your completed form. **Please note** that this may not work if you have pop ups blocked.

When prompted, select the elements you would like to print, or select **Toggle all** to choose the whole form. Click **Print**.



From there your print options box will pop up enabling you to choose to either print your application or convert it to a .pdf document (by amending the Destination).



Further support

For IFR or Prior Approval service enquiries including progress around applications, support in completing your form, and general enquiries, please contact the Lancashire & South Cumbria IFR team.

via email at funding.requests@nhs.net

via phone on 01782 916876