

# PACIFIC PROVIDER DEVELOPMENT FUND PROCESS

## FREQUENTLY ASKED QUESTIONS (FAQ's)

### Who is eligible for Pacific Provider Development Fund (PPDF)?

#### What are the eligibility criteria for PPDF?

*The nationally set criteria to receive PPDF (as per Cabinet decision) are:*

- 1. Be an existing Pacific **health service** provider (i.e., a provider that is owned and governed by Pacific peoples and provides service primarily, but not exclusively, for Pacific people), and*
- 2. Hold a **health service** contract (with Ministry of Health, Te Whatu Ora - Health New Zealand, or a Primary Health Organisation) within the last 18 months, and*
- 3. Be a legal entity*

#### Do Providers which serve a large Pacific population but are not owned / governed by Pacific qualify for PPDF?

*No. A provider needs to be Pacific owned and governed to qualify for PPDF.*

#### What is meant by a Pacific Health service provider?

*It means that only Pacific health providers that are **funded** by either the Ministry of Health, Te Whatu Ora - Health New Zealand, or a Primary Health Organisation qualify for PPDF*

#### The only funding I receive from Health New Zealand is to deliver community innovation services, local community programs, and/or COVID-19 Pacific support. Do I qualify for PPDF?

*No, only Pacific health providers that have the delivery of **health services** for Pacific communities as their core business qualify for PPDF.*

### How do I apply for PPDF?

#### How do I apply for funding?

*Applicants can apply by completing the application forms downloadable in MS Word and MS Excel format.*

*You will need to apply before **5pm Friday 22 September 2023***

*Downloaded forms must be emailed to: [ppdf@health.govt.nz](mailto:ppdf@health.govt.nz)*

*Downloadable applications forms:*

- PPDF Application form*
- PPDF Self-Assessment tool*

- *PPDF Tiering tool*

*Guidance is provided in the application guidelines document:*

- *PPDF Application guidelines*

### **What is the purpose of the Capacity and Capability self-assessment tool?**

*The PPDF Assessment tool helps you identify capacity and capability strengths and shows areas needing development.*

*You should closely align funding initiatives/projects toward those areas requiring more development.*

### **How often will I need to complete the PPDF Capacity and Capability self-assessment ?**

*If this is your first time applying, a completed self-assessment is needed with your application.*

*If you're re-applying, a new self-assessment is needed with your application if it has been more than 18 months since completing your first self-assessment.*

### **Why are these Capacity and Capability areas used for the Pacific Health self-assessment tool?**

*The eight Capacity and Capability areas are based on similar tools available. (e.g. MSD capacity and capability self-assessment tool, previous PPDF self-assessment tools, Māori Provider Development Scheme)*

*The Pacific Health self-assessment tool is better designed in supporting your needs.*

### **Can I submit a Capacity and Capability Assessment Tool from another agency?**

*No. You need to complete the PPDF self-assessment tool to support your PPDF Application.*

*If appropriate, use the information you have already gathered, noting that there will be similarities between information required for other agency tools.*

### **Can you provide examples of projects/initiatives that would qualify for PPDF funding?**

- *Undertaking a feasibility study into expanding primary care services.*
- *Review and update of organisational policies, standard operating procedures, and internal controls.*
- *Implementing a staff development programme and performance framework.*
- *Implementing a data collection and reporting system.*
- *Review and upgrade of financial systems and procedures.*
- *Evaluating innovative models of care developed through the COVID-19 response.*
- *Developing a digital communication and promotions strategy*

*Further examples are provided in **Appendix B**.*

### **What would not qualify as a PPDF project?**

- *Paying or topping up wages of internal staff to review and implement the work.*

- *Engaging a contractor for the whole 12 months as opposed to only the relevant milestones.*
- *Having the contractor deliver the project without involvement from staff of the organisation (no capability building to continue doing the work as part of business as usual).*

*Further examples of project exclusions are provided in the PPDF application guideline document.*

**Some activities which were previously funded via PPDF, no longer qualify. What is the rationale for the exclusion?**

*The activities in the exclusion list of the PPDF application guidelines have been identified as activities which will not support provider capacity and capability in the long term.*

**What is the Provider tiering system?**

*The tiering system is designed to better recognise the different development stages organisations are currently in.*

*Based on information you provide in the PPDF Tiering tool, you will be assigned into 3 Tier categories:*

- *Tier One – Provider is well established and has high level capability*
- *Tier Two – Provider is well established with moderate level of capability*
- *Tier Three – Provider is new and/or still establishing themselves.*

**Why is the Pacific Health team utilising a tiering system and how was it developed?**

*The tiering system is designed to foster a closer relationship with the Pacific health team and to identify more targeted levels of support. For example, recognising that some providers may need additional support to develop and implement an organisational plan.*

*There will be continuous opportunities (i.e., at the end of an agreement) to revisit a provider's tier.*

## How often will PPDF be made available?

**Given differing contracts lengths, how often will Te Whatu Ora - Health New Zealand go through a PPDF funding round?**

*The PPDF funding round will be run annually.*

*This is to ensure that any new Pacific health providers have an opportunity to apply for funds, and Provider's with annual agreements have an opportunity to re-apply.*

**Will there be an opportunity to apply for PPDF outside of the annual PPDF funding round?**

*No. The annual process will provide a fair and transparent way for providers to apply for funding.*

## Can providers with multi-year contracts apply for additional PPDF funding while their contract is active?

Only those Pacific health providers with PPDF contracts expiring within three months of the next funding round can re-apply.

In circumstances where there is a Vote Health budget increase to the level of funding, consideration may be given to Providers part-way through multi-year agreements to apply for additional funding.

## How long will funding be made available for my projects?

The maximum funding term will depend on the confirmed Tier category of the Provider.

- Tier One: up to five years, with annual reviews
- Tier Two: up to three years, with annual reviews
- Tier Three: annual agreements

Decisions on approving multi-year agreements will be determined by the quality of supporting information provided with the project plan.

## What is the percentage funding allocation by region?

### How is the regional funding allocation calculated?

The average statistics for each of the below listed data sources are used to calculate the regional allocation to provide a fairer distribution:

- Population size based on 2018 census data,
- Number of Pacific health providers per region based on 2021/22 PPDF allocation, and
- DHB of domicile - Pacific peoples enrolled population (as at May 2022).

Region	Districts included in each region	Percentage of funds
Auckland	Northland, Auckland, Waitemata, Counties Manukau	64.44%
Midlands	Bay of Plenty, Tairāwhiti, Waikato, Lakes, Taranaki, Hawkes Bay	12.42%
Wellington	Whanganui, Mid Central, Hutt, Wairarapa, Capital and Coast	12.08%
South Island	Nelson Marlborough, West Coast, Canterbury, South Canterbury, Southern	11.06%

A breakdown of each individual data source is attached as **Appendix A**.

## Why was the PPDF process developed?

*The development of new tools and guidance for PPDF is in response to nine recommendations identified in the 2018 PPDF review.*

*A full copy of the PPDF review can be accessed online at;  
<https://www.health.govt.nz/publication/review-ministry-health-pacific-provider-development-fund-2018>*

*Note that some of the recommendations have been adapted to the current contracting and strategic environment (e.g. contracting no longer done via Collectives, Ola Manuia is the new Pacific Health Action Plan)*

## What was the purpose of the Steering Committee?

*The Steering Committee's purpose was to provide strategic direction, advice, and endorsement on key documents throughout the development of the PPDF process.*

*Steering Committee Members bring a diverse range of perspectives and insights from across Aotearoa New Zealand. Members were selected based on their experience and involvement in the Pacific health sector. It includes providers' perspective and insights, Ministry and DHB personnel.*

*The Steering Committee members were:*

<b>Name</b>	<b>Role and organisation</b>
Gerardine Clifford-Lidstone	Director Pacific Health, Population Health and Prevention, Ministry of Health
Cory Vessey	Senior Portfolio Manager, Pacific Health
Finau K Taungapeau	General Manager Pacific Trust Otago
Liani Sanford	Acting Pacific Health Gain Manager Waitematā and Auckland DHBs
Nanai Mua'au	Executive Director, Pacific Health Service Hutt Valley
Rachel Karalus	CEO, K'aute Pasifika Trust
Dr Siro Fuatai	Bader Drive Healthcare
Tevita Funaki	CEO, The Fono
Danilo Coelho de Almeida	Senior Portfolio Manager, Pacific Health

## When will the PPDF process be reviewed again?

*Reviewing the administration of PPDF will be an iterative process.*

*At this stage, we are planning to review the process following the 2023/24 PPDF round.*

*Te Whatu Ora -Health New Zealand will conduct this review to gain a better understanding of what worked well and what could be improved in the process.*

*We plan to release a survey to applicants once the round is closed to gain insights.*

## Appendices

### Appendix A

*Population size based on 2018 census data*

Region	Percentage of Pacific peoples
Northland Region	2.0%
Auckland Region	63.9%
Waikato Region	5.4%
Bay of Plenty Region	2.9%
Gisborne Region	0.6%
Hawke's Bay Region	2.5%
Taranaki Region	0.7%
Manawatū-Whanganui Region	2.7%
Wellington Region	11.2%
Tasman Region	0.2%
Nelson Region	0.3%
Marlborough Region	0.4%
West Coast Region	0.1%
Canterbury Region	5.0%
Otago Region	1.6%
Southland Region	0.7%

*Number of Pacific health providers per region (as per 2020/21 funding allocation)*

Region	Percentage of total number of Pacific Health Providers
Auckland	56%
Midlands	19%
Wellington	15%
South Island	11%

*Pacific peoples enrolled population (as at May 2022)*

DHB of Domicile	Percentage of total Pacific
Auckland	15.81%
Bay of Plenty	1.34%
Canterbury	4.76%
Capital and Coast	6.49%

Counties Manukau	41.02%
Hawkes Bay	1.75%
Hutt Valley	3.45%
Lakes	0.80%
MidCentral	1.60%
Nelson Marlborough	0.74%
Northland	1.09%
South Canterbury	0.36%
Southern	2.25%
Tairāwhiti	0.31%
Taranaki	0.46%
Waikato	3.82%
Wairarapa	0.31%
Waitemata	13.05%
West Coast	0.10%
Whanganui	0.48%

## Appendix B

Examples of projects for PPDF funding:

Capacity area	Project example
1. Pacific organisational values and philosophy	Implement Ola Manuia framework into operational planning and processes for services delivery.
2. Mission, strategy, and planning	Conduct a feasibility study to expand primary care services  Strategic planning in response to health reforms.
3. Service design and evaluation	Undertake assessment for scaling innovative models of care developed through the COVID-19 response.  Review and update organisational policies and standard operating procedures to align with best practice and/or legislative changes.
4. Human resources	Implementing a staff development programme and performance framework.
5. Information technology	Implementation of data collection systems and reporting tool.  Build and scope technology roadmap for long-term infrastructure requirements.
6. Financial management	Review and upgrade of financial systems, policies, and procedures to support sound financial management.
7. Governance and leadership	Governance training and programmes for board members.
8. Communications and external relations	Development of a digital communications and promotion strategy

### What is meant by a project?

A project is a time-limited series of tasks which must be completed to achieve a desirable outcome. For example:

- i. It was identified, following the completion of the PPDF self-assessment tool, that Recruitment, Development and Retention of General Staff (Section 4.01) needs development (currently at level one – clear need for increased capacity).
- ii. The **desired outcome** is to support staff development via training and a well targeted plan over a 12-month period and move to at least capacity level two ('basic' on the tier system).
- iii. Tasks to move to level two may include:



- a) *Engagement of contractor to review of current staff development policy (including career pathway), and staff performance development plan.*
- b) *Meet with individual staff to discuss their career aspirations and development plan (this may include support of a contractor with the aim of upskilling the organisation to do it on an ongoing basis), how does the staff development plan links with the organisation's overall strategy and mission (note that PPDF support may be required to address these areas, section 2.01 and 2.02 – if development needed, this can be listed as a separate PPDF project).*
- c) *Agree to potential training / mentoring / support to allow for staff development which meets the individual's needs and organisational strategy (PPDF may be required to fund training).*
- d) *Review the individual staff development plan after 12 months to find whether it has supported the staff aspirations and organisational strategy. What could be improved in the process (a contractor may be engaged to review the process, and recommend potential improvements going forward).*