About this guide

This guide describes how to participate, declare and manually enter achievement for the QRISK2 Manual Claims Collection programme. This service runs from 1 March 2017 to 31 May 2017. Activity and achievement should be recorded on a monthly basis.

Participating in the service

Once you’ve received an offer to participate in this service from your RLO it will appear in your Message Centre as a new task. Follow the steps below to participate:

- view the service by selecting the Task Summary link or Participation Management tab from the main menu
- select the checkbox in the first column and then select the option Accept Service

- when you see the message asking you to accept the service, select Yes
- you will then see a message confirming that you’ve accepted the offer
- once your RLO approves the offer you will receive another message
- you can then start entering achievement data
Manually Entering achievement

In line with NHS England requirements, NHS Digital collects information automatically for some services but for others this must be entered manually.

To manually enter data for this service follow the steps below:

- select the Data Submission tab from the main menu
- choose the Record Achievement option and set the financial year dropdown box to 2016/17
- select QRISK2 Manual Claims Collection from the dropdown box
- select the end-of-month date for the data you're entering 31/03/2017
- choose Add New Achievement

- select QRISK2 Manual Claims Collection Payment
- enter data for indicator QRISK2001
- select Submit Achievement Data

Please note this Service runs across Financial Years. To select the April and May achievement you need to change the financial year to 2017/2018.
Declaring achievement

To declare achievement for payment, follow the steps below:

- go to the Achievement screen and select the Declare sub-tab
- check your achievement (it will only display if you’ve correctly completed all the steps above)
- select the checkbox in the first column
- select Declare Achievement

You will then see a message confirming that your achievement has been declared and is awaiting approval by your RLO. Once your achievement is approved it will be processed for payment.

You can see your achievement values and information at any time using the reporting functionality under the Report tab.

Adjusting payment

If you disagree with your achievement amount the options available will depend on the source of the data:

1. If you manually entered the achievement data and have not yet declared your achievement, you can correct the achievement data yourself on CQRS using the data entry screens.

2. If your data was from an automated extract or you have already declared your achievement, assemble evidence to support your claim and contact your RLO. They will review the evidence and decide if an adjustment is justified.