Required manual indicators for Quality and Outcomes Framework 16/17

This guide is for GPs and Commissioning Organisations (RLO/CCG) using the Calculating Quality Reporting Service (CQRS) for primary care information collections.

Support

**Service desk**  
cqrsservicedesk@gdit.com, 0800 440 2777, 8am-6pm Mon-Fri

**System**  
CQRS log in [https://login.cqrs.nhs.uk/cas/login]

**Web**  
CQRS [https://digital.nhs.uk/article/279/General-Practice-GP-collections]  
GPES [http://content.digital.nhs.uk/gpes]

About this guide

This guide describes how to manually enter the four manual QOF indicators. Until the indicators are entered the QOF year-end achievement and next year’s aspiration will not calculate.

The indicators that need to be manually entered for 2016/17 are:

- PC002
- SMOK003
- CS001
- CS004

Achievement data inputted after the 31 March 2017 may result in a delay to your payment.

Step-by-step

To enter achievement for the four QOF 2016/17 required manual indicators follow the steps below.

1. Select the Data Submission tab from the CQRS main menu.
2. Select the Record Achievement option and set financial year dropdown to 2016/17.
4. Set the achievement date to 31 March 2017, end date of the financial year.
5. Select Add New Achievement.
6. See QOF 2016/17 Domains and Groups for all the indicator groups.

7. Select the first group, Palliative Care. You’ll then see the indicator in this group and the field, or fields that need to be entered for it.

8. Select the PC002 drop down menu and then select either Yes or No. Then click the Submit Achievement Data at the bottom of the screen.
9. After submitting your data you'll be taken back to the Indicator Group screen. You'll then see a message at the top of the screen informing you the submission has been successful.

10. From the indicator Group screen select the second group, Smoking.

11. Select the SMOK003 drop down menu and then select either Yes or No. Then click on Submit Achievement Data at the bottom of the screen.
12. After clicking Submit Achievement Data you’ll be taken to the Indicator Group screen and see a message informing you that the submission has been successful.

13. Select the third group, Cervical Screening. You’ll then see the indicators in this group and the field, or fields that need to be entered for it.

14. Select the CS001 drop down menu and then select either Yes or No. Repeat this for CS004 and then click on Submit Achievement Data at the bottom of the screen.
15. After clicking Submit Achievement Data you’ll return to the Indicator Group screen. A message will appear at the top of the screen informing you the submission has been successful.

The Data Submission Model for Cervical screening (CS) has been successfully submitted.

16. If you have entered the required manual indicators, your information will be collected and CQRS will calculate your QOF16/17 achievement payment and QOF 17/18 aspiration payments. When the collection is complete you’ll see the information in CQRS and be able to declare it. See GP collections bulletins for the relevant dates.

**IMPORTANT INFORMATION**

You can only submit QOF achievement information once. After you submit the Achievement it is no longer possible to update the fields. If you identify an error after you’ve submitted, contact your commissioning organisation.

**Declaring achievement for payment**

- Go to the CQRS Achievement screen and select the Declare sub-tab.
- If you’ve completed all the steps above, you’ll see your QOF16/17 achievement on screen.
- Check your achievement. To declare it, select the checkbox to the left of the Quality Service title, Quality and Outcomes Framework 2016/17 and select the Declare Achievement button.
- You’ll then see a message confirming that your achievement has been declared and is awaiting approval by your regional local office.
- Once your regional local office approves your achievement the information will be passed to the National Health Applications and infrastructure Services (NHAIS) for payment.

![Image of CQRS Achievement screen]

**Adjusting payment values**

If you disagree with any of your achievement data assemble your evidence to support your claim and contact your commissioning organisation. They will review this evidence and make any necessary adjustment.