Quality and Outcomes Framework (QOF) 2018/19 - Required Manual Indicators

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

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<th>Support</th>
<th>Service desk</th>
<th><a href="mailto:support@cqrs.co.uk">support@cqrs.co.uk</a>, 0800 440 2777, 8am-6pm Mon-Fri</th>
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<td>CQRS log in</td>
<td>[<a href="https://login.cqrs.nhs.uk/cas/login">https://login.cqrs.nhs.uk/cas/login</a>]</td>
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<td>CQRS [<a href="https://digital.nhs.uk/article/279/General-Practice-GP-collections">https://digital.nhs.uk/article/279/General-Practice-GP-collections</a>]</td>
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<td>GPES [<a href="https://digital.nhs.uk/General-Practice-Extraction-Service">https://digital.nhs.uk/General-Practice-Extraction-Service</a>]</td>
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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 2018/19 are:

- PC002
- SMOK003
- CS001
- CS004

Achievement data input after the 31 March 2019 may result in a delay to your payment.

Step-by-step

To enter achievement for the four QOF 2018/19 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 2018/19.
4. Set the achievement date to 31 March 2019 - the end date of the financial year.
5. Select Add New Achievement.
6. See QOF 2018/19 Domains and Groups for all the indicator groups.

7. Select the first group, Palliative Care. You will 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 button at the bottom of the screen.

If the rest of the QOF data hasn't been extracted yet, you will see the following message:

Click Yes.

9. After submitting your data, you will be taken back to the Indicator Group screen. You will 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.

![Image of the indicator Group screen with highlighted Smoking group]

11. Select the SMOK003 drop-down menu and then select either Yes or No. Then scroll down and click on Submit Achievement Data at the bottom of the screen.

![Image of the SMOK003 menu with Yes option selected]

If the rest of the QOF data hasn't been extracted yet, you will see the following message:

![Image of the message requiring consent to proceed]

Click Yes.

12. After clicking Submit Achievement Data you will 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 will 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.

If the rest of the QOF data hasn’t been extracted yet, you will see the following message:
Click Yes.

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.

16. If you have submitted the required manual indicators by midnight on 31 March 2019, your information will be collected and CQRS will calculate your QOF 2018/19 achievement payment and QOF 2019/20 aspiration payments. When the collection is complete you will see the information in CQRS and be able to declare it. See CQRS bulletins and updates for the relevant dates.

IMPORTANT INFORMATION

You can only submit QOF achievement information once. After you submit Achievement it is no longer possible to update the fields.

If you identify an error after you have submitted, contact your Commissioning Organisation providing evidence for what you would like them to consider changing.
Declaring achievement for payment

Declaring achievement for payment (following automated extraction 1-3 April 2019)

- Go to the CQRS Achievement screen and select the Declare sub-tab.

- If you have completed all the steps above, you will see your QOF 2018/19 achievement on the screen.

- Check your achievement. When you are happy with the data and wish to declare the achievement for the RLO/CCG to approve for payment, select the checkbox to the left of the Quality Service title, Quality and Outcomes Framework 2018/19.

- Select the Declare Achievement button.

- A confirmation message will display to confirm that the payment declaration request has been successfully submitted and is awaiting approval by the RLO/CCG.

- Once the RLO/CCG approves the achievement details they will be passed to the Exeter System/ National Health Applications and Infrastructure Services (NHAIS) for payment.

- To view the achievement values and underlying data use the CQRS reporting functionality. This can be found under the CQRS Report tab, under the achievement reports.

Adjusting payment values

If you don’t agree with the achievement payment values calculated in CQRS you must assemble evidence to support your argument and contact your RLO/CCG. They will then review the evidence and, where necessary, negotiate an adjustment.