

CQRS Job Aid: User Roles

This job aid describes the steps required to check the user roles you have on CQRS. It also describes the responsibilities of each role.

Note: The data that appears in this job aid is for training purposes only and does not represent actual data.

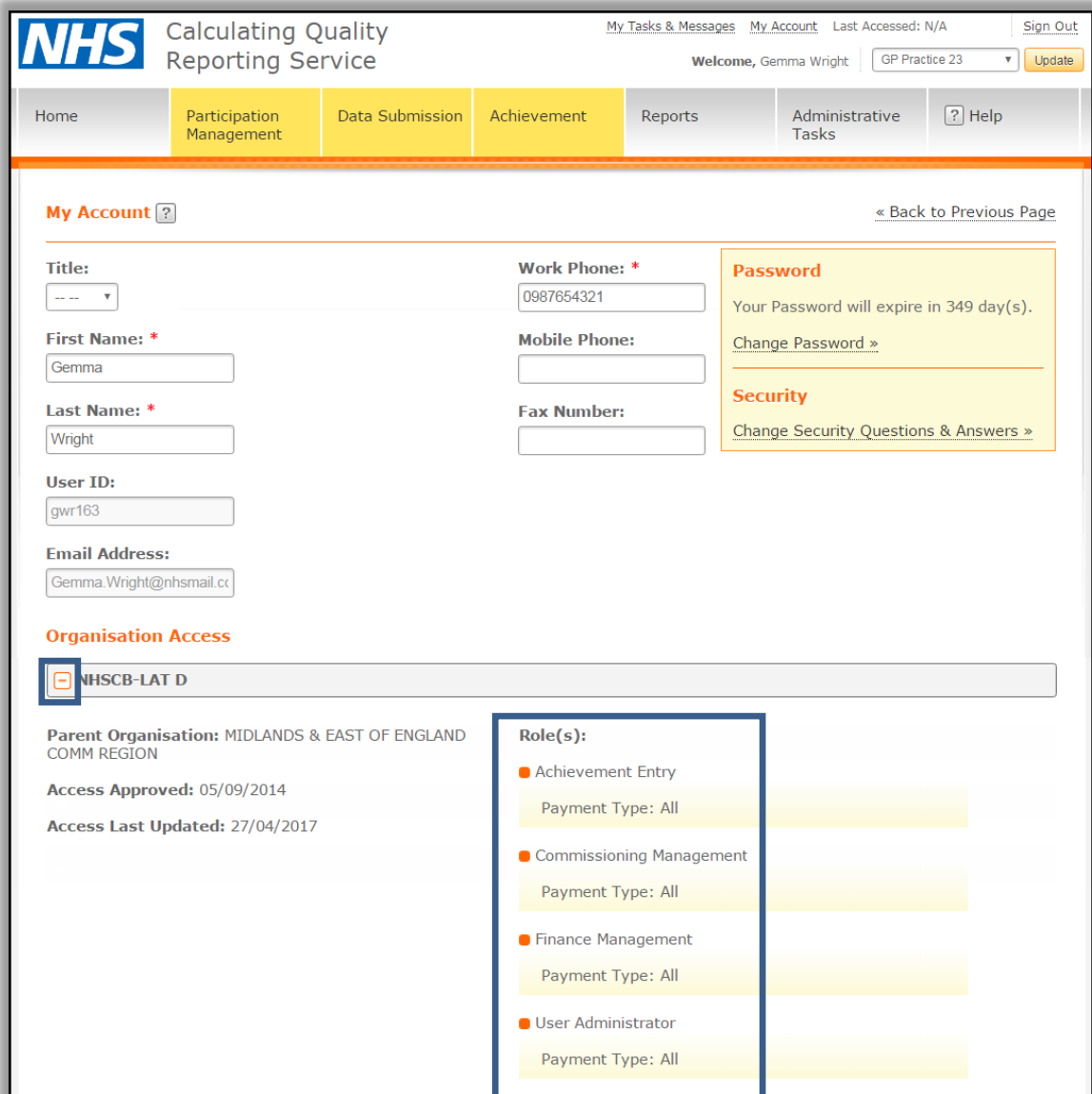
Checking User Roles

1. You can check which user roles you are currently assigned by going to **My Account** from the top of the CQRS window.

The screenshot shows the NHS Calculating Quality Reporting Service (CQRS) interface. The top navigation bar includes 'My Tasks & Messages', 'My Account' (highlighted), 'Last Accessed: 28/02/2017', and 'Sign Out'. Below this, a secondary navigation bar shows 'Welcome, Gemma Wright' and 'GP Practice 23' with an 'Update' button. The main navigation menu includes 'Home', 'Participation Management', 'Data Submission', 'Achievement', 'Reports', 'Administrative Tasks', and 'Help'. The main content area is titled 'CQRS Message Centre - My Tasks & Messages' and includes a 'Back to Previous Page' link and an 'Update Notifications' button. A 'Published Information' box contains links for 'NHS Service Requirements' and 'NHS Services Explained'. Below this, there are 'Open Items' and 'Closed Items' tabs. A note states 'To adjust the view, select Advanced Search.' At the bottom, there is an 'Advanced Search' link and a table with the following data:

| Type | Subject | Detail | Achievement Date | Create Date | Count |
|------|--|-------------------------------|------------------|-------------|-------|
| MSG | Active Participation Agreement Updated | Dementia Data Extract 2016/17 | N/A | 31/03/2017 | 1 |

2. Expand the organisation you are assigned to, to see the role(s) you have been assigned.



NHS Calculating Quality Reporting Service

My Tasks & Messages My Account Last Accessed: N/A Sign Out

Welcome, Gemma Wright GP Practice 23 Update

Home Participation Management Data Submission Achievement Reports Administrative Tasks Help

My Account ? << Back to Previous Page

Title: ---

First Name: * Gemma

Last Name: * Wright

User ID: gwr163

Email Address: Gemma.Wright@nhsmail.cc

Work Phone: * 0987654321


Mobile Phone:

Fax Number:

Password
Your Password will expire in 349 day(s).
[Change Password »](#)

Security
[Change Security Questions & Answers »](#)

Organisation Access

 NHSCB-LAT D

Parent Organisation: MIDLANDS & EAST OF ENGLAND COMM REGION

Access Approved: 05/09/2014

Access Last Updated: 27/04/2017

Role(s):

- Achievement Entry**
Payment Type: All
- Commissioning Management**
Payment Type: All
- Finance Management**
Payment Type: All
- User Administrator**
Payment Type: All



User Role Responsibilities

| Role | Commissioning Organisation (Area Team) | Service Provider (GP practice) | Training Module |
|------------------------------------|--|--|---|
| Advanced User Administrator | This role is for setting up and managing user access on CQRS. A user with this role can manage users for both the Area Team and all the GP practices administered by the Area Team. | Not Applicable | Module 10 (CQRS Administration) |
| User Administrator | This role is for setting up and managing user access on CQRS. A user with this role can manage users for the Area Team only. | This role is for setting up and managing user access on CQRS. A user with this role can manage users for the GP practice only. | Module 10 (CQRS Administration) |
| Finance View* | This role allows users to view the achievement for QOF, DES, and other supported Quality Services of all the GP practices administered by the Area Team. | This role allows users to view the achievement for QOF, DES, and other supported Quality Services for the GP practices. | Module 9 (Running Pre-defined Reports) |
| View* | This role allows users to view points (but not pounds) achievement for QOF, DES, and other supported Quality Services of all the GP practices administered by the Area Team. | This role allows users to view points (but not pounds) achievement for QOF, DES, and other supported Quality Services for the GP practices. | Module 9 (Running Pre-defined Reports) |
| Achievement Entry* | This role allows users to manually enter achievement data for the GP practices administered by the Area Team. | This role allows users to manually enter achievement data for the GP practice where the data is not being supplied by GPES. | Module 6 (Entering Achievement Data Manually) |
| Commissioning Management* | This role allows users to commission QOF, DES, and other CQRS-supported Quality Services from the GP practices administered by the Area Team. | Not Applicable | Module 4 (Participation Management for Commissioning Organisations) |
| Service Management* | Not Applicable | This role allows users to accept the Area Team offers of the QOF, DES, and other CQRS-supported Quality Services for the GP practice. | Module 5 (Participation Management for Service Providers) |
| Declaration Management* | Not Applicable | This role allows users to confirm that their GP practices achievement for a Quality Service recorded on CQRS is correct and can be used for payment. | Module 7 (Achievement and Payments for Commissioning Organisations) |
| Approval Management* | This role allows users to confirm that the achievement for a Quality Service recorded on CQRS for a GP practice administered by the Area Team is correct and can be used for payment. | Not Applicable | Module 8 (Achievement and Payments for Service Providers) |
| Finance Management* | This role allows users to confirm that a payment should be made for a Quality Service to a GP practice administered by the Area Team. | Not Applicable | Module 8 (Achievement and Payments for Service Providers) |
| Supervisor | This role allows a user to see all the outstanding CQRS tasks and messages for their Area Team. | This role allows a user to see all the outstanding CQRS tasks and messages for their GP practice. | Module 10 (CQRS Administration) |
| Organisation Administrator | This role can create and update organisations for descendant organisations. This role controls creating Service Provider Clusters and Allocated Report access. | Not Applicable | Module 10 (CQRS Administration) |

* These roles can be restricted by the Payment Type (e.g., QOF, DES)