

## Adjusting Manually Submitted Data Job Aid

There may be occasions when a Service Provider may need to manually adjust achievement data. For example, data needed for Quality and Productivity Indicators cannot be accessed from a GP system and so may need to be manually adjusted throughout the financial year if the Service Provider's situation or ability to meet required contractor obligations changes.

Service Providers may update manually submitted data providing:

- Achievement data have not already been submitted for the last day of the payment period
- A payment has been financially approved based on the submitted achievement data
- The achievement data are not set as a Commissioning Organisation entry

This job aid is aimed at Service Providers with the role of 'Achievement Entry' who make these manual adjustments.

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

1. From the CQRS Home screen, select the **Data Submission** tab.

Home Participation Management **Data Submission** Achievement Reports Administrative Tasks Help

CQRS Message Centre - My Tasks & Messages [Back to Previous Page](#) [Update Notifications](#)

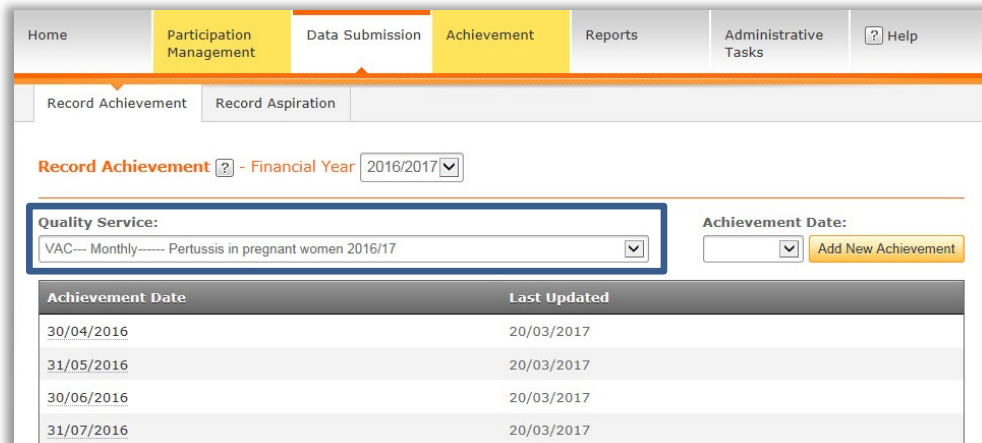
**Published Information**  
Automated Extractions Timetable for 16/17  
Co-commissioning Changes starting in June  
CQRS Training website

Open Items Closed Items

To adjust the view, select Advanced Search. [Advanced Search](#)

| Task or Message | Subject   | Deadline Date | Process Target Date | Estimated Process Finish Date | Create Date |
|-----------------|---|---------------|---------------------|-------------------------------|-------------|
| Task            | Service Friends and Family Test 201516 in Participation Agreement has been... | 09/03/2017    | N/A                 | N/A                           | 17/03/2017  |

- If it is not already displayed, use the Quality Service dropdown to locate and select the service to be adjusted from the list.



Record Achievement - Financial Year 2016/2017

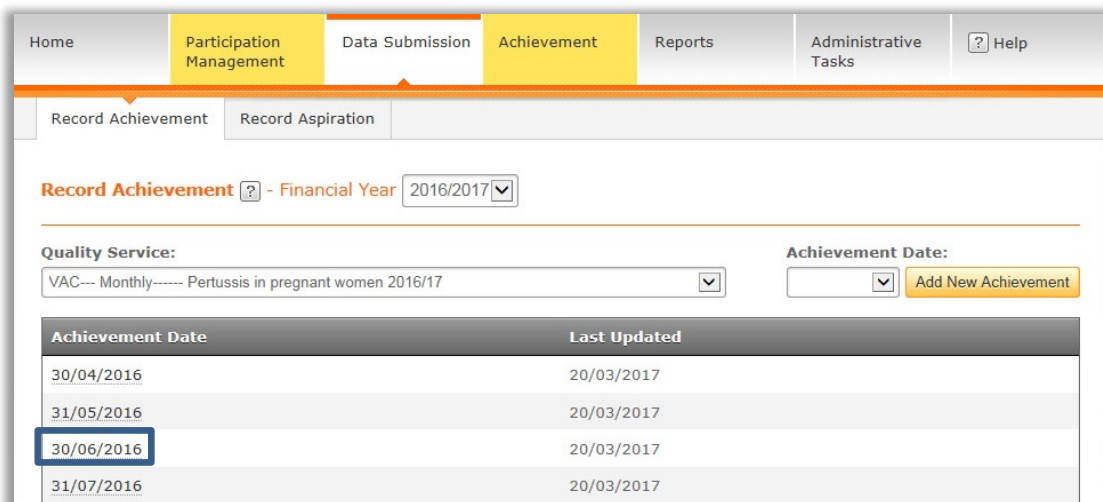
Quality Service: VAC--- Monthly----- Pertussis in pregnant women 2016/17

Achievement Date: [ ] Add New Achievement

| Achievement Date | Last Updated |
|------------------|--------------|
| 30/04/2016       | 20/03/2017   |
| 31/05/2016       | 20/03/2017   |
| 30/06/2016       | 20/03/2017   |
| 31/07/2016       | 20/03/2017   |

**NOTE:** The achievement panel below the selected Quality Service shows all achievements recorded against the chosen service.

- Select the achievement that you wish to adjust.



Record Achievement - Financial Year 2016/2017

Quality Service: VAC--- Monthly----- Pertussis in pregnant women 2016/17

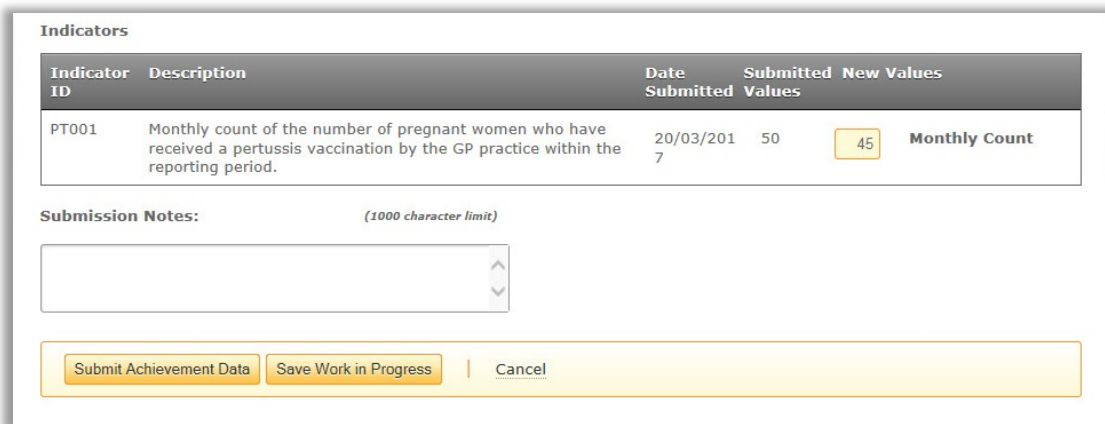
Achievement Date: [ ] Add New Achievement

| Achievement Date | Last Updated |
|------------------|--------------|
| 30/04/2016       | 20/03/2017   |
| 31/05/2016       | 20/03/2017   |
| 30/06/2016       | 20/03/2017   |
| 31/07/2016       | 20/03/2017   |

- All sub-domains within the chosen achievement along with submitted and entered indicators display. Select the Indicator Group.

| Indicator Group                                    | Indicators Submitted | Indicators In Progress | Last Updated |
|--|----------------------|------------------------|--------------|
| Pertussis in pregnant women                        |                      |                        |              |
| Pertussis in pregnant women Payment Indicators     | 1 of 1               | 0 of 1                 | 20/03/2017   |
| Pertussis in pregnant women Management Information | 0 of 2               | 0 of 2                 |              |

5. Make adjustments as required by inputting data in the New Values fields.



| Indicator ID | Description   | Date Submitted | Submitted Values | New Values |
|--------------|---|----------------|------------------|------------|
| PT001        | Monthly count of the number of pregnant women who have received a pertussis vaccination by the GP practice within the reporting period. | 20/03/2017     | 50               | 45         |

Submission Notes: (1000 character limit)

Submit Achievement Data | Save Work in Progress | Cancel

6. For each achievement submission or work in progress entry, you may enter submission notes specific to that submission. Notes are visible to anyone who reviews the submission or makes a further submission for the same achievement date.

You can save the updated achievement data as work in progress without submitting the data and triggering calculations. Data are stored as work in progress if the data are different from the previous submission or there was no previous submission.

You can submit the updated achievement data if the data are different from the previous submission or if there is no previous submission.

7. Select the **Submit Achievement Data** button.
8. CQRS will display confirmation that the achievement data have been successfully submitted.