

## Declaring an Achievement for Payment Job Aid

At the end of each payment period, a provisional payment is calculated by CQRS based on the data submitted by you in your capacity as a Service Provider.

To be sure payments are accurate, they are reviewed and agreed by the Service Provider and Commissioning Organisation before being paid.

Current achievement for each Quality Service in which you are participating can be viewed and reviewed from the **Achievement Results** sub-tab.

This job aid is aimed at Service Providers with the role of 'Declaration Management' who declare Quality Services for payment.

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

1. From the CQRS **Achievement** screen, select the **Declare** sub-tab.

The screenshot shows the CQRS Achievement screen with the 'Declare' sub-tab selected. The 'Payment Declaration' table contains the following data:

Select All	Quality Service	Payment Type	Payment Period	Date of Achievement	Achievement Amount	Status	Notes
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/10/2016 - 31/10/2016	31/10/2016	£362.60	Awaiting Service Provider Approval	<a href="#">Notes</a>
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/06/2016 - 30/06/2016	30/06/2016	£441.00	Awaiting Service Provider Approval	<a href="#">Notes</a>

If a payment declaration is awaiting Service Provider approval, you may update the Notes field and/or approve the payment declaration.

Some payment configurations may be designated as No Declaration Required, which automatically approves the payment declaration without action by you. Configurations may also be designated as No Approval Required, which automatically approves the payment declaration without action by the Commissioning Organisation.

2. If required, details of the declaration can be generated by selecting the **Run Achievement Summary Report** link in the upper right corner of the screen.

The screenshot shows the 'Payment Declaration' screen with the following table:

Select All	Quality Service	Payment Type	Payment Period	Date of Achievement	Achievement Amount	Status	Notes
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/10/2016 - 31/10/2016	31/10/2016	£362.60	Awaiting Service Provider Approval	<a href="#">Notes</a>
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/06/2016 - 30/06/2016	30/06/2016	£441.00	Awaiting Service Provider Approval	<a href="#">Notes</a>

3. To declare the achievement, select the checkbox to the left of the relevant Quality Service.

The screenshot shows the 'Payment Declaration' screen with the following table:

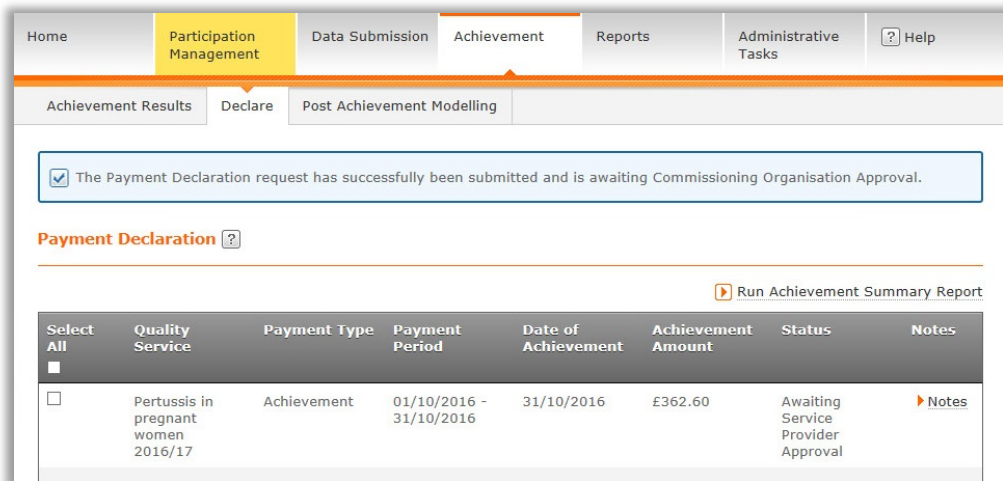
Select All	Quality Service	Payment Type	Payment Period	Date of Achievement	Achievement Amount	Status	Notes
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/10/2016 - 31/10/2016	31/10/2016	£362.60	Awaiting Service Provider Approval	<a href="#">Notes</a>
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/06/2016 - 30/06/2016	30/06/2016	£441.00	Awaiting Service Provider Approval	<a href="#">Notes</a>
<input checked="" type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/08/2016 - 31/08/2016	31/08/2016	£441.00	Awaiting Service Provider Approval	<a href="#">Notes</a>
<input type="checkbox"/>	Seasonal Flu Service 2015/16	Achievement	01/09/2015 - 30/09/2015	30/09/2015	£2,674.00	Awaiting Service Provider Approval	<a href="#">Notes</a>

View: 50 1

**Declare Achievement**

4. Select the **Declare Achievement** button.

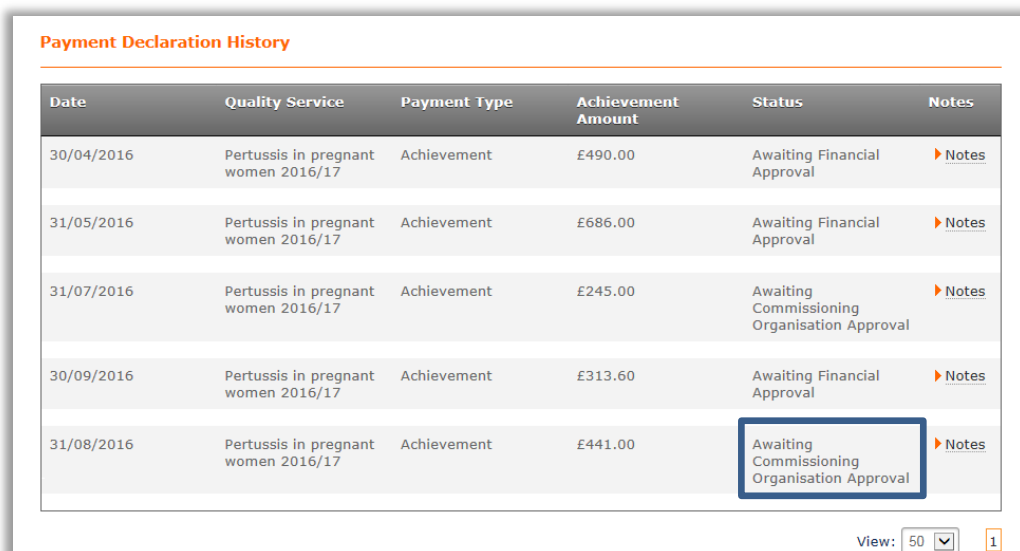
5. A confirmation message displays to confirm that the payment declaration request has been successfully submitted and is awaiting approval by the Commissioning Organisation.



The screenshot shows a navigation menu with 'Participation Management' selected. Below the menu, there are tabs for 'Achievement Results', 'Declare', and 'Post Achievement Modelling'. A confirmation message states: 'The Payment Declaration request has successfully been submitted and is awaiting Commissioning Organisation Approval.' Below this, there is a 'Payment Declaration' section with a 'Run Achievement Summary Report' button. A table displays the following data:

Select All	Quality Service	Payment Type	Payment Period	Date of Achievement	Achievement Amount	Status	Notes
<input type="checkbox"/>	Pertussis in pregnant women 2016/17	Achievement	01/10/2016 - 31/10/2016	31/10/2016	£362.60	Awaiting Service Provider Approval	<a href="#">Notes</a>

**NOTE:** The newly declared achievement moves to the Payment Declaration History panel at the bottom of the screen with a status of “Awaiting Commissioning Organisation Approval.” Notification of the declaration is transmitted to the Commissioning Organisation. They will review and, if appropriate, approve the achievement.



The screenshot shows the 'Payment Declaration History' panel with a table of declarations. The status 'Awaiting Commissioning Organisation Approval' for the entry dated 31/08/2016 is highlighted with a blue box. At the bottom right, there is a 'View: 50' dropdown menu and a '1' icon.

Date	Quality Service	Payment Type	Achievement Amount	Status	Notes
30/04/2016	Pertussis in pregnant women 2016/17	Achievement	£490.00	Awaiting Financial Approval	<a href="#">Notes</a>
31/05/2016	Pertussis in pregnant women 2016/17	Achievement	£686.00	Awaiting Financial Approval	<a href="#">Notes</a>
31/07/2016	Pertussis in pregnant women 2016/17	Achievement	£245.00	Awaiting Commissioning Organisation Approval	<a href="#">Notes</a>
30/09/2016	Pertussis in pregnant women 2016/17	Achievement	£313.60	Awaiting Financial Approval	<a href="#">Notes</a>
31/08/2016	Pertussis in pregnant women 2016/17	Achievement	£441.00	Awaiting Commissioning Organisation Approval	<a href="#">Notes</a>