

Adjusting Manually Submitted Data on Behalf of a Service Provider Job Aid

There may be occasions when a Service Provider's Achievement Declaration contains information that needs updating. Providing this is done before the declaration has been financially approved, it can be adjusted by the Commissioning Organisation.

This job aid is aimed at Commissioning Organisations with the role of 'Achievement Entry' who need to make these adjustments on behalf of a Service Provider.

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

1. From the Home screen, select the **Data Submission** tab.
2. Select the **Record Provider Achievement** sub-tab.

NOTE: Service Providers that have declared achievements in the current financial year are displayed. Use the **Financial Year** filter to view declarations for previous years.

3. Locate and select the **Service Provider Name** link.

The screenshot shows the 'Record Service Provider Achievement' page in the NHS system. The 'Data Submission' tab is selected, and the 'Record Provider Achievement' sub-tab is active. A dropdown menu for 'Financial Year' is set to '2016/2017'. Below the dropdown is a table with the following data:

| Org ID | Service Provider Name | Parent Organisation | Contract Type |
|--------|--------------------------------|---------------------|---------------|
| A04AAA | SvcProviderA04 | CommOrg04 | PMS |
| B04BBB | SvcProviderB04 | CommOrg04 | PMS |
| C04CCC | SvcProviderC04 | CommOrg04 | PMS |
| D04DDD | SvcProviderD04 | CommOrg04 | PMS |

- The Record Service Provider Achievement page refreshes to display services specific to the selected Service Provider.
If not already displayed, select the Quality Service from the Quality Service dropdown box.

Then select the Achievement Date to be adjusted, either by selecting the date from the Achievement Date dropdown or by selecting the date in the Achievement Date table.

All sub-domains within the chosen service are displayed, along with submitted and manually entered indicators.

- Select the Indicator Group that is to be adjusted and update or change the required values.

Alcohol Risk Reduction 2016/17  - Achievement Date: 30/06/2016 [« Back to Record Achievement](#)

Service Provider:
SvcProviderA04

Last Updated: 20/03/2017 **Practice List Size:** N/A
Baseline Date: 01/04/2016

Indicators

| Indicator ID | Description | Date Submitted | Submitted Values | New Values | |
|---------------|---|----------------|------------------|----------------------------------|------------------------|
| ALCCMI01 7 | Count of newly registered patients, aged 16 years or over at the time of their registration, who have registered at the GP practice up to the end of the reporting period. | 20/03/2017 | 100 | <input type="text" value="150"/> | Management Information |
| ALCCMI01 8 | Count of newly registered patients, aged 16 years or over at the time of their registration, who have been screened by the GP practice using the shortened FAST or AUDIT-C tools up to the end of the reporting period. | 20/03/2017 | 90 | <input type="text"/> | Management Information |

NOTE: Available fields and values that can be adjusted will depend on the Quality Service and Indicator Group on view.

After making the necessary adjustments, add appropriate notes to the **Submission Notes** field.

- Select the **Submit Achievement Data** button.

| | | | | | |
|---------------|--|------------|----|----------------------|------------------------|
| ALCCMI01 6 | Count of newly registered patients, aged 16 years or over at the time of their registration, who have an AUDIT assessment score of 8 or more, have been screened for depression and have been provided with support and treatment up to the end of the reporting period. | 20/03/2017 | 50 | <input type="text"/> | Management Information |
|---------------|--|------------|----|----------------------|------------------------|

Submission Notes: *(1000 character limit)*

Submit Achievement Data
Save Work in Progress
Cancel

CQRS displays a confirmation message that the achievement data have been successfully submitted.

The Data Submission Model for **Alcohol Management Information (MI)** has been successfully submitted.

CQRS will return the newly modified achievement to the Service Provider where it will appear as a new task. The Service Provider must then process this through the Achievement Declaration process.