NHS

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.

![NHS logo]

4. 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.

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

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.

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

CQRS displays a confirmation message that the achievement data have 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.