

## Manually Inputting Achievement Data Job Aid

Most achievement data within CQRS are extracted automatically from GP clinical systems. However, data can be entered manually in the following instances:

- The Service Provider does not support automatic extracts.
- The Service Provider's clinical system does not support automatic extracts for the Quality Service(s).
- The Quality Service achievement data cannot be manually extracted.
- There is a technical issue that prevents automatic extracts.

This job aid is aimed at Service Providers with the role of 'Achievement Entry' who input achievement data manually.

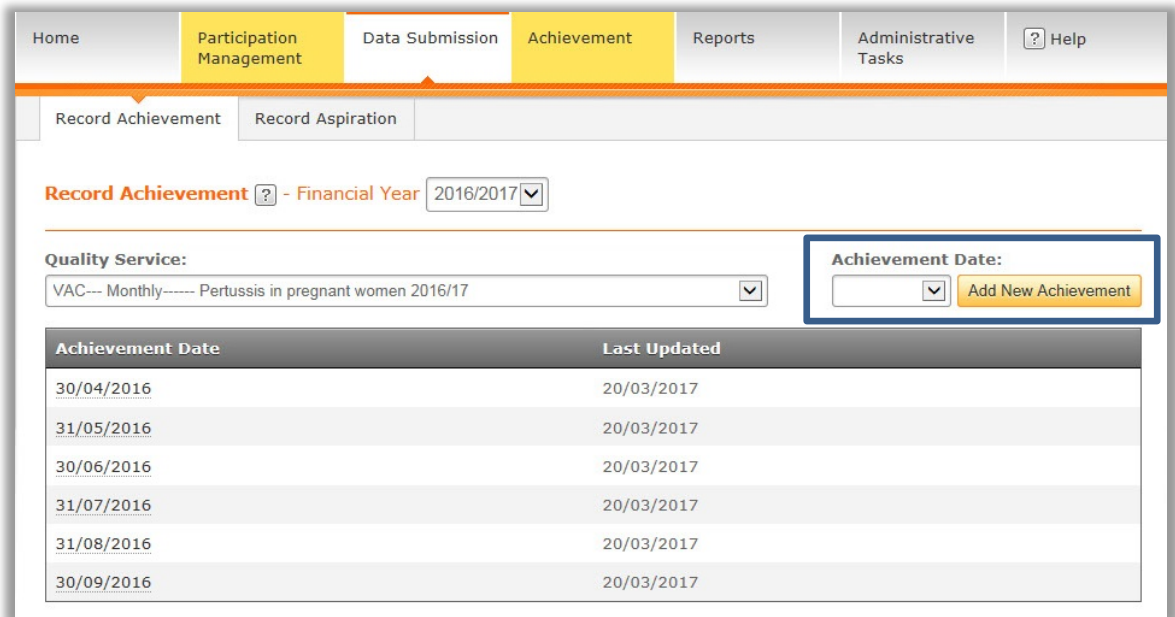
**Note: The data that appears in this job aid is for training purposes only and does not represent actual data.**

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

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
31/08/2016	20/03/2017
30/09/2016	20/03/2017

**NOTE:** The Record Achievement screen displays. You can filter on any combination of Financial Year and Quality Service in order to view the service against which you wish to enter data.

- Having located the required service, select the **Achievement Date** drop-down. This displays a list of valid submission dates for the selected service.



Record Achievement    Record Aspiration

**Record Achievement** (?) - Financial Year: 2016/2017

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

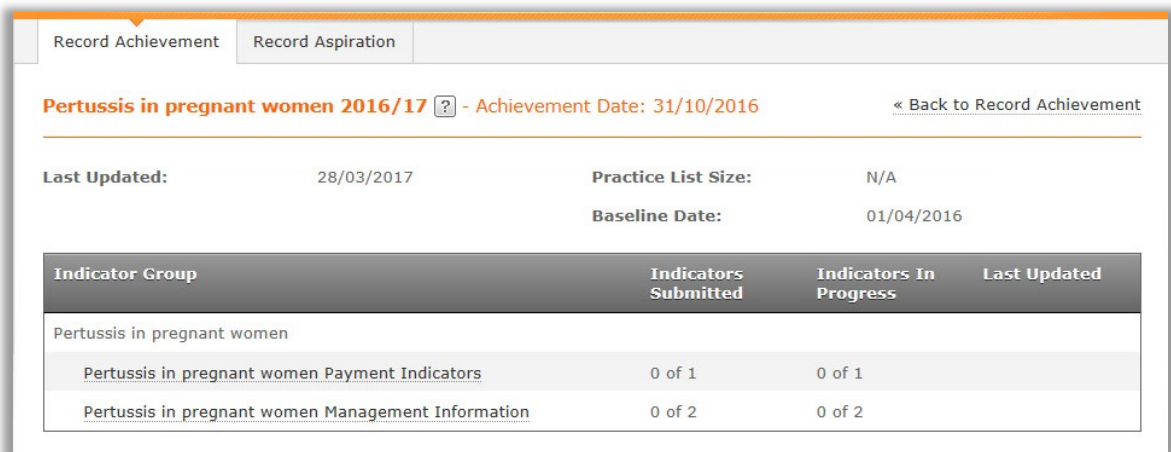
**Achievement Date:**  
 [Dropdown Menu]    **Add New Achievement**

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
31/08/2016	20/03/2017
30/09/2016	20/03/2017

- Select the date you are making a submission for and select the **Add New Achievement** button.

**NOTE:** Achievement Dates highlighted yellow indicate a payment date.

- CQRS displays a summary of all Indicator Groups within your chosen service.



Record Achievement    Record Aspiration

**Pertussis in pregnant women 2016/17** (?) - Achievement Date: 31/10/2016    [« Back to Record Achievement](#)

**Last Updated:** 28/03/2017    **Practice List Size:** N/A  
**Baseline Date:** 01/04/2016

Indicator Group	Indicators Submitted	Indicators In Progress	Last Updated
Pertussis in pregnant women			
Pertussis in pregnant women Payment Indicators	0 of 1	0 of 1	
Pertussis in pregnant women Management Information	0 of 2	0 of 2	

5. Select the Indicator Group against which you wish to input data.
6. The selected Indicator Group details are displayed.



**Indicators**

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.			<input type="checkbox"/> <b>Monthly Count</b>

**Submission Notes:** (1000 character limit)

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7. By selecting the available fields, you can add new achievement data against submission dates and values at a group and indicator level.

Once you have entered the necessary data, you have the choice of saving the achievement as work in progress (allowing you to return later to add or update it) or submitting the data and triggering calculations.

8. Select either the **Submit Achievement Data** or **Save Work in Progress** button.
9. Depending on your choice, CQRS will display confirmation that the achievement has been saved as work in progress or that it has been successfully submitted.